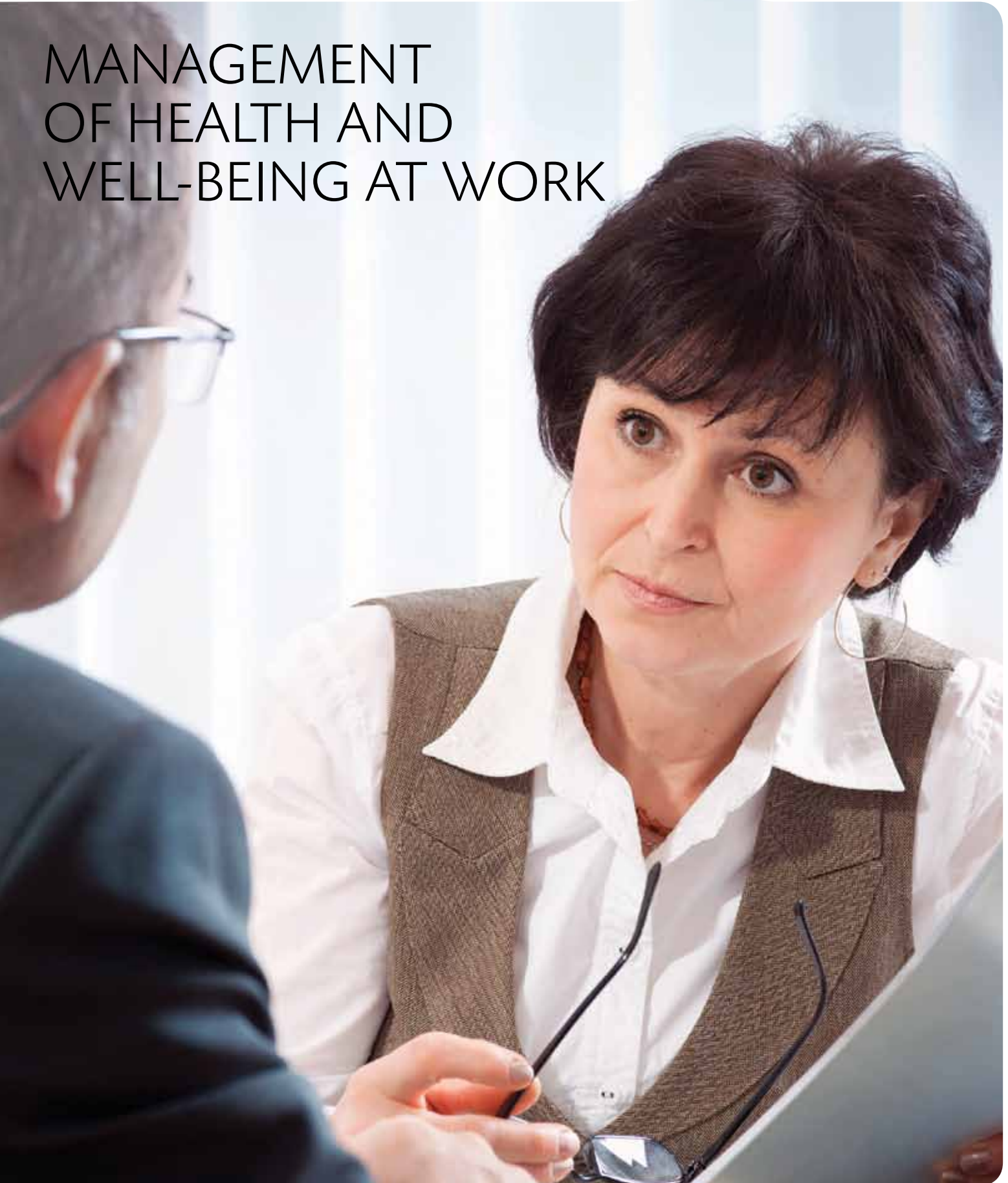


MANAGEMENT OF HEALTH AND WELL-BEING AT WORK



RRC's NEBOSH Management of Health and Well-being at Work Certificate

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. NEBOSH offer a wide range of professional qualifications which are recognised all over the world.

NEBOSH Management of Health and Well-being at Work Certificate

The NEBOSH Health and Well-being Certificate gives managers, supervisors and HR personnel the skills and knowledge to tackle health and well-being at work.

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

Organisations may wish to use it as part of their health and well-being strategy to complement their existing occupational health staff. It is suitable for 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.



Course Content

The NEBOSH Health and Well-being Certificate course is split into two units of study, each of which is assessed separately:

Unit NHC1: Managing Health and Well-being at Work

- **Introduction to workplace health** – scope and nature of health and well-being 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 & employees), 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.

Unit NHC2: PRACTICAL APPLICATION

- A workplace health review and a report to management.

Entry Requirements

- There are no formal entry requirements.

Assessment

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

NEBOSH National Certificate in the Management of Health and Well-being at Work

More Information

NEBOSH Management of Health and Well-being at Work Certificate		
Classroom	Dates	Available Autumn 2012 - call for dates
	Duration Excluding Assessment	5 days (plus exam and practical assessment) Candidates will also be expected to undertake private study outside the teaching times
	Venues	London (Wimbledon) In-Company - available now

Distance/ e-Learning	Dates	Start at any time
	Duration Excluding Assessment	Full Course - 55 hours (plus exam and practical assessment)
	Course Fees	£595 + VAT + £60 NEBOSH Fee (£774) With printed materials Plus £59 (Carriage is payable on printed materials shipped outside the UK)
	Exam Fees	Your course fee includes sitting the exam at an RRC Centre in the UK (see Below), Bahrain or Dubai. For an additional fee, RRC can arrange for you to take the exam in most countries around the world (via the British Council, Colleges and Universities). For more information and details of fees, please contact RRC.

Exam/ Assessment	Requirement	Unit NHC1 of the NEBOSH Health and Well-being Certificate is assessed by a two-hour written exam Unit NHC2 is assessed by a workplace-based practical assessment
	Dates	15 Jun 2012 7 Sept 2012 7 Dec 2012
	UK Exam Centres	London, Birmingham, Chorley, Newcastle and Glasgow
	Worldwide Exam Centres	All arrangements made by RRC Bahrain and Dubai – RRC Middle East British Council offices and other exam centres worldwide

NEBOSH National Certificate in the Management of Health and Well-being at Work

How to book your course

To book on an RRC course, please complete the Application Form and Pre-Course Questionnaire enclosed in this brochure and return them to RRC:

Post: RRC Training, 27-37 St George's Road, London SW19 4DS, United Kingdom

E-mail: info@rrc.co.uk

Telephone: +44 (0)20 8944 3108

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

When you enrol on an RRC course you will be sent a Learning Agreement. This 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.

ELECTRONIC MATERIALS – 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.

Booking 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 – Course required		
Course Required	Method of Study	Please Tick
NEBOSH National Certificate in the Management of Health and Well-being at Work	Distance/e-Learning - Without paper materials	<input type="checkbox"/>
	Distance/e-Learning - With paper materials	<input type="checkbox"/>
	Face-to-Face - London	<input type="checkbox"/>
	Course date DD / MM / YYYY	<input type="checkbox"/>

Step 3 – 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	Date of birth DD / MM / YYYY
March	20	Gender Male/Female*
June	20	Name to appear on Certificate (BLOCK CAPITALS)
September	20	
December	20	Country of Residence
Not sitting exam with RRC		

* Delete as Applicable

Step 4 – Additional information
How did you hear about RRC?
What are your reasons for enrolling on this course?

Booking form

Step 5 – Fees	
Course and Exam	Fee including VAT
Course Fee	
Printed Materials (e-Learning courses only)	
Overseas/Non-RRC Exam Centre charge (Call for a quote)	
Overseas Courier payable if printed materials are ordered (call for a quote)	
Total Fees Payable	

NOTES

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

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"/> I wish to pay by instalments and attach the completed instalment plan application form	
<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