



Resettlement & ELC Funded Training Package Brochure 2018 & 2019

**NEBOSH Course Packages
delivered in Catterick, Carlisle
and Workington.**



nebosh

Accredited centre
179



**PROUDLY
SUPPORTING
THOSE WHO
SERVE.**

Introduction

October 2018 Brochure

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



Tom Duggan, MD

Where It All Started

Woodward delivered the first NEBOSH National General Certificate resettlement courses for Service Leavers at Catterick Garrison in March 1993 and at Aldershot in November 1994. We've been delivering NEBOSH resettlement training to Service Leavers ever since with excellent results.

With an average ELC evaluation score of 97% (on 25 September 2018) you know you are going to get excellent training with us. You can check our current ELC evaluation score on our [ELC profile page here](#).

The Armed Forces Covenant

In March 2018 we were delighted to be able to demonstrate our support for the Armed Forces Community by signing the Armed Forces Covenant.

Why Train With Woodward?

- Successful completion of a training package with Woodward which meets our requirements entitles you to become a [Woodward Associate Trainer](#).
- Our experienced and expert tutors provide the **highest quality tuition** and guidance while you are training with us.
- We offer a **great value** discounted NEBOSH Training Package for service leavers that no other Resettlement course provider can match.
- Our **block courses** allow you to immerse yourself in the training so you have the best possible learning experience.
- We have **excellent pass rates** for all our courses, well above the national average.
- Successful completion of the Training Package gives you free lifetime membership of the [Woodward Alumni Network](#).

What do I do next?

If you require any further details on any of the courses shown in this brochure, or any further details about how the resettlement and ELC funded training package scheme works, or to provisionally book a place, please do not hesitate to contact us on:

Tel: (01228) 592614

Email: info@woodwardgroup.co.uk

Fax: (01228) 593769

Website: www.woodwardgroup.co.uk

Contents

Introduction	1
Resettlement and ELC Funded Training Packages	3
Terms and Conditions.....	6
Why choose a Woodward Course Package?	7
Woodward Associate Trainer Scheme	8
Woodward Alumni Network	9
Testimonials from Past Delegates	11
NEBOSH National General Certificate.....	15
NEBOSH International General Certificate Conversion.....	16
NEBOSH Fire Safety and Risk Management	17
NEBOSH National Construction Certificate	18
NEBOSH Certificate in Environmental Management	20
NEBOSH International Technical Certificate in Oil and Gas Safety.....	21
NEBOSH National Diploma	22
NEBOSH Diploma in Environmental Management	23
Diary of Course Dates	24

ELC Funding?

Please note that Woodward has Approved Learning Provider status in the MOD Enhanced Learning Credit (ELC) Scheme. Our ELC Provider Number is 4435 and our profile page can be found on the ELCAS website here:

<http://www.enhancedlearningcredits.com/learning-provider/provider-details?providerid=4435>

More information on the ELC Scheme can be found on the ELCAS website here:

www.enhancedlearningcredits.com

Forms and Applications?

As part of your resettlement process you will be required to submit forms and applications. All of these forms should be provided by your pay office, but they can also be downloaded from [here](https://www.ctp.org.uk/mod-forms): <https://www.ctp.org.uk/mod-forms>

Resettlement and ELC Funded Training Packages

Steps for your guidance:

1. Choose your preferred Training Package from the list below:

Five Course Packages

NEBOSH National General, International General, Construction, Environment & Oil & Gas Certificate Package ----- £2,804.00
NEBOSH National General, International General, Construction, Fire & Environmental Certificate Package ----- £2,804.00
NEBOSH National General, International General, Construction, Fire and Oil & Gas Certificate Package ----- £2,804.00
NEBOSH National General, International General, Fire, Environmental and Oil & Gas Certificate Package ----- £2,804.00

Four Course Packages

NEBOSH General, Construction, Fire and Environmental Cert Package - £2,534.00
NEBOSH General, Construction, Environmental & Gas Cert Package --- £2,534.00
NEBOSH General, Construction, Fire and Oil & Gas Cert Package ----- £2,534.00
NEBOSH General, Fire, Environmental and Oil & Gas Cert Package ---- £2,534.00
NEBOSH National General, International General, Construction & Fire Cert Package ----- £2,534.00
NEBOSH National General, International General, Construction and Oil & Gas Cert Package ----- £2,534.00
NEBOSH National General, International General, Environment and Oil & Gas Cert Package ----- £2,534.00
NEBOSH National General, International General, Fire and Environmental Cert Package ----- £2,534.00
NEBOSH National General, International General, Fire and Oil & Gas Cert Package ----- £2,534.00
NEBOSH National General, International General, Construction & Environment Cert Package ----- £2,534.00

Three Course Packages

NEBOSH General, Construction and Fire Cert Package ----- £2,375.00
NEBOSH General, Construction and Environmental Cert Package ---- £2,375.00
NEBOSH General, Construction and Oil & Gas Package ----- £2,375.00
NEBOSH Construction, Environmental and Oil & Gas Cert Package ---- £2,375.00
NEBOSH Construction, Fire & Environmental Cert Package ----- £2,375.00
NEBOSH Construction, Fire & Oil & Gas Cert Package ----- £2,375.00
NEBOSH General, Environmental and Oil & Gas Cert Package ----- £2,375.00
NEBOSH General, Fire & Environmental Cert Package ----- £2,375.00
NEBOSH General, Fire and Oil & Gas Cert Package ----- £2,375.00
NEBOSH National & International General & Construction Cert Package £2,375.00
NEBOSH National & International General and Environmental Cert ---- £2,375.00

NEBOSH National & International General and Fire Cert Package -----£2,375.00
 NEBOSH National & International General and Oil & Gas Cert Package- £2,375.00

Two Course Packages

NEBOSH Construction and Environmental Cert Package ----- £2,250.00
 NEBOSH Construction and Fire Cert Package ----- £2,250.00
 NEBOSH Construction and Oil & Gas Cert Package ----- £2,250.00
 NEBOSH National General and International General Cert Package --- £2,250.00
 NEBOSH General and Construction Cert Package ----- £2,250.00
 NEBOSH General and Environmental Cert Package ----- £2,250.00
 NEBOSH General and Fire Cert Package ----- £2,250.00
 NEBOSH General and Oil & Gas Cert Package ----- £2,250.00
 NEBOSH Fire and Environmental Cert Package ----- £2,250.00

One Course Packages

NEBOSH International Technical Cert in Oil and Gas Operational Safety £1,034.00
 NEBOSH National Certificate in Construction Health and Safety (5 day) £1,014.00
 NEBOSH National Certificate in Environmental Management ----- £1,034.00
 NEBOSH National Certificate in Fire Safety and Risk Management ----- £894.00
 NEBOSH National Diploma in Environmental Management ----- £2,634.00
 NEBOSH National Diploma in Occupational Health and Safety ----- £5,994.00
 NEBOSH National General Cert in Occupational Health and Safety ----- £1,758.00

[Discounts are sometimes available on the Course Fees listed above for our one course packages; please contact us for more information]

Please note our Resettlement Package Scheme only includes courses delivered at our Carlisle and Catterick course venues.

