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

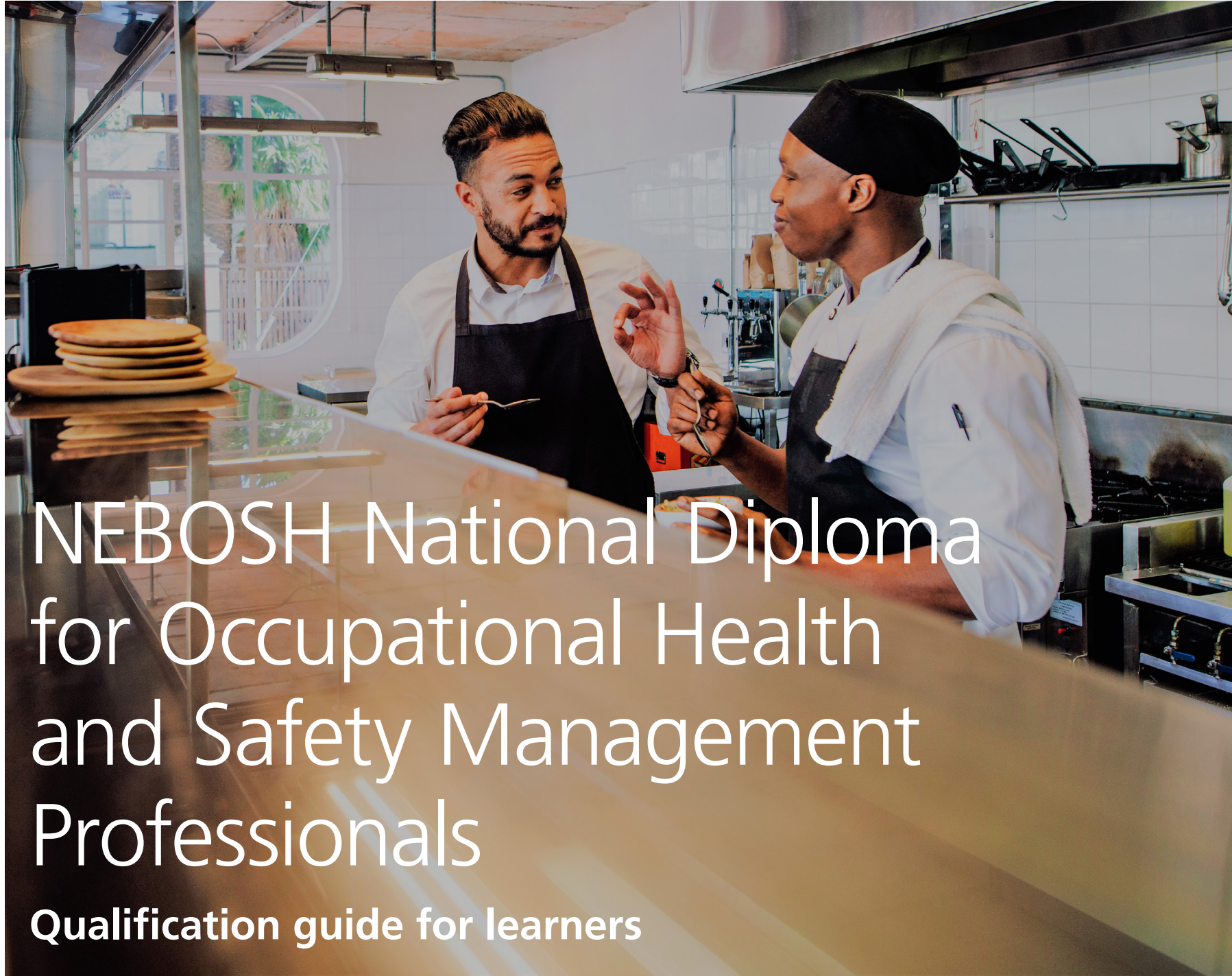
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NEBOSH National Diploma for Occupational Health and Safety Management Professionals

