



ConstructionSkills **Site Safety Plus**



HEALTH AND SAFETY AWARENESS

THE SITE SUPERVISORS' SAFETY TRAINING SCHEME

THE SITE MANAGEMENT SAFETY TRAINING SCHEME

THE SITE MANAGEMENT SAFETY TRAINING SCHEME REFRESHER COURSE

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, CITB, 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, CIEH, IEMA, CITB, IOA and CQI 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.

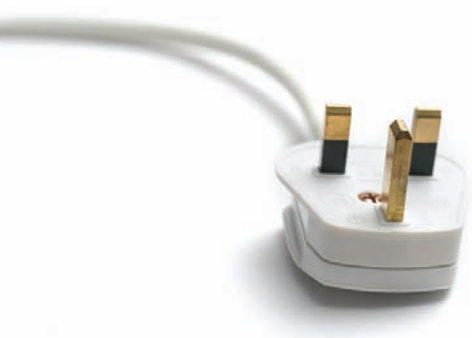
Value

Study and revision are facilitated by the extensive and easy-to-use study materials, which have been written specifically for the syllabus. This ensures that we give you value for money as well as value for your study hours. We take your study time seriously and ensure our courses are developed to make the most of each hour.

Innovation

Our website 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?

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 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 courses

RRC's courses are developed by a dedicated in-house team of experienced educationalists who work to exacting standards. Only the very best subject experts are commissioned as writers and tutors and all courses are carefully designed to make learning as easy and effective as possible.

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 for you to sit the exam.

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.



RRC's ConstructionSkills Site Safety Plus Awards

ConstructionSkills

ConstructionSkills Site Safety Plus has been designed to provide the building, civil engineering and allied industries with a framework for training and career development. The Site Safety Plus framework includes a series of courses, aimed at all levels of the workforce, from health and safety awareness to an intermediate level for those about to take on supervisory or management responsibilities.

RRC currently offer the following Site Safety Plus courses:

- Health and Safety Awareness
- The Site Supervisors Safety Training Scheme (SSSTS)
- The Site Management Safety Training Scheme (SMSTS)

Health and Safety Awareness

This course is aimed at all those who are about to work, or have just begun to work, in the industry and is designed to help them understand the potential hazards they face on site. It covers:

- The need to prevent accidents
- Understanding health and safety law
- Identifying how their role fits into the control and management of the site
- Understanding the need for risk assessments and method statements
- Appreciating the need to perform safely and to stop and ask for advice if not sure
- The obligation to report unsafe acts to prevent an accident.

Course materials consist of the 'Safe Start' textbook. This popular pocket-sized book is clear and accessible, endorsed by the HSE and features cartoon illustrations and full colour signs and signals.

The Site Management Safety Training Scheme (SMSTS)

This course is designed for construction site managers, agents, quantity surveyors, construction directors and project directors, and persons who are, or are about to be, responsible for planning, organising, monitoring, controlling and administering groups of staff and workforce. It covers all relevant legislation and other issues that affect safe working in the building, construction and civil engineering industries, and highlights the need for risk assessment in the workplace, the implementation of the necessary control measures and adequate communication to sustain a health and safety culture among the workforce. The course covers:

- The implementation of all health, safety, welfare and environmental legislation which affects managers during their daily work
- How to implement new guidance and industry best practice
- Managers' duties and responsibilities with regards to health, safety, welfare and the environment.

Course materials consist of the 'Construction Site Safety' textbook and the SMSTS course notes and case studies.

'Construction Site Safety' is updated annually and provides practical health and safety guidance for building, construction and civil engineering sites.

- The Site Management Safety Training Scheme Refresher Course

Certificates are valid for five years (although it is recommended that the refresher courses are undertaken within three years of completing the original course).

Employers may be able to claim a CITB-ConstructionSkills Grant to offset the cost of employees attending eligible training courses and achieving recognised qualifications. Employers must be in-scope and registered with CITB-ConstructionSkills at the time of training. Details about the grant can be found at www.cskills.org/levy-grant.

