



NEBOSH Environmental Courses

CERTIFICATE IN ENVIRONMENTAL MANAGEMENT

NATIONAL DIPLOMA IN ENVIRONMENTAL MANAGEMENT



RRC

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RRC
INTERNATIONAL

TRAINING & CONSULTANCY

Valuable skills, valuable training

RRC delivering real value in health and safety, environmental and quality training

We know that people who choose RRC's training courses do so because they want the best course and the best service available in HSE and Quality training. How can we be so sure that we offer that?

- Our experience: for over 85 years, RRC has been developing and delivering innovative training programmes to individuals wanting to develop their skills and careers, and companies needing to improve performance.
- Over a million successful students and thousands of businesses have chosen RRC as their preferred provider meaning that you can be sure that your hours of study will be well spent.
- We offer a broad range of bespoke RRC health, safety, environmental and quality management training that includes externally accredited courses from NEBOSH, IOSH, CIEH, IEMA, IOA, ConstructionSkills and CQI, as well as numerous online short courses.
- RRC offers flexible learning solutions, which include classroom teaching, e-learning, distance learning and a combination of each of these. We will talk to you about your situation and ensure we match your needs to the best training technique for you.
- Full use is made of the latest technology to ensure the course you choose from RRC remains at the forefront of HSE and Quality training, future-proofing your qualification.
- Our approach to course development sets us apart; our team comprises not only tutors who are experts in their chosen subjects but also experienced educationalists who ensure that the courses are produced to provide you with the best studying experience on the market, which in turn gives you the best possible chance of exam success.

With students throughout the world, we pride ourselves on our international reputation for providing relevant, credible and personalised training anywhere in the world, with a local exam centre to complete the service.

Whether it is an off-the-shelf course or a bespoke programme designed to meet the specific needs of you or your business, RRC can develop and deliver it how, where and when it suits you.

Excellence

RRC will work with you to create training solutions to suit your needs. Our Training Advisors are here to ensure you choose the best course for you from our comprehensive range of health, safety, environmental and quality courses. These include NEBOSH, IOSH, CIEH, IEMA, IOA ConstructionSkills and CQI programmes as well as shorter, more targeted courses designed to meet the specific needs of businesses. You can spend from 30 minutes to five days on one of our courses. We cover all aspects of health, safety environmental and quality training, and our courses can be easily adapted to suit your specific requirements and incorporate the policies and procedures of your business.

As well as being ISO 9001 accredited, RRC is also accredited by the Open and Distance Learning Quality Council, and is a member of the European Association for Distance Learning and the British Institute for Learning and Development giving you further assurance of the quality of our courses.

Expert

RRC's qualified and experienced trainers are the best in the business; their knowledge and experience is key to the success we have in delivering training that is appreciated and enjoyed by students, and produces the results they need. RRC consistently achieves pass rates which are significantly above average, and our high numbers of distinctions and credits are rising all the time. All the best trainers want to work with us because we are the leading training company in this field with eighty five years experience of developing courses which ensure the best pass rates for students.

Value

Study and revision are facilitated by our extensive and easy-to-use study materials, which have been written specifically for the syllabus by our expert tutors who also act as consultant sources of information and reference. Only RRC develop courses like this, which means we give you value for money and value for your study hours. We take your study time seriously and ensure our courses are written to make the most of each hour.

We offer classroom revision workshops designed to help with last-minute exam preparation and ensure that candidates know exactly what they will face on the day. Our revolutionary 'Programmed-to-Pass' is an online revision tool that leads candidates through the entire revision process, explaining exactly what needs to be done to achieve success. It is the only one on the market and it does exactly what it promises for students.



More choice, more support, more flexible learning

85 years of excellence

RRC has a long and successful track record. 85 years ago we were pioneers and innovators in distance learning and over 35 years ago we launched our first health and safety qualification programme. Over the years, well over a million students have enjoyed success with RRC and continue to do so. So what makes us different?

Choice of how you study

RRC offers more choice than any other NEBOSH provider so you can choose the method that best suits you.

- Classroom – London, Birmingham, Chorley, Newcastle, Bahrain and Dubai
- In-company
- Flexible Learning
 - e-Learning
 - Distance Learning

Choice of where and when you study

With our flexible learning courses, you can study at any time, anywhere in the world.

Our classroom venues include London, Birmingham, Chorley, Newcastle, Bahrain and Dubai or wherever you want it to be if you book an in-company course. Our tutors are intrepid and travel all over the world to deliver their top quality training.

Expert support

One of the many areas where RRC differ from others is in the unlimited support we provide to our students. Our e-mail and telephone tutor support network is available to all students right up to their exam.

Our team of 40 HSEQ experts deliver our courses, support our students and help to develop and maintain our materials. They are all fully qualified and are an effective mix of academics, practitioners, consultants and NEBOSH examiners.

Customer Advisors are available to answer any administrative queries and take the hassle out of organising your exams so you can just concentrate on passing them.

