



**Ardent Safety**

Health and Safety for Your Workplace



Ardent Safety

**NEBOSH**

**General Certificate**

Learner  
Handbook



# Introduction

**NEBOSH** is one of the major prerequisites for **health and safety** professionals both young and the experienced. With a presence in over 170 countries, NEBOSH has become the most valuable qualification amongst a wide range of other health and safety courses in the world.

**Ardent Safety** is an approved **Gold Standard Learning Provider** with accreditation number 917. We currently offer four NEBOSH Certificates; NEBOSH General, Construction, Fire and Environmental.



## Understanding NEBOSH GC



Over 220,000 people hold a **NEBOSH National General Certificate in Occupational Health and Safety**.

Why is this qualification so popular?

Relevant to every workplace, the NEBOSH National General Certificate is ideal for **managers, supervisors** and anybody with **health and safety management responsibilities**.

It's also perfect for those embarking on a **health and safety career** and gives you a stepping stone to **success**.

This qualification is awarded by NEBOSH, the National Examination Board in Occupational Safety and Health, UK's leading health and safety professional body with 40 years' experience in providing up to date and relevant examinations.

# What is the course structure?

The qualification comprises two units which must be successfully completed within 5 years:

## Unit NG1: Management of Health and Safety



- Why we should manage workplace health and safety
- How health and safety management systems work and what they look like
- Managing risk - understanding people and processes
- Health and safety monitoring and measuring

## Unit NG2: Risk Assessment



- Physical and psychological health
- Musculoskeletal health
- Chemical and biological agents
- General workplace issues
- Work equipment
- Fire
- Electricity

### Assessment

Unit **NG1** is assessed by a scenario-based assessment completed at home. You have 24 hours to complete this.

Unit **NG2** is assessed by a practical assessment carried out in your workplace (or another suitable workplace)

**Exams are held every month throughout the year.**

## Professional recognition

Holders of the NEBOSH National General Certificate are entitled to:

Associate Membership (AIOSH) of the Institution of Occupational Safety and Health (IOSH). The qualification also meets the academic requirements for Technical Membership (Tech IOSH) of IOSH with appropriate experience.\*

Associate Membership (AIIRSM) of the International Institute of Risk and Safety Management (IIRSM)

\*Assessments must be taken in the UK to be eligible for IOSH membership, unless the learner was registered with NEBOSH before 31 August 2022. More information on recent changes can be found here: [Recognition of NEBOSH Qualifications](#).

# What are the course benefits?

- ✓ Develop your career opportunities
- ✓ Increase your health & safety knowledge
- ✓ Gain practical skills to use in your job
- ✓ Achieve and maintain compliance in your company

# What will I know?

Risk assessment is central to the 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



## Language requirements

Assessments are available in English. However, your standard of English must be such that you can both understand and articulate the concepts contained in the syllabus.

NEBOSH recommends that non-native speakers undertaking this qualification should have a minimum standard of English.

Learners wishing to assess their own language expertise may consult the FAQs on the [IELTS website](#)



## Enrolment period

Learners are enrolled for the course and are given an initial enrolment period to last for five years.

During this period, learners must pass their first unit within five years. If you are not successful at your first unit within this period, you will need to re-enrol and pay another registration fee.

# Who's qualified to take this course?

The program is suitable for people with **health & safety responsibilities** e.g., managers, supervisors, safety officers and those who need grounding and a recognized qualification in occupational safety & health.

It is also beneficial for those wanting to **further their career** in the HSE field or those who wish to enhance their HSE Knowledge.



## Learner agreement

When you join the course, you will be guided by the following agreement:

### **Ardent Safety will:**

- ✓ Provide you with the information you need to pass the qualification
- ✓ Provide a classroom environment which is conducive to learning
- ✓ Use suitably qualified and experienced tutors to deliver the course
- ✓ Cover all the specification learning outcomes
- ✓ Provide you with expert advice on revision and examination technique
- ✓ Be diligent and courteous at all times.

### **You must:**

- ✓ Ensure active participation to learning, rather than passive.
- ✓ Attend all scheduled sessions
- ✓ Contribute to group discussions in a positive manner
- ✓ Complete the recommended number of study hours
- ✓ Pay attention to tutors' advice in regards to revision and examination technique
- ✓ Bring all learning difficulties to the attention of the centre and tutor as quickly as possible.
- ✓ Familiarize yourself with the NEBOSH General Learner Terms and Conditions and append signature.

# How training runs

Classroom sessions follow an interactive and disciplined learning method – the full-time course consists of an intensive and focused 10-day training conducted within two weeks.

Training consists of lectures, videos, discussions, activities, assignments and sharing of professional experiences among delegates and trainers. During this period, delegates are guided by our expert tutor who are dedicated to ensuring trainings are successfully delivered.

Your tutor will be available to provide support in relation to course content and assessment preparation throughout the course of study.



## Revision support

Revision is an essential to passing an exam. Ardent have a range of ways to prepare you for your exams:

Throughout the course you will be given the chance to work through past exam questions with both a tutor and your fellow Learners.

