



# NEBOSH

## NATIONAL

## DIPLOMA

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# ACT, the ultimate provider of NEBOSH qualifications



ACT has provided the NEBOSH National Diploma in Occupational Health and Safety for over 20 years and now offer this training course which is run throughout the year. NEBOSH qualifications are highly regarded throughout the world; many students have attained highly respected careers as a result of completing a NEBOSH qualification.

At ACT, we provide many NEBOSH qualifications from award level to diploma. They cover a range of areas including health and safety and the environment. Specific courses also relate to particular areas such as fire risks and the oil and gas industry.

Diploma classroom based taught courses are available at our: **Midlands venue** and on an **in-house basis**.

## NEBOSH National Diploma

### Classroom taught course

The NEBOSH National Diploma covers the main legal and good practice requirements for managing health and safety in the UK, the assessment and management of workplace risks, and the practical application of this knowledge to effective risk management. This is reflected in the four units that comprise the qualification.

The NEBOSH National Diploma classroom course involves attendance at six face-to-face study periods that can be taken as units over a period of time or as a complete fast-track programme. Each of the study periods for units A, B and C are separated by a private study period enabling the application of learning to the workplace.

**Designed for:** NEBOSH strongly recommends that students must have attained a NEBOSH National General Certificate or National Construction Certificate or equivalent before studying the NEBOSH National Diploma in Occupational Health and Safety.

If you have not attained a specified NEBOSH award, but have an equivalent award or have grounds for exemption please contact one of our learning advisors.

### Course content

#### Unit A - Managing health and safety

- Principles of health and safety management.
- Principles of health and safety law.
- Criminal law.
- Civil law.
- Loss causation and incident investigation.
- Measuring and reviewing health and safety performance.
- The assessment and evaluation of risk.
- Risk control.
- Organisational factors.
- Human factors.
- The role of the health and safety practitioner.

#### Unit B - Hazardous substances and agents

- Managing occupational health.
- Identification, assessment and evaluation of hazardous substances.
- The control of hazardous substances.
- The monitoring and measuring of hazardous substances.

- Biological agents.
- Noise and vibration.
- Radiation.
- Mental ill-health and dealing with violence and aggression at work.
- Musculoskeletal risks and controls.
- Work environment risks and controls.

#### Unit C - Workplace and work equipment safety

- Workplace welfare requirements and specific workplace issues.
- Fire and explosion.
- Workplace fire risk assessment.
- The storage, handling and processing of dangerous substances.
- Work equipment.
- Workplace machinery.
- Mobile, lifting, access and work at height equipment.
- Electrical Safety.
- Construction and works of a temporary nature - hazards and controls.
- Workplace transport and managing work-related road risk.

#### Unit DNI - Application of health and safety management in the workplace

- A workplace-based practical assignment that covers the application of understanding related to units A, B and C

### Unit DNI Mentor Support

A useful option which provides guidance on completing your workplace-based assignment. The sessions cover the presentation, chosen workplace and plan and excellent coaching in the 'assignment' technique. A detailed structure is provided during our sessions.

Submission dates for Diploma assignments are in **February, May, August** and **November** of each year. Students from other centres are welcome.

**We run group mentor sessions and a one day one-to-one 6 hour session with personal attention from your mentor.**



# NEBOSH National Diploma

## Assessment

The qualification is divided into four assessed units, each of which is assessed separately. Assessment is by three written examinations (one for each of the units A, B and C) and a work-based written assignment (Unit DNI). All units must be completed within 5 years to achieve the full NEBOSH National Diploma in Occupational Health and Safety.

Examinations take place in January and July. Study programmes are designed to lead towards these dates.

Students are awarded a unit certificate for each unit of assessment successfully achieved and an overall diploma parchment is given to students that pass all examinations and the written assignment. Students who are unsuccessful in any of the unit examinations may re-sit those units and students unsuccessful in the written assignment can re-submit it.

## Exam Tutorial/Revision Days

Classroom tutorials are organised prior to each examination period and made available to all students as an option. They cover all three of the examined units of the qualification as well as the work-based assignment, providing an opportunity to revise and consolidate understanding. The tutorials greatly assist those that need coaching in examination technique and will increase student confidence to complete the written examinations and assignment, leading to better pass marks. Tutorials are open to students attending classroom based courses, e-learning and blended learning.



## Course dates (Midlands)

### Course 1 2018

	Study Periods 1&2	Exam Tutorial	Exams (am)
Unit A (10 days)	22-26 Jan	18-19 Jun	17 Jul 2018
	19-23 Feb		
Unit B (8 days)	12-16 Mar	20 Jun	18 Jul 2018
	09-11 Apr		
Unit C (9 days)	30 Apr-04 May	21 Jun	19 Jul 2018
	29 May-01 Jun		

#### Fees:

**Full award: Units A, B and C**  
£4,950 + VAT + NEBOSH fees

**Unit A:** £1,895 + VAT + NEBOSH fees  
**Unit B:** £1,525 + VAT + NEBOSH fees  
**Unit C:** £1,695 + VAT + NEBOSH fees

#### Exam tutorial:

Full award: Units A, B and C  
£550 + VAT Includes 5% Discount

**Unit A:** £350 + VAT  
**Unit B:** £180 + VAT  
**Unit C:** £180 + VAT

## Other Methods of Learning



### E-learning / distance learning

A great method of learning for those without the time or availability to attend a classroom taught course. You can start at any time and anywhere in the world. It is an interesting and enjoyable way to learn and you can gain support from a tutor while working at your own pace. **The NEBOSH National Diploma involves 423 hours of study and a learning plan can be agreed to meet your needs and agreed examination dates.**

