



## IOSH Certificated courses

DIRECTING SAFELY

WORKING SAFELY

SUPERVISING SAFELY

MANAGING SAFELY



### **RRC Training**

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# Valuable skills, valuable training

## RRC delivering real value in health, safety and environmental training

We know that people who choose RRC's training courses do so because they want the best course and the best service available in HSE training. How can we be so sure that we offer that?

- Our experience: for over 80 years, RRC has been developing and delivering innovative training programmes to individuals wanting to develop their skills and careers, and companies needing to improve performance.
- Over a million successful students and thousands of businesses have chosen RRC as their preferred provider meaning that you can be sure that your hours of study will be well spent.
- We offer a broad range of bespoke RRC health, safety, environmental and quality management training that includes externally accredited courses from NEBOSH, IOSH, CIEH, IEMA, IOA, ConstructionSkills and CQI, as well as numerous online short courses.
- RRC offers flexible learning solutions, which include face-to-face teaching, e-learning, distance learning and a combination of each of these. We will talk to you about your situation and ensure we match your needs to the best training technique for you.
- Full use is made of the latest technology in order to ensure that the course you choose from RRC remains at the forefront of HSE training, future-proofing your qualification.
- Our approach to course development sets us apart, in that our team comprises not only tutors who are experts in their chosen subjects but also experienced educationalists who ensure that the courses are written to allow you the best studying experience on the market, which in turn gives you the best possible 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 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 years experience of developing courses which ensure the best pass rates for students.

## Value

Study and revision are facilitated by our extensive and easy-to-use study materials, which have been written specifically for the syllabus by our excellent tutors who also act as consultant sources of information and reference. Only RRC develop courses like this, which means we give you value for money and value for your study hours. We take your study time seriously and ensure our courses are written to make the most of each hour.

## Innovation

Our website [www.rrc.co.uk](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. 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.

- Face-to-face – London, Birmingham, Chorley, Newcastle, Bahrain & Dubai
- Face-to-face – In-Company
- Flexible 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 face-to-face 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 30 HSE experts deliver our courses, support our students and help to develop and maintain our materials. They are all fully qualified and are an effective mix of academics, practitioners, consultants and examiners.

Customer Advisers are available to answer any administrative queries and take the hassle out of organising your exams so you can just concentrate on passing them.

## Quality up-to-date study materials

RRC's courses are developed by a dedicated in-house team working to exacting standards. Only the very best subject experts are commissioned as writers.

Unlike most static texts, RRC's materials are updated constantly, with major revisions notified quarterly.

RRC's learning materials are so well respected that they are used by many colleges and institutes, both in the UK and internationally.

## 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  | Supervising Safely                         | Managing Safely  | Managing Safely Refresher | Directing Safely                    |
|-----------------------------------|------------------------|---|--|--|---------------------------|-------------------------------------|
| <b>Face-to-Face Block Release</b> | <b>Dates</b><br>London | 12 Dec 11<br>23 Jan 12<br>17 Dec 12   | 26-28 Sep 11<br>3-5 Apr 12<br>17-19 Sep 12 | 13-16 Dec 11<br>24-27 Jan 12<br>10-13 Apr 12<br>18-21 Dec 12 | In-company                | 29 Sep 11<br>16 Mar 12<br>20 Sep 12 |
|                                   | Birmingham             | CALL  | CALL                                       | CALL   | CALL                      | CALL                                |
|                                   | Newcastle              | CALL  | CALL                                       | 14-18 Nov 11   | CALL                      | CALL                                |
|                                   | Duration               | 1 day   | 3 days                                     | 4 days   | 1 day                     | 1 day                               |
|                                   | Venues                 | <ul style="list-style-type: none"> <li>London (Wimbledon), Birmingham, Chorley, Newcastle, Bahrain &amp; Dubai</li> <li>In-company</li> </ul> |  |  |                           |                                     |

|                          |          |                   |     |          |     |     |
|--------------------------|----------|-------------------|-----|----------|-----|-----|
| <b>Distance Learning</b> | Dates    | Start at any time |     |          |     |     |
|                          | Duration | 10 hours          | N/A | 40 hours | N/A | N/A |

|                           |   |  |  |  |  |  |
|---------------------------|---|--|--|--|--|--|
| <b>Entry Requirements</b> | 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. |  |  |  |  |  |
|---------------------------|---|--|--|--|--|--|

|                   |             |   |  |  |  |  |
|-------------------|-------------|---|--|--|--|--|
| <b>Assessment</b> | Requirement | <p>The assessments vary for each course and comprise multiple-choice, short answer and short projects.</p> <p>Assessment is undertaken either during the course (face-to-face) 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>Registration on an RRC IOSH 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"> <li>Have regular contact with the student to monitor progress</li> <li>Guide them through their studies</li> <li>Ensure study deadlines are kept</li> <li>Supervise the final assessment</li> </ul> <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> |  |  |  |  |
|-------------------|-------------|---|--|--|--|--|

| Course Fees                      |                         |                                       |
|----------------------------------|-------------------------|---------------------------------------|
|                                  | Distance Learning       | Face to Face – Block Release (London) |
| <b>Directing Safely</b>          | N/A                     | £195.00 + VAT (£234.00)               |
| <b>Working Safely</b>            | £99.00 + VAT (£118.80)  | £175.00 + VAT (£210.00)               |
| <b>Supervising Safely</b>        | N/A                     | £475.00 + VAT (£570.00)               |
| <b>Managing Safely</b>           | £299.00 + VAT (£358.80) | £695.00 + VAT (£834.00)               |
| <b>Managing Safely Refresher</b> | N/A                     | Call for details (In-company only)    |

\*Fees are inclusive of assessment fees.

# Studying with RRC – Face-to-face

## Face-to-face

Led by RRC's expert tutors, our face-to-face courses always receive excellent feedback, and we are justifiably proud of the consistently high results achieved by our students. We monitor every aspect of our service from the tutor to the catering and continuously work to ensure the highest standards are maintained.

Our classroom environment provides an interactive and disciplined place for you to learn. The numbers on our courses are limited so you will receive personal attention, and be encouraged to share professional experiences with fellow classmates, enabling you to gain practical knowledge of a wide range of industries.

Extensive support materials make revision easy, and you have the back-up of an expert tutorial panel on hand to help with that last-minute revision before the exam.

## Venues

### UK-LONDON

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

### UK – BIRMINGHAM

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

### UK – NEWCASTLE

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

### BAHRAIN – MANAMA

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

## IN-COMPANY

If you have a group that needs training, why not let RRC come to you. RRC trainers travel the world, delivering high quality training when and wherever it suits our clients. You just provide the training venue and we do the rest.

## RRC IOSH TUTOR TEAM

- Dr David Towlson, BSc (Hons), PhD, CMIOSH, AIEMA, Cert Ed (PCET), MIFL
- Dr Richard Griffiths, PhD, MSc(Env Man), MEd, Cert Ed, GRSC(1st), CMIOSH, MIIRSM, AIEMA, FRSPH
- Dr Jim Phelpstead, BSc, PhD, CMIOSH
- Dr Martin Speirs, PhD, CMIOSH AIEMA CChem MRSC Dip2.OSH SpDipEM
- Mark Dennis, Dip2OSH, CMIOSH, MRSH, MCIT
- John Fillingham, Tech IOSH, MAoFA
- Stan Jones, CMIOSH, MIFireE
- Dave Robertson, MInstLM, CMIOSH, MIIRSM, RmaPS
- David Whitelegg, BSc(Hons) CIWM, CEnv, Dip2 OSH, MIEMA
- Sandy Wilson, Msc Safety Management CMIOSH, FTC, Cert.Ed



# Studying with RRC – Flexible Learning

## Flexible learning solutions

We take learning seriously at RRC and have thought long and hard about how people learn best and this has been translated into the flexible learning solutions we offer. Don't forget we also have dedicated Training Advisors based in London who will help you choose the right style of learning for you and your needs.

All of our home study courses incorporate the same key features:

- Flexibility – enrol at any time and work at your own pace to meet your chosen 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

## Distance Learning

RRC's distance learning programme gives students total control of their studies. You can study anywhere, at a pace that suits you, and at times that fit in with your work/home life.

In addition to the above, your distance learning course includes:

- A full printed set of RRC's highly-respected course materials
- Access to the core elements of the RRC e-Zone containing some additional resources.



# 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>         | £15.00  | £12.00 + VAT (£14.40) |
| <b>Occupational Health and Hygiene</b> | £15.00  | £12.00 + VAT (£14.40) |
| <b>Environmental</b>                   | £15.00  | £12.00 + VAT (£14.40) |
| <b>Quality Management</b>              | £15.00  | £12.00 + VAT (£14.40) |
| <b>Business Communications</b>         | £10.00  | £8.00 + 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> | £35.00  |
| <b>RRC Environmental Law &amp; Case Law Guide</b>       | £35.00  |

## 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 – £6.00

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 – £6.00

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 – £15.00

ELECTRONIC – £12.00 + 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 – £15.00

ELECTRONIC – £12.00 + VAT (£14.40)



# What our students say

"Whenever I saw a good job there was a requirement for a NEBOSH health and safety qualification. I really wanted to be in the health and safety profession, so when a close friend recommended RRC Training and their e-learning courses, I didn't hesitate.

RRC's e-learning course was perfect for me because of its flexibility. I enrolled in October but knew I couldn't give it my full attention until I had finished my Masters. The flexibility allowed me to go online when I could with no time restrictions – and once my degree was complete, I gave it 100%.

One of the great things about RRC's e-learning course is you can test yourself as you go, which I found invaluable. It highlighted my weaknesses so I knew exactly where I had to put in more revision. Plus RRC has online forums, where you can chat to other students and ask questions. The e-Zone really helped me and provided masses of information to help me successfully pass the course.

RRC's Customer Services Advisers were great – so supportive and helpful. RRC made everything straightforward, and with so much accessibility, I really couldn't fail. Now, thanks to RRC, I'm perfectly placed to pursue my health & safety career."

**Pearl Enuoyibo**

NEBOSH International Certificate by e-learning



"I am finding it surprisingly convenient and user-friendly – it really strikes me that a lot of thought has gone into how individuals can study effectively at a distance, bearing in mind work & family commitments always demand time and create distractions which can make it really difficult. The way the course

is put together allows bite sized learning, which I have found really valuable as I can dip into it at lunchtime and on the train commute and feel that I have learnt and achieved something.

I enrolled on RRC's "Introduction to Environmental Management Systems" to gain a detailed and practical understanding of EMSs, particularly ISO 14001. The fact that the course is IEMA accredited and provides professional recognition was important for me. I was quite apprehensive about undertaking an e-learning course, however I have found it to be clearly written, well-structured and thoughtfully designed. The electronic learning environment is really convenient, easy to access and navigate around. It provides all the course information, further points of reference and allows easy communication with the tutors who are approachable and helpful. I am thoroughly enjoying the course and have no hesitation in recommending it or RRC as training providers. I hope to continue further vocational training and upskilling with RRC in the future"

**Dr Hazel Ann Nash**

IEMA Introduction to Environmental Management Systems  
by e-learning



"I have taken the online Accident Investigation course and I successfully scored 92%. Your online portal is so brilliant and user friendly. Your training materials on my NEBOSH, CIEH and the Accident Investigation courses were perfect and straight to the point"

**Samuel Aikhuomogbe**

RRC Accident Investigation by e-learning  
CIEH Level 2 Award in Principles of Risk Assessment by e-learning  
NEBOSH Environmental Certificate by distance learning

"I want to thank RRC for the...course material that is on the online library...I find the new course notes really easy to read and straight to the point. I think they will really boost our chances to pass the exams. Thank you!"

**Lawrence Sama**

NEBOSH International Certificate by distance learning



"Today was my first experience with RRC's short course, I never expected that it will be that efficient and well structured, in spite of the fact that I have studied this topic so deeply in Unit A of the NEBOSH International Diploma. I can confirm that I have well refreshed my knowledge I gained in

the Diploma, many thanks to everyone who contributed in the establishment of this course, well done"

**Mohamed Ezzeldin**

RRC Accident Investigation by e-learning

# RRC's clients

ALSTOM Power  
AMEC  
Amnesty International  
APCOA Parking  
Apex Lifts  
Arjowiggins  
Atkins  
BAE Systems  
BAA Business Support Centre  
Babcock Rail  
Balfour Beatty  
Banham Security  
BP Oil International  
Brighton & Hove City Council  
Britannia Building Society  
British Antarctic Survey  
British Sky Broadcasting  
BT  
Burberry  
Cambridgeshire County Council  
Carillion  
Chevron  
Chiltern Railways  
Christie's Auctioneers  
Citywest Homes  
City Maintenance  
Coca-Cola  
Communication Workers Union  
Cornwall County Fire Brigade  
Covent Garden Market Authority

Cranleigh School  
Croydon Primary Care Trust  
Crystal Palace Football Club  
David Lloyd Club  
Department for Work and Pensions  
DHL  
Drivers Jonas Deloitte  
E D F Energy  
East Midlands Airport  
East Somerset NHS Trust  
Eversheds LLP  
GlaxoSmithKline  
Great Ormond Street Hospital for Children  
Higher Education Funding Council for England  
HMP Spring Hill  
Home Retail Group  
House of Commons  
ISS Waterers Landscape  
Investec Bank  
J D Wetherspoons  
Jobcentre Plus  
Johnson Controls  
London Underground  
Marie Curie Cancer Care  
Marks & Spencer  
Metropolitan Police Service  
Mitie Engineering Services

Mitie Property Services  
Mott MacDonald Group  
Mouchel  
National Assembly for Wales  
National Express Group  
National Grid  
Network Rail  
Nursing & Midwifery Council  
Peabody Trust  
Pfizer  
Primark  
QinetiQ  
Royal Botanic Gardens  
RSA  
Schneider Electric UK  
Scottish & Southern Energy  
Serco Group  
Siemens Wind Power  
Sodexo  
Spectrum Interiors  
Sunseeker International  
Surrey County Council  
T N T Post  
The Crown Estate  
The National Blood Service  
Transport for London  
Travelodge Hotels  
Walkers Snack Foods (Distribution)  
Zurich Financial Services



# RRC Qualifications and Awards

## Health and Safety

### IOSH

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

### NEBOSH – NATIONAL AWARDS

- NEBOSH National General Certificate in Occupational Health & Safety
- NEBOSH National Certificate in Fire Safety & Risk Management
- NEBOSH National Certificate in Construction Health & Safety
- NEBOSH National Diploma in Occupational Health & Safety
- NEBOSH National Certificate in the Management of Health and Well-being at Work (Coming Soon)

### NEBOSH – INTERNATIONAL AWARDS

- NEBOSH Award in Health and Safety at Work
- NEBOSH Award in Safety, Health & Environment for the Process Industries
- NEBOSH International Construction Certificate
- NEBOSH International General Certificate
- NEBOSH International Technical Certificate in Oil and Gas Operational Safety
- NEBOSH International Diploma in Occupational Health & Safety

### CIEH

- CIEH Level 2 Award in Principles of Manual Handling
- CIEH Level 2 Award in Principles of COSHH
- CIEH Level 2 Award in Principles of Risk Assessment
- CIEH Level 1 Award in Health and Safety in the Workplace
- CIEH Level 2 Award in Health and Safety in the Workplace
- CIEH Level 1 Award in Food Safety Awareness in Catering
- CIEH Level 2 Award in Food Safety in Catering

### INSTITUTE OF ACOUSTICS

- IOA Certificate in Workplace Noise Assessment

### CONSTRUCTION SKILLS SITE SAFETY PLUS

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

## Environmental

### IEMA

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

### IOSH

- IOSH Managing Environmental Responsibilities

### NEBOSH

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

## Quality

- CQI Certificate in Quality

## Training Skills

- CIEH Level 3 Award in Training Skills and Practice (TSP)



# RRC Online Courses and In-Company Courses

## RRC's Online Courses

A new exciting range of short online courses from RRC designed to help organisations and individuals develop essential health, safety and environmental skills as and when required, in a way which fits in with you and your life.

These short courses combine the benefits of an interactive classroom situation with the flexibility and accessibility of online study. They are loaded with videos and interactive animations that make learning fun and relevant.

Across the range, the key information is broken down into 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

## 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:

## 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. |
| Email  |  |

| 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         |
| Email  | Email           |

| Step 3 – Course Selection |             |  |             |
|---------------------------|-------------|--|-------------|
| IOSH Certificate Required | Please Tick | Method of Study                                  | Please Tick |
| Directing Safely          |             | Distance Learning                                |             |
| Working Safely            |             | Face-to-face                                     |             |
| Supervising Safely        |             | Face-to-face courses – please select course date |             |
| Managing Safely           |             | Venue London                                     |             |
|                           |             | Course start date DD / MM / YYYY                 |             |

# Enrolment form

## Step 4 – Information required for exam entry

Venue where you wish to sit your exam:

| Intended assessment date<br>(Distance Learning only) |      | Please Tick | Information required for assessment 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                              |

\*Delete as applicable

## Step 5 – Additional information

How did you hear about RRC?

What are your reasons for enrolling on this course?

## Step 6 – Fees

| Course and Exam                                       | Fee including VAT |
|---|-------------------|
| Course Fee  |                   |
|   |                   |
|   |                   |
| Overseas Courier (call for a quote if outside the UK) |                   |
| <b>Total Fees Payable</b>                             |                   |

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 7 – Method of Payment

- I enclose my fees in full. Please make cheque/banker's draft payable to **RRC Training**
- Please debit my MasterCard/Switch/Visa/Solo/Connect Card/American Express (Delete as appropriate)  
(Note RRC cannot accept Visa Electron Cards)  
Card No. \_\_\_\_\_ with the full fee. Card Expiry Date \_\_\_\_\_  
3 Digit Security Code \_\_\_\_\_ Cardholder's Name \_\_\_\_\_  
Cardholder's Signature \_\_\_\_\_  
(Switch and Solo only) Issue No \_\_\_\_\_ Valid From Date \_\_\_\_\_
- I wish to pay by instalments and attach the completed instalment plan application form (see page 13)
- Please invoice my employer (UK Registered Companies Only). **Please attach Official Purchase Order/Letter of Authorisation**

## Step 8 – Acceptance of terms and conditions

I wish to enrol as a participant for the above programme and I agree to pay the fees as stated and to be bound by the terms and conditions set out in the accompanying RRC literature.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Thank you for choosing RRC Training

**Please return your completed application form to:**

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

Tel: +44 (0)20 8944 3108 Fax: +44 (0)20 8944 7099 info@rrc.co.uk www.rrc.co.uk