Quality up-to-date study materials

RRC's courses are developed by a dedicated in-house team working to exacting standards. Only the very best subject experts are commissioned as writers.

Unlike most static texts, RRC's materials are updated constantly, with major revisions notified quarterly.

RRC's learning materials are so well-respected that they are used by many colleges and institutes, both in the UK and internationally.

Full exam arrangement service

We have a team dedicated to making sure our students' exam arrangements go smoothly. If you book your exam with RRC, we make all the necessary arrangements, whether you are sitting in London, Mumbai or Sydney.

What is more, if we do not offer a centre near you we will do our best to find you a suitable exam venue, whether in the UK or overseas.

UK EXAM CENTRES

RRC arranges exams at centres in London, Birmingham, Chorley, Newcastle and Glasgow.

We also have long term, excellent working relationships with many UK NEBOSH exam centres so if our centres are not convenient, let us know and we will offer you a choice nearer to home.

WORLDWIDE EXAM CENTRES

RRC arranges exams in 114 countries, including at our offices in Bahrain and Dubai, as well as using British Councils and other networks of exam centres.

Whilst we cannot promise that we can arrange your exam in every country in the world, we will go out of our way to meet your needs.



Value for money

There are no hidden costs with RRC. We will tell you what the course and the exams cost and exactly what you get for your money.

There are no unpleasant surprises when you come to sit your exam.

Our pricing is designed to provide value for money.

For our flexible learning customers, we also offer a 30-Day Money-Back Guarantee so you can buy with confidence.

If the course is not for you, simply return the course and get your money back.



RRC's NEBOSH Environmental Courses

NEBOSH

The National Examination Board in Occupational Safety and Health (NEBOSH) has a well-deserved reputation for providing academically rigorous awards, which is why it is still the preferred awarding body for many sectors. NEBOSH offer a wide range of professional qualifications, all of which provide the perfect grounding for an environmental career.

RRC currently offers two NEBOSH environmental courses:

NEBOSH CERTIFICATE IN ENVIRONMENTAL MANAGEMENT

This standalone qualification is aimed at managers, supervisors and staff from all types of organisations who need a broad understanding of environmental management issues.

NEBOSH NATIONAL DIPLOMA IN ENVIRONMENTAL MANAGEMENT

The NEBOSH National Diploma in Environmental Management is designed for all those with responsibilities for the management of environmental risk or those aiming to develop and implement effective environmental management systems. This includes the many safety practitioners who are increasingly being asked to advise management on environmental risks.

NEBOSH Certificate in Environmental Management

UNIT EC1: MANAGEMENT AND CONTROL OF ENVIRONMENTAL HAZARDS

- 1 Foundations in environmental management
- 2 Environmental management systems
- 3 Environmental impact assessments
- 4 Control of emissions to air
- 5 Control of contamination of water sources
- 6 Control of waste and land use
- 7 Sources of use of energy and energy efficiency
- 8 Control of environmental noise
- 9 Planning for and dealing with environmental emergencies

UNIT EC2: ENVIRONMENTAL PRACTICAL APPLICATION

The completion of an environmental review of a workplace and report to management.

NEBOSH National Diploma in Environmental Management

UNIT ED1 – MANAGEMENT OF ENVIRONMENTAL RISK

- 1 Principles of environmental risk management
- 2 Environmental risk evaluation
- 3 Control strategies for environmental risk
- 4 Monitoring, review and audit
- 5 Developments in environmental legislation
- 6 Environmental legislative framework and methods of enforcement
- 7 Public access to environmental information
- 8 Civil liability in relation to environmental pollution
- 9 Solid and liquid wastes
- 10 Gaseous and particulate releases to atmosphere
- 11 Water resources and management
- 12 Control of environmental nuisance
- 13 Hazardous substances
- 14 Environmental implications of development and land use
- 15 Energy use and efficiency

UNIT ED2: APPLICATION OF ENVIRONMENTAL RISK THEORY AND PRACTICE

The completion of a work-based project.



