



# Woodward Open Courses Brochure 2021

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



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# Introduction

## January 2021 Brochure

Woodward SHE Ltd  
ENERGUS  
Blackwood Road  
Lillyhall Industrial Estate  
Workington  
Cumbria  
CA14 4JW



**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 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.

Our pass rates for NEBOSH Certificate courses are in the high 95%'s, our NEBOSH National Diploma pass rates are usually about 20% above the NEBOSH national average pass rates and our other course results are always excellent.

We're proud to  
be a NEBOSH  
Gold Learning  
Partner



We're proud to have been awarded **GOLD** status for greatly exceeding NEBOSH's 6 Learning Excellence principles. You can see what this means for you as a learner on the NEBOSH website: <https://www.nebosh.org.uk/faqs/how-do-i-choose-a-learning-partner/>

All the courses offered by Woodward 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 ask.

Remember that passing a NEBOSH qualification with us will get you automatic membership of the [Woodward Alumni Network \[see page 6\]](#).

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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:**

<https://www.woodward-group.co.uk/testimonials>

# 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 Learner.

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, Highfield (HABC) and NEBOSH 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. If you work as a consultant, being a Woodward Associate gives you the ability to run courses for your clients in either "open" or "in-house" formats.
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]
- 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 Safety Health and Environment for Construction Workers

The **IOSH Safety Health and Environment for Construction Workers Course** is a 1 day taught course which provides essential knowledge for anyone who is involved in construction activities. It's suitable for any geographical location and for any size of organisation.

## ***Who is the course for?***

The course is designed for anyone who works on or around a construction site or has cause to visit a construction site in the course of their work.

The course is focused on helping delegates to understand what they need to know, and how they can benefit from working in a healthier and safer way. The course provides workers with the knowledge that they'll be able to use in their day-to-day roles.

Understanding legislation, policy and practice in a given territory is crucial for any construction manager. Therefore we have ensured that the section on legislation can be tailored to local contexts. It sets out a global standard, with underlying principles on good practice. With this, delegates can be confident they are taught to the same high standards, whatever the location.

Unlike other construction courses, completion of Safety, Health and Environment for Construction Workers course means that there is no need to sit any additional environment courses – it's a one-stop shop.

## ***Course Content:***

- Health and safety issues to be managed in the construction industry to protect employees, contractors, neighbours and others
- The basics of local law
- The importance of risk assessments and method statements and the development process
- Site requirements for the welfare of construction workers on site
- Hazards and controls associated with construction sites and activities including working at height and confined spaces
- Site environmental management including management of waste and ecology

## ***Assessment:***

Learners must sit a short closed-book assessment in which they complete a multi-choice assessment paper.

## ***Programme:***

The programme runs as a 1 day taught course.

### **Course Location and Price:**

#### **CARLISLE and WORKINGTON**

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

This price includes the course textbook, additional notes, IOSH fees, refreshments and a light lunch.

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

### **Open Course dates:**

All of our open course dates can be found in the diary pages in the back of this brochure.

### **Applying for a CSCS card:**

The course is recognised by CSCS as an equivalent to a Level 1 Award in Health and Safety in a Construction Environment (face-to-face courses only).

This means that delegates who successfully complete a classroom-based Safety, Health and Environment for Construction Workers can apply for a CSCS green Labourer card once they have also passed the CITB Health, Safety and Environment Operatives Test.

If you need to renew your green Labourer card, we suggest you book onto a *Safety, Health and Environment for Construction Workers* course in good time, to ensure your card does not expire (allowing three months before expiry).

# **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.

## ***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:***

Learners 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 learner]

This price includes the course textbook, additional notes, IOSH fees, refreshments and a light lunch.

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

### **Open Course dates:**

All of our open course dates can found in the diary pages in the back of this brochure.

### **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.

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



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# 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 learners 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 learners.

## **Programme:**

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

## **Course Locations and Price:**

### **CARLISLE and WORKINGTON**

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

This price includes the course textbook, additional notes, IOSH fees, refreshments and a light lunch during the course.

This course is **also available in-house.**

Please contact us for a quotation.



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# **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 learners 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 learner]**

This price includes the course textbook, additional notes, IOSH fees, refreshments and light lunches during the course.

***Open Course dates:***

All of our open course dates can found in the diary pages in the back of this brochure.

***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.



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# 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.

Learners 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 learners must have achieved the IOSH Managing Safely® certificate previously to be able to attend this course (a copy of the learners 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:**

### **CARLISLE and WORKINGTON**

**Block Release (Full Time)** - £155.00 + Vat = £186.00 [per learner]

This price includes the course textbook, additional notes, IOSH fees, refreshments and light lunches during the course.

This course is **also available in-house**.

Please contact us for a quotation.



