SHEilds

NEBOSH / IOSH / NVQ Solutions

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"Our aim is to make professional health, safety and management qualifications accessible to all and to allow the study to be completed without the need for disruption to your normal workplace activities"



Course list

IOSH Certificates

Managing Safely

NEBOSH Certificates

National General Certificate in Occupational Health & Safety

International General Certificate in Occupational Health & Safety

National Certificate in the Management of Health and Wellbeing at Work

National Certificate in Environmental Management

Technical Certificate in Oil & Gas Operation

National Fire Safety & Risk Management

National Construction Safety & Health

International Construction Safety & Health

NEBOSH Diplomas

National Diploma in Occupational Safety & Health

International Diploma in Occupational Safety & Health

Diploma in Environmental Management

NVQ's / SVQ's

Level 3 Certificate in Occupational Health & Safety

Level 5 Diploma in Occupational Health & Safety Practice

"Internationally recognised qualifications that can enhance an individual's employment potential and professional status"

www.SHEilds.org success@sheilds.org

SHEilds eLearning

The eLearning classroom environment is easy to use; we have years of experience and feedback from thousands of students which gives us the unique opportunity to provide you with exactly what you need to succeed.

Your online courses are all supported by CMIOSH Tutors with practical knowledge and hands on experience

Contact with your tutors couldn't be easier:


Telephone

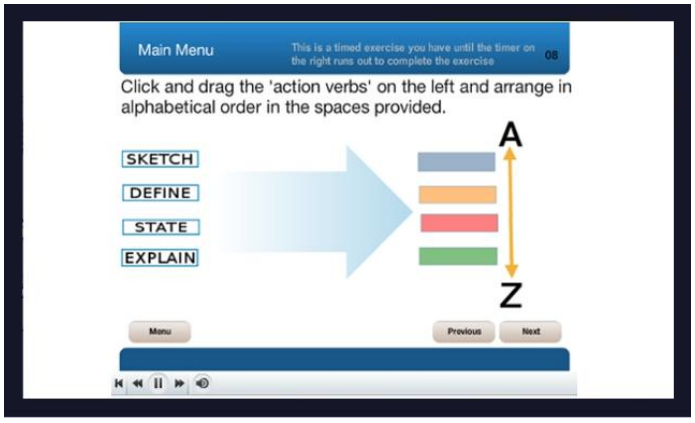

Email


Forums


Workshops



We designed your study material to have everything you need to complete your course with no additional support; we then enhance your learning experience covering all styles of learning including text, diagrams, audio, video, and interactive content, creating a truly flexible package.





SHEilds Screen shots April 2011

- Student Forums
- Videos
- Diagrams
- Mock examinations
- Audio
- Printable course material
- Interactive content
- Photographs

IOSH Managing Safely

Course Overview
The 'Managing Safely' course is for those required to manage safely and effectively in compliance with both their organisation's policy and best practice in health and safety.

The course aims to ensure that safety requirements are appreciated by people employed as line managers, and to enable them to review their own departmental systems for safety, introducing new controls or implementing changes as appropriate to ensure safety in the workplace.

Syllabus:

Explain 'working safely'
Explain the component parts of a recognised safety management system such as HSG65, BS 8800, and OHSAS 18001.
Identify the data and techniques required to produce an adequate record of an incident and demonstrate the procedure for an accident investigation, recognising the human factors involved.
Describe statutory requirements for reporting and procedures for checking for non-reporting.
Describe methods of basic trend and epidemiological analysis for reactive monitoring data.
Define 'hazard' and 'risk', and describe the legal requirements for risk assessment.
Demonstrate a practical understanding of a quantitative risk assessment technique and the data required for records.
Describe workplace precaution hierarchies
Prepare and use active monitoring checklists and implement schedules for active monitoring, recording results and analysing records.
Outline the main provisions of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.
Outline relevant health and safety legislation, codes of practice, guidance notes and information sources such as the Health and Safety Executive.

Examination
The final examination is take online after you have studied the course material, Understanding of the course material is evaluated by means of a multiple choice examination comprising of a mixture of short and multiple choice online questions, plus an end of course assignment.

Further information:

Start date:	**Anytime**
Study mode:	**eLearning**
Required study:	**36 hours minimum**
Course access:	**6 Months**
Examinations dates:	**Anytime**
Exam Locations:	**Online**

Did you know?
The IOSH Managing Safely course is the ideal starting point for your Health and Safety career, you will have an underpinning knowledge of the core health and safety subjects; therefore make you better prepared for your NEBOSH studies!

NEBOSH National General Certificate in Occupational Health & Safety

Course Overview
The NEBOSH National General Certificate is a qualification designed to help those with health and safety responsibilities (e.g. managers, supervisors and employee representatives) to discharge more effectively their organisational duties and functions.

The NEBOSH National General Certificate covers the main legal requirements for health and safety in the UK, identification and control of workplace hazards, and the practical application of this knowledge.

Syllabus:

NGC 1
Foundations in health and safety
Health and safety management systems - Policy
Health and safety management systems - Organising
Health and safety management systems - Planning
Health and safety management systems - Measuring, audit and review
NGC 2
Workplace hazards and risk control
Transport hazards and risk control
Musculoskeletal hazards and risk control
Work equipment hazards and risk control
Electrical safety
Fire safety
Chemical and biological health hazards and risk control
Physical and psychological health hazards and control

Examinations
The examination comprises two 2-hour written papers and a practical assessment. Each written paper consists of one 'long-answer' question and ten 'short-answer' questions. All questions are compulsory. The practical assessment consists of carrying out a risk assessment of a workplace and preparing a short report.

Further information:

Start date:	**Anytime**
Study mode:	**eLearning**
Required study:	**80 – 120 hours**
Course access:	**12 Months**
Examinations dates:	**March / June / September / December**
Exam Locations:	**Available at hundreds of locations globally**
Membership:	**TechIOSH, AIIRSM***

Did you know?
By completing the IOSH Managing Safely course prior to undertaking this qualification, you will have a better underpinning knowledge of the core subject; therefore make you better prepared for your NEBOSH studies!

