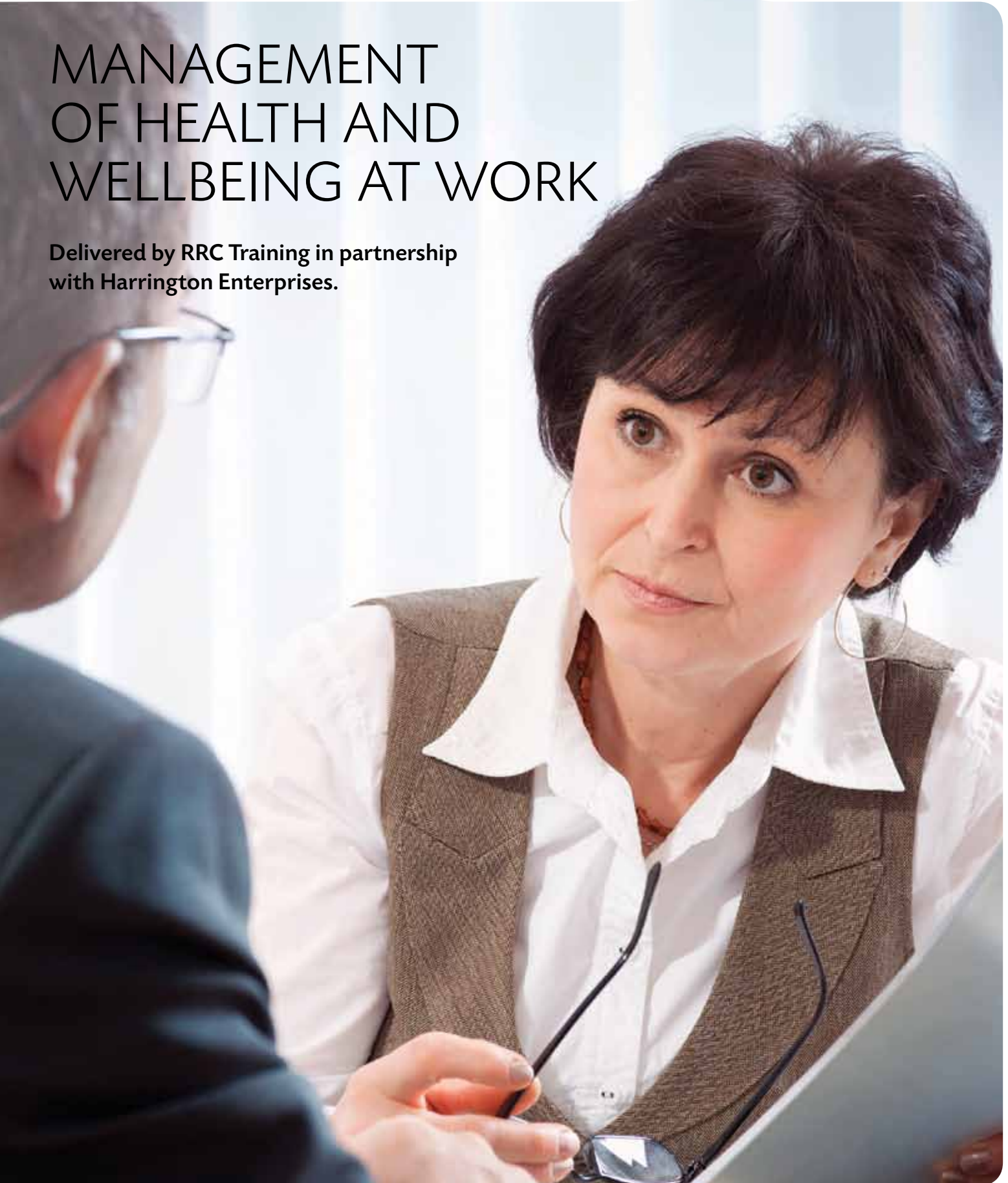


MANAGEMENT OF HEALTH AND WELLBEING AT WORK

Delivered by RRC Training in partnership
with Harrington Enterprises.



NEBOSH National Certificate in the Management of Health and Wellbeing at Work

Course content

- Introduction to workplace health – scope and nature of health and wellbeing at work, benefits of maintaining and promoting the health of the working population, role and benefits of effective management of workplace health.
- Effects of health on work – role of pre-employment screening and fitness to work standards, Equality Act, substance misuse.
- Effects of work on health – scope and nature of the detrimental and positive effects of work on health, emerging workplace health risks, patterns of work, the role and function of health surveillance, reporting of diagnosed occupational diseases, role and benefits of monitoring exposure to hazardous agents, healthy working environment.
- Managing attendance – main causes and types of sickness absence, role and responsibilities for managing absence (health professionals, line managers, HR & employee), management of short & long term sickness absence, return to work, vocational rehabilitation.
- Mental health at work – common types of mental health disorders, principles of managing and supporting individuals with mental health problems, HSE stress management standards, line management competence in reducing stress.
- Management of people with musculoskeletal disorders – types of MSDs, assessment and control.
- Workplace health promotion – scope and nature of workplace health promotion, main influencing factors, benefits of workplace health promotion, organisational approaches to support the health of the workforce.
- Workplace health support – principles of an occupational health needs assessment, types of workplace health services, different occupational health professionals and their roles.

