



NVQs in Occupational Health and Safety

RRC Training and **Safety Solutions** have joined forces to offer our customers an even more comprehensive range of services.



Safety Solutions, a leading UK training provider, was formed in 1992 and offers a wide range of safety training, including NEBOSH courses by day release, NVQ Levels 3 & 4 and specialist programmes on disaster management. Combined with RRC's experience of developing and delivering the highest quality training programmes on the market today, we are confident that together we can provide our customers with the training programmes and delivery methods that best suit their needs.

National Vocational Qualifications (NVQs) are awarded following an assessment of skills, as they are applied in a work situation, according to standards developed by the relevant vocational bodies. An NVQ candidate's theoretical knowledge must also reach an agreed standard and their job must enable them to put that knowledge into practice. This is achieved through the building of a portfolio of evidence and observations by an independent Assessor.

The NVQ in Occupational Health and Safety enables candidates to meet health and safety strategy criteria of putting theory of NEBOSH Certificate into proof of workplace competence.

Levels

- **Level 3** is for people at work, such as managers and supervisors, who have health and safety responsibilities but are not at practitioner level.
- **Level 4** is designed for health and safety practitioners who are able to advise, influence and control policies and procedures covering relevant health and safety matters.

Under the revised arrangements completion is targeted between 9-12 months. Unit accreditation is available at each stage of achievement. You can build up your portfolio in your own time and submit each unit as you go along or the full portfolio when you have completed. Initial interviews can take place at Dartford, London or where inconvenient for disabled learners, at their premises. Thereafter much of the qualification can be completed on a distance basis.

Candidates are registered with City and Guilds. NVQ 3 also permits entry to NEBOSH Level 6 Diploma or NVQ 4. The NVQ 4 operates in a similar way to NVQ 3 but is a higher level programme which involves decision making on a very broad range of risks, many of which will be complex and could be life or organization threatening, calling for a high level of technical and managerial competence. Completion of the NVQ competence qualification proves that the person can put theory into practice at the workplace.

NVQ Level 3 in Occupational Health and Safety

The qualification content is as follows:

Mandatory Units:

- 601** Make sure your own actions reduce risks to health and safety
- 602** Develop Procedures to safety control work operations
- 603** Monitor procedures to safety control work operations
- 604** Promote a health and safe culture within the workplace
- 606** Conduct a health and safety assessment of a workplace

Optional Units: 2 from any of the following:

- 605** Investigate and evaluate health and safety incidents and complaints in the workplace
- 607** Make sure your own actions within the workplace aim to protect the environment
- 608** Review health and safety procedure in workplaces
- 609** Supervise the health, safety and welfare of a learner in the workplace

Cost of NVQ 3 £1950+ VAT (£2291.25)

The City & Guilds Fees (Certification, etc.) payable on completion £275 (non VAT)

RRC Training, 27 - 37 St George's Road, London SW19 4DS, United Kingdom
Telephone: +44 (0)20 8944 3108 : Fax: +44 (0)20 8944 7099
E-mail: info@rrc.co.uk : Web: www.rrc.co.uk



All NEBOSH candidates on General or Construction Certificate or Diploma Unit A courses are also registered with City & Guilds for NVQ 3 as this provides the underpinning knowledge required.

NVQ Level 4 in Occupational Health and Safety Practice

The NVQ 4 involves decision making on a very broad range of risks, many of which will be complex and could be life or organisation threatening, calling for a high level of technical and managerial competence. Candidates must obtain all ten units to gain the full qualification.

The qualification content is as follows:

611 Promote a positive health and safety culture

612 Develop and implement the health and safety policy

613 Develop and implement effective communication systems for health and safety information

614 Develop and maintain individual and organisational competence in health and safety matters

615 Identify and control health and safety risks

616 Develop and implement pro active monitoring systems for health and safety

617 Develop and implement reactive monitoring systems for health and safety

618 Develop and implement health and safety emergency response systems and procedures

619 Develop and implement health and safety review systems

620 Influence and keep pace with improvements in health and safety practice

NVQ 4 Scheme A – Candidates must have at least 5 years experience in Health and Safety Practice. Up to 5 Days on the NEBOSH Diploma included.

£2950 + VAT (£3466.25)

NVQ 4 Scheme B – Candidates must have at least 3 years experience in Health and Safety and Level 3 Qualification. Up to 10 Days on the NEBOSH Diploma included.

£3950+ VAT (£4641.25)

The City & Guilds Fees (Certification and cost for final formative assessment) payable on completion £375 (non VAT).

NVQ's enable candidates put theory into practice at the workplace in a competent manner. NEBOSH Diploma students will also be registered with City & Guilds for Level 3 & 4.



APPLICATION FORM

Please complete in BLOCK Capitals

Surname Mobile

Work Phone Post Code

Date of Birth..... Email.....

First Name Current Employer

Address Fax

Home Phone Position

Do you have any disability or special needs requirements? If so, please specify:

.....

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Programme Applied for:

| Course Details | Ref | Location | Dates | Cost |
|----------------|-----|----------|-------|------|
| | | | | |

Who is paying for this Course? (If different from above)

Company Fax

Contact E-mail

Address Will our invoice require a Purchase Order Reference?

..... YES/NO

..... Purchase Order No

Post Code *Please attach a copy of the PO to this Form*

Phone

Authorised Signature Date.....



Terms & Conditions

The following terms and conditions, Clauses 1 to 12 inclusive, apply to any agreement made between Safety Solutions (UK) Ltd (The Company) and the other party to such agreement (The Client).

1. **General.** All orders are accepted and supplied subject to the following express terms and conditions, warranties and representations, express or implied and statutory or otherwise, except as to title, are hereby excluded. No addition thereof shall be binding unless agreed in writing by the authorised representatives of The Company and The Client.
2. **Orders.** The Company reserves the right (without prejudice to any other remedy) to cancel any uncompleted order or to suspend the training or consultancy services of The Company in the event of any of the Client's obligations to The Company not being met when due. If an order is cancelled by The Company in the aforementioned circumstances, or is cancelled for any reason by The Client then The Client shall indemnify The Company against all loss, costs (including the cost of all labour and materials used and overheads incurred), damages, charges and expenses arising out of the order and the cancellation thereof.
3. **Extra cost.** In the event of any suspension of work through The Client's instructions, the price given shall be increased to cover extra expense thereby incurred by The Company.
4. **Payment Sales.** Determined by agreement to be that of Consultancy Services shall be payable 30 days from the date of the invoice. Sales for Training Services shall be payable prior to the commencement of the first day of the training programme. Payments for late registrations, that is to say registrations received 7 days or less prior to the commencement of a course shall be payable within 7 days from the date of the invoice.
5. **Contingencies.** The Company shall not be responsible for non performance or delay in whole or in part of its obligations nor under any liability to The Client in respect thereof if such non performance or delay in performance is due to Acts of God, war, sabotage, civil disturbance insurrection, government regulation, embargoes, strikes, labour disputes, illness, flood, fire tempest, accident or any other course beyond the control of The Company.
6. **Financial Condition.** If, in The Company's judgement, The Client's financial condition does not justify the terms of the payment specified, The Company may cancel any unfilled orders unless The Client shall upon written notice, immediately pay for any services provided or shall pay in advance for all services requested and unfilled or both at The Company's option.
7. **Legal Constriction.** These conditions and the contract of which this document forms part shall in all respects be constructed and operate in accordance with English Law.
8. **Cancellations.** By The Client for confirmed Training which shall include receipt by The Company of a signed Student Registration form shall incur the following penalties and shall be payable under type terms at 4 above 0% of the total charges if cancelled 30 days or more prior to the commencement of the intended service. 30% of total charges if cancelled between 29 days and 14 days prior to the commencement of the intended service. 50% of the total charges if cancelled between 13 days and 7 days prior to the commencement of the intended service. 100% of the total charges if cancellation is received 6 days or less prior to the commencement of the intended service. These conditions relate to public courses and in house programmes. Attendance by a Student at one or more days of any Training Course provided by The Company shall constitute full attendance and course fees shall be payable in full and in accordance with 4 above.
9. **Tutor and Consultants.** The Company shall reserve the right to utilise Teaching and Consultancy Staff in a manner best considered by The Company to suit the requirements of The Client.
10. **Prices and Quotations.** Any order resulting from a quotation will be subject to these conditions. Any variations of these conditions in any document of The Client is in applicable unless accepted in writing by The Company. The Company shall reserve the right to make alternations to prices quoted in any publicity or price list prior to the acceptance of any order. Unless otherwise expressly stated therein, a quotation may be withdrawn from The Client at any time before acceptance and confirmation by The company of the contract of sale.
11. **Confidentiality.** The Client shall not at any time disclose any confidential information or knowledge as to methods of training, drawings, quotations, documents or other information relating to The Services provided or Company and shall on demand return any papers relating to the same to The Company. The Client shall agree not to approach or procure the services of any member of the permanent or sub-contracted staff of The Company for the duration of any agreement with The Company and for a period of not less than 12 months after completion of the agreement.
12. **Any Books.** Course Notes and other Training Material provided by The Company shall remain the property of The Company until payments relating to such goods are received in full.