



## Life Long H&S Learning

### Continuous Development Special

**CAMBRIDGE SAFETY  
LLP**

East Anglia's leading provider of professional  
Nebosh Qualifications

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Being involved in health and safety is one of those roles where there is always something new to learn or update ourselves on.

Even when you have completed a Nebosh certificate or diploma you will often feel you need to know more. At Cambridge Safety we have a range of short skills courses to help you continuously learn and develop your skills portfolio.

For those of you who have chosen to demonstrate your professional competence by joining IOSH, it is mandatory to complete their continuous professional development scheme (CPD). This is to ensure that you keep up to date, learn new H&S skills and also develop your personal and managerial skills to support your role as a H&S professional.

To help you maintain and demonstrate you are actively keeping up to date we are now running a range of short skill related Nebosh accredited courses. These are relevant for those new to health and safety or those who have already studied at certificate or diploma level.

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These courses can count towards CPD not just for IOSH but for H&S professional or managerial bodies you may belong to. It is not all about training and there are lots of other ways to keep up to date but if you something more formal and structured our portfolio of courses might be useful to you.

If you are organising training and development of other team members remember these short programmes can also be run bespoke in your workplace. To give you the benefit of accredited training but also covering the issues specifically relevant to your workplace. Contact us on 01733 865695 for further details.



# IOSH Continuous Professional Development

Continuing Professional Development (CPD) allows IOSH to safeguard the health and safety profession by raising the standard of practice. It enhances IOSH's standing as a professional body by demonstrating that our members are keeping on top of their skills and knowledge, as required by the IOSH Code of Conduct.

Maintaining an up-to-date CPD record is an important requirement of your IOSH membership. Unless you're an Affiliate or Associate Member of IOSH, you need to carry out CPD at an appropriate level in order to maintain your category of membership.

That's the 'ifs and buts' out of the way. On the positive side, here are just some of the reasons why CPD benefits you, your employer, your clients, and the public:

- CPD is a requirement of the Privy Council for a profession to be recognised as chartered — the accolade of a true profession.
- CPD demonstrates that you keep up to date with health and safety developments and, if you choose your activities correctly, it can usefully broaden your health and safety knowledge.
- CPD encourages you to reflect on your health and safety practice and thus helps you recognise areas of practice that need updating or upskilling.
- CPD encourages you to network with other like-minded professionals and learn from each other.
- CPD assures your employer that they are getting current and relevant advice.
- CPD shows prospective employers or clients that you are a committed professional.
- CPD recognises that skills beyond the normal 'core' safety activities are needed to promote and develop safe and healthy workplaces.
- CPD changes to reflect your requirements as you develop your own knowledge, skills and experience.
- A commitment to CPD by the whole profession shows that its members are the best you can get.

## Recording CPD activities

One of the main concerns that IOSH members have about CPD is the way in which it needs recording. The current scheme of administration is available via the MyIOSH portal (see below), and all members have access to their own online secure recording system. This allows members to record their CPD in their own individual way to suit their personal circumstances.

The main advantage is that there is no need to gather, or submit mountains of paperwork when called for audit.

## How does it work?

To get started, you need to register on the IOSH portal, MyIOSH. This can be reached either from the main IOSH website [www.iosh.co.uk](http://www.iosh.co.uk) or directly via <http://my.iosh.co.uk>. This will be your own password-protected secure space on the IOSH membership server.

Once registered, you can enter the CPD recording area of the portal using MyCPD. (The portal also includes an area where you can pay your subscription; eventually, you will also be able to book courses and events, and access other membership benefits.)

Ideally, you should start by entering a development plan. This can be a basic programme of activity, or just a simple commitment to CPD. It does require some reflection on what you think you need to do to both maintain and develop your professional knowledge and skills.

# Demonstrating Your CPD

The next stage is to start adding activities to the records. Here, the scheme is divided into three sections:

Section B: maintaining competence in health and safety;

Section C: developing competence in health and safety; and

Section D: developing competence in professional skills that help you practise successfully as a health and safety advisor, or within your health and safety role.

You can record your activity through any of these sections, or section A — they all function in the same way. If you want to change the section to which you have assigned your activity this can be easily done when you start to allocate credits.

