

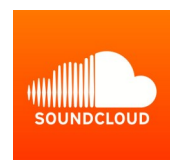


**CAMBRIDGE
SAFETY**



**NEBOSH
HEALTH & SAFETY
QUALIFICATIONS**

**OPEN LEARNING
PACKAGES**





OPEN LEARNING

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 e-learning and distance learning options to enable directed study towards a range of Nebosh qualifications. Study can be started at any time, with a variety of examination dates available each year.

Numerous studies have shown that a health & 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 Nebosh exam or assessment, exam registration must be made approximately 6 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 28th 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, H&S Diploma 2 units per year.

To assist you during your study we will contact you if you have not made contact with us regarding your study for a period of 6 months to see if we can assist with your study plans.

Please note whatever your method of study the examinations can only be taken via a Learner Provider such as ourselves. All Open Book Exams must be registered through the Learner Partner the delegate studied with, unless the Learner Partner has ceased trading.

Written invigilated 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.

Nebosh examination fees are not eligible for VAT.



OPEN LEARNING

WHAT OPTIONS ARE AVAILABLE FOR CERTIFICATE LEVEL QUALIFICATIONS?

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. You will need to download and print the course handouts to ensure you have all the detail you need to tackle your end assessment. If you are better studying visually you can watch our comprehensive package of YouTube videos or if you prefer to listen we have a series of podcasts available via SoundCloud. E-learning website access and tutor support is for one year. Please see our E-Learning brochure for more details.

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 designed 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 any work based assessments, which must be completed as part of the qualification is also provided. In addition packages are supplemented by the provision of end of element reviews which can be completed and sent in for marking and feedback. Additionally there is tutor support by telephone and email. Your tutor support is provided for one year for Certificate level and three years for Diploma level commencing on receipt of the distance learning package.

This package includes:

- Comprehensive handouts based on each Nebosh 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 and documents
- Comprehensive library of video presentations via You Tube
- Guidance on examination techniques or the completion of your relevant assessment
- Guidance on the work based assessment which forms part of your chosen qualification
- End of element tutor marked assessments - send these in for marking and feedback.
- Additional online resources including downloadable podcasts on all key topics within the syllabus, these can also be streamed to your phone or tablet
- Support by email and telephone for a period of 12 months from booking



Revision

We have included a revision package if you book your exam(s) within your tutor support period (or you can purchase this package if your support has expired) which includes a mock assessment, key terms, true or false quiz, answer schemes, video presentations and the opportunity to send in your work for marking and feedback.

To receive your marked work back in time, Certificate level must be sent in within 7 working days before the assessment date, Diploma level 10 working days before assessment date.

NEBOSH HEALTH AND SAFETY QUALIFICATIONS

Nebosh General Certificate in Occupational Safety and Health



The General Certificate is designed to help non health & safety specialists meet their health and safety obligations - many H&S practitioners start with this course before progressing to the more intensive and detailed Diploma for health and safety professionals. This qualification consists of eleven course elements, four covering the management of health and safety and seven covering specific workplace hazards and risks. The four management elements are assessed by one brand new open book examination and the more practical hazards and risks are assessed via a comprehensive workplace risk assessment. The NG1 is the name given to the management of health and safety and the open book exam. The NG2 is the name given to the assessment undertaken covering a range of workplace hazards. Both exam and risk assessment have to be passed in a five year period to achieve the qualification. We recommend allowing approximately 100 hours of study time.

National examination dates are available every two months.

NG1 Management of H&S

- Why companies should manage health and safety
- Health & safety management systems—how they work and what they look like
- Managing risk—understanding people and processes
- Health and safety - monitoring & measuring

Open Book Exam

This is accessed online at home, with 24 hours access, you are given a case study with exam questions.

NG2 Controlling Workplace Hazards

- Physical & psychological health
- Musculoskeletal health
- Chemical & biological agents
- General workplace issues including confined spaces, slips & trips and working at height
- Work Equipment
- Fire
- Electricity

Practical Application

The NG2 is assessed via the completion of a detailed workplace based risk assessment. This demonstrates the practical application of the theoretical knowledge gained through studying the eleven elements of the course but specifically the hazard and risk elements.

Candidates are required to find a suitable workplace venue for their NG2 risk assessment. Guidance on the format of the risk assessment and submission deadlines will be provided as part of our package.

Exam dates will be set by Nebosh, normally every 2 months, we will send you an exam timetable with your study package.

NEBOSH HEALTH AND SAFETY QUALIFICATIONS

Nebosh Health and Safety For 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 first three elements of the course cover Health and Safety Management specific to the Construction Design and Management (CDM) Regulations 2015, and the following ten elements cover construction specific hazards and control measures.

- Foundations of Construction H&S and Management
- Improving H&S culture and assessing risk
- Managing change and procedures
- Excavation
- Demolition
- Mobile plant and vehicles
- Working at Height
- Musculoskeletal health and load handling
- Work equipment
- Electricity
- Fire
- Chemicals and biological agents
- Physical and psychological health

This course is particularly important as it can be used to demonstrate competence as required by 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 course is assessed via one open book examination (CN1) online at home, 48 hours access, and it is expected that delegates will use 2 full days to complete the exam. The exam is based on a realistic case study with a number of tasks to be completed including a risk assessment of some of activities contained within the case study provided.

Exams are available every two to four months.

Not sure about the Open Book
Exam Format?

No need to worry watch our
video presentation to give you an
insight into what to expect.

The YouTube logo, consisting of the word 'You' in black and 'Tube' in white inside a red rounded rectangle.

NEBOSH HEALTH AND SAFETY QUALIFICATIONS

Nebosh Fire Safety Certificate



The NEBOSH Fire Safety Certificate 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 Fire Safety Certificate know how to help their employers avoid the damaging and sometimes catastrophic losses that result from fire.

The fire certificate is assessed by an Open Book Exam (FSC1), accessed online at home with 24 hours access, this will be a case study with exam questions, and the FSC2 which is a work based practical fire risk assessment. Exams are held every two to four months.

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.

Course Elements:

- Managing fire safety
- Principles of fire and explosion
- Fuel, oxygen and ignition sources and control measures
- Fire protection in buildings
- Safety of people in the event of fire
- Fire safety risk assessment

A comprehensive revision and review package can be undertaken with answers available via our videos accessible via YouTube



NEBOSH NATIONAL DIPLOMA FOR HEALTH AND SAFETY MANAGEMENT PROFESSIONALS



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. Due to the in-depth knowledge required for a diploma we offer this as a distance learning package only with all handouts provided in hard copy. These are supplemented by an extensive online portal where handouts, additional resources, self marked assessments, tutor marked assessments, podcasts and YouTube videos can be accessed.

The course is structured around three units:-

Unit DN1:

Know – workplace health and safety principles (UK), approximately 135 hours study time

Unit DN2:

Do – controlling workplace health issues (UK), approximately 105 hours study time

Unit DN3:

Do – controlling workplace safety issues (UK), approximately 95 hours study time

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

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.** If you have not studied with Cambridge Safety previously you will be required to show evidence of your level 3 qualification.

Comprehensive course materials include four handout manuals, two for DN1 and one each for Units DN2 & DN3 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 learning outcome in hard copy and electronically
- Key H&S abbreviations
- H&S Definitions and key terms
- H&S useful forms e.g. general risk assessment, COSHH assessment, accident investigation, PTW examples.
- Podcasts streamable via Soundcloud or downloadable to your electronic device.
- Over 100 full presentations available via YouTube
- Bi monthly SafetyNet newsletter showing recent case law, prosecutions and articles on health, safety and environmental issues.
- Library of reference documents to enable further research

Student Assessments

A number of self marked assessments (SMA) and tutor marked assessments (TMA) are provided for each course unit. The TMAs are completed by the delegate and then emailed in to Cambridge Safety—info@cambridgesafety.co.uk—for feedback and marking. To ensure we are able to mark fully and give constructive feedback this can take up to 7 working days and must be sent in more than 10 working days before an assessment start date.

NEBOSH NATIONAL DIPLOMA FOR HEALTH AND SAFETY MANAGEMENT PROFESSIONALS

On completion of the course, delegates 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.

Assessments

Each unit is assessed by an open book assessment accessed online, taken over several weeks:

DN1 Assignment - workplace-based tasks together with simulations and reflective statements and a research topic, 4 weeks to complete and submit, released every March and September

DN2 Scenario-based case study, 2 weeks to complete and submit, released every May and November

DN3 Scenario-based case study, 2 weeks to complete and submit, released every January and July

The course package includes all the study and review material to ensure you have a good understanding of each qualification before the assessment is undertaken, however for a diploma level qualification delegates are expected to undertake some research outside of the course resources provided.

Ready to get started? Please ensure you have fully researched this course and understand the study commitments required, for resources and information you can visit our website www.cambridgesafety.co.uk, the Nebosh website www.nebosh.org.uk or telephone us on 01733 865695 and arrange a time to speak to one of our tutors.

If you are ready to book, complete a booking form online via our website www.cambridgesafety.co.uk and we will send you your invoice and contact you to discuss which unit you would like to start studying. Where possible we recommend starting with DN2 or DN3 as these are shorter units which may make starting the course easier, but it will also depend on how much time you have to commit to your studies and when the assessments are available.

