



Woodward Open Courses Brochure 2018 & 2019

**Delivering NEBOSH and IOSH
Training Courses in Catterick,
Widnes, Workington and
Carlisle.**



nebosh

Accredited centre

179



Approved
training
provider

Introduction

October 2018 Brochure

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



Tom Duggan, MD

Welcome to our Courses for Business and Commerce Brochure.

Thank you for considering us when planning your future career training and development.

Woodward Group has over 24 years' of experience and expertise in delivering training in health and safety management and environmental management. We 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 percent's, our NEBOSH National Diploma pass rates are usually between 15-20% above the national average and our other course results are always excellent.

To ensure that the NEBOSH certificate qualifications presented by Woodward are totally appropriate the court structure and procedures, as well as Health, Safety and Environmental legislation primarily taught will be Scottish for the courses based in Scotland and English for the courses based in England. However, please be aware that the two NEBOSH Diploma courses will primarily focus on English legislation to meet the requirements of the course syllabus.

All the courses offered by Woodward Group carry nationally accredited certification in the areas of Health and Safety and Environmental Management. If you require any further details on any of the courses shown in this brochure please do not hesitate to contact us.

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Recent Testimonials

From: Chris Shawcross

Tom,

I had a very positive experience at Woodward; you have a unique collection of instructors. Not only did I learn about H&S but I also picked up interesting teaching techniques. As an instructor myself I often find myself looking at other instructors in a different light. I've got to say, Ray is the best instructor I have ever had the pleasure to listen too.

I have and will carry on recommending Woodward to anyone interesting in doing a NEBOSH Certificate.

I cannot give feedback without mentioning the food, not only was it healthy and nutritious, it tasted great and there was plenty of it. In my opinion it was perfect for courses of this type where the subject matter can be heavy and you don't want a heavy meal sending you to sleep. To summarise, a big thank you to your team.

Cheers, Shorty

From: Crawford Milne

Firstly, the course subject can be daunting but I quickly realised how relevant the information is in my day to day workplace. The course tutors are obviously trained to the highest standard and provide a relaxed and informative environment to absorb what can seem a huge amount of information in the given timescale.

I found the subject of law particularly useful going forward as this highlighted how much this impacts on employers and employees on a daily basis.

Ray was excellent in relaying this information to all the students in a clear and concise format and focusing on the important aspects of this subject (with a few anecdotes thrown in for good measure). The scale of information may seem huge but you quickly become very H and S savvy and I was surprised at how much legislation I could quote after only a few days, again this is clearly related to the teaching methods of Woodward and their tutors.

Finally got my results and achieved a pass with credit which I was delighted with and will look to further my education on this subject at a later date on another Woodward course....

CM

Crawford Milne, Facilities Co-ordinator, Tayside Fire and Rescue Service

More Testimonials can be found on our website at:

<http://www.woodward-group.co.uk/PagesAll.aspx?pid=15>

Past Student Case Study

Alumni Member Claire Jones

I started out as an YTS Junior Process Operator at the Marchon Chemical Works. I moved into chemistry and worked my way up to be a chemist and gained an honours degree in chemistry. I transferred into Technical Sales and following a redundancy situation in 1995 I found myself working within the Safety Department. I was still at Marchon although it had went through several name changes. I again worked my way up, by this time the company was owned by Huntsman and I was the Safety Manager. I had taken the NEBOSH General Certificate and held NEBOSH Diploma 1. Studying for my NEBOSH Diploma 1 was where I first encountered Woodward. I didn't continue with my Diploma 2 as I had my daughter.



Late in 2004 I received the news that most of the site was closing, having never worked anywhere else this was a major change for me. To gain further skills I studied for the NEBOSH Construction Certificate with Woodward a qualification that has served me well.

I started work with SGB based at the Sellafield Site as their Health and Safety Manager and commenced studying for the new level 6 NEBOSH Diploma again with Woodward. After about 12 months I started as an agency worker for Sellafield Limited and continued with my Diploma passing it with credit.

I was taken on permanently by Sellafield Ltd and was initially the Senior Safety Advisor on one of the big construction projects before being promoted and I now work within Project Management as the Construction EHS Improvements Manager. Since working for Sellafield I have continued with my studies (a lot of courses being specific to Sellafield) but I also studied for the NEBOSH Certificate in Fire Safety and Risk Management again with Woodward for which I recently found out I was the Best Candidate.

Only this year I went back to guess where, you got it - Woodward's and completed the newly launched NEBOSH Environmental Certificate passing with Distinction. It amazes me that I have worked in industry for nearly 25 years (showing my age now) with 15 of those in Health and Safety and I have been fortunate to work with some excellent people from whom I learnt a lot.

Thinking about it I have probably been a pupil on and off at Woodward's for about 10 years and I have only the highest regard for them and their staff. I have shared many a good laugh and met a lot of interesting characters along the way. Whilst I am proud of my achievements the bottom line is they mean nothing if you are not out there trying to make a difference its putting all the things you learn in to practice and interacting with people to influence their behaviour that makes the real difference.

The 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 students for choosing us as their training provider, many of whom are now working as professional health, safety, environmental and fire safety managers. We hope that 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....

Our newsletter is called "Safety Net". 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 or so and will go out to our 3000+ Alumni members by e-mail. Our membership will only grow over time as more students join the ranks of our Alumni.

It sounds 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.

Woodward Associate Scheme

What is the Woodward Associate Scheme?

The Woodward Associate scheme is a way that a trainer; either an individual trainer or a trainer working within an organisation, can register with us to deliver a whole range of IOSH, CIEH and Highfield (HABC) courses under the Woodward banner.

Why would I want to be a Woodward Associate?

1. There are no up-front fees. This is not a franchise arrangement.
2. You have complete control of your workload and the flexibility to work when you want to.
3. You could work as a consultant and being an Associate gives you the ability want to run courses for your clients in an "open" format.
4. You could be working in a company and you would be able to deliver very cost effective accredited training to your workforce.
5. You are provided with ongoing support, guidance and advice from Woodward.

Please note:

Minimum requirements before you can be considered to be a Woodward Associate is successful completion of the following courses:

- NEBOSH National General Certificate
- NEBOSH National Fire Certificate [for fire specific courses]
- NEBOSH Certificate in Environmental Management [for environmental courses]
- CIEH Level 3 Award in Education and Training (EAT) [or equivalent]

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 NEBOSH qualifications competently.

