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# *ATM Safety & Environment*

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**nebosh**

Accredited centre

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## **NEBOSH Award in Environmental Awareness at Work**

**ATM Safety & Environment  
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[www.atmsafety.org.uk](http://www.atmsafety.org.uk)**

# NEBOSH Award in Environmental Awareness at Work

This introductory qualification is aimed at anyone who needs a basic understanding of environmental issues in the workplace. It provides a general awareness of environmental issues and can be taken by employees at all levels within the organisation. The NEBOSH award in Environmental Management provides a step for those who wish to progress to higher level qualifications, such as the NEBOSH Certificate in Environmental Management.

The Award in Environmental Awareness syllabus is suitable for both UK and international candidates; there is no legislation included in the syllabus. The syllabus includes basic information on:

- Environmental terms and their meaning
- Sources, impacts and controls of air, water, noise and land pollution
- Dealing with environmental emergencies
- Introducing environmental impact (risk) assessments
- Introduction to Environmental Management Systems

## Entry Qualifications

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

## Assessment

The qualification is assessed through a 30 minute multiple choice examination.

A qualification parchment will be sent to students on successful completion.

## Modes of Study

There are three modes of study available for this course:

- Taught courses for groups
- Distance learning
- E-learning

## E-learning

E-learning course participants will receive a login to our E-learning portal to complete lessons and sample multiple choice questions. They will also be able to download revision notes.

## Distance learning

Distance Learning participants will be sent printed course notes and will be able to return their coursework for marking by post or email.

## Examination Venue

The exam can be taken with us in Chipping Campden or by special arrangements at a venue of your choice provided suitable invigilation is available (this is likely to incur costs from the exam venue outside of our control).

## Fees

The course fee is £120 for E-Learning or £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 £113.50. 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

Group taught courses can be arranged on request for the Environmental Awareness at Work qualification. Please ask for a quotation.

Reductions are available for groups of 2 or more candidates taking the examination on the same date and at the same on-demand venue. Please enquire for details.

## 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.

Payments can be made by most debit/credit cards.

### **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**

Certificates are sent 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 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

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 Award in Environmental Awareness at Work</b>	<b>√ and £</b>
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I wish to study the qualification by distance learning and be sent printed notes Course fee £150	
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I wish to study the qualification by e-learning Course fee £120	
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<b>NEBOSH fees (these can be paid on enrolment or at a later date)</b>	
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<b>EAW</b> Registration Fee and exam set up fee @ £113.50 I wish to take the HSW 1 exam in Chipping Campden with ATM Safety & Environment in (month) I wish to take the HSW 1 exam at: .....	
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Exam Date: Jan/Feb/Mar/Apr/May/June/July/Aug/Sep/Oct/Nov/Dec (please circle preferred month)	
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*Excludes fees charged by external exam venues Please contact ATM Safety & Environment to discuss suitable venues	
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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

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

**Payment by Card:** Card number .....

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