The Site Supervisors' Safety Training Scheme (SSSTS)

This course is designed for first line managers, foremen, gangers, team leaders and supervisors: those who have, or are about to acquire, supervisory responsibilities and need to understand their legal duties to better contribute to the instruction, supervision and monitoring of tasks and activities to ensure safety on site.

The course covers:

- The problems of the construction industry
- How health and safety law is structured and how it applies to supervisors
- How the supervisory role fits in with the management structure in controlling the site safely
- How to carry out risk assessments and the need for method statements
- How to carry out effective site inductions, toolbox talks and method statement briefings
- How to monitor site activities effectively
- The importance of timely intervention when bad practice is identified.

Course materials consist of the 'Site Safety Simplified' and 'Tool Box Talks' textbooks. The Site Safety Simplified textbook includes a broad range of construction-related topics and legal duties, along with a brief history of health and safety law. The Tool Box Talks workbook consists of an A6 ring binder containing laminated cards designed for supervisors to deliver on-site tool box talks at any place and time.

The Site Management Safety Training Scheme Refresher Course

The refresher course is for delegates who have previously passed the full five-day SMSTS course (or subsequent two-day refresher course) and can provide proof of attendance. It aims to bring their health and safety knowledge up to date, as well as giving a thorough overview of legislative changes and their impact in the workplace. The course includes a wide range of topics, both building on those contained within the five-day course programme and introducing new subjects.

Course materials consist of the 'Construction Site Safety' textbook. 'Construction Site Safety' is updated annually and provides practical health and safety guidance for building, construction and civil engineering sites.

CITB Awards – More information

		Health & Safety Awareness	Site Supervisors' Safety Training Scheme (SSSTS)	Site Management Safety Training Scheme (SMSTS)	Site Management Safety Training Scheme Refresher
Face-to-Face	Dates	See Course Dates and Fees section			
	Duration	1 day	2 days	5 days	2 days
	Venues	London (Wimbledon) In-Company			

Entry Requirements		A good standard of written English.			Delegates are only eligible to attend the SMSTS refresher course prior to the expiry of their existing certificate.
Exam/ Assessment	Requirement	Short multiple-choice examination	Short multiple-choice examination Tutor review which may include short-answer tests, oral questions and answers, simulated practical exercises, role play and problem-solving activities.	Short multiple-choice examination 3 exercises and a case study Tutor review which may include short-answer tests, oral questions and answers, simulated practical exercises, role play and problem-solving activities.	Short multiple-choice examination
		Delegates are required to attend all sessions in order to be eligible for the certificate. Assessments are set by CITB but assessed and moderated by an RRC tutor. Successful delegates are awarded a CITB certificate.			
	Venues	For in-company and face-to-face courses, assessment is undertaken during the course.			

Dates and Venues				
Venue	Health & Safety Awareness	Site Supervisors' Safety Training Scheme (SSSTS)	Site Management Safety Training Scheme (SMSTS)	Site Management Safety Training Scheme Refresher
London	Call for Dates	Call for Dates	18-22 Jun 12	Call for Dates

Course fees			
Course	Days	Face-to-face London	In-Company
Health & Safety Awareness	1	N/A	£795 + £50 per delegate + VAT
Site Supervisors' Safety Training Scheme (SSSTS)	2	£299 + VAT (£358.80)	£1,395 + £95 per delegate + VAT
Site Management Safety Training Scheme (SMSTS)	5	£599 + VAT (£718.80)	£2,995 + £135 per delegate + VAT
Site Management Safety Training Scheme Refresher	1	£329 + VAT (£394.80)	£1,495 + £135 per delegate + VAT

Face to Face and In-Company

Face-to-face

Led by RRC's expert tutors, our face-to-face 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 continuously and work to ensure the highest standards are maintained. The classroom environment provides an interactive and disciplined place for you to learn. Support materials are provided for future reference.

Face-to-face – In-company

If you have a group that needs training, why not let RRC come to you. RRC trainers travel the world, delivering high quality training when and wherever it suits our clients. You just provide the training venue and we do the rest.

RRC ConstructionSkills Tutor Team

- Annette Wingate, BSc (Hons), PgDip, GradIOSH, RMaPS



RRC Reference Materials

RRC's Step Notes

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

Supplied as either printed A5 booklets (convenient for you to carry around) or as electronic pdf files (which you can view on-screen and print, if desired).

Titles Available		
	Printed	Electronic
Health & Safety Law	£15	£12 + VAT (£14.40)
Occupational Health and Hygiene	£15	£12 + VAT (£14.40)
Environmental	£15	£12 + VAT (£14.40)
Quality Management	£15	£12 + VAT (£14.40)
Business Communications	£10	£8 + VAT (£9.60)

RRC Law Guides

These provide a detailed guide to legislation and case law relevant to those studying NEBOSH or similar courses.

They can also be used by practitioners as a reference tool in their day-to-day roles.

Supplied as printed A4 booklets. (Note these are included free of charge with relevant RRC courses).

Titles Available	
	Printed
RRC Health & Safety Law & Case Law Guide	£35
RRC Environmental Law & Case Law Guide	£35

RRC ISO 14001 Reference Guides

These guides are designed to assist organisations in the achievement or development and maintenance of ISO 14001, the international standard for environmental management.

They are available as printed booklets or electronic PDF files (multiple user licences are also available – please call +44 (0)208 944 3100 for details).

TITLES AVAILABLE

Executive Briefing on ISO 14001.

This guide provides an overview of current environmental concerns and outlines the key issues that managers should be aware of. It summarises the requirements of ISO 14001 and discusses the certification process, including how to get started with an environmental management system.

PRINTED – £6

ELECTRONIC – £4.80 + VAT (£5.76)

Introduction to ISO 14001

This provides a basic introduction to ISO 14001 including the scope of the standard and the requirements it implements, as well as information on environmental policy, legislation and relevant aspects and impacts. It is suitable for raising the general awareness of all staff.

PRINTED – £6

ELECTRONIC – £4.80 + VAT (£5.76)

Environmental Issues for Senior Managers

This guide provides an overview of the environmental agenda to date and briefly describes the key environmental legislation that managers need to be aware of to achieve legislative compliance. In addition, it summarises the requirements of ISO 14001 and discusses trends that go beyond established environmental obligations.

It would be useful for all senior managers who need a brief introduction or update on environmental issues as well as those who are looking to relate recent environmental trends to their particular role at work.

PRINTED – £15

ELECTRONIC – £12 + VAT (£14.40)

ISO 14001 Environmental Awareness

This guide covers the fundamentals of environmental awareness including some of the key environmental problems we are facing today. In addition, it looks at the sort of things we can do to make sure the environment is a cleaner and safer place to live in.

PRINTED – £15

ELECTRONIC – £12 + VAT (£14.40)

What our students say

"Whenever I saw a good job there was a requirement for a NEBOSH health and safety qualification. I really wanted to be in the health and safety profession, so when a close friend recommended RRC Training and their e-learning courses, I didn't hesitate.

RRC's e-learning course was perfect for me because of its flexibility. I enrolled in October but knew I couldn't give it my full attention until I had finished my Masters. The flexibility allowed me to go online when I could with no time restrictions – and once my degree was complete, I gave it 100%.

One of the great things about RRC's e-learning course is you can test yourself as you go, which I found invaluable. It highlighted my weaknesses so I knew exactly where I had to put in more revision. Plus RRC has online forums, where you can chat to other students and ask questions. The e-Zone really helped me and provided masses of information to help me successfully pass the course.

RRC's Customer Services Advisers were great – so supportive and helpful. RRC made everything straightforward, and with so much accessibility, I really couldn't fail. Now, thanks to RRC, I'm perfectly placed to pursue my health & safety career."

Pearl Enuoyibo

NEBOSH International Certificate by e-learning



"I am finding it surprisingly convenient and user-friendly – it really strikes me that a lot of thought has gone into how individuals can study effectively at a distance, bearing in mind work & family commitments always demand time and create distractions which can make it really difficult. The way the course

is put together allows bite sized learning, which I have found really valuable as I can dip into it at lunchtime and on the train commute and feel that I have learnt and achieved something.

