



IOSH Certificated courses

DIRECTING SAFELY

WORKING SAFELY

SUPERVISING SAFELY

MANAGING SAFELY



RRC

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 and safety, environmental and quality 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 and Quality training. How can we be so sure that we offer that?

- Our experience: for over 85 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 classroom 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 to ensure the course you choose from RRC remains at the forefront of HSE and Quality training, future-proofing your qualification.
- Our approach to course development sets us apart; our team comprises not only tutors who are experts in their chosen subjects but also experienced educationalists who ensure that the courses are produced to provide you with the best studying experience on the market, which in turn gives you the best possible chance of exam success.

With students throughout the world, 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 will work 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 targeted 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 aspects of health, safety, environmental and quality training, and our courses can be easily adapted to suit your specific requirements and incorporate the policies and procedures of your business.

As well as being ISO 9001 accredited, RRC is also accredited by the Open and Distance Learning Quality Council, and is a member of the European Association for Distance Learning and the British Institute for Learning and Development, giving you further assurance of the quality of our courses.

Expert

RRC's qualified and experienced trainers are the best in the business; their knowledge and experience is key to the success we have in delivering training that is appreciated and enjoyed by students, and produces the results they need. RRC consistently achieves pass rates which are significantly above average, and our high numbers of distinctions and credits are rising all the time. All the best trainers want to work with us because we are the leading training company in this field with eighty five 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 expert 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.



More choice, more support, more flexible learning

85 years of excellence

RRC have a long and successful track record. 85 years ago we were pioneers and innovators in distance learning and over 35 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 training providers so you can choose the method of studying that best suits you.

- Classroom – London, Birmingham, Chorley, Newcastle, Bahrain & Dubai
- In-Company
- Flexible Learning
 - e-Learning
 - Distance Learning

Choice of where and when you study

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

Our classroom venues include London, Birmingham, Chorley, Newcastle, Bahrain & Dubai, 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 40 HSEQ 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.

Full exam arrangement service

We have a team dedicated to making sure our students' exam arrangements go smoothly. If you book your exam with RRC, we make all the necessary arrangements for you to sit the exam at your workplace.

Value for Money



There are no hidden costs with RRC. We will tell you what the course and the assessment/exams cost and exactly what you get for your money. There are no unpleasant surprises when you come to take your assessment/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 IOSH Courses

IOSH

The Institution of Occupational Safety and Health (IOSH) has developed a series of certificated programmes designed to promote protection from workplace hazards at every level.

IOSH programmes are founded on best practice, as well as legislation, ensuring the courses are relevant both in the UK and internationally.

RRC currently offer the following IOSH Certificated courses:

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

IOSH Syllabi

IOSH WORKING SAFELY

This course is aimed at all employees and is designed to improve the safety culture within an organisation. It focuses on how individual actions contribute to health and safety in the workplace. The course covers:

- Identifying hazards and risks in the workplace
- Accidents and their causes
- Identifying and controlling common hazards, such as fire, electricity, chemicals and work equipment
- Improving safety performance
- Protecting our environment

IOSH SUPERVISING SAFELY

This course is designed for anyone with a supervisory function in their role who needs the knowledge to allow them to comply with their health and safety responsibilities. The course covers:

- The importance of training and supervision in good health and safety
- Working with managers and directors to create a safe working environment
- Safety policy and risk assessment
- Workplace safety inspections
- Monitoring safety standards
- Accidents, incidents and near misses
- Co-ordinating contractors and how to identify levels of competency
- Awareness of environmental issues

IOSH MANAGING SAFELY

This course aims to introduce managers, at all levels, to the different aspects of managing safety and health in the workplace.

The course covers:

- Assessing and controlling risks
- Understanding your responsibilities
- Managing common hazards: fire, electricity, noise, manual handling, chemicals & substance and DSE
- Investigating accidents and incidents
- Measuring health and safety performance
- Protecting our environment

IOSH DIRECTING SAFELY

This course aims to provide directors/owners of small and medium sized enterprises with an understanding of the moral, legal and business case for proactive health and safety management and give guidance on effective risk management.

