



## NEBOSH National Diploma courses

NATIONAL DIPLOMA IN OCCUPATIONAL HEALTH & SAFETY

**RRC Training**

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# Valuable skills, valuable training

## RRC delivering real value in health, safety and environmental training

We know that people who choose RRC's training courses do so because they want the best course and the best service available in HSE training. How can we be so sure that we offer that?

- Our experience, for over 80 years, RRC has been developing and delivering innovative training programmes to individuals wanting to develop their skills and careers, and companies needing to improve performance.
- Over a million successful students and thousands of businesses have chosen RRC as their preferred provider meaning that you can be sure that your hours of study will be well spent.
- We offer a broad range of bespoke RRC health, safety, environmental and quality management training that includes externally accredited courses from NEBOSH, IOSH, CIEH, IEMA, IOA and CQI, as well as numerous short courses designed to improve business efficiency. This gives you access to this experience, whether it be through our materials, tutors or service advisors who will help you throughout your course.
- RRC offers flexible learning solutions, which include face-to-face teaching, e-learning, distance learning and a combination of each of these. We will talk to you about your situation and ensure we match your needs to the best training technique for you.
- Full use is made of the latest technology in order to ensure that the course you choose from RRC remains at the forefront of HSE training, future proofing your qualification.
- Our approach to course development sets us apart, in that our team comprises not only tutors who are experts in their chosen subjects but also experienced educationalists who ensure that the courses are written to allow you the best studying experience on the market, which in turn gives you the best exam chance possible.

And, with students in more than 80 countries, we pride ourselves on our international reputation for providing relevant, credible and personalised training anywhere in the World, with a local exam centre to complete the service.

Whether it is an off-the-shelf course or a bespoke programme designed to meet the specific needs of you or your business, RRC can develop and deliver it how, where and when it suits you.



## Excellence

RRC Training works with you to create training solutions to suit your needs. Our Training Advisors are here to ensure you choose the best course for you from our comprehensive range of health, safety, environmental and quality courses. These include NEBOSH, IOSH, IEMA and CIEH programmes as well as shorter, more generic courses designed to meet the specific needs of businesses. You can spend from 30 minutes to five days on one of our courses. We cover all elements of health and safety, and our courses can be easily adapted to suit your specific requirements and incorporate the policies and procedures of your business.

As well as being ISO 9001 accredited, RRC is also accredited by the Open and Distance Learning Quality Council, and is a member of the European Association for Distance Learning and the British Institute for Learning and Development giving you further assurance of the quality of our courses.

## Expert

RRC's qualified and experienced trainers are the best in the business; their knowledge and experience is key to the success we have in delivering training that is appreciated and enjoyed by students, and produces the results they need. RRC consistently achieves pass rates which are significantly above average, and our high numbers of distinctions and credits are rising all the time. All the best trainers want to work with us because we are the leading training company in this field with eighty years experience of developing courses which ensure the best pass rates for students.

## Value

Study and revision are facilitated by our extensive and easy-to-use study materials, which have been written specifically for the syllabus by our excellent tutors who also act as consultant sources of information and reference. Only RRC develop courses like this, which means we give you value for money and value for your study hours. We take your study time seriously and ensure our courses are written to make the most of each hour.

We offer face-to-face revision workshops designed to help with last-minute exam preparation and ensure that candidates know exactly what they will face on the day. Our revolutionary 'Programmed-to-Pass' is an online revision tool that leads candidates through the entire revision process, explaining exactly what needs to be done to achieve success. It is the only one on the market and it does exactly what it promises, for students.

## Innovation

Our website [www.rrc.co.uk](http://www.rrc.co.uk) provides a wealth of useful resources, many of which are completely free:

- A tutor blog providing an expert view on the latest news, a must for students and practitioners alike
- Technical updates providing information on recent legislative changes
- The RRC podcast series offering a light-hearted approach to health and safety issues
- Free downloads and resources, aimed at all those involved in HSE

# More choice, more support, more flexible learning

## 80 years of excellence

RRC have a long and successful track record. 80 years ago we were pioneers and innovators in distance learning and over 30 years ago we launched our first health and safety qualification programme. Over the years, well over a million students have enjoyed success with RRC and continue to do so. So what makes us different?

## Choice of how you study

RRC offers more choice than any other NEBOSH provider so you can choose the method that best suits you.

- Face-to-face block release and day release courses
- e-Learning
- Blended learning, a mixture of the two above
- Distance learning

## Choice of where and when you study

With our distance and e-learning courses, you can study at any time, anywhere in the World.

Our face-to-face venues include London, Kent, Coventry, Bahrain, Qatar and Oman, or wherever you want it to be if you book an in-company course. Our tutors are intrepid and travel all over the World to deliver their top quality training.

## Expert support

One of the many areas where RRC differ from others is in the unlimited support we provide to our students. Our e-mail and telephone tutor support network is available to all students right up to their exam.

Our team of 30 HSE experts deliver our courses, support our students and help to develop and maintain our materials. They are all fully qualified and are an effective mix of academics, practitioners, consultants and NEBOSH examiners.

Customer Advisers are available to answer any administrative queries and take the hassle out of organising your exams so you can just concentrate on passing them.

## Quality up-to-date study materials

RRC's courses are developed by a dedicated in-house team working to exacting standards. Only the very best subject experts are commissioned as writers.

Unlike most static texts, RRC's materials are updated constantly, with major revisions notified quarterly.

RRC's learning materials are so well respected that they are used by many colleges and institutes, both in the UK and internationally.