I enrolled on RRC's "Introduction to Environmental Management Systems" to gain a detailed and practical understanding of EMSs, particularly ISO 14001. The fact that the course is IEMA accredited and provides professional recognition was important for me. I was quite apprehensive about undertaking an e-learning course, however I have found it to be clearly written, well-structured and thoughtfully designed. The electronic learning environment is really convenient, easy to access and navigate around. It provides all the course information, further points of reference and allows easy communication with the tutors who are approachable and helpful. I am thoroughly enjoying the course and have no hesitation in recommending it or RRC as training providers. I hope to continue further vocational training and upskilling with RRC in the future"

Dr Hazel Ann Nash

IEMA Introduction to Environmental Management Systems
by e-learning



"I have taken the online Accident Investigation course and I successfully scored 92%. Your online portal is so brilliant and user friendly. Your training materials on my NEBOSH, CIEH and the Accident Investigation courses were perfect and straight to the point"

Samuel Aikhuomogbe

RRC Accident Investigation by e-learning
CIEH Level 2 Award in Principles of Risk Assessment by e-learning
NEBOSH Environmental Certificate by distance learning

"I want to thank RRC for the...course material that is on the online library...I find the new course notes really easy to read and straight to the point. I think they will really boost our chances to pass the exams. Thank you!"

Lawrence Sama

NEBOSH International Certificate by distance learning



"Today was my first experience with RRC's short course, I never expected that it will be that efficient and well structured, in spite of the fact that I have studied this topic so deeply in Unit A of the NEBOSH International Diploma. I can confirm that I have well refreshed my knowledge I gained in

the Diploma, many thanks to everyone who contributed in the establishment of this course, well done"

Mohamed Ezzeldin

RRC Accident Investigation by e-learning

RRC's clients

ALSTOM Power
AMEC
Amnesty International
APCOA Parking
Apex Lifts
Arjowiggins
Atkins
BAE Systems
BAA Business Support Centre
Babcock Rail
Balfour Beatty
Banham Security
BP Oil International
Brighton & Hove City Council
Britannia Building Society
British Antarctic Survey
British Sky Broadcasting
BT
Burberry
Cambridgeshire County Council
Carillion
Chevron
Chiltern Railways
Christie's Auctioneers
Citywest Homes
City Maintenance
Coca-Cola
Communication Workers Union
Cornwall County Fire Brigade
Covent Garden Market Authority

Cranleigh School
Croydon Primary Care Trust
Crystal Palace Football Club
David Lloyd Club
Department for Work and Pensions
DHL
Drivers Jonas Deloitte
E D F Energy
East Midlands Airport
East Somerset NHS Trust
Eversheds LLP
GlaxoSmithKline
Great Ormond Street Hospital for Children
Higher Education Funding Council for England
HMP Spring Hill
Home Retail Group
House of Commons
ISS Waterers Landscape
Investec Bank
J D Wetherspoons
Jobcentre Plus
Johnson Controls
London Underground
Marie Curie Cancer Care
Marks & Spencer
Metropolitan Police Service
Mitie Engineering Services

Mitie Property Services
Mott MacDonald Group
Mouchel
National Assembly for Wales
National Express Group
National Grid
Network Rail
Nursing & Midwifery Council
Peabody Trust
Pfizer
Primark
QinetiQ
Royal Botanic Gardens
RSA
Schneider Electric UK
Scottish & Southern Energy
Serco Group
Siemens Wind Power
Sodexo
Spectrum Interiors
Sunseeker International
Surrey County Council
T N T Post
The Crown Estate
The National Blood Service
Transport for London
Travelodge Hotels
Walkers Snack Foods (Distribution)
Zurich Financial Services



RRC Qualifications and Awards

Health and Safety

IOSH

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

NEBOSH – NATIONAL AWARDS

- 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 National Certificate in the Management of Health and Well-being at Work (Coming Soon)

