



NEBOSH Learner Handbook

Vivid Institute of occupational safety and health
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INTRODUCTION

NEBOSH is the NATIONAL Examination board in occupational safety and health which is offering different qualifications in the subject of safety and health since 1979. NEBOSH qualification is one of the major prerequisites for health and safety professionals in the industry. With presence in over 40 countries of the world, NEBOSH has become the most valuable qualification amongst a wide range of other health and safety courses in the world.

VIVID Institute of occupational safety and health is an accredited learning partner since 2012 with accreditation number 940. We are currently offering two NEBOSH qualifications i.e.

- International General Certificate
- Environmental Management Certificate

UNDERSTANDING NEBOSH IGC?

This qualification has been developed for organizations in all sectors working in accordance with international standards or directives but adapting to local needs. The certificate is an internationally recognized qualification which provides an excellent underpinning knowledge of safety & health and a sound basis for evaluating hazards and risks.

This qualification is awarded by NEBOSH, the National Examination Board in Occupational Safety and Health, UK's leading health and safety professional body with 40 years' experience in providing up to date and relevant examinations.

WHAT'S THE QUALIFICATION STRUCTURE?

The qualification comprises two units:

Unit IG1: Management of health and safety

- Why we should manage workplace health and safety
- How health and safety management systems work and what they look like
- Managing risk – understanding people and processes
- Health and safety monitoring and measuring

Unit IG2: Risk assessment

- Physical and psychological health
- Musculoskeletal health
- Chemical and biological agents
- General workplace issues
- Work equipment
- Fire
- Electricity



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Assessments:

IG1: Open book examination (approximately 4 hours within a 24-hour window)

IG2: Workplace-based risk assessment task

For more information please visit nebosh pages (syllabus guide, terms and conditions , fee list ,EAR)
<https://www.nebosh.org.uk/qualifications/international-general-certificate/>

COURSE BENEFITS

The IGC looks at simple solutions for general workplace health and safety issues. When you have completed the qualification, you will be able to:

- justify the need for health and safety improvements;
- advise on duties for health and safety in the workplace;
- help your organization to manage contractors;
- work within a health and safety management system;
- positively influence health and safety culture and behavior;
- carry out a general risk assessment (using a 5-step approach) of your workplace;
- recognize workplace changes and their impacts and understand how to minimize these impacts;
- develop basic safe systems of work that include emergency arrangements and know when to use a permit-to-work system;
- take part in incident investigations; and
- help your employer check the effectiveness of their health and safety management system through monitoring, auditing, and review.

PROFESSIONAL RECOGNITION

Upon completing the course, the graduate with five years of experience within a health and safety position may apply for Technician membership (TechIOSH) with IOSH — the Institute of Occupational Safety and Health. Graduates may also apply for Associate membership (AIIRSM) of IIRSM — International Institute of Risk and Safety Management.

The NEBOSH IGC is recognized as an SCQF level 3 qualification well known to provide vital skills and knowhow to perform health and safety obligations.

LANGUAGE REQUIREMENTS

Assessments are available in English. However, your standard of English must be such that you can both understand and articulate the concepts contained in the syllabus. NEBOSH recommends that non-native speakers undertaking this qualification should have a minimum standard of English.

We recommend you to have good level of English equivalent to IELTS level 6 which we need to address at the point of admitting the course.

WHO'S QUALIFIED TO TAKE THIS COURSE?

The program is suitable for people with international health & safety responsibilities e.g., managers, supervisors, safety officers and those who need grounding and a recognized qualification in occupational safety & health. It is also beneficial for those wanting to further their career in the HSE field or those who wish to enhance their HSE Knowledge.



Come and discuss with us

We strongly recommend the learners to discuss their study options prior to joining any course. Our expert advisor will guide you according to your qualifications, experiences and circumstances.