Qualification guide for learners

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Qualification overview

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Qualification key features

Unit prefixes and titles	Unit ND1: Know – workplace health and safety principles (UK) Unit ND2: Do – controlling workplace health issues (UK) Unit ND3: Do – controlling workplace safety issues (UK)		
Assessments	Assessment type	Assessment time	Pass marks
Unit ND1	Assignment	60 hours (approx.)	Notional 50%
Unit ND2	Case study	40 hours (approx.)	Notional 50%
Unit ND3	Case study	40 hours (approx.)	Notional 50%
Qualification level and number of credits	<i>Notional</i> Accreditation to be applied for from SQA Accreditation - anticipated level is SCQF Level 10 with 49 credits.		
Modes of study	A full-time block release course (minimum of six weeks (30 working days)) Part-time day release (spread over at least 30 weeks) Open, distance learning, eLearning.		
Entry requirements	No formal entry requirements but due to there being assumed knowledge it is recommended that learners have passed the NEBOSH National General Certificate in Occupational Health and Safety or an equivalent SCQF Level 6 or 7 qualification.		
Recommended minimum standards of English	Equivalent to an International English Language Testing System score of 7.0 or higher in IELTS tests		
Qualification grades	The percentage marks of all three units are combined and the qualification grade is based on the following boundaries: Distinction: 226 or higher Credit: 196 - 225 Pass: 150 - 195		

Qualification overview

Who is the qualification designed for?

The NEBOSH National Diploma is **the** qualification for aspiring health and safety professionals, building directly upon the foundation of knowledge provided by the NEBOSH National General Certificate. It is designed to provide you with the knowledge and understanding required for undertaking a career as a health and safety professional and it also provides a sound basis for progression to postgraduate study. The National Diploma is recognised and reliable; over 20,000 learners have achieved the qualification since its introduction.

Benefits for you

The qualification deliberately looks at general workplace issues so that it can be applied in many different sectors which health and safety professionals may work in. The syllabus is split into two parts and covers what a health and safety professional needs to 'know' and 'do'. On completion of the qualification, you will be able to:

- Understand how health and safety legislation is applied in a workplace and the possible enforcement actions that could be taken for non-compliance and how you can contribute to health and safety legal actions.
- Use different types of health and safety leadership approaches and be able to influence health and safety issues at all levels.
- Influence organisational and health and safety workplace culture.
- Proactively manage health and safety, taking account of human failures and factors.

- Manage health and safety competence (both your own and that of the organisation).
- Use a range of hazard identification, risk management and loss causation techniques.
- Monitor health and safety performance.
- Develop your role as a health and safety professional including understanding how it links with Corporate Social Responsibility.
- Effectively manage organisational change.
- Manage contractors and supply chains.
- Control a range of workplace health and wellbeing issues.
- Control a range of workplace safety issues.

Benefits for your employer

By applying the knowledge and skills gained from this qualification you will be able to contribute to maintaining a safe and healthy workplace; an immediate benefit for your employer. For example, you will be able to understand the risk profile of your organisation and how risk should be managed. You will also be able to recognise a range of workplace health and safety hazards and recommend control measures so that residual risk from these hazards is as low as possible. The qualification will also equip you with professional skills such as understanding how your leadership style can affect other workers and the culture of the organisation, as well as being able to influence and negotiate with workers at all levels.

Qualification overview

Designatory letters and professional membership

Holders of the NEBOSH National Diploma for Occupational Health and Safety Management Professionals may use the designatory letters 'DipNEBOSH' after their name.

In addition, once you have your qualification parchment (have completed the qualification) it is anticipated* that you will be able to apply for the following memberships.

Membership body	Membership category	Designatory letters
Institution of Occupational Safety and Health (IOSH)	Graduate Member**	Grad IOSH
International Institute of Risk and Safety Management (IIRSM)	Full membership*	MIIRSM
Board of Certified Safety Professionals (BCSP)	Exemption from sitting the ASP examination if all other requirements are met*	Leads to CSP membership after completion of relevant assessments

* NEBOSH is in the process of applying for membership for IIRSM and BCSP; this Guide will be updated once confirmation has been received.

** IOSH are reviewing their membership grades. It is likely that Graduate membership will be rebranded as Certified member. This guide will be updated once the restructured membership grades have been published. IOSH are not currently accepting accreditation applications for new qualifications due to this membership review.

Syllabus development and review

The syllabus has been developed by NEBOSH following extensive consultation with key stakeholders, notably previous Diploma learners, Learning Partners, subject experts and employers.