It is essential that you are a member of the Woodward Alumni, and that you have achieved that membership through attendance on Woodward training courses. This is so you have experience of how we run our courses and understand our philosophy of training.

Finally, the quality of your tutoring is fundamental, and this will be assessed by one of our tutors to confirm that your lecturing style and technical knowledge continues at the high standard required by Woodward.

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

IOSH Working Safely

The **IOSH Working Safely Course** is a 1 day taught course designed for all types of people in the full range of business organisations. The personnel who would benefit from attending this course include process workers, office workers, engineers, supervisory and management in all types of organisations, who need an initial understanding of health and safety at work.

The Construction Skills Certification Scheme (CSCS) has recognised the IOSH Working Safely as an equivalent to the Level 1 Award in Health and Safety in a construction environment. This means that delegates who successfully complete the Working Safely can apply for a CSCS green Labourer card once they have also passed the CITB Health, Safety and Environment Operatives Test.

Learning aims:

- To provide learners with an understanding of how their actions in the workplace contribute to safety and health
- To ensure that learners clearly understand their safety and health responsibilities.

Learning outcomes:

The learner will be able to:

1. Identify why it is important to work safely
2. Identify everyone's responsibilities in relation to safety, health and wellbeing in the workplace
3. Define key terms in safety and health
4. Identify workplace hazards and risks, their impact and how to control them
5. Identify ways safety, health and wellbeing are managed and improved within the workplace

Course Content:

Part one: Introducing working safely
Part two: Defining hazard and risk
Part three: Identifying common hazards
Part four: Improving safety performance

Assessment:

Delegates must sit a short closed-book assessment in which they complete both a multi-choice assessment paper and three hazard spotting assessment papers.

Programme:

The programme runs as a 1 day taught course or for 6 hours by e-learning.

Course Location and Price:

CARLISLE and WORKINGTON

Block Release (Full Time) - £130.00 + Vat = £156.00 [per delegate]

This price includes the course text book, additional notes, IOSH fees, refreshments and lunches.

This course is **also available in-house**. Please contact us for a quotation.

E-learning Course:

Each e-learning course text booking initially comes with a 6 month licence for the learning and support materials, allowing you plenty of time to study the material at a pace to suit you.

The e-learning package costs £95.00 + VAT = £114.00 (discounts available for bulk purchases). The two end of course assessments are also completed online.

Please be aware that the e-learning IOSH Working safely course no longer qualifies for CSCS recognition, only the classroom based course.

[More information on the E-Learning Course can be found later in this brochure.](#)

Upcoming Open Course Dates:



IOSH H&S for Supervisors

The **IOSH Health and Safety for Supervisors Course** is a two day course designed for people in supervisory, team leader, charge hands, leading hands, etc. positions in all types of organisations, who need an understanding of health and safety at work. This course is more in depth than an IOSH Working Safely [1 day] course, but not as in-depth as an IOSH Managing Safely [4 day] course.

The aim is to give delegates a working knowledge of health and safety management, with a specific focus on Fire and Manual Handling hazards and legislation.

Course Content:

- ~ Reactive Monitoring
- ~ Hazard Identification
- ~ Active Monitoring
- ~ Human Behaviour
- ~ Topic Focus - Manual Handling
- ~ Health and Safety Legislation
- ~ Risk Assessment
- ~ Designing for Safety
- ~ Topic Focus - Fire

Assessment:

There is two parts to the assessment for this course. The first is a short examination which covers the whole range of the course subjects and the second is a written project. An IOSH Certificate will be awarded to successful candidates.

Programme:

The taught course programme runs for 2 days. For in-house courses the training days do not need to be consecutive.

Open Course Locations and Price:

WIDNES

Block Release (Full Time) - £245.00 + Vat = £294.00 [per delegate]

This price includes the course text book, additional notes, IOSH fees, refreshments and lunches.

In-house Course Price:

Available on request.

IOSH Managing Safely

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.

Learning aims:

- To give managers and supervisors an understanding of everyone's safety and health responsibilities in the workplace
- To enable managers and supervisors to recognise how they can influence, control and monitor risk to improve safety and health issues in the workplace.

Learning outcomes:

1. Describe the key reasons to manage safety and health in the workplace
2. Define the key terms relating to safety and health
3. Identify how the law can have an impact on safety and health in the workplace
4. Describe how to assess, reduce and control risk in the workplace
5. Identify workplace hazards and risks, their impact and how to manage them
6. Identify how to evaluate and respond to an incident
7. List the benefits and characteristics of an effective health and safety management system
8. Describe the principles that underpin good safety and health performance

Course Content

Module 1 ~ Introducing Managing Safely
Module 2 ~ Assessing Risks
Module 3 ~ Controlling Risks
Module 4 ~ Understanding Responsibilities
Module 5 ~ Understanding Hazards
Module 6 ~ Investigating Incidents
Module 7 ~ Measuring Performance

Assessment:

All candidates will have to complete a short closed book examination and a practical assignment. These are moderated by IOSH and upon successful completion; an IOSH certificate will be issued.

Programme:

The taught course programme runs for 3 or 4 days. For in-house courses these days can be spread over 2, 3 or 4 weeks.

The E-learning course takes approximately 24 hours to complete.

Open Course Location and Price:

CARLISLE and WORKINGTON

Block Release (Full Time) - £425.00 + Vat = £510.00 [per delegate]

This price includes the course text book, additional notes, IOSH fees, refreshments and lunches.

E-Learning Course:

Each e-learning course text booking initially comes with a 6 month licence for the learning and support materials, allowing you plenty of time to study the material at a pace to suit you. The e-learning package costs £350.00 + VAT = £420.00 (discounts available for bulk purchases). The two end of course assessments are also completed online.

[More information on the E-Learning Course can be found later in this brochure.](#)

In-house Course Price:

Available on request.

Upcoming Open Course Dates:

IOSH Managing Safely Course [Ref: 18/11/03]

Carlisle, Cumbria

Week: Wednesday 14 November 2018 to Friday 16 November 2018
[3 days]

IOSH Managing Safely Course [Ref: 19/02/03]

Workington, Cumbria

Week 1: Monday 25 February 2019 to Wednesday 27 February 2019
[3 days]

[\[Full dates can be found on the diary pages in the back of this brochure\]](#)



IOSH Managing Safely Refresher

The **Managing Safely Refresher** is a practical and engaging one-day course that keeps employees' Managing safely training up to date.

