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# ATM Safety & Environment

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Accredited centre

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## **NEBOSH National Certificate Courses**

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

**ATM Safety & Environment**  
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**Chipping Campden, Gloucestershire GL55 6AZ**  
**United Kingdom**  
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# ***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, and access to downloadable notes. The site provides lessons to work through, and coursework questions to complete and submit online for marking. Tutor support is available by email, telephone or post.

## **Distance/E learning**

Hard copy study notes and coursework are provided in addition to a login to our E-learning website if required. Coursework can be submitted to ATM by post, email or through our e-learning website. Tutor support is available by email, telephone or post.

## **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 for E-learning, and £350 if a set of printed notes is required. The exam registration fee is £150 when taken at one of our exam centres. 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.

## **E learning**

Students are provided with a login to our e-learning website, and access to downloadable notes. The site provides lessons to work through, and coursework questions to complete and submit online for marking. Tutor support is available by email, telephone or post.

## **Distance/E-learning**

Hard copy study notes and coursework are provided in addition to a login to our E-learning website. Coursework can be submitted to ATM by post, email or through our e-learning website. Tutor support is available by email, telephone or post.

## **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 for E-learning, £350 with hard copy course notes. For candidates who are exempt from Unit NGC1 the course fee is reduced to £250 + VAT for E-learning and £300 with hard copy course notes. Exam registration fees are £150 for all 3 units or £100 for NCC1 & 2 when taken at one of our exam centres. 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/ E- learning.

## **Distance/ E-learning**

Hard copy study notes and coursework are provided in addition to a login to our E-learning website. Coursework can be submitted to ATM by post, email or through our e-learning website. Tutor support is available by email, telephone or post.

## **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 £350. For candidates who are exempt from Unit NGC1 the course fee is reduced to £300. Exam registration fees are £150 for all 3 units or £100 for FC1 & 2 only when taken at one of our exam centres. The course fee includes support for a period of 12 months, so candidates have the choice of four exam sittings (see “Terms and Conditions”).

## *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 will be holding the 2019 standard date examinations in Chipping Campden, and Exeter. Alternatively, students can take their examinations by special arrangement at other locations in the UK, or abroad.

## **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 most debit/credit cards and by bank transfer. Please bank transfers please contact us for account details.

### **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 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 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 by E-Learning. <i>Cost £300</i> <input type="checkbox"/>	
I wish to study for the NGC by Distance/E- Learning with hard copy course notes <i>Cost £350</i> <input type="checkbox"/>	

<b>NEBOSH National Construction Certificate NCC</b>	√ and £
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I wish to study for the NCC by E-Learning. <i>Cost £300</i> <input type="checkbox"/>	
<i>Cost £250 (if exempt from NGC1).</i> <input type="checkbox"/>	
I wish to study for the NCC by Distance/E- Learning with hard copy course notes <i>Cost £350</i> <input type="checkbox"/>	
<i>Cost £300 (if exempt from NGC1)</i> <input type="checkbox"/>	

<b>NEBOSH Certificate in Fire Safety &amp; Risk Management NFC</b>	√ and £
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I wish to study for the NFC by Distance Learning. <i>Cost £350</i> <input type="checkbox"/>	
<i>Cost £300 (if exempt from NGC1).</i> <input type="checkbox"/>	

<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 £150 (all 3 units) or £100 (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/credit Card  Bank Transfer  Invoice  Total amount **£**

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

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.

1. All students are required to provide personal identifiers such as current address, contact telephone number, e-mail address, and date of birth. 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.
2. Students are required to contact ATM when and if their contact details change.
3. All course fees must be paid before any E-learning logins are provided or course notes sent out, unless a company purchase order<sup>2</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. A learning contract for NEBOSH courses is valid for 12 months i.e. students must take the examinations within one year of starting the course. For Diploma courses only the workplace assignment may be submitted up to six months after the written examinations have been taken, therefore extending the learning contract to 18 months.
7. Students who do not take all or specific units of an award during their initial learning contract with ATM, can apply to extend their learning contract for a further year 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/qualifications/national-general-certificate/>

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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