

Administration

Initial Reservation By telephone on +44 (0) 1384 447915 but must be confirmed in writing, by post, or fax on +44 (0)1384 442533 or email actsales@actassociates.co.uk. (Provisional bookings are held for 3 days only). *All course costs are correct at time of going to print; please ensure that you check the current cost before placing an order.*

Registration It is a condition of registration that the fee is payable in advance of the course start date. To register, please send a copy of this completed booking form, for the attention of the ACT Enquiry Team. Cheques should be made payable to ACT Associates Ltd. On receipt of payment, a VAT receipted invoice will be sent with the confirmation of registration. Alternatively, an invoice will be raised (your purchase order number must always be given).

Fees Fees paid are for provision of the service over a period of twelve (12) months from the start of the service (attendance at an NVQ workshop). ACT's contract with the candidate expires after this time. Additional service after the expiry of an initial period is at the discretion of ACT and the rate applicable at the time. The candidate must establish, maintain and work to a scheme plan of work that they devise and agree with ACT. The plan must set out how the candidate will complete the NVQ within 12 months. That attendance on an NVQ workshop prior to commencement on a scheme is compulsory. No refund of fees is available after commencement of the program. These terms and conditions are influenced by City and Guilds rulings and may be varied at any time without notice.

Cancellation Cancellation charges relating to bookings are taken from the date of receipt of written cancellation. A part refund of fees (less a 20% cancellation fee to cover costs) will only be made for written cancellations received at least 45 days prior to the start of the course. We regret that refunds cannot be made during the 45 day period but you may send a substitute delegate (subject to their successful application). Failure to attend will be treated as a cancellation. Transfers may be requested, but will be made at the discretion of ACT and subject to the same terms as cancellations. The request for transfer must be in writing. If received at least 45 days prior to the start date of the course a 20% transfer fees liable. For transfers within 45 days prior to the course start date, a full fee is liable. *The course information is correct at the time of going to print. However, we reserve the right to alter or cancel the event due to circumstances beyond our control.*

Joining Instructions In advance of the course start date.

About ACT An established (10+ years) risk management business specialising in the field of safety, health and the environment (SHE). As well as offering training on a public and in-company basis, ACT provides assistance to organisations at all stages and their management systems development - including audits, behavioural change and safety policies. We also offer computer based training (CBT) e-learning software for certain NEBOSH / IOSH courses and auditing. ACT have been running NEBOSH courses successfully for a number of years - as our exam results indicate!

Enquiries and Booking ACT Associates Limited, Victoria House, 32 Lower High Street, Stourbridge, West Midlands, DY8 1TA. [VAT No. GB 547-6106-38 / Company Registration No. 2606201].
Sales [Direct]: +44 (0) 1384 447915
General Enquiries: +44 (0) 1384 442144
Fax: +44 (0) 1384 442533
E-mail: actsales@actassociates.co.uk
Website: www.actassociates.co.uk

Note It may be necessary for reasons beyond the control of ACT Associates Ltd to change the content and timing of the programme, the speakers or the venue.

E. O & E.

Booking Form

Ways to book: by phone / fax / mail OR visit our website

Delegate Details

Title & First Name _____
Surname _____
Job Title _____
Company Name _____
Address _____
Town _____
County _____ Postcode _____
Tel _____ Fax _____
E-mail _____

Please send me products updates by e-mail Y / N (circle)

I understand that this booking is made subject to the administration (terms & conditions) set out in this leaflet.

Purchase Order No. _____
Authorised Signature _____

Joining Instructions to be sent to: delegate Y / N (circle) OR

Title, First Name, Surname _____
Job Title _____
Address as above Y / N (circle) OR advised below _____

Requirements

NVQ Level Required 3 4 5

Candidate Workshop dates (Step 1) (Levels 3 and 4):
 NVI 142 NVI 145 NVI 143 NVI 146 NVI 144 NVI 147

Candidate Workshop dates (Step 1) (Level 5):
 NVI5 021 NVI5 023 NVI5 022 NVI5 024

Candidate Workshop Fee (Step 1) £ (€210.00)

Candidate Scheme Fee (Step 2) £ (€1315.00)

Mentor Sessions (Step 3) £ (€1095.00)

Combined Discount Package (Steps 1, 2 & 3) £ (€2225.00)

VAT £

Awarding Body Fees (VAT exempt) £

Fees Total £

All bookings are subject to terms and conditions and candidate's suitability to complete the qualification.

Payment

Payment by card: Visa[†]/ Mastercard[†]/ Switch[†]/ Solo[†] [†](+3 % charge)

Card No.

Start Date* / Exp Date / Issue No.

Security Code No.(3 digit)

Payment by Cheque: I enclose a cheque for £ _____
Made payable to ACT Associates Limited.

Payment by BACS: I have instructed my bank to transfer £ _____
To ACT Associates Limited, Lloyds TSB, Kidderminster, 30-94-70 0994333

Invoice Required: Y / N (circle) (Note : Please ensure the Purchase Order No. Is shown clearly in the relevant section).

Address for invoice (if different from delegates details):

Title & First Name _____
Surname _____
Job Title _____
Company Name _____
Address _____
Town _____
County _____ Post code _____
Tel _____



NVQ in Occupational Health & Safety Practice

NVQ in Occupational Health & Safety Practice Levels 3, 4 and 5



An alternative approach to tutored courses such as NEBOSH General Certificate and NEBOSH National Diploma for individual candidates or in-house training

'3 Steps to Success'

Step 1: £210.00 + VAT

Candidate Workshop

Dates: (Levels 3 & 4):

NVI 142	19 Mar 2010	NVI 145	19 Aug 2010
NVI 143	13 May 2010	NVI 146	10 Sep 2010
NVI 144	28 Jun 2010	NVI 147	19 Nov 2010

(Level 5):

NVI5 021	02 Jun 2010	NVI5 023	22 Oct 2010
NVI5 022	16 Jul 2010	NVI5 024	10 Dec 2010

Covers:

- NVQ's in general
- The Occupational Standards
- Becoming a candidate
- Standard levels
- Domain knowledge requirements
- Preparation of portfolio
- Awarding bodies / approved bodies
- Assessment & verification

(Mandatory for entry to the Candidate Scheme)

Additional regional workshop dates also available.

Step 2: £1315.00 + VAT*

Candidate Scheme

Includes:

- Registration with awarding body
- Candidate records
- e-mail helpline
- Up to 6 assessments of achievement
- Administration of scheme

(Candidates without prior domain knowledge are advised to attend an appropriate study programme in conjunction with the scheme)

Step 3: £1095.00 + VAT

Mentor Sessions

For successful Portfolio Development:

- 5 x 2 hr sessions
- Personal attention from Mentor
- Key domain knowledge
- Guidance on preparing plans
- Assistance in putting portfolio together

(Essential for a more assured success at assessment & efficient progress through the scheme)

⊗ plus awarding body fees

(Level 3): £44.10

(Level 4): £66.00

(Level 5): £90.50

Unit Route: All Levels £20.20 per unit.



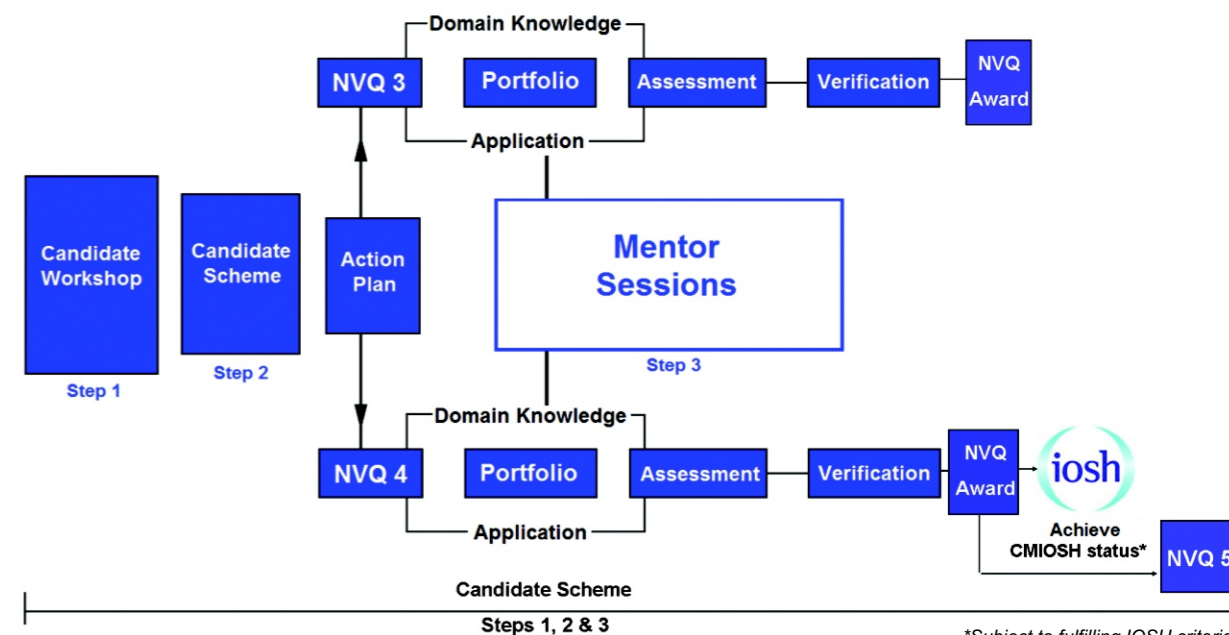
To enable easy communication between learners and managers there is an e-portfolio scheme available - possible to complete within 6 months, includes 1 day Candidate Workshop.

Essential H&S Guide Books available at 10% discount to enrolled students.

Combined discount package cost

for each NVQ Level (Steps 1, 2 & 3): £2225.00 + VAT*

If you are interested, but undecided, then attend our Candidate Workshop (Step 1)



*Subject to fulfilling IOSH criteria

National Vocational Qualifications [NVQs] in Occupational Health and Safety

ACT Associates, is an established, independent, risk management practice majoring in the field of occupational health and safety. ACT is registered with the Awarding Body, City & Guilds, as an approved centre for the provision of National Vocational Qualifications [NVQs] in Occupational Health and Safety Practice. This reinforces ACT in its position as a leader in the provision of quality health and safety training.



The safety professionals working for ACT Associates, are able to provide a wide range of skills and experience in order to assess both individual and organisational needs. This will ensure that they are at the forefront of the development of NVQs for Health and Safety Practitioners.

What are National Vocational Qualifications [NVQs]?

NVQs (in England and Wales) have been developed to meet the growing demand for work based qualifications which prove a person is competent. ('Competent' is defined within NVQs as: *The ability to perform to the standards required in employment across a range of circumstances and to meet changing demands*).

National Vocational Qualifications in health and safety are:

- freely available, without need for prior qualifications;
- free from discriminatory practices (such as pre-qualifications) of any kind;
- available in a wide range of subjects across industry. The five levels in the framework range from, Level 1 (largely routine activities), to Level 5 (the most demanding and complex occupational competencies). The standard for health and safety practitioners has one level in operation at this time - Level 4. Level 3 NVQ in occupational health and safety is suitable for those interested in obtaining an competency qualification in health and safety, but are not health and safety practitioners e.g. managers or local health and safety co-ordinators. Level 5 NVQ in occupational health and safety is suitable for those who provide health and safety assistance within organisations with significant hazards and complex risks;
- made up of units of competence, each one a complete statement of a particular competence in a given subject. Units are broken down into elements. An NVQ is generally between five and fifteen units. The health and safety Level 4 NVQ has 10 mandatory units. Level 3 has 7 mandatory units; and Level 5 has 9 mandatory units plus 3 units chosen from a set list;
- free from prescribed ways of learning, you will now be able to maximise internal training and courses on appropriate topics as well as familiar routes such as NEBOSH courses;
- based on assessment of the outcomes of learning. Utilises your practical application to demonstrate that you have put the various health and safety topics you have learnt into practice;
- based on nationally recognised standards of competence which are developed by Industry Lead Bodies - groups of professionals from industry, trade unions and other interested parties. A single qualification may now be used to demonstrate competence;
- awarded on the basis of assessment against recognised standards. ACT will be able to support you on your journey to the award, what ever the route, including final assessment.

National Vocational Qualifications [NVQs] in Occupational Health and Safety

The Structure of the Level 4 NVQ in Occupational Health and Safety

The **Level 4** NVQ in Occupational Health and Safety is the standard for health and safety practitioners.

The **Level 4** Occupational Health and Safety Practice is a **ten mandatory unit** qualification.

Units:

- Promote a positive health and safety culture
- Develop and implement the health and safety policy
- Develop and implement effective communication systems for health and safety information
- Develop and maintain individual and organisational competence in health and safety matters
- Identify, assess and control health and safety risks
- Develop and implement proactive monitoring systems for health and safety
- Develop and implement reactive monitoring systems for health and safety
- Develop and implement health and safety emergency response systems and procedures
- Develop and implement health and safety review systems
- Influence and keep pace with improvements in health and safety practice

The Structure of the Level 3 NVQ in Occupational Health and Safety

The **Level 3** NVQ in Occupational Health and Safety is a qualification designed for candidates who are not health, safety and environment professionals.

The **Level 3** NVQ in Occupational Health and Safety is a **seven unit** qualification.

Units:

- Ensure your own actions reduce risks to health and safety
- Monitor procedures to control risks to health and safety
- Develop procedures to control risks to health and safety
- Promote a health and safety culture within the workplace
- Investigate and evaluate incidents and complaints in the workplace
- Conduct an assessment of risks in the workplace
- Ensure your actions aim to protect the environment

If you would like to register your interest in working towards an NVQ qualification or make a booking, all you need to do is complete the attached form and return it to ACT. (See Page 4).

The Structure of the Level 5 NVQ in Occupational Health and Safety

The **Level 5** NVQ in Occupational Health and Safety is a qualification suitable for those who provide health and safety assistance within organisations with significant hazards and complex risks.

The **Level 5** Occupational Health and Safety Practice is a **twelve unit** qualification, consisting of **nine mandatory units** and **three units from a set list**.

Mandatory units:

- Evaluate and develop own practice
- Develop and review the organisation's health and safety policy
- Promote a positive health and safety policy
- Develop and implement the health and safety policy
- Develop a strategy and plan for people resourcing change management
- Influence and keep pace with improvements in health and safety practice
- Identify the learning and development needs of the organisation
- Manage the use of financial resources
- Secure financial resources for your organisation

Plus 3 Units from:

- Contribute to the development of learning within the organisation
- Manage the performance of teams and individuals
- Develop and implement effective communication systems for health and safety information
- Develop and implement systems and procedures to minimise environmental impact of the organisation
- Manage activities to meet requirements
- Contribute to improvements at work
- Design learning programmes
- Manage the contribution of other people to the learning process