



ELC Funded Training Courses Brochure 2021

**NEBOSH Course Packages
delivered at our venues in
Catterick, Rosyth, Carlisle and
Workington.**



nebosh

**LEARNING
PARTNER**

GOLD

179



**PROUDLY
SUPPORTING
THOSE WHO
SERVE.**

Introduction

April 2021 Brochure

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



Tom Duggan, MD

Where It All Started

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

As a **GOLD** rated NEBOSH Learning Partner with an average ELC evaluation score of **96%** you know you are going to have an excellent training experience with us.

The Armed Forces Covenant

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

Why Train With Woodward?

- We offer an excellent value 5 course NEBOSH Training Package for service leavers that no other Resettlement course provider can match.
- Our experienced and expert tutors provide the highest quality tuition and guidance.
- Our courses are all held "outside the wire" so you get to mix with our commercial delegates, a great source of useful job market intelligence and contacts.
- We have **excellent pass rates** for all our courses, usually 15% – 20% above the NEBOSH national average pass rates.
- Successful completion of a training package with us which meets our requirements entitles you to become a Woodward Associate Trainer, which can really boost your CV.
- Successful completion of the Training Package gives you free lifetime membership of the Woodward Alumni Network.

What do I do next?

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

Tel: (01900) 609175

Email: info@woodwardgroup.co.uk

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

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ELC Funding?

Please note that Woodward has Approved Learning Provider status in the MOD Enhanced Learning Credit (ELC) Scheme. Our ELC Provider Number is 4435.

More information on the ELC Scheme can be found on the ELCAS website here: www.enhancedlearningcredits.com

With an average ELC evaluation score of 96%, which you can see for yourself on our ELC Provider profile page on the ELCAS website, you know you are going to get excellent training with us.

Forms and Applications?

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

ELC Funded Training Course Packages

This is our most popular course package among Service Leavers:

NEBOSH FIVE Course Package - Course Fee £3,375.00 (inc VAT) per learner

1. NEBOSH National General Certificate, International General Certificate, Construction Safety Certificate, Fire Safety Certificate & Environmental Management Certificate Course Package.

Other discounted course packages we offer include:

Four Course Packages - £3,150.00 (inc VAT) per learner

2. NEBOSH National General, Construction, Fire and Environmental Cert Package
3. NEBOSH National & International General, Construction & Fire Cert Package
4. NEBOSH National & International General, Fire & Environmental Cert Package
5. NEBOSH National & International General, Construction & Environment Package

Three Course Packages 1 - £2,850.00 (inc VAT) per learner

6. NEBOSH National General, Construction and Fire Cert Package
7. NEBOSH National General, Construction and Environmental Cert Package
8. NEBOSH National General, Fire & Environmental Cert Package
9. NEBOSH National & International General and Construction Cert Package
10. NEBOSH National & International General and Environmental Cert
11. NEBOSH National & International General and Fire Cert Package

Three Course Packages 2 - £2,750.00 (inc VAT) per learner

[NB: Only for learners who are current NEBOSH National General Certificate holders]

12. NEBOSH Construction, Fire and Environmental Cert Package

Two Course Packages 1 - £2,450.00 (inc VAT) per learner

13. NEBOSH National General and International General Cert Package
14. NEBOSH National General and Construction Cert Package
15. NEBOSH National General and Environmental Cert Package
16. NEBOSH National General and Fire Cert Package

Two Course Packages 2 - £1,850.00 (inc VAT) per learner

[NB: Only for learners who are current NEBOSH National General Certificate holders]

17. NEBOSH Construction (5 day) and Environmental Cert Package
18. NEBOSH Construction (5 day) and Fire Cert Package
19. NEBOSH Fire and Environmental Cert Package