3. CARLISLE and WORKINGTON venues - Calculate the total price as follows:

Package Fee (as above) £____
Total Course Fee £____

B&B Accom £78.00 (per night) £____ [for all days on all courses - **Optional**]
 Food costs £12.00 (per day) £____ [for all days on all courses - **Compulsory**]
Total Subsistence Cost £____

3. CATTERICK venue - Calculate the total price as follows:

Package Fee (as above) £____
Total Course Fee £____

B&B Accom £78.00 (per night) £____ [for all days on all courses - **Optional**]
 Refreshments costs £4.00 (per day) £____ [for all days on all courses - **Compulsory**]
Total Subsistence Cost £____

NB: Lunch is not provided on any of our training courses at our Catterick Venue, as the training venue we use does not have the capability to provide it.

Booking a Training Course Package

If you would like to book a Resettlement and ELC Funded Training Course Package using your Resettlement funding please follow the steps below:

Call (01228 592614) or Email (info@woodwardgroup.co.uk) Sharon, our Administration Officer, in order to register your interest, to check courses availability and to provisionally book. Sharon will also confirm your courses package total price and provide you with a breakdown letter to take to your resettlement officer for authorisation.

Obtain the MoD1746 form from your Resettlement Officer or download it from **HERE**.

Complete the Form and Fax (01228 593769) or Email (info@woodwardgroup.co.uk) it back to Woodward SHE Ltd for our stamp and course confirmation.

Complete the rest of the MoD1746 and other paperwork with your Resettlement Officer and send to ELC (if applicable).

If using ELC funding you shall receive a Claim Authorisation Number (CAN) which needs to be posted to us with the ELC Deposit payment for confirmation of attendance. If not using ELC funding a £200 deposit is payable at this stage.

We will then issue you an invoice for any funds you may be due and send you course joining instructions.

Please note:

Due to the integrated nature of the course provision we **always** have to charge for Food (per day) at Carlisle and Workington, or Refreshments (per day) at Catterick, even if you choose not to participate in that provision.

Please note that to guarantee your course place full payment and your ELC Voucher must be received two weeks before the course is due to start.

Please note that our discounted Resettlement Package Scheme is only open to MOD Service Leavers.

Terms and Conditions

By booking a course with Woodward you agree to abide by these Booking Terms and Conditions.

Booking Confirmation

For a delegate to confirm his or her place on a course, a Woodward Cost Breakdown agreement should be completed and returned to Woodward (by fax, post or e-mail).

Payment of Fees

A deposit payment of £200.00 must be sent to Woodward along with the completed Woodward Cost Breakdown agreement

Please note that to guarantee your course place full payment and your ELC Voucher must be received two weeks before the course is due to start.

Payment Surcharges

Debit Card and Credit Card payments are free. Please note that we cannot accept American Express cards. International Bank Transfer payments incur a £10 fee.

Dress Code

Woodward training courses have a smart casual dress code for all delegates.

Privacy and Data Processing

By booking a training course you consent to our processing of both you and your delegate(s) data as required to provide that training (and any associated examinations). Your data will be shared with the relevant Awarding Body as necessary to do this. Full details can be found in our Privacy policy.

Delegate Behaviour

Delegates are expected to behave professionally at all times during the course. Woodward may remove a delegate from a course (without refund of fees) if the delegate is behaving unreasonably, or in a disrespectful way towards the other delegates or towards any member of staff.

Cancellations

If a resettlement package booking is cancelled by the delegate, the following fees will be payable:

Notice given prior to resettlement package course commencement:

more than 28 calendar days	No charge [Deposit is non-refundable]
14 to 28 calendar days	50% of course fee charged
less than 14 calendar days	100% of course fee charged

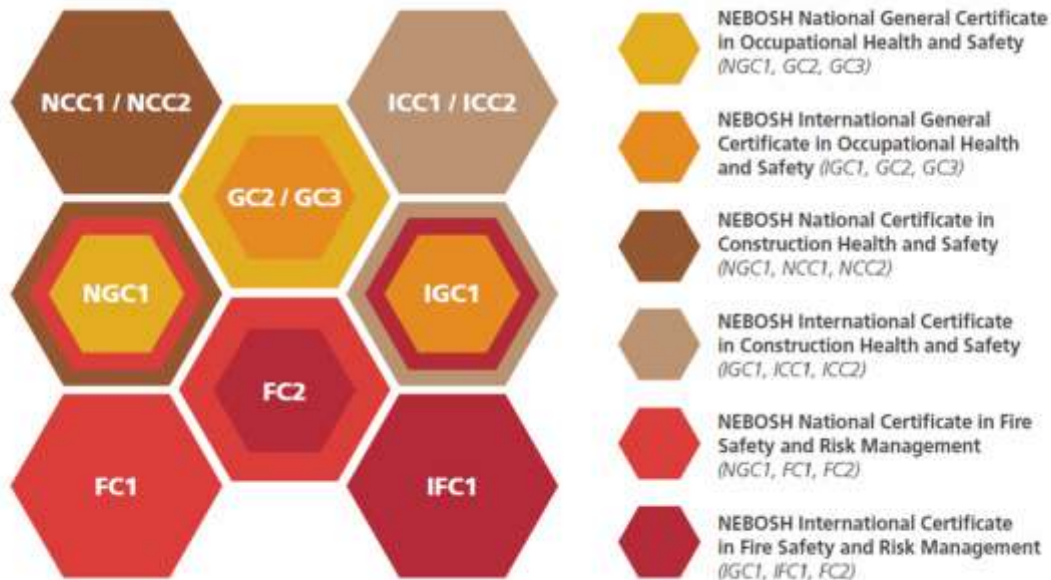
Telephone cancellations can be accepted but must be confirmed immediately in writing [by post, fax or e-mail]. Please note that a deposit paid to confirm a booking is always non-refundable.

