



# CAMBRIDGE SAFETY



## NEBOSH HEALTH & SAFETY QUALIFICATIONS

### OPEN LEARNING PACKAGES



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## OPEN LEARNING

### WHY?

Health & Safety is an essential part of everyday business life and demonstrating competence to advise and complete the wide range of health and safety standards is essential for individuals and their organisations.

### WHO?

Cambridge Safety was established in Peterborough in 1998 primarily to provide assistance to organisations in meeting their legal obligations with respect to health & safety. Through this work it has become apparent that, not only do organisations need competent technical assistance, but also need to give employees at all levels the skills to work safely and to manage health & safety effectively. Cambridge Safety provides a wide range of cost effective training solutions with this aim in mind.

We appreciate that work and personal circumstances do not always allow those wishing to develop new skills to attend a fully tutored course. As such we have developed a range of private study and distance learning options to enable directed study towards a range of Neboosh qualifications. Study can be started at any time, with a variety of examination dates available each year.

Numerous studies have shown that a safety management system supported by competent employees can provide an organisation with significant cost savings. Avoiding accidents, reducing insurance claims and premiums plus improving morale are some of the many ways that an effective safety management system can positively affect an organisation.

Study may commence at any time and you have the flexibility of choosing when to sit your examinations. However please note that to enter for any Neboosh exam or assessment, exam registration must be made approximately 10 weeks before the examination date, for example if the exam date is the 10th of June, candidates must register with their examination centre by the 15th of April. Details of the exam dates and registration dates are provided once you have booked on, or if you have a specific exam date in mind please contact us to confirm when you will need to be registered. Exams for certificate level qualifications are available at least four times a year but there are only two H&S and Environmental diploma exam sittings a year, one in January and the other in July. We will contact you if you have not made contact with us regarding your study for a period of 3 months to see if we can assist with your study plans. Please note whatever your method of study the examinations can only be taken at an examination centre and cannot be taken online even when the qualification has been studied via open or distance learning.



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# OPEN LEARNING

## WHAT OPTIONS ARE AVAILABLE FOR CERTIFICATE LEVEL QUALIFICATIONS?

### **Distance Learning**

Where students are able to study on their own at their own pace but with some tutor led support the distance learning provides this option. Although the package is comprehensive this method of learning is for the most self motivated of students. The package for each course contains comprehensive handouts covering the full range of the syllabus and includes practical examples and exercises to support the theoretical study required. In addition to the main handouts an additional key point summary of the entire syllabus is included highlighting the essential learning points for each element to support students' study and revision. Guidance on the completion of the work based assessment, which must be completed as part of the qualification is also provided. In addition this package is supplemented by the provision of tutor marked assessments per course unit, plus tutor support by telephone and email.

This package includes:

- Comprehensive handouts based on each Neboosh syllabus unit and element
- Key points summary - This gives an overview of the essential learning for each element in an overview format
- Important definitions and abbreviations
- Example useful forms
- Example examination questions, tutor marked and self marked assessments
- Guidance on examination techniques
- Guidance on the work based assessment of the qualification
- Self Marked Assessments
- Tutor Marked Assessments
- Provision and marking of sample exam questions
- Online resources including downloadable podcasts on all key topics within the syllabus
- Support by email and telephone for a period of 12 months from booking

### **E-Learning**

E-learning is a style of distance learning. The coursework is provided via our e-learning website, which is split into the different modules of the course. E-learning is a more interactive style of studying as you will progress through a series of slides with exercises, video clips and sample handouts, however you still get the opportunity to complete written course work and receive feedback from tutors. Please see our E-Learning brochure for more details.

### **Optional Tutorials, Revision and Exam Preparation Sessions**

Additional tutorial days on specific topics, for a maximum of 4 days, are available, places permitting. Please ask for our current course agenda for dates and topics.

Revision tutorials are run prior to most examinations, these aim to cover a range of issues from the relevant syllabus, focus on examination techniques and give candidates an opportunity to do a variety of practice examination type questions. It also enables delegates to clarify any points from the syllabus which they are unsure about. Time permitting a mock assessment or examination is also used to prepare candidates for their formal examinations.

