
ATM Safety & Environment



NEBOSH

Health and Safety at Work Qualification

Candidates resident overseas

ATM Safety & Environment
The Old Police Station, High Street
Chipping Campden, Gloucestershire GL55 6HB
United Kingdom
Tel: +44(0) 1386 840198
Email: info@atmsafety.co.uk
www.atmsafety.org.uk

Health and Safety at Work Qualification

This Level 2 qualification is aimed at anyone who needs a basic understanding of the principles of health and safety at work. It provides a general awareness of health and safety issues and can be taken by employees at all levels within the organisation. It also provides a step for those who wish to progress to higher level qualifications, such as a NEBOSH Certificate in Occupational Health and Safety.

The qualification is divided into two units: HSW1 (Workplace safety foundations) and HSW2 (Workplace risk assessment).

The course covers

- Health and safety foundations and responsibilities
- Risk assessment and risk control
- Work equipment and workplace safety
- Transport safety
- Electrical safety
- Fire safety
- Manual handling and repetitive movement
- Hazardous substances

Entry Qualifications

No formal qualifications are required.

Assessment

Unit HSW1 is assessed by a one hour multiple choice examination. Unit HSW2 is assessed by a one-hour practical assessment that should be carried out in the candidate's own workplace

Course

The course is run by distance learning with printed course materials or by e-learning using our e-learning website. From the e-learning website course participants can complete lessons and sample multiple choice questions, and download revision notes. Tutor contact is available by phone, email or post.

Examination Venue

The exam can be taken at a British Council Office or at a venue of your choice provided suitable invigilation is available.

Fees

The course fee is £100 for e-learning, and £150 for distance learning. Distance learning includes printed course notes, and manual marking of coursework. E-learning includes a login to our E-learning portal for all training materials (notes, coursework and lessons). The exam registration fee is £128 excluding the exam venue fee. Reductions are available for groups of 2 or more taking the exam on the same date at the same venue.

In-company or group courses

In-house courses can be arranged on request for the Health and Safety at Work qualification. Please ask for a quotation.

ENROLMENT

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

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) or by most debit/credit cards either over the phone or online at www.atmsafety.org.uk

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 domicile 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 for the current financial year. We reserve the right to increase exam registration fees in line with any increase imposed by NEBOSH.

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
The Old Police Station, High Street
Chipping Campden
GL55 6HB
United Kingdom

Tel: +44 (0)1386 840198

Email: info@atmsafety.co.uk

ATM SAFETY & ENVIRONMENT APPLICATION FORM

Title (Mr/Mrs/Miss/Dr etc.).....Family nameForename(s).....
 (please note your names will appear on certificates in the order: given or first name(s) followed by family name)

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

Address -----

Telephone No.....

E-mail address (1 only).....

Employer..... Job Title

NEBOSH Health and Safety at Work Qualification	√ and £
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I wish to study the qualification by distance and be sent printed notes
 Course fee £150

I wish to study the qualification by e-learning
 Course fee £100

NEBOSH fees (these can be paid on enrolment or at a later date)
 HSW1 + HSW2 Registration Fee and exam set up fee @ £128
 Fee excludes venue charges e.g. British Council Fees for invigilation. These must be paid locally.
 I wish to take the HSW 1 exam at:
 Exam Date: Jan/Feb/Mar/Apr/May/June/July/Aug/Sep/Oct/Nov/Dec (please circle preferred month)

TOTAL Fee incl. VAT

I have read and accept ATM Safety & Environment's terms and conditions
 Signature of applicant.....Date.....

Method of Payment

Cheque Debit Card Credit Card Electronic Transfer Invoice

Online at www.atmsafety.org.uk

Please invoice:

Payment by Card: Card number
 Start Date: Expiry Date: Security Number (3 digits on back).....
 Payment can also be made online at www.atmsafety.org.uk

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

Please return to:
 ATM Safety & Environment, The Old Police Station, High Street, Chipping Campden, GL55 6HB, UK
Tel: +44(0)1386 840198 Email:info@atmsafety.co.uk

ATM Safety & Environment Terms and conditions

These terms and conditions relate to the provision of NEBOSH¹ training courses

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 body² 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 ³ 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 Awareness level courses is for 6 months. The learning contract for NEBOSH Certificate courses is 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 should 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 or two year period 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 <http://www.nebosh.org.uk>.

¹ National Examination Board in Occupational Health and Safety

² National Examination Board in Occupational Health and Safety

³ Enhanced learning claim forms are also accepted