



*Woodward  
Group*

*Courses Range*

*2010*

May 2010



# Introduction

**May 2010** Brochure

Woodward Group  
Esk Suite  
Harraby Green Business Park  
CARLISLE  
Cumbria  
CA1 2SS



**Tom Duggan, MD**

Welcome to the Courses for Business and Commerce Brochure. Thank you for considering us when planning your future career training and development.

Woodward Group has about 19 years experience and expertise in training in health and safety management and environmental management. We hope that we can use that experience and expertise not only to help you to pass your course and gain your qualification but also to enhance your career. Remember, that passing a NEBOSH qualification with us will get you automatic membership of the Woodward Alumni Network [see page 5]

Our pass rates for NEBOSH Certificate courses are in the high 90 percents and other courses results are well above the national average. With very few exceptions our NEBOSH National Diploma students have moved into well paid health and safety positions. All the courses offered by Woodward Group carry nationally accredited certification in the areas of Health and Safety and Environmental Management as well as for our CIEH Award in Preparing to Teach in the Lifelong Learning Sector (PTLLS).

Most of the courses will be delivered in Carlisle, Cumbria. Carlisle is just off Junctions 42/43 and 44 of the M6 motorway and is on the main North-West Rail route. Accommodation, if you need it, is provided at a 3 star hotel [single en-suite study bedrooms, with TV, telephone, hairdryer and coffee/tea making facilities] and runs from Sunday night to Friday morning each week and includes breakfast. Have a look at our website [www.woodwardgroup.co.uk](http://www.woodwardgroup.co.uk) to view the hotels but remember to book through us to get our special rates.

If you require any further details on any of the courses shown in this brochure, or any further details about how the courses work, please do not hesitate to contact us.

Tel: 01228 592614 Fax: 01228 593769

Email: [info@woodwardgroup.co.uk](mailto:info@woodwardgroup.co.uk)

Website: [www.woodwardgroup.co.uk](http://www.woodwardgroup.co.uk)



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## Our students succeed ~ some exceptionally so !



**Hayley Hebson**

Top performing candidate for the NEBOSH Specialist Diploma in Environmental Management Exam 2007/8



**Andrew Doe**

Top performing candidate for the NEBOSH Certificate in Fire Safety and Risk Management Exam during 2008/9.



**Claire Jones**

Top performing candidate for the NEBOSH Certificate in Fire Safety and Risk Management Exam during 2009/10.



**Sebastian Wilkinson**

Top performing candidate for the NEBOSH Diploma in Environmental Management Exam during 2009/10.



**Could it be you?**

Our top performing NEBOSH candidate for 2010/11.



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## **National Qualifications Framework Levels**

### **Level 3**

NEBOSH General Certificate  
NEBOSH Certificate in Fire Safety and Risk Management  
NEBOSH Construction Certificate  
NEBOSH Certificate in Environmental Management

### **Level 6**

NEBOSH National Diploma in Occupational Health & Safety  
NEBOSH Diploma in Environmental Management

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# The Alumni Network

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## ***What is the Alumni Network?***

Woodward SHE Ltd has taken the initiative to establish an Alumni network for our past students. We want to give something back to our past students for choosing us as their training provider and many of whom are now working as professional health, safety, environmental and fire safety managers. We hope that developing our Alumni network will provide us with a mechanism to do this.

## ***How do I become a member of the Alumni Network.....?***

To qualify as a member of the Woodward Alumni is very straightforward. You must have successfully completed a NEBOSH qualification with us. That's it.

## ***What do I get out of it.....?***

Woodward wants to work with our current and past students to provide continuous support, advice, health and safety updates and environmental updates to both help you to establish your career and to promote and enhance your chances of career advancement.

Our current plans include:

- ~ distributing an Alumni newsletter each quarter, with news, advice, legal updates and a careers section.
- ~ our Alumni receiving a free annual updating day.
- ~ Our Alumni being given the opportunity to take advantage of other special offers.

The Alumni programme will continue to develop and improve over time as we get feedback from our members.

## ***Tell me more about this alumni newsletter....***

The newsletter is called "Safety Net" and is produced at Woodward. The purpose of the newsletter is to keep our Alumni members up to date with developments here at Woodward and provide them with continuous support, advice, health and safety updates and environmental updates for their career enhancement.

It will be produced every three months and will go out to our 2000+ Alumni members. This number of members will only grow over time as more students join the ranks of our Alumni.

It will be our primary means of communication with our Alumni members and needs your support to make it into a useful tool. We expect that it will change and develop over time as we receive feedback from our Alumni members.

If you would like to see a copy, please contact us and we would be happy to e-mail the current edition out to you.

## ***It sound too good to be true, what will it cost me.....?***

We will never charge you for being a member of the Woodward Alumni. We want it to be a mechanism to give something back to our students.



