



# **CAMBRIDGE SAFETY**

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## **NEBOSH CERTIFICATE QUALIFICATIONS** **FREQUENTLY ASKED QUESTIONS**

### **1. I have seen mention of NG1/NG2/NGC1/GC2/GC3/NCC1/NCC2/EC1/EC2/FC1/FC2 what do these abbreviations mean?**

Nebosh are one of the leading examination bodies for health and safety worldwide, they set examinations for a number of health and safety and environmental qualifications. As well as their full names each part of each qualification also has an abbreviation which is used to identify the exams or assessment being taken.

#### **The most common ones in use are:**

NG1 – NEBOSH GENERAL CERTIFICATE 2019 - This is the brand new 2019 Nebosh General Certificate, this is the part of the qualification which has eleven elements covering the management of health and safety and workplace hazards and risks. It is assessed by one two hour examination and one workplace risk assessment known as the NG2.

NGC1 –MANAGEMENT OF HEALTH & SAFETY. This is one part of the General H&S Certificate old syllabus\*, Construction Certificate and Fire Certificate. This unit is assessed by one two hour examination.

\*For those who have taken the previous version of the Nebosh General Certificate this exam will be available to re-sit until 2021 to but it will not be taught after 2019 as it has been replaced by the NG1.

GC2 – NEBOSH GENERAL CERTIFICATE – CONTROLLING WORKPLACE HAZARDS. This is one part of the General H&S Certificate and deals with a range of typical workplace hazards including fire, noise, electricity and chemicals. It is assessed via one two hour examination. This exam will be available until 2021 to those who have taken the previous version of the Nebosh General Certificate but it will not be taught after 2019 as it has been replaced by the NG1.

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. This will only be available to those who have already registered for the NGC1 and GC2 as part of the previous Nebosh general certificate syllabus. In the 2019 version of the certificate this has been replaced by the NG2.

NCC1 – NEBOSH NATIONAL CONSTRUCTION CERTIFICATE – MANAGING AND CONTROLLING HAZARDS. This is the main part of the Nebosh Construction Certificate and deals with a range of specific construction issues such as demolition, excavations, work at height as well as the general hazards on site such as hazardous substances, noise, vibration and the use of machinery. It is assessed via one two hour examination, those who have the

General Certificate 2014 syllabus will be exempt from the NGC1 as long as they have passed it within five years of taking the NCC1 and NCC2. Once the NGC1, NCC1 and NCC2 are all passed the delegate is awarded the Nebosh National Construction Certificate qualification.

NCC2 – NEBOSH CONSTRUCTION CERTIFICATE - PRACTICAL ASSESSMENT. This is the practical part of the Construction H&S Certificate. Candidates are required to complete a workplace inspection, to demonstrate they can apply the theory studied during the NGC1 and NCC1 part of the course.

EC1 – ENVIRONMENTAL CERTIFICATE. This part of the Environmental Certificate consists of 9 different elements covering a wide range of environmental issues. It is assessed via one two hour examination. Once the EC1 and EC2 are both passed the Nebosh Environmental Certificate qualification is awarded.

EC2 – ENVIRONMENTAL CERTIFICATE - WORK BASED AUDIT. This requires the completion of an environmental audit using the Nebosh proforma provided. The findings of the audit are used to write a report designed to convince local managers of the importance of taking environmental issues seriously.

FC1 – FIRE SAFETY AND RISK MANAGEMENT CERTIFICATE – This is one part of the fire qualification which consists of the FC1, FC2 and NGC1. This part of the qualification is the main unit with nine elements on the variety of fire and explosion related issues.

FC2 – FIRE SAFETY – WORK BASED FIRE RISK ASSESSMENT – This is the work based project which is completed by those completing Nebosh's qualification.

## **2. What is the format of the assessments which form part of the Nebosh certificate courses?**

Most certificate courses have either one or two written examinations lasting two hours each. These must be completed without reference to books and notes and are followed by a practical assessment either in the form of a workplace inspection, risk assessment or audit.

Once you complete all the units of your respective qualification you will receive your qualification certificate.

## **3. Do I need to have completed any other courses before starting a Nebosh certificate?**

No all our certificate courses are designed to give you the knowledge you need to pass the exams. All handouts and course materials are provided so no additional books or publications need to be purchased. At diploma level delegates are expected to also do their own research outside of the course materials.

**4. I have completed my Nebosh exam entry forms but have not heard anything back.**

The examination entry form needs to be completed and returned to Cambridge Safety. We will register you on the Nebosh course provider interface and you will receive your exam entry slip directly from Nebosh by email. If this does not come through contact us as soon as possible and we will be able to forward one on to you and check your contact details.

**5. I have passed my exams but not received my certificates yet.**

After the examination results are sent out there is a period where those candidates who feel their result is not a true reflection of their performance can appeal and ask for their paper to be remarked. Due to this the certificates are not issued until all the appeals are held. Usually certificates are sent out within 3 months of the exam result being declared. They are sent to us here at Cambridge Safety and we send them on to you by Royal Mail Signed For.

**6. 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. However you can re-register for the next exam sitting with the normal Nebosh charges applying.

**7. When will I receive my practical application inspection/audit pack?**

Nebosh qualifications have a practical element including the NG2, GC3, NCC2, FC2 and EC2. Information on the practical is included in your open learning package or taught course manual but you will be provided with the full information package, along with the deadline dates for completion approximately two weeks before your examination date.

**8. When do I need to complete my practical inspection, risk assessment or audit by?**

The practical must be returned to us within 7 days of the examination. Your practical pack will confirm the deadline.

**9. Can I use my company form to complete the inspection or risk assessment?**

No, the inspection, risk assessment or audit must be completed using the Nebosh forms provided. This is to ensure anyone taking the assessment is marked to the same standard. Guidance on the completion of the practical will be provided along with all the forms your need.

**10. Someone else at work has already completed their inspection or risk assessment can I go around the workplace with them?**

No. The practical assessment forms part of your formal course assessment and qualification and as such needs to be completed by you unaided. You will need to sign and submit a declaration stating that anything submitted is all your own work.

**10. What if I do not submit my practical assessment 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 us for the appropriate registration form, please note that additional Nebosh fees will apply.

**11. How often are Nebosh Certificate exams held?**

National exams are held every March, June, September and December.

**12. How long are the exams?**

Each certificate level exam is two hours long, with one long question worth 20 marks and ten questions each worth 8 marks.

**13. Can I take my notes or books into the exams?**

No, all Nebosh exams are closed book.

**14. 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. Where possible we and Nebosh 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. All 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.

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/](https://www.nebosh.org.uk/About_Nebosh/)

### **15. 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, we are also not allowed to divulge any results by the telephone. Nebosh equally do not give results over the phone. You will receive your results by email, so please ensure we have an up to date email for you to avoid a delay in receiving your results. If you have not received your results by the due date, please contact us for assistance.

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

Contact us immediately with the correct details and we will change them on the Nebosh course provider interface. We will need a copy of your photo id to send to Nebosh to make the amendments. Please let us know as soon as possible as if your course certificate is incorrect you will be charged a fee by Nebosh for a replacement.

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

Contact us as soon as possible with the correct details and we will change them on the Nebosh course provider interface.

**18. How will my certificates be sent out to me?**

For certificate level qualifications they will be sent out in hardback envelopes from us at Cambridge Safety by Royal Mail Signed For.

**19. Where are the Tutorials held?**

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

**20. Where do I carry out my inspection, risk assessment or audit?**

Nebosh qualifications require the completion of a workplace based task. Ideally this should be completed in your own place of work however it can be completed elsewhere if you have access to a suitable workplace.

**21. What if I need to resit an exam or assessment?**

It is always disappointing if you are referred in an examination but in some cases people's nerves do get the better of them. However do not let the disappointment stop you from completing the course and trying again. The best way ahead is to be positive and try to identify any areas of weakness either in your knowledge of the syllabus, your time management or examination technique.

If you are unfortunate enough to be referred in one of your assessments we have a number of options to support you. This includes support via additional revision sessions and the marking of practice exam questions to assist in improving your examination technique. You can check our web site for forthcoming examination dates and revision packages which can be booked online or by downloading the brochure and sending us a booking form, alternatively just give us a call to discuss the options.