
ATM Safety & Environment



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Accredited centre

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NEBOSH International Certificate Courses

***International General Certificate
International Construction Certificate
International Fire Safety Certificate***

**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**

NEBOSH International General Certificate

The NEBOSH International General Certificate in Occupational Health and Safety (IGC) is intended for managers, supervisors and employees based outside the UK, and those embarking on a career in health and safety, who require a broad knowledge and understanding of health and safety principles and practices. The qualification focuses on international standards and management systems, enabling candidates to effectively discharge workplace health and safety responsibilities in any employment sector, in all parts of the world. The IGC qualification meets the academic requirements for Technician Membership (Tech IOSH) of Institution of Occupational Safety and Health (IOSH) and Associate membership (AIIRSM) of the International Institute of Risk and Safety Management (IIRSM) and provides a sound basis for progression on to the NEBOSH International Diploma.

Entry Qualifications

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

Course Structure

The syllabus comprises three units.

Unit IGC1 Management of international health and safety assessed by 2 hour written examination.

Unit GC2 Controlling workplace hazards assessed by 2 hour written examination.

Unit GC3 Health and safety practical application, see below.

Distance Learning Programme

ATM Safety & Environment runs a distance learning programme. Course materials consist of printed study notes and coursework which students are encouraged to complete and submit to ATM for marking by post or email. The coursework does not count towards the award.

Examinations

There are two 2 hour papers for the IGC. Examination dates are given below. Candidates are required to complete Unit GC3 (practical assessment) within 10 days of sitting the IGC1 and GC2 examinations.

Enrolment closing date	IGC1 and GC2	GC3 Submission
15 January 2018	Wednesday 7 March 2018	17 March 2018
15 April 2018	Wednesday 6 June 2018	16 June 2018
15 July 2018	Wednesday 5 September 2018	15 September 2018
15 October 2018	Wednesday 5 December 2018	15 December 2018

Practical Assessment

The GC3 practical is assessed by submission of observation sheets and a written report. The practical must be carried out in a workplace of the candidate's choice and the report submitted to ATM within 10 days of the written examinations. The practical assessment does not need to be supervised, but must be prepared in accordance with the NEBOSH guidance. The candidates must sign a declaration that the submission is their own work.

Course Fees

The course fee is £330 (VAT is applicable if resident in the UK). The course fee includes support for a period of 12 months, so candidates have the choice of four exam sittings. Students who do not obtain the award during the initial learning contract period with ATM, but at a later date wish to complete, will be provided with an additional 12 months support and updated course materials, where appropriate, subject to paying 50% of the course fee current at that time (please see "Terms and Conditions" on page 7). Students who sit examinations during their learning contract period 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 a re-sit fee and the appropriate exam registration fee.

For exam venues and fees, see page 4.

NEBOSH International Certificate in Construction Safety

The NEBOSH International Certificate in Construction Health and Safety is aimed at Supervisors, Managers and Health and Safety Co-ordinators within the construction industry who are required to ensure that activities under their control are undertaken safely. It is also likely to prove useful for those concerned with the management of buildings employing contractors. The qualification meets the academic requirements for Technician Membership (Tech IOSH) of Institution of Occupational Safety and Health (IOSH) and Associate membership (AIIRSM) of the International Institute of Risk and Safety Management (IIRSM).

Entry Qualifications

No formal qualifications are required but candidates must have a reasonable standard of written English. Candidates who have been awarded Unit IGC1 of the NEBOSH International General Certificate or Unit IA of the NEBOSH International Diploma within 5 years of registration need only take Units ICC1 & ICC2.

Course Structure

The syllabus comprises three units that are separately assessed by examination.

Unit GC1 Management of international health and safety assessed by 2 hour written examination.

Unit ICC1 Managing and controlling hazards in international construction activities assessed by 2 hour written examination.

Unit ICC2 International construction health and safety practical application, see below.

Distance Learning Programme

ATM Safety & Environment runs a distance learning programme. Course materials consist of printed study notes and coursework which students are encouraged to complete and submit to ATM for marking by post or email. The coursework does not count towards the award.

Examinations

The written examinations (IGC1 and ICC1) are held four times a year and can be taken in the UK, at British Council Offices overseas or by special arrangement at other establishments. Dates are given in the table.

Enrolment closing date	IGC1 and ICC1	ICC2 Submission
15 January 2018	Wednesday 7 March 2018	17 March 2018
15 April 2018	Wednesday 6 June 2018	16 June 2018
15 July 2018	Wednesday 5 September 2018	15 September 2018
15 October 2018	Wednesday 5 December 2018	15 December 2018

Practical Assessment (ICC2)

The ICC2 practical is assessed by submission of a written report. The practical must be carried out on a construction site of the candidate's choice and the report submitted to ATM within 10 days of the written examinations. The practical assessment does not need to be supervised, but must be prepared in accordance with the NEBOSH guidance. The candidates must sign a declaration that the submission is their own work.

Course Fees

The course fee is £330 (+VAT if resident in the UK) for candidates taking all three units of the qualification. For candidates who already have gained Unit IGC1 of the International General Certificate or Unit IA of the International Diploma within 5 years prior to the examination date, the course fee is £250 (+VAT). The course fee includes support for a period of 12 months, so candidates have the choice of four exam sittings (please see "Terms and Conditions" on page 7). Students who sit examinations during their learning contract period 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 a re-sit fee and the appropriate exam registration fee. For exam venues and fees, see page 4.

NEBOSH International Certificate in Fire Safety

The NEBOSH International Certificate in Fire Safety and Risk Management is aimed at people throughout the world with fire safety responsibilities at work, particularly those tasked with carrying out fire risk assessments and preventing loss of life and property. It is also likely to prove useful for those concerned with the management of property. The qualification is accepted by IOSH to meet the academic requirements for Technical Membership of IOSH (Tech IOSH), and Associate Membership of the International Institute of Risk and Safety Management (IIRSM).

Entry Qualifications

No formal qualifications are required but candidates must have a reasonable standard of written English. Candidates who have been awarded Unit IGC1 of the NEBOSH International General Certificate or Unit IA of the NEBOSH International Diploma within 5 years of registration need only take Units IFC1 & FC2.

Course Structure

The syllabus comprises three units that are separately assessed by examination.

IGC1 Management of international health and safety

IFC1 International fire safety and risk management

FC2 Fire safety practical application

Distance-learning Programme

ATM Safety & Environment runs a distance learning programme. Course materials consist of printed study notes and coursework which students are encouraged to complete and submit to ATM for marking by post or email. The coursework does not count towards the award.

Examinations

The written examinations (IGC1 and IFC1) are held four times a year and can be taken in the UK, at British Council Offices overseas or by special arrangement at other establishments. Dates are given in the table.

Enrolment closing date	IGC1 and IFC1	FC2 Submission
15 January 2018	Wednesday 7 March 2018	17 March 2018
15 April 2018	Wednesday 6 June 2018	16 June 2018
15 July 2018	Wednesday 5 September 2018	15 September 2018
15 October 2018	Wednesday 5 December 2018	15 December 2018

Practical Assessment (FC2)

The FC2 practical is assessed by submission of a written report that is marked by ATM Safety & Environment and moderated by NEBOSH. The practical must be carried out in a workplace of the candidate's choice and the report submitted to ATM within 10 days of the written examinations. The practical assessment does not need to be supervised, but must be prepared in accordance with the NEBOSH guidance. The candidate must sign a declaration that the submission is their own work.

Course Fees

The course fee is £330 (+VAT if resident in the UK) for candidates taking all three units of the qualification. For candidates who already have gained Unit IGC1 of the International General Certificate or Unit IA of the International Diploma within 5 years prior to the examination date, the course fee is £250 (+VAT). The course fee includes support for a period of 12 months, so candidates have the choice of four exam sittings (please see "Terms and Conditions" on page 7). Students who sit examinations during their learning contract period 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 a re-sit fee and the appropriate exam registration fee.

For exam venues and fees, see page 4.

In-company or group courses

Group courses by distance learning with revision seminars can be arranged on request for International Certificate qualifications. Candidates are expected to study the material and complete the coursework provided prior to attendance at the seminars, which are designed primarily to provide a revision programme and instruction in examination technique. Seminars can be tailored to local requirements. A local examination sitting can be arranged at any time of the year for these courses.

Examination Venues and Fees

UK Candidates

ATM Safety & Environment hold their examinations for the IGC, ICC and IFC in North Gloucestershire, with easy access by rail from London Paddington to Moreton-in-Marsh or by road from the Midlands, South West and Home Counties.

Other venues may be arranged, please contact us to discuss.

Exam fees for candidates sitting at our venue in the UK are given below:

NEBOSH Qualification	Examination registration fees	Venue fee
IGC, ICC and IFC all 3 units (Chipping Campden)	£110	Included in exam fee
ICC or IFC 2 units only (Chipping Campden)	£66	Included in exam fee

Candidates outside the UK

NEBOSH allow their examinations to be taken through the British Council (available in most countries). Countries where the British Council do not run exams include Ireland, Australia, New Zealand, USA, Canada and Scandinavian countries. In Ireland, arrangements can be made for NEBOSH exams to be held in Dublin at a local Business School. In other countries such as Australia, New Zealand, USA and Canada arrangements can be made for exams to be taken at local Universities. Candidates are responsible for paying venue invigilation fees locally. For advice or contact details for exam venues, please contact us.

Exam fees are £205 (excluding venue invigilation fees, payable locally to British Council or alternative institution) for candidates sitting all three units of a certificate qualification. For candidates wishing to sit ICC1 and ICC2 or IFC1 and FC2 only, the exam fees are £165 (excluding venue invigilation fees, payable locally to British Council or alternative institution).

Exam fees for candidates sitting at venues outside the UK are given below:

NEBOSH Qualification	Examination registration Fees	Venue fee
IGC, ICC and IFC all 3 units (Outside UK)	£205*	Payable locally (eg British Council)
ICC or IFC 2 units only (Outside UK)	£165*	Payable locally (eg British Council)

*Excluding venue invigilation fee, payable locally to British Council or alternative institution.

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 on line (www.atmsafety.uk.org).

Payment by instalment may be acceptable. Please contact us to discuss.

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 31 March 2017. 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 on completion on the whole qualification by Royal Mail tracked service in the UK and Royal Mail International SignedFor service to addresses outside the UK. For candidates requiring their certificates sending by courier on completion of the course, rather than Royal Mail International SignedFor, there will be an additional fee.

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

Application Form

Title (Mr/Mrs/Miss/Dr etc.).....Family name:Forename(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 for sending course materials

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

Employer (optional)..... Job Title (optional).....

PIN/Student number for any previous NEBOSH qualifications

NEBOSH International General Certificate	√ and £
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I wish to study for the Certificate by Distance Learning <i>Cost £330*. If you are resident in the UK you must add VAT at 20%</i>	
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NEBOSH International Certificate in Construction with all three units	√ and £
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I wish to study for all three units of the International Construction Certificate by distance learning <i>Cost £330*. If you are resident in the UK you must add VAT at 20%</i>	
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NEBOSH International Certificate in Construction with construction units only	√ and £
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I hold IGC1 or an equivalent qualification and wish to study for the Construction Units only <i>Cost £250*. If you are resident in the UK you must add VAT at 20%</i>	
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NEBOSH International Certificate in Fire Safety & Risk Management with all three units	√ and £
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I wish to study for all three units of the International Certificate in Fire Safety & Risk Management by Distance Learning <i>Cost £330 + VAT*. If you are resident in the UK you must add VAT at 20%</i>	
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NEBOSH International Certificate in Fire Safety & Risk Management with fire units only	
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I hold IGC1 or an equivalent qualification and wish to study for the Fire safety Units only. <i>Cost £250 + VAT*. If you are resident in the UK you must add VAT at 20%</i>	
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***Fees do not include exam registration fees**

I wish to pay for the examination with the course fee (may be paid separately)	√ and £
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1. I will be taking the examinations in the UK and enclose registration fees:
 £110 for three units or £66 for two units i.e. Construction/ Fire Units only
 2. I will be taking the examination overseas and enclose
 £205⁺ for three units or £165⁺ for two units i.e. Construction/Fire Units only
- ⁺Excludes venue invigilation fees

Total Amount

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 (please put a cross by preferred method)

Cheque Debit Card Credit Card Electronic Transfer Invoice Amount £

Payment by Card: Card number (16 digits).....

Start Date: Expiry Date: Security Number (last 3 digits on back of card).....

(If payment by card is intended, please post or email this form. Alternatively, card details can be provided by telephone)

Please return to: 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

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 order³ 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 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. Students who register as external candidates will receive no tutor support for any unit and will not receive feedback on practical submissions. All such students should refer to their course provider.
10. All examinations run by ATM will be conducted according to examination board requirements.
11. 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 SignedFor 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.
12. 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