NEBOSH Environmental Courses – More Information

		NEBOSH Certificate in Environmental Management	NEBOSH National Diploma in Environmental Management
Classroom	Dates	See Course Dates and Fees section	
	Duration Excluding Assessment	Full Course 5 days	Full Course 15 days Top up 10 days
	Venues	London (Wimbledon) Birmingham Chorley Newcastle Bahrain Dubai In-Company	London (Wimbledon) In-Company
Distance/ e-Learning	Dates	Start at any time	
	Duration Excluding Assessment	Full Course 70 hours	Full Course 190 hours
Entry Requirements		A good standard of written English.	A good standard of written English. There are no entry requirements for this qualification but candidates embarking on this courses should have an understanding of the: <ul style="list-style-type: none"> Principles of risk management; Way in which chemical and biological agents and physical stressors can cause harm to human beings; Judicial system and the main features of common and statute law as applied to health and safety in the UK.
Exam/ Assessment	Requirement	Unit EC1 is assessed by a 2-hour examination. Unit EC2 is the completion of an environmental review of a workplace and a management report.	Unit ED1 is assessed by a 3-hour examination. Unit ED2 is a project consisting of an environmental audit.
	Dates	Exams are held in March, June, September and December each year.	Exams are held in June and December each year.
	UK Venues	London, Birmingham, Chorley, Newcastle and Glasgow – all dates	
	Worldwide Venues	All arrangements made by RRC <ul style="list-style-type: none"> Bahrain Dubai British Council offices and other exam centres worldwide 	
Continuing Professional Development		Holders of the Environmental Certificate are eligible to apply for Technician Membership of CIWEM (TechCIWEM). This course provides the perfect grounding to progress on to the NEBOSH Diploma in Environmental Management.	Holders of the Environmental Diploma may use post-nominal EnvDipNEBOSH, may apply for non-chartered Membership of the CIWEM (MCIWEM), with the opportunity to progress to Chartered Membership, and are entitled to Specialist membership (SIIRSM) of the International Institute of Risk and Safety Management (IIRSM), with progression available to gain Specialist Fellow status (SFIIRSM). IOSH CPD participants may allocate CPD credits for completing this course.

Studying with RRC – Classroom

NEBOSH Environmental Courses

Led by RRC's expert tutors, our courses always receive excellent feedback, and we are justifiably proud of the consistently high results achieved by our students.

We monitor every aspect of our service from the tutor to the catering and continuously work to ensure the highest standards are maintained.

Our classroom environment provides an interactive and disciplined place for you to learn. The numbers on our courses are limited so you will receive personal attention, and be encouraged to share professional experiences with fellow classmates, enabling you to gain practical knowledge of a wide range of industries.

Extensive support materials make revision easy, and you have the back-up of an expert tutorial panel on hand to help with that last minute revision before the exam.

Venues

UK – LONDON (WIMBLEDON)

RRC's main training centre is in Wimbledon, world famous for tennis. Wimbledon is 15 minutes by train from central London and less than an hour away from London's Heathrow and Gatwick Airports. There is a wide choice of self-catering apartments, hotels and guest houses within a short distance of our RRC centre.

UK – BIRMINGHAM

Aston Business School Conference Centre, part of Aston University. Located in the centre of Birmingham a short walk from New Street Rail Station. There is on-site hotel accommodation as well as a wide range of local hotels and guest houses. Limited on-site parking is available (book in advance) with further pay and display parking nearby.

UK – CHORLEY

Lancashire College is an outstanding training centre in a rural 20-acre setting. It is situated a few miles from the M6, M61 and the M65 motorways and also has excellent rail and bus links. On-site parking is free, and accommodation is available on-site, or at a range of hotels and guest houses in the vicinity.

UK – NEWCASTLE

The De Vere Urban Resort is situated on the outskirts of Newcastle. The venue provides accommodation, with other hotels in the immediate area (Travel Lodge and Premier Inn) and more available in Newcastle itself. It is easily accessible via Metro and bus routes and has ample on-site parking.

BAHRAIN

RRC Middle East's training centre is situated in the Diplomatic Area of the Kingdom of Bahrain's capital city. The airport is just half an hour away with a wide range of hotels and apartments just 5 minutes away from the training centre.

DUBAI

RRC Middle East's Dubai office is situated in Oud Metha, with courses run at the training centre and in local 4/5 star hotels. The airport is just 15 minutes away and there is a wide range of hotels and apartments close to the training venues.

IN-COMPANY

If you have a group that needs training, why not let RRC come to you. RRC trainers travel the world, delivering high quality training when and wherever it suits our clients. You just provide the training venue and we do the rest.

RRC NEBOSH ENVIRONMENTAL TUTOR TEAM

- Dr David Towlson, BSc (Hons), PhD, CMIOSH, AIEMA, Cert Ed (PCET), MIFL
- Dr Martin Speirs, CMIOSH, CChem, MRSC, AIEMA
- Dr Richard Griffiths, PhD, MSc (Env Man), MEd, Cert Ed, GRSC(1st), CMIOSH, AIEMA, FIIRSM, FRSPH
- Dr Richard Dalley, PhD, CBIOL
- David Whitelegg, BSc (Hons), CEnv, MCIWM, MIEMA, Dip2. OSH
- John Binns, BSc (Hons), MSc, AIEMA



Studying with RRC – Distance/e-Learning

Flexible Learning Solutions

We take learning seriously at RRC and have thought long and hard about how people learn best. This has been translated into the flexible learning solutions we offer. We also have dedicated Customer Advisors based in London who will help you choose the right style of learning for you and your needs.

Our home-study courses incorporate:

- Flexibility – enrol at any time and work at your own pace to meet your chosen exam dates.
- Unlimited tutor support – access to expert tutors who will answer queries and provide personalised feedback.
- Bite-sized approach – course topics presented in manageable sections.
- Clear, easy to use course materials – designed specifically for self-managed study, closely following the structure of the syllabus.
- Mock assessments – to test your progress, help you prepare for the final assessment and allow your tutor to provide feedback on how you are doing.
- Exam venues available throughout the UK and worldwide.

