



## **CAMBRIDGE SAFETY**

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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 Nebosh 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 41 days (day release over nine months) inclusive of assessments. For those unable to attend tutorials there is the distance learning option. You will be provided with comprehensive syllabus handouts, self marked and tutor marked assessments, a series of podcasts which can be streamed via SoundCloud, access to over 100 YouTube video presentations, tutor support for three years and a revision package prior to each assessment.

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

This distance learning package provides the full package plus email and telephone support, plus a number of self-marked assessments and tutor marked assessments. Your study package includes access for three years to our online resources specifically designed for Nebosh delegates which includes our popular series of downloadable podcasts. A series of podcasts which can be streamed via SoundCloud are provided to support your study. A number of Youtube videos have also been recorded to enable students to watch some presentations even without us have a taught course option available.

### **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 or distance learning which includes online resources, podcasts and YouTube videos but at this time we do not offer a pure E-Learning.

### **5. When are the Diploma exams held?**

Nebosh have released a new Health and Safety Diploma syllabus in May 2021 with new style assessments, please contact us if you are unsure which syllabus you are studying.

2021 Syllabus : ND1 ND2 and ND3 are available twice a year, dates to be confirmed by Nebosh.

2020 Syllabus and Environment Diploma

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?**

You must complete and send in an exam registration form to register for any Nebosh exams. Upon receipt of this form we shall send you a confirmation email within 2 weeks. If you have not received this email please contact us immediately. 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, along with any exam

instructions required. 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?**

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.

Remember to watch our Youtube video presentations which brief you on the requirements of your respective assignment.

### **9. When do I need to complete my practical workplace assignment?**

For the H&S diploma 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 NDEM2 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, podcasts and videos. 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. If you are based near Peterborough you can book to come in and use our resource library if you need access to text books and additional research literature.

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

Exam and assessment results are issued by Nebosh within 50 working days of the exam or assessment deadline. The exact date 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. Your results will come out via email.

### **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 40 working days of the results being issued. Prior to the COVID pandemic those who completed either of the diplomas were invited to attend the annual Nebosh graduation. If it is reintroduced and you get invited, 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, so please check your exam slip to confirm Nebosh have your correct address.

## **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. You will be registered with Nebosh for five years to enable you to complete all parts of your qualification. Nebosh do update and change their syllabus on a regular basis, the syllabus was to be updated and time limits are in place for the completion of your study and assessments we will provide you with any relevant deadlines to enable you to plan your study.

## **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 distance learning package, when will I receive it?**

Packages are sent out within 5 days of receiving 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, unless there are exceptional circumstances as you may have to transfer your study to another course provider.

## **22. 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. If you are studying via open learning you will need to let us know within plenty of time to ensure you can be registered.

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