

## International Minimum Industry Safety Training Programme (“IMIST”) - Implementation Procedure

IMIST is the OPITO International Minimum Industry Safety Training course, delivered by Atlas as an online refresher course. The OPITO standard requires that this online refresher course is delivered in a supervised / invigilated environment, whereby the candidate ID can be verified and the training environment can be controlled. Therefore, IMIST training cannot be done at the place of work or at home.

As such, companies adopting IMIST need to choose between in-house or third-party invigilation.

- If your in-house training facilities meet the '[Minimum Requirements](#)' for an IMIST Invigilation Centre and has sufficient capacity to meet your training needs, then please progress through the steps below.
- If you do not have any in-house training facilities with sufficient PCs, adequate Internet Access and supervisory controls, or they do not meet the [Minimum Requirements](#), then please contact Atlas so we can point you to a local 3<sup>rd</sup> party IMIST Invigilation Centre or ensure that a local provider will be accredited.

Register your Company via the online registration form and indicate that you also wish to register as an Invigilation Centre. **NOTE:** The person named on the Online Registration form will be referred to as the 'Key Contact' person for IMIST further in this document.

- **How:** Go to [www.imist-online.com](http://www.imist-online.com) and click on the 'Admin Area' menu button. Then click on the 'Register' button. Fill out the form and ensure to place a tick in the checkbox at the bottom of the form that reads: 'I also want to register this company as an Invigilation Centre'.

Once you have registered, a member of the Atlas team will send our online Application Form to the key contact's email address, provided at the point of registration, for them to complete.

Atlas will generally review your Invigilation Centre application within 72 hrs. and revert with either an approval notice and Certificate, or a rejection notice highlighting any short-comings in the application.

### Registering Administrators and Invigilators

Once the Invigilation Centre has been approved, you can start the process of appointing Administrators and Invigilators. These appointments can only be done by the Key Contact. The distinction between the roles is as follows:

- **Administrators** have the ability to register new candidates for IMIST, make changes to the details of currently registered candidates, can delete registered candidates who have not yet used their IMIST licence (i.e. have not yet started IMIST) and can also print certificates for candidates who have completed IMIST.
- **Invigilators** have a duty adhere to a set of guidelines (click here to view the [IMIST Invigilator Requirements](#)) amongst which is to verify the Identity of each candidate by photographic ID each candidate must produce. The Invigilator will also be the person who logs-in the candidate to the IMIST portal by using a combination of the candidate's registration details and the Invigilator's unique Pass Code.
- If there is a requirement for the Invigilator to have Admin rights or for the Administrator to have Invigilator rights, then this person can be registered for **both** roles.

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To register an Administrator, the Key Contact must follow these steps:

1. Visit the IMIST portal at [www.imist-online.com](http://www.imist-online.com)
2. Click on the 'Admin Area' menu option
3. Enter e-mail address and password to log in (note: if the Key Contact has lost their password, there is a link on the log-in page to reset the password).
4. Once logged in, select 'Manage Administrators' from the Key Contact Dashboard:



5. On the following screen, the Key Contact has the to register new Administrators (Click on the 'Register Administrator' button) but can also delete existing Administrators and edit the personal details of currently registered Administrators.
6. Upon registration, the Administrator will receive an automatic e-mail from the system, which provides an embedded link to accept the role. Once clicked, the system will ask the administrator to define their personal password, through which the Administrator can log in to the system.

To register an Invigilator, the Key Contact must follow these steps:

1. Visit the IMIST portal at [www.imist-online.com](http://www.imist-online.com)
2. Click on the 'Admin Area' menu option
3. Enter e-mail address and password to log in (note: if the Key Contact has lost their password, there is a link on the log-in page to reset the password).
4. Once logged in, select 'Manage Invigilators' from the Key Contact Dashboard:



5. On the following screen, the Key Contact has the ability to register a new Invigilator (click on the 'Register Invigilator' button) but can also delete existing Invigilators and edit the personal details of currently registered Invigilators.
6. Upon registration, the Invigilator will receive an automatic e-mail from the system, which provides an embedded link to accept the role AND the [Invigilator Requirements](#). Once clicked, the system will ask the Invigilator to define their personal password, through which the Invigilator can log in to the system.
7. In response to this, the system will also send the Invigilator a unique Pass Code, which they must use during the candidate log-in process for IMIST.