Who should attend

This course is aimed at general managers, supervisors, health and safety and HR personnel who have responsibility for, or involvement in, the health and well-being of employees as part of their day-to-day duties. Organisations may wish to use it as part of their health and well-being strategy to complement their existing occupational health staff.

It will benefit companies in all sectors who are seeking to improve the efficiency and morale of their workforce.

Dates

| COURSE | EXAM |
|---------------|---------------|
| 2nd May 2012 | 24th May 2012 |
| 3rd May 2012 | |
| 9th May 2012 | |
| 10th May 2012 | |
| 16th May 2012 | |

Duration

5 days (plus exam and practical assessment).

Candidates will also be expected to undertake private study outside the teaching times.

Venue

- The Hunsbury Hill Centre, Harksome Hill, Northampton NN4 9QX (2 miles from M1).
- In-Company

Tutor



Anna Harrington SCPHN (occupational health) – Anna is a Specialist Community Public Health Nurse (Occupational Health), NEBOSH course advisor, examiner, scrutineer and exam question writer. Anna has worked with many businesses to help them solve problems and find solutions.

Anna has developed and delivered projects that have brought together working partnerships with representatives from the private and business sector, using clear leadership to agree vision, project plan, deliver and evaluate, including:

- Designing bespoke stress management training programmes focusing on changing behaviour.
- Developing, delivering and evaluating a 2-day health and wellbeing programme for 1500 employees.

Entry Requirements

There are no formal entry requirements.

Assessment

The assessment consists of a 2-hour examination and a practical assessment.

Course Fees

£940 + VAT + NEBOSH Exam Fee £60 (£1,188)

NEBOSH Accreditation

The course is run under Harrington Enterprises NEBOSH Accreditation – Centre Number 826.

How to enrol

To book your place on this NEBOSH course, please complete the application form that follows this page and return to RRC.

POST

RRC Training, 27 – 37 St George’s Road, London
SW19 4DS, United Kingdom

TELEPHONE

+44 (0)20 8944 3108

FAX:

+44 (0)20 8944 7099

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 charging your MasterCard/Switch/Visa/Solo/Connect Card/American Express.
- 2 Payment Directly to our Bank account – please call for details.
- 3 Payment in full by cheque or bankers’ draft made payable to RRC Training.
- 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.

Terms and Conditions

The NEBOSH Certificate in the Management of Health and Wellbeing at Work course is delivered by Harrington Enterprises (Springfield Barn, Charwelton Rd, Preston Capes NN11 3TA) working in partnership with RRC. The Course is run under Harrington Enterprises NEBOSH Accreditation, Centre Number 826.

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 – 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.

NEBOSH National Certificate in the Management of Health and Wellbeing at Work

REGISTRATION 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

| | |
|-----------|-----------------|
| Full Name | Daytime Tel. No |
| Address | Evening Tel. No |
| | Email |
| Post Code | |
| Country | |

Step 2 – Information required for assessment

| | |
|-------------------------------------|--|
| Date of birth DD / MM / YYYY | Name to appear on Certificate (BLOCK CAPITALS) |
| Gender Male/Female* | Country of Residence |

* Delete as Applicable

Step 3 – Additional information

| |
|--|
| <p>Work details Job title & brief job description in relation to this course</p> |
| <p>Academic and professional qualifications (post GCSEs / A levels)</p> |
| <p>What do you want to get from this course?</p> |
| <p>Special requirements Do you need special assistance or support to enable you to complete the course and assessments to the best of your ability? If yes, please give details (this will be treated in confidence). The Lead Tutor may contact you if further detail is required.</p> |
| <p>Diet Do you have any special dietary requirements? If yes, please give details.</p> |
| <p>For fun Please give a small piece of information about yourself which no-one else on the course will know and that you do not mind sharing. This will be used in a game at the beginning of the course. This is not compulsory. (Examples: you always wanted to be a big stadium singer!)</p> |

NEBOSH National Certificate in the Management of Health and Wellbeing at Work

REGISTRATION FORM

| Step 4 – 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 |
| Email | Email |

| Step 5 – Fees | |
|---------------------------|-------------------|
| Course and Exam | Fee including VAT |
| Course Fee | |
| Total Fees Payable | |

| Step 6 – Method of Payment |
|--|
| <input type="checkbox"/> I enclose my fees in full. Please make cheque/banker's draft payable to RRC Training |
| <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"/> Please invoice my employer (UK Registered Companies Only). Please attach Official Purchase Order/Letter of Authorisation |

| Step 7 – 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

Skype ID rrctraining