Ardent also offer revision workshops both group and individual that provides you with the opportunity to discuss specific subjects with the tutor, practice questions, get feedback on your answers, and exchange last-minute tips with fellow Learners. It also gives you the chance to avoid the common mistakes made in exams, so you don't fall into the same trap.



## Learning resources

You will be provided with the RRC NEBOSH National General Certificate in Occupational Health and Safety NG1 and NG2 texts books.

Prior to starting your course you will find several useful resources at:

<https://www.nebosh.org.uk/qualifications/national-general-certificate>



## Examination details

NG1 – Digital based OBE – Learners will have 24 hours to access, complete and submit their paper starting from 11am (UK time) on the examination date.

NG2 – This is a practical assessment where learners will complete a risk assessment and develop an action plan for their workplace. Submission dates will be discussed with you with the trainer.



## Results and certificates

All results for assessments taken in English (including those for the practical application) should be received within 50 working days from the date of the examination or submission of assignment.

The specific date is written on your examination entry confirmation.



## How long does it take?

The National General Certificate will involve a minimum of 68 taught hours and approximately 40 hours of private study and background reading.

It is possible for fast-track learners to complete the qualification in 10 working days.



## Course fees

The fee for this course is £1250 plus VAT



## Cancellations & refunds

### **CANCELLATION MORE THAN 40 WORKING DAYS BEFORE THE COURSE START DATE**

A refund of 50% of the course fee is obtainable for cancellations received more than 40 working days before the scheduled course start date.

### **CANCELLATIONS LESS THAN 40 DAYS BEFORE THE COURSE START DATE**

100% of the course fee is charged.

## Transfer

**Transfer to an alternative date where there is availability is possible when requested more than 40 working days before the course start date. A 25% transfer fee applies.**



**A copy of our full terms and conditions will be sent to you alongside your quote.**



# Access arrangement, special consideration and reasonable adjustments

It is NEBOSH policy that all candidates should be given access to a fair and equal assessment. The 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. In so doing, NEBOSH aims to comply with legislation intended to prevent unfair discrimination and the criteria laid down by the regulatory authorities.

## Below are examples of arrangements available:



Access arrangements allow candidates with special educational needs, disabilities, and temporary injuries to access the assessment. Ardent will provide a reader, laptop to aid your learning experience.



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 would be a reasonable adjustment for a visually impaired person who could read Braille.



Special consideration 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.

If you would like to apply for any of the above arrangements, please write to us to discuss your requirements. Ardent will then complete this application on your behalf.

Confirmation of your request will be sent to you from NEBOSH prior to your assessment. If any granted adjustments do not meet your requirements, please contact us immediately to allow your application to be reviewed.



# Re-sitting

You may re-sit a unit assessment if:

- you achieved a 'Pass' in a unit that is five or more years old, and you need it to achieve the qualification;

- you are 'Referred' (i.e., don't pass);

or

- want to retake Unit IG1 to get a higher grade (Unit IG2 is 'Pass' or 'Refer' and does not count towards the qualification grade).



## Course Advisor

Interested learners are assigned to a dedicated course advisor who will be in-charge of your learning journey.

We will schedule a call or a face to face meet with your advisor prior to signing up for the course to ensure this is the right course for you and to allow us to understand your needs in order for us to give you the best support we can which suits your learning style.

Furthermore, your mobile number will be added to a WhatsApp group to receive additional resources for your study.

## Equal opportunities policy

We are committed to equal opportunities in the provision of our services as a learning partner and training provider. The aim of this policy is to ensure that all external individuals and organisations with which Ardent Safety has a relationship receive equal treatment regardless of gender, sexual orientation, colour, ethnic or national origin, age, marital status, family circumstances, socio-economic background, disability and religious or political beliefs. In so doing, we aim to comply with legislation intended to prevent unfair discrimination.

# Complaints procedure

We treat complaint as a statement of dissatisfaction brought by an individual or group. We will make every effort to resolve complaints at the earliest possible opportunity, and in the main this will be on an informal basis. Regular Learner Feedback sessions are held that help us to use our resources in the best way possible to meet learners needs.

We recognise that there may be occasions when these information and feedback mechanisms are not sufficient to deal with the complaint. For this reason, we have a formal complaints procedure to ensure that your complaints are dealt with in a timely and professional way.

There are usually three stages to the Learner Complaints Procedure. Unless there is good reason for doing so, a student may not progress their complaint to a higher stage unless all lower stages have been completed. They are Informal, Formal and Appeal process.

The complaints procedure aims to:

- ✓ Be easily accessible.
- ✓ Resolve complaints at the right level.
- ✓ Allow for timely handling, with established time frames for action.
- ✓ Ensure a full and fair investigation.
- ✓ Respect complainants desire for confidentially wherever possible.
- ✓ Provide an appropriate response.
- ✓ Feedback into Ardent's procedures to ensure that future services are improved.



**You can find NEBOSH'S complaints procedure by clicking [HERE](#)**

## Queries

If you have any queries, our team is contactable on [info@ardentsafety.co.uk](mailto:info@ardentsafety.co.uk) or 01229 808320

Should you need to talk to the tutor you can call or send a message as above and we will arrange a call.