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## The Licence Ordering Process

Now that the company is registered, the invigilation centre has been approved and Administrators and Invigilators have been set up, it is time to order licences for IMIST. The ordering of IMIST licences can only be performed by the Key Contact, who will have 3 possible order/payment methods:

1. By Credit Card (CC)
2. By Purchase Requisition Form (PRF)
3. By Purchase Order (PO)

Each of these methods has its own merits and are described in brief below. Note that each IMIST licence:

**Credit Card:** This is generally for a small number of licences per order and has the advantage that the payment process is entirely handled (securely) online and the licences are immediately available for use. Upon successful completion of the purchase process, the system will e-mail an invoice to the Key Contact, clearly marked 'Paid in Full'.

**Purchase Requisition Form:** This method is generally used for larger orders, but for cases where the company does not have an internal procedure / process for raising Purchase Orders. When the Key Contact raises the PRF order, they need to specify an individual 'Financial Authority' (by name and e-mail address) who is appointed to authorise the order and its payment. In practical terms, this could be the Finance Director or other Financial Controller, but it could also be the Key Contact him- or herself. Upon placing the PRF order, the system will generate an e-mail confirmation to the Financial Authority, with an embedded link to accept or reject the order. If accepted, the system will immediately make the licences available for use and will auto generate the invoice, which will be sent to the Key Contact. Payment term for this type of order is 30 days.

**Purchase Order:** This order is for larger orders and where a company has an internal process for raising Purchase Orders for all their purchases. The order still has to be completed online, but then has to be followed up by a physical Purchase Order which needs to be sent to Atlas (Contact details will be displayed during the PO order process). Once Atlas has received both the online order AND the Purchase Order, it will release the licences, which is followed by an automatically generated invoice, which will be sent to the Key Contact. Payment term for this type of order is 30 days.

- **How:** The Key Contact must log-in to the IMIST portal ([www.imist-online.com](http://www.imist-online.com)) by clicking on the 'Admin Area' menu button.
  - From the Key Contact Dashboard, select the 'Purchase IMIST Licences' button



- Enter the details of the purchase (Purchase Reference Number e.g. PO number + Number of Licences being purchased).
- Tick the box that states that you agree to the [IMIST General Terms and Conditions](#).
- Select the preferred payment method (Credit Card, Purchase Requisition and Purchase Order – see explanation above).
- You can then click on the 'Continue' button and complete the process of your choice. Please ensure to follow this online order up with a PO, if you have selected 'Purchase Order' as your selected order method.

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## Registering Learners

Both the Key Contact and any registered Administrator has access rights to register, update and delete Learners / candidates for IMIST. In order to do so the following steps must be followed:

- Log in to the Admin Area on the IMIST portal at [www.imist-online.com](http://www.imist-online.com) using your e-mail address and password. If you have forgotten your password, click on the link 'Forgot Password' which will allow you to reset your password.
- In the dashboard, click on the 'Manage Learners' button
- You will have a view of the currently registered learners in your company. To add learners one by one, click on the 'Register Learner' button. This will bring up a small dialog window, where you can enter the details of the learner. NOTE: the learner's e-mail address is an optional field, but when completed, allows the system to e-mail the learner his/her registration details directly. If this field is not completed, the registration details will be e-mailed to the Administrator making the registration.
- Once registered, the Administrator can edit the details of a Learner by clicking on the 'Edit' link.
- Registrations for learners, who have a status of 'Not Attempted', can be deleted by clicking on the 'Delete' link. This will remove the registration for that candidate and therefore returns the associated licence to the pool of licences that can be used.
- For learners who have the 'Completed' status, the Administrator can print off the IMIST Certificate by clicking on the 'Certificate' link
- If you have a need to register a large number of candidates at once, then it would be beneficial to collect the personal registration details in a spread sheet template, which can then be uploaded to the system.
  - To download the spread sheet template, click on the link on the Registered Learners page titled 'Download Import Template' ([or click here for the template](#)). The order for the data in the spread sheet is as follows: First Name, Last Name, Date of Birth (**note:** this must be in the format of dd/mm/yyyy), ID number, ID Type (**note:** this needs to be one of the following: Vantage POB, Passport, Driving License, ID Card, Employee Number), e-mail address (which is optional).
  - Once you have collected all the registration details in the spread sheet, then save this to a location on your PC or network and click on the 'IMPORT' button on the Registered Learners page. On the following screen you can then click on the Browse... button to locate your spreadsheet file and then click on the 'IMPORT' button to import and upload these registration details into the system.