Woodward Group reserves the right to postpone, cancel or alter the dates of provision of a course and/or the venue of the course. An agreed resettlement package is a complete singular program of study. Therefore, after starting the package any single part of it cannot be changed by the delegate from the agreed detail contained therein.

Why choose a Woodward Course Package?



Combine NEBOSH qualifications and build your career



Are you already one step towards your next NEBOSH Certificate?



Holding a range of qualifications in health and safety can be an advantage in today's jobs market, wherever you might wish to work in the world.

NEBOSH Certificate qualifications are structured to contain certain common units, allowing you to use your previous achievements to attain additional Certificate-level NEBOSH qualifications.

If you have successfully achieved the **NEBOSH National General Certificate in Occupational Health and Safety** you can achieve the following Certificates without re-sitting the common units:

- International General Certificate in Occupational Health and Safety*
- National Certificate in Construction Health and Safety*
- National Certificate in Fire Safety and Risk Management*

If you have successfully achieved the **NEBOSH International General Certificate in Occupational Health and Safety** you can achieve the following Certificates without re-sitting the common units:

- National General Certificate in Occupational Health and Safety*
- International Certificate in Construction Health and Safety*
- International Certificate in Fire Safety and Risk Management*

*For a detailed list of rules and conditions please visit our website



Contact us on (01228) 592614 or info@woodwardgroup.co.uk for more information

Woodward Associate Trainer Scheme

What is the Woodward Associate Trainer Scheme?

A Woodward Associate scheme is a way that **YOU** can register with us to enable you to deliver a whole range of IOSH and Highfield (HABC) training courses under our banner.

Why would I want to be a Woodward Associate?

1. There are **no up-front fees**.
2. This is not a franchise arrangement.
3. You get access to a wide portfolio of training courses.
4. Enhance your job prospects by being able to deliver essential Health and Safety training courses for your future employer to **save them money**.
5. You have full control of your workload.
5. You are provided with support, guidance and advice from the trainers at Woodward.

Please note:

The **Minimum requirement** before you can be considered to be a Woodward Associate is successful completion of the following three courses as part of your resettlement package with us:

- NEBOSH National General Certificate
- NEBOSH National Fire Certificate
- NEBOSH Certificate in Environmental Management

This is so we can be sure of your knowledge and capabilities are of a sufficient level that you can deliver the various IOSH, Highfield (HABC) and CIEH qualifications competently.

Your will be assessed during your resettlement package to ensure that your lecturing style and technical knowledge continues at the high standard required by Woodward. You will need to hold a Level 3 Award in Education and Training (EAT) or an equivalent qualification.

Initially Woodward Associates will be restricted to delivery of Highfield (HABC) and IOSH courses but may have the option to develop into Senior Associates for Woodward. Senior Associates can deliver NEBOSH Certificate level sessions for Woodward SHE Ltd.

What do I do next?

If you require any further details on our Woodward Associate Trainer Scheme please do not hesitate to contact us on:

Tel: 01228 592614

Fax: 01228 593769

Email: info@woodwardgroup.co.uk

Website: www.woodwardgroup.co.uk

Woodward Alumni Network

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 Alumni currently get:

- ~ a Woodward Alumni newsletter each quarter, with news, advice, and legal updates.
- ~ an invitation to our Health and Safety updating days.
- ~ the opportunity to take advantage of our Alumni special offers.
- ~ Ongoing developmental support.

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 3000+ Alumni members. This number of members will only grow over time as more students join the ranks of our Alumni.

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.



Testimonials from previous Resettlement Package Delegates

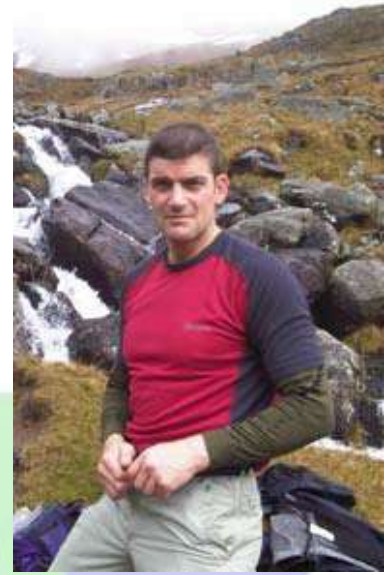
Testimonials from Students 1

Training To Job - Past Student

Case Study: Steve Ostle

I was introduced to the Woodward group as a positive resettlement provider by an old friend who left service some 3 years ago ahead of me. He is now well established supporting the construction industry as a safety inspector.

I scoped courses informally with Sharon and found that the group have the ability to tailor packages to make best use of the resettlement entitlement that the soldier has accrued, which is of huge benefit to the service leaver. Woodward's have a strong understanding of the resettlement program and were very supportive in explaining and dealing with the preparatory paperwork required by the Resettlement Officer.



Steve Ostle

Prior to arriving for the course, I received all the necessary administrative instructions to arrive at the hotel the evening before the course. The directions were brief and to the point and allowed me to arrive and get settled in with no hassle.

The accommodation at the hotel is excellent and has the added benefit of allowing the students to mix in the bar on an evening and discuss any areas that they are struggling with. This was very useful during the NEBOSH General Certificate as we used an hour each evening to do revision questions as a group effort.

The course location is simple to find and the facilities at the Roebuck suite are fantastic with beverages available throughout the day at no charge.

A hot lunch is provided daily and is 1 room away from the main class room which allows the student to gain maximum time on learning.

The teachers are all very competent and guide the course onto the main agenda points as a well-practiced drill. The instructors are very approachable and are passionate about ensuring the learner gains the most from the course.

I have now completed 3 courses with Woodward's and have achieved 3 passes with distinction, which I'm delighted with. I would have no hesitation in recommending Woodward's to any service leaver as the best provider in NEBOSH Health & Safety instruction.