The course covers:

- The importance of strategic health and safety management and its interaction with other business systems
- Directors' and employers' statutory duties
- Accident causes and their prevention
- Consequences of failing to manage health and safety effectively
- The effect of human factors on health and safety
- Importance of consultation and communication with employees on health and safety issues
- Performance monitoring and continual improvement.

IOSH MANAGING SAFELY REFRESHER

The Managing Safely Refresher is designed to provide continued support to managers in dealing with health and safety issues in the workplace. It aims to revise key management responsibilities from the Managing Safely course and update changes in good practice guidance, legislation and standards.

IOSH Certificates – More Information

		Working Safely	Managing Safely	Managing Safely Refresher	Directing Safely
Classroom	Dates London	12 Dec 14 13 Mar 15 18 Sep 15	8-11 Sep 14 8-11 Dec 14 9-12 Mar 15 8-11 Jun 15 14-17 Sep 15 30 Nov-3 Dec 15	CALL	12 Sep 14 5 Dec 14 12 Feb 15 12 Jun 15 25 Sep 15 4 Dec 15
	Birmingham	CALL	CALL	CALL	17 Oct 14 2 Mar 15 7 Sep 15
	Chorley	CALL	CALL	CALL	24 Sep 14 18 May 15 2 Nov 15
	Newcastle	CALL	CALL	CALL	14 Nov 14 27 Apr 15 19 Oct 15
	Duration	1 day	4 days	1 day	1 day
	Venues	<ul style="list-style-type: none"> London, Birmingham, Chorley, Newcastle, Bahrain & Dubai In-company (your own premises) 			
Distance/ e-Learning	Dates	Start at any time	Start at any time	N/A	N/A
	Duration	10 hours	40 hours	N/A	N/A
Entry Requirements	A good standard of written English. For the Managing Safely Refresher course, delegates must have completed a Managing Safely course within the last 3 years.				
Assessment Requirement	<p>The assessments vary for each course and comprise multiple-choice, short answer and short projects. Assessment is undertaken either during the course (classroom) or at your workplace (distance learning). Assessments are set by IOSH but assessed and moderated by an RRC tutor. Successful delegates are awarded an IOSH certificate.</p> <p>The multiple-choice examination is completed online for RRC's IOSH Managing Safely Distance/e-Learning course.</p>				
<p>Registration on an RRC IOSH e/Distance Learning programme is conditional on students also having regular face-to-face contact with a mentor. Students may nominate their sponsoring employer, a colleague or someone with health and safety experience who is able to:</p> <ul style="list-style-type: none"> Have regular contact with the student to monitor progress Guide them through their studies Ensure study deadlines are kept Supervise the final assessment <p>The mentor's primary role is to monitor the student's progress through the course and to supervise the final assessment set by IOSH. It also involves ensuring that the student has completed the work themselves, keeping as much as possible to the study timetable, and that standards are maintained. While the mentor may advise students on matters relating to the course, queries on the study materials or assessment should be referred to the RRC-appointed tutors.</p>					

IOSH Certificates – More Information

Course Fees				
	Distance/e-Learning	Classroom London	Classroom Birmingham, Newcastle & Chorley	In-company (UK Delivery, excluding expenses)
Directing Safely	N/A	£195 + VAT (£234)	£195 + VAT (£234)	1 Day - £895 + £50 per delegate
Working Safely	£99 + VAT (£112.80) With Printed Materials Add £25	£175 + VAT (£210)	£175 + VAT (£210)	1 Day - £795 + £50 per delegate
Supervising Safely	N/A	N/A	N/A	3 Days - £1,995 + £55 per delegate
Managing Safely	£270 + VAT (£324) With Printed Materials Add £25	£595 + VAT (£714)	£495 + VAT (£594)	4 Days - £2,495 + £55 per delegate
Managing Safely Refresher	N/A	N/A	N/A	1 Day - £895 + £50 per delegate

*Fees are inclusive of assessment fees.

Studying with RRC – Classroom

IOSH Courses

Led by RRC's expert tutors, our 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.

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. On-site parking is free and accommodation is available on site or at a range of hotels and guest houses in the vicinity.

UK – NEWCASTLE

The De Vere Urban Resort is situated on the outskirts of Newcastle. The venue provides accommodation, with other hotels in the immediate area (Travelodge and Premier Inn) and more available in Newcastle itself. It is easily accessible via Metro and bus routes and has ample on-site parking.

BAHRAIN

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.

DUBAI

RRC Middle East's Dubai office is situated in Oud Metha, and runs courses at the training centre and in local 4/5 star hotels. The airport is just 15 minutes away and there is 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 IOSH Tutor Team

- Dr David Towlson, BSc (Hons), PhD, CMIOSH, AIEA, Cert Ed (PCET), MIFL
- Allan Ferguson, BA (Hons), DipNEBOSH, GradIOSH, MIIRSM, MBIFM
- Bob Bowman, MSc, MEd, CMCIEH, SpDipEM, CMIOSH, Cert Ed
- Zoe Neasham, Dip2 OSH, CMIOSH, BSc (Hons)
- Andrew Ashford, BSc (Hons), CMIOSH
- Kevin Coley, MSc, BA (Hons), Dip6 Nebosh, Dip ENV Nebosh, CMIOSH
- Gordon Pimperton, BSc (Hons), DipOSH, CFIOSH
- Alan Springhall, MSc, DipNebosh, GradIOSH
- Dave Robertson, MInstLM, CMIOSH, MIIRSM, RMaPS, AIFL
- Lee Stampton, CMIOSH, CERT ED (FE)
- Stan Jones, CMIOSH, MIFireE
- Jon Dawson, IEng, MIET, GradIOSH
- Rowena Jackson, BSc (Hons), CMIOSH
- Brian Marcon, CMIOSH, MIIRSM, AIEA, MIFL, Cert-Ed 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

e-Learning

RRC's unique e-Zone makes us the leading expert provider of HSEQ 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.

Our structured e-learning programme leads you through your IOSH 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.
- Online final assessment, so there's no need to attend a training centre.

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 high quality colour IOSH course materials.

HEALTH, SAFETY AND EDUCATIONAL EXPERTISE

All RRC 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.

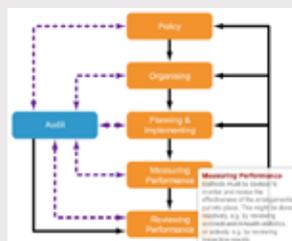
TUTOR SUPPORT

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.



Distance Learning

RRC's IOSH 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 an IOSH 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.

YOUR DISTANCE LEARNING COURSE INCLUDES

Our structured distance learning programmes lead you through your IOSH course and are designed to make learning both enjoyable and effective. The courses closely follow the IOSH 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.
- Additional online resources and links to other useful websites.
- Online forums where students can collaborate with fellow students sharing experiences and discussing relevant topics.



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.



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 written specifically to focus on key points, 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)

RRC Law Guides

These provide a detailed guide to legislation and case law relevant to those studying NEBOSH or similar courses and 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, development and maintenance of ISO 14001 - the international standard for environmental management.

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

Titles Available		
	Printed	Electronic
Executive Briefing on ISO 14001	£6	£4.80 + VAT (£5.76)
Introduction to ISO 14001	£6	£4.80 + VAT (£5.76)
Environmental Issues for Senior Managers	£15	£12 + VAT (£14.40)
ISO 14001 Environmental Awareness	£15	£12 + VAT (£14.40)

RRC Qualifications and Awards

Health and Safety

IOSH

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

NVQ

- NVQ Level 3 Certificate in Occupational Health and Safety
- NVQ Level 5 Diploma in Occupational Health and Safety

NEBOSH AWARDS

- NEBOSH Award in Health and Safety at Work
- NEBOSH Award in Health, Safety & Environment for the Process Industries

NEBOSH CERTIFICATES

- NEBOSH International General Certificate in Occupational Health & Safety
- NEBOSH International Certificate in Fire Safety & Risk Management
- NEBOSH International Certificate in Construction Health & Safety
- NEBOSH National General Certificate in Occupational Health & Safety
- NEBOSH National Certificate in Fire Safety & Risk Management
- NEBOSH National Certificate in Construction Health & Safety
- NEBOSH International Technical Certificate in Oil and Gas Operational Safety
- NEBOSH Certificate in the Management of Health and Well-being at Work

