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**CAMBRIDGE SAFETY**

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## **Frequently Asked Questions**

### **Nebosh H&S Diploma Classroom Course**

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# NEBOSH HEALTH AND SAFETY DIPLOMA CLASSROOM COURSE

## FREQUENTLY ASKED QUESTIONS

### **1. Are your Nebosh courses run day release or as block courses?**

We run all of our Nebosh Diploma level qualifications as day release, as in our experience of teaching for over 25 years we feel this is the best way for delegates to absorb all of the information being taught in the classroom and have time between lessons to review the work, watch our YouTube videos and listen to our podcasts.

### **2. I have seen DN1, DN2 and DN3 mentioned - 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.

**Please note** you may see ND1, ND2, ND3 in our material – Nebosh have recently made changes to the final assessment process which resulted in a change of unit name – however the syllabus remained the same so all of our material is still correct and up to date.

For The Nebosh H&S Diploma syllabus:

DN1 - This unit covers the management of health and safety, there are 9 Learning Outcomes (LO), it is taught over 13 days (normally one day a week) and the end assessment is an assignment, accessed online at home, you will have 4 weeks to complete the assignment and this will take at least 40 hours to complete (some delegates take up to 80 hours).

DN2 – This unit covers common workplace health issues/hazards, how to assess them, control them and legal issues surrounding this. There is one Learning Outcome (LO 10), split into 15 elements, taught over 9 days, normally one day a week. The end assessment is a case study, accessed online at home, you will have 2 weeks to complete the assessment and will take at least 20 hours to complete (some delegates take up to 40 hours).

DN3 - This unit covers common workplace safety issues/hazards, how to assess them, control them and legal issues surrounding this. There is one Learning Outcome (LO 11), split into 12 elements, taught over 8 days, normally one day a week. The end assessment is a case study, accessed online at home, you will have 2 weeks to complete the assessment and will take at least 20 hours to complete (some delegates take up to 40 hours).

### **3. I have a friend you studied the Diploma and they talk about units A, B and C and an assignment to complete?**

Nebosh updated the syllabus in 2021, changing the unit names (Unit A = DN1 etc) and changing the end assessment style from invigilated closed book exams to open book case study/assignments accessed online. As the DN1 is an assignment there was not a need for a fourth assignment unit so the final unit (DNI) has been removed from the new syllabus.

**4. Do I need to have completed any other courses before starting the Nebosh Diploma?**

Yes. Yes, if you have not studied with Cambridge Safety previously you will be required to show evidence of your Level 3 Health and Safety qualification e.g., Nebosh General Certificate or equivalent. The Diploma is a level 6 course and requires delegates to have the underpinning formal knowledge of health and safety before commencing study.

**5. Is any pre-reading required before I start the course?**

Yes – we will email you a pre-reading pack prior to your first unit which includes a task to complete and return to us.

**6. I have a learning disability – is there anything you can do to help?**

We aim to help all of our delegates as much as we can – please let us know prior to the course starting and we will discuss any additional requirements you may have. We have previously received some very positive feedback from our YouTube video presentations which were launched in 2020 from delegates with dyslexia and English as a second language who found the videos extremely helpful and all delegates automatically have access to these.

**7. Do I need to purchase any study materials or books?**

No – we provide a comprehensive set of hard copy handouts which covers the whole syllabus, plus you will have access to online resources, YouTube video presentations and podcasts during your course. For the Diploma course you will be expected to carry out your own research but all material required should be available online at no additional cost.

**8. I have completed my course booking form but haven't received anything back**

Upon receipt of your booking form, we will email you the invoice and a joining summary sheet, this is normally within 14 days, if you haven't received this after 21 working days, please email us [info@cambridgesafety.co.uk](mailto:info@cambridgesafety.co.uk) or telephone 01733 865695.

Approximately 2 weeks prior to your course starting we shall email you your welcome pack – this will include information about Cambridge Safety, your lunch order request form and enrolment form which will need to be completed and returned to us along with photo id (e.g., driving licence/passport)

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

They are held at our training centre in Hampton, Peterborough, we have a bespoke training centre with rest area facilities and resource room. We have a limited number of car parking spaces on site and access to an additional car park less than 5 minutes' walk away.

**10. When is the invoice due?**

Our payment terms are 30 days upon issue of invoice– this applies to all classroom courses even if you are booking in advance. If you can foresee any problems with the invoice being paid within this time frame, please contact us prior to making your booking and we will do our best to accommodate you.

Payment is required to secure your place.

**11. Is lunch provided?**

Yes – we provide a sandwich box lunch which you pre-order, plus refreshments including tea, coffee cold drinks and biscuits throughout the day. Please let us know if you have any special dietary requirements prior to starting the course.

**12. Is Car Parking available?**

Yes – there are no additional charges for car parking, we have a few spaces outside our training centre and additional car parking provision less than a 5-minute walk away. If you have a disability that requires a car parking space close to the centre, please let us know prior to the course starting and we will reserve a space for you.

**13. What happens if I cannot attend one of the classroom days?**

Don't worry, whilst it is ideal for delegates to attend all tutorial days, the comprehensive handouts we provide cover all of the syllabus so you can catch up on any work missed during your private study, we also have a wide variety of YouTube videos and podcasts to help you with any tutorials missed. Your tutor will email you any additional handouts and homework tasks that have been provided on the day.

**14. What if I'm not available for the start of the case study/assignment or have holiday booked during the assessment period?**

For the Diploma course we include private study days in our advertised course dates during the assessment period – 5 days for DN1 and 3 days for DN2/DN3, this is to allow delegates to book off time from their work schedule to complete their assignment/case study as these do take a considerable amount of time to complete, however these dates are flexible for you to adjust if and when needed. Equally, the assignment/case study will be available to access from 12 noon on the start date (which will be provided to you by your tutor) but you don't have to start on that date and you don't have to work on the assessment every week – so if you have a week's holiday booked during the assessment period you will just need to increase your allocated assessment time in the other weeks.

**15. What if I do not submit my assignment/case study on time?**

There is a strict deadline for delegates to submit the assessments to Nebosh. We recommend not waiting until the last 60 minutes to upload your final submission as if you experience any technical difficulties or the system is slowed down as too many delegates are trying to upload at once, your submission may miss the deadline and not be accepted, so any work you have completed will not be marked and you will need to retake the assessment (which will also include further Nebosh and administrative fees). If you know in advance that you are not going to get your assignment/case study completed in time – please contact us. In general, you cannot contact Cambridge Safety during the assessment period as we cannot assist you (apart from one section in DN1 which will be explained to you by your tutor) but if you are experiencing unexpected difficulties e.g., sustained ill health/bereavement/family emergency please contact us and we can discuss your options.

**16. How often are Nebosh H&S Diploma assessments held?**

The assessment period is included in your classroom course dates and you will be advised of the exact start and submission dates and times once on the course. Each unit is available every 6 months on rotation e.g. DN1 March, DN2 May, DN3 July etc

**17. 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**

Reasonable adjustments mainly apply to invigilated examinations sat at a training centre e.g., Cambridge Safety, and not for Open Book Assessments as these allow for delegates to make the necessary changes themselves and additional time is not applicable for these, however if you have any concerns regarding taking an Open Book Assessment, 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 Open Book Assessments 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/)

**18. How long does it take to get my exam results?**

Approximately 50 working days, the exact date the results are released is provided on your exam entry slip, called an "ARC" – assessment registration confirmation. 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 address for you to avoid a delay in receiving your results and ensure the Nebosh email address [info@nebosh.org.uk](mailto:info@nebosh.org.uk) is marked as "safe" with your email account so it doesn't get rejected as results are sent out in bulk. If you have not received your results by the due date, please contact us for assistance.

**19. What if I need to re-sit an assignment or case study?**

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 booking a tutor feedback session to discuss your previous exam/practical, revision packages, and advice on examination technique.

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

Diploma certificates are sent directly from Nebosh to the delegates, please contact us if you have not received your certificate within 50 working days of receiving your results.

**21. The name on my exam slip (ARC) 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.

**22. 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.