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# NEBOSH HEALTH AND SAFETY QUALIFICATIONS

## **Nebosh General Certificate in Occupational Safety and Health**

The H&S certificate is designed to help non safety specialists meet their health and safety obligations - many safety practitioners start with this course before progressing to the more intensive and detailed National Diploma. The qualification is divided into three parts; NGC1 covering safety management, GC2 dealing with workplace hazards and GC3 which is a work based inspection. All three elements must be successfully completed to gain the full qualification. We recommend allowing approximately 118 hours of study time.

### **NGC1 Management of H&S**

- Health and safety foundations and legal overview
- Safety policies— Plan
- Organising for health and safety, including the provision of risk assessments—Do
- Monitoring and accident causation/investigation/reporting—Check
- Auditing and reviewing—Act

### **GC2 - Workplace Hazards**

- Violence at work
- Substance misuse at work
- Safe movement of people in the workplace
- Working at height
- Excavations
- Safe movement of vehicles in the workplace
- Driving at work
- Work-related upper limb disorders
- Manual handling
- Manually operated load handling equipment
- Work equipment
- Electrical Equipment
- Fire and explosions
- Chemicals and biological organisms
- Physical and psychological health

### **GC3 - Practical Application**

This is the part of the qualification which requires candidates to carry out a workplace inspection, to demonstrate their application of the theoretical knowledge gained through studying the NGC1 and GC2. Once the inspection is completed a brief management report is written in order to prioritise key issues and convince local managers of the importance of taking health and safety seriously.

Candidates are required to find a suitable venue for their GC3 assessment, which must be completed within 7 days of their examinations. Guidance on the format of the inspection and report are provided as part of our package.

Exam dates at our centre are available in the first full week of March, June, September and December of each year. There is also usually an additional date in October available. Exam entry dates are normally 10 weeks prior to the exam date. Revision sessions are normally held in the same week as the exams.



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# NEBOSH HEALTH AND SAFETY QUALIFICATIONS

## **Nebosh Construction Certificate**

This qualification is aimed at Supervisors, Managers and all those involved in the construction industry who are required to ensure that activities under their control are undertaken safely. It is also likely to prove useful for those concerned with the management of buildings who may need to ensure that contractors are working safely. In addition this qualification is also appropriate for supervisors and managers working in other industries and work functions such as facilities and estates management.

The course has three parts, NGC1 the management of H&S, NCC1 Managing Construction Hazards and the NCC2 which is a work based inspection. All three must be passed to achieve this qualification. For those who hold a Nebosh H&S diploma or have taken and passed the general H&S certificate they will be exempt from the NGC1 exam and study and just need to book the upgrade version, you must have passed either of these papers within 5 years of taking the construction specific assessments.

## **NGC1 Management of H&S**

- Health and safety foundations and legal overview
- Health & Safety policies— Plan
- H&S Management—Do
- H&S Management— Check
- Auditing and reviewing—Act

## **NCC1 Managing Construction Hazards -**

- Managing of Construction and CDM 2015
- Construction activities hazards and control
- Movement of construction vehicles
- Manual and mechanical handling on site
- Work Equipment
- Electricity hazards and control
- Fire
- Chemicals and biological hazards
- Physical and psychological hazards
- Working at height
- Excavations and confined spaces
- Demolition

The course is assessed via two examinations and one assessed workplace inspection. This course is particularly important as it can be used to demonstrate competence as required by the Approved Code of Practice which forms part of the Construction, Design and Management Regulations 2015. It can assist in demonstrating competence to undertake the role of the Principle Designer but it is also useful for those undertaking the role of Client, Principle Contractor, Contractor or Designer.

The assessment for this qualification includes the NGC1 health and safety management examination, NCC1 construction hazards and controls examination and NCC2 - a work based inspection. Those who have achieved the Nebosh General Certificate in H&S in the last five years are exempt from the NGC1 examination.

Exam dates are available in March, June, September and December of each year.

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# NEBOSH HEALTH AND SAFETY QUALIFICATIONS

## **Neboosh Fire Safety and Risk Management Certificate**

The NEBOSH National Certificate in Fire Safety and Risk Management is designed for people who have fire safety responsibilities at work. It provides the knowledge and understanding, when combined with relevant experience, to carry out an effective fire risk assessment, as well as embed good practice in the workplace.

