

# Teaching Guide

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Risks and Preventive Measures Actors  
and Actresses.

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## INTRODUCTION

This TEACHING GUIDE is designed to accompany and guide you through the content and instructions you will need to follow during the virtual course.

This TEACHING GUIDE will enable you to appreciate the importance of Virtual Learning Environments. Moodle platform in your professional training; you will learn about the content to be covered during the course, as well as the necessary materials and/or tools; assessment and self-assessment activities; for which you must allow sufficient time for proper completion.

Please read the guidelines and instructions in this TEACHING GUIDE carefully, as following them will ensure your learning. If you have any questions or need guidance on the course, please contact your tutor or use the internal messaging system on the virtual campus, where you will be assisted by the team of motivational tutors for the virtual course.

## GENERAL INTRODUCTION TO THE SUBJECT

The Occupational Risk Prevention Act requires Spanish companies to make a significant effort to adapt in order to comply with its requirements.

In terms of training, employers are obliged to provide their employees with adequate training to enable them to perform their duties correctly.

In view of the existing training needs, training tools have been developed to help Spanish companies meet the aforementioned requirements.

The material presented below is part of this line of action. It is a "self-learning" material designed to be used as a distance learning course.

## PRESENTATION OF THE MATERIAL

The material that has been developed consists of the following elements:

### Course content

The course content has been developed with the aim of providing workers who take the course with the knowledge they need to perform their duties, as follows:

#### GENERAL PART:

- Law 31/95 on Occupational Risk Prevention
- Safety at work.
- Industrial hygiene.
- Ergonomics
- Psychosocial risks.
- Workers' health monitoring
- Heat stress.

- Road Safety.
- Emergency measures.
- First Aid.

## Activities

The course is entirely virtual and will be conducted entirely online, using the distance learning platform (<https://www.campus.idue.es/>). Participants will take part in asynchronous activities from any computer with Internet access anywhere in the country or abroad; all tasks can be completed at any time (asynchronous). You must complete the activities and/or provide evidence of learning that will enable your assessment.

## Time allocated to the course

The course activities are designed to be completed in approximately 2 hours, so we suggest that you plan your time accordingly in order to complete the activities correctly.

## Course teaching materials

To complete the course, you will need to work with a computer with Internet access and a PDF document viewer (if you do not have a programme installed, you can download a free version from the Software Resources section: Adobe Acrobat Reader).

The teaching materials are available in the Virtual Classroom and will provide you with information relevant to the course content and self-assessment exercises, as well as guidance and advice on how to complete the course activities.

## Prerequisites

In order to successfully complete the course, students must meet the following requirements Basic knowledge of an operating system: Windows, Mac, Linux or similar.

Basic knowledge of an Internet browser: Microsoft Internet Explorer, Google Chrome, Mozilla or similar.

Email account: essential for registering the student.

## The Media

The course will be developed using the Moodle platform modules, allowing us to communicate virtually at all times:

Teacher news board. -Section where the teacher can communicate with students, informing them of news related to the course subject matter.

General classroom forum. -Contributions to the forums allow for asynchronous group discussion on a shared topic. Participation in forums can be an integral part of the learning experience, helping students to clarify and develop their understanding of the subject.

Quizzes. - A section where students can quickly access the tests and exercises for each unit to complete them.

Grades. - Section where students can check their grades for each unit as they complete the quizzes.

## **Exercises and final exam**

The course is divided into two modules.

At the end of each module, there is a SELF-ASSESSMENT QUESTIONNAIRE consisting of 10 questions, which must be completed before moving on to the next module. The final mark will correspond to the average of all the scores, choosing the attempt with the highest score in each case.

## **Assessment system**

In order to achieve the objectives of this course and obtain the certificate accrediting its completion, you must complete the following activities before the end date of the course:

Complete all the self-assessment questionnaires for each module.

Once all the above requirements have been met, the course will be considered passed when a score of at least 50% is obtained in the exams.

Students who, after the end of the course, have not passed the tests or have not met the established admission requirements, will not be able to obtain the certificate accrediting completion of the course. In this case, they must contact the Training Centre to establish the conditions for repeating the course.

## **Guidelines for studying each unit or topic**

Remember that you must study the course in your own time. You can log in to the platform at any time to complete the activities. We suggest that you plan your work, taking into account the following:

- If possible, print out the documents and guidelines for the work. This practice is useful precisely because self-study involves taking advantage of every moment and opportunity to access the materials.
- Plan your time appropriately for studying the materials and completing the activities.
- Always consult and participate in the forums and actively contribute your points of view and comments on your classmates' contributions.

- Maintain constant communication with your tutors and classmates and send them updates on your progress using the tool indicated in each case.