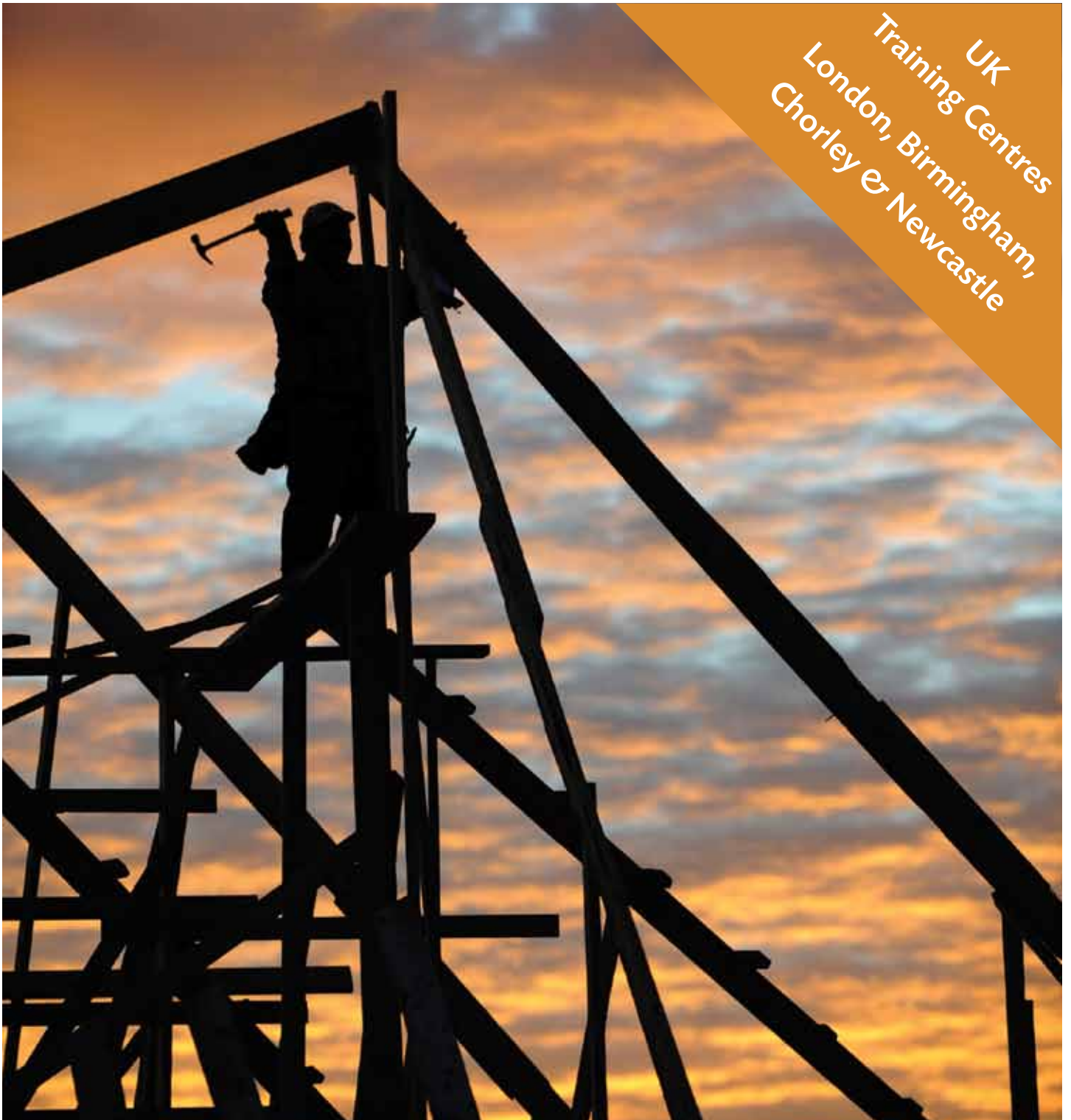


UK  
Training Centres  
London, Birmingham,  
Chorley & Newcastle



## NEBOSH National Certificate courses

NATIONAL GENERAL CERTIFICATE

NATIONAL CERTIFICATE IN CONSTRUCTION HEALTH & SAFETY

NATIONAL CERTIFICATE IN FIRE SAFETY & RISK MANAGEMENT



### RRC Training

27-37 St George's Road London SW19 4DS United Kingdom

T +44 (0)20 8944 3100 F +44 (0)20 8944 7099

info@rrc.co.uk www.rrc.co.uk Skype ID rrctraining



# 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 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 yourself from our comprehensive range of health, safety, environmental and quality courses. These include NEBOSH, IOSH, CIEH, IEMA, IOA Construction Skills 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.

We offer face-to-face revision workshops designed to help with last-minute exam preparation and ensure that candidates know exactly what they will face on the day. Our revolutionary 'Programmed-to-Pass' is an online revision tool that leads candidates through the entire revision process, explaining exactly what needs to be done to achieve success. It is the only one on the market and it does exactly what it promises, for students.