NEBOSH would like to take this opportunity to thank all those who participated in the redevelopment and implementation of this qualification but, in particular, the following individuals and employers:

Simon Bown	KeolisAmey Docklands Ltd
David Campbell	Network Rail
Stewart Mardle	BT
Louisa Mead	
Gary Swayne	APS Group
Roger Schulp	BP
Darren Webb	Newsprinters (Broxbourne) Ltd

Qualification overview

Assessment formats

To achieve the National Diploma, learners must complete and pass the following assessments.

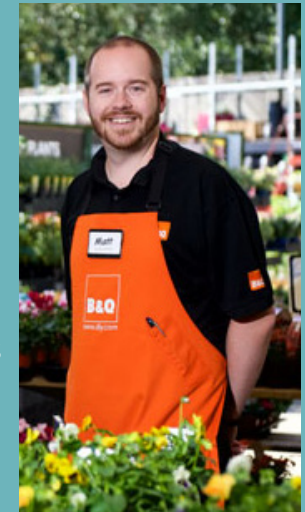
Unit	Assessment format
ND1	Assignment (in four parts - simulations, workplace based activities, reflective tasks and a research project)
ND2	Case study (simulation only)
ND3	Case study (simulation only)

Part of the Unit ND1 assessment will require you to undertake some workplace-based activities. You will, therefore, need to ensure that you select a suitable workplace/organisation. **The workplace/organisation does not have to be your own; it just needs to be suitable.** The selected workplace should provide sufficient scope to carry out a range of activities. If you have difficulty finding a suitable workplace, please speak to your Learning Partner who will be able to assist you. The workplace activities will cover the following topics:

Topic
Consultation
Health and safety culture
Competence, training, information and supervision
High reliability organisations
Sensible risk management/types of risk assessment/ implementing risk assessment actions
Risk profile
Health and safety monitoring and measuring
Organisation change
General management of contractors

NEBOSH set me up for success

When Matt McDonnell, Health and Safety Adviser at B&Q, talks about health and safety, he tends to focus on the needs of his colleagues as well as the technical processes involved. It's hardly surprising given his background as a retail manager. Successful retailers tend to be customer orientated rather than simply being product focused. Matt told us: *"I absolutely love this job, especially when you give someone a little nugget of safety advice and you see the penny drop. As a safety professional you want to make a difference and you want your colleagues to respond positively. For me, this is the key to protecting everyone from harm. NEBOSH really set me up for success and helped me develop my career quite rapidly. After deciding not to go to university earlier in my life I'm really proud of my Diploma qualification. One of the reasons I chose the Diploma was the prestige that surrounds it. Everyone recognises there is a genuine challenge in achieving the NEBOSH Diploma and there's also great confidence in it. It gives B&Q reassurance and kudos to say they have a NEBOSH Diploma holder offering competent advice".*



Qualification overview

Achieving the qualification, qualification grading and parchment issue

You must achieve a 'Pass' in all three units to achieve the qualification. The pass standards are given in the 'Qualification key features' table.

The percentage marks of all three units are combined and the qualification grade is based on the following boundaries:

226+	Distinction
196 - 225	Credit
150 - 195	Pass
0 - 149	Refer

If you retake a unit to achieve a higher mark, the highest unit mark will be used to calculate the qualification grade (see 'Re-sitting unit(s) for further information).

Once the third successful unit has been completed, you will be issued with a qualification parchment. Parchments are normally issued 20 working days after the results declaration date for the third successful unit.

No 'stick in the mud' when it comes to adventure

Claire Guise has thrown herself into a number of challenges in recent years. Not only has she trekked across Vietnam, conquered the Grand Canyon and hiked along the Great Wall of China,

she's also completed her NEBOSH National Diploma in Occupational Health and Safety.

Her achievements have been motivated by the charity Marie Curie, where Claire is employed as Health and Safety Manager. Claire has responsibility for health and safety across the organisation, which employs more than 2,000 nurses.

"There are a surprising number of issues that need to be managed here. Besides the usual day to day risks, there's fire safety, issues around construction and contractors and, of course, all the exciting creative ideas our fundraising come up with. Taking the NEBOSH Diploma has helped tremendously with the depth of knowledge I've needed here at Marie Curie and with applying that knowledge of course. Tunnel vision is certainly not what's required here. It's also very important to keep that knowledge up to date and being part of the NEBOSH Alumni has been really beneficial from that perspective."



