



# NEBOSH International Diploma

NEBOSH INTERNATIONAL DIPLOMA  
IN OCCUPATIONAL HEALTH AND SAFETY



## RRC

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**RRC**  
INTERNATIONAL

# 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.



# More choice, more support, more flexible learning

## 85 years of excellence

RRC have 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 – In-Company
- Flexible Learning:
  - e-Learning
  - Distance Learning
  - Blended Learning - Bahrain & Dubai

## Choice of where and when you study

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

Our classroom venues include London, Birmingham, Chorley, Newcastle, Bahrain & 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 Advisers 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 run our own exam 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 run exams in 114 countries 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 NEBOSH DIPLOMA TUTOR TEAM

- |  |  |
|--|--|
| • Dr David Towlson, BSc (Hons), PhD, CMIOSH, AIEMA, Cert Ed (PCET), MifL       | • Zoe Neasham, Dip2 OSH, CMIOSH, BSc (Hons)                        |
| • Dr Jim Phelpstead, BSc, PhD, CMIOSH  | • Andrew Ashford, BSc (Hons), CMIOSH                               |
| • Dr David Wenham, BSc, MSc, PhD, DipSH, DipLaw, AdvDipEd, MRSC, CChem, CFIOSH | • Kevin Coley, MSc, BA (Hons), Dip6 Nebosh, Dip ENV Nebosh, CMIOSH |
| • Dr Roger Bentley, BSc, PhD, CFIOSH   | • Gordon Pimperton, BSc (Hons), DipOSH, CFIOSH                     |
| • Dr Martin Speirs, CMIOSH, CChem, MRSC, AIEMA                                 | • Alan Springhall, MSc, DipNebosh, GradIOSH                        |
| • Allan Ferguson, BA(Hons), DipNEBOSH, GradIOSH, MIIRSM, MBIFM                 | • Rowena Jackson, BSc (Hons), CMIOSH                               |
| • Bob Bowman, MSc, Med, CMCIEH, SpDipEM, CMIOSH, Cert Ed                       | • Dave Robertson, MInstLM, CMIOSH, MIIRSM, RMaPS, AifL             |



# RRC's NEBOSH International Diploma

## NEBOSH

The National Examination Board in Occupational Safety and Health has a reputation that is second to none for providing academically rigorous training, 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 a career in health and safety.

RRC currently offer two NEBOSH International Courses:

- NEBOSH International General Certificate in Occupational Health & Safety
- NEBOSH International Diploma in Occupational Health & Safety

## NEBOSH INTERNATIONAL DIPLOMA IN OCCUPATIONAL HEALTH AND SAFETY

This qualification is for aspiring health and safety professionals building directly upon the foundation of knowledge provided by the NEBOSH International General Certificate. It is designed to provide students with the expertise required to undertake a career as a safety and health practitioner, wherever in the world they may be working.

## Entry Requirements

The NEBOSH International Diploma syllabus assumes a broad basic knowledge of health and safety. The Diploma is assessed at Level 6 (UK Qualifications framework) which is the same standard as a Degree programme. It is therefore highly recommended that those seeking to start the Diploma should have achieved a NEBOSH Certificate (or equivalent Level 3 qualification in health and safety) before starting the Diploma programme.

RRC will accept holders of the following qualifications for direct entry to their programmes:

- NEBOSH International, National General, Construction and Fire Certificates; National Diploma (Part 1)
- A degree or postgraduate diploma in a relevant subject (e.g. health & safety, occupational health or environmental health)
- NVQ Level 3/4 in Health & Safety in the Workplace or Occupational Health & Safety Practice

Others wishing to join the programme will need to complete a detailed assessment form providing evidence that they have the broad basic knowledge of health and safety assumed in the Diploma Syllabus.

## Work-Based Assignments

Students enrolling on the Diploma must be working in, or have access to, a suitable workplace to enable them to complete their assignments. If you have any concerns about your ability to fulfil this requirement, please contact us at RRC and one of our Training Advisers will be able to help you.

The NEBOSH International Diploma programme is divided into five units, only four of which are assessed. You must complete all units within 5 years to achieve the NEBOSH International Diploma in Occupational Health and Safety:

### UNIT IA: INTERNATIONAL MANAGEMENT OF HEALTH AND SAFETY

- 1 Principles of health and safety management
- 2 Loss causation and incident investigation
- 3 Measuring and reviewing health and safety performance
- 4 Identifying hazards, assessing and evaluating risk
- 5 Risk control
- 6 Organisational factors
- 7 Human factors
- 8 Regulating health and safety

### UNIT IB: INTERNATIONAL CONTROL OF HAZARDOUS AGENTS IN THE WORKPLACE

- 1 Principles of chemical control, toxicology and epidemiology
- 2 Hazardous substances and other chemicals – assessment of risk
- 3 Hazardous chemicals – engineering controls and personal protective equipment
- 4 Monitoring and measuring
- 5 Biological agents
- 6 Physical agents 1 – noise and vibration
- 7 Physical agents 2 – radiation
- 8 Psycho-social agents
- 9 Musculoskeletal risks and controls
- 10 Work environment risks and controls
- 11 Managing occupational health

### UNIT IC: INTERNATIONAL WORKPLACE AND WORK EQUIPMENT SAFETY

- 1 General workplace issues
- 2 Principles of fire and explosion
- 3 Workplace fire risk assessment
- 4 Storage, handling and processing of dangerous substances
- 5 Work equipment (general)
- 6 Work equipment (workplace machinery)
- 7 Work equipment (mobile, lifting and access)
- 8 Electrical safety
- 9 Construction hazards and controls
- 10 Workplace transport and driving for work
- 11 Pressure system hazards and controls

### UNIT ID: INTERNATIONAL APPLICATION OF HEALTH AND SAFETY THEORY AND PRACTICE

This unit comprises an 8,000-word assignment for submission after completion of units IA, IB and IC.

# NEBOSH International Diploma – More Information

International Diploma in Occupational Health and Safety				
Classroom	Dates	Currently only available In-Company		
	Duration Excluding Assessment		Class Room	Private Study (approximate)
		Full Course	35 days (7 weeks)	225 hours
		Unit IA	15 days (3 weeks)	70 hours
		Unit IB	10 days (2 weeks)	50 hours
		Unit IC	10 days (2 weeks)	50 hours
		Unit ID	–	55 hours
	Venues	In-Company		
Blended Learning	Dates	Bahrain & Dubai - Call for dates		
	Duration Excluding Assessment		Class Room	Private Study (approximate)
		Full Course	15 days (3 weeks)	350 hours
		Unit IA	5 days (1 week)	135 hours
		Unit IB	5 days (1 week)	80 hours
		Unit IC	5 days (1 week)	80 hours
		Unit ID	–	55 hours
	Venues	Bahrain, Dubai & In-Company		
Distance and e-Learning	Dates	Start at any time		
	Duration Excluding Assessment	Full Course	475 hours	Private study is included in the total study hours. For the full course you will have 24 months to complete. On enrolment you will nominate your Unit IA exam date, nominating the Unit IB & IC exam dates and Unit ID submission date at any time during your studies. For enrolment on single units you will be supported until your nominated examination date.
		Unit IA	170 hours	
		Unit IB	115 hours	
		Unit IC	115 hours	
		Unit ID	56 hours	
Exam/ Assessment	Requirement	Units IA, IB and IC are each assessed by a 3 hour examination and Unit ID by an assignment which takes around 55 hours to complete.		
	Dates	Exams are held in January and July each year.		
	UK Venues	RRC Centres – London, Birmingham, Chorley, Newcastle and Glasgow		
	Worldwide Venues	All arrangements made by RRC <ul style="list-style-type: none"><li>• Bahrain</li><li>• Dubai</li><li>• British Council offices and other exam centres worldwide</li></ul>		
Continuing Professional Development		On successful completion of the course, you will have met the academic requirements for membership of: <ul style="list-style-type: none"><li>• The Institution of Occupational Safety and Health (Grad IOSH)</li><li>• The International Institute of Risk and Safety Management (MIIRSM)</li></ul> You will also be entitled to use the post-nominal IDipNEBOSH.		

# 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 take 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 Diploma exam, you have two options:

- Sit at an RRC exam centre in London, Birmingham, Chorley, Newcastle, Glasgow or Bahrain, 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 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.

- Publications – RRC's Revision Guide is an essential tool designed to ensure you are fully prepared for the exam.

## Revision Guides

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

- Provide 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 International Diploma Unit IA
- NEBOSH International Diploma Unit IB
- NEBOSH International Diploma Unit IC

# 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
<b>Health &amp; Safety Law</b>	£15	£12 + VAT (£14.40)
<b>Occupational Health and Hygiene</b>	£15	£12 + VAT (£14.40)
<b>Environmental</b>	£15	£12 + VAT (£14.40)
<b>Quality Management</b>	£15	£12 + VAT (£14.40)

## 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
<b>RRC Health &amp; Safety Law &amp; Case Law Guide</b>	£35
<b>RRC Environmental Law &amp; Case Law Guide</b>	£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
<b>Executive Briefing on ISO 14001</b>	£6	£4.80 + VAT (£5.76)
<b>Introduction to ISO 14001</b>	£6	£4.80 + VAT (£5.76)
<b>Environmental Issues for Senior Managers</b>	£15	£12 + VAT (£14.40)
<b>ISO 14001 Environmental Awareness</b>	£15	£12 + VAT (£14.40)



# NEBOSH International Diploma Course Dates and Fees

## NEBOSH International Diploma – Distance and e-Learning exam dates

	Exam/Unit ID Submission date
Unit IA	8 Jul 14
	20 Jan 15
	7 Jul 15
Unit IB	9 Jul 14
	21 Jan 15
	8 Jul 15
Unit IC	10 Jul 14
	22 Jan 15
	9 Jul 15
Unit ID	Aug 2014
	Nov 2014
	Feb 2015
	May 2015

## Course Fees

	Complete course	Unit IA	Unit IB or IC	Unit ID
<b>Distance/e-Learning*</b>	£1,795 + VAT + £379 NEBOSH Fee (£2,533) With Printed Materials Add £265	£635 + VAT + £136 NEBOSH Fee (£898) With Printed Materials Add £85	£495 + VAT + £81 NEBOSH Fee (£675) With Printed Materials Add £85	£245 + VAT + £81 NEBOSH Fee (£375) With Printed Materials Add £10
ADDITIONAL 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.			

## Revision Support

	Complete course	Unit IA	Unit IB or IC
<b>Revision Guide</b>			
PRINTED	£67.50	£25	£25
E-MAIL	£54 + VAT (£64.80)	£20 + VAT (£24)	£20 + VAT (£24)

### \* IMPORTANT EXAMINATION INFORMATION

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

# 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

#### IEMA

- 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 learned. Courses also include a final assessment with an RRC certificate for those who pass.

## RRC Online Courses

- Work at Heights
- 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 – Intro 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.

# 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 – Entry requirements

Please attach a copy of one of the following :

- NEBOSH International, National General, Construction and Fire Certificates; National Diploma (Part 1)
- A degree or postgraduate diploma in a relevant subject (e.g. health & safety, occupational health or environmental health)
- NVQ Level 3/4 in Health & Safety in the Workplace or Occupational Health & Safety Practice

**Or** a completed RRC NEBOSH National/International Diploma Application Pack (if not already submitted)

### Step 4 – Course selection

Course Required	Please Tick	Method of Study	Please Tick
NEBOSH International Diploma Complete Course		Distance Learning	
Unit IA		e-Learning	
Unit IB			
Unit IC			
Unit ID			



# Enrolment Form

## Step 5 – Information required for exam entry

Venue where you wish to sit your exam:

NEBOSH Diploma Intended exam date			Information required for exam entry
Unit	Month	Year	Date of birth DD / MM / YYYY
Unit IA	Jan/Jul*	20	Gender Male/Female*
Unit IB	Jan/Jul*	20	Name to appear on Certificate (BLOCK CAPITALS)
Unit IC	Jan/Jul*	20	
Unit ID – submission date	Feb/May/Aug/Nov*	20	Country of Residence

\* Delete as Applicable

## Step 6 – Revision Support

		Please tick			
		Complete	Individual Units		
			IA	IB	IC
Revision Guide	Paper/e-mail*				
Reference Materials ( Please List)					

\* Delete as Applicable

## Step 7 – Additional information

How did you hear about RRC?

What are your reasons for enrolling on this course?

# Enrolment Form

## Step 8 – Fees

Course and Exam	Fee including VAT
Course Fee	
Course Fees (if booking course for separate units)	
Printed Materials (e-Learning courses only)	
Overseas Exam Centre charge (Call for a quote)	
Revision Aids	
Revision Guide	
Reference Materials	
Overseas Courier (call for a quote if outside the UK)	
<b>Total Fees Payable</b>	

### 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.

## Step 9 – 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](http://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 10 – 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: