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NEBOSH DIPLOMA QUALIFICATIONS

OPEN LEARNING FREQUENTLY ASKED QUESTIONS

1. Can I study on my own and just book in to take the exams?

Both the environmental diploma and H&S diploma require students to register with an approved course provider and undertake an approved course of study. Students need to be enrolled on the diploma before they can start studying and then take any course assessments.

2. What study options are there for the Nebosh H&S Diploma?

The H&S Diploma is available as a class room based course run on a day release basis over 38 days and nine months. For those unable to attend tutorials there are two options, distance learning with classroom based revision sessions or a distance learning option with email and telephone support but no face to face tutorials.

3. What study options are there for the Environmental Diploma?

We have two options Private Study and Distance Learning. The basic package is the private study option which includes all the course material, a number of self-marked assessments, example exam questions and guidance on completing the practical work based assessment.

However if feel you will need additional support the distance learning option may be more suitable for you. This provides the full package plus email and telephone support, plus a number of self-marked assessments and tutor marked assessments. Both options also include access for one year to our online resources specifically designed for Nebosh delegates which includes our popular series of downloadable podcasts. All those studying with us, whatever the study method, do have the option of a tutor led revision session which can be booked and paid for at the time of buying your package or at a later time.

4. Can I study by E-Learning?

Our certificate level programmes can also be studied via e-learning, where all handouts, course material, interactive quizzes, podcasts and videos are available online. However, due to the depth and detail of study needed for the Diploma level, qualifications are available via a taught classroom course and open learning which includes online resources but at this time no E-Learning option is available.

5. When are the exams?

Nebosh diploma examinations are held twice a year, in January and July. The environmental diploma exam is held on a Monday, Diploma A will be on a Tuesday, Diploma B are held on Wednesday and the Diploma C exam is always held on a Thursday.

6. I have registered for my Nebosh exams but have not had a reply?

Once we register you with Nebosh on the Course Provider Interface your exam slip will be emailed to you approximately two weeks before the exam date. These are always emailed out so please ensure we have your current email address. If you do not have it by the exam date contact us and we can obtain a copy for you as you will not be allowed in the exam room without it.

7. I can no longer sit the exam that I am registered for, what are my options?

Once you register for an exam with Nebosh, they do not issue refunds if the exam is not taken unless you have medical evidence to support your circumstances. If you wish to apply for a refund visit the Students part of the Nebosh web site for further details and a form. You can reregister for the next exam sitting with us, with the normal Nebosh charges applying.

8. When can I submit my Unit DNI or NDEM2 project?

The diploma qualifications have four submission dates each year for the practical element of your qualification. These are in February, May, August and November. You will need to register for this, we will contact you before any submission date to see if you are aiming to submit your practical assessment. Once registered if you do not submit there is no penalty but you will need to register again and pay the Nebosh fee

9. When do I need to complete my practical workplace project?

Once you have taken examinations A,B and C then the Unit DNI project can be completed. Once the Nebosh Environmental Diploma examination is taken the Environmental project can be submitted.

10. What if I do not submit my practical project on time?

There is a strict deadline and all projects must be uploaded by this date, late entries will not be accepted by Nebosh. All projects are now submitted online for marking by Nebosh nominated assessors.

11. Do I need to buy any books?

At Cambridge Safety LLP we write all our own material so it can be tailored to meet the exact requirements of the relevant syllabus. Our handouts are updated at least annually and supported by additional online resources and podcasts. No additional course text books need to be purchased but diploma delegates must be aware that for their practical workplace change project they will need to do some research outside of their course materials.

12 How long does it take to get my exam results?

Approximately 10 weeks, the exact date the results are out is provided on your exam entry slip. We at Cambridge Safety do not get your results any earlier, exam results are normally emailed out. We do not normally divulge any results by the telephone. Nebosh equally do not give results over the phone.

13. I have received my results and have passed all of the elements of the qualification, how long does it take for my official certificate to be issued?

Once the results are out there is a short period where if anyone is unhappy about their results they can appeal to Nebosh to have their paper remarked (See the Nebosh web site for details), as such qualification certificates will not be issued until this process has concluded. Certificates are normally sent out within 12 weeks of the results being issued. Once you complete either of the diplomas you will also be invited to attend the annual Nebosh graduation which is normally held in June of each year. This is an excellent day and gives students who have worked hard to achieve their diplomas an opportunity for formal recognition of all their efforts.

14. The name on my exam slip or exam results is mis-spelt, what do I need to do?

Contact us at Cambridge Safety, you will need to send us photo ID to enable us to update your records.

15. I have moved house since I registered with Nebosh for an exam, what do I need to do?

If you want your results to be sent to your new address let us know as soon as possible as we will be able to update your records on the Nebosh course provider interface.

16. How will my certificates be sent out to me?

Diploma level qualification certificates are normally sent directly from Nebosh to each candidate.

17. How long do I get support for if I book the distance learning?

We will support you for three years after you book your package, but you can study and take your exams even if this deadline is reached.

18. How do I submit tutor marked assessments?

Send it in by post or as a PDF email attachment and we will mark it and return it to you with a full marking scheme. Make sure you put your name on the answers submitted.

19. I have booked a private study or distance learning package, when will I receive it?

Packages are sent out as soon as we receive your payment.

20. Can I have copies of past exam papers?

No, exam papers are owned and copyright to Nebosh and have to be returned to them. On some occasions they can be purchased from Nebosh but our study packages provides plenty of exam type questions so the need to buy extra is not required.

21. Do I have to sit my exams at Cambridge Safety?

You will be registered as a student of Cambridge Safety and as such will normally sit your examinations with us. However if this is not convenient for you there are a number of exam centres all over the UK and world, you can take your exam at any of these but you will need to check they accept external candidates, and they may charge you additional fees for marking your assessments or taking the exams, over and above the Nebosh fees. Details of local centres can be found on the Nebosh web site, type in your postcode and local centres will be listed, but not all accept external candidates.

22. If I sit my exams at another centre will additional fees/costs be applied?

Each centre has its own pricing policy, make sure you check the prices before booking.

23. I have completed my study and feel ready to sit the exams, can I take them straight away?

Nebosh exams normally have a registration date of approximately 10 weeks before the exam. Exams are only held in January and July of each year. If you are studying via open learning you will need to let us, or your exam centre know within plenty of time to ensure you can be registered.

24. Where are the revision tutorials held?

They are held at our training centre in Hampton, Peterborough, PE7 8GX.

25. What do I do if I feel disadvantaged in anyway e.g. English as a second language, disability, or illness on day of exam?

To ensure all candidates are treated fairly Nebosh have two specific procedures which can be applied. The first one is known as "Reasonable Adjustments" this covers those who take examinations and assessments where English is not their first language and those who may have a disability which affects their ability to take the examination or end assessment. All requests for reasonable adjustments must be submitted via ourselves to Nebosh **at least four weeks prior** to the examination or end assessment date.

Applications for the use of a bi-lingual dictionary apply to delegates whose first language isn't English and where they have not been a resident of the UK for more than 2 years. If this is relevant candidates must inform their course tutor when they register for any Nebosh examination.

Reasonable adjustments can be made where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled. NEBOSH is required to take reasonable steps to overcome that disadvantage e.g. a Braille paper would be a reasonable adjustment for a visually impaired person who could read Braille. Where possible we will endeavour to ensure that those with special educational needs, disabilities or temporary injuries can undertake their course of study and the assessments with no detrimental effect. There are a range of options available e.g. by providing a reader, scribe or a computer or ensuring an examination venue is available in a downstairs room. All such arrangements **MUST** be agreed before the assessment is undertaken. The process requires us, as your examination centre, to agree the best option for your needs, we will then submit a request to Nebosh on your behalf for approval. Where a specific medical condition applies then medical evidence may be required in advance in order to apply for the reasonable adjustment.

As well as reasonable adjustments, the other procedure to make you aware of is the one covering Special Consideration. **Special consideration** can be applied for candidates who are present for the assessment but may have been disadvantaged by temporary illness, bereavement, injury or adverse circumstances that arose at or near the time of assessment. You will be reminded of this process on the day of the examination, so if there are any special circumstances which have affected your ability to study or take the examination these must be presented to the exam invigilator on the day of the exam. Details provided will be noted and forwarded to Nebosh, in the case of illness medical evidence may be needed by the Nebosh board.

The above procedures are there to ensure that all those taking Nebosh qualifications can do so in an environment which is fair for all, regardless of where the examination or assessment is taken. If you need further details please contact your course tutor once you start your course or ring us if you are studying via open learning.

Further details can be found via https://www.nebosh.org.uk/About_Nebosh/