Qualification overview

Re-sitting unit(s)

If you do not achieve a 'Pass', you may re-sit the unit(s) in which you have been unsuccessful providing that this happens within the 5-year enrolment period. However, each re-sit will incur an additional fee.

You may also re-sit successful unit(s) to try to improve the qualification grade. When all three units have been successfully completed, you will need to inform NEBOSH of your intention to re-sit the successful unit(s) **within 20-working days of the results declaration date for the final successful unit**. There is no limit to the number of re-sits which can be taken within the enrolment period.

If you sit a unit more than once, the highest grade achieved will count towards the final qualification grading.

If you register for any unit of the National Diploma whilst awaiting a result from a previous assessment, you cannot then request a refund of the registration fee if the awaited result is a 'Pass' (except in the case of an Enquiry About Result).

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.uk

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

Find your voice with a NEBOSH Diploma

Crystal Danbury is Safety Director at Openreach, an organisation that is vital to the UK's national infrastructure and which employs around 33,000 people. Her role is strategic. After joining Openreach she reviewed safety performance and internal capabilities, which led to her forging a 5-year plan.



Crystal's approach puts a great deal of emphasis on engaging supervisors and frontline workers across Openreach aiming to ensure that they not only implement safety strategy, but also feel inspired to devise supporting solutions of their own.

"Perhaps it's because I started out as a technician and I know what it can be like to sometimes find yourself discounted from the conversation around safety. It's what lies behind my safety ethos of always trying to make sure everyone has a voice."

Crystal also highlights NEBOSH as having played a big part in her career success. *"It's often said that a NEBOSH Diploma opens doors for you, and since I passed mine (National Diploma in Occupational Health and Safety) back in 2010 I've definitely seen that first hand. I make no apologies for saying that for me NEBOSH holds something really special and it gives me huge confidence in members of my team when I know they too have that. I always say if you want to pursue a career in safety and you want a good grounding, something to make you feel confident, something to make you feel competent and something you will draw on every day at work, then NEBOSH is a fantastic way to go. People sit up and listen when you have a NEBOSH Diploma. It helps you find your voice. Yes, you need passion, drive, a great set of soft skills and a clear ethos around safety, but you also need something that will help you take on greater levels of responsibility and NEBOSH is unbeatable for that."*

Learning outcomes

Learning outcomes

Learning outcome		Taught hours	Recommended self-study hours	Assessment
1	You will be able to source, develop, evaluate and interpret relevant health and safety information (such as legislation, guidance, best practice, procedures) and communicate it effectively to those who need it (both within your organisation and those affected by your organisation's activities such as contractors and insurers).	18	58	Unit ND1 assignment
2	You will be able to promote a positive health and safety culture by: <ul style="list-style-type: none"> gaining commitment and participation; and engaging, supporting and influencing leaders (and others) to change attitudes and behaviour and make health and safety a priority. 	19		
3	You will be able to assess, develop and maintain individual and organisational health and safety competence.	5		
4	You will be able to understand risk management including the techniques for identifying hazards, the different types of risk assessment, considerations when implementing sensible and proportionate additional control measures and developing a risk management strategy.	6		
5	You will be able to develop and implement proactive and reactive health and safety monitoring systems and carry out reviews and auditing of such systems.	12		
6	You will be able to continually develop your own professional skills and ethics to actively influence improvements in health and safety by providing persuasive arguments to workers at all levels.	5		
7	You will be able to develop a health and safety policy strategy within your organisation (including proactive safety, Corporate Social Responsibility and the change management process).	5		
8	You will be able to contribute to health and safety legal actions.	4		
9	You will be able to manage contractors and supply chains to ensure compliance with health and safety standards.	3		
10	You will be able to advise the organisation on a range of common workplace health issues/ hazards including how these can be assessed and controlled and the legal duties associated with these issues/hazards.	60	45	Unit ND2 case study
11	You will be able to advise the organisation on a range of common workplace safety issues/ hazards including how these can be assessed and controlled and the legal duties associated with these issues/hazards.	54	41	Unit ND3 case study