
ATM Safety & Environment



NEBOSH International Certificate Courses

International General Certificate
International Construction Certificate
International Fire Safety Certificate

ATM Safety & Environment
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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 two units, broken down into 11 Elements.

Unit IG1 Management of health and safety. Elements 1 to 4 of the syllabus assessed by 2 hour written examination.

Unit IG2 requires an understanding of Elements 5 to 11 and to carry out a practical risk assessment, see below.

Distance Learning Programme

ATM Safety & Environment runs a distance learning programme. Course materials consist of printed study materials and coursework for IG1 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 for unit IG1. Examination dates are given below. Candidates are also required to successfully complete Unit IG2 (practical assessment).

Enrolment closing date	IG1	IG2 Submission
15 January 2020	Wednesday 4 March 2020	To be confirmed
15 April 2020	Wednesday 3 June 2020	To be confirmed
15 July 2020	Wednesday 9 September 2020	To be confirmed
15 October 2020	Wednesday 9 December 2050	To be confirmed

Practical Assessment

The IG2 practical is assessed by submission of a risk assessment designed to test the candidate's ability to apply the knowledge and understanding that you have gained from your studies. The risk assessment must be carried out in the candidate's own workplace (please contact us if you do not have access to a workplace). The practical assessment does not need to be supervised but must be prepared in accordance with the NEBOSH guidance.

Course Fees

The course fee is £330. 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 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 IG1 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 IG1 Management of 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 (IG1 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	IG1	GC3 Submission
15 January 2020	Wednesday 4 March 2020	To be confirmed
15 April 2020	Wednesday 3 June 2020	To be confirmed
15 July 2020	Wednesday 9 September 2020	To be confirmed
15 October 2020	Wednesday 9 December 2020	To be confirmed

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 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. 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.

IG1 Management of 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 (IG1 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	IG1	GC3 Submission
15 January 2020	Wednesday 4 March 2020	To be confirmed
15 April 2020	Wednesday 3 June 2020	To be confirmed
15 July 2020	Wednesday 9 September 2020	To be confirmed
15 October 2020	Wednesday 9 December 2020	To be confirmed

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 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. 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 (exams at Chipping Campden)	£150	Included in exam fee
ICC or IFC 2 units only (exams at Chipping Campden)	£100	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 £210 (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 units (Exams outside UK)	£215*	Payable locally (e.g. British Council)
ICC or IFC 2 units only (Exams outside UK)	£170*	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).

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

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 Cost £330*.	
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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 Cost £330*.	
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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 Cost £250*.	
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NEBOSH International Certificate in Fire Safety & Risk Management with all three unit	√ 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 Cost £330*.	
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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. Cost £250*.	
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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: £150 for all units or £100 for two units i.e. Construction/ Fire Units only 2. I will be taking the examination overseas and enclose £215 ⁺ for all units or £170 ⁺ for two units i.e. Construction/Fire Units only ⁺ Excludes venue invigilation fees	
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Total Amount	
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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 (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, 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 NEBOSH¹ 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 order² 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 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.
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. Unit certificates will not be sent out until the qualification is completed.
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 Enhanced learning claim forms are also accepted