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# ATM Safety & Environment

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## NEBOSH National Certificate Courses

*National General Certificate*  
*National Construction Certificate*  
*Certificate in Fire Safety & Risk Management*

ATM Safety & Environment  
Berrington Lodge, Hoo Lane  
Chipping Campden, Gloucestershire GL55 6AZ  
United Kingdom  
Tel: +44(0) 1386 840198  
Email: [info@atmsafety.co.uk](mailto:info@atmsafety.co.uk)  
[www.atmsafety.org.uk](http://www.atmsafety.org.uk)

# ***NEBOSH National General Certificate***

The NEBOSH National General Certificate (NGC) is intended for managers, supervisors and staff from all types of organisations who need a broad understanding of health and safety issues. The NGC is also suitable as a first step on a career in health and safety. It provides a valuable overview, and is a sound basis for further professional study.

## **Entry Qualifications**

No formal qualifications are required but candidates must have a reasonable standard of written English.

## **Course Structure**

The syllabus comprises three units that are separately assessed.

Unit NGC1 Management of health and safety

Unit GC2 Controlling workplace hazards

Unit GC3 Health and safety practical application

## **Modes of study**

Students can study by E-learning, distance learning, or through blending these with attending tutorials.

## **E learning**

Students are provided with a login to our e-learning website. Here they can work through lessons, complete coursework, and download revision notes. Tutor support is available by email, telephone or post.

## **Distance learning**

Hard copy study notes and coursework are provided for each unit. Students are encouraged to complete the coursework and submit to ATM by post, email or through our e-learning website. The coursework does not count towards the award. Tutor support is available by email, telephone or post.

## **Blended learning**

In addition to receiving an E-learning or distance learning course package, students can attend a programme of tutorials at our office in Chipping Campden.

## **Examinations**

Units NGC1 and GC2 are assessed by closed book examinations, both papers are held on the same day, NGC1 in the morning and GC2 in the afternoon. Exams are held four times a year on the first Wednesday of March, June, September and December.

## **Practical Assessment**

GC3 is assessed by submission of a written report that is marked by ATM Safety & Environment and moderated by NEBOSH. This GC3 practical assessment must be carried out in the candidates own workplace or other suitable location. The practical assessment does not need to be supervised but the candidate must sign a declaration stating that the work submitted is their own work. GC3 must be prepared in accordance with the NEBOSH GC3 guidance, which will be issued to candidates on enrolment,

## **Fees**

The course fee is £300 + VAT (£360) for E-learning, £330 + VAT (£396) for distance learning, and £600 + VAT (£720) for blended learning. The exam registration fees are £110. The course fee includes support for a period of 12 months, so candidates have the choice of four exam sittings (see “Terms and Conditions”).

# ***NEBOSH National Construction Certificate***

The NEBOSH National Construction Certificate is aimed at Supervisors, Managers and Designers within the construction industry who are required to ensure that activities under their control are undertaken safely. It is likely to prove useful for those concerned with the management of buildings who may need to ensure that contractors are working safely.

## **Entry Qualifications**

No formal qualifications are required but candidates must have a reasonable standard of written English.

## **Course Structure**

The syllabus comprises of two main units and a practical. Unit NGC1 is a common unit that is shared with the NEBOSH General Certificate and the NEBOSH National Fire Certificate. Holders of these qualifications are exempt from this unit.

NGC1 Management of health and safety

NCC1 Managing and controlling hazards in construction activities

NCC2 Construction health and safety practical application

NCC2 the practical assessment is a health and safety inspection of a construction activity. The practical assessment does not need to be supervised and can be carried out in the candidates own workplace. When submitting the report for marking the candidate must sign a declaration to state that it is their own work.

## **Modes of study**

Students can study by distance learning, or through blending this with attending tutorials.

## **Distance learning**

Hard copy study notes and coursework are provided for units NGC1 and NCC1. Students are encouraged to complete the coursework and submit to ATM by post, email or through our e-learning website. The coursework does not count towards the award. Tutor support is available by email, telephone or post.

## **Blended learning**

In addition to receiving hard copy course notes, students can attend a programme of tutorials in Chipping Campden.

## **Examinations**

Units NGC1 and NCC1 are assessed by closed book examinations, both papers are held on the same day, NGC1 in the morning and NCC1 in the afternoon. Exams are held four times a year on the first Wednesday of March, June, September and December.

## **Fees**

The course fee is £300 + VAT (£360) for E-learning, £330 + VAT (£396) for distance learning, and £600 + VAT (£720) for blended learning. For candidates who are exempt from Unit NGC1 the course fee is reduced to £250 + VAT (£300) for distance and E-learning, £400 + VAT (£480) for blended learning. Exam registration fees are £110 for all 3 units or £66 for NCC1 & 2 only. The course fee includes support for a period of 12 months, so candidates have the choice of four exam sittings (see "Terms and Conditions").

# ***NEBOSH Certificate in Fire Safety and Risk Management***

The NEBOSH Certificate in Fire Safety & Risk Management is aimed at managers and supervisory staff that need to ensure that their organisation meets its responsibilities under fire safety legislation. Courses leading to this qualification should equip holders to carry out a fire risk assessment and to identify what fire protective and preventative measures are required. It is therefore also suitable for people moving into fire safety adviser roles.

## **Entry Qualifications**

No formal qualifications are required but candidates must have a reasonable standard of written English.

## **Course Content**

The syllabus comprises two main units and a practical assessment. Unit NGC1 is a common unit that is shared with the NEBOSH General Certificate and the NEBOSH Construction Certificate. Holders of these qualifications are exempt from this unit.

NGC1 Management of health and safety  
FC1 Fire safety & risk management  
FC2 Fire safety practical application

The practical requires candidates to successfully carry out a fire risk assessment within a workplace of their choice. Candidates do not require supervision when carrying out the practical application but the candidate must sign a declaration that the submission is their own work. The finished report is marked by ATM Safety & Environment and moderated by NEBOSH.

## **Modes of study**

Students can study by distance learning, or through blending this with attending tutorials.

## **Distance learning**

Hard copy study notes and coursework are provided for units NGC1 and FC1. Students are encouraged to complete the coursework and submit to ATM by post, email or through our e-learning website. The coursework does not count towards the award. Tutor support is available by email, telephone or post.

## **Blended learning**

In addition to receiving hard copy course notes, students can attend a programme of tutorials at in Chipping Campden. These will be held on the following days.

## **Examinations**

Units NGC1 and FC1 are assessed by closed book examinations, both papers are held on the same day, NGC1 in the morning and FC1 in the afternoon. Exams are held four times a year on the first Wednesday of March, June, September and December.

## **Fees**

The course fee is £330 + VAT (£396) for distance learning, and £600 + VAT for blended learning. For candidates who are exempt from Unit NGC1 the course fee is reduced to £250 + VAT (£300) for distance learning, and £400 + VAT for blended learning. Exam registration fees are £110 for all 3 units or £66 for FC1 & 2 only.

## *In-company or group courses*

Group courses can be arranged on request for Certificate qualifications, using standard examination dates or through arranging a special on-demand examination.

## *Examinations*

### **Exam Venue**

#### *UK*

ATM Safety & Environment hold their National Certificate examinations in Gloucestershire. Students can take their examinations with ATM Safety & Environment or by special arrangement at other locations in the UK.

#### *Outside the UK*

NEBOSH allow their examinations to be taken through the British Council provided the office overseas is one that conducts exams. Countries where the British Council do not run exams include Ireland, Australia, New Zealand, USA, Canada and Scandinavian countries. In these countries arrangements will be made for examinations to be taken at other venues such as at local universities and colleges. Overseas candidates are responsible for paying their own exam invigilation fees at their chosen location and the overseas exam NEBOSH administration.

# ENROLMENT

Please complete the application form on the next page and return to ATM Safety & Environment.

## **DISCOUNTS**

Discount will be considered for multiple enrolments where course materials are dispatched as one consignment. Please ask for a quotation.

## **PAYMENT**

The application form should be returned with a cheque made payable to ATM Safety & Environment or sent with an official purchase order.

Payments may also be made by electronic transfer. Please contact us for bank details.

Payments can be made by most debit/credit cards.

## **VALUE ADDED TAX (VAT)**

VAT is charged at the rate prevailing on all courses purchased in the UK. EU customers do not pay VAT if the course is purchased for business use. Overseas students outside of the EU do not pay VAT. VAT is not charged on NEBOSH examination fees.

## **CANCELLATIONS**

No cancellations will be accepted or refunds given once an order has been placed.

## **NEBOSH FEES**

The examination fees quoted in this leaflet are valid to March 2018. We reserve the right to increase exam registration fees in line with any increase imposed by NEBOSH after that date.

## **DISPATCH OF CERTIFICATES AND PARCHMENTS**

Certificates are sent by Royal Mail tracked service in the UK and Royal Mail International Signed For service to addresses outside the UK. For candidates requiring their certificates sending by courier on completion of the course, rather than Royal Mail International Signed For, there will be a fee to cover the difference in costs between the services.

## **INFORMATION**

For further information please contact:

ATM Safety & Environment  
Berrington Lodge  
Hoo Lane  
Chipping Campden  
GL55 6AZ  
United Kingdom

Tel: +44 (0)1386 840198

Email: [info@atmsafety.co.uk](mailto:info@atmsafety.co.uk)

## ATM SAFETY & ENVIRONMENT APPLICATION FORM

Mr/Mrs/Miss/Ms/Dr.....Name.....

(Please write your name as you would like it to appear on your qualification certificate)

Date of birth -----/-----/----- Male  Female  Nationality-----

Address for correspondence

Address for sending learning materials (if different from above)

Telephone No.....E-mail address.....