Captain Steve Ostle, Mercian

Testimonials from Students 2

Training To Job - Past Student

Case Study: Mark Emmerson

On leaving school, with few qualifications, I worked on an open cast coal mine, as trainee woodman and as a plant operator on the M25 before deciding to join the Royal Corps of Signals, British Army at the age of 23. I was 'encouraged' to choose this avenue due to my previous experience as a Radio Operator with the Green Howards cadets and Territorial Army based in Whitby and Scarborough.



Mark Emmerson

The Royal Signals was certainly the right choice for me, although specialists in the communications arena, they also provide Command Support. In civilian terminology this can be translated into Service Support, Facilities Support or Business Solutions and it was in this environment that I found my niche. When I realised that I wanted to achieve the best position available to me in my 22 year career, I chose units, as far as possible, that would challenge and develop my knowledge and experience in this fast moving and diverse field. I eventually left following a Captain Quartermaster role having progressed through the ranks. During the latter stages of my military career I found the time to start an Open University Master of Business Administration course and during my resettlement I elected to attend the NEBOSH General Certificate and Fire Safety Management certificate along with the BHOS Asbestos Management course to prepare for a future career in Facilities Management. All of the latter 3 courses I took with Woodward as a package.

Woodward was recommended during a chance conversation and I cannot be grateful enough for this. Their enthusiasm, quality of instruction and ability to relate the information is first class. I was determined to pass the exams first time and therefore took advantage of the food and hotel deal and spent the evenings revising rather than socialising. Future courses to progress in my chosen career are Prince 2 Practitioner and British Institute of Facilities Management. On completion of these I will return to Woodward to take the Environment Certificate and NEBOSH Diploma.

During my latter stages of resettlement I have conducted a placement with CB Richard Ellis who specialise in Global Corporate Services and are currently a Managing Agent for a global food producer. I have been offered a permanent position in what is a difficult time for the employment market and I am excited by the challenge.

Not only have I relied on my experience with the Royal Signals and its 'Customer Facing' approaches when providing Command Support, while learning my new role I have directly used all of the qualifications gained at Woodward when dealing with contractors.

Thank you to both, and if you are reading this while still serving for Her Majesty, Carpe Diem.

Testimonials from Students 3

Training To Job - Past Student Case Study: Gary Lawrie

Having served 22 years in the military to say I was scared of entering civvy street would be a slight understatement. Trying to find someone to take me on with my transferable skills was difficult and if I'm blunt the resettlement staff at my unit were good at pointing at the small jobs library and saying help yourself but not great at anything else. It was then I found your advert in the resettlement magazine and made my initial enquiry.

I explained over the phone my predicament to your booking clerk and she suggested that I had good solid environmental qualifications however to be an all rounder and make me more attractive to employers I needed to get a nationally recognised qualification in the three parts of QHS&E. It was explained to me what the NEBOSH Gen Cert was and how it was the real foundation qualification to break into the industry, so I signed up for a course.

Now this is where I changed the usual habits of a life time when going on a course, normally you find out where the nearest bar is, where you can get a good Kebab and what place stays open the longest. On day one it was explained that Woodward had a 90+ % pass rate however we as students must play our part. I was given access to past NEBOSH questions, told how to study and shown a technique of how to attack my exam. I was exposed to laws and regulations I didn't even know existed, I took pages of notes in the first week in rough during the day and then in the evening copied them neatly into hardback A4 jotter (which I still have and is often borrowed), each evening I attempted a past question and Ray would have a quick scan jotting notes here and there the following morning during the coffee break.

To be honest it only started making sense in the second week, I found the past questions were getting quicker to finish, I found the regulations easier to understand and I started to enjoy the course.

The second and third weeks flew by and the exams were upon me, thanks to my self-imposed learning regime and my will power to study rather than visit the market street bars I found the exams challenging but doable. It was now a case of waiting for the results.

In the time it took to get my NEBOSH marked etc, I also went and got an ISO 9001 Lead Auditor Qualification, this depending on results would give me a Quality, Health and Safety plus my already in the bag Environmental Qualification.

Long story short I passed my NEBOSH, it was now time to apply for Jobs, I must have applied for well over 50 jobs via the internet following the advice of my resettlement



Gary Lawrie

clerk avoiding agencies because they might charge me a fee (bad advice) I contacted one of the many agencies in Aberdeen and within a week had 3 interviews (all due to the fact the advice I was given by your staff was spot on I could carry out the duties of three people within one department).

Like a true Scotsman I went for the one that paid the most and was offered a position as an assistant to a QHSE advisor, within 2 months I was the Advisor looking after the QHSE on 10 North Sea platforms. I was able to carry out audits, advise on regulations and due to my environmental knowledge carryout these duties too, saving the company money not hiring in consultants. I stayed with that company for two years before being made an offer to join another drilling company based on the south side of Aberdeen.

If I hadn't phoned your company in February 2008 I wouldn't be where I am today, I still remain the only one within my department with qualifications in the three disciplines and can be sent offshore to carry out a number of management visits.

So thanks for the advice, the training, the exam passing technique (which I use for all exams now) and Rays many stories of when he was a lad. If you ever need anyone to stand up and say how crucial your training is to transferring to civvy street give me a shout.

PS. The first thing management asks me when we are thinking of hiring and if I know of anyone is "do they have their NEBOSH?".



The "A4 jotter" still being used by Gary to this day.

More Testimonials

More testimonials from past resettlement package delegates and commercial delegates can be found on our website here: <https://www.woodward-group.co.uk/testimonials>

NEBOSH National General Certificate

The **NEBOSH National General Certificate in Occupational Safety and Health** is an examined core qualification for people who have part of their role at work involved in health and safety at work.

Managers, supervisors and staff from all types of organisations who need a broad understanding of health and safety issues. The certificate helps them manage risks effectively. Many people take the NEBOSH National General Certificate as a first step in a career in health and safety. It provides a valuable overview, and is a sound basis for further professional study.

Holders of the NEBOSH National General Certificate in Occupational Health and Safety are entitled to Associate Membership (AIOSH) of IOSH and also meet the academic requirements for Technician membership (TechIOSH) of the Institute of Occupational Safety and Health (IOSH) and Associate membership (AIIRSM) of the International Institute of Risk and Safety Management (IIRSM).

Course Content

The NEBOSH National General Certificate covers the main legal requirements for health and safety in the UK, identification and control of workplace hazards, and the practical application of this knowledge. No previous health and safety knowledge is required but candidates should note the assessment includes a requirement to write a short report.

Unit NGC1: Management of Health and Safety

- Element 1: Foundations in Health and Safety
- Element 2: Health and Safety Management Systems - Plan
- Element 3: Health and Safety Management Systems - Do
- Element 4: Health and Safety Management Systems - Check
- Element 5: Health and Safety Management Systems - Act

Unit GC2: Controlling Workplace Hazards

- | | |
|---|--|
| Element 1: Workplace Hazards and Risk | Element 2: Transport Hazards and Risk |
| Element 3: Musculoskeletal Hazards and Risk | Element 4: Work Equipment Hazards and Risk |
| Element 5: Electrical Safety | Element 6: Fire Safety |
| Element 7: Chemical and Biological Health Hazards and Risk | |
| Element 8: Physical and Psychological Health Hazards and Risk | |

Unit NGC3: Health and Safety Practical Application

The course is presented as 2 x 1 week blocks, plus 2 days for the examinations. Units NGC1 and GC2 are taught units each assessed by a two-hour written examination. Each written examination consists of ten 'short-answer' questions and one 'long-answer' question. Unit NGC3 is a two-hour practical examination carried out by the candidate in their own workplace.

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

Course Locations: – Workington – Catterick

Resettlement Fees: As detailed earlier in this brochure (on pages 3 – 5)

NEBOSH International General Certificate

Conversion

The **NEBOSH International General Certificate in Occupational Safety and Health** is an examined core qualification for those who want to work internationally.

Managers, supervisors and employees throughout the world take the NEBOSH International General Certificate because it gives them the skills and know-how to fulfil their health and safety responsibilities in any country and in any kind of organisation.

Holders of the International General Certificate are entitled to Associate Membership (AIOSH) of the Institution of Occupational Safety and Health (IOSH). The qualification also meets the academic requirements for Technical Membership (Tech IOSH) of IOSH.

Course Content

The NEBOSH National General Certificate Conversion Course covers the International Standards and Conventions for health and safety, to enable delegates who have attended the NEBOSH National General Certificate course to complete the NEBOSH International General Certificate course.

This course is designed for those service leavers who want to gain the NEBOSH International General Certificate in Occupational Safety and Health as a bolt on to their NEBOSH National General Certificate studies to maximise their career opportunities.

For just 2 additional days of study you can gain an additional NEBOSH qualification!

Completion of the NEBOSH National General Certificate in the last 5 years is a prerequisite for attending this International Conversion Course.

Unit IGC1: Management of Health and Safety

The course is presented as 1 x 2 day block, with the examination on the final day. Unit IGC1 is the taught unit assessed by a two-hour written examination. The written examination consists of ten 'short-answer' questions and one 'long-answer' question.

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

Course Locations: – Catterick

Resettlement Fees: As detailed earlier in this brochure (on pages 3 – 5)

NEBOSH Fire Safety and Risk Management

The **NEBOSH National Certificate in Fire Safety and Risk Management** aims to build on the knowledge gained in the NEBOSH National General Certificate. It 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. It is therefore also suitable for people moving careers into fire safety adviser roles. 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.

Holders of this qualification are entitled to Associate Membership (AIOSH) of the Institution of Occupational Safety and Health (IOSH). Holders are also entitled to Technician Membership (TIFPO) of the Institute of Fire Prevention Officers (IFPO). It also meets the academic requirements for Technician Membership (Tech IOSH) of IOSH and Associate Membership (AMIFPO) of IFPO. Those with the relevant skills and experience may also apply to join the IFPO Fire Risk Assessors Register.

Course Content

The NEBOSH Certificate in Fire Safety and Risk Management course covers the management of fire safety including the relevant legal requirements. It also includes principles of fire and explosion, causes and prevention of fires, fire protection in buildings and ensuring the safety of people in the event of fire.

The content is designed to equip those studying it to undertake fire risk assessments in most, low risk workplaces. No previous health and safety or fire safety knowledge is required although it should be noted that the assessment includes a requirement to write a short report.

Unit FC1: Fire Safety and Risk Management

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

Unit FC2: Fire Safety Practical Application

The course is presented as a 1 week block. Unit FC1 is a taught unit assessed by one two-hour written examination which consists of ten 'short-answer' questions and one 'long-answer' question. Unit FC2 is assessed by one four-hour fire risk assessment carried out in the candidate's workplace within 14 days of sitting the examination for unit FC1. This course is for those candidates who are current NEBOSH NGC1 unit holders (passed within the last 5 years). Those who do not hold the NGC1 can instead study the 11 day fire course model and take papers NGC1, FC1 and FC2.

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

Course Locations: – Carlisle – Workington – Catterick

Resettlement Fees: As detailed earlier in this brochure (on pages 3 – 5)

NEBOSH National Construction Certificate

The **NEBOSH National Certificate in Construction Safety and Health** aims to build on the knowledge gained in the NEBOSH National General Certificate. It is established as a leading award in construction health and safety. The course is aimed at Supervisors, Managers and Principle Designers within the construction industry who are required to ensure that activities under their control are undertaken safely. It is likely to prove useful for those concerned with the management of buildings who may need to ensure that contractors are working safely.

Holders of the NEBOSH National Certificate in Construction Safety and Health are entitled to Associate Membership (AIOSH) of IOSH. This qualification also meets the academic requirements for Technician membership (TechIOSH) of IOSH and Associate membership (AIIRSM) of the International Institute of Risk and Safety Management (IIRSM). It meets the headline entrance criteria requirements for Construction Safety Associate membership (AaPS) of the Association for Project Safety (APS). Holders are also eligible to apply for the CSCS Academically Qualified Person (AQP) yellow/white card.

Course Content

The NEBOSH Construction Certificate covers the main legal requirements relating to health and safety in UK construction work, identification and control of construction workplace hazards and the practical application of this knowledge.

No previous health and safety knowledge is required for the course, although it is advisable that candidates understand the basic practical aspects of the construction industry. It should also be noted that the examination includes a requirement to write a short report.

The course is made up of three units NGC1, NCC1 and NCC2:

Unit NGC1: Management of Health and Safety

- Element 1: Foundations in Health and Safety
- Element 2: Health and Safety Management Systems - Plan
- Element 3: Health and Safety Management Systems - Do
- Element 4: Health and Safety Management Systems - Check
- Element 5: Health and Safety Management Systems - Act

Unit NCC1: Managing and Controlling Hazards in Construction Activities

- Element 1: Construction Law
- Element 2: Construction Site Hazards
- Element 3: Vehicle and Plant Movements
- Element 4: Musculoskeletal Hazards
- Element 5: Work Equipment Hazards
- Element 6: Electrical Safety
- Element 7: Fire Safety
- Element 8: Chemical & Biological Health
- Element 9: Physical & Psychological Health
- Element 10: Working at Height
- Element 11: Excavation & Confined Spaces
- Element 12: Demolition & Deconstruction

Unit NCC2: Construction Health and Safety Practical Application

This unit is a practical examination carried out in the candidate's own workplace.

Assessment:

Units NGC1 and NCC1 are taught units each assessed by a two-hour written examination. Each written examination consists of ten 'short-answer' questions and one 'long-answer' question.

Unit NCC2 is a two-hour practical examination carried out by the candidate in their own workplace.

Course Models:

This course is delivered as a 5 Day Course

This is a NEBOSH National Certificate in Construction Safety and Health "Bolt-on" course which covers the required content to convert from Unit GC2 to Unit NCC1.

Candidates will need to be current NEBOSH NGC1 and GC2 unit holders to attend the 5 Day course, or be studying it as part of their resettlement package, as it only covers the required content to convert from Unit GC2 to Unit NCC1, it does not deliver the full NCC1 syllabus content.

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

Course Locations: – Carlisle – Workington – Catterick

Resettlement Fees: As detailed earlier in this brochure (on pages 3 – 5)

NEBOSH Certificate in Environmental Management

The **NEBOSH National Certificate in Environmental Management** is an examined core qualification designed to provide a sound foundation in environmental management knowledge. It is aimed at managers, supervisors and employees based in the UK, who have responsibility for managing environment issues, as part of their day to day duties.

The qualification is appropriate for professionals, managers and supervisors working in any industry with environmental impacts. In addition, those working in health and safety in other occupational settings, but who require additional environment-specific knowledge may also benefit from the course. This qualification is accepted by The Chartered Institution of Water & Environmental Management (CIWEM) to meet the requirements for Technician Membership (TechCIWEM). It also provides a sound basis for progression on to the NEBOSH National Diploma in Environmental management.

Course Content

The NEBOSH National Certificate in Environmental Management focuses on UK environmental laws and International management systems, such as ISO 14001. It covers the practical issues of managing environmental risk. The syllabus takes a risk management approach based on the best practice and international industry 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. No previous environmental knowledge is required although it should be noted that the assessment includes a requirement to write a short report.

Unit NEC1: Management and Control of Environmental Hazards

Element 1. Foundations in Environmental Mgmt	Element 2. Environmental Mgmt Systems
Element 3. Environmental Impact Assessments	Element 4. Control of Emissions to Air
Element 5. Control of Contamination of Water	Element 6. Control of Waste and Land Use
Element 7. Use of Energy and Energy Efficiency	Element 8. Control of Environmental Noise
Element 9. Planning For and Dealing with Environmental Emergencies	

Unit NEC2: Environmental Practical Application

The course is presented as 1 x 1 week block. Unit NEC1 is a taught unit assessed by a two-hour written examination. Unit NEC2 requires the candidate to carry out an environmental review of a workplace or organisation and produce a justified action plan to improve performance. This practical application must normally be completed and returned to the Course Provider within 14 days of the written examination.

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

Course Locations: – Carlisle – Workington – Catterick

Resettlement Fees: As detailed earlier in this brochure (on pages 3 – 5)

NEBOSH International Technical Certificate in Oil and Gas Safety

The **NEBOSH International Technical Certificate in Oil and Gas Operational Safety** qualification is designed specifically for those with safety responsibilities in the oil and gas industry. It is the latest addition to the NEBOSH portfolio of globally-recognised health, safety, environmental and risk management qualifications.

The qualification focuses on international standards and management systems, enabling students to effectively discharge workplace safety responsibilities both onshore and offshore. The Certificate also highlights the importance of process safety management in the oil and gas industry.

The NEBOSH International Technical Certificate in Oil and Gas Operational Safety is aimed at those who have the responsibility for ensuring safety as part of their day to day duties including Managers; Supervisors; Employee representatives and newly appointed Health and Safety Advisers.

Course Content:

The NEBOSH Technical Certificate in Oil and Gas Operational Safety covers the principles of process safety management in the oil and gas industries. The syllabus takes a risk management approach based on best practice and international industry standards. The course covers: Safety and environmental management in this industry; Hydrocarbon process safety and Fire protection and emergency response.

Unit IOG1: Management and Control of Environmental Hazards

- Element 1. Health, safety and environmental management in context
- Element 2. Hydrocarbon process safety
- Element 3. Hydrocarbon process safety
- Element 4. Fire protection and emergency response
- Element 5. Logistics and Transport Operations

Unit IOG1 is a taught unit assessed by a two-hour written examination. This examination consists of ten 'short-answer' questions and one 'long-answer' question. All questions are compulsory. Candidate scripts are marked by external examiners appointed by NEBOSH.

We recommend that candidates should already have an underpinning knowledge of safety issues and preferably have already studied the NEBOSH National General Certificate in Occupational Health and Safety.

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

Course Location: – Carlisle

Resettlement Fees: As detailed earlier in this brochure (on pages 3 – 5)

NEBOSH National Diploma

All occupational health and safety practitioners (OHASPs) need to have a common core of knowledge in order to practise effectively. The NEBOSH National Diploma in Occupational Health and Safety aims to provide the knowledge and understanding that underpins competent performance as an OHASP. Holders of the NEBOSH National Diploma in Occupational Health and Safety may use the designatory letters "DipNEBOSH" after their name.

The NEBOSH National Diploma in Occupational Health and Safety is the qualification for aspiring health and safety professionals, building directly upon the foundation of knowledge provided by the NEBOSH National General Certificate. It is designed to provide students with the expertise required to undertake a career as a safety and health practitioner and also provides a sound basis for progression to postgraduate study.

The qualification meets the academic requirements to apply for Graduate Membership (Grad IOSH) of Institution of Occupational Safety and Health (IOSH). This is the first step to becoming a Chartered Health and Safety Practitioner as a Chartered Member of IOSH (CMIOSH). It is also accepted by the International Institute of Risk and Safety Management (IIRSM) as meeting the academic requirements for full membership (MIIRSM).

Holders of the NEBOSH National Diploma and the NEBOSH National Certificate in Construction Health and Safety meet the headline entrance criteria requirements for Registered Construction Safety Practitioner (RMAPS) membership of the Association for Project Safety (APS). Holders are also eligible to apply for the CSCS Academically Qualified Person (AQP) yellow/white card.

Course Content:

Core Units

- Unit A - Managing Health and Safety
- Unit B - Hazardous Agents in the Workplace
- Unit C - Workplace and Work Equipment
- Unit DNI - Workplace Assessment Report

Units A, B and C are each assessed by one three-hour written examination. All questions are compulsory. Unit DNI is assessed by a written assignment of approximately 8,000 words, designed to test knowledge across the syllabus by assessing application of health and safety theory and practice (Unit DNI). Students may choose to take individual units in any order over a five year period and will be awarded a unit certificate for each unit passed.

The NEBOSH National General Certificate [or comparable QCF level 3 award] is the suggested prerequisite qualification for the NEBOSH National Diploma Course. However there are no formal entry requirements set by NEBOSH and those students without the NEBOSH National General Certificate will be considered on a case-by-case basis.

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

Course Locations: – Carlisle – Workington

Resettlement Fees: As detailed earlier in this brochure (on pages 3 – 5)

NEBOSH Diploma in Environmental Management

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 NEBOSH Diploma in Environmental Management is designed for individuals with responsibilities for the management of environmental risk in relation to the damage caused by work activities. It will be invaluable for those aiming to develop and implement effective environmental management systems within their organisations.

Holders of this qualification may use the designatory letters EnvDipNEBOSH after their name.

The NEBOSH National Diploma in Environmental Management meets the academic requirements for IEMA Practitioner (PIEMA) level membership of The Institute of Environmental Management and Assessment (IEMA). Holders will have their application fast tracked, provided that they apply within three years of achieving their Diploma.

The NEBOSH Certificate in Environmental Management [or comparable QCF level 3 award] is the suggested prerequisite qualification for the NEBOSH National Diploma Course. However there are no formal entry requirements set by NEBOSH and those students without the NEBOSH Certificate in Environmental Management will be considered on a case-by-case basis.

Course Content:

The Diploma in Environmental Management covers the control measures for major types of environmental risk. It incorporates the main elements of UK and EC legislation for environmental protection and general principles of the management of environmental risk, including; Waste minimisation strategies, Effects of hazardous substances, Energy efficiency and Control of pollution.

Assessment:

The Diploma in Environmental Management is assessed by a three-hour written examination and a workplace-based project. Examination scripts are marked by external examiners appointed by NEBOSH. The approximately 4,000 words workplace-based project is internally assessed by Woodward and externally moderated by NEBOSH. Students must successfully complete both parts of the assessment (project and examination) within two years of the result declaration for the first unit successfully completed, in order to achieve the qualification.

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

Course Location: – Workington

Resettlement Fees: As detailed earlier in this brochure (on pages 3 – 5)

Diary of Course Dates

NEBOSH Certificate in Environmental Management [Ref: 18/11/96]

Catterick, Yorkshire

Week 1: Monday 15 October 2018 to Friday 19 October 2018

[5 days]

NEBOSH National Certificate in Fire Safety and Risk Management [Ref: 18/10/03]

Carlisle, Cumbria

Week 1: Monday 22 October 2018 to Friday 26 October 2018

[5 days]

NEBOSH Certificate in Environmental Management [Ref: 18/10/04]

Carlisle, Cumbria

Week 1: Monday 29 October 2018 to Friday 02 November 2018

[5 days]

NEBOSH National Certificate in Fire Safety and Risk Management [Ref: 18/10/97]

Catterick, Yorkshire

Week 1: Monday 29 October 2018 to Friday 02 November 2018

[5 days]

NEBOSH National Diploma in Occupational Health and Safety Unit C ~ Workplace and Work Equipment Safety [Ref: 18/11/01]

Carlisle, Cumbria

Week 1: Monday 05 November 2018 to Friday 09 November 2018

Week 2: Monday 03 December 2018 to Friday 07 December 2018

Revision Unit C: Wednesday 16 January 2019[pm]

Exam Unit C: Thursday 17 January 2019[am]

[12 days]

NEBOSH International Technical Certificate in Oil and Gas Operational Safety [Ref: 18/11/02]

Carlisle, Cumbria

Week 1: Monday 26 November 2018 to Friday 30 November 2018

[5 days]

NEBOSH National General Certificate in Occupational Safety and Health [Ref: 19/01/01]

Workington, Cumbria

Week 1: Monday 07 January 2019 to Friday 11 January 2019

Week 2: Monday 21 January 2019 to Friday 25 January 2019

Week 3: Thursday 31 January 2019 and Friday 01 February 2019

[12 days]

NEBOSH National General Certificate in Occupational Safety and Health [Ref: 19/02/01]

Workington, Cumbria

Week 1: Monday 11 February 2019 to Friday 15 February 2019

Week 2: Monday 18 February 2019 to Friday 22 February 2019

Week 3: Thursday 28 February 2019 and Friday 01 March 2019

[12 days]

NEBOSH National Diploma in Occupational Health and Safety Unit A ~ Managing Health and Safety, and Unit DNI ~ Practical Application [Ref: 19/03/01]

Workington, Cumbria

Week 1: Monday 04 March 2019 to Friday 08 March 2019

Week 2: Monday 29 April 2019 to Friday 03 May 2019

Week 3: Monday 17 June 2019 to Friday 21 June 2019

Revision Unit A: Monday 15 July 2019

Exam Unit A: Tuesday 16 July 2019[am]

[17 days]

NEBOSH National Certificate in Construction Safety and Health (5 Day) Course [Ref: 19/03/02]

Workington, Cumbria

Week 1: Monday 11 March 2019 to Friday 15 March 2019

[5 days]

NEBOSH National Certificate in Fire Safety and Risk Management [Ref: 19/03/03]

Workington, Cumbria

Week 1: Monday 18 March 2019 to Friday 22 March 2019
[5 days]

NEBOSH Certificate in Environmental Management [Ref: 19/03/04]

Workington, Cumbria

Week 1: Monday 25 March 2019 to Friday 29 March 2019
[5 days]

NEBOSH Diploma in Environmental Management [Ref: 19/04/01]

Workington, Cumbria

Week 1: Monday 01 April 2019 to Friday 05 April 2019 (5 days)

Week 2: Wednesday 08 May 2019 to Friday 10 May 2019 (3 days)

Week 3: Wednesday 29 May 2019 to Friday 31 May 2019 (3 days)

Week 4: Monday 24 June 2019 to Friday 28 June 2019 (5 days)

Exam: Monday 15 July 2019[am]

[17 days]

NEBOSH General Certificate in Occupational Safety and Health [Ref: 19/04/02]

Carlisle, Cumbria

Week 1: Monday 08 April 2019 to Friday 12 April 2019

Week 2: Monday 29 April 2019 to Friday 03 May 2019

Week 3: Thursday 09 May 2019 and Friday 10 May 2019

[12 days]

NEBOSH National General Certificate in Occupational Safety and Health [Ref: 19/04/95]

Catterick, Yorkshire

Week 1: Monday 29 April 2019 to Friday 03 May 2019

Week 2: Wednesday 15 May 2019 to Friday 17 May 2019

Week 3: Monday 20 May 2019 to Thursday 23 May 2019

[12 days]

NEBOSH National General Certificate in Occupational Safety and Health [Ref: 19/05/03]

Workington, Cumbria

Week 1: Monday 20 May 2019 to Friday 24 May 2019

Week 2: Monday 03 June 2019 to Friday 07 June 2019

Week 3: Thursday 13 June 2019 and Friday 14 June 2019

[12 days]

NEBOSH International General Certificate in Occupational Safety and Health Conversion Course [Ref: 19/05/95]

Catterick, Yorkshire

Week 1: Monday 13 May 2019 to Tuesday 14 May 2019

[2 days]

NEBOSH National Certificate in Construction Safety and Health (5 Day) Course [Ref: 19/06/95]

Catterick, Yorkshire

Week 1: Monday 03 June 2019 to Friday 07 June 2019

[5 days]

NEBOSH National Certificate in Fire Safety and Risk Management [Ref: 19/06/96]

Catterick, Yorkshire

Week 1: Monday 17 June 2019 to Friday 21 June 2019

[5 days]

NEBOSH Certificate in Environmental Management [Ref: 19/07/95]

Catterick, Yorkshire

Week 1: Monday 01 July 2019 to Friday 05 July 2019

[5 days]

NEBOSH National General Certificate in Occupational Safety and Health [Ref: 19/07/01]

Workington, Cumbria

Week 1: Monday 01 July 2019 to Friday 05 July 2019

Week 2: Monday 08 July 2019 to Friday 12 July 2019

Week 3: Monday 22 July 2019 and Tuesday 23 July 2019

[12 days]

NEBOSH National Certificate in Construction Safety and Health (5 Day) Course [Ref: 19/07/03]

Workington, Cumbria

Week 1: Monday 29 July 2019 to Friday 02 August 2019

[5 days]

NEBOSH Certificate in Environmental Management [Ref: 19/09/01]

Workington, Cumbria

Week 1: Monday 02 September 2019 to Friday 06 September 2019

[5 days]

NEBOSH National General Certificate in Occupational Safety and Health [Ref: 19/09/95]

Catterick, Yorkshire

Week 1: Monday 02 September 2019 to Friday 06 September 2019

Week 2: Wednesday 18 September 2019 to Friday 20 September 2019

Week 3: Monday 23 September 2019 to Thursday 26 September 2019

[12 days]

NEBOSH National General Certificate in Occupational Safety and Health [Ref: 19/09/02]

Workington, Cumbria

Week 1: Monday 09 September 2019 to Friday 13 September 2019

Week 2: Monday 23 September 2019 to Friday 27 September 2019

Week 3: Thursday 03 October 2019 and Friday 04 October 2019

[12 days]

NEBOSH International General Certificate in Occupational Safety and Health Conversion Course [Ref: 19/09/96]

Catterick, Yorkshire

Week 1: Monday 16 September 2019 and Tuesday 17 September 2019

[2 days]

NEBOSH National Diploma in Occupational Health and Safety Unit B ~ Hazardous Agents in the Workplace [Ref: 19/09/03]

Workington, Cumbria

Week 1: Monday 16 September 2019 to Friday 20 September 2019

Week 2: Monday 14 October 2019 to Friday 18 October 2019

Revision Unit B: Tuesday xx January 2020[pm]

Exam Unit B: Wednesday xx January 2020[am]

[12 days]

NEBOSH National Certificate in Construction Safety and Health (5 Day) Course [Ref: 19/10/01]

Workington, Cumbria

Week 1: Monday 07 October 2019 to Friday 11 October 2019

[5 days]

NEBOSH National Certificate in Construction Safety and Health (5 Day) Course [Ref: 19/10/95]

Catterick, Yorkshire

Week 1: Monday 07 October 2019 to Friday 11 October 2019

[5 days]

NEBOSH National Certificate in Fire Safety and Risk Management [Ref: 19/10/96]

Catterick, Yorkshire

Week 1: Monday 21 October 2019 to Friday 25 October 2019

[5 days]

NEBOSH National Certificate in Fire Safety and Risk Management [Ref: 19/10/02]

Workington, Cumbria

Week 1: Monday 21 October 2019 to Friday 25 October 2019

[5 days]

NEBOSH General Certificate in Occupational Safety and Health [Ref: 19/10/03]

Carlisle, Cumbria

Week 1: Monday 21 October 2019 to Friday 25 October 2019

Week 2: Monday 04 November 2019 to Friday 08 November 2019

Week 3: Thursday 14 November 2019 and Friday 15 November 2019

[12 days]

NEBOSH Certificate in Environmental Management [Ref: 19/11/95]

Catterick, Yorkshire

Week 1: Monday 04 November 2019 to Friday 08 November 2019

[5 days]

NEBOSH National Diploma in Occupational Health and Safety Unit C ~ Workplace and Work Equipment Safety [Ref: 19/11/01]

Workington, Cumbria

Week 1: Monday 04 November 2019 to Friday 08 November 2019

Week 2: Monday 02 December 2019 to Friday 06 December 2019

Revision Unit C: Wednesday xx January 2020[pm]

Exam Unit C: Thursday xx January 2020[am]

[12 days]



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