

# NVQ IN OCCUPATIONAL HEALTH AND SAFETY

LEVEL 3 CERTIFICATE  
LEVEL 5 DIPLOMA



# NVQ Level 3 & 5 in Occupational Health and Safety

RRC are accredited by City and Guilds (C&G) to run two NVQ programmes (National Vocation Qualifications) in Health and Safety. Both of these awards are recognised on the Qualifications Credit Framework (QCF).

This means that, by undertaking one of our NVQ courses, you achieve a nationally recognised qualification which is renowned and valued by employers everywhere.

## What are NVQs?

NVQs differ from the traditional exam-based qualifications; you are assessed on your practical application of knowledge and your competence within the workplace. An NVQ with RRC means:

- You don't need to attend a course of study.
- It fits in with your normal job (it's work-based and flexible).
- You complete it quickly (typically in less than 6 months for the Certificate and 6-12 months for the Diploma).
- You don't need to take exams – it's evidence-based.
- Your valuable portfolio of evidence is kept safe and secure – entirely online – so you have no documents to lose.
- You can use it to gain IOSH membership (just like NEBOSH qualifications).

## What You Need to Achieve: G&C Level 3 NVQ Certificate in Occupational Health and Safety

To achieve this qualification (a minimum of 31 credits), candidates must achieve 5 mandatory units (23 credits) plus a minimum of 8 credits from 2 optional units.

### MANDATORY UNITS

- Unit 301: Ensure responsibility for actions to reduce risks to health and safety (4 credits).
- Unit 302: Develop procedures to safely control work operations (4 credits).
- Unit 303: Monitor procedures to safely control work operations (5 credits).
- Unit 304: Promote a culture of health and safety in the workplace (4 credits).
- Unit 305: Conduct a health and safety risk assessment of the workplace (6 credits).

### OPTIONAL UNITS

- Unit 306: Investigate and evaluate health and safety incidents and complaints in the workplace (5 credits).
- Unit 307: Make sure actions in the workplace aim to protect the environment (4 credits).
- Unit 308: Review health and safety procedures in the workplace (4 credits).
- Unit 309: Supervise the health, safety and welfare of a learner in the workplace (4 credits).

## Which NVQ Should You Take?

**The NVQ Certificate (QCF Level 3).** If you lack any existing health and safety qualifications at this level but have some (limited) health and safety responsibility, authority and autonomy, we recommend starting here first. You can always progress to the Diploma later.

**The NVQ Diploma (QCF Level 5).** If you already have the NVQ Certificate or equivalent (like the NEBOSH Certificate) and you have specific health and safety responsibilities, together with significant authority and autonomy and can influence organisational policies and procedures (in other words, you'll typically already be a health and safety manager or adviser within a senior management team), then this is the right level for you.

## Duration

The start date is flexible. The Certificate typically takes up to 6 months to complete. The Diploma typically takes up to 6-12 months to complete. We've included up to 18 months assessor/verifier support in the cost. Extra charges may apply if you need to take longer than this.

## What You Need to Achieve: C&G Level 5 NVQ Diploma in Occupational Health and Safety Practice

To gain this qualification, candidates must achieve all 11 mandatory units. You can choose to add elective (optional) units, and this must include elective unit 611 to qualify for GradIOSH level membership.

