



In Partnership with RRC

## **NEBOSH NATIONAL GENERAL CERTIFICATE**

- Distance Learning
- Blended Learning



NASBM  
First Floor Offices  
140 Wood Street  
Rugby  
Warwickshire  
CV21 2SP

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# The National Association of School Business Management

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The Association (NASBM) is fully committed to supporting training and professional development to advance school management and develop the professional role and position of school business managers, bursars and senior support staff.

NASBM is delighted to be able to offer accredited NEBOSH training and development through partnership with RRC. This exciting initiative will enable bursars, school business managers, premises managers and other appropriate support staff accountable for the health & safety within the school, the opportunity to gain the necessary skills, knowledge and competence to be able to effectively manage health & safety within the school environment.

The development programme commences in June 2009 and is supported by attendance at 3 workshops. Participants study using comprehensive distance learning materials and are supported by personal tutors and an online community. Assessment for the qualification includes assignments, a practical risk assessment and 2 examinations.

This programme is available to members and non-members of the National Association of School Business Management.

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## RRC

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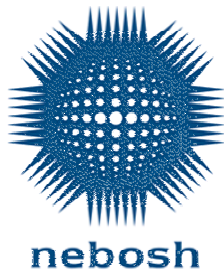


RRC is the market leader in flexible Health and Safety training solutions. We have 75 years experience in designing and delivering open and distance learning programmes, and have been delivering Health and Safety programmes for over 25 years. Over this time we have built up a reputation for both excellence and innovation.

The key to RRC's success is the success of our students. Not content with mediocre exam results, we consistently achieve results higher than the national average, yet are still continually reviewing and improving our courses and services to students to ensure they have the best possible chance of success.

RRC, 27 - 37 St George's Road, London, SW19 4DS  
Tel: +44 (0)20 8944 3108, E-mail: [info@rrc.co.uk](mailto:info@rrc.co.uk), Web: [www.rrc.co.uk](http://www.rrc.co.uk)

### Quality



#### NEBOSH Accreditation

RRC is a NEBOSH accredited training provider. This means we must not only comply with NEBOSH regulations but we must maintain our high standards in order to achieve their accreditation. NEBOSH can be contacted at:

5 Dominus Way, Meridian Business Park, Leicester LE19 1QW  
Tel: +44 (0)116 263 4700, E-mail: [info@nebosh.org.uk](mailto:info@nebosh.org.uk)  
Web: [www.nebosh.org.uk](http://www.nebosh.org.uk)



#### ODLQC Accreditation

RRC is accredited by the ODLQC (Open & Distance Learning Quality Council). This professional body monitors open learning and only accredits those training providers who offer quality products and services to students. ODLQC can be contacted at:

16 Park Crescent, London W1H 4AH  
Tel: +44 (0) 20 7612 7090, E-mail: [odlqc@dial.pipex.com](mailto:odlqc@dial.pipex.com)  
Web: [www.odlqc.org.uk](http://www.odlqc.org.uk)

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# NEBOSH National General Certificate in Occupational Safety & Health

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The NEBOSH National General Certificate is established as a leading award in basic health and safety held by more than 65,000 people.

Having completed this course, you will have the competence and knowledge to recognise hazards and risks, analyse the significance of human factors such as attitudes and perception, and be able to report to senior management appropriate and cost-effective recommendations

## Why Study for the NEBOSH National General Certificate?

The NEBOSH National General Certificate in Occupational Safety and Health is a prestigious and demanding qualification designed to provide an appropriate breadth of underpinning knowledge for non-specialists in occupational safety and health to enable them to discharge more effectively their organisational duties or functions with respect to workplace health and safety.

The National General Certificate has been designed for managers, supervisors, employee representatives and others who require a good basic knowledge and understanding of occupational safety and health

## Entry Requirements

There are no barriers to entry to the NEBOSH National General Certificate programme but it should be noted that the examination includes a requirement to write a short report

## Assessment

The assessment consists of an examination and a practical health and safety assessment of a workplace situation. You must achieve the pass standard in each of the two papers of the examination and in the practical assessment to be awarded the National General Certificate.

### External Examination (Unit NGC1 & NGC2)

NEBOSH sets and marks two written examination papers, Papers NGC1 and NGC2. Each paper contains one 20-mark question and ten 8-mark questions. The time allowed for each paper is two hours and you are required to answer all questions.

The pass standard for each paper is set at around 45%.

### Practical Assessment (Unit NGC3)

The aim of the 'practical assessment' is to test your ability to complete a health and safety assessment of a workplace. In particular, the assessment requires you to:

- Carry out, unaided, a safety inspection of a workplace, identifying the more common hazards, deciding whether they are adequately controlled and, where necessary, suggesting appropriate and cost effective remedial action.
- Prepare a report that persuasively urges management to take appropriate action, explaining why such action is needed (including reference to possible breaches of legislation) and identifying, with due consideration of reasonable practicability, the remedial measures that should be implemented.

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# The NASBM/RRC NEBOSH Certificate Blended Learning Programme

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## Studying the RRC NEBOSH Certificate by Blended Learning



The NASBM/RRC NEBOSH Certificate Blended Learning Programme provides a structured programme of study which combines the RRC distance learning programme with a structured series of face-to-face workshops, led by one of our expert team of tutors.

### What is Blended Learning?

The RRC blended learning programme is designed to contain all the features of the RRC distance learning programme but is complemented by a series of face-to-face tutorials.

You will be provided with a detailed course timetable advising you which topics should be studied each week. There is some flexibility built into this timetable in terms of when and where you study, but it is designed to ensure you are fully prepared for the workshops and your NEBOSH assessment.

Throughout your course you will be fully supported by RRC's a team of expert tutors, available when you need them.

### Course Duration

The course takes 23 weeks but includes 2 rest weeks. The programme will require approximately 5 - 6 hours of study per week.

### When Does the Course Start?

The course commences in June and you will be aiming for an examination at the beginning of December.

### Workshops

- **Workshop 1 - Induction to the NEBOSH Certificate Programme** – This workshop introduces the NEBOSH Certificate and looks at the best way to approach your studies. It also examines the key elements of the first unit you will be studying
- **Workshop 2 - Mid-Unit Review** - This workshop, revises the key topics studied so far, looks at key topics in the second half of the syllabus and introduces you to some of the more practical elements of your course within a school context.
- **Workshop 3 - Revision and Exam Preparation** - This 1-day workshop, revises all the key topics studied throughout the course, looks at some of the more practical aspects of your course and starts to prepare you for your exam and practical assessment.

## Fees and Course Availability

### Course Fees

Blended Learning Programme  
£1,450 for NASBM Members & £1,550 for Non-Members

### Optional Course Materials on CD

Additional copy of course materials on CD (PDF format) with a full textual search facility. Must be ordered with the course.

£30.00

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# The RRC NEBOSH Certificate Distance Learning Programme

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The RRC distance learning programme includes far more than just course material. It is linked to RRC's unrivalled tutorial support, with unlimited access to a wealth of experts in the health and safety field, as well as the additional online information resources provided exclusively to RRC students.

## RRC's Distance Learning Programme Includes:

### Study Advice

Study Guide - Comprehensive guide on how to get the most from your RRC Distance Learning programme.

### RRC Course Material

Includes everything you will need during your studies, without the need to purchase any additional textbooks.

The materials are reviewed 3 times a year and updated as necessary to ensure they are always current.

To keep you up-to-date during your studies RRC also provide:

- Health & Safety Business - RRC's e-newsletter published 3 times a year detailing any updating information.
- 12-month subscription to 'Health and Safety at Work' magazine.

### Unlimited Access to Tutor Support

You have unlimited access to our team of 20 expert tutors by e-mail or phone and are free to contact them as many times as you wish throughout your period of tuition. In addition, they will mark and provide feedback on your assignments.

In addition, you will have a Tutor Review by telephone at the beginning of the course to ensure that you are happy with what is required of you.

### Formative and Summative Assessment

Your course materials are designed specifically for those embarking on a self-managed programme of study and include **revision questions** throughout each element to help reinforce your learning. You will also receive 6 **Tutor-Assessed Assignments** as part of the programme, each marked by one of our team of expert tutors.

### Examination

Your Practical Assessment and Examination will be arranged by RRC and the dates advised at the start of your programme.

### Additional Reference Materials

- **RRC Health and Safety Law and Case Law Guide** – containing detailed information on all the relevant legislation.
- **NEBOSH Guide to the National General Certificate** – NEBOSH publication containing full information on the syllabus and NEBOSH assessment requirements.

### Online Reference and Resource Library

- RRC Glossary of Health & Safety Terms
- RRC Health & Safety Law and Case Law Guide
- **hsedirect** subscription worth over £230
- Updating materials
- Useful web links

### Online Support

- Tutor moderated forums
- Interactive timetable facility
- Private e-mail system
- Tutor and student profiles

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# What You Will Study

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The course is split into 3 parts:

- **Unit NGC1:** The Management of Health & Safety
- **Unit NGC2:** Controlling Workplace Hazards
- **Unit NGC3:** (The Practical Assessment) assesses the practical application of material from across the syllabus.

The course itself is divided into 16 units which cover the following topics

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## **NGC1: The Management of health & Safety**

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### **Unit 1: Foundations in Health and Safety**

- The scope and nature of occupational health & safety
- The moral, legal and financial reasons for promoting good standards of health & safety within an organisation
- The legal framework for the regulation of health & safety
- The basis of a system for managing health & safety
- The nature and significance of key sources of health & safety information
- The legal and financial consequences of failure to manage health & safety

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### **Unit 2: Policy**

- The importance of setting policy in health & safety
- The key features and appropriate content of an organisation's health & safety policy

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### **Unit 3: Organising for health and safety**

- The health and safety roles and responsibilities of employers, managers, employees and other relevant parties

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### **Unit 4: Promoting a positive health & safety culture**

- The concept of health & safety culture and its various components
- How to assist in the development of a positive health & safety culture within an organisation

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### **Unit 5: Risk assessment**

- The process of risk assessment
- Risk assessment recording and reviewing procedures

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### **Unit 6: Principles of control**

- Fundamental strategies for controlling hazards and reducing risk
- The various hazard control and risk reduction methods available

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### **Unit 7: Monitoring, Review and audit**

- Proactive and reactive health & safety monitoring procedures
- The scope & nature of Health & Safety audit

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### **Unit 8: Incident and accident investigation, recording and reporting**

- The process and purpose of investigating incidents (accidents, cases of work-related ill-health and other occurrences)
- The legal and organisational requirements for recording and reporting such incidents

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## **NGC2: Controlling Workplace Hazards**

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### **Unit 1: Movement of people & vehicles – Hazards & Control**

- The hazards and risks from the movement of people & vehicles
- The basic measures to be taken to minimise the risks

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### **Unit 2: Manual and mechanical handling - hazards and control**

- The hazards involved in the movement of loads by physical and mechanical effort
- The risk reduction and preventive measures available

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### **Unit 3: Work equipment - hazards and control**

- The hazards and risks from workplace equipment
- The basic measures to be taken to minimise the risks

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### **Unit 4: Electrical - hazards and control**

- The hazards and risks associated with the use of electrical equipment and systems operating at mains voltages
- The measures that should be taken to minimise the risks

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### **Unit 5: Fire - hazards and control**

- Basic fire hazards and consequential risks in the workplace
- The main measures that should be taken to minimise fire risks

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### **Unit 6: Chemical and biological - hazards and control**

- The ill-health effects of exposure to chemical and biological hazards
- The options to control these hazards in the workplace

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### **Unit 7: Physical and psychological - hazards and control**

- The ill-health effects of the physical process of work and of the working environment
- The available control options to combat these risks in the workplace

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### **Unit 8: Construction activities – hazards and control**

- The basic hazards and risks encountered in construction activities
- The measures to be taken to minimise the risks

