



**The National Examination  
Board in Occupational Safety  
and Health (NEBOSH)**


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# National General Certificate in Occupational Health and Safety

## Qualification guide for learners

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# Qualification overview



# Qualification overview

## Qualification key features

Unit prefixes and title/s	<b>Unit NG1:</b> Management of health and safety <b>Unit NG2:</b> Risk assessment	
Assessment	<b>Assessment Type</b> <b>Assessment Time</b>	
Unit NG1	Open book examination (OBE)	4 hours
Unit NG2	Practical assessment	3 hours
Modes of study	A full-time block release course (minimum of two weeks, ten working days) Part-time day release (spread over at least ten weeks) Open or distance learning	
Qualification level and number of credits	SCQF Level 6 (Equivalent to RQF Level 3) Unit NG1: 5 credits, Unit NG2: 6 credits	
Entry requirements	None	
Recommended minimum standards of English	Equivalent to an International English Language Testing System score of 6.0 or higher in IELTS tests	
Languages available	English	
Qualification grades	The qualification grade is based on the result from Unit NG1 Distinction: 75 marks or higher Credit: 65 - 74 marks Pass: 45 - 64 marks	

# Qualification overview

## Who is the qualification designed for?

This qualification is designed for anyone (managers, supervisors and workers) in any type of organisation. It's ideal for anyone who needs a broad understanding of health and safety issues to be able to manage day-to-day risks effectively. Many people take the National General Certificate in Occupational Health and Safety (NGC) as a first step in a career in health and safety. It gives a valuable overview, and is a sound basis for further professional study.

## Benefits for you

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

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

## Benefits for your employer

When you achieve the NGC, you will be a huge asset to your employer. You will make a real difference in the workplace. You will have the knowledge, understanding and skills to help protect the health and safety of all workers. You will also be able help your employer to comply with the law and good practice, as well as help them avoid the huge costs from incidents and ill-health.

# Qualification overview

## Professional membership

Once you have your qualification parchment for the NGC, you can apply for the following memberships.

Membership body	Membership category	Designatory letters
International Institute of Risk and Safety Management	Associate	AIRSM
Institution of Occupational Safety and Health (IOSH)	Associate	AIOSH
	Technical	Tech IOSH

## Syllabus development and review

We developed the syllabus following wide consultation with key stakeholders: Learning Partners (the companies that deliver your training), employers, trade unions, standards-setting organisations, past and present learners and subject experts. We are especially grateful to the following contributors:

- Qatar Steel;
- The FA Group;
- Travis Perkins;
- UAE Ministry of Education; and
- Unite the Union.

## A 'vital' investment in knowledge for small businesses

Chad Bott is Health and Safety Manager at Transcentral, a West Midlands-based company offering transport and storage solutions across the UK and Europe.



Chad holds four NEBOSH certificates covering general health and safety, construction, fire and the environment. Chad's NEBOSH studies helped him to develop a complete health, safety and environmental management system for the business.

"The knowledge I gained from taking my NEBOSH qualifications has been essential for Transcentral and has really supported our expansion. The transformation of the business has been immense and it simply wouldn't have been possible without my NEBOSH studies and qualifications. We now boast a five star health and safety rating from an international soft drinks manufacturer. Without NEBOSH I doubt we would have won that tender. For me, from a health and safety point of view, investing in a NEBOSH qualification is essential for any small business."

# Qualification overview

## Achieving the qualification

The NGC has two unit assessments; you must achieve a 'Pass' in each unit to be awarded the qualification.

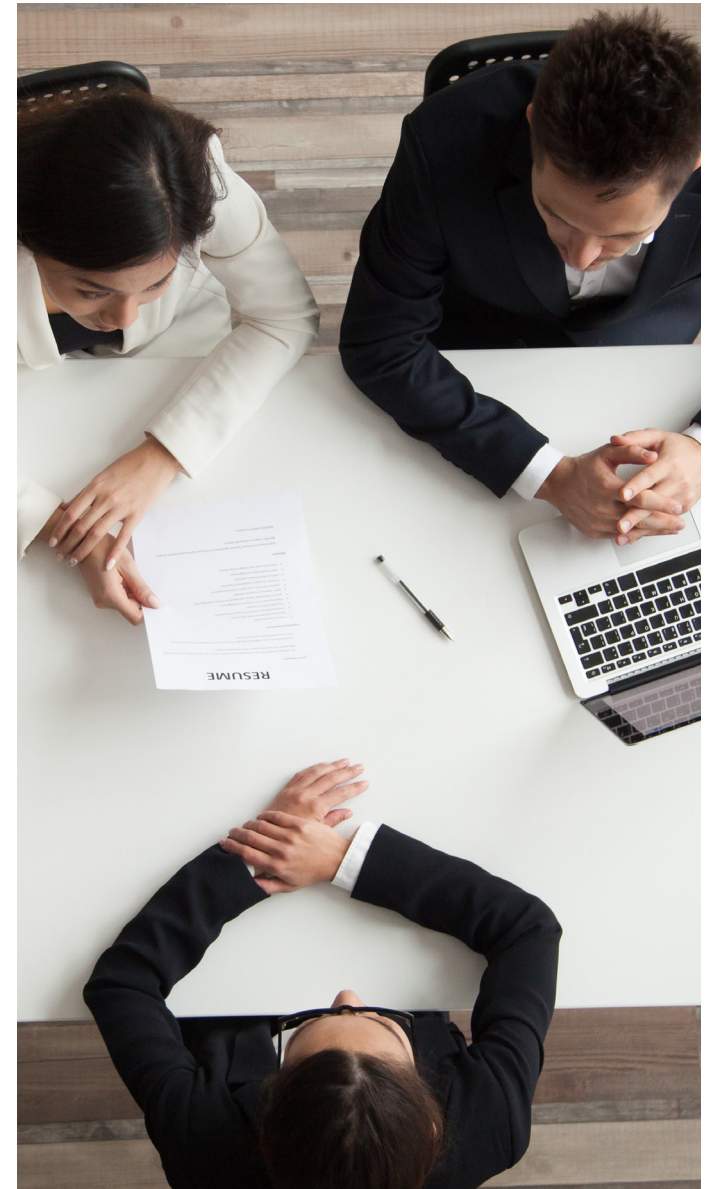
You will have **five years** to complete your qualification. The five-year period starts from the date you passed your first successful unit (we call this the 'declaration date'). Any unit that is five or more years old will not count towards the qualification and you will need to retake this/these unit(s) if you still want to complete the qualification.

## Re-sitting unit(s)

You may re-sit a unit assessment if:

- you achieved a 'Pass' in a unit that is five or more years old and you need it to achieve the qualification;
- you are 'Referred' (ie, don't pass); or
- want to retake Unit NG1 to get a higher grade (Unit NG2 is 'Pass' or 'Refer' and does not count towards the qualification grade).

There is no limit to the number of times you can re-sit unit(s) within the five-year period. A refund will not be given if you register to re-sit a unit before an original unit result is known. If your re-sit result is lower than the original mark, you will keep the original mark awarded for the unit. Re-sit marks are not capped.



# Qualification overview

## Re-sitting NG1 to improve your grade

If you want to try to improve your grade in Unit NG1, you need to tell us in writing within 20 working days of the declaration date of your second successful unit. Otherwise, a qualification parchment will automatically be issued showing the original declaration date.

## Finding where to study

You can search for Learning Partners (the people that provide your training course) using the 'Where to study' tab on our website: [www.nebosh.org](http://www.nebosh.org).

Note: it is best to check directly with the Learning Partner for up-to-date information on course dates.

## NEBOSH helped me find the dream job I'd never heard of

Victoria Casey is a Risk Consultant for one of the UK's largest insurers, Aviva. Her job is to carry out surveys of business properties to provide her colleagues in underwriting with a better understanding of the risks they are providing cover for. During the survey Victoria encourages customers to reduce their risks and exposures by adopting best practice risk management procedures.



"This is my absolute dream job and I couldn't be happier," she told us. "I feel like I uncover something new every day and the learning never actually stops, which is something I really do love. It's a job I would never have got without my NEBOSH qualifications, and personally I believe it's a job that couldn't be done without them. Not only did my NEBOSH General Certificate and Fire Certificate fill in so many blanks as far as my knowledge was concerned, the qualifications gave me so much confidence and helped me, and still do help me almost every day, to demonstrate my competence. Now I'm really looking forward to taking things to the next level."



# Qualification overview

## Qualification grading and issue of qualification parchment

Your qualification grade is based only on the result from the question paper (Unit NG1). But you need to achieve a 'Pass' in both units (NG1 and NG2) before the parchment can be issued.

The grading boundaries are as follows:

75+	Distinction
65-74	Credit
45-64	Pass
0-44	Refer

When you have completed both units, you are normally considered to have completed the whole qualification. We will then send you a qualification parchment within 40 working days of your final successful unit. We will only issue individual unit certificates on written request.

Once we issue the result of the second successful unit, you have 20 working days to either:

- tell us in writing that you want to re-sit a successful unit to improve your grade (see 'Re-sitting unit(s)' for further information); or
- submit an Enquiry About Result (EAR) request; please see the EAR policy for further information: [www.nebosh.org.uk/policies-and-procedures/enquiries-about-results-ears/](http://www.nebosh.org.uk/policies-and-procedures/enquiries-about-results-ears/)

# Syllabus

# Syllabus

## Syllabus summary

Element		Assessment
<b>1</b>	Why we should manage workplace health and safety	<p>Open book examination (OBE)</p> <p>Unit NG1: Management of health and safety</p> <p>Elements 1.1, 1.2 and 3.4 are also assessed by the practical assessment (Unit NG2)</p>
<b>2</b>	How health and safety management systems work and what they look like	
<b>3</b>	Managing risk – understanding people and processes	
<b>4</b>	Health and safety monitoring and measuring	
<b>5</b>	Physical and psychological health	<p>Practical assessment</p> <p>Unit NG2: Risk assessment</p>
<b>6</b>	Musculoskeletal health	
<b>7</b>	Chemical and biological agents	
<b>8</b>	General workplace issues	
<b>9</b>	Work equipment	
<b>10</b>	Fire	
<b>11</b>	Electricity	

# Syllabus

## Learning outcomes and assessment criteria

Learning outcome The learner will be able to:	Related content	Assessment criteria	Assessment
Justify health and safety improvements using moral, financial and legal arguments	<b>1.1–1.2</b>	Discuss the moral, financial and legal reasons for managing health and safety in the workplace  Explain how the law works and the consequences of non-compliance	OBE, practical
Advise on the main duties for health and safety in the workplace	<b>1.3</b>	Summarise the main health and safety duties of employers and workers in HSWA 1974 and MHSWR 1999	OBE
Help their organisation manage contractors	<b>1.4</b>	Explain how contractors should be selected, monitored and managed	OBE
Work within a health and safety management system, recognising what effective general policy, organisation and arrangements should look like	<b>2.1–2.2</b>	Give an overview of the elements of a health and safety management system and the benefits of having a formal/certified system  Discuss the main ingredients of health and safety management systems that make it effective – general policy, organisation, arrangements	OBE
Positively influence health and safety culture and behaviour to improve performance in their organisation	<b>3.1–3.3</b>	Describe the concept of health and safety culture and how it influences performance  Summarise how health and safety culture at work can be improved  Summarise the human factors which positively or negatively influence behaviour at work in a way that can affect health and safety	OBE



# Syllabus

Learning outcome The learner will be able to:	Related content	Assessment criteria	Assessment
Do a general risk assessment in their own workplace – profiling and prioritising risks, inspecting the workplace, recognising a range of common hazards, evaluating risks (taking account of current controls), recommending further control measures, planning actions	<b>1.1</b> <b>1.2</b> <b>3.4</b> <b>5–11</b>	Explain the principles of the risk assessment process and  Produce a risk assessment of a workplace which considers a wide range of identified hazards (drawn from elements 5–11) and meets best practice standards ('suitable and sufficient')	OBE, practical
Recognise workplace changes that have significant health and safety impacts and effective ways to minimise those impacts	<b>3.5</b>	Discuss typical workplace changes that have significant health and safety impacts and ways to minimise those impacts	OBE
Develop basic safe systems of work (including taking account of typical emergencies) and knowing when to use permit-to-work systems for special risks	<b>3.6–3.8</b>	Describe what to consider when developing and implementing a safe system of work for general activities  Explain the role, function and operation of a permit-to-work system  Discuss typical emergency procedures (including training and testing) and how to decide what level of first aid is needed in the workplace	OBE

# Syllabus

Learning outcome The learner will be able to:	Related content	Assessment criteria	Assessment
Take part in incident investigations	<b>4.2</b>	Explain why and how incidents should be investigated, recorded and reported	OBE
Help their employer to check their management system effectiveness – through monitoring, audits and reviews	<b>4.1, 4.3, 4.4</b>	<p>Discuss common methods and indicators used to monitor the effectiveness of management systems</p> <p>Explain what an audit is and why and how it is used to evaluate a management system</p> <p>Explain why and how regular reviews of health and safety performance are needed</p>	OBE