## Innovation

Our website [www.rrc.co.uk](http://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. 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 any other NEBOSH provider so you can choose the method that best suits you.

- Face-to-Face
  - Block Release - London, Birmingham, Chorley & Newcastle
  - Day Release - Newcastle
  - In-Company
- Flexible Learning
  - e-Learning
  - Distance Learning

## Choice of where and when you study

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

Our face-to-face venues include London, Birmingham, Newcastle and Bahrain, or wherever you want it to be if you book an in-company course. Our tutors are intrepid and travel all over the world to deliver their top quality training.

## 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 NEBOSH 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.

## 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, whether you are sitting in London, Mumbai or Sydney.

### UK EXAM CENTRES

RRC run our own exam centres in London, Birmingham, Chorley, Newcastle and Glasgow.

We also have long term, excellent working relationships with many UK NEBOSH exam centres so if our centres are not convenient, let us know and we will offer you a choice nearer to home.

### WORLDWIDE EXAM CENTRES

Last year RRC arranged and ran exams in 80 countries using British Councils and other networks of exam centres.

Whilst we cannot promise that we can arrange your exam in every country in the world, we will go out of our way to meet your needs.

## 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 distance and e-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 NEBOSH Certificates

## NEBOSH

The National Examination Board in Occupational Safety and Health has a reputation that is second to none for the provision of academically rigorous training, which is why it is still the preferred awarding body for many sectors. NEBOSH offer a wide range of professional qualifications, all of which provide the perfect grounding for a career in health and safety.

RRC currently offer three NEBOSH National Certificates:

### NEBOSH NATIONAL GENERAL CERTIFICATE IN OCCUPATIONAL HEALTH AND SAFETY

The General Certificate provides an excellent foundation in health and safety for managers, supervisors and those starting out on a career in health and safety.

### NEBOSH NATIONAL CERTIFICATE IN CONSTRUCTION HEALTH AND SAFETY

The Construction Certificate has been designed to provide those making day-to-day decisions in construction work with the knowledge they need to ensure that the health and safety implications of their decisions are properly taken into account.

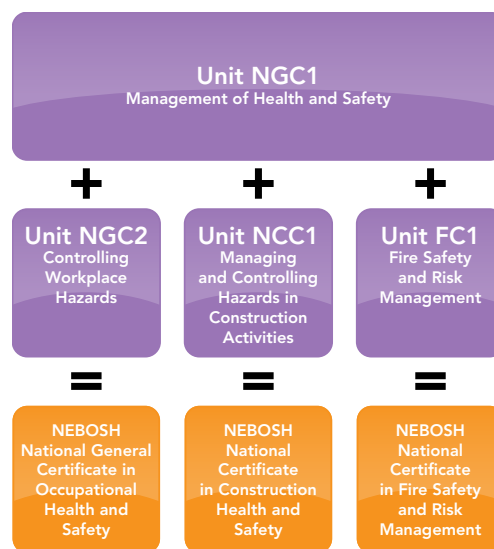
### NEBOSH NATIONAL CERTIFICATE IN FIRE SAFETY AND RISK MANAGEMENT

The Fire certificate provides a basic knowledge and understanding of occupational fire safety.

## UNITISATION

Unit NGC1 is the core unit for all NEBOSH National Certificate qualifications. To gain a NEBOSH certificate, you need to take this with the relevant specialist unit and practical assessment.

If you have been awarded a NEBOSH Certificate in the last five years and wish to take another, you will be exempt from Unit NGC1 and can simply 'top up' with the specialist unit to achieve the new qualification.



## NEBOSH National Certificate Syllabus

### UNIT NGC1: MANAGEMENT OF HEALTH & SAFETY

- 1 Foundations in Health & Safety
- 2 Health and Safety Management Systems – Policy
- 3 Health and Safety Management Systems – Organising
- 4 Health and Safety Management Systems – Planning
- 5 Health and Safety Management Systems – Measuring, Audit and Review

### UNIT NGC2: CONTROLLING WORKPLACE HAZARDS

- 1 Workplace Hazards and Risk Control
- 2 Transport Hazards and Risk Control
- 3 Musculoskeletal Hazards and Risk Control
- 4 Work Equipment Hazards and Control
- 5 Electrical Safety
- 6 Fire Safety
- 7 Chemical and Biological Health Hazards and Risk Control
- 8 Physical and Psychological Health Hazards and Risk Control

### UNIT NGC3: HEALTH & SAFETY PRACTICAL APPLICATION

The completion of a health & safety assessment of a workplace and report to management

### UNIT NCC1: MANAGING & CONTROLLING HAZARDS IN CONSTRUCTION ACTIVITIES

- 1 Construction Law & Management
- 2 Construction Site – Hazards & Control
- 3 Movement of People & Vehicles – Hazards & Control
- 4 Manual & Mechanical Handling – Hazards & Control
- 5 Work Equipment – Hazards & Control
- 6 Electrical – Hazards & Control
- 7 Fire – Hazards & Control
- 8 Chemical & Biological Health – Hazards & Control
- 9 Physical & Psychological Health – Hazards & Control
- 10 Working at Height – Hazards & Control
- 11 Excavation Work & Confined Spaces – Hazards & Control
- 12 Demolition – Hazards & Control

