
ATM Safety & Environment



nebosh

Accredited centre

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NEBOSH National Certificate Courses

National General Certificate

National Construction Certificate

Certificate in Fire Safety & Risk Management

ATM Safety & Environment

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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 has been accredited and credit rated by the Scottish Qualifications Authority (SQA). It sits in the Scottish Credit and Qualifications Framework (SCQF) at SCQF Level 6 with 15 SCQF credit points. SCQF Level 6 is comparable to NQF/QCF Level 3 in England, Wales and 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

Students are posted a pack of course materials that includes coursenotes, a text book and coursework that students are encouraged to complete and return to ATM Safety & Environment for marking by post or email. The coursework does not count towards the award. Examinations are held four times a year and can be taken in Coventry or at other venues in the UK or overseas by special arrangement (see Page 4 for details). For all candidates (both in the UK and overseas) the practical assessment must be taken in the candidates own workplace, or other suitable premises. The practical does not have to be supervised but the inspection must be unaided and carried out in accordance with NEBOSH guidelines.

Assessment

Units NGC1 and NGC2 are assessed by closed book examinations, both papers are held on the same day, NGC1 in the morning and NGC2 in the afternoon. NGC3 is assessed by submission of a written report that is marked by ATM Safety & Environment and moderated by NEBOSH. This NGC3 report must be submitted to ATM within 10 days of the NGC2 & 3 examinations, and must be carried out in the candidates own workplace. The examinations dates for 2011 are shown in the table.

Registration closing date*	NGC1 & NGC2 Written Exams	NGC3 Report Submission
15 October 2011	Friday 9 December 2011	19 December 2011
15 January 2012	Friday 9 March 2012	19 March 2012
15 April 2012	Friday 15 June 2012	25 June 2012
15 July 2012	Friday 7 September 2012	17 September 2012
15 October 2012	Friday 7 December 2012	17 December 2012

*There is also a 2 week late entry facility on payment of an additional fee to NEBOSH

Course Fee

The course fee is £400 + VAT (£480) payable on enrolment, excluding NEBOSH exam registration fees, which for 2011/12 are £40 per unit for Units NGC1 and 2 and £20 for NGC3 (£125 for sittings outside the UK). 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.

Registration closing date	NGC1 & NCC1	NCC2 Submission
15 October 2011	Friday 9 December 2011 Thursday 8 December 2011	19 December 2011
15 January 2012	Friday 9 March 2012*	19 March 2012
15 April 2012	Friday 15 June 2012*	25 June 2012
15 July 2012	Friday 7 September 2012*	17 September 2012
15 October 2012	Friday 7 December 2012*	17 December 2012

*In 2012 NGC1 & NCC1 are being held on the same day, NGC1 am & NCC1 pm.

Practical Assessment (NCC2)

The practical assessment must be carried out on a site carrying out a construction activity. This site should normally be the candidates own workplace but where this is not possible the candidate can arrange to observe construction work on another site. Candidates do not require supervision when carrying out the practical application but the candidate must sign a declaration that the submission is their own work. The finished report is marked by ATM Safety & Environment and moderated by NEBOSH.

Course Fee

The course fee is £400 + VAT (£480) 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 £300 + VAT (£360). 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.

NEBOSH Certificate in Fire Safety and Risk Management

The NEBOSH Certificate in Fire Safety & Risk Management is aimed at managers and supervisory staff that need to ensure that their organisation meets its responsibilities under fire safety legislation. Courses leading to this qualification should equip holders to carry out fire risk assessments of most low risk workplaces and identify the range of fire protective and preventative measures required. It is therefore also suitable for people moving into fire safety adviser roles. The syllabus is based on National Occupational Standards in Fire Safety at level 3, which has common units with the Emergency Fire Services National Occupational Standards. Therefore, the NEBOSH Fire Safety and Risk Management Certificate may also be of benefit to fire service personnel developing their underpinning knowledge as part of the Integrated Personal Development System.

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 FC1 & FC2.

Course Content

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

NGC1 Management of health and safety

FC1 Fire safety & risk management

FC2 Fire safety practical application

Distance-learning programme

ATM Safety & Environment run a distance learning programme for the Certificate in Fire Safety & Risk Management. The course materials include 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.

Registration closing date	NGC1 & FC1	FC2 Submission
15 October 2011	FC1 Thursday 8 December 2011 NGC1 Friday 9 December 2011	19 December 2011
15 January 2012	Friday 9 March 2012*	19 March 2012
15 April 2012	Friday 15 June 2012*	25 June 2012
15 July 2012	Friday 7 September 2012*	17 September 2012
15 October 2012	Friday 7 December 2012*	17 December 2012

*In 2012 NGC1 & FC1 are being held on the same day, NGC1 am & FC1 pm.

Practical Assessment (FC2)

The practical requires candidates to successfully carry out a fire risk assessment within a workplace of their choice. Candidates do not require supervision when carrying out the practical application but the candidate must sign a declaration that the submission is their own work. The finished report is marked by ATM Safety & Environment and moderated by NEBOSH.

Course Fee

The course fee is £400 + VAT (£480) 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 £300 + VAT (£360). 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 can be arranged at anytime of the year for these courses.

Examinations

Exam Venue

Coventry

ATM Safety & Environment hold examinations for all the Certificate level exams in Coventry.

London

From the March 2012 sitting, ATM Safety & Environment will hold examinations in the London area.

Other UK Locations

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

Overseas

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 Russia. In Ireland exams can be taken in Dublin or Cork, and in other countries at local universities or colleges.

Overseas charges

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.

ATM Safety & Environment charge an additional fee of £25 per sitting over the NEBOSH registration fee to cover centre administrative charges and NEBOSH courier charges.

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.

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 the June 2012 sitting and may be subject to change by NEBOSH after that date.

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-----

Address for sending learning materials

Telephone No.....E-mail address.....

Employer..... Job Title

PIN/student number for any previous NEBOSH qualifications

NEBOSH National General Certificate	√ and £
I wish to study for the Certificate by Distance Learning <i>Cost £400 + VAT *</i>	
NEBOSH National Construction Certificate with all three units	√ and £
I wish to study for all three units of the National Construction Certificate by distance learning <i>Cost £400 + VAT*</i>	
NEBOSH National Construction Certificate with construction units only	√ and £
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 £300 + VAT*</i>	
NEBOSH Certificate in Fire Safety & Risk Management with all three units	√ and £
I wish to study for all three units of the Certificate in Fire Safety & Risk Management by Distance Learning <i>Cost £400 + VAT*</i>	
NEBOSH Certificate in Fire Safety & Risk Management with fire safety units only	√ and £
I wish to study for the Fire Safety Units only of the FC by distance learning as I hold NGC1 National General Certificate or National Diploma. <i>Cost £300 + VAT*</i>	
<i>*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)</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 Total 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: ATM Safety & Environment, Suite 2 Ashbee House, Campden Business Park,
 Battlebrook Drive, Chipping Campden GL55 6JX, United Kingdom
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