# Course Timetable

## December 2009 Examinations

Week	Week Ending	Element / Activity	Study Hours
1	12/06/09	<b>Induction Workshop 1 – Thursday 11<sup>th</sup> June</b> Self Study – Unit 1 Health & Safety Foundations	6 5
2	19/06/09	Self Study – Unit 2 Policy Unit 3 Organising for Health & Safety	5 5
3	26/06/09	Self Study – Unit 4 Promotion of Positive Health & Safety Culture <i>Tutor Review – (Telephone)</i>	5
4 & 5 & 6	03/07/09 10/07/09 17/07/09	Self Study – Unit 5 Risk Assessment Self Study – Unit 6 Principles of Control <i>Tutor Assessed Assignment 1</i>	5 5 2
7 8	24/07/09 31/07/09	Rest Weeks	
9	07/08/09	Self Study – Unit 7 Movement of People & Vehicles	5
10	14/08/09	Self Study – Unit 8 Manual & Mechanical Hazards & Control	5
11 12	21/08/09 28/08/09	Self Study – Unit 9 Work Equipment Hazards and Control Self Study – Unit 10 Electrical Hazards & Control	5 5
13	04/09/09	Self Study – Unit 11 Fire Hazards & Control	5
14 & 15 & 16 & 17	11/09/09 18/09/09 25/09/09 02/10/09	<b>Interim Workshop 2 Wednesday 9<sup>th</sup> September</b> Self Study – Unit 12 Chemical and Biological Hazards & Control Self Study – Unit 13 Physical and Psychological Hazards & Control Self Study – Unit 14 Construction Activities Hazards & Control	6 5 5 5
18	09/10/09	<i>Tutor Assessed Assignment 2</i>	2
19 & 20	16/10/09 23/10/09	Rest Weeks	
21 22	30/10/09 06/11/09	Self Study – Unit 15 Incident Investigation & reporting Self Study – Unit 16 Monitoring, Review and Audit <i>Tutor Assessed Assignment 3</i>	5 5 2
23	13/11/09	<i>Tutor Assessed Assignment 4</i> <i>Tutor Assessed Assignment 5</i>	2
24	20/11/09	Self-Study - Revision	6
25	27/11/09	<b>Revision Workshop 3 Tuesday 24<sup>th</sup> November</b> Self Study – Revision	6 3
26	04/12/08	Self Study – Revision <b>Practical Assessment December TBC</b> <b>Exam, Friday 4<sup>th</sup> December</b>	4 4 5

# NASBM/RRC NEBOSH National General Certificate Application Form June 2009

Name & Address of Applicant	Sponsoring Organisation
Full Name:	Organisation Name:
Address:	Contact Name:
	Position:
	Address:
Post Code:	
Daytime Tel No:	
Evening Tel No:	Post Code:
E-mail:	Tel No:
<b>PLEASE NOTE</b> - a signature is required on delivery	E-Mail:

Delivery Address	If you have studied with RRC before please enter your RRC Student Number								
Full Name:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								
Address:									
Post Code:									

Courses Required				
Full Programmes	Course Fees	Course Fees + CD	Notes	Fee including VAT
Blended Learning	£1,450 Member £1,550 Non Member	£1,480 Member £1,580 Non member		

Revision Aids				
Full Programmes	Course Fees	Course Fees + CD	Notes	Fee including VAT

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

Total Course Fees	
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**Prices valid until 31 December 2009**

PTO➤

## Method of Payment

- I enclose my tuition fee in full. Please make cheque/postal order/banker's draft\* payable to National Association of School Business Management
- Please invoice my employer.

\* delete as appropriate

## Additional Information

To allow the rapid processing of your application please include the following, where relevant.

### Students enrolling for the RRC-NEBOSH Certificate Programme

- I enclose the completed Pre-Course Questionnaire.

Please advise hours per week you expect to be available for study

## ACCEPTANCE OF TERMS & 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 Business Training***

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

**National Association of School Business Management  
First Floor Offices  
140 Wood Street  
Rugby  
Warwickshire  
CV21 2SP**

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# RRC Pre-Course Questionnaire

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Because our students have a wide range of circumstances, experience and employment skills, it would be helpful to provide your tutor with relevant information about your individual background. The information will be treated in the strictest confidence and divulged only insofar as it may assist your tutor to give you the best and most relevant guidance for your studies.

If you are currently not working please complete all relevant sections and detail your intended area of employment overleaf.

**(Please write in capitals. Any additional information can be entered overleaf)**

Name:

Job Title:

Name of Organisation:

Please state the type of business with which you are familiar e.g. education, engineering, manufacturing, finance, local government, retail etc.

Brief outline of your responsibilities

Number of years in your current job

Previous educational achievements and qualifications

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.

***Thank you for completing this questionnaire.***

***Please return it with your application form***