For example. If you are starting at the beginning of January, can commit to 8– 10 hours study a week, you could start with the DN2 to do the assessment in May, then DN1 with the assessment in September and DN3 with the assessment in January. Once you have booked we can advise you on the best study plan.

Over 100 full presentations
available to support your study



NEBOSH ENVIRONMENTAL CERTIFICATE

Nebosh Environmental Management Certificate



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 an Open Book Exam accessed online at home and a work based environmental aspect and impact assessment - available every 3 months.

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
- Assessing Environmental aspects and impacts
- Control of water contamination
- Control of emissions to air
- Control of waste and land use
- Sources and use of energy and energy efficiency
- Control of environmental noise
- Planning for and dealing with environmental emergencies

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

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



TERMS AND CONDITIONS

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. Nebosh fees can be payable with the package or when the candidate actually enters for their Nebosh end assessments. Confirmation of any examination dates available will be provided with the joining pack. Examinations must be booked and paid for at least 6 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. Log in details are provided for the named delegate only and must not be shared. 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.

Those qualifications with invigilated written examinations are taken at our centre in Peterborough. It is a Nebosh requirement that all Open Book Exams must be registered with the Learning Partner the delegate has studied with.

Once you have purchased the distance learning package or ELearning package details of available examination dates will be provided.

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.

All distance learning and ELearning 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 packages are for those candidates who have purchased a distance learning package.

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.

Payment Terms

Access to the Distance Learning package will not be available until payment is received.

On receipt of your payment your Distance Learning package will be posted to you via Royal Mail "Signed For" service along with details of the forthcoming examination dates.

Cooling off period and Cancellation Terms


We are confident that your learning package will be satisfactory using the variety of learning material provided, however, as you booked online rather than visiting us in person, you have a mandatory 14 day cooling off period under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013.

If you wish to cancel your package you will need to contact us in writing or via email (info@cambridgesafety.co.uk) with evidence to show this was done e.g., recorded delivery letter, or email receipt within 14 days of your booking being confirmed.

You will be required to return the course material by Royal Mail Recorded Delivery which provides evidence you have returned the package. On receipt of the complete package, we will refund the standard Royal Mail fee and we will cancel your order and arrange for a refund of your payment.

We regret that cancellations of Distance Learning material cannot be made after this 14-day period and refunds after this date will not be provided. However, within one year of your Distance Learning start date you can transfer to the classroom taught version of your chosen qualification with us if one is available. With your Distance Learner fees being transferred you would just pay the balance between the classroom taught course and Distance Learner price plus a £50 + vat transfer fee.

Once delegates are registered for their Nebosh assessment, refunds are not available for the Nebosh fees as Nebosh do not provide refunds.



CHARGES

Nebosh Qualification	eLearning	Distance Learning		Nebosh exam & marking fees
General Certificate	£550+ vat (£660)	£475 + vat (£570)		NG1 & NG2 *£178 + £95 + vat (£292)
H&S for Construction Certificate	£550+ vat (£660)	£475 + vat (£570)		NC1 *£177 + £75 + vat (£267)
Fire Safety Certificate	£550+ vat (£660)	£475 + Vat (£570)		FSC1 & FSC2 *£178 + £95 + vat (£292)
Environmental Management Certificate	£550 + vat (£660)	£475 + vat (£570)		EMC1 and EMC2 *£178 + £95 + vat (£292)
H&S National Diploma Distance Learning	Full qualification distance learning package including enrolment and assessment fees £2932.00 (£2000 + VAT + £532 exam fees) Per Unit £70 Nebosh enrolment fee to be added to first unit booked + DN1 £1428.00 (£1190 + vat + £154 exam fee) DN2 £882.00 (£735 + vat + £154 exam fee) DN3 £882.00 (£550 + vat + £154 exam fee)			



Booking Form

Please complete the following details and return to Cambridge Safety or book online via www.cambridgesafety.co.uk.

Qualification Title: General H&S Certificate/ Fire Safety Certificate / H&S for Construction Certificate / Environmental Management Certificate

Distance Learning only

Diploma for H&S professionals

Package Required (*Circle all those which apply*):

E-learning

Distance Learning

Exam sitting

Title: _____

First name: _____ Surname: _____

Job Title: _____

Organisation: _____

Address: _____

Postcode: _____ Telephone: _____

Email: _____ @ _____

Name _____

Signature: _____ Date: _____

OR BOOK ONLINE AT WWW.CAMBRIDGESAFETY.CO.UK

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