Generally we ask the learners career expectations and suggest the right course during the initial meeting. For new learners having no qualifications in safety and health, we recommend to start from our foundation course (1 Month; 3 hrs daily). As NEBOSH IGC is all about the safety management that needs some prior knowledge to absorb its content .

HOW TRAINING RUNS

Face to face:

Classroom sessions follow an interactive and disciplined learning method – the full-time course consists of an intensive and focused 10-day training conducted within two weeks. Training consists of lectures, videos, discussions, activities, assignments and sharing of professional experiences among delegates and trainers. During this period, delegates are guided by our expert tutor who are dedicated to ensuring trainings are successfully delivered. Tutor will be available to provide support in relation to course content and assessment preparation throughout the course of study.

e-Learning self pace format:

eLearning is the way forward in studying. No longer are you tied down to classroom start dates and designated study times, eLearning allows students the flexibility to incorporate study into their daily lives.

Vivid has developed an LMS for learning the NEBOSH IGC ,where all course material is available in form of text, presentations, incorporated with quizzes, assignments and tests. There will be tutor's feedback available on the test performed.

The Online course takes around 105 hours to complete plus 8 hours for the assessments. It takes 6-8 Weeks for the continuous study of 2-3 hours daily.

We would expect learners to complete this course in around 2-3 months, depending on the time they can allocate each week to their studies.

Main features

- Available 24/7 Worldwide
- Around 105 hours of study including assessments (can be completed in 2-3 months)
- After the initial registration, eLearning portal remained available for 6 months and extendable up to 1 year.
- Ideal for those whose lifestyle needs a really flexible high quality learning method
- Mobile-friendly, innovative online study including, quizzes, tests and reviews of your progress.
- Tutor support available on LMS i.e. Test checking, resolving queries through message , email support. Further can make an appointment to have zoom meeting and in person .
- Exams completed at your home and workplace
- Interest Free Payment Plans



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COURSE FEES

Face to face:

- Total Course fee is 145000 Rs. only. This fee covers the Tuition, Exam fee, Study Materials and other learning resources, IG2 closing interview, tea and refreshments. (subject to change upon the currency variation)
- **E-Learning**
Course fee: 123000 Rs. This fee coverst the LMS facility , tutor support , study materials and exam fee (subject to change upon the currency variation)

Resit fee: 85 GBP + admin+tax:

Current fee: 49000 Rs. (subject to change upon currency devaluation)

The NEBOSH Environmental Management Certificate:

The NEBOSH Environmental Management Certificate is based on UK, EU and International Standards. It consists of two units which must be successfully completed within five years to achieve the NEBOSH Environmental Management Certificate qualification:

Unit EMC1: Management and Control of Environmental Aspects

- Foundations in Environmental Management
- Environmental Management Systems
- Assessing Environmental Aspects and Impacts
- Planning for and Dealing with Environmental Emergencies
- Control of Emissions to Air
- Control of Environmental Noise
- Control of Contamination of Water Sources
- Control of Waste and Land Use
- Sources and Use of Energy and Energy Efficiency

Unit EMC2: Assessing Environmental Aspects and Associated Impacts

Assessment:

- Unit EMC1 is assessed by a scenario based assessment completed at home. You have 24 hours to complete this.
- Unit EMC2 is assessed by a three-hour practical assessment carried out in your workplace (or another suitable workplace).

Exams are held 4 times a year.

HOW TRAINING RUNS

Face to face:



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Classroom sessions follow an interactive and disciplined learning method – the full-time course consists of an intensive and focused 5-day training conducted within one week

Training consists of lectures, videos, discussions, activities, assignments and sharing of professional experiences among delegates and trainers. During this period, delegates are guided by our expert tutor who are dedicated to ensuring trainings are successfully delivered.

Tutor will be available to provide support in relation to course content and assessment preparation throughout the course of study.

e-Learning self pace format:

e-Learning is the way forward in studying. No longer are you tied down to classroom start dates and designated study times, eLearning allows students the flexibility to incorporate study into their daily lives.

