
ATM Safety & Environment



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Accredited centre

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NEBOSH Courses in Environmental Management by Distance Learning

National Certificate in Environmental Management

National Diploma in Environmental Management

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NEBOSH National Certificate in Environmental Management

The NEBOSH National Certificate in Environmental Management (NEC) syllabus is designed for managers, supervisors and employees, who have responsibility for managing environment issues as part of their day to day duties. It also provides a sound basis for progression on to the NEBOSH National Diploma in Environmental Management. The course will benefit companies seeking to implement effective environmental management systems, and is relevant to all industry sectors.

The syllabus is based on the principle pieces of UK legislation, which in turn are based on EU legislation. This is widely adopted by many companies and countries throughout the world and is becoming increasingly relevant to international students as many organisations' environmental management systems and codes of practice often closely reflect European legislation. The syllabus covers the practical issues of managing environmental risk and 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.

Entry Qualifications

No formal qualifications are required but candidates must have a reasonable standard of written English.

Course Content

The syllabus comprises two units that are separately assessed:
Unit NEC1 Management and Control of Environmental Hazards
Unit NEC2 Environmental Practical Application

Distance-learning programme

ATM Safety & Environment runs a distance learning programme. Course materials consist of printed study notes and coursework which students are encouraged to complete and submit to ATM for marking by post or email. The coursework does not count towards the award.

Practical Assessment

The aim of the practical assessment is for candidates to demonstrate the ability to apply knowledge of all the areas in the NEC1 syllabus by successfully completing an environmental review of a workplace using a review proforma provided by NEBOSH. Candidates are allowed to select their own setting for the practical application

Examinations

There is one 2 hour paper for the NEC. Dates are given in the table below. Candidates are required to complete Unit NEC2 within 14 days of sitting the NEC1 examination.

Examination Dates	Closing date for registration
Friday 9 March 2012	1 January 2012
Friday 15 June 2012	1 April 2012
Friday 7 September 2012	1 July 2012
Friday 7 December 2012	1 October 2012

Course Fee

The course fee is £300 + VAT payable on enrolment excluding NEBOSH exam registration fees which are £40 for Unit NEC1 (£65 for sittings outside the UK) and £20 for NEC2. Candidates outside the UK should read the "Examination Fees" section, below. The course fee includes support for a period of 12 months, so candidates have the choice of four exam sittings. We will also support candidates should they have to re-sit any exam, subject to an administration fee.

In-company or group courses

Group courses by distance learning with tutorial support can be arranged on request for Certificate qualifications. Candidates would be expected to study the material and complete the coursework provided prior to attendance at the tutorials, which are designed primarily to provide a revision programme and instruction in examination technique. Tutorial programmes can be tailored to local requirements. A local examination sitting can be arranged at anytime of the year for these courses.

NEBOSH National Diploma in Environmental Management

The NEBOSH National Diploma in Environmental Management is aimed at individuals involved in environmental risk management and environmental management systems within their organisations. The syllabus is based on, and requires candidates to understand the principle pieces of UK legislation which in turn are based on EU legislation. This is fairly widely adopted by many companies and countries throughout the world and is becoming increasingly relevant to international students.

Holders of this qualification may use the designatory letters EnvDipNEBOSH after their name. IOSH CPD participants may allocate CPD credits for attendance at this course. In addition, holders of the Environmental Diploma are eligible for Associate Membership of IIRSM, and for Associate Membership of the Institute of Environmental Management and Assessment (IEMA). The Environmental Diploma provides a sound basis for progression to MSc level.

Entry Qualification

NEBOSH does not stipulate entry qualifications for this award but candidates should have a good standard of written English.

Distance Learning

Course materials consist of printed notes and coursework. Coursework may be submitted for marking by post or email. The course is supported by non-compulsory tutorials held in Coventry, in the autumn and spring. Dates are given below for the tutorials in 2011, together with the examination dates.

Spring 2012 tutorial date	Autumn 2012 tutorial dates
Tuesday 6 March 2012	Wednesday 3 October 2012
Tuesday 8 May 2012	Wednesday 14 November 2012
Summer 2012 exam date	Autumn 2012 exam date
Thursday 14 June 2012	Thursday 6 December 2012

Environmental Diploma Assessment

To obtain the National Diploma in Environmental Management candidates must pass a written examination (ED1) and submit an environmental project (ED2) based on a proforma of audit questions. Candidates are responsible for finding their own site to audit. Examinations are held in June and December (see dates above).

Course Fee

The course fee is £500 + VAT, including support for 12 months, so candidates have the choice of two exam sittings. VAT is not applicable for candidates domicile outside the UK.

Examination Fees

UK candidates

The course fees for both the Environmental Certificate and Diploma include the exam sitting (invigilation) fee for sitting at our centre in Coventry or London, (the London venue will be available for the E Dip from December 2012). Students resident in the UK will generally pay NEBOSH examination registration fees directly to NEBOSH. However, these can be added onto the course fee if required (see table below). Students sitting an exam for the first time in Coventry do not pay any exam invigilation fees but students re-sitting an exam are charged £25 + VAT in addition to the examination registration fee.

Candidates outside the UK

Candidates can sit at British Council or other institutions throughout the world (see “Examination Venues”, below). Overseas venues including the British Council normally charge a set rate for exams and a courier fee payable in local currency, this fee must be paid locally by the candidate. This is not included in the course fee or NEBOSH exam registration fee. ATM Safety & Environment also charge £25 with the exam registration fee to partly cover the outward courier fee charged to us by NEBOSH (see table below). Students re-sitting an exam are charged £25 in addition to the examination registration fee.

NEBOSH Qualification	Examination registration Fee	Venue fee	Assignment Fee	Total Fee³
Environmental Certificate (Coventry & London)	£40	No Charge ¹	£20	£60
Environmental Certificate (overseas)	£65 ²	Payable locally	£20	£85 ³
Environmental Diploma (Coventry & London ⁴)	£75	No Charge ¹	£45	£120
Environmental Diploma (overseas)	£100 ²	Payable locally	£45	£145 ³

¹ Charge of £25 (+ VAT if applicable) applies for re-sits only

² Includes £25 to partly cover the NEBOSH courier fee for overseas venues

³ Excluding venue invigilation fee, payable locally to British Council or alternative institution

⁴ London venue available for the E. Dip from December 2012

Examination Venues

Coventry

ATM Safety & Environment hold their examinations for the Environmental Certificate and Diploma in Coventry.

London

From the March 2012 sitting, ATM Safety & Environment will hold examinations for the Environmental Certificate in the London area. Examinations for the Environmental diploma will be available in the London area from the December 2012 sitting.

Other locations in the UK

Other course providers hold examinations in other parts of the country. Students can take exams with another course provider if they obtain their agreement and pay their invigilation fee.

Outside the UK

NEBOSH allow their examinations to be taken through the British Council (BC) provided the office overseas is one that conducts exams. Countries where the British Council do not run exams include Ireland, Australia, New Zealand, USA, Canada and Scandinavian countries. In Ireland ATM safety & Environment has made arrangements for NEBOSH exams to be held in Dublin at a local Business School. In other countries such as Australia, New Zealand, USA and Canada arrangements can be made for exams to be taken at local Universities. Candidates are responsible for paying venue invigilation fees locally.

ENROLMENT

Please complete the application form on the next page and return to ATM Safety & Environment.

DISCOUNTS

Candidates that have studied a qualification with ATM Safety & Environment are eligible for a 10% discount on subsequent courses taken with us.

Discount will be considered for multiple enrolments where course materials are dispatched as one consignment. Please ask for a quotation.

PAYMENT

The application form should be returned with a cheque made payable to ATM Safety & Environment or sent with an official purchase order.

Payments may also be made by electronic transfer. Please contact us for bank details.

Payments can be made by most debit/credit cards (not American Express).

VALUE ADDED TAX (VAT)

VAT is charged at the rate prevailing on all courses purchased in the UK. EU customers do not pay VAT if the course is purchased for business use. Overseas students outside of the EU do not pay VAT. VAT is not charged on NEBOSH examination fees.

CANCELLATIONS

No cancellations will be accepted or refunds given once an order has been placed.

NEBOSH FEES

The examination fees quoted in this leaflet are valid to June 2012. We reserve the right to increase exam registration fees in line with any increase imposed by NEBOSH after that date.

DISPATCH OF CERTIFICATES AND PARCHMENTS

Certificates are sent by Royal Mail tracked service in the UK and Royal Mail International SignedFor service to addresses outside the UK. For candidates requiring their certificates sending by courier on completion of the course, rather than Royal Mail International SignedFor, there will be a fee (GB£20) to cover the difference in costs between the services.

INFORMATION

For further information please contact:

ATM Safety & Environment
Suite 2 Ashbee House
Campden Business Park
Battlebrook Drive
Chipping Campden
GL55 6JX
United Kingdom

Tel: +44 (0)1386 840198

Fax: +44 (0)1386 841950

Email: info@atmsafety.co.uk

ATM SAFETY & ENVIRONMENT APPLICATION FORM

Mr/Mrs/Miss/Ms/Dr. Name
 (Please write your name as you would like it to appear on your qualification certificate)

Date of birth ----/-----/------ Male Female Nationality-----

Student number for any previous NEBOSH Qualification (if applicable).....

Address for sending course materials.....

Telephone No.....

E-mail address (1 only).....

Employer..... Job Title

Qualifications.....

NEBOSH National Environmental Certificate	√ and £
I wish to study for the Certificate by Distance Learning <i>Cost £300 + VAT* Overseas students do not pay VAT</i>	
NEBOSH National Environmental Diploma	√ and £
I wish to study for the National Diploma in Environmental Management by Distance Learning <i>Cost £500 + VAT* Overseas students do not pay VAT</i> <i>*Fees do not include exam registration fees (see Page 3 for examination fees)</i>	
NEBOSH fees can be included or excluded and paid at a later date	√ and £
I wish to pay for the exam registration fees with the course fee	

Method of Payment

Cheque Debit Card Credit Card Electronic Transfer Invoice Amount £

Payment by Card: Card number

Start Date: Expiry Date: Security Number (3 digits on back).....
 (card details can be provided by telephone if preferred)

Please invoice:

.....
 (course materials will not be sent until payment has been received unless a purchase order is enclosed)

Signature of applicant..... Date.....

Note: No cancellations will be accepted or refunds given once an order has been placed.

Please return to:
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