**REGISTRATION FORM**

**NEBOSH National General Certificate**

**in Occupational Health and Safety**

***Part Time Learning Course***

**Commencing September 2023**

**Fee: Middlesex University students £1,000; Others: £1,450**

***Closing date for receipt of registration forms: 1st September 2023- 3pm***

Please complete this form and return it by email or post to:

|  |  |  |
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| Stephanie BeeSchool of Science & TechnologyMiddlesex UniversityThe BurroughsHendonLondon NW4 4BT |  | Tel: +44(0) 20 8411 5161Email: s.bee@mdx.ac.uk |

***I wish to register for the NEBOSH National General Certificate in Occupational Health and Safety course commencing September 2023.***

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| --- |
| Mr/Mrs/Miss/Ms/Other (please specify): Date of Birth: |
| First name: | Surname: |
| Address: Postcode: |
| Email: | Tel: |

**I confirm I’m able to complete the NG2 Risk Assessment within my workplace** [ ]

*Middlesex University would like to keep your contact information in a database in order to inform you about other courses and/or events. Tick this box if you agree to this.*  [ ]

**If the registration fee is to be paid by an employer/sponsor complete the following section:**

|  |
| --- |
| Name of employer/sponsor: |
| Address: Postcode: |
| *Provide the contact details of the person who has authorised fee payment:* |
| Mr/Mrs/Miss/Ms/Other (please specify): |
| First name: | Surname: |
| Position/job title: |
| Email: | Tel: |

Course fee and payment

The registration fee for the course is £1,450 per person. Middlesex University students are eligible to pay £1,000. Indicate the method of payment below:

[ ]  *I will be paying by credit/debit card*

[ ]  *The registration fee is to be paid by an employer/sponsor.*

 If the registration fee is to be paid by an employer/sponsor you will need to:

* complete the employer/sponsor information section above; and
* submit a purchase order, or a letter or similar statement on the payer’s headed paper/official stationery confirming that they will make payment.

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|  **Registration conditions**1. The closing date for receipt of registration forms is 1st September 2023 -3pm. Places are limited and early registration is recommended. In the event of a registration not being accepted the total fee will be refunded/returned.
2. The registration fee covers all learning materials and examination fees. VAT does not apply.
3. Cancellation of accepted registrations will be dealt with as follows:
* For cancellations notified one month or more prior to the start of the course, no cancellation fee will be charged.
* For cancellations notified less than one month prior to the start of the course, the full fee must be paid and no refund will be made.
* All cancellations must be notified in writing to Stephanie Bee, address as above.
1. If attendance falls below 80%, students will not be permitted to sit the exams in December 2023.
2. We reserve the right to not enter any candidate for a NEBOSH exam due to poor mock exam results, this may be open for discussion with individual candidates depending on their abilities and commitment
3. All registration forms - whether submitted by hand, email or post - are subject to these conditions.
4. Middlesex University will not be liable for circumstances beyond its control which lead to the cancellation or variation of the programme. The programme is correct at the time of printing, but is subject to variation without notice.
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**NEBOSH terms and conditions**

By registering for a NEBOSH qualification you are agreeing to be bound by its Terms and Conditions which are available at:

<https://www.nebosh.org.uk/qualifications/national-general-certificate/>

**NEBOSH malpractice policy**

NEBOSH is committed to fair assessment, supporting access and equality of opportunity for all candidates, while safeguarding the integrity of its qualifications.  NEBOSH therefore takes very seriously any allegations of malpractice on the part of candidates and/or course providers. To download a copy of our Malpractice policy and procedures documents please click on the document in the related files section.

<https://www.nebosh.org.uk/policies-and-procedures/malpractice-policy-and-procedures/>

**NEBOSH complaints procedure**

If you have a complaint relating to any aspect of your course, please raise it with your course provider to allow them to investigate under their own complaints procedures and resolve the issue.  If you are not able to resolve the problem, please let us know.

<https://www.nebosh.org.uk/policies-and-procedures/complaints-procedure/>

**English language proficiency**

Applicants for whom English is not their first language must be able to provide evidence of having passed the IELTS level 6 examination - <http://www.ielts.org/default.aspx> - in order to be admitted onto the NGC.

**Access for disabled students**

Middlesex University is committed to promoting equality for disabled people and equality of opportunity for all in order to eliminate unlawful or unfair discrimination. We encourage and support students with disabilities, offer places on the basis of academic ability, and will make reasonable adjustments to facilitate access. For further assistance regarding any needs you may have please email Mo Torabi at m.torabi@mdx.ac.uk

If you have a disability which will require special arrangements to enable you to attend/participate please provide a description of the support or facilities you will need.

**Location**

The course will take place at Middlesex University’s, Hendon Campus, The Burroughs, London NW4 4BT.

**Please note that there are no parking facilities on campus except for disabled blue badge holders**



Thank you for choosing Middlesex University for your NEBOSH Training.

**Learning agreement**

You are about to embark on a challenging programme of study, one which should enhance your knowledge and understanding of health and safety management as well as your professional status. Be under no misunderstanding, this is an intense learning program, a program that requires your ultimate commitment to learning both in and out of the classroom.

NEBOSH Certificate courses are Level 3 qualifications which is equivalent to an A-Level. As such you will experience an intensive learning experience, so to assist, you should make sure that your diary is as clear as possible. You are advised to negotiate some ‘breathing space’ with your employer in which to undertake your revision and complete the practical assessment project which is an integral part of the course assessment.

Programme timings are detailed in our course material. We will:

 Provide a classroom environment which is conducive to learning

 Use suitably-qualified and experienced tutors to deliver the classroom teaching

 Cover all the syllabus learning outcomes

 Provide or direct you to all the information you need to pass the qualification

 Provide you with advice on revision and examination technique

 Respond in a timely manner to any queries

 Be diligent and courteous at all times

You will:

 Be expected to attend all training days

 Notify us in good time if you cannot attend any of the classroom sessions

 Engage positively to classroom activities

 Strive to be active, rather than passive in terms of learning

 Complete at least the minimum hours of revision as required by your course

 Pay particular attention to advice regarding revision and examination technique

 Bring any learning difficulties to our attention at the earliest opportunity

 Respect the opinions and beliefs of others

 Refrain from the use of unauthorised mobile technology in the learning environment

 Attain a minimum of 50% in mock exams

We reserve the right to not enter any candidate for a NEBOSH exam due to poor attendance. The minimum attendance level is 80%. If you are unable to attend a session, it is your responsibility to read the relevant chapters in the textbook .

We reserve the right to not enter any candidate for a NEBOSH exam due to poor mock exam results, this may be open for discussion with individual candidates depending on their abilities and commitment

**In the classroom** Your tutor will guide you through the syllabus and, through a series of practical exercises and tutorials, provide you with core knowledge and understanding of the various topics and the requirements of the practical report. Our aim is to provide you with knowledge and understanding of health and safety management systems that can be applied in the workplace **and** to make sure that you are properly prepared for the examination. You will be provided with a NEBOSH-endorsed text book

Much time will be spent discussing things, either in pairs or as a class, so please be prepared to get involved. We also believe that you learn by writing things down, not by staring at a screen. Come prepared to write down key points, albeit with guidance from the tutor.

**Feedback & Complaints** There will be a feedback form to complete at the end of the course. Should you not be happy with any part of the service we have provided please ask any member of our staff for a copy of our complaints procedure.

**Commitment to Learner Agreement**

I agree to be bound by the requirements of me as set out above and fully understand the implications should I not achieve these.

SIGNATURE

PRINT NAME

DATE