RRC's Exam Service

RRC's courses give you flexibility as to when and where you sit your exam.

RRC takes all the hassle out of arranging the exam. We manage the whole process for you and our upfront fees include all the costs, guaranteeing no nasty surprises when you are ready to take your exam. With RRC's managed NEBOSH exams, you have two options:

- Sit at an RRC exam centre in London, Birmingham, Chorley, Newcastle, Glasgow, Bahrain or Dubai, for our standard fee.
- Let RRC arrange for you to sit at an alternative UK centre or one of the many British Council offices throughout the world. Just call us for a quote or look on our website.

If you cannot find a suitable centre, let us know and we will work hard to find one for you – this is all part of our customer service.

30-Day Money-Back Guarantee



If within 30 days of receiving your e-Learning login you decide it is not for you, simply return everything to us and receive a full refund of the course fees.

Distance/e-Learning

At RRC we offer a flexible learning approach to suit your learning style. Our Distance/e-Learning courses are hosted on our unique online environment – the e-Zone. This easy-to-use system provides an effective learning environment that gives you everything you need to successfully pass your chosen course. To access the e-Zone, all you need is an internet connection and off you go.

Studying through the e-Zone also offers:

- Global availability – 24/7 access from anywhere in the World via an internet connection, with no software to install.
- A complete electronic copy of RRC's highly respected course materials, downloadable directly from the e-Zone. Provided in PDF format, these resources are easily transferable to a range of portable devices for studying where ever you are.
- Live updates – we regularly review our course content against current best practice and legislation, and your online resources are updated free of charge throughout your studies.
- Full access to the e-Zone library, which contains additional useful resources.
- Enhanced assessment practice, including automated multiple-choice questions to test your learning as you study and a tracking system to monitor your progress and coursework results.
- Learning community – benefit from the knowledge, experiences and encouragement of fellow students.

If you prefer to study offline, you can also purchase a printed copy of RRC's highly respected, full colour course material.

All RRC resources follow the same structure and contain everything you need to be successful in the NEBOSH assessment. By combining online and offline study, you'll have the flexibility you need to fit your study around other commitments and complete your course at a pace that suits you.



RRC Revision Support

Revision

We all know that 'revising' is the key to passing an exam but knowing exactly what you need to do is not always easy. RRC have developed a range of revision tools to let you in on the secrets of success.

- Online – RRC's Programmed-to-Pass is a unique, structured revision package for those who need the ultimate step-by-step guidance on what they need to do to achieve success.
- Classroom – Revision workshops for those who want that final input from an expert tutor. Available in London.
- Publications – RRC's Revision Guide is an essential tool designed to ensure you are fully prepared for the exam.

Online – Programmed-to-Pass

We are committed to you passing your exam when you study with RRC which is why we have developed a range of tools to help you revise. Our unique online revision package takes the mystery out of revision. It leads you through the entire process of revising for your NEBOSH Certificate from start to finish, telling you exactly what you need to do to achieve success.

Each session starts with an 'At a Glance' providing you with a summary of your activities for the session to ensure you'll be on track for the exam.

- Sessions 1-10 get you thinking, not only about the key topics you need to know, but also about general revision and examination technique.
- Revision topics are highlighted to ensure you don't miss key sections, plus an indication of how long you should be spending on each section.
- True or false questions provide a quick check of knowledge. Submit your answers and get an instant result with further tips and hints.
- Mnemonic of the day helps you remember key phrases or terminology.
- Pic of the day helps you visualise key pieces of information.
- Tutorials on key revision techniques, such as motivation, visualisation, effective reading and the use of mind maps and flash cards.
- Sessions 11-20 focus exclusively on revision and past exam questions, ensuring that you have plenty of experience of answering questions and will not be fazed on the day of the exam.

Revision Workshops

The interactive nature of the revision workshops provide you with the opportunity to discuss specific subjects with the tutor, practise questions and get feedback on your answers, and exchange last minute tips with fellow students. It also gives you the chance to learn how to avoid the common mistakes made in exams so you don't fall into the same trap. Our workshops are an essential way to build confidence in the run-up to the exams.

- One-day workshop.
- Gives you the opportunity to review key topics from across the whole syllabus.
- Run by expert tutors, many of whom are also NEBOSH examiners and know exactly what will be expected of you in the exam.
- Gives you the chance to work through past exam questions with both a tutor and your fellow students.
- Benefit from the experiences of fellow students and swap ideas.

Revision Guides

Our most popular range, combining concise revision notes with genuine past exam questions and model answers for a fully effective revision tool:

- Provides a concise overview of all the key topics identified in the NEBOSH syllabus.
- Structured to closely follow the relevant NEBOSH syllabus so that you can easily find the topics you're looking for and map them against your course notes.
- Lets you in on the mind of the examiner so you can see exactly what he is looking for when he sets exam questions.
- Looks at a variety of NEBOSH questions so you know what you will face.
- For each question, we look at the general approach you should take, followed by a sample answer plan and a model answer so you can see the level of detail expected of you in the exam.
- Supplied as either printed A5 booklets or as electronic PDF files.