## Full exam arrangement service

We have a team dedicated to making sure our students' exam arrangements go smoothly. If you book your exam with RRC, we make all the necessary arrangements, whether you are sitting in London, Mumbai or Sydney.

What is more, if we do not offer a centre near you we will do our best to find you a suitable exam venue, whether in the UK or overseas.

## UK Exam Centres

RRC run our own exam centres in London, Coventry and Glasgow.

We also have long term, excellent working relationships with many UK NEBOSH exam centres so if our centres are not convenient, let us know and we will offer a choice nearer to home.

## Worldwide Exam Centres

Last year RRC arranged and ran exams in 80 countries using British Councils and other networks of exam centres.

Whilst we cannot promise that we can arrange your exam in every country in the world, we will go out of our way to meet your needs.

## Value for Money



There are no hidden costs with RRC. We will tell you what the course and the exams cost and exactly what you get for your money. There are no unpleasant surprises when you come to sit your exam.

Our pricing is designed to provide value for money so you decide what you want to pay for.

For our distance and e-learning customers, we also offer a 30-Day Money Back Guarantee so you can buy with confidence. If the course is not for you, simply return the course and get your money back.



# RRC's NEBOSH Diploma

## NEBOSH

The National Examination Board in Occupational Safety and Health (NEBOSH) has a well-deserved reputation for providing academically rigorous awards, which is why it is still the preferred awarding body for many sectors. NEBOSH offer a wide range of professional qualifications, all of which provide the perfect grounding for a career in health and safety.

## National Diploma in Occupational Health and Safety

The NEBOSH National Diploma is a prestigious and demanding qualification aimed at professional Occupational Health & Safety Practitioners. Firmly established as the UK's leading qualification for health and safety professionals, the NEBOSH Diploma is now rapidly setting the standard internationally.

### ENTRY REQUIREMENTS

The Diploma is assessed at Level 6 (UK National Qualifications Framework) which is equivalent to that of a University Degree programme. There are no formal entry requirements for the NEBOSH Diploma BUT the syllabus assumes entrants already have broad basic knowledge and experience of health and safety. It is therefore highly recommended that those seeking to start the Diploma should have achieved a NEBOSH Certificate or equivalent before starting on the Diploma Programme.

RRC accept holders of the following qualifications for automatic entry to their programmes:

- NEBOSH National General, Construction, Fire and International Certificates
- NEBOSH National Diploma (Part 1)
- A degree or postgraduate diploma in a relevant subject
- NVQ Level 3/4 in Health & Safety in the Workplace or Occupational Health & Safety Practice

The suitability for entry of other applicants is evaluated on a case-by-case basis, taking account of any evidence of broad basic knowledge and experience of health and safety assumed in the Diploma Syllabus.

### WORK-BASED ASSIGNMENT

Since the Diploma involves completing a work-based assignment, applicants must be working in, or have access to, a suitable workplace. If you have any concerns about your ability to fulfil this requirement, contact us at RRC and one of our Training Advisers will be able to help you.

The NEBOSH National Diploma programme is divided into five units, only four of which are assessed. You must complete all units within 5 years to achieve the NEBOSH National Diploma in Occupational Health & Safety:

### PREPARATORY CONTENT (CORE SKILLS)

- 1 Communication skills
- 2 Training skills

### UNIT A: MANAGING HEALTH AND SAFETY

- 1 Principles of health and safety management
- 2 Loss causation and incident investigation
- 3 Identifying hazards, assessing and evaluating risk
- 4 Risk control and emergency planning
- 5 Organisational factors
- 6 Human factors
- 7 Principles of health and safety law
- 8 Criminal law
- 9 Civil law
- 10 Measuring health and safety performance

### UNIT B: HAZARDOUS AGENTS IN THE WORKPLACE

- 1 General aspects of occupational health and hygiene
- 2 Principles of toxicology and epidemiology
- 3 Chemical agents – evaluating risk
- 4 Hazardous substances – preventive and protective measures
- 5 Hazardous substances – monitoring and maintenance of control measures
- 6 Biological agents
- 7 Physical agents 1 – noise and vibration
- 8 Physical agents 2 – radiation and thermal environment
- 9 Psycho-social agents
- 10 Ergonomic agents

### UNIT C: WORKPLACE AND WORK EQUIPMENT SAFETY

- 1 General workplace issues
- 2 Principles of fire and explosion
- 3 Workplace fire risk assessment
- 4 The storage, handling and processing of dangerous substances
- 5 Work equipment
- 6 Machinery safety
- 7 Mechanical handling
- 8 Electrical safety
- 9 Safety in construction and demolition
- 10 Environmental pollution and waste management

### UNIT D: APPLICATION OF HEALTH AND SAFETY THEORY AND PRACTICE

This unit comprises an 8,000-word assignment for submission after completion of units A, B and C.