NEBOSH International General Certificate in Occupational Health & Safety

Course Overview
The NEBOSH International General Certificate is designed for managers, supervisors, worker representatives and others who require an understanding of health and safety principles and practices. Candidates are likely to be employees of large organisations operating outside the UK, or of multinational companies already working to international standards but needing to adapt these to accord with local needs and practice.

The syllabus omits specific reference to any national legal requirements but, instead, focuses on international standards, in particular ILO codes of practice. In common with the national award, however, the syllabus is structured according to a recognized management framework.

Syllabus:

IGC 1
Foundations in health and safety
Health and safety management systems - Policy
Health and safety management systems - Organising
Health and safety management systems - Planning
Health and safety management systems - Measuring, audit and review
IGC 2
Workplace hazards and risk control
Transport hazards and risk control
Musculoskeletal hazards and risk control
Work equipment hazards and risk control
Electrical safety
Fire safety
Chemical and biological health hazards and risk control
Physical and psychological health hazards and control

Syllabus information
The syllabus details for the IGC1 are based on the new standard 2011/2012

Examinations
The examination comprises two 2-hour written papers and a practical assessment. Each written paper consists of one 'long-answer' question and ten 'short-answer' questions. All questions are compulsory. The practical assessment consists of carrying out a risk assessment of a workplace and preparing a short report.

Further information:

Start date:	**Anytime**
Study mode:	**eLearning**
Required study:	**80 – 120 hours**
Course access:	**12 Months**
Examinations dates:	**March / June / September / December**
Exam Locations:	**Available at hundreds of locations globally**
Membership:	**TechIOSH, AIIRSM***

Did you know?
This qualification is excellent pre study material for the NEBOSH International Diploma and Technical Oil & Gas certificate courses. The content and examination preparation can increase your potential pass marks by up to 25%

NEBOSH National Certificate in the Management of Health & Wellbeing at Work

(This course is under development and not yet available by SHEilds)

Course Overview

This course is ideal for General managers, supervisors, health and safety and HR personnel who have responsibility for, or involvement in, the health and well-being of employees as part of their day-to-day duties. Organisations may wish to use it as part of their health and well-being strategy to complement their existing occupational health staff.

This qualification will give your managers, supervisors and HR personnel the skills and knowledge to tackle health and well-being at work. It will benefit companies in all sectors who are seeking to improve the efficiency, and morale of their workforce.

Syllabus:

Unit 1 Managing Health & Wellbeing at Work
Introduction to workplace health
Effects of health on work
Effects of work on health
Management of attendance
Management of mental health at work
Management of people with musculoskeletal disorders
Workplace health promotion
Workplace health support

Examinations

The examination comprises one 2-hour written examination and a practical assessment. The written paper consists of one 'long-answer' question and ten 'short-answer' questions. All questions are compulsory. The practical assessment consists of carrying out one 3-hour practical assessment of the candidates own workplace.

Further information:

Start date:	**Any time**
Study mode:	**eLearning**
Required study:	**35 – 55 hours**
Course access:	**12 Months**
Examinations dates:	**March / September**
Exam Locations:	**Available at hundreds of locations globally**

Did you know?

This is a relatively new qualification by NEBOSH and is an ideal qualification for key personnel to stand out in a company!

NEBOSH National Certificate in Environmental Management

(This course is under development and not yet available by SHEilds)

Course Overview

The National Certificate in Environmental Management is designed for Managers, supervisors and employees based in the UK, who have responsibility for managing environment issues, as part of their day to day duties. The qualification focuses on UK law and environmental management systems. It also provides a sound basis for progression on to the NEBOSH National Diploma in Environmental management.

As the NEBOSH National General Certificate qualification has been recognised for many years as an excellent introduction to the fundamentals of occupational health and safety. The NEBOSH National Certificate in Environmental Management is designed to provide a similarly sound foundation in environmental management.

The NEBOSH National Certificate in Environmental Management, will benefit companies who are seeking to implement effective environmental management systems, ensuring that line managers have a sound understanding of the principles of managing environmental risk. This qualification is relevant to all industry sectors.

Syllabus:

Unit 1 Management and control of environmental hazards
Foundations in environmental management
Environmental management systems
Environmental impact assessments
Control of emissions to air
Control of contamination of water resources
Control of waste and land use
Sources and use of energy and energy efficiency
Control of environmental noise
Planning for and dealing with environmental emergencies

Examinations

The examination comprises one 2-hour written examination and a practical assessment. The written paper consists of one 'long-answer' question and ten 'short-answer' questions. All questions are compulsory. The practical assessment consists of one 3-hour practical assessment in the candidates own workplace.

Further information:

Start date:	**Any time**
Study mode:	**eLearning**
Required study:	**35 – 60 hours**
Course access:	**12 Months**
Examinations dates:	**March / June / September / December**
Exam Locations:	**Available at hundreds of locations globally**

Did you know?

This new qualification by NEBOSH is ideal pre study material prior to studying the NEBOSH National Diploma in Environmental Management!

NEBOSH International Technical Certificate in Oil and Gas Operation

Course Overview
This qualification is specifically designed for people with safety responsibility in the oil and gas industry. The qualification focuses on international standards and management systems, enabling students to effectively discharge workplace safety responsibilities both onshore and offshore. The Certificate also highlights the importance of process safety management in the oil and gas industry.

There are no specific entry requirements for this qualification, however it is highly recommended that students have an existing underpinning knowledge of safety issues or have completed a NEBOSH Certificate level qualification previously.

Syllabus:

ELEMENT 1: Health, Safety and environmental management in context

Learning from Incidents
Hazards inherent in oil and gas
Risk Management Techniques used in the oil and gas industries
Safety cases and safety reports

ELEMENT 2: Hydrocarbon process safety 1

Contractor management
Process Safety Management (PSM)
Role and Purpose of a permit-to-work system
Key principles of shift handover
Plant operations and maintenance

ELEMENT 3: Hydrocarbon process safety 2

Failure modes
Safety critical equipment controls
Safe storage of hydrocarbons
Furnace and boiler operations

ELEMENT 4: Fire protection and emergency response

Fire and explosion risk in the oil and gas industries
Emergency Response

ELEMENT 5: Logistics and Transport operations

Marine Transport
Land Transport

Examinations
The examination is comprised of one 2-hour written papers which consists of one 'long-answer' question and ten 'short-answer' questions. All questions are compulsory.

Further information:

Start date:	**Any time**
Study mode:	**eLearning**
Required study:	**35 - 55 hours**
Course access:	**12 Months**
Examinations dates:	**March / June / September / December** (please contact your local office for additional dates)
Exam Locations:	**Available at hundreds of locations globally**

Did you know?
Students, who have successfully completed the NEBOSH IGC prior to undertaking this qualification, usually gain up to a 25% higher pass mark on their NEBOSH IOG examinations!

NEBOSH National Certificate in Fire Safety & Risk Management

Course Overview
The NEBOSH Fire Safety and Risk Management Certificate aims to build on the success of the National General Certificate. The Fire Certificate has been designed for managers, supervisors, employee representatives and those embarking on a role with fire safety responsibility and aims to equip holders to contribute to the conduct and review of fire risk assessments and fire preventive and protective measures within most workplaces.

The syllabus is based on National Occupational Standards in Fire Safety at level 3, which has common units with the Emergency Fire Services National Occupational Standards.

Syllabus:

NGC 1
Foundations in health and safety
Health and safety management systems - Policy
Health and safety management systems - Organising
Health and safety management systems - Planning
Health and safety management systems - Measuring, audit and review
FC 1
Managing fire safety
Principles of fire and explosion
Causes and prevention of fire
Fire protection in buildings
Safety of people in the event of a fire
Fire risk assessment

Examinations
The examination comprises two 2-hour written papers and a practical assessment. Each written paper consists of one 'long-answer' question and ten 'short-answer' questions. All questions are compulsory. The practical assessment consists of carrying out a risk assessment of a workplace and preparing a short report.

Further information:

Start date:	**Anytime**
Study mode:	**eLearning**
Required study:	**80 – 120 hours**
Course access:	**12 Months**
Examinations dates:	**March / June / September / December**
Exam Locations:	**Available at hundreds of locations globally**
Membership:	**TechIOSH***

Did you know?
This qualification is unitised; therefore if you have successfully completed the NEBOSH NGC course within the past 5 years, you are exempt from re-sitting the NGC1 examinations. Reducing your required study!

NEBOSH National Certificate in Construction Safety & Health

Course Overview
The NEBOSH Construction Certificate is a qualification both for those with construction management responsibilities and for those who are required to provide routine, day-to-day advice on health, safety and welfare in construction work.

The Construction Certificate is designed to cover general health and safety issues within a construction context as well as placing emphasis on the specific construction issues that make the industry amongst the most dangerous in which to work.

Syllabus

NGC 1
Foundations in health and safety
Health and safety management systems - Policy
Health and safety management systems - Organising
Health and safety management systems – Planning
Health and safety management systems - Measuring, audit and review
NCC 1
Construction law management
Construction site hazards and risk control
Vehicle and Plant movement - hazards and control
Musculoskeletal hazards and risk control
Work equipment – hazards and risk control
Electrical safety
Fire safety
Chemical and biological health hazards and risk control
Physical and psychological health hazards and risk control
Working at height - hazards and risk control
Excavation work and confined spaces hazards and risk control
Demolition and deconstruction hazards and risk control

Examinations
The examination comprises two 2-hour written papers and a practical assessment. Each written paper consists of one 'long-answer' question and ten 'short-answer' questions. All questions are compulsory. The practical assessment consists of carrying out a risk assessment of a workplace and preparing a short report.

Further information:

Start date:	**Anytime**
Study mode:	**eLearning**
Required study:	**110 – 165 hours**
Course access:	**12 Months**
Examinations dates:	**March / June / September / December**
Exam Locations:	**Available at hundreds of locations globally**
Membership:	**TechIOSH***

Did you know?
This qualification is unitised; therefore if you have successfully completed the NEBOSH NGC course within the past 5 years, you are exempt from re-sitting the NGC1 examinations. Reducing your required study!

NEBOSH International Certificate in Construction Safety & Health

Course Overview
The International Construction Certificate is designed for supervisors and managers within the international construction industry and is designed to provide a sound breadth of underpinning knowledge that enables them to discharge more effectively their duties with respect to health and safety in construction activities and is designed to cover general health and safety issues within a construction context as well as placing emphasis on the specific construction issues that make the industry amongst the most dangerous in which to work.

Syllabus:

IGC 1
Foundations in health and safety
Health and safety management systems - Policy
Health and safety management systems - Organising
Health and safety management systems - Planning
Health and safety management systems - Measuring, audit and review
ICC 1
Construction management
Construction site hazards and risk control
Movement of people and vehicles hazards and risk control
Manual and mechanical handling – hazards and control
Work equipment – hazards and risk control
Electrical safety
Fire safety
Chemical and biological health hazards and risk control
Physical and psychological health hazards and risk control
Working at height - hazards and risk control
Excavation work and confined spaces hazards and risk control
Demolition and deconstruction hazards and risk control

Examinations
The examination comprises two 2-hour written papers and a practical assessment. Each written paper consists of one 'long-answer' question and ten 'short-answer' questions. All questions are compulsory. The practical assessment consists of carrying out a risk assessment of a workplace and preparing a short report.