### UNIT NCC2: CONSTRUCTION HEALTH AND SAFETY PRACTICAL APPLICATION

The completion of a health and safety assessment of a construction site and report to management

### UNIT FC1: FIRE SAFETY & RISK MANAGEMENT

- 1 Managing Fire Safety
- 2 Principles of Fire & Explosion
- 3 Causes & Prevention of Fire
- 4 Fire Protection in Buildings
- 5 Safety of People in the Event of a Fire
- 6 Fire Safety Risk Assessment

### UNIT FC2: FIRE SAFETY PRACTICAL APPLICATION

The completion of a fire risk assessment of your workplace.

# NEBOSH Certificate – more information

		National General Certificate in Occupational Health and Safety	National Certificate in Construction Health and Safety	National Certificate in Fire Safety and Risk Management
<b>Face-to-Face Block Release</b>	Dates	See Course Dates and Fees section		
	Duration Excluding Assessment	Full Course 10 days Optional Revision 1 day NGC1 5 days NGC2 5 days	Full Course 13 days Optional Revision 1 day NGC1 5 days NCC1 8 days	Full Course 9 days Optional Revision 1 day NGC1 5 days FC1 4 days
	Venues	London (Wimbledon), Birmingham & Newcastle In-Company	London (Wimbledon) In-Company	London (Wimbledon) In-Company
<b>Face-to-Face Day Release</b>	Dates	NGC Only - See Course Dates and Fees section		
	Duration Excluding Assessment	Full Course 10 days Optional Revision 1 day NGC1 5 days NGC2 5 days		
	Venues	Newcastle and In-Company		
<b>Distance and e-Learning</b>	Dates	Start at any time		
	Duration Excluding Assessment	Full Course 130 hours NGC1 60 hours NGC2 70 hours	Full Course 150 hours NGC1 60 hours NCC1 90 hours	Full Course 115 hours NGC1 60 hours FC1 55 hours
<b>Entry Requirements</b>	A good standard of written English. If you have achieved Unit NGC1 in the previous 5 years, you are exempt from this unit when completing additional Certificates.			
<b>Exam/ Assessment</b>	Requirement	Units NGC1, NGC2, NCC1 and FC1 are each assessed by a 2 hour examination. Units NGC3, NCC2 and FC2 are assessed by a practical assessment of a workplace which takes around half a day. For a complete certificate, the assessment is therefore two examinations and a practical assessment.		
	Dates	Exams are held in March, June, September and December each year.		
	UK Venues	London, Birmingham, Chorley, Newcastle and Glasgow – all dates		
	Worldwide Venues	All arrangements made by RRC Bahrain – RRC Middle East British Council offices and other exam centres worldwide		
<b>Continuing Professional Development</b>	Successful completion of any NEBOSH Certificate course meets the academic requirements for Technician status with IOSH and Associate Membership of the IIRSM. A NEBOSH Certificate also provides the perfect grounding to progress on to the NEBOSH National Diploma in Occupational Health and Safety, which is the qualification for those looking to become a health and safety specialist.			

# Studying with RRC – Face-to-face courses

## 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.

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 – CHORLEY

Lancashire College is an outstanding training centre in a rural 20 acre setting. Its central location provides easy access for all modes of transport. It is situated a few miles from the M6, M61 and M65 motorways, and has excellent rail and bus links. Onsite parking is free and accommodation is available on site or at a range of hotels and guest houses in the vicinity.

### 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.

### UNITED ARAB EMIRATES – DUBAI

RRC Middle East's Dubai office is situated in Oud Metha with courses run in local 5 star hotels. The airport is just 15 minutes away and there are a wide range of hotels and apartments close to the training venues.

## 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 NEBOSH CERTIFICATE TUTOR TEAM

- Dr David Towlson, BSc (Hons), PhD, CMIOSH, AIEEMA, Cert Ed (PCET), MIFL
- Dr Dawn Pope, PhD, MIEMA, CENV, CMIOSH
- Dr Jim Phelpstead, BSc, PhD, CMIOSH
- Dr Terry Robson, BSc (Hons), PhD, CFIOSH, MRSC, CChem
- Dr Sara Lumley, PhD, BSc (Hons) CMIOSH
- Alan Bessell, BSc(Hons), Dip SH, CFIOSH
- Allan Ferguson, BA(Hons), DipNEBOSH, GradIOSH, MIIRSM, MBIFM
- Stan Jones, CMIOSH, MIFireE
- Dave Robertson, MInstLM, CMIOSH, MIIRSM, RMaPS
- Lee Stampton, CMIOSH, CERT ED (FE)
- Bob Bowman, MSc MEd CMIOSH MCIEH SpDipEM
- Zoe Neasham, BSc (Hons), CMIOSH, Dip2OSH
- Vince Murphy, CMIOSH RSP
- John Binns, BSc(Hons), MSc, AIEEMA
- David Whitelegg, BSc (Hons), CEnv MCIWM MIEMA Dip2OSH
- Gordon Pimperton, BSc(Hons), DipOSH, CFIOSH
- Rowena Jackson, BSc, CMIOSH, OSHCR



# Studying with RRC – Flexible learning

## Flexible learning solutions

At RRC we take learning seriously and have thought long and hard about how people learn best. This has been translated into the flexible learning solutions we offer.