Delegates get to refresh their knowledge on the key parts of the full Managing safely course, there's also a much greater emphasis on monitoring, auditing and reviewing, which is learned through two practical case studies.

Please note that delegates must have achieved the IOSH Managing Safely certificate previously to be able to attend this course (a copy of the delegates IOSH certificate is required for verification).

Course Content:

Module 1 ~ Thinking Back
Module 3 ~ Plan
Module 5 ~ Check

Module 2 ~ Leadership
Module 4 ~ Do
Module 6 ~ Act

Assessment:

The assessment for this course is a single closed booked question paper which covers the course learning objectives (there is no practical assessment for the IOSH Refresher course).

Programme:

The programme runs as a 1 day taught course.

Course Locations and Price:

This course is **only available in-house**. Please contact us for a quotation.

IOSH Leading Safely

The **IOSH Leading Safely Course** is a 1 day taught course for senior executives. As a senior executive, your time is precious. That's why IOSH designed the Leading Safely course in conjunction with business leaders to cover only what you need, in as short a time as possible.

Whatever the size of your organisation, the course will show you how investing in safety and health can reap valuable business benefits, including better productivity, increased profits, an enhanced reputation and a stronger brand.

Who is the course for?

The course is aimed at anyone with leadership responsibilities - senior managers, directors, heads of departments, executives, board members, business owners, chief executives and trustees; anyone who aspires to these roles; and anyone who wants to share the same language.

Course Content:

The course aims to help delegates:

- Recognise the importance and value of successful safety and health performance achieved through strategic safety and health management and its integration into business management systems.
- Understand the safety and health role and responsibilities of people in leadership positions.
- Understand the consequences for leaders and their organisations of failing to manage safety and health effectively.
- Plan the overall direction for safety and health in an organisation by developing and implementing policy, with performance improvement as the objective.
- Understand the importance of adequately resourcing a safety and health management system.
- Understand the importance of monitoring and reviewing safety and health performance to determine the effectiveness of a safety and health management system.

Assessment:

The end of course assessment consists of a personal commitment (action plan) relating to the diagnostic questionnaire and the learning on the course, in which each delegate writes and commits to taking three actions.

Programme:

The programme runs as a 1 day [6 hour] taught course.

Course Locations and Price:

This course is **only available in-house**. Please contact us for a quotation.

NEBOSH Health and Safety at Work Qualification

This introductory qualification will help improve the safety culture in your organisation, by equipping your workforce to identify and deal with hazards at work helping to reduce accidents and achieving cost savings for the business. The qualification is designed to meet the needs of an international audience. There is no content on UK law.

What kinds of people study the NEBOSH Health and Safety at Work qualification?

This introductory qualification is aimed at anyone who needs to understand the principles of health and safety as part of their job, including:

- Team leaders and supervisors
- HR professionals
- Facilities managers
- Those working with young people in a training environment.

This qualification has been accredited and credit rated by the Scottish Qualifications Authority (SQA) at SCQF Level 5 with 3 SCQF credit points. SCQF Level 5 is comparable to NQF/QCF Level 2 in England, Wales and Northern Ireland.

Course Content:

Element 1: The foundations of health and safety
Element 2: The responsibility for health and safety
Element 3: Health and safety risk assessment and control
Element 4: Work equipment
Element 5: Transport safety
Element 6: Working with electricity
Element 7: Fire safety
Element 8: Manual handling and repetitive activities
Element 9: Hazardous substances
Element 10: The working environment

Assessment:

Students are assessed by a multiple choice examination and a practical risk assessment which tests their ability to put into practice the knowledge gained during the course. Students need to be proficient in written English to successfully complete the assessments.

Course programme:

Block Release (Full Time) [3 day] course - 1 x 3 day block (including the exam).

Open Course Locations and Prices: In-house only.

In- House Course Prices: Quotes available on request.

NEBOSH National General Certificate

The **NEBOSH National General Certificate in Occupational Safety and Health** is an examined core qualification for people who have health and safety as part of their role 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 health and safety 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 the Institute of Occupational Safety and Health (IOSH). The qualification also meets 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 Control
- Element 2: Transport Hazards and Risk Control
- Element 3: Musculoskeletal Hazards and Risk Control
- Element 4: Work Equipment Hazards and Risk Control
- Element 5: Electrical Safety
- Element 6: Fire Safety
- Element 7: Chemical and Biological Health Hazards and Risk Control
- Element 8: Physical and Psychological Health Hazards and Risk Control

Unit NGC3: Health and Safety Practical Application

Assessment:

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 programme:

Block Release (Full Time) [12 day] course - 2 x 1 week blocks plus 2 days.
Day Release (Part Time) [12 day] course - 12 x 1 day per week.
E-Learning (Self-Study) - 45 to 75 hours of study, plus 2 days for the examinations.

Open Course Locations and Prices:

WORKINGTON, WIDNES and CATTERICK

Block Release (Full Time) - £1,465.00 + Vat = £1,758.00 [per delegate]

WORKINGTON

Day Release (Part Time) - £1,465.00 + Vat = £1,758.00 [per delegate]

These prices include the course text book, additional notes, NEBOSH Registration fees, refreshments and lunches (please note lunch is not included at our Catterick venue).

E-Learning Course:

Each e-learning course text booking comes with a 1 year licence for the learning and support materials, allowing you plenty of time to study the material at a pace to suit you. It also includes revision and exam support materials, including the opportunity to complete a mock written examination. The course costs **£855.00 + £149.00 VAT = £1,004.00**

In addition to the e-learning materials the price includes your NEBOSH Registration Fees, two 1/2 day exam revision workshops and your three examinations. These examinations are held regularly in Carlisle and Workington.

[More information on the E-Learning Course can be found later in this brochure.](#)

In- House Course Prices: Available on request.

Upcoming Open Course Dates:

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]

[\[Full dates can be found on the diary pages in the back of this brochure\]](#)

NEBOSH International General Certificate Conversion Course

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

Please be aware that this course only covers the required content to convert from Unit NGC1 to 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 only taught unit which is assessed by a two-hour written examination. The written examination consists of ten 'short-answer' questions and one 'long-answer' question.

Course programme:

Block Release (Full Time) [2 day] course - 1 x 2 day block.