**Prices start from: £650 + VAT + NEBOSH fees**



### Blended learning

Blended learning provides the flexibility of e-learning with the interaction and guidance provided by a classroom based taught course. This approach would particularly suit those that want to reduce the amount of time away from work attending a classroom course but retain important face-to-face contact with a tutor. **This course involves 10 days of classroom study in total and access to all three units on our e-learning platform. In addition to the classroom sessions, the course consists of 4 days of exam revision tutorial sessions.**

**Prices start from: £1,100 + VAT + NEBOSH fees**



### In-house

In-house training is where we bring the training to you. The same excellent quality of training that we deliver as a classroom course in our many venues in the UK is available in your premises. In-house training from ACT will allow you to provide cost effective training, delivered at a location and time to suit your needs. Bespoke training programmes can be developed to meet your precise requirements.

Examinations for in-house courses can be arranged with NEBOSH on demand, for a date to suit the learning programme.

### Course 2 2018

	Study Periods 1&2	Exam Tutorial	Exams (am)
Unit A (10 days)	16-20 Jul	10-11 Dec	15 Jan 2019
	06-10 Aug		
Unit B (8 days)	03-07 Sep	12 Dec	16 Jan 2019
	24-26 Sep		
Unit C (9 days)	01-05 Oct	13 Dec	17 Jan 2019
	29 Oct-01 Nov		

#### Unit DNI Group Mentor Sessions

12 Jan 2018	13 Apr 2018	27 Jul 2018	26 Oct 2018
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#### Unit DNI Support Fees:

**Group Mentor Sessions:** £160 + VAT per delegate  
**1 day one-to-one:** £495 + VAT per delegate

# NEBOSH National Diploma

## 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 e-mail [actsales@actassociates.co.uk](mailto: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 confirmation of registration. Alternatively, an invoice will be raised (your purchase order no. must always be given).

## Course Fees:

Fees include tuition, documentation, refreshments and lunch, but not overnight accommodation. (We offer discounts for organisations booking more than one delegate onto the same course at the same time - contact the ACT Enquiry Team for details).

## Joining instructions

In advance of the course start date.

## Payment Terms:

Invoice terms of payment will be 14 days from date of invoice or payment 45 days prior to course commencement, if within the 45 day cancellation period immediate payment will be required or refusal for ordered goods or delegate to attend may occur. Ensure all purchase orders raised to ACT state our terms of payment to reduce risk of order refusal, ACT does not conform to customer's company terms of payment and purchasing our products legally ties you in to our terms of business. If a stage pay agreement is made the dates and figures agreed will be clearly stated on your invoices for reference and will need to be paid on time. If the invoices are not paid within our payment terms you will risk action being taken against you in court.

## Cancellation:

Cancellation charges relating to bookings are taken from the date of receipt of written cancellation. A part refund of fees (less a 10% 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 10% transfer fee is liable. For transfers within 45 days prior to the course start date, a full fee is payable. 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. ACT accept no responsibility for accommodation costs should an event be cancelled as any accommodation is booked directly by you and at your own risk (cancellable rate recommended).

## NEBOSH Exam Centre:

ACT is a registered NEBOSH Examination Centre open to external candidates and re-sits (Admin/Invigilation Fee + VAT + NEBOSH fees apply).

## Venues:

Quality locations are used to enable delegates to attend on a residential or non-residential basis.

## 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. This does not affect your statutory rights.

# BOOKING FORM

## Delegate Details

Title & Name	<input type="text"/>
Job Title	
Company Name	
Address	
Tel	
Fax	
E-mail	
Home Address:	<input type="text"/>
Date of birth:	<input type="text"/> / <input type="text"/> / <input type="text"/> [Required ref NEBOSH bookings on]
Please send me products updates by e-mail	YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>I understand that this booking is made subject to the administration (terms &amp; conditions) set out in this leaflet.</i>	
Purchase Order No.	<input type="text"/>
Authorised Signature	<input type="text"/>

If you are unable to provide a signature then please print your name to confirm T&C's.

Joining Instructions to be sent to: delegate YES  NO

OR	
Title, First Name, Surname:	<input type="text"/>
Job Title	<input type="text"/>
Address as above:	COMPANY HOME [Required ref NEBOSH bookings on]
OR advised	<input type="text"/>

## Order details

Title/Code:

Course Start Date:  /  /

Fees (Please include VAT, Awarding Body Fees or & P&P if applicable)

## Payment Details

Payment by credit/debit card:	Visa <input type="checkbox"/>	Mastercard <input type="checkbox"/>	Switch <input type="checkbox"/>	Solo <input type="checkbox"/>	
(+3% charge - credit card only)					
Card No.	<input type="text"/>				
Start Date <sup>^</sup>	<input type="text"/> / <input type="text"/>	Exp Date	<input type="text"/> / <input type="text"/>	Issue No.	<input type="text"/>
Security Code No. (3 digit)	<input type="text"/>				
Payment by Cheque: I enclose a cheque for £	<input type="text"/>				
Made payable to ACT Associates Limited.					

Payment by BACS: I have instructed my bank to transfer £  
To ACT Associates Limited, Lloyds, Kiddeminster, 30-94-70 00994333

Invoice Required: YES  NO

Address for invoice (if different from delegates details):

Title & Name	<input type="text"/>
Job Title	
Company Name	
Address	
Tel	