



IEMA

INTRODUCTION TO ENVIRONMENTAL
MANAGEMENT SYSTEMS

FOUNDATION CERTIFICATE IN ENVIRONMENTAL
MANAGEMENT

ASSOCIATE CERTIFICATE IN ENVIRONMENTAL
MANAGEMENT



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, ConstructionSkills and CQI, as well as numerous online short courses.
- 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 possible chance of exam success.

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, IOA, ConstructionSkills 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 certified, 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.

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



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 other IEMA providers so you can choose the method that best suits you.

- Flexible Learning
 - e-Learning
 - Distance Learning
- Face-to-Face (COMING SOON)
- Face-to-face - In-Company (COMING SOON)

Choice of where and when you study

With our flexible learning courses, you can study at any time, anywhere in the world.

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 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.

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.

For our flexible 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 IEMA Awards



With a membership approaching 15,000 individual and corporate members based in 87 countries, the Institute of Environmental Management and Assessment (IEMA) is a not-for-profit membership organisation established to promote best practice standards in environmental management, auditing and assessment.

IEMA Introduction to Environmental Management Systems

This qualification is aimed at those who wish to gain a general understanding of Environmental Management Systems (EMSs), particularly ISO 14001 and the European Eco-Management and Audit Scheme (EMAS). Its purpose is to provide middle management, line managers, as well as individuals from a quality and health and safety background with information on why an EMS should be implemented, a summary on the EMS standards available and the main elements that comprise these.

All delegates who have successfully completed this IEMA approved course will gain credit towards an Environmental Auditor application on the IEMA's Environmental Auditor register. Those gaining more than 70% will gain five points towards an application for Environmental Auditor Registration.

WHAT YOU WILL STUDY

- An overview of the background to EMAS and the ISO 14000 Series
- The key components of ISO 14001
- The key components of EMAS
- The interface between EMAS, ISO 14000 and other management systems
- Sources of further information or advice

IEMA Foundation Certificate in Environmental Management

This qualification is aimed at those who have only recently become involved in environmental management or for whom environmental management is an integral part of a wide range of responsibilities. All delegates who have successfully completed this IEMA approved course will be entitled to one year's Affiliate Membership of the IEMA.

WHAT YOU WILL STUDY

- The ways in which an organisation impacts on the environment
- How environmental issues can be incorporated into the management of an organisation
- How legislation relates to an organisation's operations
- The means of assessing an organisation's environmental performance
- The ways in which an Environmental Management System operates

IEMA Associate Certificate in Environmental Management

The Associate Certificate Course is designed to raise the professional competence of environmental practitioners by assessing their knowledge and understanding of environmental management and its application. It is aimed at those people who have a basic understanding of environmental issues and want to expand their knowledge and understanding to Associate Membership. All delegates who have successfully completed this IEMA approved course will gain one year's Associate Membership of the IEMA (AIEMA).

WHAT YOU WILL STUDY

- How global and local environmental issues evolve, and why and how they can be incorporated into the management of an organisation
- The impacts of societal activities on the earth's natural systems
- Practical ways in which an organisation can reduce its impacts, both strategically and operationally
- Inter-relationships of environmental, economic, social and ethical aspects of sustainability
- The structure of the regulatory process
- The key environmental legislation, agreements and initiatives relating to an organisation and their relevance to operations
- The use of management controls to ensure that operations do not pollute the environment and compliance is maintained
- The design and implementation of processes for the assessment, interpretation and management of environmental performance



IEMA Awards – More information

Entry Requirements	A good standard of written English		
Assessment	The assessments comprise a multiple-choice examination and a coursework assignment. You can choose to complete the assessment either online or post it in to us for marking.		
Continuing Professional Development			Successful completion of the course leads to Affiliate Membership of the Institute of Environmental Management (IEMA). Successful completion of the course leads to Associate Membership of the Institute of Environmental Management (AIEMA).



