



## NEBOSH Award courses

Award in Health and Safety at Work

Award in Health, Safety and Environment for the Process Industries



### RRC Training

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# Valuable skills, valuable training

## RRC delivering real value in health, safety and environmental training

We know that people who choose RRC's training courses do so because they want the best course and the best service available in HSE training. How can we be so sure that we offer that?

- Our experience: for over 80 years, RRC has been developing and delivering innovative training programmes to individuals wanting to develop their skills and careers, and companies needing to improve performance.
- Over a million successful students and thousands of businesses have chosen RRC as their preferred provider meaning that you can be sure that your hours of study will be well spent.
- We offer a broad range of bespoke RRC health, safety, environmental and quality management training that includes externally accredited courses from NEBOSH, IOSH, CIEH, IEMA, IOA, ConstructionSkills and CQI, as well as numerous online short courses.
- RRC offers flexible learning solutions, which include face-to-face teaching, e-learning, distance learning and a combination of each of these. We will talk to you about your situation and ensure we match your needs to the best training technique for you.
- Full use is made of the latest technology in order to ensure that the course you choose from RRC remains at the forefront of HSE training, future-proofing your qualification.
- Our approach to course development sets us apart, in that our team comprises not only tutors who are experts in their chosen subjects but also experienced educationalists who ensure that the courses are written to allow you the best studying experience on the market, which in turn gives you the best possible of exam success.

With students in more than 80 countries, we pride ourselves on our international reputation for providing relevant, credible and personalised training anywhere in the World, with a local exam centre to complete the service.

Whether it is an off-the-shelf course or a bespoke programme designed to meet the specific needs of you or your business, RRC can develop and deliver it how, where and when it suits you.

## Excellence

RRC Training works with you to create training solutions to suit your needs. Our Training Advisors are here to ensure you choose the best course for yourself from our comprehensive range of health, safety, environmental and quality courses. These include NEBOSH, IOSH, CIEH, IEMA, IOA Construction Skills and CQI programmes as well as shorter, more generic courses designed to meet the specific needs of businesses. You can spend from 30 minutes to two years on one of our courses. We cover all elements of health and safety, and our courses can be easily adapted to suit your specific requirements and incorporate the policies and procedures of your business.

As well as being ISO 9001 accredited, RRC is also accredited by the Open and Distance Learning Quality Council, and is a member of the European Association for Distance Learning and the British Institute for Learning and Development, giving you further assurance of the quality of our courses.

## Expert

RRC's qualified and experienced trainers are the best in the business; their knowledge and experience is key to the success we have in delivering training that is appreciated and enjoyed by students, and produces the results they need. RRC consistently achieves pass rates which are significantly above average, and our high numbers of distinctions and credits are rising all the time. All the best trainers want to work with us because we are the leading training company in this field with eighty years experience of developing courses which ensure the best pass rates for students.

## Value

Study and revision are facilitated by our extensive and easy-to-use study materials, which have been written specifically for the syllabus by our excellent tutors who also act as consultant sources of information and reference. Only RRC develop courses like this, which means we give you value for money and value for your study hours. We take your study time seriously and ensure our courses are written to make the most of each hour.

## Innovation

Our website [www.rrc.co.uk](http://www.rrc.co.uk) provides a wealth of useful resources, many of which are completely free:

- A tutor blog providing an expert view on the latest news, a must for students and practitioners alike
- Technical updates providing information on recent legislative changes
- The RRC podcast series offering a light-hearted approach to health and safety issues
- Free downloads and resources, aimed at all those involved in HSE



# More choice, more support, more flexible learning

## 80 years of excellence

RRC have a long and successful track record. 80 years ago we were pioneers and innovators in distance learning and over 30 years ago we launched our first health and safety qualification programme. Over the years, well over a million students have enjoyed success with RRC and continue to do so.

So what makes us different?

## Choice of how you study

RRC offers more choice than any other NEBOSH provider so you can choose the method that best suits you.

- Face-to-face – London, Bahrain and Dubai
- Face-to-face – In-company
- Flexible Learning
- e-Learning
- Distance learning

## Choice of where and when you study

With our flexible learning courses, you can study at anytime, anywhere in the world.

Our face-to-face venues include London, Birmingham, Newcastle and Bahrain, or wherever you want it to be if you book an in-company course. Our tutors are intrepid and travel all over the world to deliver their top quality training.

## Expert support

One of the many areas where RRC differ from others is in the unlimited support we provide to our students. Our e-mail and telephone tutor support network is available to all students right up to their exam.

Our team of 30 HSE experts deliver our courses, support our students and help to develop and maintain our materials. They are all fully qualified and are an effective mix of academics, practitioners, consultants and NEBOSH examiners.

Customer Advisers are available to answer any administrative queries and take the hassle out of organising your exams so you can just concentrate on passing them.

## Quality up-to-date study materials

RRC's courses are developed by a dedicated in-house team working to exacting standards. Only the very best subject experts are commissioned as writers.

Unlike most static texts, RRC's materials are updated constantly, with major revisions notified quarterly.

RRC's learning materials are so well respected that they are used by many colleges and institutes, both in the UK and internationally.

## Full exam arrangement service

We have a team dedicated to making sure our students' exam arrangements go smoothly. If you book your exam with RRC, we make all the necessary arrangements, whether you are sitting in London, Mumbai or Melbourne.

What is more, if we do not offer a centre near you we will do our best to find you a suitable exam venue, whether in the UK or overseas.

### RRC EXAM CENTRES

RRC run our own exam centres in London, Birmingham, Chorley, Newcastle, Glasgow, Bahrain and Dubai.

We also have long term, excellent working relationships with many UK NEBOSH exam centres so if our centres are not convenient, let us know and we will offer you a choice nearer to home.

### WORLDWIDE EXAM CENTRES

Last year RRC arranged and ran exams in 80 countries using British Councils and other networks of exam centres.

Whilst we cannot promise that we can arrange your exam in every country in the world, we will go out of our way to meet your needs.

## Value for Money



There are no hidden costs with RRC. We will tell you what the course and the exams cost and exactly what you get for your money. There are no unpleasant surprises when you come to sit your exam.

Our pricing is designed to provide value for money.

For flexible learning customers, we also offer a 30-Day Money Back Guarantee so you can buy with confidence. If the course is not for you, simply return the course and get your money back.



# RRC's NEBOSH Award in Health and Safety at Work

## NEBOSH

The National Examination Board in Occupational Safety and Health has a reputation that is second to none for the provision of academically rigorous training, which is why it is still the preferred awarding body for many sectors. NEBOSH offer a wide range of professional qualifications, all of which provide the perfect grounding for a career in health and safety.

## NEBOSH Award in Health and Safety at Work

The NEBOSH Award in Health and Safety at Work is a new qualification providing a basic understanding of health and safety principles and practices in the workplace.

This qualification provides a perfect introduction to other NEBOSH qualifications including NEBOSH's International and National General Certificates.

This introductory qualification is aimed at those who are interested in learning more about health and safety. It will provide a basic understanding of risks and hazards across all businesses and can be taken in any country. It is not necessary to have any previous knowledge of health and safety.

Those who would typically benefit from this qualification include:

- Staff with supervisory responsibilities;
- Team leaders;
- People who wish to have an introduction to other NEBOSH qualifications;
- People who want a good foundation in health and safety who have some work experience, ensuring that they can put their learning into context.

The NEBOSH Award in Health and Safety at Work will benefit organisations internationally and within the UK who are seeking to implement a basic health and safety training programme as part of their workplace culture. It will ensure employees have an understanding of the principles of risk control, reducing the numbers of accidents and incidents and resulting in cost savings for the business.

The risk assessment element is of particular benefit to employees who are contributing to risk assessments in their organisation.

## NEBOSH Award in Health and Safety at Work Syllabus

### UNIT HSW1 WORKPLACE SAFETY FOUNDATIONS

- 1 The Foundations of Health and Safety
- 2 The Responsibility for Health and Safety
- 3 Health and Safety Risk Assessment and Control
- 4 Hazards and Controls Associated with Work Equipment
- 5 Transport safety
- 6 Hazards and Controls Associated with Working with Electricity
- 7 Fire Safety
- 8 Hazards and Control Associated with Manual Handling and Repetitive Movement
- 9 Hazards and Control Associated with Hazardous Substances
- 10 Hazards and Control Associated with the Working Environment

### UNIT HSW2 WORKPLACE RISK ASSESSMENT ACTIVITY

The completion of a short work-based risk assessment activity.

## Entry Requirements

The NEBOSH Award has no formal entry requirements but examinations are held in English so a reasonable standard of English is required.

NEBOSH are planning to offer exams in Arabic, Mandarin and other languages; RRC will be looking to provide courses in these languages in the future, call for latest information.



# RRC's NEBOSH Award in Health, Safety and Environment for the Process Industries

## NEBOSH Award in Health, Safety and Environment for the Process Industries

This NEW NEBOSH Award is designed to provide process operators and technicians with an understanding of health, safety and environmental management within process industries. If you work (or want to work) in industries like chemical, pharmaceutical, petrochemical and food processing, then this course could be for you.

This introductory qualification covers the common issues affecting all these industries, such as major accident regulation, human error, plant integrity, emergency preparedness, risk management and environmental protection. It also provides the perfect introduction to other NEBOSH qualifications, including the National General Certificate and the International General Certificate.

It also forms part of the Cogent Gold Standard, a UK framework devised by the sector skills council for the chemicals, pharmaceuticals, nuclear, oil and gas, petroleum and polymer industries to set out the skills and qualifications required for world-class performance in the process industries.

Those who would typically benefit from this qualification include:

- Process operators and technicians.
- Those who want a basic understanding of health, safety and environmental management within the process industries.
- Staff with supervisory responsibilities.
- Team leaders.



## NEBOSH Award in Health, Safety and Environment for the Process Industries

### UNIT HSEP1 HEALTH, SAFETY AND ENVIRONMENT FOR THE PROCESS INDUSTRIES

#### ELEMENTS FROM HSW1:

- The Foundations of Health and Safety
- The Responsibility for Health and Safety
- Health and Safety Risk Assessment and Control
- Hazards and Controls Associated with Work Equipment
- Transport Safety
- Hazards and Controls Associated with Working with Electricity
- Fire Safety
- Hazards and Controls Associated with Manual Handling and Repetitive Movement
- Hazards and Controls Associated with Hazardous Substances
- Hazards and Controls Associated with the Working Environment

#### ELEMENTS FROM PS1:

- The Foundations of Process Safety
- Systems to Prevent Loss of Containment
- Common Hazards, Risks and Controls in the Chemical Industry
- Plant Integrity
- Emergency Response

#### ELEMENTS FROM PS2:

- Foundations in Environmental Management
- Control of Emissions
- Environmental Risk Assessments (Impact Assessment)



# NEBOSH Award in Health, Safety and Environment for the Process Industries – More information

NEBOSH Award in Health, Safety and Environment for the Process Industries		
Distance and e-Learning	Dates	Start at any time – last enrolment date will be 6 weeks before the exam
	Duration	Full Course 44 hours

Exam/ Assessment	Requirement	One 90 minute multiple-choice exam
	UK Venues	London, Birmingham, Newcastle and Glasgow
	Worldwide Venues	All arrangements made by RRC British Council offices and other exam centres worldwide
Continuing Professional Development	This NEBOSH Award provides the perfect grounding to progress on to a NEBOSH Certificate, which provides an excellent foundation in health and safety for managers, supervisors and people starting out on a career in health & safety.	

Course Fees	
Distance/e-Learning	
FULL COURSE FEE	£245 + VAT + £40 NEBOSH Fee (£334) With Printed Materials Add £44
EXAM FEE – INTERNATIONAL AND NON-RRC CENTRES	From £50 – RRC can arrange for you to take the exam in most countries in the world (via the British Council network) or other non-RRC Centres. For more information and details of fees, please contact RRC.

#### \* IMPORTANT EXAMINATION INFORMATION

- Exam fees are for a single sitting. If you wish to take your exams over more than one sitting, you need to enrol for the relevant individual units.

# Studying with RRC – Face-to-face

## Face-to-face – Block Release

Led by RRC's expert tutors, our face-to-face courses always receive excellent feedback, and we are justifiably proud of the consistently high results achieved by our students. We monitor every aspect of our service from the tutor to the catering and continuously work to ensure the highest standards are maintained.

Our classroom environment provides an interactive and disciplined place for you to learn. The numbers on our courses are limited so you will receive personal attention, and be encouraged to share professional experiences with fellow classmates, enabling you to gain practical knowledge of a wide range of industries.

Extensive support materials make revision easy, and you have the back-up of an expert tutorial panel on hand to help with that last minute revision before the exam.

## Venues

### UK – LONDON

RRC's main training centre is in Wimbledon, world famous for tennis. Wimbledon is 15 minutes by train from central London and less than an hour away from London's Heathrow and Gatwick Airports. There is a wide choice of self-catering apartments, hotels and guest houses within a short distance of our RRC Training centre.

### UK – BIRMINGHAM

Aston Business School Conference Centre, part of Aston University. Located in the centre of Birmingham a short walk from New Street Rail Station. There is on-site hotel accommodation as well as a wide range of local hotels and guest houses. Limited on-site parking (book in advance) with further pay and display parking nearby.

### NEWCASTLE

Cobalt Business Exchange Conference Centre, set in parkland on the outskirts of Newcastle. Accommodation is within easy reach of the venue (Travelodge, Premier Inn and Village hotel) with more available in Newcastle itself. Easily accessible via Metro and bus routes and has ample on-site parking.



### UK – CHORLEY

Lancashire College is an outstanding training centre in a rural 20 acre setting. Its central location provides easy access for all modes of transport. It is situated a few miles from the M6, M61 and M65 motorways, and has excellent rail and bus links. Onsite parking is free and accommodation is available on site or at a range of hotels and guest houses in the vicinity.

### BAHRAIN – MANAMA

RRC Middle East's training centre is situated in the Diplomatic Area of the Kingdom of Bahrain's capital city. The airport is just half an hour away with a wide range of hotels and apartments just 5 minutes away from the training centre.

### UNITED ARAB EMIRATES – DUBAI

RRC Middle East's Dubai office is situated in Oud Metha with courses run in local 5 star hotels. The airport is just 15 minutes away and there are a wide range of hotels and apartments close to the training venues.

## IN-COMPANY

If you have a group that needs training, why not let RRC come to you. RRC trainers travel the world, delivering high quality training when and wherever it suits our clients. You just provide the training venue and we do the rest.

## RRC NEBOSH AWARD TUTOR TEAM

- Dr David Towson, BSc (Hons), PhD, CMIOSH, AIEMA, Cert Ed (PCET), MIFL
- Roger Bentley, BSc, PhD, DipSM
- Frank Wareham, B.E.M, MCIPS, MILS, MISM, Tech IOSH
- Andrew Ashford, BSc(Hons), GDL, Cert Ed., CMIOSH
- Kevin Coley, CMIOSH DipNEBOSH
- Zoe Neasham, BSc (Hons), CMIOSH



# Studying with RRC – Flexible learning

## Flexible learning solutions

At RRC we take learning seriously and have thought long and hard about how people learn best. This has been translated into the flexible learning solutions we offer.

- Distance Learning – printed study materials with tutor support.
- e-Learning – interactive online learning with tutor support.

RRC also has a team of dedicated Training Advisors based in London who will help you choose the right style of learning for you and your needs. All of our home study courses incorporate the same key features:

- Flexibility – enrol at any time and work at your own pace to meet your chosen exam dates
- Unlimited tutor support – access to expert tutors who will answer queries and provide personalised feedback
- Bite-sized approach – course topics presented in manageable units
- Clear, easy to use course materials – designed specifically for self-managed study, closely following the structure of the syllabus
- Mock assessments – to test your progress and help you prepare for your final assessment.
- Exam venues available throughout the UK and worldwide

## RRC's Exam Service

RRC's flexible learning courses give you flexibility as to when and where you sit your exam. RRC take all of the hassle out of arranging the exam, we manage the whole process for you and have upfront fees including all the costs, guaranteeing no nasty surprises when you are ready to take your exam. With RRC's NEBOSH Award exams, you have two options:

- Sit at an RRC exam centre in London, Birmingham, Newcastle, Glasgow and Bahrain for our standard fee.
- Let RRC arrange for you to sit at one of the many British Council offices throughout the world, or an alternative UK exam centre, just call us for a quote or look on our website.

If you cannot find a suitable centre, just ask us and we will work hard to find you one; this is all part of our customer service.

Alternatively, you can make your own arrangements through NEBOSH approved centres that offer exam services to external candidates. If you choose this option, you will need to contact NEBOSH to find out which centres offer this service and then contact the centre directly. If you're unable to find a suitable centre at a reasonable fee, please do not hesitate to come back to RRC to make your exam arrangements.

## 30-Day Money-Back Guarantee



If within 30 days of receiving your course or e-Learning login you decide it is not for you, simply return everything to us and receive a full refund of the course fees.



# Studying with RRC – e-Learning

## e-Learning with RRC

RRC's unique e-Zone makes us the leading expert provider of NEBOSH e-Learning. Our easy-to-use system is available 24/7 from anywhere in the world and provides a learning environment that gives you everything you need to successfully pass your exams. All you need is your PC and an Internet connection and off you go.

## Your e-Learning course includes

This structured learning programme leads you through the NEBOSH Award course step by step, delivering the learning through a variety of media designed to make learning both enjoyable and effective. The course is built up of structured online seminars covering each element of the NEBOSH Award containing:

- Videos and interactive animations designed to make the information accessible and easy to learn.
- Thought-provoking activities and exercises to enhance understanding and knowledge recall.
- Multiple choice tests allowing students to evaluate their progress.

## THIS IS SUPPORTED BY:

- Access to RRC's panel of expert tutors.
- Tutor assessed assignments, including a mock exam to allow exam practice and get valuable feedback from a tutor.
- Additional online resources and links to other useful websites.
- Forums where you can collaborate with your fellow students, sharing experiences and discussing relevant topics.
- A full downloadable set of RRC's NEBOSH Award course materials.

## Health, safety and educational expertise

This course has been designed and developed by a combination of RRC's expert tutors and educationalists, ensuring that it is not only technically correct, but it is designed for you to learn as effectively as possible.

## Tutor support

The most important ingredient of your course; access to RRC's tutor team as and when you need it. They are there to answer any queries you may have and make sure your learning runs as smoothly as possible.



## Video

The course contains tutor videos covering key topics, allowing you to receive the benefits of face-to-face teaching in an accessible way.



## Interactive animations

Animations are used at key areas throughout the course to bring it to life, illustrating key topics and reinforcing the learning process, making you an active participant.



# Studying with RRC – Distance Learning

## Distance Learning with RRC

### DISTANCE LEARNING COURSE

RRC's NEBOSH Award distance learning course has been carefully developed by RRC's technical and educational experts in order to provide you with the best possible chance of achieving the NEBOSH Award. The course combines RRC's study materials with tutor support and other resources to ensure you are fully prepared and successful in your exams.

### Health, safety and educational expertise

RRC's Course Development team comprises subject experts and educationalists who work together to ensure that the core materials and all aspects of support are focused on ensuring that you learn as effectively as possible.

### YOUR DISTANCE LEARNING COURSE INCLUDES

This structured learning programme leads you through the NEBOSH Award course and is designed to make learning both enjoyable and effective. The course closely follows the NEBOSH syllabus and contains:

- RRC's NEBOSH Award course materials, including all of the relevant information presented in an attractive full colour textbook.
- Access to RRC's panel of expert tutors as often as you need them.
- Mock exam to allow you to test your progress and ensure you are ready for the final assessment.
- Additional online resources and links to other useful websites.
- Online forums where students can collaborate with fellow students sharing experiences and discussing relevant topics



### Highest quality course materials

The materials are clear, easy to read and concise – allowing you to get full value out of every minute you spend studying. Throughout the material, key definitions are explained in easy to spot coloured boxes and important topics are highlighted and considered in particular depth. Revision questions, summaries and key information boxes are used to break the text up and ensure that you can focus on exactly what you need to know.

### Tutor support

The most important ingredient of your course; access to RRC's tutor team as and when you need it. They are there at the end of a phone or by e-mail to make sure your learning runs as smoothly as possible.



# RRC Reference Materials

## RRC's Step Notes

These concise reference guides can be used as a tool by health and safety officers or as a study-aid by students on NEBOSH and MSc courses. They are specifically written to focus on key points and relevant statutes and case law.

Supplied as either printed A5 booklets (convenient for you to carry around) or as electronic pdf files (which you can view on-screen and print, if desired).

Titles Available		
	Printed	Electronic
<b>Health &amp; Safety Law</b>	£15	£12 + VAT (£14.40)
<b>Occupational Health and Hygiene</b>	£15	£12 + VAT (£14.40)
<b>Environmental</b>	£15	£12 + VAT (£14.40)
<b>Quality Management</b>	£15	£12 + VAT (£14.40)
<b>Business Communications</b>	£10	£8 + VAT (£9.60)

## RRC Law Guides

These provide a detailed guide to legislation and case law relevant to those studying NEBOSH or similar courses.

They can also be used by practitioners as a reference tool in their day-to-day roles.

Supplied as printed A4 booklets. (Note these are included free of charge with relevant RRC courses).

Titles Available	
	Printed
<b>RRC Health &amp; Safety Law &amp; Case Law Guide</b>	£35.00
<b>RRC Environmental Law &amp; Case Law Guide</b>	£35.00

## RRC ISO 14001 Reference Guides

These guides are designed to assist organisations in the achievement or development and maintenance of ISO 14001, the international standard for environmental management.

They are available as printed booklets or electronic PDF files (multiple user licences are also available – please call +44 (0)208 944 3100 for details).

### TITLES AVAILABLE

#### Executive Briefing on ISO 14001.

This guide provides an overview of current environmental concerns and outlines the key issues that managers should be aware of. It summarises the requirements of ISO 14001 and discusses the certification process, including how to get started with an environmental management system.

PRINTED – £6.00

ELECTRONIC – £4.80 + VAT (£5.76)

#### Introduction to ISO 14001

This provides a basic introduction to ISO 14001 including the scope of the standard and the requirements it implements, as well as information on environmental policy, legislation and relevant aspects and impacts. It is suitable for raising the general awareness of all staff.

PRINTED – £6.00

ELECTRONIC – £4.80 + VAT (£5.76)

#### Environmental Issues for Senior Managers

This guide provides an overview of the environmental agenda to date and briefly describes the key environmental legislation that managers need to be aware of to achieve legislative compliance. In addition, it summarises the requirements of ISO 14001 and discusses trends that go beyond established environmental obligations.

It would be useful for all senior managers who need a brief introduction or update on environmental issues as well as those who are looking to relate recent environmental trends to their particular role at work.

PRINTED – £15.00

ELECTRONIC – £12.00 + VAT (£14.40)

#### ISO 14001 Environmental Awareness

This guide covers the fundamentals of environmental awareness including some of the key environmental problems we are facing today. In addition, it looks at the sort of things we can do to make sure the environment is a cleaner and safer place to live in.

PRINTED – £15.00

ELECTRONIC – £12.00 + VAT (£14.40)

# What our students say

"Whenever I saw a good job there was a requirement for a NEBOSH health and safety qualification. I really wanted to be in the health and safety profession, so when a close friend recommended RRC Training and their e-learning courses, I didn't hesitate.

RRC's e-learning course was perfect for me because of its flexibility. I enrolled in October but knew I couldn't give it my full attention until I had finished my Masters. The flexibility allowed me to go online when I could with no time restrictions – and once my degree was complete, I gave it 100%.

One of the great things about RRC's e-learning course is you can test yourself as you go, which I found invaluable. It highlighted my weaknesses so I knew exactly where I had to put in more revision. Plus RRC has online forums, where you can chat to other students and ask questions. The e-Zone really helped me and provided masses of information to help me successfully pass the course.

RRC's Customer Services Advisers were great – so supportive and helpful. RRC made everything straightforward, and with so much accessibility, I really couldn't fail. Now, thanks to RRC, I'm perfectly placed to pursue my health & safety career."

**Pearl Enuoyibo**

NEBOSH International Certificate by e-learning



"I am finding it surprisingly convenient and user-friendly – it really strikes me that a lot of thought has gone into how individuals can study effectively at a distance, bearing in mind work & family commitments always demand time and create distractions which can make it really difficult. The way the course

is put together allows bite sized learning, which I have found really valuable as I can dip into it at lunchtime and on the train commute and feel that I have learnt and achieved something.

I enrolled on RRC's "Introduction to Environmental Management Systems" to gain a detailed and practical understanding of EMSs, particularly ISO 14001. The fact that the course is IEMA accredited and provides professional recognition was important for me. I was quite apprehensive about undertaking an e-learning course, however I have found it to be clearly written, well-structured and thoughtfully designed. The electronic learning environment is really convenient, easy to access and navigate around. It provides all the course information, further points of reference and allows easy communication with the tutors who are approachable and helpful. I am thoroughly enjoying the course and have no hesitation in recommending it or RRC as training providers. I hope to continue further vocational training and upskilling with RRC in the future"

**Dr Hazel Ann Nash**

IEMA Introduction to Environmental Management Systems  
by e-learning



"I have taken the online Accident Investigation course and I successfully scored 92%. Your online portal is so brilliant and user friendly. Your training materials on my NEBOSH, CIEH and the Accident Investigation courses were perfect and straight to the point"

**Samuel Aikhuomogbe**

RRC Accident Investigation by e-learning  
CIEH Level 2 Award in Principles of Risk Assessment by e-learning  
NEBOSH Environmental Certificate by distance learning

"I want to thank RRC for the...course material that is on the online library...I find the new course notes really easy to read and straight to the point. I think they will really boost our chances to pass the exams. Thank you!"

**Lawrence Sama**

NEBOSH International Certificate by distance learning



"Today was my first experience with RRC's short course, I never expected that it will be that efficient and well structured, in spite of the fact that I have studied this topic so deeply in Unit A of the NEBOSH International Diploma. I can confirm that I have well refreshed my knowledge I gained in

the Diploma, many thanks to everyone who contributed in the establishment of this course, well done"

**Mohamed Ezzeldin**

RRC Accident Investigation by e-learning

# RRC Qualifications and Awards

## Health and Safety

### IOSH

- IOSH Directing Safely
- IOSH Managing Safely
- IOSH Supervising Safely
- IOSH Working Safely

### NEBOSH – NATIONAL AWARDS

- NEBOSH National General Certificate in Occupational Health & Safety
- NEBOSH National Certificate in Fire Safety & Risk Management
- NEBOSH National Certificate in Construction Health & Safety
- NEBOSH National Diploma in Occupational Health & Safety
- NEBOSH National Certificate in the Management of Health and Well-being at Work (Coming Soon)

### NEBOSH – INTERNATIONAL AWARDS

- NEBOSH Award in Health and Safety at Work
- NEBOSH Award in Health, Safety & Environment for the Process Industries
- NEBOSH International Construction Certificate
- NEBOSH International General Certificate
- NEBOSH International Technical Certificate in Oil and Gas Operational Safety
- NEBOSH International Diploma in Occupational Health & Safety

### CIEH

- CIEH Level 2 Award in Principles of Manual Handling
- CIEH Level 2 Award in Principles of COSHH
- CIEH Level 2 Award in Principles of Risk Assessment
- CIEH Level 1 Award in Health and Safety in the Workplace
- CIEH Level 2 Award in Health and Safety in the Workplace
- CIEH Level 1 Award in Food Safety Awareness in Catering
- CIEH Level 2 Award in Food Safety in Catering

### INSTITUTE OF ACOUSTICS

- IOA Certificate in Workplace Noise Assessment

### CONSTRUCTION SKILLS SITE SAFETY PLUS

- Health and Safety Awareness
- The Site Supervisors' Safety Training Scheme
- The Site Management Safety Training Scheme
- The Site Management Safety Training Scheme Refresher Course

## Environmental

### IEMA

- IEMA Introduction to Environmental Management Systems
- IEMA Foundation Certificate in Environmental Management
- IEMA Associate Certificate in Environmental Management

### IOSH

- IOSH Managing Environmental Responsibilities

### NEBOSH

- NEBOSH Certificate in Environmental Management
- NEBOSH Diploma in Environmental Management

## Quality

- CQI Certificate in Quality

## Training Skills

- CIEH Level 3 Award in Training Skills and Practice (TSP)



# RRC Online and In-Company Courses

## RRC's Online Courses

A new exciting range of short online courses from RRC designed to help organisations and individuals develop essential health, safety and environmental skills as and when required, in a way which fits in with you and your life.

These short courses combine the benefits of an interactive classroom situation with the flexibility and accessibility of online study. They are loaded with videos and interactive animations that make learning fun and relevant.

Across the range, the key information is broken down into bite-sized chunks and interspersed with activities designed to reinforce understanding for maximum results. Throughout, the focus is on applying your knowledge to real-life situations so you can be sure to see the results reflected in your daily work.

All courses include a free downloadable workbook containing all the topics covered, which works well as a handy reference guide and provides a refresher if you want to remind yourself of what you've learned. Courses also include a final assessment with an RRC certificate for those who pass.

## RRC Online Courses

- Work at Heights
- Risk Assessment
- Electrical Safety
- Health and Safety Induction (For Workers)
- Health and Safety Essential (For Supervisors)
- Transport Safety
- Accident Investigation
- Display Screen Equipment (DSE)
- Manual Handling
- Health and Safety Roles and Responsibilities
- Work Equipment safety
- Chemical Safety
- Noise Awareness
- Radiation
- Construction Safety



## In-company Short Courses

### HEALTH AND SAFETY MANAGEMENT

- Achieving Behavioural Change
- Basics of Health and Safety Management
- Business Contingency Planning (Basic Awareness)
- Developing a Positive Health and Safety Culture
- Emergency Planning
- Essentials of HSE for Office Managers
- General Workplace Health, Safety and Welfare Issues
- Introduction to Human Behaviour in Industrial Safety
- Introduction to Measuring Health and Safety Performance
- Introduction to OHSAS 18001
- Managing External Contractors
- Principles of Health and Safety Law
- Worker Health and Safety Consultation

### RISK ASSESSMENT

- Basic Workplace Risk Assessment
- Safe Systems of Work and Permits to Work
- Accident and Incident Investigation and Reporting
- Introduction to Failure Tracing Methods

### FIRE

- Basic Principles of Fire & Explosion (DSEAR)
- The Essentials of Fire Risk Assessment
- Fire Safety Awareness
- Fire Safety for Fire Marshals/Fire Wardens

### TOPIC-SPECIFIC

- Asbestos Awareness
- Duty to Manage Asbestos in Non-Domestic Premises
- Basic Control of Ergonomic Factors
- Basics of Identification, Assessment & Control of Ionising Radiation Health Risks
- Basics of Identification, Assessment & Control of Noise Health Risks
- Basics of Identification, Assessment & Control of Non-Ionising Radiation Health Risks
- Basics of Identification, Assessment & Control of the Thermal Environment
- Basics of Identification, Assessment & Control of Vibration Health Risks
- Carriage of Dangerous Goods
- The Construction (Design and Management) Regulations
- Construction Health and Safety Basics
- DSE Training for Assessors
- Identification, Assessment and Control of Biological Health Risks
- Introduction to Electrical Safety
- Introduction to Environmental Pollution & Waste Management
- Introduction to Machinery Safety
- Introduction to Management of Confined Spaces
- Introduction to Mechanical Handling Equipment
- Introduction to Safe Storage, Handling & Transport of Dangerous Substances
- Introduction to Working at Height
- Managing Occupational Road Risk
- Manual Handling Operations
- Stress Management in the Workplace
- Stress, Substance Misuse & Violence in the Workplace
- Work Equipment – Introduction to Selection, Use, Maintenance & Testing

# RRC International Exam Centres

## British Council International Exam Centres

Afghanistan	Ethiopia	Malaysia	Slovakia
Albania	Finland	Malta	Slovenia
Argentina	France	Mauritius	South Africa
Armenia	Georgia	Mexico	Spain
Australia	Germany	Montenegro	Sri Lanka
Austria	Ghana	Morocco	Sudan
Azerbaijan	Greece	Mozambique	Sweden
Bahrain	Hong Kong	Namibia	Switzerland
Bangladesh	Hungary	Nepal	Syria
Belgium	India	Netherlands	Taipei
Bosnia	Indonesia	New Zealand	Tanzania
Botswana	Iraq	Nigeria	Thailand
Brazil	Ireland	Norway	Trinidad and Tobago
Bulgaria	Israel	Oman	Tunisia
Burma	Italy	Pakistan	Turkey
Cameroon	Jamaica	Palestinian Territories	Uganda
Canada	Japan	Panama	Ukraine
Chile	Jordan	Philippines	United Arab Emirates
China	Kazakhstan	Poland	United States
Colombia	Kenya	Portugal	Uzbekistan
Croatia	Korea	Qatar	Vanuatu
Cuba	Kuwait	Romania	Vatican City State
Cyprus	Latvia	Russia	Venezuela
Czech Republic	Lebanon	Saudi Arabia	Vietnam
Denmark	Libya	Senegal	Yemen
Egypt	Lithuania	Serbia	Zambia
Eritrea	Macedonia	Sierra Leone	Zimbabwe
Estonia	Malawi	Singapore	



# How to enrol

To apply for an RRC course, please complete the Application Form and Pre-Course Questionnaire enclosed in this brochure and return them to RRC:

## BY POST

RRC Training  
27-37 St George's Road, London SW19 4DS, United Kingdom

## ONLINE

[www.rrc.co.uk](http://www.rrc.co.uk)

## TELEPHONE

+44 (0)20 8944 3108

## BY FAX

+44 (0)20 8944 7099

## Delivery

### UK

Your course materials will be with you no later than 10 working days from the receipt of your application. Delivery is by courier and can be either 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 6pm).

### OVERSEAS

Materials are sent by courier and delivery times are dependent on your location. Please contact RRC for more information.

## Carriage

Carriage is chargeable on the despatch of course materials outside the United Kingdom – Please call for a quote.

## Methods of Payment

All payments to be made in GBP (pounds sterling). You can use any of the following methods of payment:

- 1 Payment in full by cheque or bankers' draft made payable to RRC Training.
- 2 Payment in full by charging your MasterCard/Switch/Visa/Solo/Connect Card/American Express.
- 3 Payment by instalments: Available to customers resident in the UK (for more information see <http://www.rrc.co.uk/instalment.aspx> or call for our RRC Instalment Plan Leaflet).
- 4 Invoice: UK registered companies only. Please attach to your application form an official purchase order/letter confirming your employer's authorisation. Terms of payment are 30 days from invoice date.
- 5 Customers outside the UK must remit the full fee, including postage and packing, in GBP (pounds sterling), payable in London, before materials are despatched. All bank charges, including any payable by the receiving bank, must be paid by the customer.

## Learning Agreement

The Learning Agreement sets out your entitlements and obligations as a student of RRC and constitutes the terms and conditions of your enrolment. If you do not wish to be bound by these terms, you can cancel your course within the timescales detailed below and receive a refund/credit of the fees less any expenses incurred by RRC.

## Cancellations

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 (defined as the period to your nominated exam date or 18 months from enrolment date for units/subjects where the nominated examination date is not determined).

### Face-to-Face Courses

**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.

### Distance & e-Learning Courses

#### CANCELLATION WITHIN 30 DAYS

A refund of the full course fee is obtainable for cancellations received within 30 days following the acceptance of your application. Subject to the return, in good condition, of any printed materials supplied and the receipt of a written confirmation that any electronic copies of the materials have been destroyed within the 30-day period.

#### CANCELLATION AFTER 30 DAYS BUT WITHIN 45 DAYS

A 60% refund of the course fees is obtainable for cancellations received at any time within 45 days following the acceptance of your application. Subject to the return, in good condition, of any printed materials supplied and the receipt of a written confirmation that any electronic copies of the materials have been destroyed within the 45-day period.

#### CANCELLATION OVER 45 DAYS AND WITHIN THE ENROLMENT PERIOD

A 90% refund is available for any Units/Subjects for which study has not commenced. Study is deemed to have commenced from the date the student requests the materials.

Where a student has commenced a Unit and wishes to cancel, they may be entitled to a refund of any exam fees paid to RRC provided the cancellation is received before the student has been registered with the examining body.

### Examinations Only

A refund of the exam fee is obtainable for cancellations received up to the date RRC register the examination with the examining body.

## Revision and Reference Guides

### PRINTED MATERIALS – RETURNED WITHIN 14 DAYS

A refund of the full fee (excluding postage and packing) is obtainable for returns received in good condition within 14 days following the despatch of the goods.

### E-MAIL – RETURNS WITHIN 7 DAYS

A refund of the full fee is obtainable for returns received up to 7 days following RRC e-mailing the goods or access password, subject to a written confirmation that all copies have been destroyed.

### PROGRAMMED-TO-PASS – CANCELLATION WITHIN 7 DAYS OF ACCESS

A refund of fees is obtainable for cancellations received within 7 days following RRC e-mailing the access password, subject to a written confirmation that any downloaded or printed materials have been destroyed.

Outside of the above, full fees are payable on all cancellations or returns.

Any refunds will be processed within 14 days of receiving your returned course materials.

# Enrolment form

## Important Information

Please complete all sections of this application form in full. Failure to do so may result in delays in processing your enrolment

**If you have studied with RRC before please enter your RRC Student Number here** \_\_\_\_\_

Step 1 – Personal details and delivery information	
Name & Address of Applicant	Delivery Address
Full Name	Contact Name
Address	Company Name
	Address
Post Code	Post Code
Country	Country
Daytime Tel. No	Contact Tel. No
Evening Tel. No	Please note: Your package will need to be signed for on delivery. RRC are unable to deliver to PO Box addresses.
E-mail	

Step 2 – Sponsoring organisation and invoice address	
Sponsoring organisation	Invoice address
Company Name	Company Name
Contact Name	Department
Position	Contact Name
Address	Address
Post Code	Post Code
Country	Country
Tel. No	Tel. No
E-mail	E-mail

Step 3 – Course Selection			
Course Required	Please Tick	Method of Study	Please Tick
NEBOSH Award in Health and Safety at Work – English		Distance Learning	
		e-Learning	
		Face-to-Face	
NEBOSH Award in Health, Safety and Environment for the Process Industries		Distance Learning	
		e-Learning	
Face-to-face Courses – Please select Venue and Course date			
<b>Venue</b> London only			
<b>Course Start Date</b> DD / MM / YYYY			

# Enrolment form

## Step 4 – Information required for exam entry

Venue where you wish to sit your exam:

Intended exam date		Please Tick	Information required for exam entry
Month	Year		<b>Date of birth</b> DD / MM / YYYY
	20		<b>Gender</b> Male/Female* <b>Country of Residence</b>
Not sitting exam with RRC			Name to appear on Certificate (BLOCK CAPITALS)

\* Delete as applicable

## Step 5 – Additional information

How did you hear about RRC?

What are your reasons for enrolling on this course?

## Step 6 – Fees

Course and Exam	Fee including VAT
Course Fee	
Exam – RRC Charge (Distance & e-Learning Only)	
Overseas/Non RRC Exam Centre charge (Call for a quote)	
Overseas Courier (call for a quote if outside the UK)	
Printed Materials (e-Learning Courses Only)	
<b>Total Fees Payable</b>	

VAT: All services are delivered in the UK and overseas customers are therefore required to pay VAT.  
Overseas Courier Charges are payable on distance learning courses, printed materials and revision aids only.

## Step 7 – Method of Payment

I enclose my fees in full. Please make cheque/banker's draft payable to **RRC Training**

Please debit my MasterCard/Switch/Visa/Solo/Connect Card/American Express (Delete as appropriate)  
(Note RRC cannot accept Visa Electron Cards)  
Card No. \_\_\_\_\_ with the full fee. Card Expiry Date \_\_\_\_\_  
3 Digit Security Code \_\_\_\_\_ Cardholder's Name \_\_\_\_\_  
Cardholder's Signature \_\_\_\_\_  
(Switch and Solo only) Issue No \_\_\_\_\_ Valid From Date \_\_\_\_\_

I wish to pay by instalments and attach the completed instalment plan application form (see page 15)

Please invoice my employer (UK Registered Companies Only). **Please attach Official Purchase Order/Letter of Authorisation**

## Step 8 – Acceptance of terms and conditions

I wish to enrol as a participant for the above programme and I agree to pay the fees as stated and to be bound by the terms and conditions set out in the accompanying RRC literature.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Thank you for choosing RRC Training

**Please return your completed application form to:**

RRC Training 27 – 37 St George's Road London SW19 4DS United Kingdom

Tel: +44 (0)20 8944 3108 Fax: +44 (0)20 8944 7099

info@rrc.co.uk www.rrc.co.uk

# Pre-course questionnaire

Please write in capitals. Attach further sheets and/or CV if necessary.

## Section A – Your personal details

Name

Address

Postcode

Daytime Tel. No

Evening Tel. No

E-mail

## Section B – Your current position

Job title

Number of years in current position

Name of company

Nature of business

Outline of responsibilities (with specific reference to health and safety responsibilities)

## Section C – Relevant previous positions and experience

## Section D – Previous courses/qualifications

Please give brief details of any relevant qualifications held or courses you have attended:

## Section E – Special concerns

Please indicate any special concerns you may have about the course and areas in which you might require special help.  
Please indicate any special educational needs or disabilities that may impact on your studies.