## Invigilating and facilitating IMIST learner sessions

Provided a learner has been registered for his Company and the company has provided the details of the Training Invigilation centre to take the IMIST course, the learner can take their registration details to the appointed Invigilation Centre.

One of the appointed Invigilators for that Centre will be required to ID check the candidate against photographic ID and the Registration details provided. Once this has all been verified, the Invigilator can start the log-in process for the candidate as follows:

- The Invigilator takes the candidate to a PC / workstation in the Invigilation Centre and accesses the IMIST portal at [www.imist-online.com](http://www.imist-online.com)
- The Invigilator clicks on the orange 'Course Login' button and enters the candidate's registration details (First Name, Last Name, date of birth, Personal ID (and ID Type) and then crucially enters his/her Invigilator Pass Code. (Note: this is NOT their password to access the Admin section, but the auto-generated unique Invigilator Pass Code, which is refreshed every month). The candidate can then select his or her preferred IMIST Course Language from the dropdown list of available languages.
- Click on the 'LOG IN' button.
- **NOTE:** If your Invigilation Centre has made prior arrangements with Atlas to receive the content of the IMIST course on CD-ROM, to avoid reliance on low bandwidth Internet connectivity, then please tick the box 'If IMIST is installed on your local PC or Network, then select this checkbox'.
- If all the registration details are validated, then a following screen will be displayed providing the opportunity to enter optional additional information. On this screen you will also find a check-box statement

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to identify whether or not the candidate wishes to receive marketing related communication from Atlas on new courses etc. If the candidate does not wish to receive such communication, then they must tick the box.

- The IMIST course will now start with an introduction screen and explanation about IMIST and the process that will be followed.

The course will start with a timed pre-assessment, which will provide the candidate with 61 questions related to the 9 IMIST module topics. The candidate has a maximum of 75 minutes to complete this pre-assessment. Candidates are urged to keep an eye on the timer to time their session appropriately. If the candidate is not sure about the answer to a question, they should be urged to click on the 'I Don't Know' button, which will be available on every question screen. During the pre-assessment, the candidate is continuously informed about the time left and the progress made so far over the 61 questions. Any questions not completed by the end the timer runs out, will be marked as incorrect.

What is also worth noting is that all the 61 pre-assessment questions are randomised during the start of each session, so the sequence of the questions will be different for each candidate. In addition to this randomisation, the answer options are also 'shuffled' each time they are presented, ensuring that the answer options are in a different random order every time.

The candidates are urged to complete the pre-assessment in one session. Short breaks are allowed but will consume time. If the candidate needs to leave the pre-assessment for a longer period, then the session must be stopped by clicking on the Exit button in the course. This will place a bookmark in the course / assessment and will allow the candidate to return at a later point in time to the same place as they left off.

Upon completion of the pre-assessment, the candidate will be shown a 'Diagnostic' screen, displaying each learning objective and how the candidate has scored against it (Correct, Incorrect or I Don't Know).

The system will then generate a compilation of course content from all the 9 IMIST modules, which will cover the learning objectives which the candidate failed to answer correctly. The candidate will then be presented with this content and at the end of each module (or sub-set of the module) will be given a further assessment.

This process will continue until the candidate has completed all the learning objectives successfully, demonstrating knowledge that meets the IMIST standard.

At this point the candidate will be advised that they have successfully completed IMIST and will be asked to complete a short online survey form to gather valuable feedback on the IMIST refresher course.

### Issue of the IMIST Certificate

Finally, when the course and the feedback survey have been completed, the candidate should inform the Invigilator, who will then print off the IMIST certificate for that candidate and sign it.

To generate the Certificate, the Invigilator must take the following steps:

- Log-in to the Admin Area of the IMIST portal at [www.imist-online.com](http://www.imist-online.com) with their e-mail address and personal password.
- This will give access to the Invigilator screen, showing all the candidates that are currently involved in IMIST in their Centre.
- The candidates that have a 'Completed' status will also have a 'Certificate' link. Clicking on this link will generate the Certificate, which must be printed on a colour printer. Note that Adobe Reader software is required to display the Certificate.
- The Invigilator will be required to sign the Certificate and hand this over to the Candidate.

This now concludes the IMIST process in full. If you require any technical or administrative support during any of the above procedures and processes, please do not hesitate to call the IMIST Technical Support helpline on +44 (0)844 274 2121 or via e-mail: [Support@IMIST-Online.com](mailto:Support@IMIST-Online.com).

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