Holders of this accredited qualification help their organisation to ensure it meets its fire safety responsibilities. It leads to a safer environment for employees and visitors to premises and an improved fire safety culture for employers and building managers.

Fire safety is important. It protects people from injury and loss of life. It protects your property, your assets and your investment. People with the NEBOSH National Certificate in Fire Safety and Risk Management know how to help their employers avoid the damaging and sometimes catastrophic losses that result from fire.

The fire certificate is designed in three parts, the NGC1 deals with the Management of Health & Safety which has five different elements. The FC1 is divided into six elements which deal with the specific technical aspects of fires and explosions. The final part of the qualification is the FC2 which is a work based practical fire risk assessment. The full qualification is held over 11 days but those who have completed the NGC1 as part of the general certificate or Diploma A in the last five years are exempt from the H&S management section of the qualification, completing just 5 days and one examination.

This qualification meets academic requirements for Technical Membership (TechIOSH) of IOSH and Associate Membership (AIIRSM) of the International Institute of Risk and Safety Management (IIRSM) It enables you to apply for Technician Membership of the Institute of Fire Prevention Officers (IFPO) and it also meets the academic requirements for Associate Membership (AMIFPO). Persons with the relevant skills and experience may also apply to join the IFPO Fire Risk Assessors Register. This qualification is aimed at those responsible for fire safety in the workplace, including those involved in establishing fire policies and procedures and completing fire risk assessments.

### **NGC1 Management of H&S**

- Health and safety foundations and legal overview
- Health & Safety policies – Plan
- H&S Management Do
- H&S Management Check
- Auditing and reviewing Act

### **FC1 Managing Fire Safety**

- Managing fire safety
- Principles of fire and explosion
- Causes and prevention of fires and explosions
- Fire protection in buildings
- Safety of people in the event of fire
- Fire safety risk assessment

The course is assessed via two examinations and one assessed workplace assessment. This course is particularly important as it can be used to demonstrate competence to complete fire risk assessments and provide advice to support compliance with the Regulatory Reform (Fire Safety) Order 2005. Exam dates are available in March, June, September and December of each year.



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# NEBOSH HEALTH AND SAFETY DIPLOMA

We are now able to offer the Nebosh Health and Safety Diploma as open learning package, this National Diploma can form the basis of professional qualification for health and safety practitioners. Along with relevant experience successful completion can lead to Chartered Membership of IOSH (CMIOSH).

The Diploma has been designed to provide knowledge and understanding to aid the development of competency in the field of occupational safety and health. It covers a core of common knowledge which is essential to any safety professional whatever industry they work in.

The course is structured around four units:-

- Managing Health & Safety (Unit A)
- Hazardous Agents in the Workplace (Unit B)
- The Workplace and Work Equipment (Unit C)
- Workplace Based Assignment (Unit DNI)

As well as tackling the extensive syllabus and standards set by Nebosh, the course will also give assistance and practical guidance on examination techniques.

This qualification is designed for health and safety practitioners, advisers and officers who wish to develop their knowledge and skills. Delegates must have either completed the Nebosh Certificate or a similar level three H&S qualification to be eligible for this programme.

By enrolling on a diploma study programme it is expected that delegates have the underpinning knowledge of an NVQ level three qualification such as the Nebosh certificate.

Comprehensive course materials include four handout manuals, two for Unit A and one each for Units B & C respectively. These are fully indexed and cover the entire scope of each element of the course, starting with the element's learning objectives. Our handouts are reviewed every six months to ensure they are current and cover the full range of issues within the syllabus can reflect best practice.

## Resources provided

- Indexed handouts for each course element
- Study techniques guide
- Examination techniques guide
- Key H&S abbreviations
- H&S Definitions and key terms
- Guidance on completing Unit DNI Work based project
- A hard copy and electronic copy of a range of twenty H&S useful forms e.g. general risk assessment, COSHH assessment, accident investigation, PTW examples.
- Online resources including an extensive series of podcasts
- Memory stick of all HSE and other resources to supplement each course element
- Major Disaster Review – a comprehensive handout not only detailing all the real life situations referred to in the syllabus but also a range of other UK and international events which have influenced our approach to managing risks.
- Bi monthly SafetyNet newsletter showing recent case law, prosecutions and articles on health, safety and environmental issues.

## Student Assessments

A number of self marked assessments and tutor marked assessments (TMA) are provided for each course Unit, TMA by email, via our web site, fax or by post. Support is available daily via telephone, email and online queries.



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# NEBOSH H&S DIPLOMA

## Unit A: Managing Health and Safety

- Principles of Health and Safety Law
- Criminal Law
- Civil Law
- Principles of Health and Safety Management
- Loss Causation & Incident Investigation
- Measuring and Reviewing H&S Performance
- Identifying Hazards, Assessing & Evaluating Risks
- Risk Control
- Organisational Factors
- Human Factors
- The role of the H&S practitioner

## Unit B: Hazardous Agents in the Workplace

- Occupational Health and Hygiene
- Hazardous Substances - Risk Assessment
- Hazardous Substances - Engineering Controls & PPE
- Hazardous Substances Monitoring & Measuring
- Biological Agents
- Physical Agents 1 - Noise & Vibration
- Physical Agents 2 - Radiation
- Psychosocial Agents
- Musculoskeletal Risks & Controls
- Work Environment Risks & Controls

## Unit C: Workplace & Work Equipment Safety

- General Workplace Issues
- Principles of Fire & Explosion
- Workplace Fire Risk Assessment
- Storage, Handling & Processing of Dangerous Subs
- Work Equipment (General)
- Work Equipment (Workplace Machinery)
- Work Equipment (Mobile, Lifting & Access)
- Electrical Safety & Electricity at Work Regulations 1989
- Construction Hazards & Controls
- Workplace Transport & Driving for Work

## Unit DNI: Work based Assignment

Successful completion of the qualification includes a work-based assignment (12,000 - 20,000 words) and three examinations (one each for Units A to C). The assignment, known as Unit DNI is completed after studying units A to C. The assignment can be submitted once all three examinations have been taken, there are four submission dates each year.

Revision Tutorials will be available for all three examinations, these will cover the key definitions and terms from each of the relevant elements, short presentations summarising key issues, study techniques, the completion of example exam type questions and the completion of a mock exam. A one day workshop on the completion of the unit DNI is also provided.

Additionally if you wish to attend tutorials on specific topics these can be booked at a daily rate. This option gives you the flexibility of private study along with tutorial and group support if required. Once study commences details of relevant topics and dates will be provided. These must be booked at least one month prior to each session.



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# NEBOSH ENVIRONMENTAL QUALIFICATIONS

## **Nebosh Certificate in Environmental Management**

Environmental standards are developing rapidly in the UK with more and more regulations covering issues such as waste management, energy efficiency and pollution control. Managing environmental issues is not only a legal necessity but can result in definite improvements and cost savings if implemented successfully. More and more organisations are seeing the benefits and this course is designed to provide the theory and practical skills to assist the organisation in meeting these new and changing demands. This qualification covers 9 elements concluding with a two hour examination and a work based environmental audit.

The programme covers the control measures for major types of environmental risk. It incorporates the main elements of sustainability for environmental protection and general principles for the management of environmental risk, including:

- Foundations in environmental management
- Environmental management systems
- Environmental impact assessments
- Monitoring, reviewing and audit
- Control of water contamination
- Control of emissions to air
- Solid waste and land use
- Sources of energy and energy efficiency
- Control of environmental noise
- Planning and dealing with environmental emergencies

This qualification is assessed by one two hour examination and a workplace environmental audit. Examinations are available in March, June, September and December of each year.

The qualification is now international—with UK law referred to but not covered in the examination.

## **Nebosh Diploma in Environmental Management**

This is one of the few professional courses available in environmental management, it is aimed primarily at safety practitioners, who either have responsibility for environmental management or those whose role interlinks with that of the environmental manager. Holders of this qualification may use the designatory letters EnvDipNEBOSH after their name. In addition holders of the Chartered Institute of Waste and Environmental Management. The main course elements are:-

- Principles of environmental risk management
- Environmental risk evaluation
- Control strategies for environmental risks
- Monitoring, review and audit
- Environmental legislative framework and methods of enforcement
- Public access to environmental information
- Developments in environmental legislation
- Civil Liability
- Solid and liquid wastes
- Gaseous and particulate releases to atmosphere
- Water pollution, Noise and nuisance, Hazardous substances, Energy Use
- Development and land use

The qualification is assessed by a three hour written examination (held every January and July) and a work based environmental audit, submissions are available four times a year.

