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# *ATM Safety & Environment*

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**nebosh**

Accredited centre

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## **NEBOSH Courses in Environmental Management**

by

## **Distance Learning**

***Certificate in Environmental Management***

***National Diploma in Environmental Management***

***International Diploma in Environmental 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 Certificate in Environmental Management

The NEBOSH Certificate in Environmental Management (EC) is designed for managers, supervisors and employees, who have responsibility for managing environment issues as part of their day-to-day duties. It also provides a sound basis for progression to the NEBOSH National Diploma in Environmental Management. The course will benefit companies seeking to implement effective environmental management systems and is relevant to all industry sectors. The EC has been accepted by CIWEM (The Chartered Institution of Water & Environmental Management) to meet the requirements for Technician Membership (TechCIWEM) and meets the criteria to gain the globally recognized IEMA Associate (AIEMA) membership, provided that holders apply within three years of achieving their Certificate.

## Entry Qualifications

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

## Course Content

Environmental Certificate syllabus is suitable for both UK and international candidates. The syllabus covers the practical issues of managing environmental risk and takes a risk management approach based on the best practice and international industry standards, including:

- Environmental management systems and impact assessments
- Sources and use of energy and energy efficiency
- Control of emissions to air, land and water
- Control of environmental noise
- Planning for and dealing with environmental emergencies.

## 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 is one 2 hour written paper (EC1). Dates are given in the table below. Candidates are required to complete a practical submission (Unit EC2) and submit within 10 days of sitting the EC1 examination.

Enrolment closing date	EC1	EC2 Submission
15 January 2019	Wednesday 6 March 2019	16 March 2019
15 April 2019	Wednesday 5 June 2019	15 June 2019
15 July 2019	Wednesday 4 September 2019	14 September 2019
15 October 2019	Wednesday 4 December 2019	14 December 2019

## Practical Assessment (EC2)

The aim of the practical assessment is for candidates to demonstrate the ability to apply knowledge of all the areas in the EC1 syllabus by successfully completing an environmental review of a workplace. Candidates are allowed to select their own setting for the practical application.

## Course Fees

The course fee is £250. 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 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 3.

# NEBOSH National Diploma in Environmental Management

The NEBOSH National Diploma in Environmental Management (NDEM) is aimed at individuals involved in environmental risk management and environmental management systems within their organisations. The syllabus is based on, and requires candidates to understand, the principle pieces of UK legislation which in turn are based on EU legislation. This is fairly widely adopted by many companies and countries throughout the world and is becoming increasingly relevant to international students.

Holders of this qualification may use the designatory letters EnvDipNEBOSH after their name. IOSH CPD Participants may allocate CPD credits for attendance at this course. In addition holders of the E.Dip are eligible for Specialist Membership of IIRSM (SIIRSM). The NDEM has been accepted as meeting the academic requirements for non-chartered Member (MCIWEM) of The Chartered Institution of Water & Environmental Management and for IEMA Practitioner (PIEMA) level membership and holders will have their application fast-tracked provided that they apply within three years of achieving the overall qualification. The NDEM also provides a sound basis for progression to MSc level and a number of UK universities offer MSc programs that accept the NEBOSH Diploma in Environmental Management as a full or partial entry requirement.

## Entry Qualification

NEBOSH does not stipulate entry qualifications for this award, but candidates should have a good standard of written English. Candidates new to the Environmental Management field may find it advantageous to sit the Environmental Certificate prior to enrolling on the Environmental Diploma.

## Distance Learning Programme

Course materials consist of printed notes and coursework. Coursework may be submitted for marking by post or email.

## Examinations

There is one 3 hour written paper (ED1) requiring candidates to complete 5 questions from a choice of 8. Dates are given in the table below. Examinations can be taken in Chipping Campden, UK, or other locations by arrangement. For exam venues and fees, see page 4.

NDEM2 has taught content relating to UK environmental legislation. Unit NDEM2 is assessed through a workplace-based assignment designed to assess the practical application of knowledge and understanding from Units ED1 and NDEM2, therefore it is essential the candidate has studied both units before undertaking the assignment. The assessment does not need to be supervised, but must be prepared in accordance with the NEBOSH guidance.

Enrolment closing date	ED1 exam date	NDEM2 Submission
15 October 2018	Monday 14 <sup>th</sup> January 2019	
25 January 2019		27 February 2019
26 April 2019		29 May 2019
15 May 2019	Monday 15 July 2019	
26 July 2019		28 August 2019
25 October 2019		27 November 2019

## Course Fees

The course fee is £400. The course fee includes support for a period of 12 months, or two 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 subject to paying 50% of the course fee current at that time (please see "Terms and Conditions" on page 6). 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.

# NEBOSH International Diploma in Environmental Management

The NEBOSH International Diploma in Environmental Management (IDEM) is aimed at individuals involved in environmental risk management and environmental management systems within their organisations. The syllabus is based on, and requires candidates to understand the principle pieces of UK legislation which in turn are based on EU legislation. This is fairly widely adopted by many companies and countries throughout the world and is becoming increasingly relevant to international students.

Holders of this qualification may use the designatory letters IEnvDipNEBOSH after their name. The IDEM has been accepted as meeting the academic requirements for IEMA Practitioner (PIEMA) level membership and holders will have their application fast-tracked provided that they apply within three years of achieving their Diploma.

### Entry Qualification

NEBOSH does not stipulate entry qualifications for this award but candidates should have a good standard of written English. Candidates new to the Environmental Management field may find it advantageous to sit the Environmental Certificate prior to enrolling on the Environmental Diploma.

### Distance Learning Programme

Course materials consist of printed notes and coursework. Coursework may be submitted for marking by post or email.

### Examinations

There is one 3 hour written paper (ED1) requiring candidates to complete 5 questions from a choice of 8. Dates are given in the table below. Examinations can be taken in Chipping Campden, UK, or other locations by arrangement. For exam venues and fees, see page 4.

Unit IDEM2 has taught content relating to international environmental management. Unit IDEM2 is assessed through a workplace-based assignment designed to assess the practical application of knowledge and understanding from Units ED1 and IDEM2, therefore it is essential the candidate has studied both units before undertaking the assignment. The assessment does not need to be supervised, but must be prepared in accordance with the NEBOSH guidance.

Enrolment closing date	ED1 exam date	IDEM2 Submission
15 October 2018	Monday 14 <sup>th</sup> January 2018	
25 January 2019		27 February 2019
26 April 2019		29 May 2019
15 May 2019	Monday 15 July 2019	
26 July 2019		28 August 2019
25 October 2019		27 November 2019

### Course Fees

The course fee is £400. The course fee includes support for a period of 24 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 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.

Group courses by distance learning with tutorial support can be arranged on request for Certificate qualifications. Candidates would be expected to study the material and complete the coursework provided prior to attendance at the tutorials, which are designed primarily to provide a revision programme and instruction in examination technique. Tutorial programmes 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 EC and DEM 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
Environmental Certificate (Chipping Campden)	£100	Included in exam fee
Environmental Diploma (Chipping Campden)	£200	Included in exam fee

NEBOSH Qualification	Examination registration fees	Venue fee
Environmental Certificate (Ireland)	£100*	Payable locally (please contact us)
Environmental Diploma (Ireland)	£200*	Payable locally (please contact us)

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

NEBOSH Qualification	Examination registration fees	Venue fee
Environmental Certificate (Outside UK and Ireland)	£165*	Payable locally (e.g. British Council)
Environmental Diploma (Outside UK and Ireland)	£279*	Payable locally (e.g. 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](http://www.atmsafety.uk.org)).

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

### **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 2020. 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

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)

## 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 .....

Academic qualifications.....

<b>NEBOSH Environmental Certificate</b>	v and £
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I wish to study for the Certificate by Distance Learning Cost £250*	
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<b>NEBOSH Diploma in Environmental Management</b>	v and £
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I wish to study for the Diploma in Environmental Management by Distance Learning Cost £400*	
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National DEM  or International DEM  (please tick one box)

**\*Fees do not include exam registration fees**

<b>I wish to pay for the examination with the course fee (may be paid separately)</b>	v and £
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I wish to pay for the exam registration fees with the course fee	
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1. I will be taking the examinations in the UK or Ireland<sup>+</sup> and enclose registration fees:

£100 for Environmental Certificate  or £200 for Environmental Diploma

2. I will be taking the examination overseas and enclose

£165<sup>+</sup> for Environmental Certificate  or £279<sup>+</sup> for Environmental Diploma

<sup>+</sup>Excludes venue invigilation fees

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  Amount

**Please invoice:** .....

**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 fax this form. Alternatively, card details can be provided by telephone)

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**

## ATM Safety & Environment

### Terms and conditions

These terms and conditions relate to the provision of NEBOSH<sup>1</sup> training courses.

1. All students are required 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 for the purposes of student registration. This information is not given to any other parties or to other students without prior consent. Students are required to contact ATM when and if their contact details change.
2. NEBOSH has a policy for applying reasonable adjustment for individuals, if necessary, and ATM Safety & Environment endeavours to meet that policy. In accordance with NEBOSH policy, the application of reasonable adjustment will depend on a number of factors that will include the needs of the candidate, the effectiveness of the adjustment, its cost and its likely impact on the candidate and other candidates. Potential candidates are encouraged to discuss reasonable adjustments at the earliest opportunity. Reasonable adjustments must be approved by NEBOSH and ATM Safety & Environment before the assessment activity takes place.
3. Invoices must be paid before any course materials are sent out, unless a purchase order<sup>2</sup> has been received and accepted by ATM as confirmation of funding.
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 and Diploma courses paid in full is valid for 12 months i.e. students must complete the award within one year of starting the course. For NEBOSH Award level courses and for courses paid for by instalments i.e. for one unit at a time the learning contract runs for 6 months.
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, may request an extension 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 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. Unit certificates will not be sent out until the qualification is completed.
12. By accepting these terms and conditions, you accept the NEBOSH terms and conditions which can be viewed at <http://www.nebosh.org.uk>.

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

<sup>2</sup> Enhanced learning claim forms are also accepted