
ATM Safety & Environment



NEBOSH National Certificate Course

National General Certificate

ATM Safety & Environment
Berrington Lodge, Hoo Lane
Chipping Campden, Gloucestershire GL55 6AZ
United Kingdom
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www.atmsafety.org.uk

NEBOSH National General Certificate

The NEBOSH National General Certificate (NG) is intended for managers, supervisors and staff from all types of organisations who need a broad understanding of health and safety issues. The NG is also suitable as a first step on a career in health and safety.

Entry Qualifications

No formal qualifications are required but candidates must have a reasonable standard of written English.

Course Structure

The syllabus comprises 11 elements:

1. Why we should manage workplace health and safety
2. How health and safety management systems work and what they look like
3. Managing risk – understanding people and processes
4. Health and safety monitoring and measuring
5. Physical and psychological health
6. Musculoskeletal health
7. Chemical and biological agents
8. General workplace issues
9. Work equipment
10. Fire
11. Electricity

Assessment

Assessment is by examination and project. Elements 1-4 are assessed by a 2 hour closed book examination, Elements 5-9 by a risk assessment carried out in the candidates own workplace or equivalent working area. Both the examination and the workplace assessment are marked by NEBOSH.

The written exam can be taken at our exam centre in Chipping Campden or by special arrangement in other areas in the UK or overseas. Standard date exams are held in March, June, September and December.

Modes of study

Students can study by E-learning or distance learning, or on a group course by special arrangement.

E learning

Students are provided with a login to our e-learning website, and access to downloadable notes. The site provides lessons to work through, and coursework questions to complete and submit online for marking. Tutor dents or more support is available by email, telephone or post.

Distance/E learning

Hard copy study notes and coursework are provided in addition to a login to our E-learning website if required. Coursework can be submitted to ATM by post, email or through our e-learning website. Tutor support is available by email, telephone or post.

Group courses

Group courses for 5 candidates or more can be arranged on request, using standard examination dates or through arranging a special on-demand examination.

Fees

The course fee is £300 for E-learning, and £350 if a set of printed notes is required. The fee for distance learning is £350. The assessment fees are £150 in total, £75 for the written exam and £75 for the project. The course fee includes support for a period of 12 months, so candidates have the choice of four exam sittings (see “Terms and Conditions”). Fees for group courses are available on request, please ask for a quote.

ENROLMENT

Please complete the application form on the next page and return to ATM Safety & Environment.

DISCOUNTS

Discount will be considered for multiple enrolments where course materials are dispatched as one consignment. Please ask for a quotation.

PAYMENT

The application form should be returned with a cheque made payable to ATM Safety & Environment or sent with an official purchase order. Payments may also be made by most debit/credit cards and by bank transfer. Please bank transfers please contact us for account details.

CANCELLATIONS

No cancellations will be accepted, or refunds given once an order has been placed.

EXAMINATION FEES

The examination fees quoted in this leaflet are valid to March 2020. We reserve the right to increase exam registration fees in line with any increase imposed by NEBOSH after that date.

DISPATCH OF CERTIFICATES AND PARCHMENTS

Certificates are sent by Royal Mail tracked service in the UK and Royal Mail International Signed For service to addresses outside the UK. For candidates requiring their certificates sending by courier on completion of the course, rather than Royal Mail International Signed For, there will be a fee to cover the difference in costs between the services.

INFORMATION

For further information please contact:

ATM Safety & Environment

Berrington Lodge, Hoo Lane, Chipping Campden. GL55 6AZ. United Kingdom

Tel: +44 (0)1386 840198

Email: info@atmsafety.co.uk

ATM SAFETY & ENVIRONMENT APPLICATION FORM

Mr/Mrs/Miss/Ms/Dr.....Name.....

(Please write your name as you would like it to appear on your qualification certificate)

Date of birth ----/-----/------ Male Female Nationality-----

Address for correspondence

Address for sending learning materials (if different from above)

Telephone No.....E-mail address.....

NEBOSH National General Certificate - NG	√ and £
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I wish to study for the NG Certificate by E-Learning. *Cost £300*

I wish to study for the NG Certificate by Distance/E- Learning with hard copy course notes
Cost £350

Examination fees can be included or excluded and paid at a later date	√ and £
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I wish to pay for the written exam @ £75
I wish to pay for the risk assessment practical @ £75

Total Fees

I have read and accept ATM Safety & Environment's terms and conditions

Signature of applicant.....Date.....

Note: No cancellations will be accepted or refunds given once an order has been placed.

Method of Payment

Cheque Debit/credit Card Bank Transfer Invoice Total amount £

Payment by Card (if paying by card please phone or pay online at www.atmsafety.org.uk).

Please return to: ATM Safety & Environment, Berrington Lodge, Hoo Lane,
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Tel: +44(0)1386 840198 Email:info@atmsafety.co.uk

Terms and conditions

These terms and conditions relate to the provision of NEBOSH¹ training courses.

1. All students are required to provide personal identifiers such as current address, contact telephone number, e-mail address, and date of birth. This information is held on computer and may be passed on to an awarding body for the purposes of student registration. This information is not given to any other parties or to other students without prior consent.
2. Students are required to contact ATM when and if their contact details change.
3. All course fees must be paid before any E-learning logins are provided or course notes sent out, unless a company purchase order² has been received and accepted by ATM as confirmation of funding. In the latter case ATM will enrol students before payment is received.
4. Training course materials provided remain the copyright of ATM Safety & Environment and must not be reproduced or passed to any third party for reproduction in whole or in part.
5. Once an order has been placed, no cancellations will be accepted, or refunds given. However, a company may put another employee on to a course if the original candidate is unable to take up their place prior to commencement of the course programme.
6. A learning contract for NEBOSH courses is valid for 12 months i.e. students must take the examinations within one year of starting the course. For Diploma courses only the workplace assignment may be submitted up to six months after the written examinations have been taken, therefore extending the learning contract to 18 months.
7. Students who do not take all or specific units of an award during their initial learning contract with ATM, can apply to extend their learning contract for a further year subject to paying 50% of the current course fee for the outstanding units.
8. Students who sit examinations within their learning contract but who are referred in one or more units may re-sit the examination with ATM at one of the next two sittings (from the date when they were referred) subject to payment of the current re-sit fee and the exam registration fee.
9. All examinations run by ATM will be conducted according to examination board requirements.
10. Learning materials and Certificates or Parchments for UK addresses will be dispatched by Royal Mail Recorded delivery or similar signed for service. Learning materials for overseas addresses will be dispatched by courier; Certificates or Parchments will be dispatched by Royal Mail International Signed for or a similar signed for service. Candidates wishing their Certificates or Parchments to be dispatched by courier will be required to pay the difference in cost for the service
11. By accepting these terms and conditions, you accept the NEBOSH terms and conditions which can be viewed at <https://www.nebosh.org.uk/qualifications/national-general-certificate/>

¹ National Examination Board in Occupational Health and Safety

² Enhanced learning claim forms are also accepted