TITLES AVAILABLE

- NEBOSH Environmental Diploma
- NEBOSH Environmental Certificate

RRC Reference Materials

RRC's Step Notes

These concise reference guides can be used as a tool by health and safety officers or as a study aid by students on NEBOSH and MSc courses. They are written specifically to focus on key points, relevant statutes and case law.

Supplied as either printed A5 booklets (convenient for you to carry around) or as electronic PDF files (which you can view on-screen and print, if desired).

Titles Available		
	Printed	Electronic
Health & Safety Law	£15	£12 + VAT (£14.40)
Occupational Health and Hygiene	£15	£12 + VAT (£14.40)
Environmental	£15	£12 + VAT (£14.40)
Quality Management	£15	£12 + VAT (£14.40)
Business Communications	£10	£8 + VAT (£9.60)

RRC Law Guides

These provide a detailed guide to legislation and case law relevant to those studying NEBOSH or similar courses and practitioners as a reference tool in their day-to-day roles.

Supplied as printed A4 booklets. (Note: these are included free of charge with relevant RRC courses.)

Titles Available	
	Printed
RRC Health & Safety Law & Case Law Guide	£35
RRC Environmental Law & Case Law Guide	£35

RRC ISO 14001 Reference Guides

These guides are designed to assist organisations in the achievement, development and maintenance of ISO 14001 - the international standard for environmental management.

They are available as either printed booklets or electronic PDF files (multiple user licenses are also available – please call +44 (0)208 944 3100 for details).

Titles Available		
	Printed	Electronic
Executive Briefing on ISO 14001	£6	£4.80 + VAT (£5.76)
Introduction to ISO 14001	£6	£4.80 + VAT (£5.76)
Environmental Issues for Senior Managers	£15	£12 + VAT (£14.40)
ISO 14001 Environmental Awareness	£15	£12 + VAT (£14.40)

NEBOSH Environmental Courses Dates and Fees

NEBOSH Environmental Certificate					
Classroom					DL/EL
London (Wimbledon)	Birmingham	Chorley	Newcastle		Exam Date
16-20 Sep 13 Exam 27 Sep 13	11-15 Nov 13 Exam 6 Dec 13	-	18-22 Nov 13 Exam 6 Dec 13		6 Dec 13
10-14 Mar 14 Exam 21 Mar 14	-	-	10-14 Feb 14 Exam 5 Mar 14		5 Mar 14
19-23 May 14 Exam 4 Jun 14	-	-	-		4 Jun 14
-	-	18-22 Aug 14 Exam 3 Sep 14	-		3 Sep 14
22-26 Sep 14 Exam 3 Oct 14	17-21 Nov 14 Exam 3 Dec 14		-		3 Dec 14

NEBOSH Environmental Diploma					
	Week 1	Week 2	Week 3	Optional Revision Workshop	Exam
London (Wimbledon)	16-20 Sep 13	14-18 Oct 13	4-8 Nov 13	11 Nov 13	5 Dec 13
	10-14 Mar 14	7-11 Apr 14	12-16 May 14	29 May 14	5 Jun 14
	22-26 Sep 14	13-17 Oct 14	3-7 Nov 14	27 Nov 14	4 Dec 14

Course Fees			
		NEBOSH Certificate in Environmental Management	NEBOSH National Diploma in Environmental Management
Classroom – Includes Exam			
COMPLETE COURSE	London	£795 + VAT + £63 NEBOSH Fee (£1,017)	£2,295 + VAT + £126 NEBOSH Fee (£2,880)
	Birmingham Newcastle Chorley	£695 + VAT + £63 NEBOSH Fee (£897)	
TOP UP COURSE Holders of the Environmental Certificate (Weeks 2 & 3 Only)		N/A	£1,595 + VAT + £126 NEBOSH Fee (£2,040)
Distance/e-Learning			
COURSE FEE		£365 + VAT + £63 NEBOSH Fee (£501) With Printed Materials Add £30	£795 + VAT + £126 NEBOSH Fee (£1,080) With Printed Materials Add £85
EXAM FEE – INTERNATIONAL AND NON-RRC CENTRES		From £100 – RRC can arrange for you to take the exam in most countries in the world (via the British Council network) or other non-RRC Centres. For more information and details of fees, please contact RRC.	
Optional			
PRINTED LAW GUIDE		add £35	add £35

* IMPORTANT EXAMINATION INFORMATION

Fees are inclusive of exam fees for a single exam sitting at an RRC venue.

NEBOSH Environmental Courses – Revision Support

Revision Support – Available for all NEBOSH Environmental Courses		
	NEBOSH Certificate in Environmental Management	NEBOSH National Diploma in Environmental Management
Programmed-to-Pass	£49 + VAT (£58.80)	£49 + VAT (£58.80)
Revision Guide		
PRINTED	£17.50	£25
E-MAIL	£12.50 + VAT (£15)	£20 + VAT (£24)



RRC Qualifications and Awards

Health and Safety

IOSH

- IOSH Directing Safely
- IOSH Managing Safely
- IOSH Supervising Safely
- IOSH Working Safely

NVQ

- NVQ Level 3 Certificate in Occupational Health and Safety
- NVQ Level 5 Diploma in Occupational Health and Safety

NEBOSH AWARDS

- NEBOSH Award in Health and Safety at Work
- NEBOSH Award in Health, Safety & Environment for the Process Industries

NEBOSH CERTIFICATES

- NEBOSH International General Certificate in Occupational Health & Safety
- NEBOSH International Certificate in Fire Safety & Risk Management
- NEBOSH International Certificate in Construction Health & Safety
- NEBOSH National General Certificate in Occupational Health & Safety
- NEBOSH National Certificate in Fire Safety & Risk Management
- NEBOSH National Certificate in Construction Health & Safety
- NEBOSH International Technical Certificate in Oil and Gas Operational Safety
- NEBOSH Certificate in the Management of Health and Well-being at Work

NEBOSH DIPLOMAS

- NEBOSH National Diploma in Occupational Health & Safety
- NEBOSH International Diploma in Occupational Health & Safety

CIEH

- CIEH Level 2 Award in Principles of Manual Handling
- CIEH Level 2 Award in Principles of COSHH
- CIEH Level 2 Award in Principles of Risk Assessment
- CIEH Level 1 Award in Health and Safety in the Workplace
- CIEH Level 2 Award in Health and Safety in the Workplace
- CIEH Level 1 Award in Food Safety Awareness in Catering
- CIEH Level 2 Award in Food Safety in Catering

INSTITUTE OF ACOUSTICS

- IOA Certificate in Workplace Noise Assessment

CITB CONSTRUCTIONSKILLS SITE SAFETY PLUS

- Health and Safety Awareness
- The Site Supervisors' Safety Training Scheme
- The Site Management Safety Training Scheme
- The Site Management Safety Training Scheme Refresher Course

ENVIRONMENTAL

HEMA

- IEMA Introduction to Environmental Management Systems
- IEMA Foundation Certificate in Environmental Management
- IEMA Associate Certificate in Environmental Management
- IEMA Lead Environmental Auditor

NEBOSH

- NEBOSH Certificate in Environmental Management
- NEBOSH Diploma in Environmental Management

QUALITY

- CQI Certificate in Quality Management

TRAINING SKILLS

- CIEH Level 3 Award in Training Skills and Practice (TSP)



RRC Online and In-Company Courses

RRC's Online Courses

A new exciting range of short online courses from RRC designed to help organisations and individuals develop essential health, safety and environmental skills as and when required, in a way which fits in with you and your life.

These short courses combine the benefits of an interactive classroom situation with the flexibility and accessibility of online study. They are loaded with videos and interactive animations that make learning fun and relevant.

Across the range, the key information is broken down into bite-sized chunks and interspersed with activities designed to reinforce understanding for maximum results. Throughout, the focus is on applying your knowledge to real-life situations so you can be sure to see the results reflected in your daily work.

All courses include a free downloadable workbook containing all the topics covered, which works well as a handy reference guide and provides a refresher if you want to remind yourself of what you've learnt. Courses also include a final assessment with an RRC certificate for those who pass.

RRC Online Courses

- Work at Height
- Risk Assessment
- Electrical Safety
- Health and Safety Induction (For Workers)
- Health and Safety Essential (For Supervisors)
- Transport Safety
- Accident Investigation
- Display Screen Equipment (DSE)
- Manual Handling
- Health and Safety Roles and Responsibilities
- Work Equipment safety
- Chemical Safety
- Noise Awareness
- Radiation
- Construction Safety
- Developing a Positive Safety Culture



In-company Short Courses

HEALTH AND SAFETY MANAGEMENT

- Achieving Behavioural Change
- Basics of Health and Safety Management
- Business Contingency Planning (Basic Awareness)
- Developing a Positive Health and Safety Culture
- Emergency Planning
- Essentials of HSE for Office Managers
- General Workplace Health, Safety and Welfare Issues
- Introduction to Human Behaviour in Industrial Safety
- Introduction to Measuring Health and Safety Performance
- Introduction to OHSAS 18001
- Managing External Contractors
- Principles of Health and Safety Law
- Worker Health and Safety Consultation

RISK ASSESSMENT

- Basic Workplace Risk Assessment
- Safe Systems of Work and Permits to Work
- Accident and Incident Investigation and Reporting
- Introduction to Failure Tracing Methods

FIRE

- Basic Principles of Fire & Explosion (DSEAR)
- The Essentials of Fire Risk Assessment
- Fire Safety Awareness
- Fire Safety for Fire Marshals/Fire Wardens

