

## NEBOSH (LEVEL 3) NATIONAL GENERAL CERTIFICATE IN OCCUPATIONAL SAFETY & HEALTH

The NEBOSH National General Certificate in Occupational Safety & Health has been recognised for many years as the basis for a sound, broad introduction to the fundamentals of occupational health and safety. It is designed to provide a basic knowledge and understanding of occupational safety and health for managers, supervisors, employee representatives and those making day-to-day health and safety decisions.

### **Level 3 Qualification**

The NEBOSH National General Certificate is accredited and credit rated by the Scottish Qualifications Authority for delivery across the UK. It is rated within the Scottish Credit and Qualifications Framework at SCQF Level 6 with 15 SCQF credit points. For users in England, Wales and Northern Ireland, this is comparable to a Vocationally-Related Qualification at Level 3 within the National Qualifications Framework and Qualifications and Credit Framework, or A-Level standard.

### **A Global Demand**

The NEBOSH (National Examination Board in Occupational Safety & Health), National General Certificate in Occupational Safety and Health is a globally recognised qualification offered by an established independent UK internationally recognised examination board with over 30 years' experience in providing health and safety awards in the UK and world wide including the Middle East, the West Indies and Southeast Asia.

### **The Course is For**

Managers, supervisors and employees who require a broad knowledge and understanding of health and safety principles and practices. The qualification focuses on standards and management systems, enabling candidates to effectively discharge workplace health and safety responsibilities in any employment sector, in all parts of the world. The Nebosh National General Certificate is also suitable for those embarking on a career in health and safety, providing a valuable foundation for further professional study.

### **What will successful learners know?**

With in-depth focus on the things that matter, the NGC covers:

- How to effectively manage health and safety
- The UK's key legal requirements
- How to identify and control common workplace hazards
- How to measure success

### **What will successful learners be able to do?**

Risk assessment is central to the NGC qualification. Through study and workplace application, successful learners will be able to:

- Confidently carry out risk assessments
- Develop and implement a detailed action plan
- Manage and minimise workplace risks
- Support and develop your company's health and safety culture
- Ensure their teams undertake their day to day activities more safely thanks to the awareness and knowledge gained

## **Trainers**

Training is undertaken by experienced Chartered Safety & Health Practitioners with a vast practical & professional knowledge in this sector.

## **What You Will Study:**

The syllabus is divided into 2 units comprising 11 elements. NG1 covers the Management of Health and Safety whilst NG2 covers Controlling Workplace Hazards.

Unit NG1 (Management of health and safety) is common to the NEBOSH National General Certificate, the National Certificate in Construction and the Certificate in Fire Safety and Risk Management, enabling students to combine units across NEBOSH qualifications.

### **UNIT NG1: MANAGEMENT OF HEALTH & SAFETY**

- Element 1. Why we should manage workplace health & safety
- Element 2. How health & safety management systems work & what they look like
- Element 3. Managing risk: Understanding people & processes
- Element 4. Health & safety monitoring & measuring

### **UNIT NG2: CONTROLLING WORKPLACE HAZARDS**

- Element 5. Physical & psychological health
- Element 6. Musculo-skeletal health
- Element 7. Chemical & biological agents
- Element 8. General workplace issues
- Element 9. Work equipment
- Element 10. Fire
- Element 11. Electricity

## **Examination & assessment**

NEBOSH, like organisations around the world, is adapting to the challenges and opportunities presented by the COVID-19 pandemic. They want people to feel safe when organising or attending a NEBOSH assessment and have therefore brought forward and expanded plans to offer remote and online assessments.

Neboosh have therefore moved assessment away from the previous 2, 2 hour invigilated written paper based examinations and have introduced open book examinations (OBE) for units NG1

Unit NG 1: Management of health & safety is assessed by an "Open Book Examination" undertaken in the learners own home or other safe and suitable location.

Open book examinations enable you to sit your NEBOSH assessment on your own, usually in your own home or another safe and suitable location where you can concentrate. In a NEBOSH open book examination you will have up to 24 hours to complete your paper - though you should be able to complete the examination in 4-5 hours. A closing interview by a course tutor will also be undertaken with respect to this assessment.

Unit NG 2: Controlling workplace hazards is assessed by a Practical assignment undertaken by means of a risk assessment undertaken in a learners own workplace. Learners will receive a 'Pass' or 'Refer' for this assessment.

Both assessments are marked by external examiners appointed by NEBOSH. If you have a referral in either unit (NG 1 or NG 2), you have up to 5 years to re-sit or re-submit. A pass must be achieved in both units to be awarded the National General Certificate in Occupational H&S

## **Course Duration**

This course is taught over a period of 11 or 12 days. This can be in weekly blocks with additional revision days or the less intense approach of 1 or 2 days a week. The written examinations and practical assessment application is in addition to the above. Neboosh recommend a minimum of 40 hours private study / revision by each delegate.

## Professional Body Memberships

Holders of the NEBOSH General Certificate qualification are entitled to Associate Membership (AIOSH) of the Institution of Occupational Safety and Health (IOSH). This qualification also meets the academic requirements for Technical Membership (Tech IOSH) of IOSH.

## What are the entry requirements?

There are no entry requirements for this qualification, however it is important that learners have a suitable standard of English language in order to understand and articulate the concepts contained in the syllabus.

NEBOSH recommends that learners undertaking this qualification should reach a minimum standard of English equivalent to an International English Language Testing System (IELTS) score of 6.0 or higher in IELTS tests.

For further information please see the latest version of the IELTS Handbook or consult the IELTS website: [http://www.ielts.org/institutions/test\\_format\\_and\\_results.aspx](http://www.ielts.org/institutions/test_format_and_results.aspx)

## Assessment of learner's current learning needs

It is NEBOSH policy that all candidates should be given access to fair and equal assessment. NEBOSH "Policy and procedures for access arrangements, reasonable adjustments and special consideration" ensures that no candidate is placed at an unfair disadvantage, or advantage, over other candidates. Below are examples of arrangements available;

**Access arrangements** allow candidates with special educational needs, disabilities and temporary injuries to access assessment. For example; by providing a reader, scribe or a word processor.

**Reasonable Adjustment** can be made where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled. NEBOSH is required to take reasonable steps to overcome that disadvantage. For example a Braille paper which would be a reasonable adjustment for a visually impaired person who could read Braille or additional time in an examination for a person diagnosed with dyslexia.

If you have any questions regarding the above this can be discussed prior to enrolment.

## What we will do for you: Learning Advisor

If you are interested in undertaking the Nebosh General Certificate please read the above information on the course and the leaflet provided by Nebosh on the General Certificate.

Jim Gant will act as your Learning Advisor and call you to have a brief discussion prior to potential enrolment to ensure that this is the correct course for you. He will also be happy to discuss any areas of concern and answer any questions you may have whether this is regarding the course or your individual learning requirements.