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# NEBOSH ENVIRONMENTAL DIPLOMA

In 2017 the brand new Nebosh Environmental Diploma was launched, there has been an extensive consultation between Nebosh and organisations, individuals along with both national and international stakeholders to determine the content and format of its new environmental qualification. This will be a qualification for both UK employers and those companies who operate overseas.

The structure and course elements have been updated and completely revised and there is a brand new format for the practical project as well.

This is one of the few professional courses available in environmental management, it is aimed primarily at safety practitioners, who either have responsibility for environmental management or those whose role interlinks with that of the environmental manager. 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.

Assessment is via one 3 hour examination where delegate have a choice of 5 from 8 questions, and a work based project which is based on the production of an environmental audit. Tutorial support is provided for the end of course examination and the work based assignment (NDEM2).

Many employers give responsibility for environmental management to the organisation's safety advisor or manager. Holding the Nebosh diploma will provide the holder with the confidence to undertake their role, as well as being an indicator of the competence inside and external to the organisation.

This course includes tailor made presentations, presentation slides, handouts, e-learning, delegate only resources, podcasts, self marked assessments, tutor marked assessments and online resources.

## **What study options are available?**

### **Distance Learning**

Where students are able to study on their own but are provided with tutor support via the telephone and email.

Your extensive package contains :

- Comprehensive handouts based on the current Nebosh syllabus element by element
- Key points summary - This gives an overview of the essential learning for each element in an overview format
- Important definitions and abbreviations
- Example useful forms
- Example examination questions, tutor marked and self marked assessments to be completed to enable you to monitor your progress
- Example Study plan
- Guidance on examination techniques
- Guidance on the NDEM2 the practical work based assessment for the qualification
- Self marked assignments
- Tutor marked assessments
- Online resources including downloadable podcasts on all key topics within the syllabus
- Provision of a comprehensive end of study review for completion once you have studied all course elements
- Support by email and telephone for a period of 24 months from booking

### **Blended Learning**

This option includes the distance learning package plus four days of intensive revision and review tutorials, covering the main elements and the completion of the NDEM2 the practical assessment. Next dates TBC



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## ADDITIONAL INFORMATION

### Venue

Revision and review workshops and examinations are held in our own training centre in Hampton, Peterborough. Car parking is available on-site plus we have access to a further secure car park nearby. Tutorials typically starts at 9am and finish by 4.30 pm

**Please note \* Nebosh examination fees are not eligible for VAT.**

### Terms and Conditions

It is a condition of booking that the fee is payable in advance. A cheque or order requisition should be sent with the course booking form, an invoice will be raised as required. Payments may be made via cheque or BACS. On receipt of payment the distance learning package will be dispatched to you along with details of forthcoming examination dates.

When study commences, no refunds are available. We only supply packages to UK residents and prices include UK postage only.

Bookings (but not payment) can be made directly through our web site at [www.cambridgesafety.co.uk](http://www.cambridgesafety.co.uk). Nebosh fees are only payable when the candidate actually enters for their Nebosh end assessments. Confirmation of any examination and revision dates available will be provided with the joining pack. Examinations must be booked and paid for at least 8 weeks prior to examination date.

All course material is provided for personal use and must not be copied or stored electronically in any way without the permission of the Partners of Cambridge Safety LLP. Support for certificate packages is available for a period of 12 months after the package is ordered and payment is received. Support for our diploma packages is for a three year period. The examinations may be taken at our centre in Peterborough or at any exam centre which accepts external delegates.—but additional charges may be made by them to accept you. If you require a replacement course material folder a fee of £50.00 + vat per folder will need to be paid prior to the folder being sent.

Once you have purchased the distance learning package details of available examination dates and revision sessions will be provided.

All distance learning and blended learning packages are supplied to the named individual who makes the booking and cannot be transferred to anyone else. The prices quoted for the examination sitting and revision sessions are for those candidates who have purchased a distance leaning package. However we do accept external delegates for our examinations and revision sessions, please contact us for further details.

All prices are correct at the time of publication but may be changed at any time.

Your personal data will be stored by Cambridge Safety LLP and will not be divulged to any other organisations. If you wish to have your details removed from our database please contact us in writing at any time. Please see our website for our full personal data policy.

Exam sitting fees quoted are for delegates taking their examinations and assessments with Cambridge Safety.



## CHARGES

Nebosh Qualification	Elearning	Distance Learning	Revision sessions	Nebosh exam & marking fees
General Certificate NGC1, GC2 & GC3 (Full qualification)	£475+ vat (£570)	£425 + vat (£510.00)	NGC1 & 2 £100 + vat (£120.00)	*£115 + £150 + vat (£295.00)
General Certificate NGC1 or GC2 only	£375 + vat (£450)	£325 + vat (£390.00)	NGC1 or 2 £60 + VAT (£72.00)	*£69 + £105 + vat (£195.00)
Construction Certificate Full qualification	£475+ vat (£570)	£425 + vat (£510.00)	NGC1 & NCC1 £100 + vat (£120.00)	*£115 + £150 + vat (£295.00)
Construction Certificate Upgrade from NGC1 / Diploma	£425 + vat (£510.00)	£375 + vat (£450.00)	NCC1 £60+vat (£72.00)	*£69 + £105 + vat (£195.00)
Environmental Certificate	£425 + vat (£510.00)	£375 + vat (£450.00)	£60 + vat (£72.00)	*£69 + £105 + vat (£195.00)
Fire Safety and Risk Management Certificate (Full)	£475+ vat (£570)	£425 + Vat (£510)	NGC1 & FC1 £100 + VAT (£120.00)	£115 + £150 + vat (£295.00)
Fire Safety and Risk Management Certificate (Upgrade)	£425 + vat (£510.00)	£375 + vat (£450.00)	FC1 £60 + vat (£72.00)	*£69 + £105 + vat (£195.00)
H&S National Diploma Distance Learning	<p>Full qualification <b>including</b> revision sessions <b>£2492.00</b> (£1750 + VAT + £392 exam fees)            Or per Unit (all inc vat and Nebosh fees): <b>£60 Nebosh enrolment fee</b> to be added to first unit booked, Unit A £1163.00, Unit B £743.00, Unit C £743.00            Unit DNI £203.00 (workshop and support)</p> <p>.....</p> <p>Full qualification <b>excluding</b> revision sessions <b>£2312.00</b> £1600 + VAT + £392 exam fees            Or per Unit (all inc vat and Nebosh fees); <b>£60 Nebosh enrolment fee</b> to be added to first unit booked, Unit A £1013.00, Unit B £653.00, Unit C £653.00            Unit DNI £143 (support only)</p>			
Environmental Diploma	<p>Distance Learning <b>£1114 all inc</b>            £775 + vat + £184 Nebosh fees)</p> <p>.....</p> <p>Blended Learning, distance learning plus four days of intensive revision and review tutorials <b>£1864 all inc</b>            (£1400 + vat + £184 Nebosh fees)</p> <p>.....</p> <p>Distance Learning - Optional Revision Session <b>£120.00</b> (£100 + vat)</p>			



## Booking Form

Please complete the following details and return to Cambridge Safety or book via the web at [www.cambridgesafety.co.uk](http://www.cambridgesafety.co.uk).

Qualification Title: \_\_\_\_\_

**Qualification Elements : NGC1 / GC2 / NCC1 / FC1 / EC1**

**H&S Diploma with revision/ H&S Diploma without revision / Environmental Diploma**

Package Required: E-learning / Open Learning / Blended Learning / Revision sessions/  
Exam sitting/ *(Circle all those which apply)*

Title: \_\_\_\_\_

First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Job Title: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

Please tick:    Cheque enclosed        I require an invoice   

Name \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SEE OUR E-LEARNING BROCHURE FOR LATEST ELEARNING OPTIONS**

### CONTACT DETAILS

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