Vivid has developed an LMS for learning the NEBOSH EMC ,where all course material is available in form of text, ppt, incorporated with quizzes, assignments and tests. There will be tutor's feedback available on the test performance.

The Online course takes around 80 hours to complete plus 8 hours for the assessments. It takes 6-8 Weeks for the continuous study of 2-3 hours daily. However, we would expect learners to complete this course in around 2-3 months, depending on the time they can allocate each week to their studies.

Main features

- Available 24/7 Worldwide
- Around 70 hours of study (can be completed in 2-3 months)
- After the initial registration, eLearning portal remained available for 6 months and extendable up to 1 year.
- Ideal for those whose lifestyle needs a really flexible high quality learning method
- Mobile-friendly, innovative online study including, quizzes, tests and reviews of your progress.
- Tutor support available on LMS i.e. Test checking, resolving queries through message , email support. Further can make an appointment to have zoom meeting and in person .
- Exams completed at your home and workplace
- Interest Free Payment Plans

COURSE FEES

Face to face:

- Course fee is 145000 Rs. only. This fee covers the Tuition, Exam fee, Study Materials and other learning resources, IG2 closing interview, tea and refreshments.
- **E-Learning**

Course fee: 123000 Rs. This fee covers the LMS facility , tutor support , study materials and exam fee (subject to change upon the currency variation)

Resit fee: 85 GBP + admin+tax:

Current fee: 49000 Rs. (subject to change upon currency devaluation)

RE-SITTING



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You may re-sit a unit assessment if:

- you are 'Referred' (i.e., don't pass); or
- want to retake Unit IG1 to get a higher grade (Unit IG2 is 'Pass' or 'Refer' and does not count towards the qualification grade).or
- you achieved a 'Pass' in a unit that is five or more years old and you need it to achieve the qualification;

We always suggest you go through our intensive live revision session on zoom and WhatsApp. If this will not work for you, we can send you our recorded revision videos and enroll you on our eLearning platforms. Your revision is a priority to us. There is no limit to the number of times you can re-sit unit(s) within the five-year period.

On refund: a refund will not be given if you register to re-sit a unit before an original unit result is known. If your re-sit result is lower than the original mark, you will keep the original mark awarded for the unit. Re-sit marks are not capped.

Re-sitting IG1/EMC1 to improve your grade

If you want to try to improve your grade in Unit IG1, you need to tell us in writing within 20 working days of the declaration date of your second successful unit. Otherwise, a qualification parchment will automatically be issued showing the original declaration date.

LEARNING RESOURCES

Learners are given following learning and support materials at the time of registration i.e. At the time of registrations

- Joining Instructions
- Course books
- Course Time table
- Course handouts /slides
- Practical assessment guidance document

During the classes

- Handouts
- Formative assessments

After the classes:

Learners are given the following materials after the session and before the exam

- OBE Learner guide (including closing interview detail)
- OBE Technical learner guide

EXAMINATION SPECIFICATION

The NEBOSH Open book examinations (OBE) is designed to provide accessibility to all learners from all over the world, enabling them to complete assessments and achieve NEBOSH qualifications



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from a safe and suitable location. The OBE guide is available on our portal and can be sent to the learner's email.

RESULTS AND CERTIFICATES

Results are issued 10 weeks after the assessment date.

Each unit is reported as 'Pass' or 'Refer'. You must pass both units to achieve the qualification.

Qualification grades are awarded as follows:

- Pass 45 – 64% in IG1/ EMC1 and Pass in IG2
- Credit 65 – 74% in IG1/ EMC1 and Pass in IG2
- Distinction 75% + in IG1/EMC1 and Pass in IG2

Unit and qualification certificates are despatched by NEBOSH within 20 working days of the result notification date.

HOW TO ENROL

To enroll for the NEBOSH IG course, you will be required to complete the Course registration form on our website www.vividpk.com .. Your course materials will be sent to you no later than 10 working days from the receipt of your payment.

Delivery is by courier and can be to your home or work address. As a signature will be required for all deliveries, please supply an address that will be occupied during office hours (Monday – Friday, 8am to 4pm).

DEFERMENT, CANCELLATIONS AND REFUNDS

Generally No refund policy for all courses is applied.

Learners has to carefully check the course content, their eligibility, dates, venue and then only made the decision of paying the fee for specific course, as we will not be able to refund the course fee once the learner get registered.

Full Refund of course is made possible ' only in the case, when Vivid is unable to held the session.

DEFERMENT AFTER REGISTRATION OF EXAMINATION

Learners are not allowed to defer any exam registrations once they get registered.

COURSE ADVISOR



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Interested learners are assigned to a dedicated course advisor who will be in-charge of your learning journey. You will be required to complete the Learning Styles Self-Assessment to enable us provide you with the ideal course advisor which sorts your learning style

LEARNING AGREEMENT

When you join the course, you will be guided by the following agreement with us:

Vivid Center will:

- Provide you with the information you need to pass the qualification
- Provide a classroom environment which is conducive to learning
- Use suitably qualified and experienced tutors to deliver the course
- Cover all the specification learning outcomes
- Provide you with expert advice on revision and examination technique
- Be diligent and courteous at all times.

You must:

- Ensure active participation to learning, rather than passive.
- Attend all scheduled sessions
- Contribute to group discussions in a positive manner
- Complete the recommended number of study hours
- Pay attention to tutors' advice in regards to revision and examination technique
- Bring all learning difficulties to the attention of the center and tutor as quickly as possible.
- Familiarize yourself with the NEBOSH General Learner Terms and Conditions and append signature.

ACCESS ARRANGEMENT, SPECIAL CONSIDERATION AND REASONABLE ADJUSTMENTS

It is NEBOSH policy that all candidates should be given access to a fair and equal assessment. The NEBOSH "Policy and procedures for access arrangements, reasonable adjustments and special consideration" ensures that no candidate is placed at an unfair disadvantage, or advantage, over other candidates. In so doing, NEBOSH aims to comply with legislation intended to prevent unfair discrimination and the criteria laid down by the regulatory authorities.

Below are examples of arrangements available;

Access arrangements allow candidates with special educational needs, disabilities, and temporary injuries to access the assessment. Vivid will provide a reader, laptop to aid your learning experience.

Reasonable Adjustment can be made where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled. NEBOSH is required to take reasonable steps to overcome that disadvantage. For example, a Braille paper would be a reasonable adjustment for a visually impaired person who could read Braille.

Special consideration can be applied for candidates who are present for the assessment but may have been disadvantaged by temporary illness, bereavement, injury, or adverse circumstances that arose at or near the time of assessment.



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If you would like to apply for any of the above arrangements, please write to us to discuss your requirements. Vivid Center will then complete your application on your behalf.

Confirmation of your request will be sent to you from NEBOSH prior to your assessment. In the event that any granted adjustments do not meet your requirements, please contact us immediately to allow your application to be reviewed.

For further details please visit the NEBOSH pages

<https://www.nebosh.org.uk/policies-and-procedures/policy-and-procedures-for-access-arrangements-reasonable/>

EQUAL OPPORTUNITIES POLICY

VIVID Institute of Occupational Safety and Health is committed to the **promotion** of equality of opportunity in all its work.

We are committed to the following **objectives**:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect.
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimization.
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice.
- Complying with our own equal opportunities policy and associated policies.
- Taking affirmative action, where appropriate.

Vivid Institute of OSH provides equality of opportunity to all **irrespective of**:

- Gender
- Marital status
- Religious belief
- Political persuasion
- Race including color, nationality, ethnicity
- Disability
- Sexual orientation
- Age

DATA PROTECTION POLICY

Vivid Institute of Occupational Safety and Health **complies** with the law associated with data protection. All information is used fairly, stored safely and not disclosed to any other person unlawfully.

