

## CIEH Rapid Health Impact Assessment (HIA) Competency Course 2014

### Assignment and pre-course preparation (For Delegates attending Day 1 &2)

This assignment consists of two parts:

#### Part One

We require you to undertake a rapid Health Impact Assessment and submit a short report about it.

**It can be on any subject or topic area relevant, or directly related to, your work practice. It can be retrospective, concurrent or prospective.**

We expect you to use the methodology, format and tools as outlined in WHIASU's 'Health Impact Assessment: A Practical Guide' (WHIASU, 2012) to complete this assignment.

The word count for the assignment should not exceed 3,000 words. This includes the main body of the text including headings and titles. It excludes any title page or contents page, tables, appendices and references.

It must be correctly referenced throughout; appropriateness of referencing will be one of the factors considered by the assessors.

The Rapid HIA must be your own work. Joint or plagiarised work is not acceptable and will be rejected.

The assignment will be scored on:

- Process followed in carrying out HIA
- Content and originality of HIA
- Explanation and narrative
- Conclusion

We recognise that this will be, for most of you, the first time that you have attempted a HIA and this will be taken into account and the marking will reflect this. However, between both the report and presentation we will assess that you have understood the process of undertaking an HIA and applied the principles and values that are specific to HIA.

Things to consider before undertaking the rapid HIA:

- Appropriateness
- Achievability and the feasibility of completing it
- Timing and Resources
- Evidence available

### Part Two (7 weeks following Day1)

On day 2 of the course, we require you to deliver a short PowerPoint presentation to the assessors. This must be 4 slides ONLY and describe your experience and reflection of completing the rapid HIA. This will focus more on the process of undertaking your HIA rather than the actual findings within the HIA and subsequent report. This can address the following:

- Any problems/limitations encountered whilst completing it
- Any benefits from undertaking an HIA
- A description of how HIA will inform or influence your or your department's work
- AND a final conclusion about your experience of undertaking the HIA

### Submission of Assignment (4 weeks following Day 1)

Send your completed HIA assignment to XXXXX by 5pm on the date 4 weeks after Day 1 ie X date. Submissions sent after that date will not be accepted. Submissions will be acknowledged by email ONLY if requested.

It must be sent in PDF format and include your name, title and the name of the course.

The PowerPoint presentations to be sent via email to XXXXXXXX by 2 days prior to Day 2.

### Certification

If the assessors are satisfied with the competency demonstrated through both part one and part two the successful delegate will be issued with a certificate of Competence for Rapid HIA. The assessor's decision is final.

Delegates whose assignment does not meet the required standard will be issued with a Certificate of Attendance for day 1 and 2.

Unsuccessful delegates may be offered an opportunity to resubmit their HIA assignment; this would however attract a further fee.

### Pre-course preparation

To support you in completing your assignment it is helpful to identify the topic/project you will be using within your assignment **prior** to attending Day 1. On Day 1 we have set aside some time for you to undertake a short scoping of what you will need to do and evidence etc you need to access to get you started on your rapid assessment and report. You can use this time to ask questions and gain clarity on the task.

Things to consider on the project/plan/proposal (referred to as project from now on) you choose:

- The assignment will be beneficial if the project is a discreet piece of work with well defined boundaries.
- If a more complex piece of work is identified, you must drill down to a specific focus or element of this
- The assignment will be beneficial if it is work you are directly involved in. This will add value, tighten the focus and provide access to relevant data and evidence.
- Once chosen, you need to identify your sources of evidence, potential stakeholders, provide focus for your literature search and community profile data to be accessed,

The project can be:

- One that you are involved in delivering and/or completed (retrospective HIA). It will provide the opportunity to assess the project from a different perspective. The advantages of this approach will be the knowledge and understanding that you have of the policy context, local background and stakeholders involved.
- One which you are involved in currently which has reached a point that a concurrent evaluation may be helpful (review). Again you will be familiar with the aims, the stakeholders involved, and activity to date. The HIA may be helpful in informing any future provision or direction.
- A tentative or developing project; the implementation of a new project; or planning for the implementation of a new policy or plan or part of a policy (such as the new Public Health (Wales) Bill (prospective). This can strengthen its implementation and address any unintended consequences.

#### Examples of projects:

Previous competency course attendees have used a diverse range of projects for their assignments. The topics covered have included:

- Housing - Additional Licensing Schemes
- Housing - Warm Home and Energy Efficiency Schemes, holistic approaches to improve Health and wellbeing outcomes focused on housing interventions
- Food/enforcement - Issues/projects related to proximity of Hot Food Takeaways to Educational Establishments
- Transport - Road improvement schemes and Community transport schemes
- Closure of local services i.e. Leisure Centres
- Redevelopment of contaminated land
- School modernising projects - redevelopment, closures, mergers
- Minerals- extension of existing quarrying or mining activities
- Regeneration developments i.e Town Centres
- Planning - Supplementary Planning Guidance

WHIASU/PHW

November 2015