

## INTRODUCTION

NEBOSH is one of the major prerequisites for health and safety professionals both young and the experienced. 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.

Novelle Center is an approved learning provider with accreditation number 945. We currently offer two NEBOSH Certificates; National & International, each designed specifically for those who work primarily within and outside the UK respectively.

## UNDERSTANDING NEBOSH IGC?

This qualification has been developed for multinational organisations 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

### Assessment

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

IG2: Workplace-based risk assessment task

### **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 know-how 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 try taking our English test via [www.novellecenter.com/englishtest](http://www.novellecenter.com/englishtest).

### **ENROLMENT PERIOD**

Learners are enrolled for the course and are given an initial enrolment period to last for five years. During which learners must pass their first unit within five years. If you are not successful at your first unit within this period, you will need to re-enroll and pay another registration fee.

If you are successful at your first unit, your enrolment period is automatically re-set and you have a further five years to pass the remaining unit.

### 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.

### LEARNING AGREEMENT

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

The Novelle 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.

### HOW TRAINING RUNS

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.

### LEARNING RESOURCES

Learners are given hard copy NEBOSH course book at the start of the course. You will be given access to our WhatsApp group containing the learning support materials and NEBOSH important information for learners such as:

- NEBOSH International General Certificate (“Syllabus Guide”)
- OBE Learner guide
- OBE Technical learner guide
- IG2 assessment template
- NEBOSH IG1 sample of examination

And also, materials from Novelle Center,

- NEBOSH IG Course Time table
- Novelle Center Revision video tutorials
- HSE Revision guides and publications

## REVISION SUPPORT

Revision is an essential to passing an exam but understanding exactly what you need to do is not always easy. Novelle Center has developed a range of revision tools to let you in on these tips.

The interactive nature of the revision workshops provides you with the opportunity to discuss specific subjects with the tutor, practice questions, get feedback on your answers, and exchange last-minute tips with fellow Learners. It also gives you the chance to avoid the common mistakes made in exams, so you don't fall into the same trap.

Our workshops are essential in helping you build confidence in the run-up to the exams.

- Two-day workshop – Unit IG1 on the first day and IG2 on the second.
- Allows you to review key topics from across the whole syllabus.
- Run by approved tutors
- It gives you the chance to work through past exam questions with both a tutor and your fellow Learners.
- Benefit from the experiences of fellow Learners and swap ideas.

We provide learners free WiFi to support your study and revision by giving your access to the internet.

## 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 from a safe and suitable location. The OBE guide is available on our WhatsApp group for learners and can also be sent to your email on request.

## RESULTS AND CERTIFICATES

Results are issued 10 weeks after the assessment date.

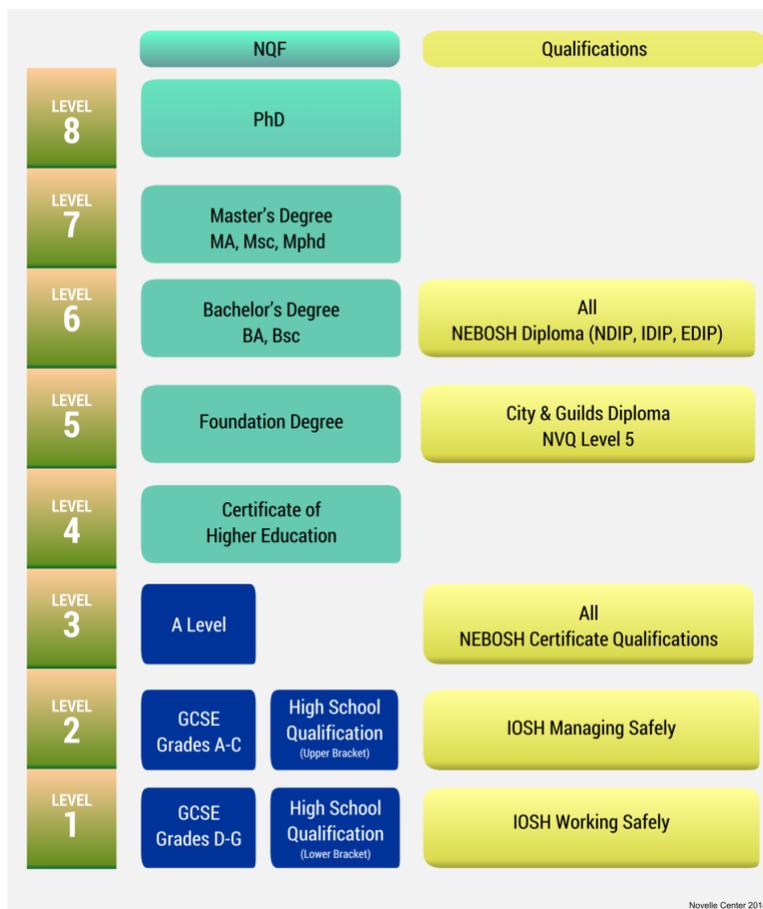
Each unit is reported as ‘Pass’ or ‘Refer’. You must pass both units to achieve the qualification.

Qualification grades are awarded as follows:

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

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

## CAREER PATH



## HOW TO ENROL

To enroll for the NEBOSH IG course, you will be required to complete the Course Enrolment form or visit our website [www.novellecenter.com](http://www.novellecenter.com) to complete the course registration forms with the necessary details. 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).

### COURSE FEES

Course fee is NGN230,000 (440 pounds). This fee covers the Tuition, Exam, Study Materials and other learning resources, IG2 closing interview, tea break and luncheon. We provide flexible payment option. Full breakdown is available in the \* [schedule of course fees](#).

### DEFERMENT, CANCELLATIONS AND REFUNDS

We are confident that you will be delighted with your studies but should you feel less than satisfied, you can cancel under the following terms within your Enrolment Period

- **DEFERMENT AFTER REGISTRATION OF EXAMINATION**

Learner who defer will be allowed to seat exams within a 3year period at extra charge of exam fees and invigilation fee only. However, center will show proof of registering Learners as conditions for seeking extra charge.

- **CANCELLATION MORE THAN 30 DAYS BEFORE THE COURSE START DATE**

A refund of the full course fee is obtainable for cancellations received more than 30 days before the scheduled course start date.

- **CANCELLATIONS BETWEEN 15 AND 30 DAYS BEFORE THE COURSE START DATE**

A refund of 70% of the course fee is obtainable for cancellations received between 15 and 30 days before the scheduled course start date.

### 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. Novelle 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.

If you would like to apply for any of the above arrangements, please write to us to discuss your requirements. Novelle 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.

## RE-SITTING

You may re-sit a unit assessment if:

- you achieved a 'Pass' in a unit that is five or more years old and you need it to achieve the qualification;
- you are 'Referred' (ie, 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).

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 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.

## COURSE ADVISOR

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.

Furthermore, your mobile number will be added to a WhatsApp group to receive additional resources for your study.

## EQUAL OPPORTUNITIES POLICY

We are committed to equal opportunities in the provision of our services as a learning partner and training provider. The aim of this policy is to ensure that all external individuals and organisations with which Novelle has a relationship receive equal treatment regardless of gender, sexual orientation, color, ethnic or national

origin, age, marital status, family circumstances, socio-economic background, disability and religious or political beliefs. In so doing, Novelle aims to comply with legislation intended to prevent unfair discrimination.

### 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 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.
- 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 24/7 via [support@novellecenter.com](mailto:support@novellecenter.com) or call 09030589313

Should you need to talk to the tutor you can call or send a message on WhatsApp via 09030589313 or 09084766905.

If you are not satisfied with the service provided by the organization, please you can send an email to [support@novellecenter.com](mailto:support@novellecenter.com).

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