Open Course Locations and Prices:

CATTERICK

Block Release (Full Time) - £345.00 + Vat = £414.00 [per delegate]

These prices include the course text book, additional notes, NEBOSH Registration fees, refreshments and lunches (please note lunch is not included at our Catterick venue).

In- House Course Prices:

Available on request.

Upcoming Open Course Dates:

NEBOSH International General Certificate in Occupational Safety and Health Conversion Course [Ref: 18/09/96]

Catterick, Yorkshire

Week 1: Wednesday 26 September 2018 to Thursday 27 September 2018
[2 days]

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

Catterick, Yorkshire

Week 1: Wednesday 22 May 2019 to Thursday 23 May 2019
[2 days]

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

Catterick, Yorkshire

Week 1: Wednesday 25 September 2019 to Thursday 26 September 2019
[2 days]

[\[Full dates can be found on the diary pages in the back of this brochure\]](#)

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). The qualification also meets the academic requirements for Technician Membership (Tech IOSH) of IOSH.
- Technician Membership (TIFPO) of the Institute of Fire Prevention Officers (IFPO) and the qualification meets the academic requirements for Associate Membership (AMIFPO).

Persons with the relevant skills and experience may also apply to join the IFPO Fire Risk Assessors Register.

This qualification also matches the competency criteria for fire risk assessors published by The Fire Risk Assessment Competency Council. These criteria are being adopted by professional bodies and third party certification bodies who register or certificate fire risk assessors and by commercial companies providing fire risk assessment services.

Course Content:

The NEBOSH Certificate in Fire Safety and Risk Management course covers the management of health and safety and in particular fire safety including 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. The written examination 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.

The NEBOSH Fire Safety and Risk Management 5 day course is designed for those candidates who are current NEBOSH NGC1 unit holders (passed within the last 5 years). Candidates who do not hold the NGC1 (and wish to achieve the full NEBOSH Fire Certificate qualification) can instead study an 11 day course programme and take papers NGC1, FC1 and FC2. Please contact us if you would like more details on this course option.

Course Programme:

Block Release (Full Time) [5 day] course - 1 x 1 week block, including 1 day for the examination.

Open Course Locations and Prices:

CARLISLE, WORKINGTON, WIDNES and CATTERICK
Block Release (Full Time) - £745.00 + Vat = £894.00 [per delegate]

These prices include the course text book, additional notes, NEBOSH Registration fees, refreshments and lunches (please note lunch is not included at our Catterick venue).

In- House Course Prices:

Available on request.

Upcoming Course Dates:

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 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]

[\[Full dates can be found on the diary pages in the back of this brochure\]](#)

NEBOSH Management of Health and Well-being Certificate

This qualification aims to give your managers, supervisors and HR personnel the skills and knowledge to tackle health and well-being at work. It will benefit companies in all sectors who are seeking to improve the efficiency, and morale of their workforce.

The **NEBOSH National Certificate in the Management of Health and Well-being at Work** is an examined basic qualification for people who have the management of employees health and well-being as part of their role at work. Such people include general managers, supervisors and HR personnel who have responsibility for, or involvement in, the health and well-being of employees as part of their day-to-day duties. Organisations may wish to use this course as part of their health and well-being strategy to complement their existing occupational health provision.

Benefits for Employers:

Healthy workers can be almost three times more productive than their unhealthy colleagues.* People who are unwell either don't perform at their best or they do not turn up for work at all.

A well implemented health and well-being programme will help reduce absenteeism and staff turnover, leading to increased skill retention and a reduction in training and recruitment costs. Employee physical and mental well-being is protected and improved, increasing staff morale and leading to increased productivity. The cost savings for the organisation can be significant.

* Research commissioned by Medibank Private (2005).

Course Content:

The NEBOSH National Certificate in the Management of Health and Well-being at Work syllabus is based on recognised best practice in management of health in the workplace.

No previous experience in health and well-being is required but candidates should note the assessment includes a requirement to write a short report.

Unit NHC1: Managing Health and Well-being in the Workplace

Element 1: Introduction to Workplace Health

Element 2: Effects of Health on Work

Element 3: Effects of Work on Health

Element 4: Management of Attendance

Element 5: Management of Mental Health at Work

Element 6: Management of People with Musculoskeletal disorders

Element 7: Workplace Health Promotion

Element 8: Workplace Health Support

Unit NHC2: Practical Application

An assessment based on identification of workplace health and wellbeing issues in your own workplace.

Candidates will be entered for papers NHC1 and NHC2 in the NEBOSH unitised structures. Units NHC1 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 NHC2 is assessed by one two-hour practical examination carried out in the candidate's own workplace.

Course Programme:

Block Release (Full Time) [5 day] course - A 1 week block, including the examination.

Open Course Locations and Prices:

This course is only available In-house.

In- House Course Prices:

Available on request.

NEBOSH National Certificate in Construction Safety and Health

The **NEBOSH National Certificate in Construction Safety and Health course** 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 facilities managers concerned with the management of buildings who may need to ensure that contractors are working safely.

The qualification is also appropriate for supervisors and managers working in other industries such as utilities, and even broadcasting, where temporary workplaces are a feature of their activities.

Holders of the NEBOSH National Certificate in Construction Safety and Health are entitled to Associate Membership (AIOSH) of the Institute of Occupational Safety and Health (IOSH). The 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). This qualification also meets the headline entrance criteria requirements for Construction Safety Associate membership (AaPS) of the Association for Project Safety (APS).

Those who hold the NEBOSH Construction Certificate are eligible to apply for the CSCS Academically Qualified Person (AQP) yellow/white card whilst they gain vocational qualifications or membership of a recognised professional body. This card is valid for five years and is currently non-renewable. All applicants must still pass the CITB Managers and Professionals Health, Safety and Environment Test.

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 in the following **three** ways:

- **The 17 Day Course;** this is a combined NEBOSH National General Certificate in Occupational Safety and Health and NEBOSH National Certificate in Construction Safety and Health course which covers the NGC1, GC2, NGC3, NCC1 and NCC2 units.
- **The 10 Day Course;** this is the "standard" NEBOSH National Certificate in Construction Safety and Health course which covers the NCC1 and NCC2 units.
- **The 5 Day Course;** this is the NEBOSH National Certificate in Construction Safety and Health "bolt-on" course which covers the required content to convert from Unit GC2 to Unit NCC1.

These three Course Models are explained in more detail over the next few pages.

E-Learning Course:

This course can also be undertaken by E-Learning.

[More information on the E-Learning Course can be found later in this brochure.](#)

NEBOSH National Certificate in Construction Safety and Health [17 Day] course

Course Content:

This is a combined NEBOSH National General Certificate in Occupational Safety and Health and NEBOSH National Certificate in Construction Safety and Health course.

Course Programme:

Block Release [17 day] course - 3 x 1 week blocks and 1 x 2 day block [not weekends].
Saturdays / Evenings (Part Time) [16 day equivalent] course - 9 days and 10 evenings.

Candidates will be entered for papers NGC1, GC2, NGC3, NCC1 and NCC2 in the NEBOSH unitised structures.

This course is designed for candidates who have little or no previous health and safety knowledge, although it is advisable that candidates understand the basic practical aspects of the construction industry. It should also be noted that the NGC3 and NCC2 examinations include the requirement to write a short report.

Open Course Locations and Prices:

CARLISLE, WORKINGTON, WIDNES and CATTERICK

Block Release [17 Day] - £2,245.00 + Vat = £2,694.00 [per delegate]

These prices include the course text book, additional notes, NEBOSH Registration fees, refreshments and lunches (please note lunch is not included at our Catterick venue).

In- House Course Prices:

Available on request.

Upcoming Course Dates:

NEBOSH National Certificate in Construction Safety and Health (17 Day) Course [Ref: 19/02/01 and 19/03/02]

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 (2 days)

Week 4: Monday 11 March 2019 to Friday 15 March 2019

[17 days]

[\[Full dates can be found on the diary pages in the back of this brochure\]](#)

NEBOSH National Certificate in Construction Safety and Health [10 Day] course

Course Content:

This is the "standard" NEBOSH National Certificate in Construction Safety and Health course model.

Course Programme:

Block Release [10 day] course – 1 x 4 day block, 1 x 1 day block and 1 x 1 week block
Saturdays / Evenings (Part Time) [10 day equivalent] course - 7 days and 5 evenings.

Candidates will be entered for papers NCC1 and NCC2 in the NEBOSH unitised structures. Please be aware candidates also need the NGC1 unit in order to receive the full NEBOSH National Construction Certificate qualification.

The NEBOSH Construction 10 day course is designed for those candidates who are current NEBOSH NGC1 unit holders (passed within the last 5 years).

Open Course Locations and Prices:

CARLISLE, WORKINGTON, WIDNES and CATTERICK

Block Release [10 Day] - £1,295.00 + Vat = £1,554.00 [per delegate]

These prices include the course text book, additional notes, NEBOSH Registration fees, refreshments and lunches (please note lunch is not included at our Catterick venue).

In- House Course Prices:

Available on request.

Upcoming Course Dates:

NEBOSH National Certificate in Construction Safety and Health (10 Day) Course [Ref: 19/03/02b]

Workington, Cumbria

Week 1: Tuesday 19 February 2019 to Friday 22 February 2019

Week 3: Thursday 28 February 2019 (1 day)

Week 4: Monday 11 March 2019 to Friday 15 March 2019

[10 days]

[\[Full dates can be found on the diary pages in the back of this brochure\]](#)

NEBOSH National Certificate in Construction Safety and Health [5 Day] course

Course Content:

This 5 day course is designed for those delegates who want to gain the NEBOSH National Certificate in Construction Safety and Health as a bolt on to their NEBOSH National General Certificate studies.

Completion of the full NEBOSH National General Certificate within the last 5 years is a prerequisite for attending this 5 day "bolt-on" Course. Please note NCC2 includes a requirement to write a short report.

Course Programme:

Block Release [5 day] course – Self-Study followed by 1 x 5 day block.
Saturdays / Evenings (Part Time) [5 day equivalent] course - 4 days and 2 evenings

Please be aware that the taught element of this course only covers the required content to convert from Unit GC2 to Unit NCC1, it does not deliver the full NCC1 syllabus content.

Candidates will need to be current NEBOSH NGC1 and GC2 unit holders to attend this 5 Day course. Candidates will be entered for papers NCC1 and NCC2 in the NEBOSH unitised structures. Please note the NCC2 includes a requirement to write a short report.

Open Course Locations and Prices:

CARLISLE, WORKINGTON, WIDNES and CATTERICK

Block Release [5 Day] - £845.00 + Vat = £1,014.00 [per delegate]

These prices include the course text book, additional notes, NEBOSH Registration fees, refreshments and lunches (please note lunch is not included at our Catterick venue).

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]

[\[Full dates can be found on the diary pages in the back of this brochure\]](#)

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 focuses on UK law and environmental management systems. 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. It provides a sound basis for progression on to the NEBOSH National Diploma in Environmental management.

This course meets the requirements for Technician Membership (TechCIWEM) of The Chartered Institution of Water & Environmental Management (CIWEM).

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 best practice and international industry standards

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 Management
- Element 2. Environmental Management 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 Woodward within 14 days of the written examination.

Course Programme:

Block Release (Full Time) [5 day] course - 1 x 1 week block, including 1 day for the examination.

Open Course Locations and Prices:

CARLISLE, WORKINGTON, WIDNES and CATTERICK

Block Release (Full Time) - £845.00 + Vat = £1,014.00 [per delegate]

These prices include the course text book, additional notes, NEBOSH Registration fees, refreshments and lunches (please note lunch is not included at our Catterick venue).

In- House Course Prices:

Available on request.

Upcoming Course Dates:

NEBOSH Certificate in Environmental Management [Ref: 18/10/96]

Catterick, Yorkshire

Week 1: Monday 15 October 2018 to Friday 19 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]

[\[Full dates can be found on the diary pages in the back of this brochure\]](#)

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.

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.

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.

Unit IOG1: Management and Control of Environmental Hazards

- Element 1. Health, Safety and Environmental Management in Context
- Element 2. Hydrocarbon Process Safety 1
- Element 3. Hydrocarbon Process Safety 2
- 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.

Course Programme:

Block Release (Full Time) [5 day] course - 1 x 1 week block including the examination.
E-Learning - 45 hours of study, plus 1 day for the examination.

Open Course Prices and Locations:

CARLISLE

Block Release (Full Time) - £945.00 + Vat = £1134.00 [per delegate]

This price includes the course text book, additional notes, NEBOSH fees, refreshments and lunches.