# NEBOSH Diploma – More information

National Diploma in Occupational Health & Safety				
<b>Face-to-Face Block Release</b>	Dates	See Course Dates and Fees section		
	Duration Excluding Assessment	Classroom	Private Study (approximate)	
	Full Course	31 days (7 weeks)	225 hours	
	Unit A	13 days (3 weeks)	75 hours	
	Unit B	9 days (2 weeks)	50 hours	
	Unit C	9 days (2 weeks)	50 hours	
	Unit D	–	50 hours	
	Venues	London (Wimbledon), Bahrain (Manama), In-Company		
<b>Blended Learning</b>	Dates	See Course Dates and Fees section		
	Duration Excluding Assessment	Classroom	Private Study (approximate)	
	Full Course	15 days (7 weeks)	330 hours	
	Unit A	5 days (1 week)	130 hours	
	Unit B	5 days (1 week)	75 hours	
	Unit C	5 days (1 week)	75 hours	
	Unit D	–	50 hours	
	Venues	London (Wimbledon), Coventry, In-Company		
<b>Distance and e Learning</b>	Dates	Start at any time		
	Duration Excluding Assessment	Full Course	475 hours	Private study is included in the total study hours. NEBOSH allow 5 years for completion of the course. On enrolment with RRC you will nominate your Unit A exam date, nominating the Unit B & C exam dates and Unit D submission date at any time during your studies. Once you have nominated an exam date RRC will provide support up to that date. Nominated exam dates must be within 18 months of the date you wish to start studying the specified unit.
		Core Skills	19 hours	
		Unit A	170 hours	
		Unit B	115 hours	
		Unit C	115 hours	
		Unit D	56 hours	
<b>Exam/ Assessment</b>	Requirement	Units A, B and C are each assessed by a 3 hour examination and Unit D by an assignment which takes around 50 hours to complete.		
	Dates	Exams are held in January and July each year.		
	UK Venues	RRC Centres - London, Coventry and Glasgow Other Centres – The following centres are normally available to RRC students: Bristol, Bournemouth, Bromsgrove, Carlisle, Harrogate, Ipswich, Plymouth, Scunthorpe and Sunderland		
	Worldwide Venues	All arrangements made by RRC Bahrain - RRC Middle East British Council offices and other exam centres worldwide		
<b>Continuing Professional Development</b>	On successful completion of the course, you will have met the academic requirements for membership of: • The Institution of Occupational Safety and Health (Grad IOSH) • The International Institute of Risk and Safety Management (MIIRSM) You will also be entitled to use the post-nominal DipNEBOSH. Several UK Universities will accept holders of the NEBOSH National Diploma onto the final year of their Health and Safety MSc Programmes.			

# Studying with RRC

## NEBOSH National Diploma – Block Release

Led by RRC's expert tutors, our block release courses always receive excellent feedback, and we are justifiably proud of the consistently high results achieved by our students. We monitor every aspect of our service from the tutor to the catering and continuously work to ensure the highest standards are maintained.

Our classroom environment provides an interactive and disciplined place for you to learn. The numbers on our courses are limited so you will receive personal attention, and be encouraged to share professional experiences with fellow classmates, enabling you to gain practical knowledge of a wide range of industries.

Extensive support materials make revision easy, and you have the back-up of an expert tutorial panel on hand to help with that last-minute revision before the exam. Our courses are available in London and, internationally, in Bahrain and Oman.

They can be delivered in-company anywhere in the world.

## RRC NEBOSH Diploma Tutor Team

- Dr David Towlson, BSc (Hons), PhD, CMIOSH, AIEMA, Cert Ed (PCET), MIfL
- Dr Roger Bentley, BSc, PhD, DipSM, CChem, FRSC, CFIOSH
- Dr Richard Griffiths, PhD, MSc(Env Man), MEd, Cert Ed, GRSC(1st), CMIOSH, MIIRSM, AIEMA, FRSPh
- Dr Jim Phelpstead, BSc, PhD, CMIOSH
- Dr Terry Robson, PhD, CSci, CChem, MRSC, CFIOSH
- Dr Martin Speirs, PhD, CMIOSH AIEMA CChem MRSC Dip2OSH SpDipEM
- Dr David Wenham, BSc, MSc, PhD, PDipOSH, AdvDipEM, DipLaw, MRSC, CChem, FHEA, CFIOSH
- Tony Aggiss, BSc, MSc, CMIOSH, CertEd
- Andrew Ashford, BSc (Hons) Cert Ed. CMIOSH
- Allan Ferguson, BA(Hons), DipNEBOSH GradIOSH MIIRSM MBIFM
- Peter Harvey, Dip2OSH CMIOSH
- John Leigh, BSc (Hon), C Eng, CMIOSH, MIIRSM, FIMMM, MIET
- Roger Passey, CMIOSH, MIIRSM.
- Malcolm Rimmer, Post-Grad Dip Health & Safety, BA(Hons), Dip Acoustics, AMIOA
- Dave Robertson, MInstLM, CMIOSH, MIIRSM, RMaPS

## Blended Learning

This course is a structured programme combining set periods of private study with 3 intensive 5-day blocks of face-to-face teaching.

The programme incorporates a detailed plan that directs you on the private study you need to complete prior to attending your intensive face-to-face sessions. You also, of course, get our comprehensive course materials, written specifically to cover all aspects of the syllabus. During the intensive workshops, your expert tutor will review key topics, as well as summarising some of the issues covered in your private study. You have unlimited tutor support by phone and e-mail during your private study periods so help is always at hand and our programme has been planned to leave at least 4 weeks of exam revision time.

## Flexible Learning Solutions

We take learning seriously at RRC and have thought long and hard about how people learn best and this has been translated into the flexible learning solutions we offer. Don't forget we also have dedicated Training Advisors based in London who will help you choose the right style of learning for you and your needs.

All of our home study courses incorporate the same key features:

- Flexibility – enrol at any time and work at your own pace to meet your chosen exam dates
- Unlimited tutor support – access to expert tutors who will answer queries and provide personalised feedback
- Bite-size approach – course topics presented in manageable units
- Clear, easy to use course materials – designed specifically for self-managed study, closely following the structure of the syllabus
- Mock assessments – to test your progress, help you prepare for the final assessment and allow your tutor to provide feedback on how you are doing
- Exam venues available throughout the UK and worldwide



# Studying with RRC –Distance and E-Learning courses

## E-Learning

RRC's unique e-Zone makes us the leading expert provider of NEBOSH e-learning. Our easy-to-use system provides an effective learning environment that gives you everything you need to successfully pass your chosen course. All you need is your PC and an internet connection and off you go.