NEBOSH DIPLOMAS

- NEBOSH National Diploma in Occupational Health & 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

CITB CONSTRUCTIONSKILLS SITE SAFETY PLUS

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

ENVIRONMENTAL

IEMA

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

NEBOSH

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

QUALITY

- CQI Certificate in Quality Management

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

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

RRC Online Courses

- Work at Heights
- Risk Assessment
- Electrical Safety
- Health and Safety Induction (For Workers)
- Health and Safety Essential (For Supervisors)
- Transport Safety
- Accident Investigation
- Display Screen Equipment (DSE)
- Manual Handling
- Health and Safety Roles and Responsibilities
- Work Equipment Safety
- Chemical Safety
- Noise Awareness
- Radiation
- Construction Safety
- Developing a Positive Safety Culture

• In company Short Courses

HEALTH AND SAFETY MANAGEMENT

- Achieving Behavioural Change
- Basics of Health and Safety Management
- Business Contingency Planning (Basic Awareness)
- Developing a Positive Health and Safety Culture
- Emergency Planning
- Essentials of HSE for Office Managers
- General Workplace Health, Safety and Welfare Issues
- Introduction to Human Behaviour in Industrial Safety
- Introduction to Measuring Health and Safety Performance
- Introduction to OHSAS 18001
- Managing External Contractors
- Principles of Health and Safety Law
- Worker Health and Safety Consultation

RISK ASSESSMENT

- Basic Workplace Risk Assessment
- Safe Systems of Work and Permits to Work
- Accident and Incident Investigation and Reporting
- Introduction to Failure Tracing Methods

FIRE

- Basic Principles of Fire & Explosion (DSEAR)
- The Essentials of Fire Risk Assessment
- Fire Safety Awareness
- Fire Safety for Fire Marshals/Fire Wardens

TOPIC-SPECIFIC

- Asbestos Awareness
- Duty to Manage Asbestos in Non-Domestic Premises
- Basic Control of Ergonomic Factors
- Basics of Identification, Assessment & Control of Ionising Radiation Health Risks
- Basics of Identification, Assessment & Control of Noise Health Risks
- Basics of Identification, Assessment & Control of Non-Ionising Radiation Health Risks
- Basics of Identification, Assessment & Control of the Thermal Environment
- Basics of Identification, Assessment & Control of Vibration Health Risks
- Carriage of Dangerous Goods
- The Construction (Design and Management) Regulations
- Construction Health and Safety Basics
- DSE Training for Assessors
- Identification, Assessment and Control of Biological Health Risks
- Introduction to Electrical Safety
- Introduction to Environmental Pollution & Waste Management
- Introduction to Machinery Safety
- Introduction to Management of Confined Spaces
- Introduction to Mechanical Handling Equipment
- Introduction to Safe Storage, Handling & Transport of Dangerous Substances
- Introduction to Working at Height
- Managing Occupational Road Risk
- Manual Handling Operations
- Stress Management in the Workplace
- Stress, Substance Misuse & Violence in the Workplace
- Work Equipment – Introduction to Selection, Use, Maintenance & Testing



How to Enrol

To apply for an RRC course, please complete the Application Form and Pre-Course Questionnaire that follow this page and return them to RRC:

POST

RRC

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

EMAIL

info@rrc.co.uk

ONLINE

www.rrc.co.uk

TELEPHONE

+44 (0)20 8944 3100

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 banker's 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 (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. 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).

Classroom 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.

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			
IOSH Certificate Required	Please Tick	Method of Study	Please Tick
Directing Safely		Distance e/Learning	
Working Safely		Classroom	
Managing Safely		Classroom courses – please select course date	
		Venue	
		Course start date DD / MM / YYYY	

Enrolment form

Step 4 – Additional information

How did you hear about RRC?

What are your reasons for enrolling on this course?

Step 5 – Fees

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

VAT: 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 6 – Method of Payment

- I enclose my fees in full. Please make cheque/banker's draft payable to **RRC**
- 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. Please see www.rrc.co.uk for the instalment application form.
- 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

Please return your completed application form to:

RRC 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