NEBOSH – INTERNATIONAL AWARDS

- NEBOSH Award in Health and Safety at Work
- NEBOSH Award in Safety, Health & Environment for the Process Industries
- NEBOSH International Construction Certificate
- NEBOSH International General Certificate
- NEBOSH International Technical Certificate in Oil and Gas Operational Safety
- NEBOSH International Diploma in Occupational Health & Safety

CIEH

- CIEH Level 2 Award in Principles of Manual Handling
- CIEH Level 2 Award in Principles of COSHH
- 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

INSTITUTE OF ACOUSTICS

- IOA Certificate in Workplace Noise Assessment

CONSTRUCTION SKILLS SITE SAFETY PLUS

- Health and Safety Awareness
- The Site Supervisors' Safety Training Scheme
- The Site Management Safety Training Scheme
- The Site Management Safety Training Scheme Refresher Course

Environmental

IEMA

- IEMA Introduction to Environmental Management Systems
- IEMA Foundation Certificate in Environmental Management
- IEMA Associate Certificate in Environmental Management

IOSH

- IOSH Managing Environmental Responsibilities

NEBOSH

- NEBOSH Certificate in Environmental Management
- NEBOSH Diploma in Environmental Management

Quality

- CQI Certificate in Quality

Training Skills

- CIEH Level 3 Award in Training Skills and Practice (TSP)



RRC Online and In-company Courses

RRC's Online Courses

A new exciting range of short online courses from RRC designed to help organisations and individuals develop essential health, safety and environmental skills as and when required, in a way which fits in with you and your life.

These short courses combine the benefits of an interactive classroom situation with the flexibility and accessibility of online study. They are loaded with videos and interactive animations that make learning fun and relevant.

Across the range, the key information is broken down into bitesized chunks and interspersed with activities designed to reinforce understanding for maximum results. Throughout, the focus is on applying your knowledge to real-life situations so you can be sure to see the results reflected in your daily work.

All courses include a free downloadable workbook containing all the topics covered, which works well as a handy reference guide and provides a refresher if you want to remind yourself of what you've learned. Courses also include a final assessment with an RRC Certificate for those who pass.

RRC Online Courses

- 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 – Introduction 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

TELEPHONE

+44 (0)20 8944 3108

BY FAX

+44 (0)20 8944 7099

Delivery

UK

Printed 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 printed 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 & 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 6 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.

Flexible 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 or login details. 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 _____

Step 1 – Personal details and delivery information	
Name & Address of Applicant	Delivery Address (for Printed Materials)
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. RRC are unable to deliver to PO Box addresses.
E-mail	

Step 2 – Sponsoring organisation and invoice address	
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
E-mail	E-mail

Step 3 – Course Selection	
ConstructionSkills Award Required	Please Tick
Health and Safety Awareness	
The Site Supervisors Safety Training Scheme (SSSTS)	
The Site Management Safety Training Scheme (SMSTS)	
The Site Management Safety Training Scheme Refresher Course	

Step 4 – Information required for assessment entry	
Information required for exam entry	
Date of birth DD / MM / YYYY	
Gender Male/Female*	
Name to appear on Certificate (BLOCK CAPITALS)	
Country of Residence	

Enrolment form

Step 5 – Additional information

How did you hear about RRC?

What are your reasons for enrolling on this course?

Step 6 – Fees

Course and Exam	Fee including VAT
Course Fee	
Overseas Courier (call for a quote if outside the UK)	
Total Fees Payable	

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.

Step 8 – Method of Payment

- I enclose my fees in full. Please make cheque/banker's draft payable to **RRC Training**
- 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 _____
- I wish to pay by instalments and attach the completed instalment plan application form (see page 11)
- Please invoice my employer (UK Registered Companies Only). **Please attach Official Purchase Order/Letter of Authorisation**

Step 9 – 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

www.rrc.co.uk

Pre-course questionnaire

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

Section A – Your personal details

Name

Address

Postcode

Daytime Tel. No

Evening Tel. No

E-mail

Section B – Your current position

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)

Section C – Relevant previous positions and experience

Section D – Previous courses/qualifications

Please give brief details of any relevant qualifications held or courses you have attended:

Section E – Special concerns

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: