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NEBOSH CERTIFICATE GC3 FREQUENTLY ASKED QUESTIONS

1. GC3 - what does this abbreviations mean?

GC3 – NEBOSH GENERAL CERTIFICATE - PRACTICAL APPLICATION. This is the practical part of the General H&S Certificate. Candidates are required to complete a workplace inspection to demonstrate they can apply the theory studied during the NGC1 and GC2.

2. What do I have to do to complete my GC3 practical application?

This is the third element of the Nebosh General Health and Safety Certificate course assessment, it requires candidates to complete a workplace inspection and then write a report to persuade a local manager to take action on the hazards identified. It enables candidates to demonstrate that they can apply the theoretical elements of the syllabus. The inspection is completed in your workplace or a work area you have permission to inspect.

3. Is there a time limit to complete the practical application?

There is no exact time limit for the completion of the assessment but it is recommended that both sections take no more than 4 hours to complete in total.

4. Can it be hand written or can I use a computer to complete the GC3

The inspection proforma must be completed in the candidates own hand writing but the report may be completed in hand writing or by use of a computer.

5. Can notes be used whilst completing the GC3 practical application?

Candidates can consult reference books when completing the management report only. Once completed candidates are required to submit a declaration stating the report and inspection are the candidates' own work and cases of plagiarism are taken very seriously. Any candidates who do not complete the declaration will not have their report marked and their result will be voided by Nebosh.

6. What do I do with my GC3 practical application once I have completed it?

The report, inspection and signed declaration should be sent back by Recorded Delivery or Royal Mail Special Delivery, to Cambridge Safety LLP and a copy kept by the candidate.

7. Once the GC3 practical application has been completed can you discuss it with colleagues or other candidates on the course?

No. The practical application must not be discussed with other candidates or course members until results have been declared.

8. I can no longer complete my GC3 practical application that I am registered for, what are my options?

Once registered with Nebosh, they do not issue refunds if the workplace inspection is not completed, unless medical evidence is provided to support the candidate's circumstances. However the candidate can re-register for the next submission date with the normal Nebosh charges applying. All Nebosh policies can be viewed via their website www.nebosh.org.uk or Cambridge Safety can be contacted for further information. Contact us if you need to register for another assessment submission date.

9. When will I receive my GC3 practical application pack?

Information on the practical is included in your course manual in the introduction section, but candidates will be provided with the full information package, along with the deadline dates for completion approximately two weeks before your examination date. The introduction section also includes a suggested format of the written report required.

10. When do I need to complete my GC3 practical application by?

The inspection and report must be completed within 14 days of the examination, either 7 days before or 7 days after the date of your examination(s).

11. Can I use my company forms to complete the inspection?

No, the inspection must be completed using the Nebosh forms provided. This is to ensure anyone taking the assessment is marked to the same standard. Guidance is provided in the introduction section of the course manual on the inspection format and the suggested format of the written report required.

12. Someone else at work has already completed their practical application can I go around and do mine with them?

No. The practical assessment forms part of the formal course assessment and qualification and as such needs to be completed by the candidate unaided. It will need to be signed and submitted including a declaration stating that the inspection and report are all the candidates own work.

13. What if I do not submit my GC3 practical application on time?

There is a strict deadline for course providers to mark and internally verify any practical assessments, if assessments are submitted late they may miss the deadline. However candidates may re-register with Nebosh for the next assessment date and then submit their practical then. Contact Cambridge Safety for the appropriate registration form and additional Nebosh fees will apply.

14. What score is the GC3 marked out of? What is the pass mark?

The GC3 practical application is marked out of 100, and the pass mark is 60.

15. How often can I register for my GC3 workplace assignment?

National exams which include NGC1, GC2 and GC3 are held every March, June, September and December, but occasionally Cambridge Safety LLP will hold a local exam. Please check the Cambridge Safety website www.cambridgesafety.co.uk for available dates

16. What if I have a disability which makes it more difficult for me to write?

If a candidate has a genuine ill health condition they can apply to Nebosh via Cambridge Safety to have special arrangements applied whilst they undertake their GC3. The arrangements provided will depend on the extent of the candidate's condition and each case is dealt with on an individual basis. Medical evidence must be provided in advance and candidates must contact the course tutor as soon as possible to enable an application to be made Nebosh on their behalf.

17. Where do I carry out my practical application?

Nebosh qualifications require the completion of a workplace based task. Ideally this should be completed in the candidates own place of work however it can be completed elsewhere if they have access to a suitable workplace area where a local company is happy for the candidate to undertake their practical assessment.

18. How long does it take to get my GC3 results?

Approximately 10 weeks, the exact date the results are sent out is printed on the candidates exam entry slip. Cambridge Safety LLP receive examination results on the same day as candidates and are unable to confirm any results over the telephone. Nebosh, equally, do not give results out over the telephone.

19. The name on my GC3 exam slip or exam results notification is mis-spelt, what do I need to do?

Contact us as soon as possible and we will update your records on the Nebosh Course Provider Database. If the name on the certificates issued by Nebosh is incorrect after this time Nebosh will charge a fee for a replacement.

20. I have moved house since I registered with Nebosh for my GC3 practical application, what do I need to do?

Contact us as soon as possible so we can update your records.

21. How will my GC3 certificate be sent out to me and when?

This will be sent out in a hardback envelope from Cambridge Safety by recorded delivery. Candidates will receive their formal certificate within six months of taking their exam(s).

22. Can I send a copy of my inspection and report to you to mark before I submit my GC3 practical application?

No but CSP tutors will offer advice on the inspection and report during tutorials, or provide guidance to those studying via open learning.

23. What if I need to complete my GC3 practical application again as I referred on my first submission?

It is always disappointing when a candidate refers. If this is the case candidates can register to complete their practical application at the next available examination date suitable to them. The candidate will need to register with Cambridge Safety LLP again which can be done online or by downloading the brochure and sending a booking form, costs will apply. We will offer advice on support to ensure you are aware of the format of the inspection and management report. Equally there is downloadable guidance on the Nebosh web site for candidates.

24. What if when I receive my results I feel my score is not correct?

Candidates are able to appeal if they feel that their score is not correct. There are two types of appeals, details of both can be viewed via the Nebosh website www.nebosh.org.uk or Cambridge Safety can be contacted for further information.

25. Can I take my GC3 practical application without sitting a written exam

No, candidates must complete the practical assessment GC3 within 7 days of sitting the examination for Units NGC1 and/or GC2. Completion of study for both NGC1 and GC2 is recommended in order to undertake the practical application unit (GC3). However if both NGC1 and GC2 have already been passed then the practical assessment GC3 can be taken without sitting an examination.