<b>NEBOSH National General Certificate NGC</b>	√ and £
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I wish to study for the NGC through Blended Learning <i>Cost £600 + VAT = £720</i> <input type="checkbox"/>	
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I wish to study for the NGC by E-Learning. <i>Cost £300 + VAT = £360</i> <input type="checkbox"/>	
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I wish to study for the NGC by Distance Learning. <i>Cost £330 + VAT = £396</i> <input type="checkbox"/>	
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<b>NEBOSH National Construction Certificate NCC</b>	√ and £
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I wish to study for the NCC through Blended Learning <i>Cost £600 + VAT = £720</i> <input type="checkbox"/> <i>Cost £400 + VAT = £480 if exempt from NGC1</i>	
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I wish to study for the NCC by Distance Learning. <i>Cost £330 + VAT = £396</i> <input type="checkbox"/> <i>Cost £250 + VAT = £300 (if exempt from NGC1)</i>	
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<b>NEBOSH Certificate in Fire Safety &amp; Risk Management NFC</b>	√ and £
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I wish to study for the NFC by Blended Learning <i>Cost £600 + VAT = £720</i> <input type="checkbox"/> <i>Cost £400 + VAT = £480 if exempt from NGC1</i>	
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I wish to study for the NFC by Distance Learning. <i>Cost £330 + VAT = £396</i> <input type="checkbox"/> <i>Cost £250 + VAT = £300 (if exempt from NGC1)</i>	
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<b>Examination fees can be included or excluded and paid at a later date</b>	√ and £
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I wish to pay for the exam registration fees with the course fee £110 (all 3 units) or £66 (2 units)	
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<b>Total Fees</b>	
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**I have read and accept ATM Safety & Environment's terms and conditions**

Signature of applicant.....Date.....

Note: No cancellations will be accepted or refunds given once an order has been placed.

**Method of Payment**

Cheque  Debit Card  Credit Card  Electronic Transfer  Invoice  Total amount £

Payment by Card (if paying by card please send by post, fax or phone or pay online at [www.atmsafety.org.uk](http://www.atmsafety.org.uk)):

Card No. ....Expiry Date:.....Security No. ....  
(3 digits on back of card)

Please return to: ATM Safety & Environment, Berrington Lodge, Hoo Lane,  
Chipping Campden GL55 6AZ, United Kingdom  
**Tel: +44(0)1386 840198 Email:info@atmsafety.co.uk**

## Terms and conditions

These terms and conditions relate to the provision of NEBOSH<sup>1</sup> training courses and National Vocational Qualifications (NVQs).

1. All students are required to complete a company application form to provide personal identifiers such as current address, contact telephone number, e-mail address, date of birth and nationality. This information is held on computer and may be passed on to an awarding body<sup>2</sup> for the purposes of student registration. This information is not given to any other parties or to other students without prior consent.
2. Students are required to contact ATM when and if their contact details change.
3. On receipt of a completed application form ATM will send an invoice for the course fee. This invoice must be paid before any course materials are sent out or tutorials arranged, unless a company purchase order<sup>3</sup> has been received and accepted by ATM as confirmation of funding. In the latter case ATM will enrol students before payment is received.
4. Training course materials provided remain the copyright of ATM Safety & Environment and must not be reproduced or passed to any third party for reproduction in whole or in part.
5. Once an order has been placed, no cancellations will be accepted or refunds given. However, a company may put another employee on to a course if the original candidate is unable to take up their place prior to commencement of the course programme.
6. The learning contract for NEBOSH Certificate courses and all NVQs is valid for 12 months i.e. students must complete the award within one year of starting the course. For NEBOSH Diploma courses the learning contract runs for 2 years i.e. students must complete the award within 2 years of starting the course.
7. Students who do not obtain all or specific units of an award during their initial learning contract with ATM, but at a later date wish to complete, will be provided with a new learning contract for a one year period (Certificate qualifications) or two year period (Diploma qualifications) subject to paying 50% of the current course fee for the outstanding units.
8. Students who sit examinations within their learning contract but who are referred in one or more units may re-sit the examination with ATM at one of the next two sittings (from the date when they were referred) subject to payment of the current re-sit fee and the exam registration fee.
9. All examinations run by ATM will be conducted according to examination board requirements.
10. Learning materials and Certificates or Parchments for UK addresses will be dispatched by Royal Mail Recorded delivery or similar signed for service. Learning materials for overseas addresses will be dispatched by courier; Certificates or Parchments will be dispatched by Royal Mail International Signed for or a similar signed for service. Candidates wishing their Certificates or Parchments to be dispatched by courier will be required to pay the difference in cost for the service
11. By accepting these terms and conditions, you accept the NEBOSH terms and conditions which can be viewed at [https://www.nebosh.org.uk/students/currently\\_studying/default.asp?cref=136&ct=2](https://www.nebosh.org.uk/students/currently_studying/default.asp?cref=136&ct=2)

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<sup>1</sup> National Examination Board in Occupational Health and Safety

<sup>2</sup> National Examination Board in Occupational Health and Safety and/or City & Guilds

<sup>3</sup> Enhanced learning claim forms are also accepted