IEMA Awards – Course Dates and Fees

		Introduction to Environmental Management Systems	IEMA Foundation Certificate in Environmental Management	IEMA Associate Certificate in Environmental Management
e-Learning	Dates	Start at any time		
	Duration	16 hours	24 hours	80 hours

Distance Learning	Dates	Start at any time		
	Duration	16 hours	24 hours	80 hours

Face-to-Face	Venues	N/A	London (Wimbledon)	North East (Newcastle)	London (Wimbledon)	
	Dates	N/A	27-29 Jun 12	2-4 Jul 12	Week 1	Week 2
		N/A	1-3 Oct 12	26-28 Nov 12	19-23 Mar 12	23-27 Apr 12
					10-14 Sep 12	1-5 Oct 12

Course Fees		Distance/e-Learning	Face-to-Face	In-company (UK Delivery, excluding expenses)
Introduction to Environmental Management Systems (complete course)		£95 + VAT (£114) With Printed Materials Add £19	Under Development	Under Development
IEMA Foundation Certificate in Environmental Management (complete course)		£299 + VAT + £99 IEMA Fee (£457.80) With Printed Materials Add £25	£390 + VAT + £99 IEMA Membership Fee (£567)	3 Days - £1,995 + £150 per delegate
Associate Certificate in Environmental Management (complete course)	Complete Course	£495 + VAT + £135 IEMA Fee (£729.00) With Printed Materials Add £35	£1,495 + VAT + £135 IEMA Membership Fee (£1,929)	10 Days - £7,995 + £185 per delegate
	Top Up – for (NEBOSH Environmental Certificate Holders	N/A	£795 + VAT + £135 IEMA Membership Fee (£1,089)	

Studying with RRC – Face-to-face

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 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.

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

Venues

UK – LONDON

RRC's main training centre is in Wimbledon, world famous for tennis. Wimbledon is 15 minutes by train from central London and less than an hour away from London's Heathrow and Gatwick Airports. There is a wide choice of self-catering apartments, hotels and guest houses within a short distance of our RRC Training centre.

UK – BIRMINGHAM

Aston Business School Conference Centre, part of Aston University. Located in the centre of Birmingham a short walk from New Street Rail Station. There is on-site hotel accommodation as well as a wide range of local hotels and guest houses. Limited on-site parking (book in advance) with further pay and display parking nearby.

UK – NEWCASTLE

Cobalt Business Exchange Conference Centre, set in parkland on the outskirts of Newcastle. Accommodation is within easy reach of the venue (Travelodge, Premier Inn and Village hotel) with more available in Newcastle itself. Easily accessible via Metro and bus routes and has ample on-site parking.

BAHRAIN – MANAMA

RRC Middle East's training centre is situated in the Diplomatic Area of the Kingdom of Bahrain's capital city. The airport is just half an hour away with a wide range of hotels and apartments just 5 minutes away from the training centre.

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 IEMA ASSOCIATE CERTIFICATE TUTOR TEAM

- John Binns, BSc(Hons), MSc, AIEMA
- David Whitelegg, BSc (Hons), CEnv MCIWM MIEMA Dip2. OSH



Studying with RRC – Flexible Learning

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 assessment dates
- Unlimited tutor support – access to expert tutors who will answer queries and provide personalised feedback
- Bite-sized 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 and help you prepare for the final assessment

30-Day Money-Back Guarantee



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



Studying with RRC – e-Learning

e-Learning

RRC's unique e-Zone makes us the leading expert provider of e-learning. Our easy-to-use system is available 24/7 from anywhere in the world and provides a learning environment that gives you everything you need to successfully pass your exams. All you need is your PC and an Internet connection and off you go.

Your e-learning course includes

Our structured learning programmes leads you through your course step by step, delivering the information through a variety of media designed to make learning both enjoyable and effective. The courses are built up of structured seminars containing:

- Videos and interactive animations designed to make the information accessible and easy to learn.
- Thought-provoking activities and exercises to enhance understanding and knowledge recall.
- Multiple choice tests allowing students to evaluate their progress.

THIS IS SUPPORTED BY:

- Access to RRC's panel of expert tutors.
- Additional online resources and links to other useful websites.
- Forums where you can collaborate with your fellow students, sharing experiences and discussing relevant topics.
- A full downloadable set of RRC's course materials.

Environmental and educational expertise

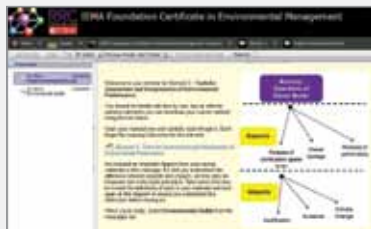
Our courses have been designed and developed by a combination of RRC's expert tutors and educationalists, ensuring that they are not only technically correct, but also designed for you to learn as effectively as possible.

Tutor support

The most important ingredient of your course; access to RRC's tutor team as and when you need it. They are there to make sure your learning runs as smoothly as possible, answering any queries you may have.

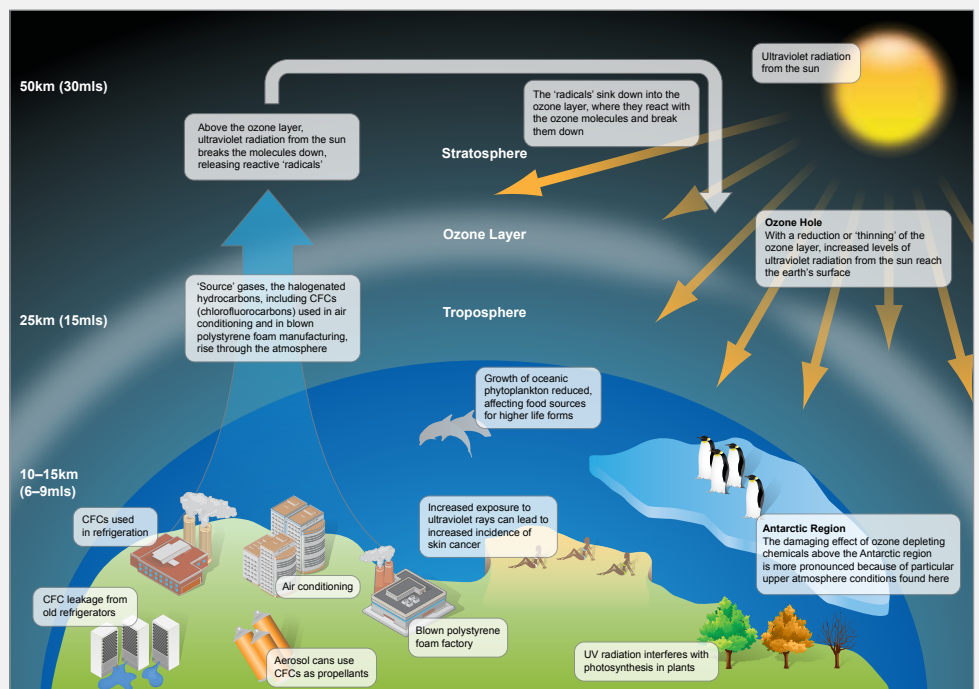
Video

The courses also contain tutor video clips covering key topics and explaining important points.



Interactive animations

Animations are used at key areas throughout the courses to bring them to life, illustrating key topics and reinforcing the learning process, making you an active participant.



Studying with RRC – Distance Learning

Distance Learning

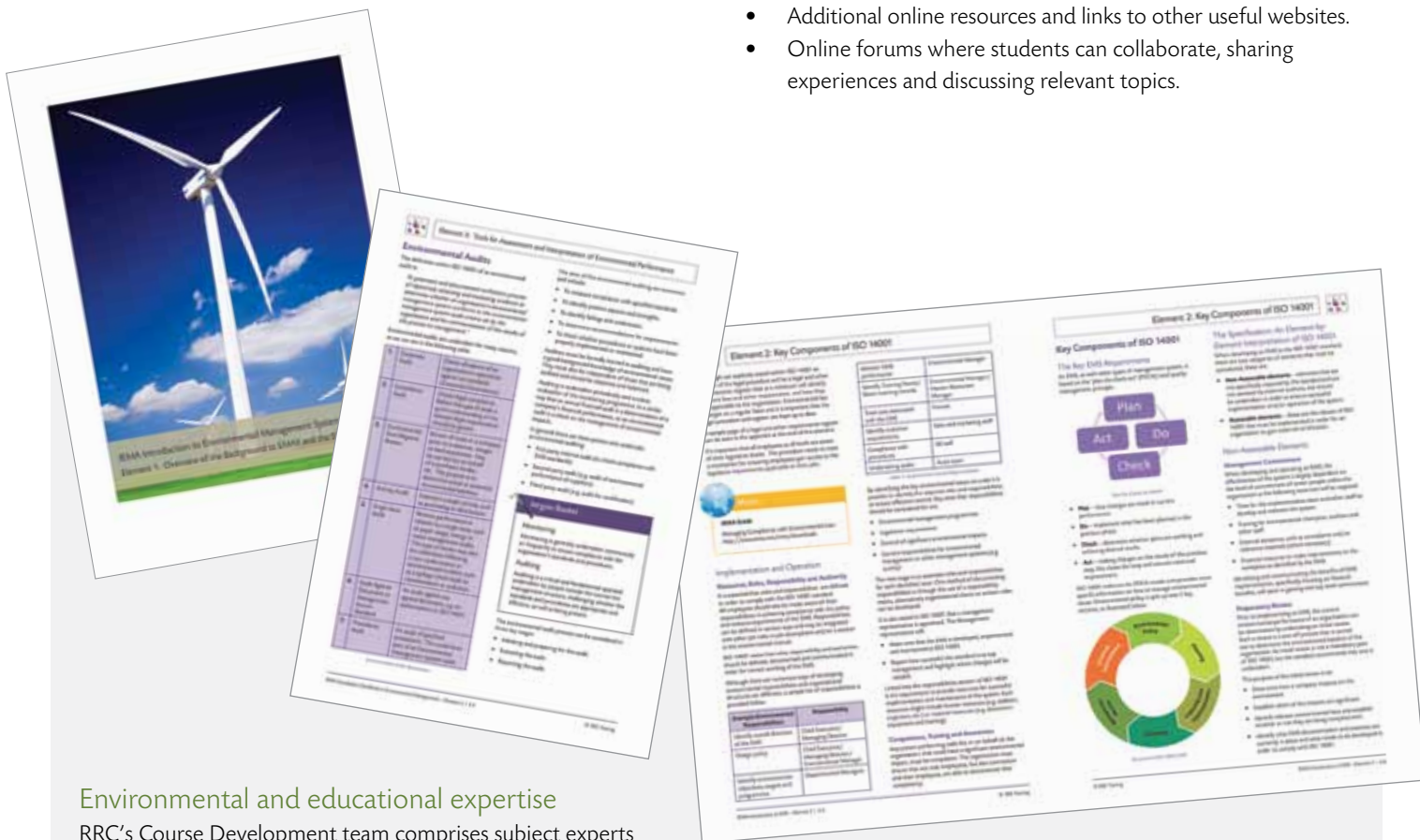
RRC's IEMA distance learning courses have been carefully developed by RRC's technical and educational experts in order to provide you with the best possible chance of achieving your IEMA qualification.

The courses combine RRC's high quality study materials with tutor support and other resources to ensure you are fully prepared and successful in your assessment.

YOUR DISTANCE LEARNING COURSE INCLUDES

Our distance learning IEMA courses are designed to make learning both enjoyable and effective. The courses closely follow the IEMA syllabus and contains:

- RRC's high quality course materials, including all of the relevant information presented in an attractive full colour textbook.
- Access to RRC's panel of expert tutors as often as you need them.
- Mock exam questions to allow exam practice.
- Additional online resources and links to other useful websites.
- Online forums where students can collaborate, sharing experiences and discussing relevant topics.



Environmental and educational expertise

RRC's Course Development team comprises subject experts and educationalists who work together to ensure that the core materials and all aspects of support are focused on ensuring that you learn as effectively as possible.

Tutor support

The most important ingredient of your course; access to RRC's tutor team as and when you need it. They are there at the end of a phone or by e-mail to make sure your learning runs as smoothly as possible.

Highest quality course materials

The materials are clear and easy to read – allowing you to get full value out of every minute you spend studying. Throughout the material, key definitions are explained in easy to spot coloured boxes and important topics are highlighted and considered in particular depth. Revision questions, summaries and key information boxes are used to break the text up and ensure that you can focus on exactly what you need to know.

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 Courses 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 bite sized 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

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

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 Distance Learning courses and 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
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			
IEMA Award Required	Please Tick	Method of Study	Please Tick
Introduction to Environmental Management Systems		Distance Learning	
Foundation Certificate in Environmental Management		e-Learning	
Associate Certificate in Environmental Management		Face-to-Face	

Step 4 – Information required for assessment			
Intended assessment date	Please Tick	Information required for exam entry	
Month	Year		Date of birth DD / MM / YYYY
	20		Gender Male/Female*
	20		Name as appears on your passport (BLOCK CAPITALS)
	20		
	20		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	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 7 – 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 8 – 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: