
ATM Safety & Environment



nebosh

Accredited centre

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NEBOSH Certificate Courses by Distance Learning

*National General Certificate
International General Certificate
National Construction Certificate*

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United Kingdom
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NEBOSH National General Certificate

The NEBOSH National General Certificate (NGC) is intended for managers, supervisors and staff from all types of organisations who need a broad understanding of health and safety issues. The NGC is also suitable as a first step on a career in health and safety. It provides a valuable overview, and is a sound basis for further professional study. The NEBOSH National General Certificate meets the academic requirements for Technician membership (TechIOSH) of the Institute of Occupational Safety and Health (IOSH) and Associate membership (AIIRSM) of the International Institute of Risk and Safety Management (IIRSM). The NEBOSH National General Certificate is accredited at Level 3 within the National Qualification Framework (NQF) by the Qualifications and Curriculum Authority (QCA) in England, the Department for Children, Education, Lifelong Learning and Skills (DCELLS) in Wales and the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland.

Entry Qualifications

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

Course Content

The syllabus comprises three units that are separately assessed.

Unit NGC1 Management of health and safety

Unit NGC2 Controlling workplace hazards

Unit NGC3 Health and safety practical application

Distance-learning programme

ATM Safety & Environment runs a distance learning programme for UK students that includes course materials, a revision tutorial, the practical and a venue to sit the examinations. For overseas students ATM provide the course materials, and students take the written examinations through the British Council and the practical in their own workplace.

The course materials include 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 practical assessment involves carrying out a safety inspection and preparing a written report under examination conditions.

Examinations

There are two 2 hour papers for the NGC, one held in the morning and one in the afternoon. These papers may be taken together or at different sittings. ATM holds the practical assessment with a revision session on the day before the written exams at their exam centre in Coventry. Dates are given in the table below.

Revision & Practical NGC3	Written Exams NGC1 & NGC2	Closing date for registration
Thursday 10 June 2010	Friday 11 June 2010	15 April 2010
Thursday 9 September 2010	Friday 10 September 2010	15 July 2010
Thursday 9 December 2010	Friday 10 December 2010	15 October 2010
Thursday 10 March 2011	Friday 11 March 2011	15 January 2011

Course Fee

The course fee is £400 + VAT (£470) payable on enrolment, excluding NEBOSH exam registration fees, which for 2010/11 are £40 per unit for Units NGC1 and 2 and £20 for NGC3 (£125 for sittings outside the UK). Exam fees are normally paid directly to NEBOSH. 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.

NEBOSH International General Certificate

The NEBOSH International General Certificate (IGC) is intended for managers, supervisors and employees based outside the UK who require a broad knowledge and understanding of health and safety principles and practices. The qualification focuses on international standards and management systems, enabling candidates to effectively discharge workplace health and safety responsibilities in any employment sector, in all parts of the world. The NEBOSH International General Certificate is also suitable for those embarking on a career in health and safety, providing a sound basis for progression on to the NEBOSH International Diploma. The International General Certificate qualification meets the academic requirements for Technician Membership (Tech IOSH) of Institution of Occupational Safety and Health (IOSH) and Associate membership (AIIRSM) of the International Institute of Risk and Safety Management (IIRSM).

Course Content

The syllabus comprises three units that are separately assessed.

Unit IGC1 Management of international health and safety

Unit IGC2 Control of international workplace hazards

Unit IGC3 International health and safety practical application

Distance-Learning

Course materials consisting of notes, coursework and a textbook are sent by courier. Students then complete the coursework and return by post or email to ATM for marking. The coursework does not count towards the award.

Examinations

Examinations are held four a year and can be taken in the UK, at British Council Offices overseas or by special arrangement at other establishments. The dates of the examinations in 2010/11 are given in the table below. Candidates may enrol on the course at anytime before the registration closing date to maximise preparation time.

Examination Dates	Closing date for registration
Wednesday 9 June 2010	1 April 2010
Wednesday 8 September 2010	1 July 2010
Wednesday 8 December 2010	1 October 2010
Wednesday 9 March 2011	1 January 2011

Practical Assessment

The practical must be carried out 14 days either side of the written examination in the candidate's own workplace or if this is not possible at another suitable location. Candidates able to come to the UK may take the practical with ATM Safety & Environment the day after their written exam. All practicals conducted in the candidates own workplace must be supervised by a responsible senior manager. This manager must ensure that the workplace inspection is conducted under examination conditions and the report sent to ATM Safety & Environment for marking as soon as it is completed. Candidates must not refer to reference materials such as course notes and textbooks when completing the practical.

Course Fee

The course fee is £410 (VAT is applicable if resident in the UK) and exam registration fees are £125. The course fee does not include fees charged by the British Council for an overseas sitting, which the candidate is responsible for paying locally. 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.

NEBOSH National Construction Certificate

The NEBOSH National Construction Certificate is aimed at Supervisors, Managers and CDM co-ordinators 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. The qualification meets the academic requirements for Technician Membership (Tech IOSH) of Institution of Occupational Safety and Health (IOSH) and Associate membership (AIIRSM) of the International Institute of Risk and Safety Management (IIRSM).

Entry Qualifications

No formal qualifications are required but candidates must have a reasonable standard of written English. Candidates who already hold Unit NGC1 of the NEBOSH National General Certificate or Unit A of the NEBOSH National Diploma are only required to take Units NCC1 & 2.

Course Content

The syllabus comprises three units that are separately assessed by examination.

NGC1 Management of health and safety

NCC1 Managing and controlling hazards in construction activities

NCC2 Construction health and safety practical application

Distance-learning programme

ATM Safety & Environment run a distance learning programme for the National Construction Certification. The course materials consist of course notes produced by ATM Safety & Environment, a course textbook and coursework designed to take students through the syllabus and prepare them for the written examination. Coursework is marked by ATM Safety & Environment and does not count towards the award.

Examinations

The written examinations are held four times a year and can be taken in the UK, at British Council Offices overseas or by special arrangement at other establishments. Dates are given in the table below

NCC1	NGC1	Closing date for registration
Thursday 10 June 2010	Friday 11 June 2010	15 April 2010
Thursday 9 September 2010	Friday 10 September 2010	15 July 2010
Thursday 9 December 2010	Friday 10 December 2010	15 October 2010
Thursday 10 March 2011	Friday 11 March 2011	15 January 2011

Practical Assessment (NCC2)

The practical must be carried out 14 days either side of the written examination on a site carrying out a construction activity. ATM Safety & Environment can arrange for a practical to be taken in the Coventry area on the Thursday afternoon after the written exam. Candidates who are unable to attend this practical may take the practical elsewhere provided they arrange for a responsible senior manager to supervise the practical. The supervisor must ensure that the workplace inspection is conducted under examination conditions and the report sent to ATM Safety & Environment for marking as soon as it is completed. Candidates must not refer to reference materials such as course notes and textbooks when completing the practical.

Course Fee

The course fee is £400 + VAT (£470) for candidates taking all three units of the qualification. For candidates who already have Unit NGC1 of the NEBOSH National Certificate or the National Diploma, the course fee is reduced to £350 + VAT (£411.25). The course fee includes support for a period of 12 months, so candidates have the choice of four exam sittings. The fees quoted do not include the NEBOSH Exam Registration fee of £100 (£125 for sittings outside the UK) or British Council fees should the exam be taken overseas. We will support candidates should they have to re-sit the 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 are 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 (minimum number 8) can be arranged at anytime of the year for these courses.

ENROLMENT

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

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). We reserve the right to charge 2.5% on balance amounts paid by credit card.

VALUE ADDED TAX (VAT)

VAT currently at 17.5% is charged 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

For UK examination sittings, NEBOSH enrolment and examination registration fees may be paid directly to NEBOSH. Forms will be provided as necessary. The examination fees quoted in this leaflet are valid to August 2011.

INFORMATION

For further information please contact:

ATM Safety & Environment
Wall Hill Farmhouse
Wall Hill Road, Corley
Coventry CV7 8AF
United Kingdom

Tel/Fax: +44 (0)1676 540525

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-----

Address for sending course materials.....

Telephone No.....

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

Employer..... Job Title

Qualifications.....

NEBOSH National General Certificate	Please tick
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I wish to study for the Certificate by Distance Learning <i>Cost £400 + VAT = £470*</i>	
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NEBOSH International General Certificate	
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I wish to study for the International General Certificate by Distance Learning <i>Cost £410*</i> . <i>Overseas students do not pay VAT but this will be charged to UK residents</i>	
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NEBOSH National Construction Certificate with all three units	
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I wish to study for all three units of the National Construction Certificate by Distance Learning <i>Cost £400 + VAT = £470*</i>	
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NEBOSH National Construction Certificate with construction units only	
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I wish to study for the Construction Units only of the NCC by Distance learning as I hold NGC1 National General Certificate or National Diploma. <i>Cost £350 + VAT = £411.25*</i>	
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**Fees do not include exam registration fees which are £100 for Certificate qualifications sitting in the UK and £125 for sitting outside of the UK.*

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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