



CAMBRIDGE SAFETY

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NEBOSH CERTIFICATE QUALIFICATIONS **FREQUENTLY ASKED QUESTIONS**

Please note due to the COVID19 situation all Nebosh Certificate exams and assessments are under review. When you start studying with us we will update you if there are any changes which effect your chosen qualification

1. I have seen mention of NG1/NG2/NGC1/GC2/GC3/NCC1/NCC2/NC1/EC1/EC2/FC1/FC2/FSC1/FSC2 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 open book exam 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. As from July 2020 unit will be assessed by one open book exam – please note this exam is relevant to the Construction Certificate and Fire Certificate.

*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General Certificate this exam will be available to re-sit until 2021 to but it will not be taught after 2019 as it has been replaced by the NG1. It will only be available for those who have already taken one of the exams from the 2014 version of the general certificate qualification.

GC2 – NEBOSH GENERAL CERTIFICATE – CONTROLLING WORKPLACE HAZARDS. This is one part of the previous version 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who have taken the previous version of the Nebosh General Certificate but it will not be taught after 2019 as it has been replaced by the NG1.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.

NC1- this is the NEBOSH Health and Safety Management in Construction Certificate which was launched in March 2021 and will be taught from May 2021. It has consolidated the construction related learning and relevant management issues into a brand-new qualification which is assessed by a brand-new open book exam which is completed by students in a 48-hour period.

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.

FSC1 FIRE SAFETY CERTIFICATE – This is the 2021 new and updated fire safety qualification which has been launched in March 2021 and will be taught and available to new delegates from May 2021. It covers 6 key elements and is relevant to those completing fire risk assessments in

the UK or internationally. The assessment for this part of the qualification is a new style open book exam taken by students in a 24-hour period.

FSC2 – FIRE RISK ASSESSMENT - This is the second part of the new fire safety certificate; this includes the completion of a fire safety audit and risk assessment in the delegate's own place of work.

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

Certificate level qualifications have a range of different assessments including open book exams, traditional exams lasting for two hours, workplace inspections, risk assessments or audits.

Once you complete all the units of your respective qualification you will receive your qualification certificate. In 2020 the traditional examinations started to be replaced by open book exams which are completed on line by the use of a case study where the delegate has to use their knowledge and apply it to this real-life situation. This has allowed qualifications to continue during the COVID pandemic.

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. Podcasts, extensive library of YouTube videos and online resources are available to all our students regardless of your study method.

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, depending on your assessment you will either receive an exam slip or an email from Nebosh with log on details if you are eligible to take an open book online examination. Details of the login for those undertaking open book exams which are taken online will be sent out via email approximately 8 days before the exam date.

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 Nebosh for their paper to be remarked (Enquiry about Results). Due to this the certificates are not issued until all the appeals are held. Usually, certificates are sent out within 40 working days of your 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, FSC2 and EC2. Information on the practical is included in your open learning package memory stick, online portal or if you complete a taught course this will be covered in your tutorials. However you will be provided with the full information package, along with the deadline dates for completion approximately two weeks before your assessment. This will include provision of any word template forms which need to be completed.

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

Check details with your practical assessment pack for the deadline for submission.

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 which we provide. 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 you need, for some qualifications we also have YouTube videos which assist you in completing your assessment.

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?

This varies on your qualification, usually exams are available at least quarterly. If you are on a taught course you will be provided with your exam dates which will be part of your course. For those studying via distance or eLearning will be provided with available dates when they become available.

12. 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.

Reasonable Adjustments = are **agreed in advance** i.e. before the assessment takes place. They apply to cases of physical or mental impairment which has a substantial effect on a learners' ability to carry out normal day-to-day activities.

Special Consideration = an adjustment to a learners' mark or grade to reflect temporary illness, injury or other indisposition **at the time of the assessment**.

Reasonable adjustments

In addition to physical or mental impairment, Reasonable Adjustments also cover those who take examinations and assessments where English is not their first language and they have been resident in the UK for less than 2 years. Applications for the use of a bi-lingual dictionary must be made to Cambridge Safety when registering for any Nebosh examination.

There are a range of options available depending on a learners' condition. The options include providing a reader, scribe, computer, speech recognition technology or ensuring an examination is held in a ground floor room. Where applicable the learner can practice the chosen method in advance of the assessment.

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. Such evidence can include a letter / report from a professional such as a therapist, medical consultant, sensory impairment specialist. The evidence provided must be current and reflect the learners' current circumstances

All requests for reasonable adjustments must be submitted via ourselves to Nebosh **at least four weeks prior** to the examination or end assessment date. Such requests will need to be made for each assessment sat. 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.

Reasonable adjustments mainly apply to invigilated examinations sat at a training centre e.g. Cambridge Safety, and not for Open Book Examinations as the OBE allows for delegates to make the necessary changes themselves and additional time is not applicable for OBEs, however if you have any concerns regarding taking an Open Book Exam, please contact us.

Special Consideration

This 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. Any request for Special Consideration must be made via Cambridge Safety and not directly to Nebosh.

For invigilated exams 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.

For Open Book Exams please email Cambridge Safety at the earliest opportunity. 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 Cambridge Safety.

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

How long does it take to get my exam results?

Approximately 50 working days, 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.

13. 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.

14. 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.

15. 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.

16. Where are the Tutorials held?

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

17. 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. Contact us if you need assistance on the selection of a suitable venue.

18. 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 qualification 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 packages, and advice on examination technique.



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