Entering an activity requires a statement as to why you believe it contributes to maintenance, or development of your health and safety knowledge and skills. Again, this can be a relatively simple statement, such as: "Reading this article on working at height has given me some ideas about what I need to do to revise our company's policy on this issue. In light of this, and the reference to the HSE's website contained in the article, I will be amending our policy."

Alternatively, you may want to reflect on how and why you are going to amend the policy, and reference this more formally. The choice is yours; you can use the scheme to the extent to which you feel comfortable. Again, talking to colleagues, or other IOSH members, will help you develop this reflective approach, but bear in mind that it is your CPD.

The scheme requires you to allocate 'credits' for your CPD activities, with the precise number allocated based on the perceived amount of CPD gained from the activity. Two points for a day's activity is a benchmark but this can vary, depending on the outcome of the activity (but the maximum is three).

Longer activities need to be broken down into smaller sections, and points allocated accordingly. Remember: it is the outcome of the activities that determine the number of credits given, not the activities themselves. So, for someone undertaking a longer programme of work, or study course, such as a master's degree, several outcomes will be recognised and will need to be individually recorded.

Not everyone will allocate credits at the same rate but individual members are expected to be consistent in their own allocations. This will be taken into consideration should a member's CPD record be the subject of a random audit by the CPD Sub-Committee, which has been set up to oversee the process.

## Conclusion

The CPD process allows practitioners to reflect on the knowledge and skills they need to be able to undertake their work in a competent and ethical manner. It is a straightforward, relevant process, which can be easily incorporated into your every-day professional activities.

<http://my.iosh.co.uk>

The screenshot shows the 'My CPD' section of the IOSH website. At the top, there is a navigation bar with 'My CPD' and 'My CPD Help' tabs. Below this is a section titled 'PLAN - My Development Plan and Diary' with an 'Add new activity' button. Underneath, there is a table for 'A: The Development Plan and Diary' with columns for Name, Start, End, Status, and Type. One entry is visible: 'CPD Development plan established' with a start date of 31 Dec 2016, an end date of 31 Dec 2017, and a status of 'STARTED'. Below the plan section are four categories of activities: 'COMPLETED ACTIVITIES', 'PLANNED ACTIVITIES', 'STARTED ACTIVITIES', and 'CANCELLED ACTIVITIES'. The 'COMPLETED ACTIVITIES' section is expanded to show sub-sections: 'B: Maintenance of Skills', 'C: New Professional Skills', 'D: Transferable-Management Skills', and 'Completed with no assigned activity type'.

# The New H&S Diploma for H&S Professionals



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Completed your Nebosh certificate and finding you want to know more, look no further then the brand new updated Nebosh Diploma

The NEBOSH National Diploma is the flagship of NEBOSH qualification and, when launched in 1988, was the first UK vocational qualification to be developed specifically for health and safety professionals.

This is an intensive yet informative and enjoyable course which is run over 30 tutorial days plus up to 17 days to complete the three new style assessments. The course is run on a day release basis to allow dele-

gates to manage the course around their work commitments.

The 30 day total of tutorials is divided between three main course units, ND1 covering the law and management of H&S (13 days plus 6 assessment days), ND2 workplace health issues including chemicals, noise and vibration (9 tutorial days plus 4 assessment days) and the ND3 which focuses in workplace safety issues including fire, explosions, machinery and workplace issues (8 study days plus 4 assessment days). We have allocated the additional assessment dates to enable you to book these in your diary to ensure you have enough time put aside.

When you decide to start your course of study, you can book on each unit one at a time or you can book our flexi course. Course assessments are at set dates each year and when you book and are studying we will let you know assessment submission dates to enable us and you to plan your study. When you register for the Diploma with us and Nebosh you have a 5 year period to complete your diploma, which allows for breaks of study to be taken for personal or work reasons. If you want to discuss flexible options please contact us so you can discuss your needs with one of our course tutors who will be able to offer advice on the possible options to meet your needs and those of the qualification. Whatever you choose we are here to support you all the way to the completion of the qualification.