TOPIC-SPECIFIC

- Asbestos Awareness
- Duty to Manage Asbestos in Non-Domestic Premises
- Basic Control of Ergonomic Factors
- Basics of Identification, Assessment & Control of Ionising Radiation Health Risks
- Basics of Identification, Assessment & Control of Noise Health Risks
- Basics of Identification, Assessment & Control of Non-Ionising Radiation Health Risks
- Basics of Identification, Assessment & Control of the Thermal Environment
- Basics of Identification, Assessment & Control of Vibration Health Risks
- Carriage of Dangerous Goods
- The Construction (Design and Management) Regulations
- Construction Health and Safety Basics
- DSE Training for Assessors
- Identification, Assessment and Control of Biological Health Risks
- Introduction to Electrical Safety
- Introduction to Environmental Pollution & Waste Management
- Introduction to Machinery Safety
- Introduction to Management of Confined Spaces
- Introduction to Mechanical Handling Equipment
- Introduction to Safe Storage, Handling & Transport of Dangerous Substances
- Introduction to Working at Height
- Managing Occupational Road Risk
- Manual Handling Operations
- Stress Management in the Workplace
- Stress, Substance Misuse & Violence in the Workplace
- Work Equipment – Introduction to Selection, Use, Maintenance & Testing

How to Enrol

To apply for an RRC course, please complete the Application Form and Pre-Course Questionnaire that follow this page and return them to RRC:

POST

RRC

27-37 St George's Road, London SW19 4DS, United Kingdom

EMAIL

info@rrc.co.uk

ONLINE

www.rrc.co.uk

TELEPHONE

+44 (0)20 8944 3100

FAX

+44 (0)20 8944 7099

Delivery

UK

Your course materials will be with you no later than 10 working days from the receipt of your application. Delivery is by courier and can be either to your home or work address. As a signature will be required for all deliveries, please supply an address that will be occupied during office hours (Monday – Friday, 8am to 6pm).

OVERSEAS

Materials are sent by courier and delivery times are dependent on your location. Please contact RRC for more information.

Carriage

Carriage is chargeable on the despatch of course materials outside the United Kingdom – Please call for a quote.

Methods of Payment

All payments to be made in GBP (pounds sterling). You can use any of the following methods of payment:

- 1 Payment in full by cheque or banker's draft made payable to RRC.
- 2 Payment in full by charging your MasterCard/Switch/Visa/Solo/Connect Card/American Express.
- 3 Payment by instalments (for more information see <http://www.rrc.co.uk/instalment.aspx> or call for our RRC Instalment Plan Leaflet).
- 4 Invoice: UK registered companies only. Please attach to your application form an official purchase order/letter confirming your employer's authorisation. Terms of payment are 30 days from invoice date.
- 5 Customers outside the UK must remit the full fee, including postage and packing, in GBP (pounds sterling), payable in London. All bank charges, including any payable by the receiving bank, must be paid by the customer.

Terms and Conditions

Learning Agreement

The Learning Agreement sets out your entitlements and obligations as a student of RRC and constitutes the terms and conditions of your enrolment. If you do not wish to be bound by these terms, you can cancel your course within the timescales detailed below and receive a refund/credit of the fees less any expenses incurred by RRC.

Cancellations

We are confident that you will be delighted with your studies but, should you feel less than satisfied, you can cancel under the following terms within your Enrolment Period (defined as the period to your nominated exam date or 18 months from enrolment date for units/subjects where the nominated examination date is not determined).

Classroom Courses

CANCELLATION MORE THAN 30 DAYS BEFORE THE COURSE START DATE

A refund of the full course fee is obtainable for cancellations received more than 30 days before the scheduled course start date.

CANCELLATIONS BETWEEN 15 AND 30 DAYS BEFORE THE COURSE START DATE

A refund of 70% of the course fee is obtainable for cancellations received between 15 and 30 days before the scheduled course start date.

Distance & e-Learning Courses

CANCELLATION WITHIN 30 DAYS

A refund of the full course fee is obtainable for cancellations received within 30 days following the acceptance of your application. Subject to the return, in good condition, of any printed materials supplied and the receipt of a written confirmation that any electronic copies of the materials have been destroyed within the 30-day period.

CANCELLATION AFTER 30 DAYS BUT WITHIN 45 DAYS

A 60% refund of the course fees is obtainable for cancellations received at any time within 45 days following the acceptance of your application. Subject to the return, in good condition, of any printed materials supplied and the receipt of a written confirmation that any electronic copies of the materials have been destroyed within the 45-day period.

CANCELLATION OVER 45 DAYS AND WITHIN THE ENROLMENT PERIOD

A 90% refund is available for any Units/Subjects for which study has not commenced. Study is deemed to have commenced from the date the student requests the materials.

Where a student has commenced a Unit and wishes to cancel, they may be entitled to a refund of any exam fees paid to RRC provided the cancellation is received before the student has been registered with the examining body.

Examinations Only

A refund of the exam fee is obtainable for cancellations received up to the date RRC register the examination with the examining body.

Revision and Reference Guides

PRINTED MATERIALS – RETURNED WITHIN 14 DAYS

A refund of the full fee (excluding postage and packing) is obtainable for returns received in good condition within 14 days following the despatch of the goods.

E-MAIL – RETURNS WITHIN 7 DAYS

A refund of the full fee is obtainable for returns received up to 7 days following RRC e-mailing the goods or access password, subject to a written confirmation that all copies have been destroyed.

PROGRAMMED-TO-PASS – CANCELLATION WITHIN 7 DAYS OF ACCESS

A refund of fees is obtainable for cancellations received within 7 days following RRC e-mailing the access password, subject to a written confirmation that any downloaded or printed materials have been destroyed.

Outside of the above, full fees are payable on all cancellations or returns.

Any refunds will be processed within 14 days of receiving your returned course materials.

Enrolment Form

Important Information

Please complete all sections of this application form in full. Failure to do so may result in delays in processing your enrolment

If you have studied with RRC before please enter your RRC Student Number here _____

Step 1 – Personal details and delivery information	
Name & Address of Applicant	Delivery Address
Full Name	Contact Name
Address	Company Name
	Address
Post Code	Post Code
Country	Country
Daytime Tel. No	Contact Tel. No
Evening Tel. No	Please note: Your package will need to be signed for on delivery. RRC are unable to deliver to PO Box addresses.
E-mail	

Step 2 – Sponsoring organisation and invoice address	
Sponsoring Organisation	Invoice Address
Company Name	Company Name
Contact Name	Department
Position	Contact Name
Address	Address
Post Code	Post Code
Country	Country
Tel. No	Tel. No
E-mail	E-mail

Step 3 – Course Selection			
Course Required	Please Tick	Method of Study	Please Tick
NEBOSH Certificate in Environmental Management		Distance Learning	
NEBOSH Diploma in Environmental Management		e-Learning	
		Classroom – complete	
		Classroom – Top Up (Diploma Only)	
Classroom course start date	Start date DD / MM / YYYY		

Enrolment Form

Step 4 – Information required for exam entry

Venue where you wish to sit your exam:

Intended Exam Date		Please Tick	Information required for exam entry
Month	Year		Date of birth DD / MM / YYYY
March (Certificate only)	20		Gender Male/Female*
June	20		Name as appears on your passport (BLOCK CAPITALS)
September (Certificate only)	20		
December	20		
Not sitting exam with RRC			Country of Residence

* Delete as Applicable

Step 5 – Additional information

How did you hear about RRC?

What are your reasons for enrolling on this course?

Step 6 – Fees

Course and Exam		Fee including VAT
Course Fee		
Printed Materials (e-Learning only)		
Overseas Exam Centre charge (Call for a quote)		
Revision Aids		
Revision Workshop (Diploma Only)	London	
Programmed-to-Pass		
Revision Guide	Paper/e-mail*	
Reference Materials		
	Paper/e-mail*	
	Paper/e-mail*	
	Paper/e-mail*	
	Paper/e-mail*	
Overseas Courier (call for a quote if outside the UK)		
Total Fees Payable		

NOTES

All services are delivered in the UK and overseas customers are therefore required to pay VAT.

Overseas Courier Charges are payable on distance learning courses, printed materials and revision aids only.

Enrolment Form

Step 7 – Method of Payment

☐ I enclose my fees in full. Please make cheque/banker's draft payable to **RRC**

☐ Please debit my MasterCard/Switch/Visa/Solo/Connect Card/American Express (Delete as appropriate)

(Note RRC cannot accept Visa Electron Cards)

Card No. _____ with the full fee. Card Expiry Date _____

3 Digit Security Code _____ Cardholder's Name _____

Cardholder's Signature _____

(Switch and Solo only) Issue No _____ Valid From Date _____

☐ I wish to pay by instalments. Please see www.rrc.co.uk for the instalment application form.

☐ Please invoice my employer (UK Registered Companies Only). **Please attach Official Purchase Order/Letter of Authorisation**

Step 8 – Acceptance of terms and conditions

I wish to enrol as a participant for the above programme and I agree to pay the fees as stated and to be bound by the terms and conditions set out in the accompanying RRC literature.

Signed _____ Date _____

Thank you for choosing RRC

Please return your completed application form to:

RRC 27 – 37 St George's Road London SW19 4DS United Kingdom

Tel: +44 (0)20 8944 3100

Fax: +44 (0)20 8944 7099

info@rrc.co.uk

www.rrc.co.uk

Pre-course Questionnaire

Please write in capitals. Attach further sheets and/or CV if necessary.

Section A – Your personal details

Name

Address

Postcode

Daytime Tel. No

Evening Tel. No

E-mail

Section B – Your current position

Job title

Number of years in current position

Name of company

Nature of business

Outline of responsibilities (with specific reference to health and safety responsibilities)

Section C – Relevant previous positions and experience

Section D – Previous courses/qualifications

Please give brief details of any relevant qualifications held or courses you have attended:

Section E – Special concerns

Please indicate any special concerns you may have about the course and areas in which you might require special help. Please indicate any special educational needs or disabilities that may impact on your studies: