



WATA Knows... and you can too!

Health and Safety Courses

NEBOSH National General Certificate in Occupational Health and Safety

Course Summary

This course is essential for managers, supervisors, safety officers/representatives and other employees who have responsibility, full or part-time, for assisting their company in implementing or maintaining health and safety legislation, and managing health & safety in their workplace.

The course can be taken in a **12 day block; by week units or day release**. NEBOSH sets and marks two written examination papers, NGC1 and NGC2 each of 2 hours duration, and a practical unit NGC3 which has to be completed at the delegate's workplace and returned to WATA within 7 days of sitting the exams. Delegates are required to complete private study in the evenings.

WATA holds block courses and week units each month and also runs three day release courses each year. Our pass rates are amongst the best in the industry. In 2010 our pass rates regularly exceeded national pass rate averages and achieved 100% on the majority of our courses. WATA is a secure placement for your training budget. The majority of our tutors are also NEBOSH examiners making our revision sessions focused and insightful.

All WATA delegates receive a copy of *'Introduction to Health & Safety at Work'* by Phil Hughes and Ed Ferrett at the start of the course (RRP £44.99).

Unit NGC1 (Management of health and safety) is common to the NEBOSH National General Certificate, the National Certificate in Construction and the Certificate in Fire Safety and Risk Management, enabling delegates to combine units across NEBOSH qualifications. Delegates do not need to re-sit any units already successfully achieved providing they were gained within the last five years.

The NEBOSH Certificate is accepted by IOSH – the Institute of Occupational Safety and Health, in meeting the academic requirements for Technician of IOSH (TechIOSH). It is also accepted by The International Institute of Risk and Safety Management (IIRSM) for Associate Membership.

Reasonable adjustments can be requested from NEBOSH where candidates can demonstrate either permanent, long term or temporary disability or learning difficulty. Please contact our Health & Safety Admin Team to discuss your needs for the exam and training in confidence before course commences.

Book online at www.wata.co.uk or call 01480 43 55 44 or email info@wata.co.uk

Progression

Holders of the NEBOSH Certificate are ideally suited to undertake the NEBOSH National Diploma in Occupational Health and Safety.



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Block Course Dates 2011/2012

NGC1 Week 1	NGC2 Week 2	NGC3 Revision	NGC1&2 Exam
12 - 16 Sep	19 - 23 Sep	26 Sep	27 Sep
3 - 7 Oct	10 - 14 Oct	17 Oct	18 Oct
7 - 11 Nov	14 - 18 Nov	21 Nov	22 Nov
5 - 9 Dec	12 - 16 Dec	19 Dec	20 Dec
2012 Dates			
NGC1 Week 1	NGC2 Week 2	NGC3 Revision	NGC1&2 Exams
9 - 13 Jan	16 - 20 Jan	23 Jan	24 Jan
6 - 10 Feb	13 - 17 Feb	20 Feb	21 Feb
5 - 9 Mar	12 - 16 Mar	19 Mar	20 Mar
16 - 20 Apr	23 - 27 Apr	30 Apr	1 May
14 - 18 May	21 - 25 May	28 May	29 May
11 - 15 Jun	18 - 22 Jun	25 Jun	26 Jun
9 - 13 Jul	16 - 20 Jul	23 Jul	24 Jul
6 - 10 Aug	13 - 17 Aug	20 Aug	21 Aug
10 - 14 Sep	17 - 21 Sep	24 Sep	25 Sep
8 - 12 Oct	15 - 19 Oct	22 Oct	23 Oct
5 - 9 Nov	12 - 16 Nov	19 Nov	20 Nov
3 - 7 Dec	10 - 14 Dec	17 Dec	18 Dec

Complete Course

Unit NGC1: Management of Health and Safety
(Week 1)

Unit NGC2: Controlling Workplace Hazards
(Week 2)

£1550 + VAT per delegate

Unitised Course

Unit NGC1 (Week 1 plus exam)

£850 + VAT per delegate – 5 days plus exam

Units NGC2 & 3 (Week 2 plus theory examination and practical preparation)

£850 + VAT per delegate - 5 days plus 1 day practical preparation/revision plus exam

(9:15 am to 4.45 pm approximately - please arrive 15 minutes before the course is due to commence)

The above fees include all tuition, course materials, revision, NEBOSH exam registration fees, lunch and refreshments. Discount rates available for multiple delegate bookings at WATA.

Suggested follow on programme: NEBOSH National Diploma in Occupational Health and Safety or NEBOSH Specialist Diploma in Environmental Management.

Day Release Dates 2011/2012

Course 1 (2011)	8, 15, 22, 29 Sep, 6, 13, 20, 27 Oct, 3, 10, 17 Nov	Examinations 24 Nov
Course 2 (2012)	19, 26 Jan, 2, 9, 16, 23 Feb, 1, 8, 15, 22, 29 Mar	Examinations 5 Apr
Course 3 (2012)	12, 19, 26 Apr, 3, 10, 17, 24, 31 May, 7, 14, 21 Jun	Examinations 28 Jun
Course 4 (2012)	6, 13, 20, 27 Sep, 4, 11, 18, 25 Oct, 1, 8, 15 Nov	Examinations 22 Nov



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NEBOSH National Certificate in Occupational Health & Safety (Unitised) Course Syllabus

The syllabus is divided into three units - two taught units NGC1 and NGC2 (contents below), and a practical assessment (Unit NGC3). A NEBOSH certificate is awarded for successful completion of each unit.

Unit NGC1: Management of Health and Safety – covered in Week 1

- Foundations in health and safety
- Policy
- Organising for health and safety
- Promoting a positive health and safety culture
- Risk assessment
- Principles of control
- Monitoring, review and audit
- Incident and accident investigation, recording and reporting

Unit NGC2: Controlling Workplace Hazards – covered in Week 2

- Movement of people and vehicles – hazards and control
- Manual and mechanical handling hazards and control
- Work Equipment hazards and control
- Electrical hazards and control
- Fire hazards and control
- Chemical and biological health hazards and control
- Physical and psychological health hazards and control
- Work at Height

BOOKING PROCEDURE: Provisional bookings can be made by telephone but must be confirmed by booking form, purchase order, fax, letter or email. Any provisional booking that has not been confirmed fourteen days prior to the start of the course may be removed. Joining instructions, a location map (and an accommodation list if requested) will be sent as soon as confirmation has been received. Wherever possible invoices will be raised in advance and the payment should be received by us seven days prior to the start of the course, unless agreement has been reached to the contrary.

VAT: VAT is charged at the current rate on all fees. Our VAT registration number is 440 7980 39.

FEES: The information and prices contained in this prospectus are correct at the time of publishing (E&OE) but may be subject to variation. We therefore reserve the right to make any changes that we consider are necessary to the information contained in this prospectus and to charge the fee applying at the time we receive confirmation of booking.

EQUAL OPPORTUNITIES: WATA is an equal opportunities Organisation and we will do our best to accommodate any special needs or requirements. Please discuss with our staff when booking or making enquiries.

TRANSFERS: Transfer to a later course is subject to a 20% surcharge if notification is received less than seven days prior to the start of the course. In this event payment of the original course fee will still be required by the due date.

CANCELLATION: In the event of cancellation the following will apply: - more than seven days notice given 20% of the fee will be payable, less than seven days notice or non-attendance the full fee will be payable. Delegate substitution is permissible up to the start of the course. Occasionally we may need to cancel a course. In this event we will give as much notice as circumstances permit to any delegate booked on the course. Every effort will be made to accommodate any delegate affected on the next course.

MEMBERSHIP OF THE ASSOCIATION: Membership of West Anglia Training Association is possible by payment of an annual fee. Members have access to our team of qualified staff for advice, and can also nominate a representative who can vote at General Meetings and seek election to the Association's Board of Trustees. Members are eligible for discount on course fees and other services.