# IOSH Managing Safely

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The *IOSH Managing Safely* course is designed for people in supervisory or management positions in all types of organisations, who need a broad understanding of health and safety at work. This qualification is valid for 3 years.

By the end of the course, delegates will be able to:

- recognise commonly found workplace hazards and know how to control those hazards
- determine why accidents involving injury or damage occur in the workplace
- explain how aspects of human behaviour can affect health and safety at work
- apply principles of good management to health and safety
- be able to use effective communication
- make sure that health and safety law is obeyed within their own workplace

## **Course Content**

- Module 1 ~ Introducing managing safely
- Module 2 ~ Assessing Risks
- Module 3 ~ Controlling Risks
- Module 4 ~ Understanding your responsibilities
- Module 5 ~ Identifying hazards
- Module 6 ~ Investigating accidents and incidents
- Module 7 ~ Measuring performance
- Module 8 ~ Protecting our environment

## **Assessment**

All candidates will have to complete a short assessment paper and a practical assignment. These are moderated by IOSH and upon successful completion, an IOSH certificate will be issued [which is valid for 3 years].

**Programme:** The programme runs for 4 consecutive days.

**Course Dates:** *Full dates can be found on the diary pages in the back of this brochure*

**Course Location:** Roebeck Suite, Harraby Green Business Park, Carlisle, Cumbria  
*B&B accommodation at a central 3 star hotel [if required]*

**Course Prices:** £445.00 + Vat [per delegate]  
[includes course book, additional notes, IOSH fees, coffees, biscuits and lunches]





# IOSH Managing Safely Recertification Course

The *IOSH Managing Safely* 1 day recertification course is designed for people who already hold the IOSH Managing Safely Certificate. This recertification course must be completed within 3 years of the completion of the original IOSH Managing Safely Course. It renews the candidates IOSH Managing Safely certificate for another 3 years.

By the end of the course, delegates will be able to:

- recognise commonly found workplace hazards and know how to control those hazards
- determine why accidents involving injury or damage occur in the workplace
- explain how aspects of human behaviour can affect health and safety at work
- apply principles of good management to health and safety
- be able to use effective communication
- make sure that health and safety law is obeyed within their own workplace

## **Course Content**

The course covers the following areas:

- 1 ~ The Law and Legal Responsibilities
- 2 ~ Assessing and Controlling Risks
- 3 ~ Identifying Hazards
- 4 ~ Changes to Legislation

## **Assessment**

All candidates will have to complete a short assessment paper. This is moderated by IOSH and upon successful completion, an IOSH certificate will be issued [which is valid for another 3 years].

**Programme:** The programme runs for 1 day.

**Course Dates:** Full dates can be found on the diary pages in the back of this brochure

**Course Location:** Roebeck Suite, Harraby Green Business Park, Carlisle, Cumbria  
B&B accommodation at a central 3 star hotel [if required]

**Course Prices:** £130.00 + Vat [per delegate]  
[includes course book, additional notes, IOSH fees, coffees, biscuits and lunches]





# NEBOSH General Certificate

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The course aims to give sufficient knowledge and expertise to enable the holder to play a full role in all aspects of health and safety management within any workplace environment.

The **NEBOSH National General Certificate in Occupational Safety and Health** is an examined basic qualification for people who have part of their role at work involved in health and safety at work. Such people include newly appointed safety advisers without previous experience, managers and supervisors with part-time responsibility for health and safety, and safety representatives.

## **Course Content**

Unit NGC1: Management of health and safety

Element 1: Foundations in health and safety    Element 2: Policy  
Element 3: Organising for health and safety    Element 4: Promoting a positive health & safety culture  
Element 5: Risk assessment    Element 6: Principles of control  
Element 7: Monitoring, review and audit    Element 8: Incident and accident investigation, recording and reporting

Unit NGC2: Controlling workplace hazards

Element 1: Movement of people and vehicles    Element 2: Manual and mechanical handling  
Element 3: Work equipment    Element 4: Electrical  
Element 5: Fire    Element 6: Chemical and biological health  
Element 7: Physical and psychological health    Element 8: Construction activities

Unit NGC3: Health and safety practical application

Candidates will be entered for papers NGC1, NGC2 and NGC3 in the new NEBOSH unitised structures

**Course Dates:**    *Full dates can be found on the diary pages in the back of this brochure*

**Course Location:**    *Course locations can be found on the diary pages in the back of this brochure  
B&B accommodation at a local 3 star hotel can be arranged separately [if required]*

**Course Models:**    15 day course - 1 consecutive three week block [not including weekends].  
12 day course - 2 x 1 week blocks, plus 2 days for the examinations.  
11 day course - 10 x 1 day per week, plus 2 days for the examinations.