VIVID INSTITUTE in meeting its **objectives** ensures that data is:

- Obtained and processed fairly and lawfully and is not processed unless certain conditions are met.
- Obtained for a specified and lawful purpose and is not processed in any manner incompatible with that purpose.



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- Adequate, relevant and not excessive for those purposes.
- Accurate and kept up to date.
- Not kept for longer than is necessary for that purpose.
- Processed in accordance with the data subjects rights.
- Kept safe from unauthorised access, accidental loss or destruction.

VIVID INSTITUTE has suitable **arrangements** in place to meet all of its avowed objectives

HEALTH AND SAFETY POLICY

“Vivid Institute of Occupational Safety and Health” is **committed** to meeting its responsibilities in health and safety for its own staff, delegates, and staff of other organisations and others who may be affected by its operations.

“Vivid Institute of OSH” believes good standards of health and safety is **central to business success**. In meeting its responsibilities Vivid Institute of OSH’s **complies** with all appropriate statutory legislation, approved codes of practice and guidance; all appropriate international legislation and directives and its duty of care enshrined within common law.

Vivid Institute of OSHs has the following **objectives**:-

- To ensure that work takes place in healthy and safe environments.
- To ensure a safe place of work is maintained by availability of safe equipment and to ensure that all materials used are safe and do not cause ill health.
- To provide instruction, information and training promptly to staff member.
- To ensure consultation is carried out with staff and concerned other parties.
- To ensure that suitable and sufficient risk assessments are carried out whenever non-routine activities are being carried out and review periodically.
- To ensure that significant risks are controlled.
- To ensure work is carried out in accordance with safe methods.
- To ensure, when necessary, that personal protective equipment is used.
- To provide suitable procedures for first aid.
- To review the policy periodically, however at least annually.

Vivid Institute of OSHs maintains an **organizational** structure which promotes the good standards of health and safety. This is based on the principles of accountability and is supported by the basic principles of control, communication, co-operation and competence.

Vivid Institute of OSHs has suitable **arrangements** in place to meet all of its objectives.

COMPLAINT PROCEDURE

We treat complaint as a statement of dissatisfaction brought by an individual or group. We will make every effort to resolve complaints at the earliest possible opportunity, and in the main this will be on



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an informal basis. Regular Learner feedback sessions are held that help us to use our resources in the best way possible to meet learners needs.

We recognize that there may be occasions when these information and feedback mechanisms are not sufficient to deal with the complaint. For this reason, we have a formal complaints procedure to ensure that your complaints are dealt with in a timely and professional way.

There are usually three stages to the Learner Complaints Procedure. Unless there is good reason for doing so, a student may not progress their complaint to a higher stage unless all lower stages have been completed. They are Informal, Formal and Appeal process.

The complaints procedure aims to:

- Be easily accessible.
 - Resolve complaints at the right level.
 - Allow for timely handling, with established time frames for action.
 - Ensure a full and fair investigation.
 - Respect complainants desire for confidentiality wherever possible.
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- Provide an appropriate response.
 - Feedback into center's procedures to ensure that future services are improved.

QUERIES AND COMPLAINTS

If you have any queries, our friendly support team is available to help via info@vividpk.com or call +92512894938

Should you need to talk to the tutor you can call or send a message on WhatsApp via +03330910400 or 03238505417.

If you are not satisfied with the service provided by the organization, please you can send an email to the head of center i.e. mshahid@Vividpk.com.

Furhtermore, you can also refer the matter to NEBOSH (info@nebosh.org.uk) for further findings and also if you are not satisfied with the service provided by us.

Contact us:

For any further information you can visit us in person

1405, 14th floor, Islamabad stock exchange tower , Jinnah avenue, blue area,
Islamabad, Pakistan 44000

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