SMART WORKING

(Art.37 of Legislative Decree 9 April 2008, n. 81 – State-Regions Agreement 21/12/2011 – State-Regions Agreement 07/07/2016)

As provided for by the State-Regions Agreement dated 07/07/2016, valid training courses for all safety personnel are available and can be accessed via an e-learning platform.

Training Purposes: provide employees with a definition of smart working, how it is organised, the laws that govern it, and the risks associated with it.

Certificate of Attendance: Each participant will receive, upon successfully completing a test, a certificate valid throughout the entire national territory, in accordance with the State-Regions Agreement dated 21 December 2011. The documentation will be sent in digital form, personally to each user, who will be able to download both the Certificate of Attendance and the Citizens' Training Booklet.

Total Duration of Course: 1 hour

Planned Training: The minimum duration of the training modules varies according to the job-type of the individuals who must be trained (Attachment II of the State-Regions Agreement 07/07/2016).

Learning Method: E-Learning as defined by Attachment II of the State-Regions Agreement dated 7 July 2016)

Course Content:

Introduction

First There Was Tele-Commuting	Basic Principles
Agile Work	Characteristics and Legislation
	Agile Work and the COVID-19 Emergency
	Smart Working Work Stations
Smart Worker	Smart Working: a Different Way of Perceiving Work
	The Benefits of Smart Working
	The "Cons" of Smart Working
	Applicative Aspects of Smart Working
	Being a Smart Worker
	Health and Safety While Smart Working
	Smart Working and Accidents

People in Charge of Didactic and Technical Management:

Scientific Head/Coordinator of course: Rocco Vitale and Francesco Naviglio
Content Mentor/Tutor: Chiara Ballarini
Process Tutor: Roberta Cirelli
Platform Developer: Simone Vannucci

Speakers/Instructors who contributed to drafting the text: Paolo Gentile
The instructors are all in possession of the requirements specified in Legislative Decree 6 March 2013 "Criteria for the qualification of the figure of educator for health and safety in the workplace".

Technical Sheet:
Every AiFOS course is created in accordance with the international SCORM 1.2 standard.
The platform is equipped with an LMS management system.

TECHNICAL REQUIREMENTS FOR USING THE PLATFORM
The technical requirements are always updated and can be visualised in real time at the following link:
http://service.aifos.org/home/e-learning/e-learning/requisiti_tecnici_minimi
Registration Method: User registration on the platform.

Skills and Requirements for Access: Students must be able to access the technology used, must be familiar with how to use the digital device chosen for attending the course (computer or tablet), and must have good working knowledge of the language used.

Communication Interface: Communication with the platform is made possible through direct contact with the tutor, who can be contacted via e-mail at tutor@aifos.it, and with technical assistance, which can be contacted via e-mail at assistenza@aifos.it.

Method for Tracking Activities: Every AiFOS course is created in accordance with the international SCORM 1.2 standard. The use of this model makes it possible for AiFOS to guarantee tracking, on its own platform, of all of the participants' information and of access to the learning objects.
The traceability of the platform, of user access, and of certificates is preserved by AiFOS, within the terms established by law.
The platform is equipped with an LMS management system, capable of monitoring and certifying:
- the execution and completion of the didactic activities of each user;
- the traceability of each activity completed during connection to the system and its duration;
- the traceability of the single didactic units structured into learning objects, which include a series of tools like the text of the lessons, the audio which explains the topics, supplementary materials, short example videos, and animations;
- the method and successful completion of the learning evaluations.

Time Frame for Course Availability: The duration of the course is expressed in hours.
The time period available for completing the entire course, from the moment of purchase, is 60 days, unless otherwise agreed upon with management.

Method of Learning Assessment: The learning assessment will be completed through the administration of **intermediate tests** useful for distance learning, provided for each didactic unit, and through a **final test** aimed at consolidating the knowledge acquired throughout the course.
Each final test is made up of 10 multiple choice questions (each one with at least three choices) based on the type of course. The final result of the test is considered positive if at least 70% of the questions are answered correctly.

AIFOS, NATIONAL TRAINING BODY: AiFOS, national trade association and member of *Confcommercio-Imprese per l'Italia*, operating throughout the national territory, subject to law (art. 32, comma 4 of Legislative Decree 9 April 2008, n. 81 and State-Regions Agreement dated 7 July 2016) in the creation of training courses which issue certificates.
AiFOS, as provider of the service, promises to make the credentials for course access available upon request from the relevant supervisory authorities.

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CODE	REVISION	DATE	PAGE
	04	01/09/2016	2/3