- Distance Learning – traditional study materials with tutor support
- e-Learning – interactive online learning with tutor support

RRC also has a team of 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 exam 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, help you prepare for the final assessment and allow your tutor to provide feedback on how you are doing
- Exam venues available throughout the UK and worldwide

## RRC's Exam Service

RRC's flexible learning courses give you flexibility as to when and where you sit your exam. RRC take all of the hassle out of arranging the exam, we manage the whole process for you and have upfront fees including all the costs, guaranteeing no nasty surprises when you are ready to take your exam. With RRC's NEBOSH Certificate exams, you have two options:

- Sit at an RRC exam centre in London, Birmingham, Chroley, Newcastle, Glasgow and Bahrain for our standard fee.
- Let RRC arrange for you to sit at one of the many British Council offices throughout the world, or an alternative UK exam centre, just call us for a quote or look on our website.

If you cannot find a suitable centre, just ask us and we will work hard to find you one; this is all part of our customer service.

Alternatively, you can make your own arrangements through NEBOSH approved centres that offer exam services to external candidates. If you choose this option, you will need to contact NEBOSH to find out which centres offer this service and then contact the centre directly. If you're unable to find a suitable centre at a reasonable fee, please do not hesitate to come back to RRC to make your exam arrangements.

## 30-Day Money-Back Guarantee



If within 30 days of receiving your course materials 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 NEBOSH 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.

Our structured e-learning programmes lead you through your NEBOSH Certificate course step by step, delivering the learning 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 allow students to evaluate their progress.

THIS IS SUPPORTED BY:

- Access to RRC's panel of expert tutors.
- Tutor assessed assignments, including a mock exam to allow exam practice and get valuable feedback from a tutor.
- 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 NEBOSH Certificate high quality colour course materials.

## Health, safety and educational expertise

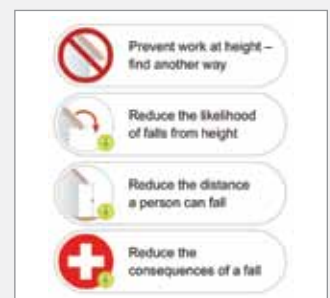
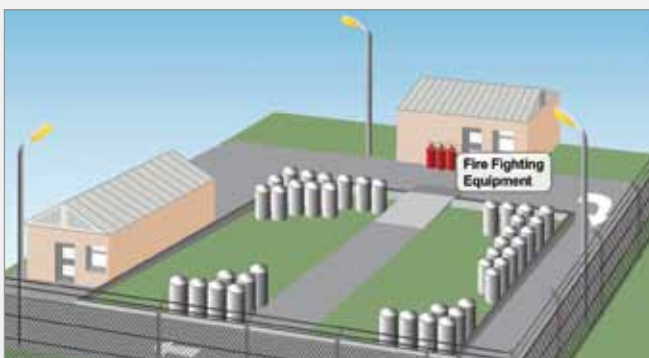
The courses have been designed and developed by a combination of RRC's expert tutors and educationalists, ensuring that they are not only technically correct, but also designed to help you to learn as effectively as possible.

## Video

The courses are also loaded with tutor videos covering key topics, allowing you to receive the benefits of face-to-face teaching in an accessible way.

## 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, marking your assignments and answering any queries you may have.



## Interactive animations

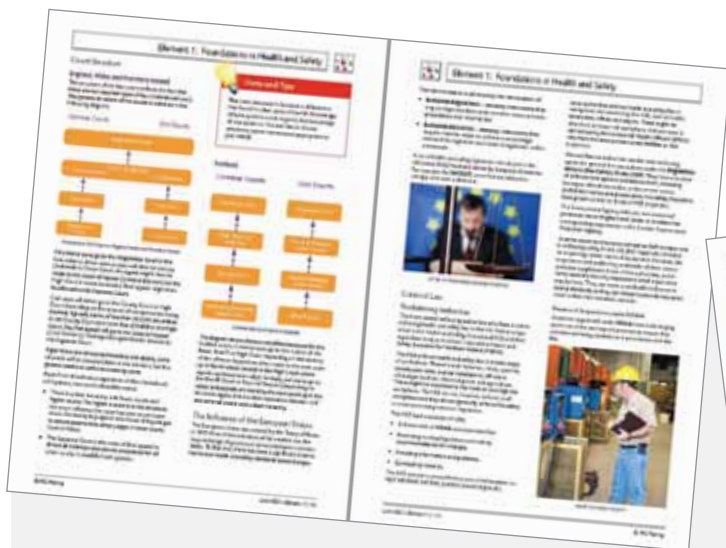
Animations are used at key areas throughout the courses to bring them to life, illustrating key topics and reinforcing the learning process, making you an active participant.

# Studying with RRC – Distance Learning

## Distance Learning

RRC's NEBOSH Certificate 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 a NEBOSH Certificate qualification.

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



## Highest quality course materials

The materials are clear, easy to read and concise – 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.

## Your distance learning course includes

Our structured distance learning programmes lead you through your NEBOSH Certificate course and are designed to make learning both enjoyable and effective. The courses closely follow the NEBOSH syllabus and contain:

- 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.
- Tutor assessed assignments, including a mock exam to allow exam practice and get feedback from your tutor.
- Additional online resources and links to other useful websites.
- Online forums where students can collaborate with fellow students sharing experiences and discussing relevant topics.



## Health, safety 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.



# RRC Revision support

## Revision

We all know that 'revising' is the key to passing an exam but knowing exactly what you need to do is not always easy. RRC have developed a range of revision tools to let you in on the secrets of success.

- Online – RRC's Programmed-to-Pass is a unique, structured revision package for those who need the ultimate step-by-step guidance on what they need to do to achieve success
- Classroom – Revision workshops for those who want that final input from an expert tutor. Available in London, Birmingham, Chorley and Newcastle
- Publications – RRC's Revision Notes and Exam Success are designed as essential aids to ensure you are prepared for the exam

## Online – Programmed-to-Pass

When you study with RRC we are committed to you passing your exam, which is why we have developed a range of tools to help you revise. Our unique online revision package takes the mystery out of revision. It leads you through the entire process of revising for your NEBOSH Certificate from start to finish, telling you exactly what you need to do to achieve success.

Each session starts with an 'At a Glance' providing you with a summary of your activities for the session to ensure you'll be on track for the exam.

- Sessions 1-10 get you thinking, not only about the key topics you need to know, but also about general revision and examination technique:
  - Revision topics are highlighted to ensure you don't miss key sections, plus an indication of how long you should be spending on each section
  - True or false questions provide a quick check of knowledge. Submit your answers and get an instant result with further tips and hints
  - Mnemonic of the day helps you remember key phrases or terminology
  - Pic of the day helps you visualise key pieces of information
  - Tutorials on key revision techniques, such as motivation, visualisation, effective reading and the use of mind maps and flash cards
- Sessions 11-20 focus exclusively on revision and past exam questions, ensuring that you have plenty of experience of answering questions and will not be fazed on the day of the exam

## Classroom – Face-to-Face Revision Workshops

The interactive nature of the revision workshops provide you with the opportunity to discuss specific subjects with the tutor, practise questions and get feedback on your answers as well as exchange last minute tips with fellow students. It also gives you the chance to learn how to avoid the common mistakes made in exams so you don't fall into the same trap. Our workshops are an essential way to build confidence in the run-up to the exams.

- One day workshop – Unit NGC1 in the morning, Units NGC2 & 3, NCC1 & 2 or FC1 & 2 in the afternoon.
- Gives you the opportunity to review key topics from across the whole syllabus
- Run by expert tutors, many of whom are also NEBOSH examiners and know exactly what will be expected of you in the exam
- Gives you the chance to work through past exam questions with both a tutor and your fellow students
- Benefit from the experiences of fellow students and swap ideas

## Revision Notes

Our most popular range, essential for exam revision:

- Provide a concise overview of all the key topics identified in the NEBOSH syllabus
- Structured to closely follow the relevant NEBOSH syllabus so that you can easily find the topics you're looking for and map them against your course notes
- Supplied as either printed A5 booklets or as electronic pdf files

### TITLES AVAILABLE

- NEBOSH National General Certificate
- NEBOSH Construction Certificate
- NEBOSH Fire Certificate

## Exam/Practical Assessment Success (Tackling the NEBOSH Exam)

These guides look at how to tackle the NEBOSH assessment, providing practical guidance and examples.

- Takes you into the mind of the examiner so you can see exactly what they are looking for when they set exam questions
- Looks at a variety of NEBOSH questions so you know what you will face
- For each question, we look at the general approach you should take, followed by a sample answer plan and a model answer so you can see the level of detail expected of you in the exam

Supplied as either printed A5 booklets or as electronic pdf files

### TITLES AVAILABLE

- NEBOSH National General Certificate
- NEBOSH Construction Certificate
- NEBOSH Fire Certificate

# 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
<b>Health &amp; Safety Law</b>	£15	£12 + VAT (£14.40)
<b>Occupational Health and Hygiene</b>	£15	£12 + VAT (£14.40)
<b>Environmental</b>	£15	£12 + VAT (£14.40)
<b>Quality Management</b>	£15	£12 + VAT (£14.40)
<b>Business Communications</b>	£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
<b>RRC Health &amp; Safety Law &amp; Case Law Guide</b>	£35
<b>RRC Environmental Law &amp; Case Law Guide</b>	£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)

# NEBOSH National General Certificate course dates and fees

Face-to-Face (Block Release)	Course Dates		Optional Revision Workshop	Exam dates	
	Week 1 (NGC1)	Week 2 (NGC2)	NGC1/2 & 3	NGC1 & 2	NGC3
London	16-20 Jan 12	6-10 Feb 12	27 Feb 12	9 Mar 12	Work-based
	16-20 Apr 12	21-25 May 12	6 Jun 12	15 Jun 12	Work-based
	16-20 Jul 12	13-17 Aug 12	22 Aug 12	7 Sep 12	Work-based
	22-26 Oct 12	5-9 Nov 12	28 Nov 12	7 Dec 12	Work-based
Midlands (Birmingham)	30 Jan-3 Feb 12	20-24 Feb 12	Call	9 Mar 12	Work-based
	23-27 Apr 12	28 May-1 Jun 12	Call	15 Jun 12	Work-based
	29 Oct-2 Nov 12	12-16 Nov 12	Call	7 Dec 12	Work-based
North West (Chorley)	23-27 Apr 12	14-18 May 12	31 May 12	15 Jun 12	Work-based
	15-19 Oct 12	12-16 Nov 12	29 Nov 12	7 Dec 12	Work-based
North East (Newcastle)	6-10 Feb 12	20-24 Feb 12	2 Mar 12	9 Mar 12	Work-based
	14-18 May 12	28 May -1 Jun 12	8 Jun 12	15 Jun 12	Work-based
	5-9 Nov 12	19-23 Nov 12	30 Nov 12	7 Dec 12	Work-based

Course Fees			
	Complete Course	NGC1	NGC2/3
<b>Face-to-Face</b> COURSE FEE INCLUDING EXAM* <b>London</b>	£1,495 + VAT + £100 NEBOSH Fee (£1,894)	£765 + VAT + £40 NEBOSH Fee (£958)	£795 + VAT + £60 NEBOSH Fee (£1,014)
<b>Face-to-Face</b> COURSE FEE INCLUDING EXAM* <b>Birmingham, Chorley or Newcastle</b>	£1,295 + VAT + £100 NEBOSH Fee (£1,654)	£665 + VAT + £40 NEBOSH Fee (£838)	£695 + VAT + £60 NEBOSH Fee (£894)
<b>Distance/e-Learning</b> COURSE FEE	£450 + VAT + £100 NEBOSH Fee (£640) With Printed Materials Add £45	£235 + VAT + £40 NEBOSH Fee (£322) With Printed Materials Add £22.50	£240 + VAT + £60 NEBOSH Fee (£348) With Printed Materials Add £22.50
EXAM FEE –INTERNATIONAL AND NON-RRC CENTRES	From £100 – RRC can arrange for you to take the exam in most countries in the world (via the British Council network) or other non-RRC Centres. For more information and details of fees, please contact RRC.		

#### \* IMPORTANT EXAMINATION INFORMATION

- Exam fees are for a single sitting. If you wish to take your exams over more than one sitting, you need to enrol for the relevant individual units.

# NEBOSH National General Certificate course dates and fees

Revision Workshops & Exams	Revision Workshop NGC1 (am) NGC2 & NGC3 (pm)	Exam Dates	
		NGC1 & NGC2	NGC3
London	27 Feb 12	9 Mar 12	Work-based
	6 Jun 12	15 Jun 12	
	22 Aug 12	7 Sep 12	
	28 Nov 12	7 Dec 12	
Midlands (Birmingham)	Call	9 Mar 12	
	Call	15 Jun 12	
	Call	7 Sep 12	
	Call	7 Dec 12	
North West (Chorley)	31 May 12	15 Jun 12	
	29 Nov 12	7 Dec 12	
North East (Newcastle)	2 Mar 12	9 Mar 12	
	8 Jun 12	15 Jun 12	
	30 Nov 12	7 Dec 12	

Revision Support				
		Complete Course	NGC1/ NGC2	NGC3
<b>Revision Workshop</b> (1 Day, ½ Day per unit )		£140 + VAT (£168)	£70 + VAT (£84)	£70 + VAT (£84)
<b>Programmed-to-Pass</b>		£49 + VAT (£58.80)	N/A	N/A
<b>Revision Notes</b>	PRINTED	£18	£10	N/A
	E-MAIL	£14.40 + VAT (£17.28)	£8 + VAT (£9.60)	N/A
<b>Exam/Practical Assessment Success</b>	PRINTED	£22.95	£8.50	£8.50
	E-MAIL	£17.55 + VAT (£21.06)	£6.50 + VAT (£7.80)	£6.50 + VAT (£7.80)

# NEBOSH National Certificate in Construction Health & Safety course dates and fees

Face-to-Face	Course Dates			Optional Revision Workshop	Exam dates		
	Week 1 (NGC1)	Week 2 (NCC1)	Week 3 (NCC1/2)	NGC1/NCC1 & 2	NGC1	NCC1	NCC2
London	N/A	N/A	N/A	27 Feb 12	9 Mar 12 (am)	9 Mar 12 (pm)	Work-based
	16-20 Apr 12	30 Apr-4 May 12	9-11 May 12	6 Jun 12	15 Jun 12 (am)	15 Jun 12 (pm)	Work-based
	N/A	N/A	N/A	22 Aug 12	7 Sep 12 (am)	7 Sep 12 (am)	Work-based
	22-26 Oct 12	29 Oct-2 Nov 12	14-16 Nov 12	28 Nov 12	7 Dec 12 (am)	7 Dec 12 (pm)	Work-based

Revision Workshops & Exams	Revision Workshop NGC1 (am) NCC1/2 (pm)	Exam Dates		
		NGC1	NCC1	NCC2
London	27 Feb 12	9 Mar 12 (am)	9 Mar 12 (pm)	The work-based practical assessment is undertaken at your place of work. If you are unable to access a suitable workplace, RRC offer facilities in London.
	6 Jun 12	15 Jun 12 (am)	15 Jun 12 (pm)	
	22 Aug 12	7 Sep 12 (am)	7 Sep 12 (pm)	
	28 Nov 12	7 Dec 12 (am)	7 Dec 12 (pm)	

Course Fees		
	Complete Course	NCC1/2
<b>Face-to-Face</b> COURSE FEE INCLUDING EXAM* London	£1,995 + VAT + £100 NEBOSH Fee (£2,494)	£1,255 + VAT + £60 NEBOSH Fee (£1,566)
<b>Distance/e-Learning</b> COURSE FEE	£450 + VAT + £100 NEBOSH Fee (£640) With Printed Materials Add £52	£240 + VAT + £60 NEBOSH Fee (£348) With Printed Materials Add £29.50
EXAM FEE – INTERNATIONAL AND NON-RRC CENTRES	From £100 – RRC can arrange for you to take the exam in most countries in the world (via the British Council network) or other non-RRC Centres. For more information and details of fees, please contact RRC.	

Revision Support				
		Complete Course	NGC1/ NCC1 & 2	NCC2
<b>Revision Workshop</b> (1 Day, ½ Day per unit)		£140 + VAT (£168)	£70 + VAT (£84)	£70 + VAT (£84)
<b>Programmed-to-Pass</b>		£49 + VAT (£58.80)	N/A	N/A
<b>Revision Notes</b>	PRINTED	£18	£10	N/A
	E-MAIL	£14.40 + VAT (£17.28)	£8 + VAT (£9.60)	N/A
<b>Exam/Practical Assessment Success</b>	PRINTED	£22.95	£8.50	£8.50
	E-MAIL	£17.55 + VAT (£21.06)	£6.50 + VAT (£7.80)	£6.50 + VAT (£7.80)

## \* IMPORTANT EXAMINATION INFORMATION

- Exam fees are for a single sitting. If you wish to take your exams over more than one sitting, you need to enrol for the relevant individual units.

# NEBOSH National Certificate in Fire Safety & Risk Management course dates and fees

Face-to-Face	Course Dates		Optional Revision Workshop	Exam dates		
	Week 1 (NGC1)	Week 2 (FC1)	NGC1/FC1 & 2	NGC1	FC1	FC2
London	16-20 Jan 12	13-16 Feb 12	27 Feb 12	9 Mar 12 (am)	9 Mar 12 (pm)	Work-based
	N/A	N/A	6 Jun 12	15 Jun 12 (am)	15 Jun 12 (pm)	
	N/A	N/A	22 Aug 12	7 Sep 12 (am)	7 Sep 12 (pm)	
	22-26 Oct 12	5-8 Nov 12	28 Nov 12	7 Dec 12 (am)	7 Dec 12 (pm)	
North East (Newcastle)	5-9 Nov 12	12-15 Nov 12	Call	7 Dec 12 (am)	7 Dec (pm)	

Revision Workshops & Exams	Revision Workshop	Exam Dates		
	NGC1 (am) FC1/2 (pm)	NGC1	FC1	FC2
London	27 Feb 12	9 Mar 12 (am)	9 Mar 12 (pm)	The work-based practical assessment is undertaken at your place of work. If you are unable to access a suitable workplace, RRC offer facilities in London.
	6 Jun 12	15 Jun (am)	15 Jun (pm)	
	22 Aug 12	7 Sep 12 (am)	7 Sep (pm)	
	28 Nov 12	7 Dec 12 (am)	7 Dec 12 (pm)	

Course Fees		
	Complete Course	FC1/2
<b>Face-to-Face</b> COURSE FEE INCLUDING EXAM*	£1,395 + VAT + £100 NEBOSH Fee (£1,774)	£655 + VAT + £60 NEBOSH Fee (£846)
<b>Distance and e-Learning</b> COURSE FEE	£450 + VAT + £100 NEBOSH Fee (£640) With Printed Materials Add £45	£240 + VAT £60 NEBOSH (£348) With Printed Materials Add £22.50
EXAM FEE – INTERNATIONAL AND NON-RRC CENTRES	From £100 – RRC can arrange for you to take the exam in most countries in the world (via the British Council network) or other non-RRC Centres. For more information and details of fees, please contact RRC.	