In addition to the above, studying through the RRC e-Zone offers:

- Global availability – 24/7 access from anywhere in the world via an internet connection, with no software to install.
- A complete electronic set of RRC's highly respected course materials, downloadable direct from the e-Zone
- Full access to the e-Zone library which contains additional resources.
- Enhanced assessment practice, including automated multiple-choice questions to test your learning as you go and a tracking system to monitor your progress and coursework results.
- Learning community - benefit from the knowledge, experiences and encouragement of fellow students.

## Distance Learning

RRC's distance learning programme gives students total control of their studies. You can study anywhere, at a pace that suits you, and at times that fit in with your work/home life.

In addition to the above, your distance learning course includes:

- A full printed set of RRC's highly-respected course materials
- Access to the core elements of the RRC e-Zone containing some additional resources

## RRC's Exam Service

RRCs flexible learning courses give you flexibility as to when and where you sit your exam.

RRC take all of the hassle out of arranging the exam, we manage the whole process for you and have upfront fees including all the costs, guaranteeing no nasty surprises when you are ready to take your exam. With RRC's NEBOSH Diploma managed exams, you have two options:

- Sit at an RRC exam centre in London, Coventry, Glasgow and Bahrain, for our standard fee.
- Let RRC arrange for you to sit at alternative UK centre or one of the many British Council offices throughout the world, just call us for a quote or look on our web site.

If you cannot find a suitable centre, just ask us and we will work hard to find you one which is all part of our customer service to you.

## 30-Day Money-Back Guarantee



If within 30 days of receiving your course or e-learning log in you decide it is not for you, simply return everything to us and receive a full refund of the course fees.



# RRC Revision support and reference

## Revision

We all know that 'revising' is the key to passing an exam but knowing exactly what you need to do is not always easy. RRC have developed a range of revision tools to let you in on the secrets of success.

- Online - RRC's Programmed-to-Pass is a unique, structured revision package for those who need the ultimate step-by-step guidance on what they need to do to achieve success
- Classroom - Revision workshops for those who want that final input from an expert tutor. Available in London and Coventry
- Publications – RRC's revision notes, question packs and STEP Notes are designed as an essential aid to ensure you know what you'll be up against on the day

## Programmed-to-Pass

This unique online revision package takes the mystery out of revision. It leads you through the entire process of revising for your NEBOSH Diploma from start to finish, telling you exactly what you need to do to achieve success.

Each session starts with 'At a Glance' providing you with a summary of your activities for the session to ensure you'll be on track for the exam.

- Sessions 1-10 get you thinking not only about the key topics you need to know, but also about general revision and examination technique:
- Revision topics are highlighted to ensure you don't miss key sections, plus an indication of how long you should be spending on each section
- True or false questions provide a quick check of knowledge. Submit your answers and get an instant result with further tips and hints
- Mnemonic of the day helps you remember key phrases or terminology
- Pic of the day helps you visualise key pieces of information
- Tutorials on key revision techniques, such as motivation, visualisation, effective reading and the use of mind maps and flash cards.
- Sessions 11-20 focus exclusively on revision and past exam questions, ensuring that you have plenty of experience of answering questions and will not be fazed on the day of the exam.

## Face-to-Face Revision Workshops

The interactive nature of the revision workshops provide you with the opportunity to discuss specific subjects with the tutor, practise questions and get feedback on your answers as well as exchange last minute tips with fellow students. It also gives you the chance to learn how to avoid the common mistakes made in exams so you don't fall into the same trap. Our workshops are an essential way to build confidence in the run-up to the exams.

- One-day workshop available for Units A, B C and D
- Gives you the opportunity to review key topics from across the whole syllabus
- Run by expert tutors, many of whom are also NEBOSH examiners and know exactly what will be expected of you in the exam
- Gives you the chance to work through past exam questions with both a tutor and your fellow students
- Benefit from the experiences of fellow students and swap ideas



# Revision and reference

## RRC Publications

RRC's range of revision and reference aids are designed to help with both your studies and the application of knowledge in your daily working life. They are extremely popular with both students and practitioners.

They are supplied as either printed A5 booklets (convenient for you to carry round) or as electronic PDF files (which you can view and print, if desired).

## Revision Notes

Our most popular range, essential for exam revision:

- Provide a concise overview of all the key topics identified in the NEBOSH syllabus
- Structured to closely follow the relevant NEBOSH syllabus so that you can easily find the topics you're looking for and map them against your course notes

### TITLES AVAILABLE

- NEBOSH National Diploma – Unit A
- NEBOSH National Diploma – Unit B
- NEBOSH National Diploma – Unit C

## STEP Notes

These concise reference guides can be used as a tool by health and safety officers or as a study/revision aid by students on NEBOSH and MSc courses. They are specifically written to focus on key points and any relevant statutes and case law.

### TITLES AVAILABLE

- Health and Safety Law
- Occupational Health and Hygiene
- Environmental
- Quality Management
- Business Communications

## Other Publications

### REVISION NOTES

- NEBOSH National General Certificate
- NEBOSH Construction Certificate
- NEBOSH Fire Certificate
- NEBOSH International General Certificate
- NEBOSH International Diploma (Units IA, IB and IC)
- NEBOSH Environmental Diploma
- CQI Certificate in Quality (Units C1, C2 and C3)

### TACKLING THE NEBOSH EXAM/PRACTICAL ASSESSMENT

- NEBOSH International General Certificate
- NEBOSH National General Certificate
- NEBOSH Construction Certificate
- NEBOSH Fire Certificate

## Exam Success (Tackling the NEBOSH Exam)

These guides look at how to tackle the NEBOSH exams, providing practical guidance and examples.

- Lets you in on the mind of the examiner so you can see exactly what he is looking for when he sets exam questions
- Looks at a variety of NEBOSH questions so you know what you will face
- For each question, we look at the general approach you should take, followed by a sample answer plan and a model answer so you can see the level of detail expected of you in the exam

### TITLES AVAILABLE

- NEBOSH National Diploma – Unit A
- NEBOSH National Diploma – Unit B
- NEBOSH National Diploma – Unit C



# NEBOSH Diploma course dates and fees

Block Release – London							
	Jul 10 Exam			Jan 11 Exam			
	Week 2	Week 3	Exam	Week 1	Week 2	Week 3	Exam
<b>Unit A</b>	6-9 Apr 10	17-21 May 10	6 Jul 10	21-24 Sep 10	19-22 Oct 10	15-19 Nov 10	18 Jan 11
<b>Unit B</b>	4-7 May 10	N/A	7 Jul 10	4-8 Oct 10	9-12 Nov 10	N/A	19 Jan 11
<b>Unit C</b>	1-4 Jun 10	N/A	8 Jul 10	11-15 Oct 10	30 Nov - 3 Dec 10	N/A	20 Jan 11

  

Blended Learning								
	Jul 10 Exam			Jan 11 Exam				
	Enrol by	London	Coventry	Exam	Enrol by	London	Coventry	Exam
<b>Unit A</b>	1 Apr 10	10-14 May 10	17-21 May 10	6 Jul 10	1 Oct 10	15-19 Nov 10	22-26 Nov 10	18 Jan 11
<b>Unit B</b>	1 Apr 10	17-21 May 10	24-28 May 10	7 Jul 10	1 Oct 10	22-26 Nov 10	29 Nov - 3 Dec 10	19 Jan 11
<b>Unit C</b>	1 Apr 10	24-28 May 10	7-11 Jun 10	8 Jul 10	1 Oct 10	29 Nov - 3 Dec 10	6-10 Dec 10	20 Jan 11

  

Revision Workshops / Exams							
	Jul 10 Exam			Jan 11 Exam			
	London	Coventry	Exam	London	Coventry	Exam	
<b>Unit A</b>	8 Jun 10	14 Jun 10	6 Jul 10	6 Dec 10	14 Dec 10	18 Jan 11	
<b>Unit B</b>	9 Jun 10	15 Jun 10	7 Jul 10	7 Dec 10	15 Dec 10	19 Jan 11	
<b>Unit C</b>	10 Jun 10	16 Jun 10	8 Jul 10	8 Dec 10	16 Dec 10	20 Jan 11	
<b>Unit D</b>	11 Jun 10	17 Jun 10	8 Sep 10	9 Dec 10	17 Dec 10	Mar 11	

  

Course Fees							
	Complete course			Unit A	Unit B/C	Unit D	
<b>Face to Face</b> COURSE FEE INCLUDING EXAM*	£532* + VAT			£2,255.00 + VAT + £125.00 NEBOSH Fees (£2,774.63)	£1,499.00 + VAT + £75.00 NEBOSH Fees (£1,836.33)	£299.00 + VAT + £75.00 NEBOSH Fees (£426.33)	
<b>Blended Learning</b> COURSE FEE INCLUDING EXAMS AT RRC CENTRE* – DISTANCE OR ELEARNING	£629* + VAT			£1,490.00 + VAT + £125.00 NEBOSH Fees (£1,875.75)	£1,200.00 + VAT + £75.00 NEBOSH Fees (£1485.00)	£299.00 + VAT + £75.00 NEBOSH Fees (£426.33)	
<b>Distance and E-Learning</b> COURSE FEE INCLUDING EXAMS AT RRC CENTRE*	£889* + VAT			£975.00 + VAT + £125.00 NEBOSH Fees (£1,270.63)	£655.00 + VAT + £75.00 NEBOSH Fees (£844.63)	£299.00 + VAT + £75.00 NEBOSH Fees (£426.33)	
EXAM FEE – INTERNATIONAL AND NON-RRC CENTRES	From £205 – RRC can arrange for you to take the exam in most countries in the world (via the British Council network). For more information and details of fees, please contact RRC.						
<b>Optional – e-Learning only</b> PRINTED COURSE MATERIALS PRINTED LAW GUIDE	add £110 add £35		add £45		add £40		add £10

For Revision Support see page 11

#### \* IMPORTANT INFORMATION

- Fees are inclusive of exam fees for a single exam sitting for each unit at an RRC UK venue.
- Carriage is payable for shipping of materials outside the UK (applies to Distance Learning, Printed materials and Revision Aids).