E-Learning Course:

Each e-learning course text booking comes with a 1 year licence for the learning and support materials, allowing you plenty of time to study the material at a pace to suit you. It also includes revision and exam support materials, including the offer of carrying out a mock exam. The course costs £599.00 + VAT = £718.80

In addition to the e-learning materials the price includes your NEBOSH Registration Fees and your examination. These examinations are held regularly in Carlisle.

[More information on the E-Learning Course can be found later in this brochure.](#)

In- House Course Prices:

Available on request.

Upcoming Course Dates:

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]

[\[Full dates can be found on the diary pages in the back of this brochure\]](#)

NEBOSH National Diploma in Occupational Health and Safety

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. Holders of the NEBOSH National Diploma in Occupational Health and Safety may use the designatory letters "DipNEBOSH" after their name.

The NEBOSH National Diploma 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 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). They are also eligible to apply for the CSCS Academically Qualified Person (AQP) yellow/white card whilst they gain vocational qualifications or membership of a recognised professional body. This card is valid for five years and is currently non-renewable. All applicants must still pass the CITB Managers and Professionals Health, Safety and Environment Test.

Course Content:

Core Units

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

Assessment Units

Unit DNI - Workplace Assessment Report

Units A, B and C are each assessed by one three-hour written examination. All the 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 a 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 Programme:

Block Release (Full Time) course - Total course is 7 x 1 week blocks, plus 6 days exam & revision.

The Block Release (Full Time) course duration can vary from 12 months to 60 months, depending on when you choose to study each core unit. The average course duration is 18 months.

E-Learning course - 243 hours e-learning, 225 hours self-study, plus 2 days exam & revision per core unit.

Course Locations:

CARLISLE, Cumbria and WORKINGTON, Cumbria

Please note that all the NEBOSH National Diploma examinations and revision sessions are always held at our Energen Venue in Workington.

Open Course Prices:

If bought individually, the unit cost for each delegate is as follows:

Unit A & D [17 Days] costs £2,395.00 + VAT = £2,874.00

Units B [12 Days] costs £1750.00 + VAT = £2,100.00

Units C [12 Days] costs £1750.00 + VAT = £2,100.00

If purchased as a package, the cost of the full course [Units A, B, C and D] per delegate is £5,500.00 + VAT = £6,600.00.

These prices all include the course text book, additional notes, NEBOSH fees, refreshments and lunches.

E-Learning Course:

Each e-learning course text booking comes with a 3 year licence for the learning and support materials, allowing you plenty of time to study the material at a pace to suit you. [More information on the E-Learning Course can be found later in this brochure.](#)

In- House Course Prices:

Available on request.

Upcoming Course Dates:

[\[Full dates can be found on the diary pages in the back of this brochure\]](#)

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 Environmental 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 Programme:

Block Release (Full Time) [17 day] course - 2 x 1 week blocks, 2 x 3 day blocks and 1 x 1 day block for the examination

Course Location:

WORKINGTON, Cumbria

Open Course Prices:

Block Release (Full Time) [17 day] - £2395.00 + Vat = £2874.00 [per delegate]

This price includes the course text book, additional notes, NEBOSH fees, refreshments and lunches.

In- House Course Prices:

Available on request.

Upcoming Course Dates:

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]

[\[Full dates can be found on the diary pages in the back of this brochure\]](#)



E-Learning Courses

Our E-learning courses are offered in partnership with a specialist NEBOSH E-learning provider. This means there is minimal delay in implementing new solutions or updating course content. With their developers sitting next to expert trainers, they combine the best of technology with the best of training skills and practice in order to help you pass.

Our courses are flexible, intuitive learning solutions enabling you to learn at your own pace and in your own environment.

IOSH Working Safely Courses by E-Learning

Each course text booking initially comes with a 6 month licence for the learning and support materials, allowing you plenty of time to learn the material at a pace to suit you. The two end of course assessments are also completed online.

It takes approximately 6 hours learning time to complete the course, which may vary depending on the amount of existing knowledge that a learner has. The course materials for the e-learning package cost £95.00 + VAT = £114.00 (which includes the IOSH fees).

IOSH Managing Safely Courses by E-Learning

Each course text booking initially comes with a 6 month licence for the learning and support materials, allowing you plenty of time to learn the material at a pace to suit you. The two end of course assessments are also completed online.

It takes approximately 24 hours learning time to complete the course, which may vary depending on the amount of existing knowledge that a learner has. The course materials for the e-learning package cost £350.00 + VAT = £420.00 (which includes the IOSH fees).

NEBOSH National General Certificate by E-Learning

It takes approximately 45 to 75 hours of study to complete the online learning materials, plus 2 classroom days for the revision sessions and written examinations. Additional offline study time (using downloadable PDFs) will vary.

Each course text booking initially comes with a 1 year licence for the learning and support materials, allowing you plenty of time to study the material at a pace to suit you. It also includes revision and exam support materials, including the offer of carrying out a mock exam. The e-learning course materials cost £450.00 + VAT (per licence).

The NEBOSH Registration Fee for the NGC1 and GC2 examinations is £44.00 (no VAT) per unit. Our administration / invigilation fee is £45.00 + VAT per unit examination.

The NEBOSH Registration Fee for the GC3 practical examination is £22.00 (no VAT). Our administration / marking fee is £85.00 + VAT for the NGC3 examination.

Finally, you also have the option of attending one of our ½ day NGC1 or GC2 revision workshops to help you prepare for the written examinations. These workshops cost £60.00 + VAT each.

The complete e-learning course package costs £855.00 + £149.00 VAT = £1,004.00

These examinations are held regularly both in Carlisle and Workington.

NEBOSH National Construction Certificate by E-Learning

This course is available by e-learning in the following two models:

The course materials for the **Full NEBOSH Construction Certificate** via E-learning (units NGC1, NCC1 and NCC2) costs £740.00 + VAT

The Course Duration is approximately 160 hours. The course comes with 18 months access for NGC1, NCC1 & 2 to all digital materials plus tutor support. Additional offline study time (using the downloadable PDFs) will vary. You can study online on most devices; iPad, tablet, smartphone, PC, etc.

The course materials for the **"bolt-on" NEBOSH Construction Certificate** via E-learning (units NCC1 and NCC2) costs £450.00 + VAT

The Course Duration is approximately 100 hours. The course comes with 12 months access for NCC1 & NCC2 to all digital materials plus tutor support. Additional offline study time (using the downloadable PDFs) will vary. You can study online on most devices; iPad, tablet, smartphone, PC, etc.

In addition to the costs for the e-learning course materials there are the NEBOSH Examination fees to pay, which are as follows:

- NEBOSH Registration Fee for the NGC1 and NCC1 examinations is £44.00 (no VAT) per unit. Our administration / invigilation fee is £40.00 + VAT per unit examination.
- NEBOSH Registration Fee for the NCC2 practical examination is £22.00 (no VAT). Our administration / marking fee is £85.00 + VAT for the examination.

NEBOSH National Diploma in Occupational Safety and Health by E-Learning

The e-learning course includes all the learning materials you will need for:

Unit A: Managing Health and Safety,
Unit B: Hazardous Agents in the Workplace
Unit C: Workplace and Work Equipment Safety
Unit DNI: Application of Health and Safety Theory and Practice

It also includes revision and exam support materials. Each course text booking initially comes with a 2 year licence for the learning and support materials, allowing you plenty of time to learn the material at a pace to suit you.

The course materials for the e-learning package costs £1,800.00 + VAT.

In addition to buying the e-learning materials you would need to pay the NEBOSH Enrolment and Registration Fees and our administration / invigilation fees when you decided you were ready to sit the examinations. These examinations are held in Carlisle in January and July each year.

The NEBOSH Enrolment Fee is £60.00 (no VAT). For each Unit Examination [A, B, C and DNI] you also need to pay a NEBOSH Registration Fee of £82.00 (no VAT) and our per Unit administration / invigilation fee of £55.00 + VAT.

Finally, you also have the option of attending revision workshops during the examination week to help you prepare for the examinations. The Unit A revision workshop is a full day costing £150.00 + VAT. The Unit B and Unit C revision workshops are ½ day sessions costing £75.00 + VAT.

We find that this approach offers our learners the maximum flexibility to fit the course around their hectic schedules.

Short Course Range

Institution of Occupational Safety and Health [IOSH]

IOSH Fire Safety Awareness [1/2 day]
IOSH Fire Safety For Managers [1 day]
IOSH Working Safely [1 day]
IOSH Health and Safety for Supervisors [2 day]
IOSH Managing Safely [4 days]
IOSH Managing Safely Refresher [1 day]
IOSH Leading Safely [1 day]
IOSH Environment for Business [1 day]
IOSH Managing Occupational Health and Wellbeing [1 day]

Highfield Awarding Body for Compliance [HABC]

HABC Level 1 Award in Fire Safety Awareness [1 day]
HABC Level 2 Award in Fire Safety [1 day]
HABC Level 1 Award in Principles of Health and Safety in the Workplace [1/2 day]
HABC Level 1 Award in Health and Safety for Carers [1/2 day]
HABC Level 1 Award in Health and Safety for Catering [1/2 day]
HABC Level 1 Award in Health and Safety for Manufacturing [1/2 day]
HABC Level 1 Award in Health and Safety for Retail [1/2 day]
HABC Level 2 Award in Conflict Management [2 days]
HABC Level 2 Award in Risk Assessment [1 day]
HABC Level 2 Award in Safe Moving and Handling [1 day]
HABC Level 2 Award in the Control of Substances Hazardous to Health [1/2 day]
HABC Level 3 Award in Health and Safety in the Workplace [3 days]
HABC Level 3 Award in Risk Assessment [2 days]
HABC Level 3 Award in Education and Training [5 days]
HABC Level 4 Award in Health and Safety in the Workplace [5 days]

Bespoke Short Courses

Management of Contractors [1 day]
Environmental Law for Managers [1 day]
Health and Safety Law for Managers [1 day]
Construction [Design & Management] Regulations [1 day]

Please contact us for more information on any of these courses. Woodward SHE Ltd is able to design and deliver 'tailor-made' short courses to your specific specification if required.

Consultancy and Legal Compliance Audits

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 Safety and Risk 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.

Fire Risk Assessments

Fire Safety and Risk Management

Woodward can provide a comprehensive **fire risk assessment service**, from initial compliance visits and risk assessments to providing relevant training for your staff to enable them to manage fire risk and fire safety.

Fire Risk Assessment - The Legal Requirements

If you are responsible for making sure your business complies with the law, it can be a daunting task. However Woodward can help you with it.

Having a Fire Risk Assessment in place is a legal requirement for almost all businesses in the UK, but for the majority of businesses it does not need to be an onerous time consuming task.

The key legislation is the Regulatory Reform (Fire Safety) Order 2005, which came into effect in 2006 for England, Wales and Scotland [as the Fire (Scotland) Act 2005] and in 2008 for Northern Ireland. It applies in all workplaces, unless you work at home, offshore, in a field, in the air or down a borehole!

The Order says that the 'Responsible Person' has to undertake a Fire Risk Assessment.

Additionally if your organisation employs five or more people, you have to record the findings of your assessment. In practice everyone should record the findings of their assessments, as evidence that the assessment has been done.

A Responsible Person is defined by the legislation almost always being the employer, where there is one, though it can include other individuals too. If you share a building with other organisations, the responsibility may be shared among several people. If you have responsibility for the other people in your organisation, it is safe to assume you will be the Responsible Person, even if others are too.

Fire Risk Assessment - Prevention Is Better Than Cure

A major fire is a very difficult thing for any business to recover from. Over 70% of businesses involved in major fires either don't reopen or fail within three years. We all have to carry out a Fire Risk Assessment by law, but the law is actually just giving a structure to what we should all be doing anyway in the long term interests of our businesses.

Prevention is of course better than cure, and building the results of your Fire Risk Assessment into your Disaster Recovery Plans and Business Continuity Planning makes good business sense.

Fire Risk Assessment - Fire Management Plan

In addition to the fire safety risk assessment the responsible person must implement and maintain a fire management plan, which includes:

- Maintenance of records - These include details of fire training and instruction provided and details of fire drills carried out, including the date, evacuation time and any problems encountered.
- Maintenance and testing of fire equipment - All equipment, such as fire doors, signage and fire-fighting equipment, must be regularly checked, maintained and the results recorded.
- Regular reviews - While you don't need to repeat your Fire Risk Assessment every year, it is the responsibility of the Responsible Person to keep this document updated with regular reviews.

Fire Risk Assessment - How can Woodward help?

We can provide Awareness Training for all Staff, as well as formal training for your Fire Marshalls and Fire Risk Assessors.

Initial compliance visits and help with risk assessments.

Selecting the most cost effective route to compliance. We don't sell fire doors, signage and fire-fighting equipment and don't take commission from companies that do. This means Woodward can recommend the most appropriate and most cost effective fire safety solutions for you without risk of bias.

We tailor the work we do for you to meet your needs.

Please contact us to discuss your requirements.

Sources of Funding

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

Career Development Loans

We are a Professional and Career Development Loans registered Learning Provider, registration number **20174**. A Professional and Career Development Loan is a commercial bank loan that you can use to help pay for work-related learning.

Please be aware that is closing. The final date for students to submit applications, including top ups to any existing loans, will be Friday, 25 January 2019. For further information on financial assistance to support your learning, please visit the GOV.UK website or contact the National Careers Service on 0800 100 900.

<https://www.gov.uk/career-development-loans>

CITB Construction Skills Grant

The Construction Industry Training Board (CITB) has funding available for the National Certificate in Construction Health and Safety (NCC). The CITB's short-period qualification grant covers only the NCC. This grant is available for companies in construction that are registered with the CITB, so check if your employer is CITB registered. Your company can then apply for the grant. The short-period qualification grant has its own rules. You can claim £600 for the NCC. You claim through your CITB Approved Training Organisation (ATO), supplying them with the relevant details of the person taking the qualification. When the NCC is completed, the provider will update the Construction Training Register and you should automatically receive the grant payment within 28 days.

<https://www.citb.co.uk/grant/new-grants-scheme-2018/short-period-qualifications-grant/>

ReAct Funding in Wales

For people resident in Wales who have been made redundant or under notice of redundancy in the last 3 months can claim up to £1500 of funding for training. To apply for the ReAct vocational training grant.

<https://www.careerswales.com/en/jobs-and-training/unemployment-and-redundancy/coping-with-redundancy/>

MoD Service Leavers

MoD Service Leavers undergoing their Resettlement Phase can access funding from the MoD to attend courses with Woodward SHE Ltd. Please go to the following webpage for more details and click on the "**ELC Funded Training**" tab for details of our Resettlement and ELC Funded Training Package Scheme.

www.woodward-group.co.uk/military-resettlement/

Diary of Course Dates

NEBOSH Certificate in Environmental Management [Ref: 18/10/96]

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]

IOSH Managing Safely Course [Ref: 18/11/03]

Carlisle, Cumbria

Week 1: Wednesday 14 November 2018 to Friday 16 November 2018

[3 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 General Certificate in Occupational Safety and Health [Ref: 19/02/70]

Widnes, Cheshire

Week 1: Monday 18 February 2019 to Friday 22 February 2019
Week 2: Monday 4 March 2019 to Friday 8 March 2019
Week 3: Thursday 14 March 2019 and Friday 15 March 2019
[12 days]

IOSH Managing Safely Course [Ref: 19/02/03]

Workington, Cumbria

Week 1: Monday 25 February 2019 to Wednesday 27 February 2019
[3 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 National Certificate in Construction Safety and
Health (5 Day) Course** [Ref: 19/03/70]

Widnes, Cheshire

Week 1: Monday 25 March 2019 to Friday 29 March 2019

[5 days]

IOSH Health & Safety for Supervisors Course [Ref: 19/04/30]

Widnes, Cheshire

Week 1: Monday 1 April 2019 and Tuesday 2 April 2019

[2 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]

IOSH Managing Safely Course [Ref: 19/06/01]

Workington, Cumbria

Week 1: Monday 10 June 2019 to Wednesday 12 June 2019

[3 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 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 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 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 General Certificate in Occupational Safety and Health [Ref: 19/09/91]

Energus, Workington, Cumbria

NGC1 ~ Management of Health and Safety:

Saturday 21 September 2019

Saturday 28 September 2019

Saturday 05 October 2019

Saturday 12 October 2019

Saturday 19 October 2019

Saturday 26 October 2019

GC2 ~ Controlling Workplace Hazards:

Saturday 02 November 2019

Saturday 09 November 2019

Saturday 16 November 2019

Saturday 23 November 2019

Saturday 30 November 2019

Saturday 07 December 2019

[12 days]

IOSH Managing Safely Course [Ref: 19/09/04]

Workington, Cumbria

Week 1: Monday 30 September 2019 to Wednesday 02 October 2019

[3 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 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 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 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]

Terms and Conditions

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

Provisional Bookings

Provisional Bookings can be made by phone, fax or email but will expire after 15 working days unless a booking confirmation has been received.

Booking Confirmation

For a delegate to confirm his or her place on a course, a Woodward Group booking form should be completed (or any other form of acceptable written confirmation) and sent to Woodward (by fax, post or e-mail). If you have multiple delegates please complete a separate booking form for each one. Joining instructions will be sent to confirmed delegates approximately 4 weeks before the start of the course.

Payment of Fees

A deposit payment of £200.00 or a formal purchase order must be sent to Woodward along with the completed Woodward booking form. Please note that to guarantee your course place full payment must be made 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 £10.00 fee.

Dress Code

Woodward training courses have a smart casual dress code for 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

Woodward Group reserves the right to postpone, cancel or alter the dates of provision of a course and/or the venue of the course. In the event of cancellation by the delegate the following fees will be payable;

Notice given prior to 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.

Substitutions and Transfers

Delegate substitutions may be made prior to the start of the course without penalty, providing Woodward is informed in writing. A fee may be payable in this circumstance to cover any examination fees incurred by Woodward. It is the clients' responsibility, having referred to the relevant course information, to ensure the course is suitable for the delegates.

There is no charge for transferring your booking to the same course on an alternative date and/or venue provided you notify the Woodward in writing 14 working days before the start of the course and there is availability. A transfer fee of 20% of the course fee (plus VAT) will be payable if notice is received less than 14 working days before the start date of the original course. No refund will be made in the event of a transfer. No more than one transfer per delegate booking will be allowed.

Transfer requests received once a course has commenced are not acceptable and will be considered to be a cancellation and will be subject the terms and conditions above regarding cancellations.



Woodward Safety, Health and Environment Ltd

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