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# 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 learners:

- 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 learner 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 HSE Introduction to Incident Investigation

NEBOSH and Great Britain's Health and Safety Regulator, the Health and Safety Executive (HSE), have jointly developed this one-day qualification that shows how non-complex incidents can be investigated effectively. By learning lessons and making improvements, organisations can avoid similar incidents occurring in the future.

What kinds of people study the HSE Introduction to Incident Investigation?

The qualification is aimed at managers, supervisors, SHE Champions, union representatives and aspiring health and safety practitioners.

## **Course Content:**

This one-day course covers the following topics:

- Moral, legal and financial arguments for investigations
- Human and organisational factors that can contribute to an incident
- The process for investigating incidents
- Positive interview strategies and the barriers to successful interviews

## **Assessment:**

A practical assessment is done at the end of the course, which will take approximately 60 minutes to complete.

Learners will be provided with a pack of evidence and shown a video of three witness interviews. They will be asked to review the evidence, evaluate each interview and produce an action plan that will help prevent a recurrence of an incident.

Students need to be proficient in written English to successfully complete the assessments.

## **Course programme:**

The qualification is delivered over one day of tuition. Before the course learners have to undertake some pre-course study (which should take about 3 hours).

**Open Course Locations and Prices:** In-house only.

**In- House Course Prices:** Quotes available on request.



# NEBOSH HSE Certificate in Health and Safety Leadership Excellence

NEBOSH and the UK's Health and Safety Regulator, the Health and Safety Executive (HSE), have jointly developed this one-day health and safety qualification for senior business leaders or those aspiring to this role.

The interactive, thought provoking content highlights the moral, legal and financial reasons for good health and safety leadership and offers guidance on the key areas to focus on to make a difference.

The qualification shows leaders how they can become better advocates and influencers in relation to health and safety.

## **Course Content:**

- The business benefits of health and safety leadership
- The effects of good health and safety leadership of safety culture
- Human failures
- The HSE's 'Make it happen' model
- Decision making processes including mental short cuts and perception biases
- Leadership styles
- The HSE's five leadership values
- Building relationships with the workforce

## **Assessment:**

The course is assessed by an on-the-day assessment which includes a leadership intervention that the learner is planning to undertake.

The assessment is in the form of reflective statements which will be undertaken throughout the course. The reflective statements are designed to show how the learner's knowledge, skills and behaviours may have both positive and negative effects on the health and safety performance of their organisation.

Students need to be proficient in written English to successfully complete the assessments.

## **Course programme:**

The qualification is delivered over one day of tuition. Before the course learners have to undertake some pre-course study (which should take about 3 hours).

**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 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).

## **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 learners should note the assessment includes a requirement to write a short report.

### **Unit NG1: Management of Health and Safety**

Element 1: Why we should manage workplace and safety

Element 2: How health and safety management systems work and what they look like

Element 3: Managing risk – understanding people and processes

Element 4: Health and safety monitoring and measuring

### **Unit NG2: Risk Assessment**

Element 5: Physical and psychological health

Element 6: Musculoskeletal health

Element 7: Chemical and biological agents

Element 8: General workplace issues

Element 9: Work equipment

Element 10: Fire

Element 11: Electricity

## **Assessment:**

Units NG1 and NG2 are taught units. Unit NG1 is assessed by an “open book” case study assessment. A learner has 24 hours to complete the assessment after receiving the case study information, but NEBOSH believe they should be able to finish the questions in 4-5 hours. This is followed by a closing interview to confirm that the submitted assessment is all the learners own work. Unit NG2 is a three-hour practical examination carried out by the learner in their own workplace.

## **Course programme:**

Block Release (Full Time) – a 10-day taught course, plus the assessments.

E-Learning (Self-Study) – 80 to 120 hours of study, plus the assessments.

### ***Open Course Locations and Prices:***

#### **WORKINGTON, CARLISLE, ROSYTH and CATTERICK**

**Block Release (Full Time)** - £1,495.00 + Vat = £1,794.00 [per learner]

These prices include the course textbook, additional notes, NEBOSH Registration fees, refreshments and light lunches during the course.

[Please be aware that lunch is not included in the course price at Catterick or Rosyth, because the training venues are unable to provide it].

### ***Open Course dates:***

All of our open course dates can be found in the diary pages in the back of this brochure.

### ***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 complete e-learning course package costs **£660.00 + £102.00 Vat = £762.00**

In addition to the e-learning materials the price above also includes your NEBOSH Exam Registration Fees.

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

### ***In- House Course Prices:***

Available on request.



# NEBOSH International General Certificate “bolt on” 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 “bolt on” course covers the International Standards and Conventions for health and safety, to enable learners who are also attending the parallel NEBOSH National General Certificate course to achieve the NEBOSH International General Certificate qualification.

This course is designed for those learners 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.

**Please be aware that this course only covers the required content to convert from Unit NG1 to Unit IG1: Management of Health and Safety, so completion of the integrated NEBOSH National General Certificate which is delivered in parallel to this course a prerequisite for attending it.**

Units IG1 and IG2 are taught units. Unit IG1 is assessed by an “open book” case study assessment. A learner has 24 hours to complete the assessment after receiving the case study information, but NEBOSH believe they should be able to finish the questions in 4-5 hours. This is followed by a closing interview to confirm that the submitted assessment is all the learners own work. Unit IG2 is a three-hour practical examination carried out by the learner in their own workplace.

## Course programme:

Block Release (Full Time) [3 day] course - 1 x 2-day block.

## Open Course Locations and Prices:

### CATTERICK and ROSYTH

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

These prices include the course textbook, additional notes, NEBOSH Registration fees, and refreshments.

**In- House Course Prices:** Available on request.

# 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 both by professional bodies and third-party certification bodies who register or certificate fire risk assessors and also 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 learner'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 learners who are current NEBOSH NG1 unit holders (passed within the last 5 years). Learners who do not hold the NG1 (and wish to achieve the full NEBOSH Fire Certificate qualification) can instead study a 10-day course programme and study units NG1, 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 the examination.

### ***Open Course Locations and Prices:***

#### **WORKINGTON, ROSYTH and CATTERICK**

**Block Release (Full Time) - £745.00 + Vat = £894.00 [per learner]**

These prices include the course textbook, additional notes, NEBOSH Registration fees, refreshments and light lunches during the course.

[Please be aware that lunch is not included in the course price at Catterick or Rosyth, because the training venues are unable to provide it].

### ***Open Course dates:***

All of our open course dates can found in the diary pages in the back of this brochure.

### ***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 learners 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 NG1, NCC1 and NCC2:

### **Unit NG1: Management of Health and Safety**

Element 1: Why we should manage workplace and safety

Element 2: How health and safety management systems work and what they look like

Element 3: Managing risk – understanding people and processes

Element 4: Health and safety monitoring and measuring

## **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 learner's own workplace.

### **Assessment:**

Unit NCC1 is a taught unit 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 learner in their own workplace.

### **Course Models:**

This course is delivered in the following ways:

- **The 15 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 NG1, NG2, NCC1 and NCC2 units.

- **The 5 Day "bolt on" Course;** this is the NEBOSH National Certificate in Construction Safety and Health "bolt-on" course which **only** covers the required content to convert from Unit NG2 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 [15 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 [15 day] course - 3 x 1-week blocks [not weekends].

Learners will be entered for papers NG1, NG2, NCC1 and NCC2 in the NEBOSH unitised structures.

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

## **Open Course Locations and Prices:**

### **WORKINGTON, ROSYTH and CATTERICK**

**Block Release [15 Day] - £2,275.00 + Vat = £2,730.00 [per learner]**

These prices include the course textbook, additional notes, NEBOSH Registration fees, refreshments and light lunches during the course.

[Please be aware that lunch is not included in the course price at Catterick or Rosyth, because the training venues are unable to provide it].

## **Open Course dates:**

All of our open course dates can found in the diary pages in the back of this brochure.

## **In- House Course Prices:**

Available on request.



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

## **Course Content:**

This 5-day course is designed for those learners 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.

**Please be aware that the taught element of this course only covers the required content to convert from Unit NG2 to Unit NCC1, it does not deliver the full NCC1 syllabus content.**

Learners need to be current NEBOSH National General Certificate qualification holders (passed within the last 5 years) to be eligible to attend this 5 Day course. Learners will be entered for the examinations for 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:**

### **WORKINGTON, ROSYTH and CATTERICK**

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

These prices include the course textbook, additional notes, NEBOSH Registration fees, refreshments and light lunches during the course.

[Please be aware that lunch is not included in the course price at Catterick or Rosyth, because the training venues are unable to provide it].

## **Open Course dates:**

All of our open course dates can found in 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:

- The Chartered Institution of Water & Environmental Management (CIWEM) to meet the requirements for Technician Membership (TechCIWEM), and
- The learning requirements for Associate Membership (AIEMA) of the Institute of Environmental Management & Assessment (IEMA) [learners also need to pass the IEMA online one hour multiple-choice exam to achieve full Associate Membership]

## **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 learner 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 the examination.

**Open Course Locations and Prices:**

**WORKINGTON, ROSYTH and CATTERICK**

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

These prices include the course textbook, additional notes, NEBOSH Registration fees, refreshments and light lunches during the course.

[Please be aware that lunch is not included in the course price at Catterick or Rosyth, because the training venues are unable to provide it].

**Open Course dates:**

All of our open course dates can found in the diary pages in the back of this brochure.

**In- House Course Prices:**

Available on request.



# 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  
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 this course. However there are no formal entry requirements set by NEBOSH and 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 3 days of examinations.

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:**

WORKINGTON, Cumbria

Please note that all the NEBOSH National Diploma examinations are always held at our Energus Venue in Workington.

### **Open Course Prices:**

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

Unit A & D [16 Days] costs £2,445.00 + VAT = £2,934.00

Units B [11 Days] costs £1,785.00 + VAT = £2,142.00

Units C [11 Days] costs £1,785.00 + VAT = £2,142.00

The price includes the course textbooks, additional notes, NEBOSH fees, refreshments and light lunches during the course.

If purchased as a package, the cost of the full course is discounted to £5,500.00 + VAT = £6,600.00 per learner.

With the discounted package purchase you are guaranteed a place on all of the unit course dates that are specified when you make your booking. However, should you want to change your booked unit course dates after starting your training, a £350 + VAT unit transfer fee will be charged.

### **Open Course dates:**

All of our open course dates can be found in the diary pages in the back of this brochure.

### **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.

# 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.

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:**

This is a 17-day course, which can be delivered as a block course or by day release.

**Open Course Prices:** Only available in house.

**In- House Course Prices:** Available on request. Please contact us for a quote.

# 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 80 to 120 hours of study to complete the online learning materials. Additional offline study time (using downloadable PDFs) will vary. You can study online on most devices; iPad, tablet, smartphone, PC, etc.

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 NG1 examination is £75.00 (no VAT) per unit. Our administration / closing interview fee is £45.00 + VAT per unit examination.

The NEBOSH Registration Fee for the NG2 practical examination is £75.00 (no VAT). Our administration fee is £15.00 + VAT for the NG2 examination.

**The complete e-learning course package costs £666.00 + £102.00 VAT = £762.00**

## **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 NG1, NCC1 and NCC2) costs £740.00 + VAT

The Course Duration is approximately 160 hours. The course comes with 18 months access for NG1, 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 only) 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 NG1 examination is £75.00 (no VAT) per unit. Our administration / closing interview fee is £45.00 + VAT per unit examination.
- NEBOSH Registration Fee for the NCC1 examination is £50.00 (no VAT) per unit. Our administration / invigilation fee is £45.00 + VAT per unit examination.
- NEBOSH Registration Fee for the NCC2 practical examination is £25.00 (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 Workington 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 £85.00 (no VAT) and our per Unit administration / invigilation fee of £55.00 + 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:

## ***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.

<https://www.woodward-group.co.uk/elc-funded-training>

# Diary of Course Dates

## NEBOSH National Certificate in Construction Safety and Health (5 Day)

**Course** [Ref: 21/03/01]

*Workington, Cumbria*

Week: Monday 01 March 2021 to Friday 05 March 2021

[5 days]

## NEBOSH Certificate in Environmental Management Day-Release Course

[Ref: 21/03/08]

*Lakes College, Workington, Cumbria*

Day 1: Tuesday 02 March 2021

Day 2: Tuesday 09 March 2021

Day 3: Tuesday 23 March 2021

Day 4: Tuesday 13 April 2021

Day 5: Tuesday 27 April 2021

NEC1 Exam: Tuesday 04 May 2021 [PM]

[5.5 days]

## IOSH Safety, Health and Environment for Construction Workers Course

[Ref: 21/03/05]

*Workington, Cumbria*

Monday 8 March 2021 [1 day]

## IOSH Managing Safely Refresher Course [Ref: 21/03/06]

*Workington, Cumbria*

Tuesday 9 March 2021 [1 day]

## IOSH Managing Safely® Course [Ref: 21/03/07]

*Workington, Cumbria*

Wednesday 10 March 2021 to Friday 12 March 2021

[3 days]

## NEBOSH National General Certificate in Occupational Safety and Health

**Course** [Ref: 21/03/02]

*Workington, Cumbria*

Week 1: Monday 15 March 2021 to Friday 19 March 2021

Week 2: Monday 19 April 2021 to Friday 23 April 2021

[10 days]

+ NG1 Open Book Assessment: Wednesday 07 April 2021

## **NEBOSH Certificate in Environmental Management Course** [Ref: 21/03/03]

*Workington, Cumbria*

Week: Monday 22 March 2021 to Friday 26 March 2021

[5 days]

## **NEBOSH National General Certificate in Occupational Safety and Health Course** [Ref: 21/03/04]

*Carlisle, Cumbria*

Week 1: Monday 22 March 2021 to Friday 26 March 2021

Week 2: Monday 26 April 2021 to Friday 30 April 2021

[10 days]

+ NG1 Open Book Assessment: Wednesday 07 April 2021

## **NEBOSH National Certificate in Fire Safety and Risk Management Course**

[Ref: 21/04/02]

*Workington, Cumbria*

Week: Monday 12 April 2021 to Friday 16 April 2021

[5 days]

## **NEBOSH National Diploma in Occupational Health and Safety Unit A & DNI - Managing Health and Safety** [Ref: 21/04/01]

*Workington, Cumbria*

Week 1: Monday 26 April 2021 to Friday 30 April 2021

Week 2: Monday 17 May 2021 to Friday 21 May 2021

Week 3: Monday 14 June 2021 to Friday 18 June 2021

Exam Unit A: Tuesday 06 July 2021 [am]

[11 days]

## **IOSH Managing Safely Refresher Course** [Ref: 21/05/05]

*Workington, Cumbria*

Wednesday 5 May 2021 [1 day]

## **NEBOSH National Certificate in Construction Safety and Health (5 Day) Course** [Ref: 21/05/01]

*Workington, Cumbria*

Week: Monday 10 May 2021 to Friday 14 May 2021

[5 days]

## **NEBOSH National General Certificate in Occupational Safety and Health**

### **Course [Ref: 21/05/04]**

*Workington, Cumbria*

Week 1: Monday 17 May 2021 to Friday 21 May 2021

Week 2: Monday 14 June 2021 to Friday 18 June 2021

[10 days]

+ NG1 Open Book Assessment: Wednesday 09 June 2021

## **NEBOSH National General Certificate in Occupational Safety and Health**

### **Course [Ref: 21/05/02]**

*Workington, Cumbria*

Week 1: Monday 24 May 2021 to Friday 28 May 2021

Week 2: Monday 21 June 2021 to Friday 25 June 2021

[10 days]

+ NG1 Open Book Assessment: Wednesday 09 June 2021

## **NEBOSH National General Certificate in Occupational Safety and Health**

### **Course [Ref: 21/05/90]**

*Catterick, North Yorkshire*

Week 1: Monday 24 May 2021 to Friday 28 May 2021

Week 2: Monday 14 June 2021 to Friday 18 June 2021

[10 days]

+ NG1 Open Book Assessment: Wednesday 09 June 2021

## **NEBOSH National General Certificate in Occupational Safety and Health**

### **Day-Release Course [Ref: 21/05/03]**

*Lakes College, Workington, Cumbria*

NG1 day 1: Tuesday 25 May 2021

NG1 day 2: Tuesday 08 Jun 2021

NG1 day 3: Tuesday 22 Jun 2021

NG1 day 4: Tuesday 29 Jun 2021

NG1 day 5: Tuesday 13 Jul 2021

NG2 day 1: Tuesday 28 September 2021

NG2 day 2: Tuesday 05 October 2021

NG2 day 3: Tuesday 19 October 2021

NG2 day 4: Tuesday 02 November 2021

NG2 day 5: Tuesday 16 November 2021

[10 days]

+ NG1 Open Book Assessment: Wednesday xx August 2021 [tbc]

## **NEBOSH National General Certificate in Occupational Safety and Health**

### **Course [Ref: 21/05/80]**

*Rosyth, Dunfermline*

Week 1: Monday 24 May 2021 to Friday 28 May 2021

Week 2: Monday 14 June 2021 to Friday 18 June 2021

[10 days]

+ NG1 Open Book Assessment: Wednesday 09 June 2021

### **IOSH Managing Safely Refresher Course [Ref: 21/06/02]**

*Workington, Cumbria*

Tuesday 8 June 2021 [1 day]

### **IOSH Managing Safely® Course [Ref: 21/06/03]**

*Workington, Cumbria*

Wednesday 09 June 2021 to Friday 11 June 2021

[3 days]

### **NEBOSH National Certificate in Construction Safety and Health (5 Day)**

#### **Course [Ref: 21/06/04]**

*Workington, Cumbria*

Week: Monday 28 June 2021 to Friday 02 July 2021

[5 days]

### **NEBOSH National Certificate in Construction Safety and Health (5 Day)**

#### **Course [Ref: 21/06/91]**

*Catterick, North Yorkshire*

Week: Monday 28 June 2021 to Friday 02 July 2021

[5 days]

### **NEBOSH National Certificate in Construction Safety and Health (5 Day)**

#### **Course [Ref: 21/06/81]**

*Rosyth, Dunfermline*

Week: Monday 28 June 2021 to Friday 02 July 2021

[5 days]

### **NEBOSH Certificate in Environmental Management Course [Ref: 21/07/03]**

*Workington, Cumbria*

Week: Monday 12 July 2021 to Friday 16 July 2021

[5 days]

## **NEBOSH National Certificate in Fire Safety and Risk Management Course**

**[Ref: 21/07/92]**

*Catterick, North Yorkshire*

Week: Monday 12 July 2021 to Friday 16 July 2021

[5 days]

## **NEBOSH National Certificate in Fire Safety and Risk Management Course**

**[Ref: 21/07/82]**

*Rosyth, Dunfermline*

Week: Monday 12 July 2021 to Friday 16 July 2021

[5 days]

## **NEBOSH National General Certificate in Occupational Safety and Health Course [Ref: 21/07/01]**

*Workington, Cumbria*

Week 1: Monday 19 July 2021 to Friday 23 July 2021

Week 2: Monday 09 August 2021 to Friday 13 August 2021

[10 days]

+ NG1 Open Book Assessment: Wednesday xx August 2021 [tbc]

## **NEBOSH National General Certificate in Occupational Safety and Health Course [Ref: 21/07/02]**

*Workington, Cumbria*

Week 1: Monday 26 July 2021 to Friday 30 July 2021

Week 2: Monday 16 August 2021 to Friday 20 August 2021

[10 days]

+ NG1 Open Book Assessment: Wednesday xx August 2021 [tbc]

## **NEBOSH International General Certificate (3 Day) Conversion Course [Ref: 21/07/93]**

*Catterick, North Yorkshire*

Week: Monday 26 July 2021 to Wednesday 28 July 2021

[3 days]

+ IG1 Open Book Assessment: Wednesday xx August 2021 [tbc]

**NEBOSH International General Certificate (3 Day) Conversion Course** [Ref: 21/07/83]

*Rosyth, Dunfermline*

Week: Monday 26 July 2021 to Wednesday 28 July 2021  
[3 days]

+ IG1 Open Book Assessment: Wednesday xx August 2021 [tbc]

**NEBOSH Certificate in Environmental Management Course** [Ref: 21/08/94]

*Catterick, North Yorkshire*

Week: Monday 09 August 2021 to Friday 13 August 2021  
[5 days]

**NEBOSH Certificate in Environmental Management Course** [Ref: 21/08/84]

*Rosyth, Dunfermline*

Week: Monday 16 August 2021 to Friday 20 August 2021  
[5 days]

**NEBOSH National Certificate in Fire Safety and Risk Management Course**

[Ref: 21/08/01]

*Workington, Cumbria*

Week: Monday 23 August 2021 to Friday 27 August 2021  
[5 days]

**IOSH Safety, Health and Environment for Construction Workers Course**

[Ref: 21/09/05]

*Workington, Cumbria*

Monday 6 September 2021 [1 day]

**IOSH Managing Safely Refresher Course** [Ref: 21/09/06]

*Workington, Cumbria*

Tuesday 7 September 2021 [1 day]

**IOSH Managing Safely® Course** [Ref: 21/09/07]

*Workington, Cumbria*

Wednesday 8 September 2021 to Friday 10 September 2021  
[3 days]

## **NEBOSH National Diploma in Occupational Health and Safety**

### **Unit B - Hazardous Agents in the Workplace [Ref: 21/09/01]**

*Workington, Cumbria*

Week 1: Monday 13 September 2021 to Friday 17 September 2021

Week 2: Monday 11 October 2021 to Friday 15 October 2021

Exam Unit B: Wednesday xx January 2022 [am]

[11 days]

## **NEBOSH National General Certificate in Occupational Safety and Health**

### **Course [Ref: 21/09/02]**

*Workington, Cumbria*

Week 1: Monday 20 September 2021 to Friday 24 September 2021

Week 2: Monday 18 October 2021 to Friday 22 October 2021

[10 days]

+ NG1 Open Book Assessment: Wednesday xx October 2021 [tbc]

## **NEBOSH National General Certificate in Occupational Safety and Health**

### **Course [Ref: 21/09/95]**

*Catterick, North Yorkshire*

Week 1: Monday 20 September 2021 to Friday 24 September 2021

Week 2: Monday 11 October 2021 to Friday 15 October 2021

[10 days]

+ NG1 Open Book Assessment: Wednesday xx October 2021 [tbc]

## **NEBOSH National General Certificate in Occupational Safety and Health**

### **Course [Ref: 21/09/85]**

*Rosyth, Dumfermline*

Week 1: Monday 20 September 2021 to Friday 24 September 2021

Week 2: Monday 11 October 2021 to Friday 15 October 2021

[10 days]

+ NG1 Open Book Assessment: Wednesday xx October 2021 [tbc]

## **NEBOSH National General Certificate in Occupational Safety and Health**

### **Course [Ref: 21/09/04]**

*Carlisle, Cumbria*

Week 1: Monday 27 September 2021 to Friday 01 October 2021

Week 2: Monday 11 October 2021 to Friday 15 October 2021

[10 days]

+ NG1 Open Book Assessment: Wednesday xx October 2021 [tbc]

## **NEBOSH National Certificate in Fire Safety and Risk Management Course**

*[Ref: 21/09/03]*

*Workington, Cumbria*

Week: Monday 27 September 2021 to Friday 01 October 2021

[5 days]

## **NEBOSH National Certificate in Construction Safety and Health (5 Day)**

**Course** *[Ref: 21/10/96]*

*Catterick, North Yorkshire*

Week: Monday 25 October 2021 to Friday 29 October 2021

[5 days]

## **NEBOSH National Certificate in Construction Safety and Health (5 Day)**

**Course** *[Ref: 21/10/86]*

*Rosyth, Dunfermline*

Week: Monday 25 October 2021 to Friday 29 October 2021

[5 days]

## **NEBOSH National Certificate in Construction Safety and Health (5 Day)**

**Course** *[Ref: 21/11/01]*

*Workington, Cumbria*

Week: Monday 01 November 2021 to Friday 05 November 2021

[5 days]

## **NEBOSH National Certificate in Fire Safety and Risk Management Course**

*[Ref: 21/11/97]*

*Catterick, North Yorkshire*

Week: Monday 08 November 2021 to Friday 12 November 2021

[5 days]

## **NEBOSH National Certificate in Fire Safety and Risk Management Course**

*[Ref: 21/11/87]*

*Rosyth, Dunfermline*

Week: Monday 08 November 2021 to Friday 12 November 2021

[5 days]

## **NEBOSH Certificate in Environmental Management Course** *[Ref: 21/11/03]*

*Workington, Cumbria*

Week: Monday 08 November 2021 to Friday 12 November 2021

[5 days]

## **NEBOSH National Diploma in Occupational Health and Safety**

### **Unit C - Workplace and Work Equipment Safety [Ref: 21/11/02]**

*Workington, Cumbria*

Week 1: Monday 15 November 2021 to Friday 19 November 2021

Week 2: Monday 29 November 2021 to Friday 03 December 2021

Exam Unit C: Thursday xx January 2022 [am]

[11 days]

### **NEBOSH International General Certificate (3 Day) Conversion Course [Ref: 21/11/98]**

*Catterick, North Yorkshire*

Week: Wednesday 17 November 2021 to Friday 19 November 2021

[3 days]

+ IG1 Open Book Assessment: Wednesday xx December 2021 [tbc]

### **NEBOSH National General Certificate in Occupational Safety and Health Course [Ref: 21/11/04]**

*Workington, Cumbria*

Week 1: Monday 22 November 2021 to Friday 26 November 2021

Week 2: Monday 13 December 2021 to Friday 17 December 2021

[10 days]

+ NG1 Open Book Assessment: Wednesday xx December 2021 [tbc]

### **NEBOSH International General Certificate (3 Day) Conversion Course [Ref: 21/11/88]**

*Rosyth, Dunfermline*

Week: Monday 22 November 2021 to Wednesday 24 November 2021

[3 days]

+ IG1 Open Book Assessment: Wednesday xx December 2021 [tbc]

### **NEBOSH Certificate in Environmental Management Course [Ref: 21/12/99]**

*Catterick, North Yorkshire*

Week: Monday 06 December 2021 to Friday 10 December 2021

[5 days]

### **IOSH Safety, Health and Environment for Construction Workers Course [Ref: 20/12/01]**

*Carlisle, Cumbria*

Monday 6 December 2021 [1 day]

## **IOSH Managing Safely Refresher Course** [Ref: 21/12/02]

*Carlisle, Cumbria*

Tuesday 7 December 2021 [1 day]

## **IOSH Managing Safely® Course** [Ref: 21/12/03]

*Carlisle, Cumbria*

Wednesday 8 December 2021 to Friday 10 December 2021

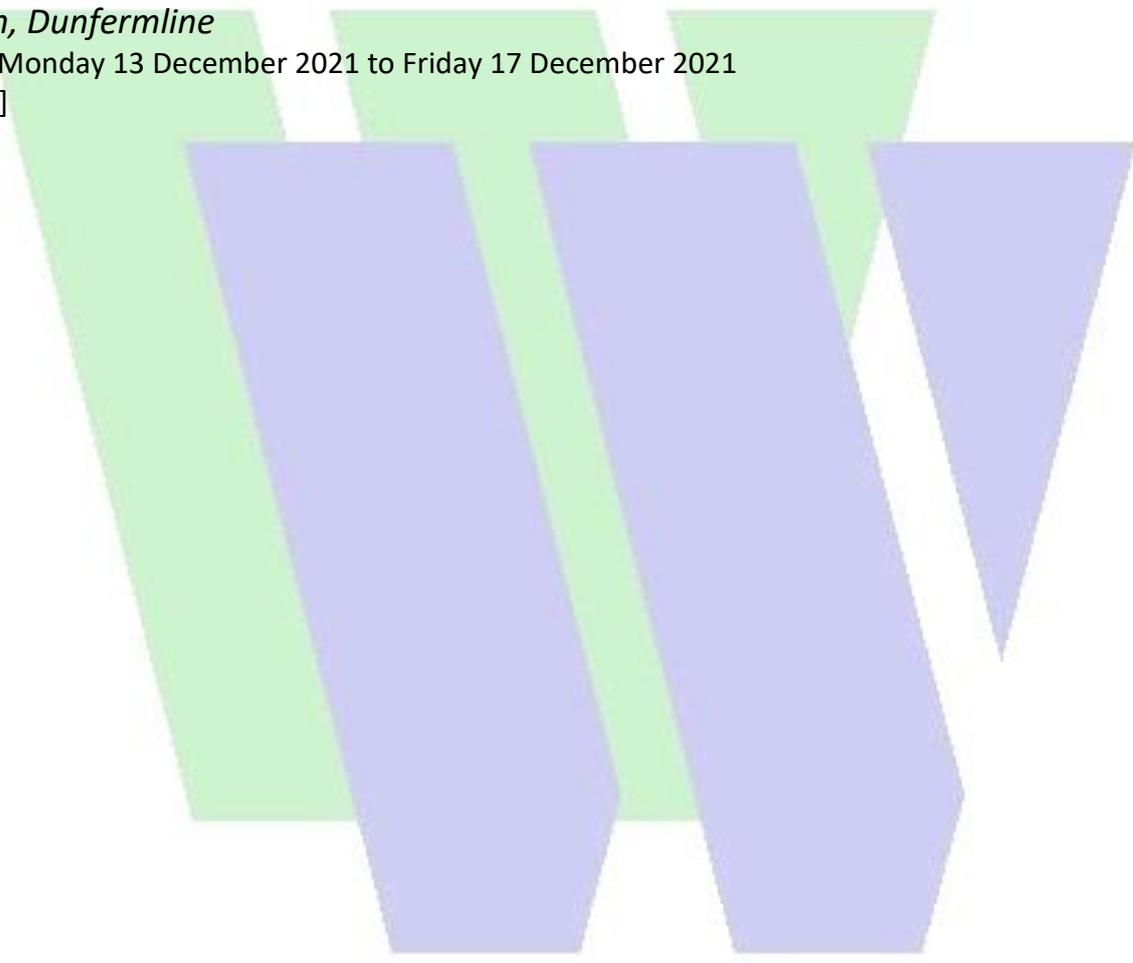
[3 days]

## **NEBOSH Certificate in Environmental Management Course** [Ref: 21/12/89]

*Rosyth, Dunfermline*

Week: Monday 13 December 2021 to Friday 17 December 2021

[5 days]



# Terms and Conditions

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

## **Provisional Bookings**

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

## **Booking Confirmation**

For a learner to confirm his or her place on a course, a booking form should be completed and sent to Woodward (by post or e-mail). If you have multiple learners, please complete a separate booking form for each one. Joining instructions will be sent to confirmed learners approximately 3 - 4 weeks before the start of the course.

## **Payment of Fees**

A deposit payment of £200.00 + VAT or a formal purchase order for the full course fees must be sent to Woodward along with the completed booking form(s). Please note that to guarantee your course place full payment must be received two weeks before the course is due to start.

## **Dress Code**

Woodward training courses have a smart casual dress code for learners.

## **Privacy and Data Processing**

By booking a training course you consent to our processing of both you and your learner(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.

## **Learner Behaviour**

Learners are expected to behave professionally at all times during the course. Swearing and abusive language is unacceptable and will not be tolerated. Learners should not use their mobile phone while training is taking place and should ensure it is turned off or in silent mode to avoid disrupting the course. If you need to make or receive a mobile phone call while training is taking place, please leave the training room to do this.

Learners are expected to obey all applicable rules and guidance at the venue where their training course is being held while they are on the premises [which includes outside spaces; car parks, smoking shelters, etc].

Woodward reserve the right to remove a learner from a course (without refund of fees) if they are behaving unreasonably or in a disrespectful way towards the other learners, the tutor or towards any other member of staff.

## **Cancellations**

Woodward 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 [or the organization who booked the delegate on the course] the following fees will be payable based upon the notice given prior to course commencement;

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 or e-mail]. Please note that any deposit paid to confirm a course booking is always non-refundable.

In accordance with The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013, delegates have a right to cancel a service purchased at a distance for 14 days after entering into a contract. If you choose to download any digital content or start a classroom-based course within the 14-day cancellation period, you agree to waive these cancellation rights.

### **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 or other costs incurred by Woodward to process the substitution. It is the clients' responsibility, having referred to the relevant course information, to ensure the course is suitable for their delegate(s).

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 more than 28 calendar 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 28 calendar 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 / course booking will be allowed.

Transfer requests received once a course has commenced are not acceptable and will be considered a cancellation with no notice and subject the terms and conditions above regarding cancellations.

### **Course Packages**

Where two or more courses are booked together as a course package, the package is treated as a single course for the purposes of these terms and conditions. The start date of the first course in the package is the date of course commencement used for any **Cancellations, Substitutions and Transfers** as detailed above.

We're proud to  
be a NEBOSH  
Gold Learning  
Partner





## Woodward Safety, Health and Environment Ltd

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