Further information:

Start date:	**Anytime**
Study mode:	**eLearning**
Required study:	**110 – 165 hours**
Course access:	**12 Months**
Examinations dates:	**March / June / September / December**
Exam Locations:	**Available at hundreds of locations globally**

Did you know?
This qualification is unitised; therefore if you have successfully completed the NEBOSH IGC course within the past 5 years, you are exempt from re-sitting the IGC1 examinations. Reducing your required study!

NEBOSH National Diploma in Occupational Health & Safety

Course Overview
All occupational health and safety practitioners (OHASPs) need to have a common core of knowledge in order to practice effectively. This common core of knowledge must be transferable between the different occupational sectors in which OHASPs may work, ranging across all parts of industry, commerce and the public sector. The NEBOSH National Diploma in Occupational Health and Safety provides the knowledge and understanding that underpins competent performance as an OHASP.

There are no prerequisite entry requirements, though students will find it helpful to have completed the National General Certificate first. Students should also be aware that this is a demanding qualification - approximately equivalent to an honours degree level - and therefore may find is very difficult if they do not have this background knowledge and/or the ability and application to study at this level.

Syllabus

Unit A:	Managing health and safety
Unit B:	Hazardous agents in the workplace
Unit C:	Workplace and work equipment
Unit D:	Application of health and safety theory and practice (Assignment)

Examination & Assignment details
The examinations are held twice each year, January and July, and comprises of one 3-hour written paper for each of the core units (A, B & C) (three 3-hour examinations in total) and complete a workplace based assignments for unit D. Only students who have enrolled with NEBOSH through an accredited centre are eligible to register for the examination.

Further information:

Start date:	**Anytime**
Study mode:	**eLearning**
Required study:	**250 – 500 hours**
Course access:	**24 Months**
Examinations dates:	**January / July**
Exam Locations:	**Available at hundreds of locations globally**
Membership:	**GradIOSH leading to CMIOSH / MIIRSM***

Did you know?
By completing the NEBOSH NGC course prior to undertaking this qualification, you will have a better underpinning knowledge of the core subject; therefore make you better prepared for your NEBOSH Diploma studies and potentially help increase your pass rate!

NEBOSH International Diploma in Occupational Health & Safety

Course Overview
The NEBOSH International Diploma is designed for individuals who want to progress their career in health & safety & develop the international knowledge & skills in order to become an international health & safety practitioner.

All occupational health and safety practitioners (OHASPs) need to have a common core of knowledge in order to practice effectively. This common core of knowledge must be transferable between the different occupational sectors in which OHASPs may work, ranging across all parts of industry, commerce and the public sector. The NEBOSH International Diploma in Occupational Health and Safety provides the knowledge and understanding that underpins competent performance as an OHASP.

There are no prerequisite entry requirements, though students will find it helpful to have completed the National General Certificate first. Students should also be aware that this is a demanding qualification - approximately equivalent to an honours degree level - and therefore may find is very difficult if they do not have this background knowledge and/or the ability and application to study at this level.

Syllabus:

Unit A:	Managing health and safety
Unit B:	Hazardous agents in the workplace
Unit C:	Workplace and work equipment
Unit D:	Application of health and safety theory and practice (Assignment)

Examination & Assignment details
The examinations are held twice each year, January and July, and comprises of one 3-hour written paper for each of the core units (A, B & C) (three 3-hour examinations in total) and complete a workplace based assignments for unit D. Only students who have enrolled with NEBOSH through an accredited centre are eligible to register for the examination.

Further information:

Start date:	**Anytime**
Study mode:	**eLearning**
Required study:	**250 – 500 hours**
Course access:	**24 Months**
Examinations dates:	**January / July**
Exam Locations:	**Available at hundreds of locations globally**
Membership:	**GradIOSH leading to CMIOSH / MIIRSM***

Did you know?
By completing the NEBOSH IGC course prior to undertaking this qualification, you will have a better underpinning knowledge of the core subject; therefore make you better prepared for your NEBOSH Diploma studies and potentially help increase your pass rate!

NEBOSH Diploma in Environmental Management

Course Overview
The NEBOSH Environmental Diploma is designed to equip health and safety practitioners with an appropriate professional level qualification to undertake responsibilities in relation to the risks of damage to the environment posed by work activities.

The intended learning outcomes are that holders of this award should be able to:

- Advise management on the likely environmental impact of an organisation's activities and the action needed to avoid or minimise the harmful effects;
- Arrange for appropriate action to be taken either by themselves or in co-operation with other specialist staff;
- Appreciate the inter-relationship between actions taken to protect workpeople and those taken to protect the environment so that the best combination of measures is adopted.

Syllabus:

The syllabus comprises two core modules:	
ED1:	Management of environmental risk
ED2:	Application of environmental risk theory and practice

Entry requirements:
There are no formal entry requirements; prospective candidates should be advised that this is a professional level qualification. The NEBOSH Diploma in Environmental Management is intended primarily for those responsible for environmental management.

Examination details
The examination is held twice each year and comprises one 3-hour written paper were Candidates are required to select five from eight questions. There is also a 4'000 word, work place based project to complete.

Further information:

Start date:	**Anytime**
Study mode:	**eLearning**
Required study:	**150 hours**
Course access:	**12 Months**
Examinations dates:	**June / December**
Exam Locations:	**Available at hundreds of locations globally**

Did you know?
By completing the NEBOSH Environmental Certificate course prior to undertaking this qualification, you will have a better underpinning knowledge of the core subject; therefore make you better prepared for your NEBOSH Environmental Diploma studies and potentially help increase your pass rate!

NVQ Level 3 Certificate in Occupational Health and Safety
OCR / City & Guilds

Course Overview
This qualification is suitable for those in the area of general health and safety practice in the workplace, and aims to support and develop good practice and awareness of all aspects of health and safety in the working environment; including the identification, monitoring and control of workplace hazards and risks.

This course is available through both OCR, and City & Guilds. Each body makes available this course to be undertaken in different geographical regions of the world, please contact us for further information on course availability.

Syllabus:

To gain this qualification you must complete 7 units, 5 mandatory units, and 2 optional units of your choice to gain the qualification.

OCR	C&G	Mandatory Units	Credit Value	Level
Unit 1	HSS1	Ensure responsibility for actions to reduce risk to health and safety	4	
Unit 2	HSS2	Develop procedures to safety control and work operations	4	
Unit 3	HSS3	Monitor procedures to safety control and work operations	5	
Unit 4	HSS4	Promote a culture of health and safety in the workplace	4	
Unit 5	HSS6	Conduct a health and safety risk assessment of the workplace	6	
Optional Units				
Unit 6	HSS5	Investigate and evaluate health and safety incidents and complaints in the workplace	5	
Unit 7	HSS7	Make sure actions within the workplace aim to protect the environment	4	
Unit 8	HSS8	Review health and safety procedures in workplaces	4	
Unit 9	HSS9	Supervise the health, safety and welfare of a learner in the workplace	4	

Study & assessment
The learning material is provided electronically with a guidebook and assessment plan. The Tutorial/Assessment team monitor your progress to offer you support and guidance throughout your qualification. Assessment is by production of a personal portfolio demonstrating understanding and application of the standards at this level; this is greatly simplified by our eLearning platform, where evidence can be electronically submitted.

Further information:

Start date:	**Anytime**
Study mode:	**eLearning / Distance**
Duration:	**6 – 24 Months (**Average completion time 7 – 12 months)
Examinations dates:	**There are no examinations with this Qualification**
Membership:	**TechIOSH***

Did you know?
This qualification does not have any examinations and is impossible to fail!
"You are either competent or not yet competent"

NVQ Level 5 Diploma in Occupational Health and Safety
OCR / City & Guilds

Course Overview

This qualification is suitable for those in the area of health and safety practice in the workplace who have authority, influence and autonomy, and aims to develop and implement good practice within a wide range of health and safety matters within the workplace.

This course is available through both OCR, and City & Guilds. Each body makes available this course to be undertaken in different geographical regions of the world, please contact us for further information on course availability.

Syllabus:

To gain this qualification you must complete all 10 mandatory units to gain the qualification.

OCR	C&G	Mandatory Units	Credit Value	Level
Unit 1	HSP2	Promote a positive health and safety culture	5	5
Unit 2	HSP3	Develop and implement the health and safety policy	14	6
Unit 3	HSP4	Develop and implement effective communication systems for health and safety information	8	4
Unit 4	HSP5	Develop and maintain individual and organisational competence in health and safety matters	10	5
Unit 5	HSP6	Identify, assess and control health and safety risks	18	5
Unit 6	HSP7	Develop and implement proactive monitoring systems for health and safety	10	5
Unit 7	HSP8	Develop and implement reactive monitoring systems for health and safety	15	5
Unit 8	HSP10	Develop and implement health and safety emergency response systems and procedures	12	5
Unit 9	HSP11	Develop and implement health and safety review systems	8	5
Unit 10	HSP13	Maintain knowledge of improvements to influence health and safety practice	8	5

Study & assessment

The learning material is provided electronically with a guidebook and assessment plan. The Tutorial/Assessment team monitor your progress to offer you support and guidance throughout your qualification.Assessment is by production of a personal portfolio demonstrating understanding and application of the standards at this level; this is greatly simplified by our eLearning platform, where evidence can be electronically submitted.

Further information:

Start date: **Anytime**

Study mode: **eLearning / Distance**

Duration: **6 – 24 Months (**Average completion time 7 – 12 months)

Examinations dates: **There are no examinations with this Qualification**

Membership: **GradIOSH leading to CMIOSH / MIIRSM***

Did you know?

This qualification does not have any examinations and is impossible to fail!

"You are either competent or not yet competent"

Benefits of SHEilds eLearning qualifications

For the individual	For the employer
Being able to show that you are competent in your work and able to demonstrate the knowledge and skill required to perform at the recognised occupational standard.	Value for money; access to the courses is unlimited during the study period, allowing students to study 24 hours a day 7 days a week, giving student's maximum opportunity to absorb the course material.
Further your professional development and increase your career prospects by developing transferable skills recognised and valued by employers universally.	The course is accessible from any PC with internet access allowing study in the workplace or from home, minimising disruption and downtime to business.
Improve your job satisfaction, confidence and drive to succeed in your occupation.	Increased staff productivity, efficiency, and performance
A flexible way of gaining a recognised and respected qualification, with no requirement to have already completed other formal qualifications.	Increased motivation and job satisfaction for employees
Recognised route to professional memberships with globally recognised professional institutes.	Students can start the qualification at their capability level, and no prior qualifications are required
Examinations are available globally. Due to the flexibility of SHEilds eLearning students are not fixed to a specific examination date, examination dates can be selected when a student feels confident.	Ensuring staff are working to up-to-date standards and best practices within their field enables employees to gain well recognised and respected qualifications, with no requirement to have already completed other formal qualifications.
Globally recognised qualifications can give you an advantage in the workplace for promotion and job security.	Demonstrates a commitment to quality and continuous improvement
	When employees have globally recognised qualifications, this can help when tendering for contracts with some organisations, and help towards quality standards.

Professional Memberships

Health & Safety Memberships		
Membership Body	Designatory Letters	Available through qualification
	CMIOSH Chartered Membership Institute of Occupational Safety and Health	NEBOSH National Diploma NEBOSH International Diploma NVQ Level 5
	GradIOSH Graduate Membership Institute of Occupational Safety and Health	NEBOSH National Diploma NEBOSH International Diploma NVQ Level 5
	TechIOSH Technician Membership Institute of Occupational Safety and Health	NEBOSH National Certificate NEBOSH International Certificate NVQ Level 3
	MIIRSM Full Membership International Institute of Risk & Safety Managers	NEBOSH National Diploma NEBOSH International Diploma NVQ Level 3
	AIIRSM Affiliate Membership International Institute of Risk & Safety Managers	NEBOSH National Certificate NEBOSH International Certificate NVQ Level 3

ADDITIONAL INFORMATION

- All memberships are subject to acceptance by the applicable institutes, some levels of memberships with the institutes require a minimal amount of practical experience in addition to the qualifications.
- The level of membership offered is completely at the discretion of the applicable institute at all times.
- Progression from GradIOSH to CMIOSH is through an internal IPD scheme with IOSH.
- Memberships usually have an associated cost which is payable directly to the applicable institute and is any such cost is not covered by your course fees.

3 steps to start your course

STEP 1
Select your course

STEP 2
Email SHEilds:
Success@sheilds.org
Or
Call your local SHEilds centre

STEP 3
Start studying

"We are here to support your success"



General Terms and Conditions for Students (v4)

Please ensure You read SHEilds terms and conditions thoroughly as it governs Your use of SHEilds Ltd services and limits our liability to You. by enrolling onto a SHEilds course You are deemed to have accepted the terms and conditions outlined in this document.

1. Definitions
1.1. In these Conditions the following terms shall have the following meaning:-

"**Accredited Course Provider**" means SHEilds Ltd

"**Application Form**" means the form submitted by You to SHEilds Ltd when You apply to enrol or register for a Qualification or Assessment with SHEilds Ltd;

"**Conditions**" means these SHEilds Ltd General Terms and Conditions for Students;

"**Enrolment Fee**" means the fee payable by You when You apply to become a student/candidate of SHEilds Ltd;

"**Guide(s)**" means the guides issued by an "Awarding Body" from time to time in respect of SHEilds Ltd Qualification's;

"**Malpractice Policy**" means the latest policy relating to malpractice, which may from time to time be amended;

"**NEBOSH**" means the National Examination Board in Occupational Safety and Health (a company limited by guarantee under company number 2698100) of Dominus Way, Meridian Business Park, Leicester, LE19 1QW;

"**Assessment**" means assessments of practical units and/or examinations which contribute towards Your qualification;

"**Policies**" means the policies of SHEilds Ltd and Awarding Bodies as amended, updated or added to from time to time.

"**Registration Fee**" means the fee payable by You when You register to undertake a specific Qualification/Assesment with SHEilds Ltd

"**Scripts**" means the document containing Your answers to Assessments;

"Awarding Body" means NEBOSH, IOSH or other organisation providing accreditation for Qualification's to SHEilds Ltd;

"**You**" or "**Your**" refers to You, the student or prospective student for SHEilds Ltd Qualification's;

2. Scope of Terms and Conditions
2.1. These Conditions govern Your relationship with SHEilds Ltd and the Awarding Body which may come into force through any registration or enrolment You commit to through SHEilds Ltd. For the avoidance of any doubt Awarding Bodies are not responsible for the provision of teaching, tutorial or other such services at any venue or centre.

2.2. Pursuant to clause 2.1 these Conditions shall set out the basic obligations of SHEilds Ltd and Your obligations and responsibilities which includes but is not limited to fees and payments.

2.3. When You enrol upon a programme of study for Your Qualification's Your contract for that programme of study is with SHEilds Ltd. the Awarding Body is not a party to this contract.

3. Payment of Fees
3.1. SHEilds Ltd fees are subject to UK VAT

3.2. SHEilds Ltd course fees exclude examination registration and sitting fees unless specified

3.3. The full fee, the minimum deposit or an official purchase order must accompany Your purchase or application for the programme. Where a purchase order is received, the invoiced fees are payable within 30 days. Any company sponsoring an applicant is responsible for the fees in all circumstances.

3.4. You may also be liable for further additional fees (including but not limited to a fee for reviewing marks, registration fees, renewal fees and additional administration fees) which may not be set out in Your contract with SHEilds Ltd or the Awarding Body.

3.5. Payment Plans are offered by SHEilds Ltd under the following guidance;
3.5.1 SHEilds Ltd may refuse an application for a Payment Plan without reason;
3.5.2 30% of the total course fee is required as the minimum deposit for a Payment Plan;
3.5.3 SHEilds Ltd will charge £15+VAT for each monthly instalment following the initial deposit;
3.5.4 The balance of Your account must be cleared in full, prior to You registering for examinations;
3.5.5 Your course advisor will agree Your Payment Plan with You, Prior to the commencement of Your qualification;
3.5.6 Failure to maintain Your agreed payment will result in You course access to be suspended
3.5.6 Should your course access be suspended (per 3.5.6) Your account will accrue a £15+VAT per month admin charges
3.5.7 Payment Plans can be paid by: Credit/Debit card, Bank transfer or Cheque

4. Enrolment, Transfer and Cancellation
4.1. By enrolling for a qualification with SHEilds Ltd (whether You apply directly or whether a third party applies on Your behalf) You accept these Conditions.

4.2. Your enrolment with SHEilds Ltd will only be effective if and when SHEilds Ltd sends to You its official enrolment receipt and SHEilds Ltd has received in full the Enrolment Fee and (if applicable) any other fee specified by it.

4.3. Enrolment is for the purposes of identifying You, to SHEilds Ltd with whom You are studying, tracking progress through Qualification's, confirming Your eligibility to participate in Awarding Body Assessments and confirming previous units attained by You which count towards Awarding Body Qualification's.

4.4. When enrolling for a qualification You are agreeing to abide by the regulations for that qualification, as set out by the Awarding Bodies to that qualification.

4.5. Qualification's, in part or whole, cannot be transferred to another party.

4.6. You have seven days from the date of purchase to cancel Your course and request a refund. Requests for refunds must be made in writing to: info@sheilds.org or SHEilds House, 24 Priory Tec Park, Saxon Way, Hessle HU13 9PB UK

4.7 No refunds will be offered to You for part or fully completed courses.

4.8 No refunds will be offered to You if any course material has been downloaded from Your qualification(s).

5. Programme of Study
5.1. The qualification material supplied to You at the start of Your programme is written to meet the requirements of the published syllabus at that time. These materials, when used in conjunction with any supplementary materials provided during Your period of study and the tutorial support, provide all the information required for successful completion of Your programme.

5.2. Each enrolment is for a single user only. On registration, You will be allocated a user name and password ("ID"). You are responsible for all use of the Services using Your ID and for preventing unauthorised use of Your ID.

5.3. The price quoted to You or stated within our brochures and or website(s) is correct at the time of publication and is subject to change at any time.

5.4. Over the period of Your programme You will have access to Your course tutor by email, forums, letter and telephone during normal UK working hours from SHEilds Ltd.

5.5. Your course access shall not exceed 12 months from the date of purchase.

5.6. SHEilds Ltd accepts no responsibility for changes to the availability or syllabus content of the accredited courses as set by the Awarding Body. Should Your syllabus be phased out, at any time during Your study or assessment period, we can only extend this to the last available date for which Your course is valid. Students wishing to transfer to a new syllabus will incur a charge for this as deemed appropriate by us. In the event of changes to the syllabus and assessment criteria, we reserve the right to alter the content or structure of a course without prior notice being given to You.

6. Eligibility for study
6.1. All SHEilds Ltd Qualification's are delivered and examined in English (unless specified in the advertised course description).

6.2. Should English not be Your first language, it is Your responsibility to ensure that Your proficiency in both written and oral English is of a sufficient standard to enable You to meet the demands of both Your studies and the examination(s).

6.3. Qualification's official titles which include the word "National" are based upon UK legislation and are not designed for none UK based applications.

6.4. Qualification's official titles which include the word "International" are based upon no specific Countries legislation, however, are based on international codes of best practice are designed for International applications.

7. Assessments and Reasonable Adjustments
7.1. It is Your responsibility to ensure You have registered for the appropriate examination, date and venue. SHEilds Ltd cannot be held responsible for mistakes

7.2. SHEilds Ltd Assessment closing dates are set independently of the Awarding Body.

7.3. For assessment registrations received after SHEilds Ltd closing date, SHEilds Ltd reserve the right to refuse acceptance of Your application.

7.4. Where SHEilds Ltd accept late assessment registrations, an additional charge will apply.

7.5. You have the right to apply for reasonable adjustment should You feel You will be at a disadvantage during Your Assessment.

7.6. Your application for reasonable adjustment must be accompanied by substantiated evidence of Your disadvantage.

7.7. Your application for reasonable adjustment must be sent to; email: exams@sheilds.org or SHEilds House, 24 Priory Tec Park, Saxon Way, Hessle HU13 9PB UK and must be received by SHEilds Ltd prior to Your selected examination registration closing date.

7.8. Additional charges may be incurred by You for the implementation of Reasonable Adjustments

8. Registration for NEBOSH Assessments
8.1. When registering for assessment to a qualification You are agreeing to abide by the regulations for that assessment, as set out in the NEBOSH "Guide" to that qualification.

8.2. Refund of fees will be made in respect of cancelled registrations only where corroborated by a medical certificate or doctor's note relating to the inability of the candidate to sit the examination(s) through illness. In such cases the fee will be refunded less a deduction of 30% to cover administration costs. Refunds will not be made in respect of any additional costs incurred by the candidate. All claims for refunds must be made no later than one calendar month following the examination(s).

8.3. Fees and registrations are not transferable to alternative examinations or later examination sittings, or between candidates

9. SHEilds Ltd Liability
9.1. SHEilds Ltd expressly excludes liability for:

9.2.1 Any loss or damage to Your property unless caused by the negligence of SHEilds Ltd or its employees;
9.2.2 Any loss of profit, loss of earnings, loss of opportunity or loss of living expenses or any indirect loss suffered by You due to the breach by SHEilds Ltd of any obligation to You or due to any other act or omission or negligence of SHEilds Ltd or its employees or agents.

9.3. Neither You nor SHEilds Ltd shall have any liability to each other for any failure or delay in the performance of obligations due to any cause beyond the relevant party's reasonable control.

9.4. SHEilds Ltd shall have no liability to You should its website be unavailable to access at any time or fails to perform within usual parameters or at all. SHEilds Ltd does not guarantee that its website is free from virus and will be uninterrupted or error free.

10. Vocational Qualification's (NVQs/SVQs/VRQs)
10.1. All "City & Guilds", "OCR" and "ILM" Qualification's are operated and delivered by Sheilds Vocational Training Ltd.

10.2. All registrations will be processed on the students behalf by Sheilds Vocational Training Ltd.

10.3. Sheilds Vocational Training Ltd can be contacted at email: info@vocationaltraining.org.uk

11. Memberships
11.1. The memberships which are advertised as being available upon completion of SHEilds Ltd courses are not guaranteed and are subject to the individual applying and being accepted by the membership body.

11.2. Applying for memberships with awarding bodies may incur additional fees which are for the Candidates own account.

11.3. All memberships are subject to acceptance by the applicable institutes, some levels of memberships with the institutes require a minimal amount of practical experience in addition to Qualification's.