Revision Support				
		Complete Course	NGC1/ FC1	FC2
<b>Revision Workshop</b> (1 Day, ½ Day per unit)		£140 + VAT (£168)	£70 + VAT (£84)	£70 + VAT (£84)
<b>Programmed-to-Pass</b>		£49 + VAT (£58.80)	N/A	N/A
<b>Revision Notes</b>	PRINTED	£18	£10	N/A
	E-MAIL	£14.40 + VAT (£17.28)	£8 + VAT (£9.60)	N/A
<b>Exam/Practical Assessment Success</b>	PRINTED	£22.95	£8.50	£8.50
	E-MAIL	£17.55 + VAT (£21.06)	£6.50 + VAT (£7.80)	£6.50 + VAT (£7.80)

## \* IMPORTANT EXAMINATION INFORMATION

- Exam fees are for a single sitting. If you wish to take your exams over more than one sitting, you need to enrol for the relevant individual units.

# 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 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 Height
- Risk Assessment
- Electrical Safety
- Health and Safety Induction (For Workers)
- Health and Safety Essentials (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](http://www.rrc.co.uk)

## TELEPHONE

+44 (0)20 8944 3108

## BY FAX

+44 (0)20 8944 7099

## Delivery

### UK

Your course 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 course 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 and 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 18 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.

### Distance & e-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.

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			
Course Required	Please Tick	Method of Study	Please Tick
NEBOSH National General Certificate		Distance Learning	
NEBOSH Certificate in Fire Safety & Risk Management		e-Learning	
NEBOSH Certificate in Construction Health & Safety		Face-to-Face - Block Release	
		Face-to-Face - Day Release	

If You Require Individual Units Only	Please Tick	Face-to-Face Courses
Unit NGC1 – Common to all Certificates		<b>Venue</b> London/Birmingham/Chorley/Newcastle
Unit NGC2/3 – National General Certificate		<b>NGC1</b> Start date DD / MM / YYYY
Unit FC1/2 – Fire Certificate		<b>NGC2/NCC1/FC1</b> Start date DD / MM / YYYY
Unit NCC1/2- Construction Certificate		

# Enrolment form

## Step 4 – Information required for exam entry

Venue where you wish to sit your exam:

Intended exam date		Please Tick	Information required for exam entry
Month	Year		<b>Date of birth</b> DD / MM / YYYY
March	20		<b>Gender</b> Male/Female*
June	20		Name as appears on your passport (BLOCK CAPITALS)
September	20		
December	20		Country of Residence
Not sitting exam with RRC			

\* Delete as Applicable

## Step 5 – Claiming Exemption from NGC1

Exempt from NGC1? <b>Y/N</b>	Previous NEBOSH Number									Date passed DD / MM / YYYY
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## Step 6 – Revision Support

		Please Tick							
		Complete course	Individual Units						
			NGC1	NGC2	NGC3	NCC1	NCC2	FC1	FC2
<b>Revision Workshop</b>									
<b>Programmed-to-Pass</b>									
<b>Revision Notes</b>	Paper/e-mail*								
<b>Exam/Practical Assessment Success</b>	Paper/e-mail*								

\* Delete as Applicable

## Step 7 – Additional information

How did you hear about RRC?

What are your reasons for enrolling on this course?

# Enrolment form

Step 8 – Fees		
Course and Exam	Fee including VAT	
Course Fee (Complete course attending all exams at one sitting)		
Course Fees (Individual Unit(s))		
Exam – RRC Centre (Distance and e-Learning only)		
Overseas/Non RRC Exam Centre charge (Call for a quote)		
Printed Materials (e-Learning courses only)		
<b>Revision Aids</b>		
Revision Workshop		
Programmed-to-Pass		
Revision Notes		
Exam/Practical Success		
<b>Reference Materials</b>		
	Paper/e-mail*	
	Paper/e-mail*	
	Paper/e-mail*	
Overseas Courier (call for a quote if outside the UK)		
<b>Total Fees Payable</b>		

## 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 9 – Method of Payment
<input type="checkbox"/> I enclose my fees in full. Please make cheque/banker's draft payable to <b>RRC Training</b>
<input type="checkbox"/> 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 _____
<input type="checkbox"/> I wish to pay by instalments and attach the completed instalment plan application form (see page 19)
<input type="checkbox"/> Please invoice my employer (UK Registered Companies Only). <b>Please attach Official Purchase Order/Letter of Authorisation</b>

Step 10 – 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: