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# ATM Safety & Environment

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## NEBOSH National Certificate Course

### *National General Certificate*

**ATM Safety & Environment  
Berrington Lodge, Hoo Lane  
Chipping Campden, Gloucestershire GL55 6AZ  
United Kingdom  
Tel: +44(0) 1386 840198  
Email: [info@atmsafety.co.uk](mailto:info@atmsafety.co.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. Unit NG1 (Elements 1-4) is assessed by an open book exam that can be completed remotely i.e. at home rather than at an exam venue. NG2 (Elements 5-11) is a risk assessment that must be carried out in the candidates own workplace or equivalent working area, using a NEBOSH template. Both the examination and the workplace assessment are marked by NEBOSH.

The open book exam NG1 must be taken on one of set dates arranged by NEBOSH and with the risk assessment NG2 either submitted in the same week or at a later sitting.

## **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 support is available by email, telephone or post. A printed copy of the course notes can be provided at an additional cost.

## **Fees**

The course fee is £350 for E-learning, and £400 if a set of printed notes is required. The assessment fees are £178 in total, £89 for the written exam and £89 for the risk assessment.

# ENROLMENT

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

## **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, or online at [www.atmsafety.org.uk](http://www.atmsafety.org.uk) For 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**

We reserve the right to increase exam registration fees in line with any increase imposed by NEBOSH.

## **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](mailto:info@atmsafety.co.uk)

## ATM SAFETY & ENVIRONMENT APPLICATION FORM

Mr/Ms/Mx.....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

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Address for sending learning materials (if different from above)

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

### NEBOSH National General Certificate - NG

√ and £

I wish to study for the NG Certificate by E-Learning. *Cost £350* ☐

I wish to study for the NG Certificate by E-Learning with printed notes. *Cost £400* ☐

The learning contract for this course will run for 6 months.

### Examination fees can be included or excluded and paid at a later date

√ and £

I wish to pay for the open book exam NG1 @ £89 ☐

I wish to pay to submit the risk assessment NG2 @ £89 ☐

**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 ☐ Total amount £

Billing address (if different from correspondence address) .....

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Please return to: 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 Terms and conditions**

These terms and conditions relate to the provision of NEBOSH<sup>1</sup> training courses

1. All learners are required to provide personal identifiers such as current address, contact telephone number, e-mail address, date of birth and nationality. 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 learners without prior consent.
2. Learners are required to contact ATM when and if their contact details change.
3. The course fee must be paid before any course materials are sent out or eLearning login details provided, unless a company purchase order<sup>2</sup> has been received and accepted by ATM as confirmation of funding. In the latter case ATM will enrol learners 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. The length of a learner's contract with ATM will be as specified on the course application form and/or on any joining letter or email sent, all exams and assessments must be taken within this time-frame.
7. Learners who take assessments within their learning contract but who are referred in one or more units may re-take the assessment at the next available sitting (from the date when they were referred) subject to payment of the current re-sit fee and the exam registration fee.
8. All examinations/assessments run by ATM will be conducted according to examination board requirements.
9. Learning materials 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 a Royal Mail Signed for service. Overseas candidates wishing their Certificates or Parchments to be dispatched by courier will be required to pay the difference in cost for this service
10. 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/>

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<sup>1</sup> National Examination Board in Occupational Health and Safety

<sup>2</sup> Enhanced learning claim forms are also accepted