# NEBOSH Diploma Revision Support

NEBOSH Diploma Revision Support				
	Complete Course	Unit A	Unit B/C	Unit D
<b>Blended Learning</b> UPGRADE FACE TO FACE ELEMENT ONLY	£1822.50 + VAT (£2,141.44)	£675.00 + VAT (£793.13)	£675.00 + VAT (£793.13)	N/A
<b>Revision Workshop</b> WITH COURSE NORMAL	£268.20 + VAT (£315.14) £536.40 + VAT (£630.27)	£74.50 + VAT (£87.54) £149.00 + VAT (£175.08)	£74.50 + VAT (£87.54) £149.00 + VAT (£175.08)	£74.50 + VAT (£87.54) £149.00 + VAT (£175.08)
<b>Programmed-to-Pass</b> WITH COURSE NORMAL	£106.65 + VAT (£125.31) £213.30 + VAT (£250.63)	£39.50 + VAT (£46.41) £79.00 + VAT (£92.83)	£39.50 + VAT (£46.41) £79.00 + VAT (£92.83)	N/A N/A
<b>Revision Notes</b> PRINTED EMAIL	£54.00 £43.20 + VAT (£50.76)	£20.00 £16.00 + VAT (£18.80)	£20.00 £16.00 + VAT (£18.80)	N/A N/A
<b>Exam Success</b> PRINTED EMAIL	£40.50 £32.40 + VAT (£38.07)	£15.00 £12.00 + VAT (£14.10)	£15.00 £12.00 + VAT (£14.10)	N/A N/A

STEP Notes		
	Printed	Email
<b>Health and Safety Law</b>	£15.00	£12.00 + VAT (£14.10)
<b>Occupational Health and Hygiene</b>	£15.00	£12.00 + VAT (£14.10)
<b>Environmental</b>	£15.00	£12.00 + VAT (£14.10)
<b>Quality Management</b>	£15.00	£12.00 + VAT (£14.10)
<b>Business Communications</b>	£10.00	£8.00 + VAT (£9.40)



# RRC Health and Safety courses

## IOSH

- IOSH Directing Safely
- IOSH Managing Safely
- IOSH Supervising Safely
- IOSH Working Safely

## NEBOSH – National Awards

- NEBOSH Award in Health and Safety at Work
- NEBOSH National General Certificate in Occupational Health & Safety
- NEBOSH National Certificate in Fire Safety & Risk Management
- NEBOSH National Certificate in Construction Health & Safety
- NEBOSH National Diploma in Occupational Health & Safety

## NEBOSH – International Awards

- NEBOSH Award in Health and Safety at Work
- NEBOSH International General Certificate
- NEBOSH International Diploma in Occupational Health & Safety

## Institute of Acoustics

- IOA Certificate in Workplace Noise Assessment

## CIEH

- CIEH Level 2 Award in Principles of Manual Handling
- CIEH Level 2 Award in Principles of COSHH
- CIEH Professional Trainer Certificate
- CIEH Level 2 Award in Principles of Risk Assessment
- CIEH Level 1 Award in Health and Safety in the Workplace
- CIEH Level 2 Award in Health and Safety in the Workplace
- CIEH Level 1 Award in Food Safety Awareness in Catering
- CIEH Level 2 Award in Food Safety in Catering

## Environmental

- IOSH Managing Environmental Responsibilities
- NEBOSH Certificate in Environmental Management
- NEBOSH Diploma in Environmental Management

## Quality

- CQI Certificate in Quality
- CQI Diploma in Quality

## Management

- University Diploma in Management

## Asbestos

- Asbestos Awareness
- Duty to Manage Asbestos in Non-Domestic Premises

## Coming Soon

- NEBOSH International Construction Certificate
- NEBOSH International Technical Certificate in Oil and Gas Operational Safety
- NEBOSH National Certificate in the Management of Health and Well-being at Work
- IEMA Introduction to Environmental Management Systems
- IEMA Foundation Certificate in Environmental Management
- IEMA Associate Certificate in Environmental Management



# RRC Short courses

## Rapid Result Courses – On-line

- Work at Heights
- Risk Assessment
- Electrical Safety
- Health and Safety Induction (For Workers)
- Health and Safety Essential (For Supervisors)
- Transport Safety
- Accident Investigation
- Display Screen Equipment (DSE)
- Manual Handling
- Health and Safety Roles and Responsibilities
- Work Equipment safety
- Chemical Safety
- Noise Awareness
- Radiation
- Construction Safety
- Risk Management
- Stress, Violence and Substance Misuse at Work
- Fire safety

## In company Short Courses

### HEALTH AND SAFETY MANAGEMENT

- Achieving Behavioural Change
- Basics of Health and Safety Management
- Business Contingency Planning (Basic Awareness)
- Developing a Positive Health and Safety Culture
- Emergency Planning
- Essentials of HSE for Office Managers
- General Workplace Health, Safety and Welfare Issues
- Introduction to Human Behaviour in Industrial Safety
- Introduction to Measuring Health and Safety Performance
- Introduction to OHSAS 18001
- Managing External Contractors
- Principles of Health and Safety Law
- Worker Health and Safety Consultation

### RISK ASSESSMENT

- Basic Workplace Risk Assessment
- Safe Systems of Work and Permits to Work
- Accident and Incident Investigation and Reporting
- Introduction to Failure Tracing Methods

### FIRE

- Basic Principles of Fire & Explosion (DSEAR)
- The Essentials of Fire Risk Assessment
- Fire Safety Awareness
- Fire Safety for Fire Marshals/Fire Wardens

### TOPIC-SPECIFIC

- Asbestos Awareness
- Duty to Manage Asbestos in Non-Domestic Premises
- Basic Control of Ergonomic Factors
- Basics of Identification, Assessment & Control of Ionising Radiation Health Risks
- Basics of Identification, Assessment & Control of Noise Health Risks
- Basics of Identification, Assessment & Control of Non-Ionising Radiation Health Risks
- Basics of Identification, Assessment & Control of the Thermal Environment
- Basics of Identification, Assessment & Control of Vibration Health Risks
- Carriage of Dangerous Goods
- The Construction (Design and Management) Regulations
- Construction Health and Safety Basics
- DSE Training for Assessors
- Identification, Assessment and Control of Biological Health Risks
- Introduction to Electrical Safety
- Introduction to Environmental Pollution & Waste Management
- Introduction to Machinery Safety
- Introduction to Management of Confined Spaces
- Introduction to Mechanical Handling Equipment
- Introduction to Safe Storage, Handling & Transport of Dangerous Substances
- Introduction to Working at Height
- Managing Occupational Road Risk
- Manual Handling Operations
- Stress Management in the Workplace
- Stress, Substance Misuse & Violence in the Workplace
- Work Equipment – Intro to Selection, Use, Maintenance & Testing



# How to enrol

To apply for an RRC course, please complete the Application Form and Pre-Course Questionnaire that follow this page and return them to RRC:

BY POST  
RRC Training  
27-37 St George's Road, London SW19 4DS, United Kingdom

ONLINE  
[www.rrc.co.uk](http://www.rrc.co.uk)

TELEPHONE  
+44 (0)20 8944 3108

BY FAX  
+44 (0)20 8944 7099

## Delivery

### UK

Your course materials will be with you no later than 10 working days from the receipt of your application. Delivery is by courier and can be either to your home or work address. As a signature will be required for all deliveries, please supply an address that will be occupied during office hours (Monday - Friday, 8am to 6pm).

### OVERSEAS

Materials are sent by courier and delivery times are dependent on your location. Please contact RRC for more information.

## Carriage

Carriage is chargeable on the despatch of course materials outside the United Kingdom – Please call for a quote.

## Methods of Payment

All payments to be made in GBP (pounds sterling). You can use any of the following methods of payment:

- 1 Payment in full by cheque or bankers' draft made payable to RRC Training.
- 2 Payment in full by charging your MasterCard/Switch/Visa/Solo/Connect Card/American Express.
- 3 Payment by instalments: Available to customers resident in the UK (for more information see <http://www.rrc.co.uk/instalment.aspx> or call for our RRC Instalment Plan Leaflet).
- 4 Invoice: UK registered companies only. Please attach to your application form an official purchase order/letter confirming your employer's authorisation. Terms of payment are 30 days from invoice date.
- 5 Customers outside the UK must remit the full fee, including postage and packing, in GBP (pounds sterling), payable in London, before materials are despatched. All bank charges, including any payable by the receiving bank, must be paid by the customer.

# Terms and Conditions

## Learning Agreement

The Learning Agreement sets out your entitlements and obligations as a student of RRC and constitutes the terms and conditions of your enrolment. If you do not wish to be bound by these terms, you can cancel your course within the timescales detailed below and receive a refund/credit of the fees less any expenses incurred by RRC.

## Cancellations

We are confident that you will be delighted with your studies but, should you feel less than satisfied, you can cancel under the following terms within your Enrolment Period (defined as the period to your nominated exam date or 18 months from enrolment date for units/subjects where the nominated examination date is not determined).

## Face-to-Face Courses

CANCELLATION MORE THAN 30 DAYS BEFORE THE COURSE START DATE  
A refund of the full course fee is obtainable for cancellations received more than 30 days before the scheduled course start date.

CANCELLATIONS BETWEEN 15 AND 30 DAYS BEFORE THE COURSE START DATE  
A refund of 70% of the course fee is obtainable for cancellations received between 15 and 30 days before the scheduled course start date.

## Distance & e-Learning Courses

### CANCELLATION WITHIN 30 DAYS

A refund of the full course fee is obtainable for cancellations received within 30 days following the acceptance of your application. Subject to the return, in good condition, of any printed materials supplied and the receipt of a written confirmation that any electronic copies of the materials have been destroyed within the 30-day period.

### CANCELLATION AFTER 30 DAYS BUT WITHIN 45 DAYS

A 60% refund of the course fees is obtainable for cancellations received at any time within 45 days following the acceptance of your application. Subject to the return, in good condition, of any printed materials supplied and the receipt of a written confirmation that any electronic copies of the materials have been destroyed within the 45-day period.

CANCELLATION OVER 45 DAYS AND WITHIN THE ENROLMENT PERIOD  
A 90% refund is available for any Units/Subjects for which study has not commenced. Study is deemed to have commenced from the date the student requests the materials.

Where a student has commenced a Unit and wishes to cancel, they may be entitled to a refund of any exam fees paid to RRC provided the cancellation is received before the student has been registered with the examining body.

## Examinations Only

A refund of the exam fee is obtainable for cancellations received up to the date RRC register the examination with the examining body.

## Revision and Reference Guides

### PRINTED MATERIALS - RETURNED WITHIN 14 DAYS

A refund of the full fee (excluding postage and packing) is obtainable for returns received in good condition within 14 days following the despatch of the goods.

### E-MAIL - RETURNS WITHIN 7 DAYS

A refund of the full fee is obtainable for returns received up to 7 days following RRC e-mailing the goods or access password, subject to a written confirmation that all copies have been destroyed.

### PROGRAMMED-TO-PASS – CANCELLATION WITHIN 7 DAYS OF ACCESS

A refund of fees is obtainable for cancellations received within 7 days following RRC e-mailing the access password, subject to a written confirmation that any downloaded or printed materials have been destroyed.

Outside of the above, full fees are payable on all cancellations or returns.

Any refunds will be processed within 14 days of receiving your returned course materials.

# Enrolment form

## Important Information

Please complete all sections of this application form in full. Failure to do so may result in delays in processing your enrolment

**If you have studied with RRC before please enter your RRC Student Number here**

<b>Step 1 – Personal details and delivery information</b>		
Name & Address of Applicant	Delivery Address	
Full Name	Contact Name	
Address	Company Name	
	Address	
Post Code	Post Code	
Country	Country	
Daytime Tel. No	Contact Tel. No	
Evening Tel. No	Please note: -Your package will need to be signed for on delivery. E-mail: RRC are unable to deliver to PO Box addresses.	
Email		

<b>Step 2 – Sponsoring organisation and invoice address</b>	
Sponsoring organisation	Invoice address
Company Name	Company Name
Contact Name	Department
Position	Contact Name
Address	Address
Post Code	Post Code
Country	Country
Tel. No	Tel. No
Email	Email

<b>Step 3 – Entry requirements</b>	
Course Required	
<ul style="list-style-type: none"><li>• NEBOSH International, National General, Construction and Fire Certificates; National Diploma (Part 1)</li><li>• A degree or postgraduate diploma in a relevant subject (e.g. health &amp; safety, occupational health or environmental health)</li><li>• NVQ Level 3/4 in Health &amp; Safety in the Workplace or Occupational Health &amp; Safety Practice</li></ul>	
<b>Or</b>	
<ul style="list-style-type: none"><li>• A completed RRC NEBOSH National/International Diploma Application Pack (if not already submitted)</li></ul>	

# Enrolment form

Step 4 – Course Selection			
Method of Study	Please Tick	Block/Blended venue	Please Tick
Distance Learning		London – Block Release	
e-Learning		London – Blended	
Blended Learning		Coventry – Blended	
Block Release			
NEBOSH Diploma required	Please Tick	Block/Blended Course Date	
Complete Course		<b>Unit A</b> Start date DD / MM / YYYY	
Unit A		<b>Unit B</b> Start date DD / MM / YYYY	
Unit B		<b>Unit C</b> Start date DD / MM / YYYY	
Unit C			
Unit D			

Step 5 – Information required for exam entry			
Venue where you wish to sit your exam:			
Intended exam date		Information required for exam entry	
Unit	Month	Year	Date of birth DD / MM / YYYY
Unit A	Jan/Jul*	20	<b>Gender</b> Male/Female*
Unit B	Jan/Jul*	20	Name to appear on Certificate (BLOCK CAPITALS)
Unit C	Jan/Jul*	20	
Unit D#	Mar/Sep*	20	Country of Residence

\* Delete as Applicable  
# Please indicate your submission date for Unit D

Step 6 – Revision Support			
		Please Tick	
		Complete course	Individual Units
		Unit A	Unit B
Revision Workshop		ENTER VENUE	
Programmed-to-Pass			
Revision Notes		Paper/email*	
Exam Success		Paper/email*	
STEP Notes			
Health and Safety Law		Paper/email*	
Occupational Health & Hygiene		Paper/email*	
Environmental		Paper/email*	
Quality Management		Paper/email*	
Business Communications		Paper/email*	

\* Delete as Applicable

# Enrolment form

## Step 7 – Additional information

How did you hear about RRC?

What are your reasons for enrolling on this course?

## Step 8 – Fees

Course and Exam	Fee including VAT
Course Fee (Complete course)	
Course Fees (Individual Unit(s))	
Printed Materials (e-Learning courses only)	
Printed Law Guide (e-Learning courses only)	
Non RRC Exam venue (Call for a quote)	
Revision Aids	
Revision Workshop	
Programmed-to-Pass	
Revision Notes	
Exam Success	
STEP Notes	
Overseas Courier (call for a quote if outside the UK)	
<b>Total Fees Payable</b>	

### NOTES

All services are delivered in the UK and overseas customers are therefore required to pay VAT.

Overseas Courier Charges are payable on distance learning courses, printed materials and revision aids only.

# Enrolment form

## Step 9 – Method of Payment

<input type="checkbox"/> I enclose my fees in full. Please make cheque/banker's draft payable to <b>RRC Training</b>
<input type="checkbox"/> Please debit my MasterCard/Switch/Visa/Solo/Connect Card/American Express (Delete as appropriate) (Note RRC cannot accept Visa Electron Cards)
Card No. _____ with the full fee. Card Expiry Date _____
3 Digit Security Code _____ Cardholder's Name _____
Cardholder's Signature _____
(Switch and Solo only) Issue No. _____ Valid From Date _____
<input type="checkbox"/> I wish to pay by instalments and attach the completed instalment plan application form (see page 18)
<input type="checkbox"/> Please invoice my employer (UK Registered Companies Only). <b>Please attach Official Purchase Order/Letter of Authorisation</b>

## Step 10 – Acceptance of terms and conditions

I wish to enrol as a participant for the above programme and I agree to pay the fees as stated and to be bound by the terms and conditions set out in the accompanying RRC literature.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Thank you for choosing RRC Training**

**Please return your completed application form to:**

RRC Training 27 - 37 St George's Road London SW19 4DS United Kingdom

Tel: +44 (0)20 8944 3108

Fax: +44 (0)20 8944 7099

[info@rrc.co.uk](mailto:info@rrc.co.uk)

[www\\_rrc.co.uk](http://www_rrc.co.uk)

# Pre-course questionnaire

Please write in capitals. Attach further sheets and/or CV if necessary.

<b>Section A – Your personal details</b>	
Name	
Address	
Postcode	
Daytime Tel. No	
Evening Tel. No	
Email	
<b>Section B – Your current position</b>	
Job title	
Number of years in current position	
Name of company	
Nature of business	
Outline of responsibilities (with specific reference to health and safety responsibilities)	
<b>Section C – Relevant previous positions and experience</b>	
<b>Section D – Previous courses/qualifications</b>	
Please give brief details of any relevant qualifications held or courses you have attended:	
<b>Section E – Special concerns</b>	
Please indicate any special concerns you may have about the course and areas in which you might require special help. Please indicate any special educational needs or disabilities that may impact on your studies:	