**Course Prices:**    15 day course - £1775.00 + Vat [per delegate]  
12 day course- £1465.00 + Vat [per delegate]  
11 day course - £1395.00 + Vat [per delegate]

[all prices include course book, additional notes, NEBOSH fees, coffees, biscuits and lunches.]



# NEBOSH Fire Safety and Risk Management

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The NEBOSH Fire Safety and Risk Management Certificate aims to build on the success of the NEBOSH National General Certificate. It provides an appropriate breadth of underpinning knowledge for non-specialists in fire safety to enable them to discharge more effectively their organisational duties or functions with respect to workplace fire safety.

The **NEBOSH Fire Safety and Risk Management Certificate** has been designed for managers, supervisors, employee representatives and others and aims to equip holders to contribute to the conduct and review of fire risk assessments and fire preventive and protective measures within most workplaces.

The Regulatory Reform [Fire Safety] Order 2005 came into effect in 2006 and emphasised the need for management of fire safety risks within the workplace.

The NEBOSH Certificate in Fire Safety and Risk Management is primarily for people who hold a current NEBOSH National General Certificate in Occupational Safety and Health [Unit NGC1] Certificate (achieved within the last 5 years). Those without the NGC1 Unit Certificate can still attend this course, but on successful completion will only get NEBOSH FC1 and FC2 Unit Certificates, and not the full NEBOSH Certificate in Fire Safety and Risk Management. However; a future successful completion of the NGC1 Unit (within 5 years) will allow the student to upgrade to the full qualification.

The assessment at the end of the course is in two parts. The first part is a practical fire risk assessment hazard identification taking 45 minutes followed by a 90 minute report compilation. The second part is a two hour examination in which there is one 20 mark question and ten 8 mark questions with all questions being mandatory.

**The syllabus will cover:**

- |  |                                     |
|--|-------------------------------------|
| 1. Managing fire safety                    | 2. Principles of fire and explosion |
| 3. Causes and prevention of fire           | 4. Fire protection in buildings     |
| 5. Safety of people in the event of a fire | 6. Fire risk assessment             |

Candidates will be entered for papers FC1 and FC2 in the new NEBOSH unitised structures

**Course Dates:** *Full dates can be found on the diary pages in the back of this brochure*

**Course Location:** *Course locations can be found on the diary pages in the back of this brochure  
B&B accommodation at a local 3 star hotel can be arranged separately [if required]*

**Course Models:** 6 day course - 5 x 1 day per week, plus 1 day for the examinations.

**Course Prices:** 6 day course - £945.00 + Vat [per delegate]

[all prices include course book, additional notes, NEBOSH fees, coffees, biscuits and lunches.]



# NEBOSH Construction Certificate - 15 days

The **NEBOSH National Certificate in Construction Safety and Health** is established as a leading award in construction health and safety. It is designed to provide a sound breadth of underpinning knowledge that enables people to discharge more effectively their duties or functions with respect to health and safety in construction activities. The Construction Certificate has been designed for site managers, planning supervisors, employee representatives and others who require a basic knowledge and understanding of occupational safety and health as it relates to construction activities. In addition, those working in health and safety in other occupational settings, but who require additional construction-specific knowledge may also benefit from the course or parts of it.

Whereas the syllabus and assessment requirements for the NEBOSH National General Certificate previously formed part of the Construction Certificate, the revised syllabus is now entirely stand-alone. This means that there are no pre-entry requirements for the NEBOSH Construction Certificate, however it is desirable that candidates should have experience of construction methodologies and practices.

*The Syllabus includes the following units:*

Foundations in construction health and safety	Demolition hazards and control [hazards and control]
Work equipment hazards and control	Policy
Organising for health and safety in construction	Manual and mechanical handling hazards and control
Promoting a positive health and safety culture	Electrical hazards and control
Risk Assessment	Fire hazards and control
Principles of control	Chemical and biological health hazards and control
General site issues [hazards and control]	Physical and psychological health hazards and control
Working at height [hazards and control]	Incident investigation, recording and reporting
Monitoring, review and audit	Movement of people and vehicles [hazards and control]
Excavation work and confined spaces [hazards and control]	

The system of assessment for the 15 day Construction Certificate consists of two written examination papers NGC1 and NCC1 and a practical health and safety assessment of a construction site NCC2.

**Course Dates:** *Full dates can be found on the diary pages in the back of this brochure*

**Course Location:** *Course locations can be found on the diary pages in the back of this brochure  
B&B accommodation at a local 3 star hotel can be arranged separately [if required]*

**Course Models:** 15 day course - 3 x 1 week blocks [not including weekends].

**Course Prices:** 15 day course - £1775.00 + Vat [per delegate]

[all prices include course book, additional notes, NEBOSH fees, coffees, biscuits and lunches.]



# NEBOSH Construction Certificate - 10 days

The **NEBOSH National Certificate in Construction Safety and Health** is established as a leading award in construction health and safety. It is designed to provide a sound breadth of underpinning knowledge that enables people to discharge more effectively their duties or functions with respect to health and safety in construction activities. The Construction Certificate has been designed for site managers, planning supervisors, employee representatives and others who require a basic knowledge and understanding of occupational safety and health as it relates to construction activities. In addition, those working in health and safety in other occupational settings, but who require additional construction-specific knowledge may also benefit from the course or parts of it.

The NEBOSH Construction 10 day course is for those people who are current NEBOSH National General Certificate or NGC1 holders (passed within the last 5 years) who would like to obtain the the NEBOSH Construction Certificate as a short course.

*The Syllabus includes the following units:*

Foundations in construction health and safety	Demolition hazards and control [hazards and control]
Work equipment hazards and control	Policy
Organising for health and safety in construction	Manual and mechanical handling hazards and control
Promoting a positive health and safety culture	Electrical hazards and control
Risk Assessment	Fire hazards and control
Principles of control	Chemical and biological health hazards and control
General site issues [hazards and control]	Physical and psychological health hazards and control
Working at height [hazards and control]	Incident investigation, recording and reporting
Monitoring, review and audit	Movement of people and vehicles [hazards and control]
Excavation work and confined spaces [hazards and control]	

The system of assessment for the 10 day Construction Certificate consists of one written examination paper NCC1 and a practical health and safety assessment of a construction site NCC2.

**Course Dates:** *Full dates can be found on the diary pages in the back of this brochure*

**Course Location:** *Course locations can be found on the diary pages in the back of this brochure  
B&B accommodation at a local 3 star hotel can be arranged separately [if required]*

**Course Models:** 10 day course - 2 x 1 week blocks [not including weekends].

**Course Prices:** 10 day course- £1245.00 + Vat [per delegate]

[all prices include course book, additional notes, NEBOSH fees, coffees, biscuits and lunches.]



# NEBOSH Certificate in Environmental Management

The NEBOSH National Certificate in Environmental Management is designed to provide a sound foundation in environmental management knowledge and practice. It is designed for managers, supervisors and employees based in the UK, who have responsibility for managing environment issues as a part of their day-to-day work.

The NEBOSH National Certificate in Environmental Management focuses on UK environmental laws and International management systems, such as ISO 14001. The NEBOSH National Certificate in Environmental Management syllabus covers the practical issues of managing environmental risk, taking a risk management approach based on best practices and international standards, including:

- \* Environmental Management Systems and Impact Assessments
- \* Sources and use of energy and energy efficiency
- \* Control of pollution
- \* Planning for and dealing with environmental emergencies

Elements of NEC1:

- |   |                                    |
|---|------------------------------------|
| 1 Foundations in environmental management                 | 2 Environmental management systems |
| 3 Environmental impact assessments                        | 4 Control of emissions to air      |
| 5 Control of contamination of water sources               | 6 Control of waste and land use    |
| 7 Sources of use of energy and energy efficiency          | 8 Control of environmental noise   |
| 9 Planning for and dealing with environmental emergencies |                                    |

The NEBOSH National Certificate in Environmental Management written exam paper consists of one long-answer question and ten short-answer questions. The required mark to pass the written paper is 45%.

NEC2, the practical assessment, is set and marked by a suitably qualified assessor, who is appointed by the programme organiser and approved by NEBOSH, to a standard set and moderated by NEBOSH.

**Programme:** The course will be delivered over 6 days.

**Course Dates:** Full dates can be found on the diary pages in the back of this brochure

**Course Location:** Course locations can be found on the diary pages in the back of this brochure  
B&B accommodation at a local 3 star hotel can be arranged separately [if required]

**Course Models:** 6 day course - 1 x 1 week block and 1day for the examination.

**Course Prices:** Both are £945.00 + Vat [per delegate]

[all prices include course book, additional notes, NEBOSH fees, coffees, biscuits and lunches.]



# NEBOSH National Diploma

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All occupational health and safety practitioners (OHASPs) need to have a common core of knowledge in order to practise effectively. The NEBOSH National Diploma aims to provide the knowledge and understanding that underpins competent performance as an OHASP.

The syllabus comprises a foundation and three core units:

**Foundation Unit**

Unit CS                      Communication skills

**Core Units**

Unit A                      Managing health and safety  
Unit B                      Hazardous agents in the workplace  
Unit C                      Workplace and work equipment

**Assessment Units**

Unit D                      Workplace Assessment report

Continuous assessment is by **one assignment report [Unit D]**, with a minimum pass mark of 60%. The mark awarded to this assignment will contribute towards the allocation of the final grade of the award. It is the responsibility of appropriately qualified tutors at Woodward to brief the delegates on how to approach the Unit D assignment and to discuss in detail where marks are gained in the assignment. There will be a full day set aside during the Unit A study period for these detailed discussions. The marking for each assignment and the moderation is by NEBOSH.

NEBOSH also sets summative external written examinations, one for each of the three core units.

The NEBOSH National General Certificate [or comparable VQ3 award] will be the best level of qualification for students wishing to study the NEBOSH National Diploma Course.

**Course Dates:**                      *Full dates can be found on the diary pages in the back of this brochure*

**Course Location:**                      *Course locations can be found on the diary pages in the back of this brochure  
B&B accommodation at a local 3 star hotel can be arranged separately [if required]*

**Course Models:**                      34 day course - 6 x 1 week blocks, plus 4 days for the exams & revision.

**Course Prices:**                      Both are £4500.00 + Vat [per delegate]

[all prices include course book, additional notes, NEBOSH fees, coffees, biscuits and lunches.]



# NEBOSH Diploma in Environmental Management

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Environmental Management is a rapidly developing occupation with an estimated 4,000 plus environmental managers in the UK, and some 500,000 managers working in some form of environmental capacity.

The purpose of the **NEBOSH Diploma in Environmental Management** is to equip people holding an appropriate professional level qualification to undertake responsibilities in relation to the risks of damage to the environment posed by work activities.

## **Entry Criteria**

The programme of study leading to the NEBOSH Specialist Diploma in Environmental Management is intended primarily for health and safety practitioners within, or eligible for, the Institution of Occupational Safety & Health (IOSH) grades of Member (MIOSH), Fellow (FIOSH) or Technician Safety Practitioner (TechSP). For those who do not hold IOSH membership at one of these grades entry requires candidates to be able to demonstrate an ability to undertake successfully an intensive programme of study. The applicant should have proven extensive experience of health and safety or hold a sound basic level qualification, such as the NEBOSH National General Certificate but this Centre has discretion to admit candidates without formal qualifications if they be able to show capability to be able to successfully complete the course and would benefit from the course.

## **Assessment**

The system of assessment for the NEBOSH Specialist Environmental Diploma includes a practical requirement [project] and three hour examination.

**Programme:** The course will be delivered over 14 days.

**Course Dates:** Full dates can be found on the diary pages in the back of this brochure

**Course Location:** Course locations can be found on the diary pages in the back of this brochure  
B&B accommodation at a local 3 star hotel can be arranged separately [if required]

**Course Models:** 14 day course - 2 x 1 week blocks and 1 x 4 day block

**Course Prices:** Both are £1995.00 + Vat [per delegate]

[all prices include course book, additional notes, NEBOSH fees, coffees, biscuits and lunches.]



# BOHS P405 Management of Asbestos in Buildings

The Control of Asbestos Regulations 2006 (CAR 2006) which came into force in November 2006 put even greater stress on training, asbestos awareness training and asbestos management in the UK.

With property development and expectations on local government and housing associations at an all time high the need for quality and reliable asbestos services from organisations becomes paramount.

This course is accredited by the British Occupational Hygiene Society [BOHS].

## **Course Objectives**

This course is at a proficiency level which aims to provide the student with the practical knowledge and skills to be able to manage asbestos in buildings and give a knowledge base to audit asbestos removal projects. The module is at a proficiency level which aims to provide the candidate with the practical knowledge and skills to be able to manage the stated work being carried out.

Students will cover the following topics:

- |   |                                       |
|---|---------------------------------------|
| # Health & Safety at Work act 1974                | # Control of Asbestos Regs 2006       |
| # Management of Health and Safety Regs 1999       | # Hazardous waste Regs 2005           |
| # Construction, Design & Management Regs 2007     | # Management of asbestos in buildings |
| # Asbestos remediation (preparation & enclosures) | # Remediation measures                |
| # Removal procedures                              | # The role of the laboratory          |
| # Air monitoring                                  | # Four stage clearance procedures     |

## **Course Duration / Qualification**

The course is done over 4 days. The fourth day is revision, the written examination [1hour 15 minutes long] and the practical assessment [4 - 5 hours long].

**Programme:** The course will be delivered over 4 days

**Course Dates:** Full dates can be found on the diary pages in the back of this brochure

**Course Location:** 3 Star Hotel in Central Carlisle  
B&B accommodation can be arranged separately [if required]

**Course Prices:** £700 + Vat [per delegate]  
[includes course book, additional notes, BOHS fees, coffees, biscuits and lunches]



# CIEH Award in Preparing to Teach in the Lifelong Learning Sector (PTLLS)

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This qualification has been developed for anyone entering teaching or training roles or already in-service who needs to achieve the minimum threshold status as a teacher in the lifelong learning sector – that is, adult and community learning and development, further education, libraries, archives and information services and work-based learning.

By 2010, anyone who teaches courses that are publicly-funded will have to be qualified. This qualification introduces the knowledge and skills required by teachers to develop and deliver programmes, provide learning support and take responsibility in managing the learning process in post-16 education.

There are no formal entry requirements for candidates who want to take this qualification; however it is the centre's responsibility to assess, and keep a record, of a candidate's suitability for the programme.

The training programme for the CIEH Level 3 PTLLS includes the CIEH Level 3 Award in Training Skills and Practice (TSP).

This qualification is essential for those who wish to become CIEH registered trainers (certain other training qualifications are also recognised, and conditions regarding technical knowledge and experience also apply).

## **Course Objectives:**

At the conclusion of the programme the expected learning outcomes are that you (the delegate) will:

- Understand your own role, responsibilities and boundaries of role in relation to teaching
- Understand appropriate teaching and learning approaches within a specialist area
- Demonstrate your session planning skills – plan, deliver, observe and evaluate a micro-teaching session
- Understand how to deliver inclusive sessions that motivate learners
- Understand the use of different assessment methods
- Understand and analyse the need for accurate record keeping and procedures that can be adopted – including internal and external assessment information.

**Programme:** The course will be delivered over 5 days. The course is assessed by one practical and two written assignments

**Course Dates:** Full dates can be found on the diary pages in the back of this brochure

**Course Location:** Course locations can be found on the diary pages in the back of this brochure  
B&B accommodation at a local 3 star hotel can be arranged separately [if required]

**Course Prices:** £425.00 + Vat [per delegate]  
[includes course book, additional notes, CIEH fees, coffees, biscuits and lunches]



# Consultancy and Legal Compliance Audits

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## ***What we can do for you:***

The legal methodology has moved towards a non-prescriptive self regulatory system for Health and Safety, Fire, Construction and Environmental Management. No longer can you rely on external government representatives to rubber stamp your business and be sure that you are legally compliant.

Now you must complete your documentation yourself !

Woodward can provide guidance and advice for you to complete your risk assessments, safety policies and other mandatory documentation. We can tell you which areas of the law are relevant to your business and what you need to do to give them appropriate consideration.

We are not out to scare you - our approach is to work in partnership with our clients to help protect them.

After your management systems are in place we can perform a compliance audit, to make sure that your management systems and documentation are as watertight as they can be.

## ***Areas of Specialism:***

We have the appropriate skills to be able to deliver consultancy and legal compliance audits in the following areas:

- Health and Safety Management
- Fire Management
- Construction Management
- Environmental Management

This complete and comprehensive package of skills in one place means that the final management systems you put in place will be much more complete and cohesive rather than trying to juggle a number of different professional advisors.

## ***Costs:***

The cost for this work depends on your requirements, the number of sites your company has and the amount of work that needs to be done.

Please contact us to discuss your requirements so we can tailor the work we do for you to your bespoke requirements.



# Sources of Funding

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## *Sources of Funding*

There are several sources of funding available for individuals and businesses. The following are some of the most common :

### *Woodward Bursary Fund*

Woodward SHE Offer a bursary fund to help potential students who are facing hardship. Please go to the following webpage for more details and click on the "sources of funding" tab:

<http://www.woodward-group.co.uk>

### *Professional and Career Development Loans*

Professional and Career Development Loans are bank loans that can be used to help pay for work related learning. You can borrow between £300 and £10,000 to help support the cost of up to two years of learning (or three years if it includes one year's relevant unpaid practical work). The Learning and Skills Council will pay the interest on the loan while you are learning and for one month afterwards. The loan can be used to pay course fees or other costs such as travel and living expenses. You can also use the loan to supplement other forms of support such as grants or bursaries. Because the Professional and Career Development Loan is a commercial loan product, they should only be considered as an option once all other student funding options have been investigated. For further information on financial assistance to support your learning, please visit:

[www.direct.gov.uk/adultlearning](http://www.direct.gov.uk/adultlearning) or contact Careers Advice on 0800 100 900.

Our learning provider registration number is: 20174.

### *Business Link North West*

Funding from the Northwest Regional Development Agency and the Learning and Skills Council to support the purchase of training or development opportunities for companies in the North West. Each applicant/manager must be willing to undertake an initial diagnostic assessment, to complete a Personal Development Plan and an Application for Funding Document.

This funding does require a financial contribution from the employer and this is approximately 1/3 of the total cost of the training. E.g. for a single manager to receive the maximum £1000 grant then the employer must contribute £500 towards the total of the £1500 training cost.

Please go to the following webpage for more details:

<http://www.businesslinknw.co.uk/Aboutus/OurServices/Pages/leadership-and-management-programme.aspx>



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### ***Business Link***

Business Link lists many types of local enterprise funding as well as other sources. These change frequently so it is worth checking regularly to see what is available to support businesses and individuals in your local area.

Please go to the following webpage for more details:

<http://www.businesslink.gov.uk/bdotg/action/layer?r.l1=1073858790&topicId=1073866776&r.lc=en&r.s=tl>

### ***CITBNI***

Construction Companies in the Levy Scheme in NI can get funding for courses listed in this brochure. Please go to the following webpage for more details, and search for Woodward as a course provider:

<http://www.citbni.org.uk/Courses/Approved-Courses.aspx>

### ***Construction Skills***

Construction Companies in the Levy Scheme in England, Wales or Scotland can get funding for NEBOSH and IOSH courses under Grant A09- Technical and Professional Attendance. Please go to the following webpage for more details:

<http://www.cskills.org/levy-grant/grant/grants20092010/attendance/attendance.aspx>

### ***MoD Service Leavers***

MoD Service Leavers can access funding from the MoD. Please go to the following webpage for more details and click on the "MOD Personnel" tab.

<http://www.woodward-group.co.uk>



# Diary of Course Dates

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## **NEBOSH Certificate in Environmental Management** [Ref: 10/05/05]

*Roebeck Suite, Carlisle*

Week 1: Monday 17 May 2010 to Friday 21 May 2010

Exam: Saturday 22 May 2010 [10.00-12.00]

[6 days]

## **IOSH Managing Safely Recertification** [Ref: 10/06/08]

*Roebeck Suite, Carlisle*

1 Day: Thursday 3 June 2010

[1 day]

## **IOSH Managing Safely** [Ref: 10/06/07]

*Dock Museum, Barrow-In-Furness*

Week: Monday 14 June 2010 to Thursday 17 June 2010

[4 days]

## **NEBOSH General Certificate [12 day course]** [Ref: 10/06/01]

*Roebeck Suite, Carlisle*

Week 1: Monday 28 June 2010 to Friday 2 July 2010

Week 2: Monday 26 July 2010 to Friday 30 July 2010

Exams: Thursday 5 August 2010 and Friday 6 August 2010

[12 days]

## **NEBOSH Certificate in Fire Safety & Risk Management**

[Ref: 10/07/01]

*Roebeck Suite, Carlisle*

Week: Monday 12 July 2010 to Friday 16 July 2010

Exam: Saturday 17 July 2010 [10.00-12.00]

[6 days]



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**NEBOSH Construction Certificate [10 day course] [Ref: 10/07/02]**

*Roebeck Suite, Carlisle*

Week 1: Monday 19 July 2010 to Friday 23 July 2010

Week 2: Monday 2 August 2010 to Friday 6 August 2010

[10 days]

**IOSH Managing Safely Recertification [Ref: 10/08/04]**

*Roebeck Suite, Carlisle*

1 Day: Thursday 12 August 2010

[1 day]

**NEBOSH General Certificate [12 day course] [Ref: 10/08/05]**

*Roebeck Suite, Carlisle*

Week 1: Monday 16 August 2010 to Friday 20 August 2010

Week 2: Monday 23 August 2010 to Friday 27 August 2010

Exams: Thursday 9 September 2010 and Friday 10 September 2010

[12 days]

**CIEH Level 3 Award in Preparing to Teach in the Lifelong Learning Sector (PTLLS) [Ref: 10/08/06]**

*Swallow Hotel, Carlisle*

Week 1: Monday 23 August 2010 to Friday 27 August 2010

[5 days]

**BOHS P405 Management of Asbestos in Buildings [Ref: 10/08/01]**

*Roebeck Suite, Carlisle*

Week 1: Tuesday 31 August 2010 to Friday 3 September 2010

[4 days]



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## **NEBOSH General Certificate** [Ref: 10/09/92]

*Energus, Lillyhall, Workington*

NGC1 ~ Management of Health and Safety:

Wednesday 15 September 2010

Wednesday 22 September 2010

Wednesday 29 September 2010

Wednesday 6 October 2010

Wednesday 13 October 2010

NGC2 ~ Controlling Workplace Hazards:

Wednesday 3 November 2010

Wednesday 10 November 2010

Wednesday 17 November 2010

Wednesday 24 November 2010

Wednesday 1 December 2010

Wednesday 8 December 2010

[11 days]

## **NEBOSH National Diploma** [Ref: 10/04/02]

*Roebeck Suite, Carlisle*

**Units B ~ Hazardous agents in the workplace, and**

**Unit C ~ Workplace and work equipment safety**

Week 4: Monday 13 September 2010 to Friday 17 September 2010

Week 5: Monday 18 October 2010 to Friday 22 October 2010

Week 6: Monday 29 November 2010 to Friday 3 December 2010

Revision Unit B: Tuesday 18 January 2011 [pm]

Exam: Unit B - Wednesday 19 January 2011 [am]

Revision Unit C: Wednesday 19 January 2011 [pm]

Exam: Unit C - Thursday 20 January 2011 [am]

**Unit A ~ Managing Health and Safety**

Week 1: Monday 28 March 2011 to Friday 1 April 2011

Week 2: Monday 16 May 2011 to Friday 20 May 2011

Week 3: Monday 13 June 2011 to Friday 17 June 2011

Revision: Monday 4 July 2011

Exam: Unit A - Tuesday 5 July 2011 [am]

[34 days]



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**NEBOSH General Certificate [12 day course]** [Ref: 10/10/52]

*Glasgow, Scotland*

Week 1: Monday 27 September 2010 to Friday 1 October 2010

Week 2: Monday 11 October 2010 to Friday 15 October 2010

Exams: Thursday 28 October 2010 and Friday 29 October 2010

[12 days]

**NEBOSH Certificate in Fire Safety & Risk Management**

[Ref: 10/09/14]

*Roebeck Suite, Carlisle*

Week: Monday 27 September 2010 to Friday 1 October 2010

Exam: Saturday 2 October 2010 [10.00-12.00]

[6 days]

**NEBOSH General Certificate [12 day course]** [Ref: 10/10/01]

*Roebeck Suite, Carlisle*

Week 1: Monday 25 October 2010 to Friday 29 October 2010

Week 2: Monday 15 November 2010 to Friday 19 November 2010

Exams: Thursday 25 November 2010 and Friday 26 November 2010

[12 days]

**NGC1 Week** [Ref: 10/10/02]

*Roebeck Suite, Carlisle*

Week 1: Monday 25 October 2010 to Friday 29 October 2010

Exam: Monday 8 November 2010

[6 days]

**IOSH Managing Safely** [Ref: 10/10/09]

*Oval Centre, Workington*

Week: Monday 11 October 2010 to Thursday 14 October 2010

[4 days]



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**NEBOSH Environmental Diploma** [Ref: 10/10/04]

*Roebeck Suite, Carlisle*

Week 1: Monday 11 October 2010 to Friday 15 October 2010

Week 2: Monday 8 November 2010 to Friday 12 November 2010

Week 3: Monday 6 December 2010 to Thursday 9 December 2010

[14 days]

**NEBOSH Construction Certificate** [Ref: 10/10/56]

*Glasgow, Scotland*

Week 1: Monday 11 October 2010 to Friday 15 October 2010

Week 2: Monday 25 October 2010 to Friday 29 October 2010

[10 days]

**NEBOSH Certificate in Environmental Management** [Ref: 10/11/05]

*Morton Manor, Carlisle*

Week 1: Monday 15 November 2010 to Friday 19 November 2010

Exam: Saturday 20 November 2010

[6 days]

**NEBOSH Construction Certificate** [Ref: 10/11/06]

*Morton Manor, Carlisle*

Week 1: Monday 8 November 2010 to Friday 12 November 2010

Week 2: Monday 22 November 2010 to Friday 26 November 2010

[10 days]

**NEBOSH Fire Certificate** [Ref: 10/11/52]

*Glasgow, Scotland*

Week 1: Monday 22 November 2010 to Friday 26 November 2010

Exam: Saturday 27 November 2010

[6 days]



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**IOSH Managing Safely** [Ref: 10/11/03]

*Roebeck Suite, Carlisle*

Week: Monday 22 November 2010 to Thursday 25 November 2010  
[4 days]

**NEBOSH Fire Certificate** [Ref: 10/11/04]

*Morton Manor, Carlisle*

Week 1: Monday 29 November 2010 to Friday 3 December 2010  
Exam: Saturday 4 December 2010  
[6 days]

**CIEH Level 3 Award in Preparing to Teach in the Lifelong Learning Sector (PTLLS)** [Ref: 10/12/03]

*Morton Manor, Carlisle*

Week 1: Monday 6 December 2010 to Friday 10 December 2010  
[5 days]

**NEBOSH Certificate in Environmental Management** [Ref: 10/12/51]

*Glasgow, Scotland*

Week 1: Monday 13 December 2010 to Friday 17 December 2010  
Exam: Saturday 18 December 2010  
[6 days]

**BOHS P405 Management of Asbestos in Buildings** [Ref: 10/12/01]

*Swallow Hotel, Carlisle*

Week 1: Tuesday 14 December 2010 to Friday 17 December 2010  
[4 days]



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# Notes



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