11.4. The level of membership offered is at the discretion of the applicable institute at all times.

11.5. Progression from GradIOSH to CMIOSH is through an IPD scheme administered by IOSH and is at IOSH discretion.

12. Termination
SHEilds Ltd may terminate Your enrolment or registration at any time by written notice if:
12.1 You breach these Conditions or any terms and conditions contained in any letter confirming Your enrolment or any documents or Policies issued by SHEilds Ltd or the Awarding Body at any time; or

12.2 You fail to pay any fees due to SHEilds Ltd; or

12.3 You have provided SHEilds Ltd whether through a third party or otherwise with any false or misleading information; or

12.4 You do not meet all of the administrative or academic requirements specified in the Guides issued by the Awarding Body; or

12.5 Any of the instances set out in clause 13 below occur; or

12.6 You are involved in any malpractice pursuant to the Awarding Bodies Malpractice Policy.

12.7. Should SHEilds Ltd terminate Your learning programme there will be no refund of any funds paid.

13. Verbal or Physical Abuse
SHEilds Ltd will not tolerate verbal or physical abuse of its employees or agents. Any such incident of abuse may lead to:
a) restriction of communications with You to a specified means e.g. via letter or email only or
b) in cases which SHEilds Ltd, at its sole discretion, considers to be serious or in repeated cases of physical or verbal abuse, termination of enrolment and / or registration with SHEilds Ltd and the Awarding Body, and / or exclusion from future enrolment or registration with SHEilds Ltd and the Awarding Body.

14. Intellectual Property Rights and Nebosh Website
14.1 All copyright and other intellectual property rights in Course material purchased from SHEilds Ltd shall remain vested in SHEilds Ltd and such materials may not be reproduced/copied/distributed in any way without the prior written consent of SHEilds Ltd or as required by law.

14.2 If You access SHEilds Ltd website You must do so only subject to SHEilds Ltd terms of use on its website. You are responsible for keeping secure Your password and student personal identification number and You agree not to disclose it to any third party.

15. General
15.1 Failure by SHEilds Ltd to enforce strict compliance with these Conditions by You shall not be considered to be a waiver of any provisions of these Conditions. No waiver by SHEilds Ltd of any breach by You of these Conditions shall be considered as a waiver of any subsequent breach of the same or any other provision.

15.2. SHEilds Ltd will post parchments/certificates by standard royal mail (unless recorded delivery is requested and paid for by You), SHEilds accept no responsibility for non delivery of items posted.

15.2 If any provision of these Conditions is invalid or unenforceable in whole or in part; the validity of the other provisions of these conditions and the remainder of the provision in question, shall not be affected.

15.3 A person who is not a party to the contract governed by these Conditions shall not have any rights under or in connection with it by virtue of the Contracts (Rights of Third Parties) Act 1999 except where such rights are expressly granted to an Accredited Course Provider further to these Conditions but this does not affect any right or remedy of a third party which exists, or is available, apart from that Act.

15.4 The contract governed by these Conditions shall be governed by and interpreted in accordance with English Law and the parties agree to submit to the non-exclusive jurisdiction of the English Courts.

16. Data Protection
16.1 SHEilds Ltd will hold personal information about You and will use the information as follows:-

16.1.1 To process Your applications to SHEilds Ltd and administer Your enrolment and registration for Awarding Body Assessments;

16.1.2 To respond to requests from employers or employment agencies by providing verification or otherwise of information provided by You to employers or employment agencies of Qualification's gained through SHEilds Ltd You hold in connection with applications for employment;

16.1.3 To respond to queries raised by You or the Awarding Body

16.1.4 To deal with any disciplinary matters in respect to You;
16.1.5 To recover any monies owed by You to SHEilds Ltd;
16.1.6 To administer SHEilds Ltd policies;
16.1.7 To notify You of Your Awarding Bodies Assessments results;
16.1.8 To liaise with the Awarding Body and exchange information relating to You;
16.1.9 To make You aware of services SHEilds Ltd and other similar organisations can offer including information on current and future courses and Qualification's unless You have notified us that You have opted out of receiving such information;
16.1.10 To carry out research to help SHEilds Ltd to improve and plan its Qualification's;
16.1.11 For research purposes (in which case Your details will be anonymous); and
16.1.12 As otherwise permitted by the Data Protection Act 1998.

16.2 If You are studying outside the European Economic Area SHEilds Ltd may need to transfer Your personal information to the course providers with whom You have enrolled outside the European Economic Area to use Your information so that services intended by these Conditions can be provided to You. Countries outside the European Economic Area may not give the same level of protection to Your personal data as is available in the European Economic Area. By enrolling with SHEilds Ltd where You are studying outside the European Economic Union You explicitly consent to such transfer of Your personal information.

16.3 You hereby consent to SHEilds Ltd emailing Your results to You if it so decides.

16.4 You hereby consent to SHEilds Ltd featuring Your results on its website. In this event Your results will be accessible only to You and SHEilds Ltd and identifiable via Your student Username and Password.

17. Additional information
17.1 By enrolling onto a SHEilds Ltd course You agree to accept our stakeholders terms and conditions which can be found on their websites or by following the below links:

NEBOSH General Terms & Conditions for Students Version 2

IOSH Terms & Conditions

17.2 SHEilds Ltd are a registered UK company, Company Registration: 4623681

17.3 SHEilds Ltd are VAT registered in England. UK VAT No: 808 9498 75

17.4 SHEilds Ltd registered UK Head Office address: SHEilds House, 24 Priory Tec Park, Saxon Way, Hessle, UK, HU13 9PB

17.5 SHEilds Ltd registered UK Head Office telephone number: +44 (0) 1482 806 805

17.5 SHEilds Ltd registered UK Head Office main email address: success@sheilds.org

17.6 SHEilds Ltd registered Website: www.sheilds.org

18. Statutory Rights
These Conditions shall not affect Your statutory rights as a consumer

Creating Training with Flexibility.

See why we're so passionate about learning
www.SHEilds.org

Find us at SHEilds House
24 Priory Tec Park, Hessle, UK, HU13 9PB

Call us for more information

UK:	0845 122 3408
Intl:	+44 (0) 1482 806 805
USA:	+1 800 973 1143
UAE:	+971 4 375 4012
Qatar:	+974 44 666 792
KSA:	+966 3845 4107
Ghana:	+233 (0) 302 732 560
South Africa:	+27 (11) 784 8880
Mumbai:	+91 (0) 22 3222 6805
Hyderabad:	+91 (0) 40 6464 0660
Pakistan:	+92 332 800 5111