The course is highly participative with tutor presentations supported by the use of practical exercises, syndicate work, video and feedback sessions. Additional online resources, podcasts and access to a library of videos giving full presentations is also provided so if you want to recap or review a session again you can do so at any time.

The Diploma can form the basis of a professional qualification for health and safety practitioners. Along with relevant experience, successful completion can lead to Chartered Membership of the Institution of Occupational Safety and Health (IOSH). The Diploma has been re designed to provide knowledge and understanding to aid the development of competency in the field of occupational safety and health. Relevant to any H&S professional whatever industry or sector you work in.

The NEBOSH National Diploma is **the** qualification for aspiring health and safety professionals, building directly upon the foundations of knowledge provided by the NEBOSH National General Certificate. It is designed to provide learned with the knowledge and understanding required for undertaking a career as a health and safety professional and it also provides a sound basis for progression to postgraduate study. So you will need to have completed the Nebosh General Certificate or an equivalent level 3 H&S qualification to ensure you have the under pinning knowledge to embark on your diploma course of study as it will not be covering material already covered at Certificate level.

The qualification deliberately looks at general workplace issues so that it can be applied in many different sectors in which health and safety professionals may work. 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.

## Why Study With Cambridge Safety?

We have a proven track record in quality training with the success of our Nebosh General Certificate, Construction Certificate, Environmental Certificate, National Diploma and Environmental Diploma courses. Equally, we try to ensure that learning is an enjoyable experience. Unlike many centres we use our own employees and do not rely on high numbers of external tutors. This ensures the message given throughout the course is consistent and the courses run as seamless programmes, not a set of unrelated training days. We produce our own study material to ensure the handouts truly support the tutorials provided and are kept up to date.

**Diploma Start Dates**  
**January, April &**  
**September Each Year**

Once you have completed your study and the assessments you will be able to:

- Understand how health and safety legislation is applied in a workplace and the possible enforcement actions that could be taken for non-compliance and how they contribute to health and safety legislation.
- Use different types of health and safety leadership approaches and be able to influence health and safety issues at all levels.
- Influence organisational health and safety workplace culture.
- Proactively manage health and safety, taking account of human failures and factors.
- Manage health and safety competence (both their own and that of the organisation).
- Use a range of hazard identification, risk management and loss causation techniques.
- Monitor health and safety performance.
- Develop their role as a health and safety professional including understanding how it links with Corporate Social Responsibility.
- Effectively manage organisational change.
- Manage contractors and supply chains
- Control a range of workplace health and well-being issues.
- Control a range of workplace safety issues.



### Flexible Study

We run one course a year but you can start studying with any of the three units. Equally you can take a gap at no cost and just restart with the next course unit when the next available start date becomes available.

### What Course Study Resources Will I Be Provided With?

For each of the course elements you will be provided with comprehensive handouts, one per learning outcome, key points summaries, end of element reviews, podcasts, YouTube videos and example assessment questions. In addition extra online resources are provided along with access to our on site library.

Nebosh announce the assessment dates approximately a year in advance so as soon as these are published we are able to set your final course dates. There are three assessments to be taken and passed, these are the Unit ND1: Assignment which includes a workplace based project, plus Unit ND2: Case Study & Unit ND3: which are based on case studies.

Part of the Unit ND1 assessment will require you to undertake some workplace-based activities. You will, therefore, need to ensure that you have a suitable workplace to base your assessment on. The workplace does not have to be your own; it just needs to be suitable. The selected workplace should provide sufficient scope to carry out a range of activities.

As well as tackling the extensive syllabus and standards set by Nebosh, the course will also give assistance and practical guidance on the assignment and case studies, with practice and examples being completed as an integral part of your course programme.

## ***Pass Rates***

*October 21 100%*

*November 21 82%*

**Interested in this new qualification? Then give us a call on 01733 865695 or visit [www.cambridgesafety.co.uk](http://www.cambridgesafety.co.uk) to download the brochure.**

# How about adding fire, environmental management or construction to your certificate portfolio?



## *Nebosh General Health and Certificate*

*The UK's most highly recognised H&S qualification.  
Course start dates in January, February, April, Sep-*

## *Nebosh Fire Safety Certificate*

### *New Syllabus & Assessments*

*Want to specialise in fire risks and complete fire risk assessments? This is the course for you.*

*Course start dates in April & October*

## *Nebosh H&S Management for Construction Certificate*

### *New Syllabus & Assessment*

*An essential qualification for those working in the construction or facilities management. With details of how the Construction, Design and Management Regulations can be met.*

*Courses starts in September & April*

## *Nebosh Environmental Management Certificate*

### *New Syllabus & Assessments*

*Want to add environmental issues to your portfolio? This is the course for you.*

*Course start dates in December*

*All current Nebosh Certificate Qualifications now have open book examinations based around a work related case study.*

# Nebosh Awards and Certificates Training to Develop Competence



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Employers have a common law duty to provide competent employees which is supported by the requirement in Section 2 of HASAWA to provide training, information, instruction and supervision. Additionally, the Management of Health and Safety at Work Regulations 1999 establishes a requirement for training and for every organisation to appoint one or more competent persons to provide assistance to the organisation in meeting its health and safety obligations (Reg 7). These people not only need to be appointed but they need to be provided with adequate resources to enable them to complete their

duties. The level of competency depends on the complexity of the situation, sufficient training along with sufficient experience and knowledge as well as other personal qualities.

The main problem with H&S competence is that we do not always realise that we need special knowledge or skills. You cannot tell that a chemical is a carcinogen simply by looking at it, and in any case, you may not know what a carcinogen is. Even if you know it is a carcinogen, you may not have the knowledge and skills needed to work with it safely.

Training is just one way that an employer has develop employee competence, however just having attended a course or even passed an exam or assessment will not guarantee that an employee is competent. Training can deliver a range of benefits for the organisation and the employee. However, for the training to assist in employee competence consideration needs to be given to what the purpose of the training is and what you want it to achieve.

If correctly implemented training can assist in improve competence, job performance and even job satisfaction. Training may assist in helping changing behaviours which can subsequently assist in changing or redefining employee attitudes.

There are some limitations with the provision of training which need to also be considered, training may improve practical skills but the improvement will be limited by the individual's physical and mental capabilities.

There are a wide range of health and safety legal requirements which require the employer to provide training with the end intention being employee competent to carry out one or more specific activities for their employer.

Here at Cambridge Safety we are delighted to announce our programme of development opportunities for 2022 and 2023 to give you chance to plan in your learning. These are designed as stand alone courses, many developed in conjunction with the HSE, for those new to H&S or those already qualified to diploma or certificate level. These courses also have the credibility of having been developed by Nebosh in conjunction with the HSE and as such have been written with a focus on what the HSE would be expecting from the employer.

## **Want to development your accident and incident investigation skills?**

We have the Nebosh / HSE introduction to Incident Investigation course which takes delegates through the process stage by stage as well as examining how human behaviour can play its part in a high percentage of workplace accidents.

**Risk assessments have become a fundamental part of the H&S foundations of every company.** Here we have two courses which can assist the **HSE Managing Risks and Risk assessment at Work** for the general assessments and the brand new **Manual Handling Risk Assessment** course for those undertaking specific manual handling and ergonomic assessments. Both are one day programmes, with the course assessment completed as part of the course.

Responsibility for health and safety starts with those at the top of the organisation, the senior managers and directors. If they do not demonstrate good H&S leadership this will permeate down through the various management layers and lead to unsafe actions, unsafe working condition and ultimately loss in the form of injury and ill health. **The Nebosh Certificate in Health and Safety Leadership Excellence** reflects the HSE's model of effective H&S leadership. This is a must for senior managers and can beneficial H&S practitioners as well as other senior managers.

For further details read on or check our web site for the latest dates and availability.

As a gold learning partner you can be assured that the tutor will be bringing the topics alive with up to date experiences and real life examples.

# Nebosh HSE Managing Risks and Risk Assessment

The NEBOSH HSE Award in Managing Risks and Risk Assessment at Work is a one-day, introductory level qualification jointly developed with the health and safety regulator for Great Britain, the Health and Safety Executive. It is structured around the Health and Safety Executive's approach to controlling the risks caused by workplace hazards.