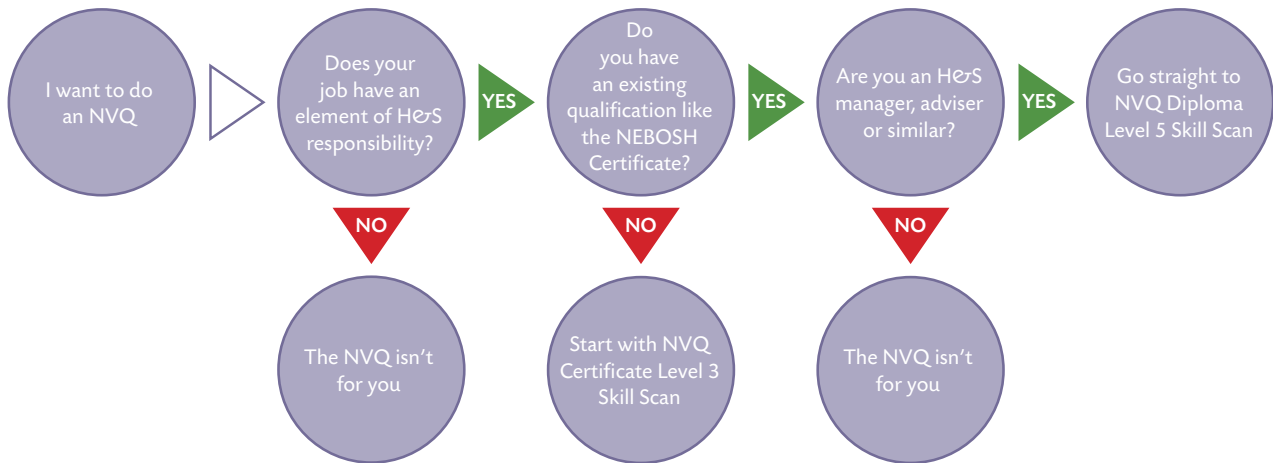
### MANDATORY UNITS

- Unit 402: Develop and implement effective communication systems for health and safety information
- Unit 510: Promote a positive health and safety culture
- Unit 511: Develop and maintain individual and organisational competence in health and safety matters
- Unit 512: Control health and safety risks
- Unit 513: Develop and implement proactive monitoring systems for health and safety
- Unit 514: Develop and implement reactive monitoring systems for health and safety
- Unit 515: Develop and implement health and safety emergency response systems and procedures
- Unit 516: Develop and implement health and safety review systems
- Unit 517: Develop and implement a health and safety audit
- Unit 518: Behavioural safety in the workplace
- Unit 610: Develop and implement the health and safety policy

### ELECTIVE (OPTIONAL) UNITS

- Unit 519: Influence improvements in health and safety practice
- Unit 520: Develop, implement and review the organisations health and safety strategy
- Unit 521: Contribute to health and safety legal actions
- Unit 522: Manage contractors to ensure compliance with health and safety
- Unit 523: Develop and implement the health and safety induction process
- Unit 611: Professional development and ethics in health and safety management  
(You will need to complete this for GradIOSH membership level)

# NVQ Level 3 & 5 in Occupational Health and Safety



## Entry Requirements

There are no formal entry requirements for the NVQs; however, as it is a work-based programme, you will need to be employed in a health and safety role. This will ensure that you are able to demonstrate the practical competence needed. Prior to enrolling on the NVQ, you will be required to complete a short skills assessment (it's called a 'Skill Scan') – this will ascertain whether the course is suitable for you. This short questionnaire will help to identify any gaps in your skills and will suggest where best to begin the course.

You will need to have reasonable English language skills in order to undertake an NVQ course.

## Completing Your NVQ

The NVQs consist of a range of units covering core health and safety topics. Each of these units will have its own assessment criteria; you need to provide evidence that you have met all of the assessment requirements. An RRC NVQ assessor will be assigned to you; they will provide guidance on the assessment criteria and may set tasks aimed at ensuring that you collect adequate evidence. Evidence can take many forms, such as documents, videos, photographs and witness statements; however, all evidence must be your own work. You will be provided with an e-Portfolio system which allows you to upload your evidence at any time, from anywhere; all that is required is a computer, internet connection and a web browser. All of your material will be assessed online by your assessor.

If you enrol on the NVQ Certificate, we will provide you with an electronic copy of the NEBOSH Certificate course book to use as a reference; alternatively, if you are studying the NVQ Diploma, you will have access to an electronic version of the NEBOSH Diploma course book. Access to these course books is an important resource for the NVQ programme; if you need to refresh your knowledge in order to complete a task, these course books will provide you with a valuable source of information.

You will complete your NVQ only when the required number of units has been covered and evidence of this has been confirmed by internal and external verifiers.

## Fees

- NVQ Certificate in Occupational Health and Safety: £1,495 + VAT (£1,794) – inclusive of C&G registration fees.
- NVQ Diploma in Occupational Health and Safety: £1,750 + VAT (£2,100) – inclusive of the 11 mandatory units + 1 elective unit (of your choice) and C&G registration fees. Additional Elective Units are charged at £150 + VAT

## How to Apply

To apply for an NVQ with RRC please first complete and email the Skill Scan Self Assessment for your chosen NVQ to [gary@rrc.co.uk](mailto:gary@rrc.co.uk) (refer to the simplified flowchart above to help decide which Skill Scan to complete).

We'll then get back to you as soon as possible to confirm whether NVQs are right for you or whether another product would suit you better. We will then ask you to complete an enrolment form with your details.

The Skill Scan is not an entry test. It's just to help decide whether NVQs are right for you and, if they are, which one would be best. It will also help you identify any skills gaps, or areas where you might have difficulty, and the best areas to start your evidence-gathering. It gives you a head start and even forms part of your portfolio of evidence! If you are still unsure which NVQ is right for you, contact us for more information.

E-mail: [gary@rrc.co.uk](mailto:gary@rrc.co.uk)

Telephone: +44 (0)20 8944 3108

# C&G Level 3 Certificate in Occupational Health and Safety

## SKILL SCAN: INTRODUCTION

Name	<input type="text"/>
Address	<input type="text"/>
Date	<input type="text"/>
Contact E-mail	<input type="text"/>
Contact Phone	<input type="text"/>

### What To Do

On these pages you will find some questions designed to see how confident you are about your ability to provide work-related evidence to match the criteria to achieve each unit.

This will help us plan progression that suits your individual needs.

There are no 'right' or 'wrong' answers because everyone is different.

When answering the questions, please keep these two points in mind:

- It is important to give answers that accurately reflect your ability.
- Answer every question – don't skip any!

Here are the guidelines for completing the questionnaire ratings:

**SCORE YOURSELF 1** if you:

- Have little knowledge of this topic/task.
- Have never actually carried it out.
- Think you would need training to develop this.

**SCORE YOURSELF 2** if you:

- Think you have some knowledge of this topic/task.
- May have been involved with it from time to time.
- Think you may require help to undertake it.

**SCORE YOURSELF 3** if:

- You have a good knowledge of this topic/task.
- It has been part of your job in the past.
- You may feel you might benefit from a refresher or update on the topic.
- You may have done it before, but you would like it checking out.

**SCORE YOURSELF 4** if you:

- Consider yourself fully competent and skilled at this topic/task.
- Are confident enough to carry it out without any training.
- Could easily produce evidence of your skills in this area.

**PLEASE ASK IF SOMETHING IS NOT CLEAR!**

### How Confident Are You?

Having confidence in ourselves is very important in almost everything we do, yet many struggle to feel confident when dealing with other people. This can spiral downwards as a lack of confidence can act as a barrier to becoming successful. If someone asking you to carry out a specific task was nervous, awkward and apologetic, would you want to support their idea?

### So, How Confident Do You Appear to Others?

Your level of self-confidence can present itself in many ways, including: behaviour, body language, the way you talk, what you say and how you say it, and so on. Look at the following comparisons of common confident behaviour with that associated with low self-confidence. Which thoughts or actions do you recognise in yourself and people around you?

SELF-CONFIDENT	LOW IN SELF-CONFIDENCE
Not worrying what others think when doing what you believe is right even if they criticise you or laugh at you.	Worrying about what other people will think if you go ahead with a task.
A risk-taker who is happy to try something new even if you might fail.	Having a fear of failure and only like to do things you are comfortable with.
Admitting when you have made a mistake but willing to learn from them.	Trying to cover up your mistakes and look to hide them or blame something other than yourself.
Not looking for others' congratulations after every job and happy to take the lead if necessary.	Looking towards others whilst exaggerating your own merits.
Accepting compliments with grace, not making excuses why it was a job well done but accepting that your hard work had achieved results.	Dismissing compliments with an excuse why it was a success.

From the list above you can see that low self-confidence can have an unfavourable effect on others. Often, self-confident people come across as positive, enthusiastic and energetic people, whilst those low in confidence often appear negative and unwilling to join in or take on extra tasks.

**AIM: TO HAVE A GOOD BALANCE OF CONFIDENCE IN YOUR OWN ABILITY.**

Know your limitations, and work on the successes you already have achieved. Have a look at your strengths as identified above, try hard to recognise when you are giving a negative response and think whether an alternative might be within your reach. Be realistic about your expectations but set them a little higher each time and things that you do will build confidence.

# C&G Level 3 Certificate in Occupational Health and Safety

## SKILL SCAN: QUESTIONNAIRE (1)

REF	QUESTIONS	RATING (1 2 3 4)	COMMENTS For example: What would help you? How do you do this, etc...?
	Can You:		
1	Identify health and safety legislative requirements for the job?		
2	Identify the hazards relating to workplace and work practice, including equipment?		
3	Estimate the risks relating to the workplace and work practice including equipment?		
4	Monitor health and safety at work?		
5	Find health and safety information (or know where to find it)?		
6	Review health and safety procedures in the workplace?		
7	Develop procedures to safely control work operations?		
8	Assemble an accident investigation team?		
9	Investigate and evaluate health and safety incidents and complaints in the workplace?		
10	Effectively communicate health and safety information?		
11	Create action plans related to health and safety improvements?		
12	Prepare and deliver presentations relating to health and safety at work?		
13	Recognise your own weaknesses and know when to seek expert advice and guidance?		
14	Identify risks to the environment relating to your organisation?		



# C&G Level 3 Certificate in Occupational Health and Safety

## SKILL SCAN: QUESTIONNAIRE (2)

REF	QUESTIONS	RATING (1 2 3 4)	COMMENTS For example: What would help you? How do you do this, etc...?
15	Minimise the risks to the environment arising from the workplace?		
16	Demonstrate knowledge of legislation relating to environmental matters that affect your own workplace?		
17	Identify suitable resources and documentation for a workplace undergoing a review of health and safety?		
18	Select and use personal protective equipment and clothing?		
19	Define a clear job role or programme of work activities for a trainee (you acting as their supervisor)?		
20	Produce and implement a plan to supervise the health, safety and welfare of a learner/ trainee in the workplace?		
21	Respond to incidents, development needs and achievements of the trainee relating to health and safety?		
22	Use information technology		
	Word		
	Excel		
	PowerPoint Presentations		
	Data Base		
	Publisher		
	Email		
	The Internet		
	Scanning		
23	Bring together all relevant information to produce a portfolio of evidence?		

# C&G Level 5 Diploma in Occupational Health and Safety

## SKILL SCAN: INTRODUCTION

Name

Address

Date

Contact E-mail

Contact Phone

Do you hold a relevant Level 3 Qualification e.g. NEBOSH NGC?  Yes  No If yes, approx. date awarded (month/year)

### What To Do

On these pages you will find some training questions designed to see how confident you are about your ability to provide work-related evidence to match the criteria to achieve each unit.

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There are no 'right' or 'wrong' answers because everyone is different.

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# C&G Level 5 Diploma in Occupational Health and Safety

## SKILL SCAN: QUESTIONNAIRE (1)

REF	QUESTIONS	RATING (1 2 3 4)	COMMENTS For example: What would help you? How do you do this, etc...?
	Can You:		
1	Investigate ways to overcome barriers to change?		
2	Demonstrate commitment to a positive health and safety culture within your organisation?		
3	Identify the people and groups who may be affected by the health and safety process relating to your organisation?		
4	Define the statutory health and safety requirements for the workplace?		
5	Identify deficiencies in the health and safety policy?		
6	Develop and implement the health and safety policy?		
7	Ensure quality management requirements are applied to all health and safety documentation?		
8	Explain the input – conversion – output model of the organisation?		
9	Effectively evaluate health and safety information?		
10	Effectively communicate health and safety information?		
11	Assess the health and safety competence needs of the organisation and the people therein?		
12	Explain the principles of training, course design and delivery?		



# C&G Level 5 Diploma in Occupational Health and Safety

## SKILL SCAN: QUESTIONNAIRE (2)

REF	QUESTIONS	RATING (1 2 3 4)	COMMENTS For example: What would help you? How do you do this, etc...?
13	Prepare, deliver and mark tests and assignments?		
14	Identify, assess and control health and safety risks?		
15	Prepare and present health and safety reports?		
16	Describe the whole range of monitoring equipment used in your organisation relating to health and safety?		
17	Investigate health and safety loss events?		
18	Conduct statistical and epidemiological analysis?		
19	Present health and safety information in numerical and graphical format?		
20	Explain health and safety statutory and common law requirements regarding loss events?		
21	Develop and implement health and safety emergency response systems and procedures?		
22	Maintain records for the procedure for control of a health and safety emergency in the organisation?		
23	Explain the health and safety statutory requirements for: Emergency response procedures including: <ul style="list-style-type: none"> <li>• First Aid and medical response provision</li> <li>• Fire</li> <li>• Major disasters</li> <li>• Ionising radiation incidents</li> <li>• Environmental impact events</li> </ul>		

# C&G Level 5 Diploma in Occupational Health and Safety

## SKILL SCAN: QUESTIONNAIRE (3)

REF	QUESTIONS	RATING (1 2 3 4)	COMMENTS For example: What would help you? How do you do this, etc...?
24	Develop and implement health and safety review systems?		
25	Explain the principles of electronic and paper record systems?		
26	Identify new developments in health and safety?		
27	Contribute to groups and committees to develop health and safety practice?		
28	Use Information Technology:		
	Word		
	Excel		
	PowerPoint Presentations		
	Data Base		
	Publisher		
	Email		
	The Internet		
	Scanning		
29	Bring together all relevant information to produce a portfolio of evidence?		

# RRC NVQ Application

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You have been accepted on an RRC NVQ programme, please read the following information on payment and terms and conditions and then complete the registration form that follows.

## Methods of Payment

All payments are to be made in GBP (pounds sterling). You can use any of the following methods of payment:

Payment in full by charging your MasterCard/Switch/Visa/Solo/Connect Card/American Express.

Payment directly to our bank account – please call for details.

Payment in full by cheque or banker's draft made payable to 'RRC'.

Invoice: UK-registered companies only. Please attach to your application form an official purchase order/letter confirming your employer's authorisation. Terms of payment are 30 days from invoice date.

## Terms & Conditions

### LEARNING AGREEMENT

Fundamental to NVQs is the process of demonstrating competence. This involves gathering a portfolio of work-based evidence which is assessed against the NVQ criteria.

### RRC'S RESPONSIBILITIES TO YOU/YOUR ENTITLEMENTS

RRC will assign to you an NVQ assessor and a verifier, who will support you for up to 18 months from the date of your enrolment acceptance date. Additional charges may apply if you require support after 18 months.

The assessor will guide you on the tasks you need to undertake and the evidence you need to collect to fulfil the requirements of your NVQ. They will be available for support as often as you like by telephone and email (through the e-Portfolio system – see below). Your assessor may also require you to attend face-to-face meetings to discuss progress at mutually convenient locations and times. The assessor may set you specific tasks to complete to aid evidence-gathering. The assessor will also complete a preliminary assessment based on whether you have fulfilled the requirements for each unit of the NVQ. This is subject to internal verification (by RRC) and external verification (by C&G, the examination board). In addition to the services of an NVQ assessor and verifier, RRC will provide the following:

- A dedicated e-Portfolio system to upload your evidence (including documents, videos, etc). This is a secure location for your evidence and will be regularly backed up. It is accessible by authorised people only (assessors, verifiers, administrators and, optionally, your employer).
- A Reference Book – RRC will provide a full electronic copy of their course book for either the NEBOSH National General Certificate (for NVQ Certificate candidates) or NEBOSH National Diploma (for NVQ Diploma candidates) in Health and Safety. Your assessor may refer to various sections of these books for background reading.

If successful in your assessment, your support will cease at the end of the month in which the results are issued. If you are unsuccessful, RRC will discuss the available options with you.

### YOUR RESPONSIBILITIES UNDER THIS AGREEMENT

#### English Language

If English is not your first language, you need to ensure that your proficiency in both written and spoken English is of a sufficient standard to enable you to meet the demands of the NVQ.

#### Period of Support

You must make every effort to complete your NVQ within 18 months of your enrolment acceptance date (your support period). If you require support beyond this period, additional charges may apply at the discretion of RRC.

You must advise RRC immediately of any changes in your contact details. This will ensure you get the full support to which you are entitled.

## COMPLETION

Your NVQ is deemed complete under any of the following circumstances:

- You have successfully completed the NVQ for which you have enrolled.
- You advise RRC of your withdrawal.
- You have reached the end of your support period.
- You have failed to pay any fees when they are due.
- You have your studentship terminated by RRC.

## E-PORTFOLIO

You must use the e-Portfolio system to present your evidence to your assessor. Paper-based evidence will not be accepted.

RRC request that you do not share your login details with any other party. Any transgression may result in your studentship being terminated.

## EVIDENCE-GATHERING

You are responsible for managing your activities and raising queries with your assessor.

## ADDITIONAL CHARGES

In the event that you are unable to complete your NVQ within the original support period, it is essential that you discuss the issue with your assessor before the support period expires.

Additional charges may apply in the following circumstances:

- Where additional support is required beyond the original 'support period': Assessor/verifier – £30 per hour + VAT.
- Travelling expenses – charged at standard mileage rates (car) if a face-to-face meeting is required.
- Cancellation/failure to attend a pre-arranged face-to-face meeting where less than 48 hours notice is given: Assessor/verifier – £30 per hour + VAT.
- Travelling expenses – charged at standard mileage rates (car) if a face-to-face meeting is required.

## TERMINATION BY RRC

RRC reserve the right to terminate a student's NVQ for non-payment of fees or misconduct. For details of the appeals procedure, please contact RRC.

Circumstances necessitating the termination of studentship are:

- Breaching RRC's copyright.
- Failing to pay fees when they are due.
- Passing on e-Portfolio access details or information downloaded from the e-Portfolio to others.
- Using abusive language to RRC staff or fellow students.

## CANCELLATIONS

We are confident that you will be delighted with your NVQ, but should you feel less than satisfied, you can cancel within 14 days of your enrolment date and receive a full refund of fees.

## WHAT TO DO IF YOU ARE DISSATISFIED WITH THE SERVICE YOU RECEIVE FROM RRC

At RRC, we aim to ensure that we fully meet our obligations under this Learning Agreement and that all of our students are fully satisfied with the service they receive. However, if you feel we have not met our obligations under the Learning Agreement or you are dissatisfied with any other aspect of the service you have received from RRC, we would welcome your comments on the matter. We will take the matter seriously and conduct a full investigation into the circumstances concerning your grievance.

# Enrolment Form

## Important Information

Your enrolment will not be processed until you have been accepted onto an NVQ programme.

If you have studied with RRC before please enter your RRC Student Number here \_\_\_\_\_

Step 1 – Personal details
Full Name
Address
Post Code
Country
Daytime Tel. No
Evening Tel. No
Email

Step 2 – Information required for assessment
<b>Date of birth</b> DD / MM / YYYY
<b>Gender</b> Male/Female*
Name to appear on Certificate (BLOCK CAPITALS)
Country of Residence

Step 3 – 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 4 – Skills assessment	
I enclose the completed skills assessment for	Please tick
NVQ (Level 3) Certificate in Occupational Health and Safety	
NVQ (Level 5) Diploma in Occupational Health and Safety	

Step 5 – Fees	
Course and exam	Fee including VAT
NVQ (Level 3) Certificate in Occupational Health and Safety	
NVQ (Level 5) Diploma in Occupational Health and Safety	
<b>TOTAL FEES PAYABLE</b>	

# Enrolment Form

## 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](http://www.rrc.co.uk) for the instalment application form. (Maximum instalment period 6 months)
- 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 3100

Fax: +44 (0)20 8944 7099

info@rrc.co.uk

www.rrc.co.uk

Skype ID: rrctraining

\*For guidance on how to add your scanned signature to this document, please view the walkthrough at:  
[http://help.adobe.com/en\\_US/reader/using/WS82af097c4236e2eb3543853d130e391c674-8000.html](http://help.adobe.com/en_US/reader/using/WS82af097c4236e2eb3543853d130e391c674-8000.html)