Individual Courses – Prices as below (inc VAT) per learner

NEBOSH National General Cert in Occupational Health & Safety -----	£1,794.00
NEBOSH International General Cert in Occupational Health & Safety --	£1,794.00
NEBOSH National Certificate in Construction Health & Safety (15 day)	£2,730.00
NEBOSH National Certificate in Construction Health & Safety (5 day) -	£1,014.00
NEBOSH National Certificate in Environmental Management -----	£1,014.00
NEBOSH National Certificate in Fire Safety & Risk Management (10 d)	£1,866.00
NEBOSH National Certificate in Fire Safety & Risk Management (5 day)	£894.00
NEBOSH National Diploma for Occupational Health & Safety Man Prof -	£6,500.00

Steps for your guidance:

1. Choose your preferred Training Course Package from the list on page 3.

Please note our Resettlement Package Scheme prices only include our open / public training courses delivered at our Carlisle, Workington, Rosyth and Catterick course venues.

2. Calculate the total price as follows:

CARLISLE and WORKINGTON venues -

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

Plus Lunch Costs £5.50 (per day) £____ [for all days - **Compulsory**]
Total Subsistence Cost £____

CATTERICK and ROSYTH venues - Calculate the total price as follows:

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

NB: Lunch is not provided on any of our training courses at our Catterick or Rosyth venues, as the training venues do not have the capability to provide it.

3. Contact us to check the course dates you wish to attend, as detailed in the "Booking a Training Course Package" section overleaf.

Both Service Leavers who are currently undergoing their Resettlement Phase and Service Leavers who are using an ELC Claim to fund their training after leaving the services are eligible for our discounted ELC Funded Training Package Scheme.

Subsistence charges:

Due to the integrated nature of our course provision we **always** have to charge for any daily subsistence provided on our courses as shown in step 2 above even if you choose not to participate in that provision.

Where it is provided, we are charged for the lunch provision on a "per learner / per day" basis by our training venues. We are charged even when one or more course learners choose not to participate in that provision.

If you do not wish to pay these daily subsistence charges then I'm sorry to say we will not be able to accept you onto one of our ELC Funded Training courses.

Booking a Training Course Package

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

1. Call (01900 609175) or Email (info@woodwardgroup.co.uk) in order to register your interest, to check courses availability and to provisionally book.
2. We will confirm your courses package total price and provide you with a breakdown letter to take to your resettlement officer for authorisation.

Please be aware that a recent MoD policy change means that packages of courses are no longer listed on the ELCAS website. Learners can still list multiple courses on a single ELC claim, as long as the courses are listed individually on our approved course listing.

To receive our discount package prices for attending multiple courses, you must indicate this discounted price on your claim form so that your education officer can amend the fees accordingly.

The cost breakdown letter we prepare for you will detail this information for you so that the claim can be processed.

3. If you wish to proceed with your booking, complete and return page 2 of the cost breakdown letter to us.
4. Obtain the MoD1746 form from your Resettlement Officer or download it from **HERE**. Complete Part 1 of the form and e-mail (info@woodwardgroup.co.uk) it back to Woodward SHE Ltd for our stamp and course confirmation.
4. Complete the rest of the MoD1746 and other paperwork with your Resettlement Officer and send it to ELCAS to be processed.
5. When you receive your Claim Authorisation Number (CAN) and ELC Claim form, this needs to be posted or e-mailed across to us with the ELC Deposit payment for confirmation of attendance.
6. We will then issue you an invoice for any funds you may owe for your chosen course(s).
7. We will send you course joining instructions 2 to 3 weeks before each course is due to start.

Terms and Conditions

By booking one or more training courses with ourselves you agree to abide the following Booking Terms and Conditions:

Booking Confirmation

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

Payment of Fees

A copy of your ELC Claim Voucher must be sent to Woodward along with a completed copy of the Woodward Cost Breakdown Letter agreement.

To confirm your course booking your completed cost breakdown letter and ELC Voucher must be received two weeks before the course is due to start.

Payment Surcharges

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

Dress Code

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

If a course package booking is cancelled by the learner, the following fees will be payable:

Notice given prior to ELC funded package course commencement:

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

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

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.

An agreed course package is a complete singular program of study. Therefore, after starting the package any single part of it cannot be changed by the learner from the agreed detail contained therein.

Why choose Woodward for your Training?

The NEBOSH Learning Partner Programme

NEBOSH recently launched their NEBOSH Learning Partner Programme, to recognise those trainer providers who give their learners with the best possible learning experience.

All NEBOSH Learning Partners have now been classified as Gold, Silver or Bronze based on their performance against the programme's 6 principles which are:

1. Ensure all learners understand what is expected of them and what they can expect from their Learning Provider.
2. Create a learning environment that is engaging and encourages interaction that is appropriate for the course and type of delivery.
3. Provide accurate course materials and continually update and improve them.
4. Ensure tutors are qualified, knowledgeable, competent and engaging.
5. Give learners feedback on their progress and provide appropriate support.
6. Review course delivery and learner feedback and action as necessary.

NEBOSH chose these 6 principles because they represent global best practice in the provision of course tuition and support.

Learning Partners can be identified as follows:

- Gold – greatly exceeds the programme's principles
- Silver – exceeds the programme's principles
- Bronze – meets the programme's principles

We have been awarded GOLD Learning Partner status, the highest possible within the programme.



Further information on this can be found on the NEBOSH website here:
<https://www.nebosh.org.uk/faqs/how-do-i-choose-a-learning-partner/>

Woodward Associate Trainer Scheme

What is the Woodward Associate Trainer Scheme?

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

Why would I want to be a Woodward Associate?

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

Please note:

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

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

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

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

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

What do I do next?

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

Tel: 01900 609175

Email: info@woodwardgroup.co.uk

Website: www.woodwardgroup.co.uk

Woodward Alumni Network

What is the Alumni Network?

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

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

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

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

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

Our Alumni currently get:

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

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

Tell me more about this alumni newsletter....

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

It will be produced every three months and will go out to our 3000+ Alumni members. This number of members will only grow over time as more students join the ranks of our Alumni.

It 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.

Testimonials from previous learners

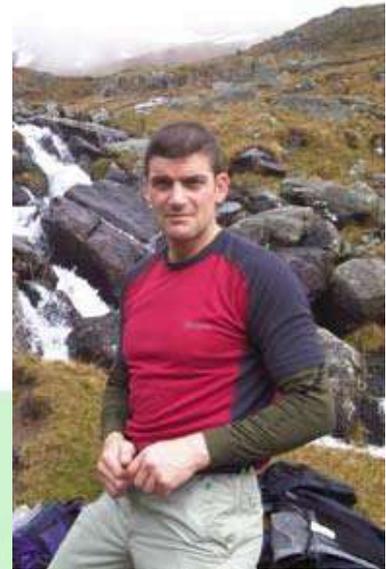
Testimonial 1

Training To Job - Past Student

Case Study: Steve Ostle

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

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



Steve Ostle

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

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

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

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

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

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

Captain Steve Ostle, Mercian

Testimonial 2

Training To Job - Past Student Case Study: Mark Emmerson

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



Mark Emmerson

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

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

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

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

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

Testimonial 3

Training To Job - Past Student Case Study: Gary Lawrie

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

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

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

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

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

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

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



Gary Lawrie

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

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

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

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

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



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

More Testimonials

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

NEBOSH National General Certificate

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

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

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

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

The course is presented over 10 days. 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 Dates: Full dates can be found on the diary pages in the back of this brochure

Course Locations: – Rosyth – Catterick – Workington – Carlisle

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

NEBOSH Resources:

The NEBOSH resources for this qualification, including the course syllabus and NEBOSH Learner Terms and Conditions, can all be downloaded from the NEBOSH website here:

<https://www.nebosh.org.uk/qualifications/national-general-certificate/#resources>

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 the option to work internationally.

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

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 International General Certificate (2 day) course covers the International Standards and Conventions for health and safety, to enable learners who are also attending the NEBOSH National General Certificate course to achieve the NEBOSH International General Certificate qualification.

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

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 shortly before this course a prerequisite for attending it.

The course is presented as a 2-day block. 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 Dates: Full dates can be found on the diary pages in the back of this brochure

Course Locations: – Rosyth – Catterick

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

NEBOSH Resources:

The NEBOSH resources for this qualification, including the course syllabus and NEBOSH Learner Terms and Conditions, can all be downloaded from the NEBOSH website here:

<https://www.nebosh.org.uk/qualifications/international-general-certificate/#resources>

NEBOSH Fire Safety and Risk Management Cert

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.

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

Course Content

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

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

Unit FC1: Fire Safety and Risk Management

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

Unit FC2: Fire Safety Practical Application

The course is presented as a 1-week block. Unit FC1 is a taught unit assessed by one two-hour written examination which consists of ten 'short-answer' questions and one 'long-answer' question. Unit FC2 is assessed by one four-hour fire risk assessment carried out in the learner's workplace within 14 days of sitting the examination for unit FC1.

This course is for those learners who are current NEBOSH NG1 unit holders (passed within the last 5 years) or who are also studying the NEBOSH National General Certificate as part of a package of courses. Learners who do not hold the NG1 can instead study the 10-day fire course model and study units NG1, FC1 and FC2.

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

Course Locations: – Rosyth – Catterick – Workington

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

NEBOSH Resources:

The NEBOSH resources for this qualification, including the course syllabus and NEBOSH Learner Terms and Conditions, can all be downloaded from the NEBOSH website here:

<https://www.nebosh.org.uk/qualifications/fire-safety-and-risk-management-certificate/#resources>

NEBOSH National Construction Certificate

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

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

Course Content

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

No previous health and safety knowledge is required for the course, although it is advisable that 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 as a 5 Day Course

This is a NEBOSH National Certificate in Construction Safety and Health "Bolt-on" course which covers the required content to convert from Unit NG2 to Unit NCC1.

Learners will need to be current NEBOSH NG1 and NG2 unit holders to attend the 5 Day course, or be studying these units as part of their overall course package, as this course only covers the required content to convert from Unit NG2 to Unit NCC1.

This course does not deliver the full NCC1 syllabus content.

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

Course Locations: – Rosyth – Catterick – Workington

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

NEBOSH Resources:

The NEBOSH resources for this qualification, including the course syllabus and NEBOSH Learner Terms and Conditions, can all be downloaded from the NEBOSH website here:

<https://www.nebosh.org.uk/qualifications/national-construction-certificate/#resources>



NEBOSH Certificate in Environmental Management

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

The qualification is appropriate for professionals, managers and supervisors working in any industry with environmental impacts. In addition, those working in health and safety in other occupational settings, but who require additional environment-specific knowledge may also benefit from the course.

This course meets 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 course focuses on UK environmental laws and International management systems, such as ISO 14001. It covers the practical issues of managing environmental risk. The syllabus takes a risk management approach based on the best practice and international industry standards, including; Environmental Management Systems and Impact Assessments, Sources and use of energy and energy efficiency, Control of pollution, Planning for and dealing with environmental emergencies. No previous environmental knowledge is required although it should be noted that the assessment includes a requirement to write a short report.

Unit NEC1: Management and Control of Environmental Hazards

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

Unit NEC2: Environmental Practical Application

The course is presented as 1 x 1-week block. Unit NEC1 is a taught unit assessed by a two-hour written examination. Unit NEC2 requires the 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 the Course Provider within 14 days of the written examination.

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

Course Locations: – Rosyth – Catterick – Workington

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

NEBOSH Resources:

The NEBOSH resources for this qualification, including the course syllabus and NEBOSH Learner Terms and Conditions, can all be downloaded from the NEBOSH website here:

<https://www.nebosh.org.uk/qualifications/certificate-in-environmental-management/#resources>

NEBOSH National Diploma for Occupational Health and Safety Management Professionals

The NEBOSH National Diploma for Occupational Health and Safety Management Professionals is a perfect choice if you want to make health and safety your career. The syllabus has been developed with experts for experts! NEBOSH consulted with over 600 people including, key stakeholders, previous Diploma learners, Learning Partners, subject experts, and employers during its development.

The resulting qualification will give you the knowledge and practical skills you need to perform as a leading health and safety professional of the future. You will gain confidence in your capabilities to recognise and solve everyday health and safety issues and take opportunities for improvement. This advanced health and safety qualification will support your academic and career progression.

Who is it for?

This qualification is a perfect choice for anyone who wants to make health and safety their career. Building upon the foundation of knowledge provided by the NEBOSH General Certificate, it is particularly relevant for:

- Health and safety professionals or those with aspirations to be one.
- People with health and safety responsibilities who want to gain an in-depth understanding.

Course Content:

Unit ND1 – Know – workplace health and safety principles
Unit ND2 – Do – controlling workplace health issues
Unit ND3 – Do – controlling workplace safety issues

Each assessment is a substantial undertaking. NEBOSH anticipate that it will take around 60 hours to complete the ND1 assignment and 40 hours each for the ND2 and ND3 case studies.

The NEBOSH National General Certificate [or comparable QCF level 3 award] is the suggested prerequisite qualification for the NEBOSH National Diploma Course. The syllabus assumes that learners will have this level of prior learning.

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

Course Locations: – Workington

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

With this 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.

NEBOSH Resources:

The NEBOSH resources for this qualification, including the course syllabus and NEBOSH Learner Terms and Conditions, can all be downloaded from the NEBOSH website here:

<https://www.nebosh.org.uk/qualifications/national-diploma-in-occupational-health-and-safety/#resources>

Diary of Course Dates

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

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

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 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 06 September 2021 to Friday 10 September 2021

[10 days]

+ NG1 Open Book Assessment: Wednesday 04 August 2021

NEBOSH National Diploma for OH&S Management Professionals – Unit ND1 [Ref: 21/07/06]

Workington, Cumbria

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

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

[10 days]

+ DN1 OBE Assignment: Wednesday 08 September 2021 to Wednesday 20 October 2021

NEBOSH International General Certificate (2 Day) Conversion Course [Ref: 21/07/93]

Catterick, North Yorkshire

Week: Monday 26 July 2021 to Tuesday 27 July 2021

[2 days]

+ IG1 Open Book Assessment: Wednesday 04 August 2021

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]

NEBOSH National Certificate in Construction Safety and Health (5 Day) Course [Ref: 21/09/08]

Workington, Cumbria

Week: Monday 13 September 2021 to Friday 17 September 2021

[5 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 06 October 2021

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 06 October 2021

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 06 October 2021

NEBOSH National Diploma for OH&S Management Professionals – Unit

ND2 [Ref: 21/09/09]

Workington, Cumbria

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

Week 2: Monday 25 October 2021 to Friday 29 October 2021

[10 days]

+ DN2 OBE Case Study: Wednesday 10 November 2021 to Wednesday 08 December 2021

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 06 October 2021

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 International General Certificate (2 Day) Conversion Course [Ref: 21/11/98]

Catterick, North Yorkshire

Week: Wednesday 17 November 2021 and Thursday 18 November 2021

[2 days]

+ IG1 Open Book Assessment: Wednesday 01 December 2021

NEBOSH National Diploma for OH&S Management Professionals – Unit ND3 [Ref: 21/11/05]

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]

+ DN3 OBE Case Study: Thursday 13 January 2022 to Thursday 10 February 2022

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 01 December 2021

NEBOSH International General Certificate (2 Day) Conversion Course [Ref: 21/11/88]

Rosyth, Dunfermline

Week: Monday 22 November 2021 and Tuesday 23 November 2021

[2 days]

+ IG1 Open Book Assessment: Wednesday 01 December 2021

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]

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

Rosyth, Dunfermline

Week: Monday 13 December 2021 to Friday 17 December 2021

[5 days]

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PARTNER**

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