Develop straightforward, practical health and safety risk management skills so you can go beyond risk assessment, to effectively control the health and safety risks caused by hazards in your workplace.

*"Assessment is not the end product of risk management, and businesses should understand that the elimination or control of the assessed risks is the more important part of the overall process. This new qualification focuses on how organisations can effectively and sustainably manage risks in a proportionate manner."* Ron Macbeth, Risk Assessment Technical Lead, Health and Safety Executive.

Since the very first mention of general risk assessment in the Management of H&S at Work Regulations in 1992. Risk assessment has become part and parcel of the health and safety advisor role. But as the requirement to complete "suitable and sufficient" risk assessment has been incorporated into more and more legal requirements it has become the remit of the line manager, HR manager, site services manager and construction site supervisor.

This 1 day course, developed by Nebosh and the Health and Safety Executive is relevant to anyone involved in managing workplace health and safety risks including those who undertake risk assessments. The content will be particularly useful to employers, managers, supervisors, SHE champions and union and health and safety, representative.

The course is structured around the health and safety regulator for Great Britain, the Health and Safety Executive's approach to controlling the risks caused by workplace hazards.

Students will learn how to:

- Identify hazards and be aware of some of the resources that can help
- Assess risks in low to medium risk premises using simple HSE tools
- Evaluate risks in a proportionate and sensible Manner.

## Employers

The NEBOSH HSE Award in Managing Risks and Risk Assessment at Work will help you to:

- Create a safe and healthy work environment
- Have confidence as your employee will be trained in HSE's current approach to health and safety risk management
- Ensure your organisation has valuable in-house risk management expertise
- Upskill your teams so they can carry out risk assessments in the right way and to the right standard

The qualification concludes with a risk assessment exercise which if passed will lead to the issuing of the Nebosh HSE Award in Managing Risks and Risk Assessments at Work.

### What is included if you book this course?

- Enjoyable, high quality tutorials with group discussions and exercises
- A comprehensive high quality NEBOSH course book
- End assessment briefing and guidance & Assessment Fees
- Feedback and Marking of your assessment
- Nebosh Award certificate on achieving a pass

# Nebosh HSE Manual Handling Risk Assessment

NEBOSH and Great Britain's health and safety regulator, the Health and Safety Executive (HSE), have partnered to develop a new qualification aimed at preventing one of the main causes of musculoskeletal disorders; manual handling.

The NEBOSH HSE Certificate in Manual Handling Risk Assessment is a one-day qualification, based on HSE's best practice guidance and tools. The content will help you to identify and assess manual handling risk, and more importantly, prioritise controls to protect workers.

The NEBOSH HSE Certificate in Manual Handling Risk Assessment is for anyone who gets involved with assessing and addressing manual handling risks. It is common for the following roles to have these responsibilities:

- Health and safety professionals
- Workplace champions
- Employee representatives
- Occupational health practitioners.

The qualification will help you to:

- Explain the importance of reducing risks associated with manual handling activities
- Understand responsibilities in relation to manual handling
- Explain what manual handling risks are and how they may result in injury
- Demonstrate and practice appropriate manual handling risk assessment technique
- Apply wider elements of risk management for manual handling.

Using this qualification to build in-house expertise will help organisations:

- Protect team members from one of the main causes of musculoskeletal disorders
- Have confidence that the approach adopted to manual handling risk assessment reflects best practice and utilises HSE manual handling tools and templates.

## Length of Course

This one-day qualification requires a minimum of six hours study with a recommendation of one hour for the assessment. This means it can be completed in just one day. A practical assessment is completed at the end of the course. After watching a video of a manual handling activity in a workplace, you will be asked to assess it using HSE tools and templates. Your assessment will normally take place at the end of the day's training (if taught face to face).

## Assessment results

You will receive your results within 24 working days of sitting the assessments. Once you have achieved a pass, a qualification parchment will be issued. This is normally within 20 working days of the confirmation of the successful unit.

### What is included if you book this course?

- Enjoyable, high quality tutorials with group discussions and exercises
- A comprehensive high quality NEBOSH course book
- End assessment briefing and guidance & Assessment Fees
- Feedback and Marking of your assessment
- Nebosh Award certificate on achieving a pass

# Certificate in H&S Leadership Excellence

NEBOSH has worked with Great Britain's Health and Safety Regulator, the Health and Safety Executive (HSE) to develop a one-day health and safety qualification for senior business leaders and anyone aspiring to this role.

The NEBOSH HSE Certificate in Health and Safety Leadership Excellence is interactive and thought provoking. The course content highlights the moral, legal and financial reasons for good health and safety leadership and offers guidance on the key areas to focus on to achieve it.

Employers will gain a number of benefits from giving their business leaders the opportunity to take this qualification, including:

- Leadership that reflects the HSE's model of effective health and safety leadership,
- Health and safety will be factored into business decisions in the future,
- Leaders who recognise how their own behaviour's impact on health and safety culture.

This qualification is for senior business leaders or anyone who aspires to this role in the future. It will help you become a better health and safety advocate and influencer by highlighting the key areas to focus on to make a difference.

It is relevant for all business leaders working in any sector, anywhere in the world.

*"The qualification content was a good mix of health and safety 'need-to-knows' and leadership tools to both improve our culture and performance. The assessment was a good way to reflect on the day and develop ideas which leaders can now use in their daily work."* Tom Wike, Health & Safety Adviser, The FA

What does the course cover?

The NEBOSH HSE Certificate in Health and Safety Leadership Excellence has been designed to help you become a better influencer of health and safety in your business. The course content covers the following topics:

- What health and safety leadership means,
- The moral, legal and financial reasons for good health and safety leadership,
- The links between health and safety leadership and culture,
- What the different leadership styles are,
- How human failures can impact performance and culture,
- The HSE's model of effective health and safety leadership,
- How leaders can build effective relationships with the workforce.

How is the qualification assessed?

The assessment will be in the form of reflective statements undertaken throughout the course. These show how the learner's knowledge, skill and behaviours may have both positive and negative effects on health and safety performance in their organisation.

Learners will also need to make a commitment to a leadership intervention that will improve health and safety management within their sphere of influence at work.

For further details contact us on 01733 865695 or visit [www.cambridgesafety.co.uk](http://www.cambridgesafety.co.uk)

# HSE Introduction to Incident Investigation

This award level qualification is aimed at managers, supervisors, SHE champions, union representatives and aspiring health and safety practitioners, developed by Neboosh jointly with the Health and Safety Executive.

Students who achieve this qualification will be able to:

- independently investigate simple incidents
- Gather evidence including conducting witness interviews
- Produce an action plan to prevent a recurrence of an incident
- Contribute to team investigations for large scale incidents
- Positively impact the safety culture in your organisation

This one day NEBOSH HSE Introduction to Incident Investigation covers the following topics:

- Moral, legal and financial arguments for investigations
- Human and organisational factors that can contribute to an incident
- The process for investigating incidents
- Positive interview strategies and the barriers to successful interviews The course is designed to provide the information to enable delegates to carry out investigations, identify immediate and underlying causes and write a meaningful report thus enabling actions to be taken to prevent a reoccurrence.

Students will be able to understand:

- accident/incident terminology;
- why accidents need to be investigated;
- how human and organisational factors can contribute to an accident;
- the accident investigation process;
- what good interviewing technique looks like;
- how to develop an action plan following an accident investigation.

As well as tackling the extensive syllabus and standards set by Neboosh, the course will also give assistance in the preparation of the end of course assessment.

You will receive your results within 24 working days of sitting the assessments. Once you have achieved a pass a qualification parchment will be issued. This is normally within 40 working days of the confirmation of the successful unit.

## What is included if you book this course?

- Enjoyable, high quality tutorials with group discussions and exercises
- A comprehensive high quality NEBOSH course book
- End assessment briefing and guidance & Assessment Fees
- Feedback and Marking of your assessment
- Neboosh Award certificate on achieving a pass
- Refreshments and lunch buffet
- Course lunch and refreshments



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# NEBOSH CPD PLANNER



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Course	Length	Date/ Start Date	Comments
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[Book now](#)