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TRAINING COURSE INFORMATION

NEBOSH NATIONAL
FIRE SAFETY AND
RISK MANAGEMENT
CERTIFICATE



welcome



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Thank you for enquiring about the NEBOSH National Certificate in Fire Safety and Risk Management Course at the NEC. The purpose of this booklet is to provide you with all of the information you require to make a decision about your NEBOSH training requirements.

If you have any further questions or concerns, please do not hesitate to get in touch with us.

contents

- 3 WELCOME
- 4 BACKGROUND TO THE NEBOSH CERTIFICATE
- 5 BENEFITS OF UNDERTAKING THE NEBOSH CERTIFICATE
- 6 PASS RATES AND STUDENT GRADES
- 7 ENTRY REQUIREMENTS
- 8 THE STRUCTURE OF OUR NEBOSH COURSE
- 12 EXAMINATIONS AND REGISTRATION
- 14 THE COURSE VENUE
- 16 BOOKING A PLACE ON THE NEBOSH COURSE



background to the nebosh fire certificate

The NEBOSH National Fire Certificate course is a globally recognised qualification in fire safety, which provides an overview of the key aspects of fire safety such as law and risk assessment.



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Organisations and individuals throughout the world respect NEBOSH qualifications; the words alone command respect.

NEBOSH qualifications provide evidence of real achievement and employers worldwide use them as a benchmark when employing staff in any capacity.

The NEBOSH certificate will open a person's eyes to a new way of looking at the workplace.

Hazards and risks are explored and the control measures and management systems applicable to them become apparent.

Whether you are looking at embarking in a career in health and safety or just want to be able to manage people and processes in a safe way then, this is the course for you.

benefits of undertaking the nebossh fire certificate

BENEFITS TO A COMPANY

Studies have also shown that NEBOSH training helps significantly in the development of a 'safety culture' in the workplace.

BENEFITS TO AN INDIVIDUAL

There are many benefits to the individual taking the course, these include:

- ✓ Learning about a subject that will preserve your life and that of others.
- ✓ Developing a rewarding and financially beneficial career in health and safety. UK salary surveys have indicated that the average salary of a NEBOSH certificate holder is £30,000 a year.
- ✓ Gaining an NVQ level three accredited qualification that is recognised throughout the world.
- ✓ Gaining membership entry requirements to professional bodies such as IOSH and IIRSM.
- ✓ Gaining the FC1 / FC2 unit which can then used to gain further NEBOSH certificates.
- ✓ Extending your range of services to your existing clients if you operate a health and safety consultancy.
- ✓ Becoming self employed in the health and safety field.

entry requirements

GENERAL REQUIREMENTS

There are no specific barriers in terms of academic qualifications or skill to attend the NEBOSH National Fire Certificate course. Many people attend our courses not having sat in a classroom for 30 years! Experience and enthusiasm are as valuable as academic ability.

ENGLISH LANGUAGE ABILITY

It should be noted that the training delivery and all course documentation are offered in English only, and that the course includes a requirement to read the training material and examination questions in English as well as answer the course homework, assignments and examinations in English.

The NEBOSH Practical FC2 also requires a formal report to be written in English. The standard of English required by candidates studying for our NEBOSH courses must be such that they can both understand and articulate the concepts contained in the course syllabus.

the structure of our nebosh course

THE UNITISED STRUCTURE OF THE COURSE

The NEBOSH Certificate is now unitised. This unitisation allows you to organise your learning in manageable blocks and enables you to gain recognition and certification of your achievements as you progress. It will allow you to gain additional units to achieve new qualifications without having to study or be assessed on topics that you have already covered in a previous NEBOSH qualification (see figure below).

Once the core unit of NGC1 has been achieved many students move on to take the units applicable to the Fire and Construction Certificates. For example once NGC1 has been successfully completed, all that is required to gain the NEBOSH Certificate in Fire Safety and Risk Management are Units FC1 and FC2. This would entail successfully undertaking a 4.5 day course including the written examination.



the national fire certificate syllabus

The NEBOSH National Fire Certificate consists of one taught unit FC1 and a practical unit FC2:

UNIT FC1 FIRE SAFETY AND RISK MANAGEMENT:	RECOMMENDED HOURS	PAGE
ELEMENT 1: MANAGING FIRE SAFETY.	7	7
ELEMENT 2: PRINCIPLES OF FIRE & EXPLOSION.	3	7
ELEMENT 3: CAUSES & PREVENTION OF FIRE.	4	8
ELEMENT 4: FIRE PROTECTION IN BUILDINGS.	7	8
ELEMENT 5: SAFETY OF PEOPLE IN THE EVENT OF A FIRE.	3	9
ELEMENT 6: FIRE RISK ASSESSMENT.	5	9
MINIMUM UNIT TUITION TIME	29	
RECOMMENDED PRIVATE STUDY TIME	24	

*Syllabus summary - NEBOSH National Certificate in Fire Safety and Risk Management
(August 2010 specifications)*

UNIT FC2 FIRE SAFETY PRACTICE:	RECOMMENDED HOURS	PAGE
ELEMENT 1: FIRE SAFETY PRACTICAL APPLICATION.	4	10
MINIMUM UNIT TUITION TIME.	4	
RECOMMENDED PRIVATE STUDY TIME.	8	
MINIMUM TOTAL TUITION TIME.	69	
RECOMMENDED TOTAL PRIVATE STUDY TIME.	49	

the duration of the course

The duration of study for the NEBOSH National Fire Certificate is a minimum of 69 hours plus private study and background reading. This is delivered as follows:

FIRE CERTIFICATE FC1 FC2:	5 DAYS
COURSE START TIMES AND FINISH TIME ON ARE:	09:00 - 17:00
MORNING BREAK: (APPROX)	10:30 FOR 15 MINUTES.
LUNCH BREAK: (APPROX)	12:15 FOR 30 MINUTES.
AFTERNOON BREAK: (APPROX)	15:00 FOR 15 MINUTES.
FURTHER BREAKS MAY BE INTRODUCED AS REQUIRED.	

COURSE MATERIALS

As part of the course we provide you with folders, dividers, pens, pencils, rulers and highlighters. In fact we provide everything you need to make notes and collate your course handouts.

homework

Please note that NEBOSH recommend private study as part of the NEBOSH Certificate courses.

We consider the evening and weekend homework a key feature of this course.

Several questions will be allocated for each day of the course including the weekends and must be completed before the end examinations to ensure a chance of success.

Answers to the homework questions allocated will be collectively reviewed with the student group each day to enable all students to assess their progress and learn valuable examination technique.



the structure of our nebosh course

In order to undertake your examinations at the end of the course you must have first registered with NEBOSH using the examination registration form supplied by us.

The form we supply to you must be sent to NEBOSH to register for the examinations, you will also need to send payment unless you have agreed that we pay this on your behalf and add the cost to the course price.

NEBOSH set a closing date for receipt of the examination registration form which is absolute, so you must ensure you adhere to it. If you are not registered at the start of the course, there may still be an opportunity to register as the first day of the course is often the last day of the NEBOSH examination registration process.

Usually a week before the examination date, you will be sent an exam admission voucher to the address you registered with which allocates you a candidate number enabling you to sit the relevant NEBOSH units applied for. If you are not in a position to receive your mail, i.e. you may be away from your mail address while sitting the course. Please ask NEBOSH at the time of registration to send your examination admissions voucher to us, so the course Tutor can pass it on to you before the examinations begin. The exam admissions voucher is effectively a ticket to undertake the exam and must be signed in the presence of the Invigilator before the examination begins as proof of your eligibility to undertake the examination.

If you are an external candidate who has booked a place to sit any of our examinations, we may ask you for photographic identification, such as a driving licence or a pass port.

It remains the responsibility of the candidate to ensure that they have completed the exam registration process. It will not be possible to undertake the examination without a candidate number.

Please note that NEBOSH will not transfer an examination registration for any reason. If you do not attend the examination you will be marked absent and will lose your registration fee. However, NEBOSH offer a refund of up to 70% of registration fees if your absence from the exam is due to family bereavement or for medical reasons. Refund claims must be made within one calendar month following the date of the examination. NEBOSH have indicated that refunds are at their discretion and decided on a case-by-case basis.

REASONABLE ADJUSTMENTS FOR STUDENTS

Candidates, who find themselves, disadvantaged by a disability or difficulty that places them at a substantial disadvantage in an assessment situation can apply for consideration by NEBOSH, who may advise us to make reasonable adjustments at the examination so as not to place a student at a disadvantage.

The fact that English may not be a person's first language is not usually sufficient to allow reasonable adjustments to be made. However the use of bi-lingual translation dictionaries may be allowed if agreed with NEBOSH before the examination.

fire safety and risk management

EXAMINATION TIME

FC1:

13:30 - 15:30

EXAMINATION RESULTS

For written examinations, the date by which the candidate should receive a written result notification is stated on the candidate's Admission Voucher.

It takes ten weeks to receive your results from the date of the examination sitting.

There is no way of speeding the results process, NEBOSH scripts are marked to rigorous standards and this is reflected in the timescales involved.

Unit Certificates and Qualification Parchments are normally issued within two calendar months of the result declaration date stated on the Result Notification letter.

Certificates provide proof of achievement and are valuable documents that should be kept safe. Employers, professional bodies and academic institutions may ask to see Unit Certificates and/or overall Qualification Parchment as evidence of the award holder's achievement.

To minimise the risk of fraudulent duplication of Certificates and Parchments they are printed on security paper that includes watermarks and a hologram. Certificates and Parchments are individually numbered. NEBOSH maintains records of all Certificate and Parchments issued and reissued. It is possible for you to obtain a replacement if you lose a certificate. However, once a replacement has been issued, the original Certificate will no longer be valid.

FAILING OR BEING REFERRED IN AN EXAMINATION

If a student received a 'refer' result they have not met the pass standard in the examination or practical assessment.

Referred students have the opportunity to re-register for a written examination or practical assessment.

For the National General Certificate, there is no limit to the number of re-sits which can be taken. However, to be awarded the qualification all units must be successfully completed within five years.

the course tutors and invigilators

Paul Knight

Pauls background is in operational risk management as a risk consultant in the insurance industry. He spent several years as a Principal Consultant for Aviva Risk Management Solutions before setting up his own consultancy company. Paul is an experienced IOSH/NEBOSH tutor.

He has also developed and managed the delivery of many courses, some of which have been accredited by IOSH and CIWM. Paul also delivers health and safety and fire safety training and consultancy services. These include audits, policy/system development and risk assessments including fire.

Paul is a Chartered Member of the Institute of Occupational Health and Safety, a Member of the Institute of Risk Management and a Graduate Member of the Institute of Fire Engineers. He has worked with many large national organisations across a diverse range of industries including construction, utilities, health & social care, publishing and retail.

Paul is passionate about his profession. He sees health and safety as a reason to take calculated risks and seize opportunities rather than obstruct business goals. He hopes that this is evident in his approach to both training and consultancy. He is very proud to be associated with the NEC Group and Oncourse.



the course venue

BACKGROUND

With 20 interconnecting halls, at the heart of the UK's transport network, the NEC continues to be a conference and exhibition venue of today, and of the future. We stage around 140 trade and consumer events each year, ranging from world-famous public shows such as Crufts and Clothes Show Live, to huge international trade exhibitions like IFSEC and Spring Fair, Birmingham.

HISTORY

It was 1976, the visionaries behind the NEC might have made a fashion faux pas with their flared suits and big hair, but they got their vision for the NEC of the future spot on.

Since the official opening of the NEC, the venue has built upon its early successes and now welcomes more than two million people every year.



travel directions and location

THE NEC IS EASY TO FIND



- Outlet Shopping
- Genting Hotel & Spa
- Bars and Restaurants
- Cinema
- Genting International Casino
- The Vox Conference Centre

Key

- P1/P2** Piazza entrances
A1/A2/A3 Atrium entrances
i Visitor & Business Centre -
 T: +44 (0)121 780 4141
 Welcome desk
 The NEC woodland
 Car parks
 South: S3-S7
 East: E1-E5
 North: N1-N12
 West: West car park

- A** VIP parking
B Disabled parking/
 outdoor exhibition area
C NEC visitor parking
D West Midlands bus stops
E NEC Express 1
F NEC Express 3
G1 G2 G3 G4 G5 Gates

- Taxi rank Private hire
 Car park toilets
 (Including accessible toilet)
 Airport
 Train station
 Box office
 Shuttle bus to halls
 --- Pedestrian footpaths
 --- Pedestrian footpaths subway

accommodation near the nec

Search and book online at <http://myvisit.thenec.co.uk>

HOTELS	Genting Hotel	Resorts World, Pendigo Way, NEC	B40 1PU	0121 273 1000
	ibis Styles NEC	Bickenhill Lane, NEC	B40 1PJ	0121 780 5900
	Crowne Plaza NEC	Pendigo Way, NEC	B40 1PS	0871 942 9160
	Express by Holiday Inn NEC	Bickenhill Parkway, NEC	B40 1QA	0870 720 2297
	Arden Hotel & Leisure Club	Coventry Road, Bickenhill	B92 0EH	01675 443 221
	Heath Lodge Hotel	117 Coleshill Road, Marston Green	B37 7HT	0121 779 2218
	Gables Hotel & Restaurant	11 Coventry Road, Elmdon, Solihull	B92 9ED	0121 782 1780
	Swallowfield Country House	Hampton Lane, Meriden	CV7 7JR	0167 652 1262
	Manor Hotel	Main Road, Meriden	CV7 7NH	0167 652 2735
	Marriott Forest of Arden	Maxstoke Lane, Meriden	CV7 7HR	0167 652 2335
	Ramada Solihull	The Square, Solihull	B91 3RF	0121 711 2121
	Tudor Court Hotel	77 Kineton Road, Olton	B92 7DX	0121 706 3121
	Grimscoote Manor Hotel	Lichfield Road, Coleshill, Birmingham	B46 1LH	0167 546 4222
	Britannia Coventry Hill Hotel	Birmingham Road, Allesley	CV5 9PH	0871 222 0094
	Quality Hotel Airport/NEC	49 Sherbourne Road, Acocks Green	B27 6DX	0121 706 5900
	Holiday Inn Express Birmingham South	1270 Coventry Road, South Yardley	B25 8BS	0121 289 3333
	Nailcote Hall Hotel	Nailcote Lane, Berkswell	CV7 7DE	0247 646 6174
	Castle Bromwich Inn	Junction 5, M6, Chester Road	B35 7AF	0121 694 6700
	Britannia Hotel Coventry	Cathedral Square, Fairfax Street, Coventry	CV1 5RP	0247 663 3733
	Radisson BLU Hotel	12 Holloway Circus, Queensway	B1 1BT	0121 654 6000
	Jurys Inn	245 Broad Street, Birmingham	B1 2QH	0121 606 9000
	Dayspring Hotel	128-130 Gravelly Hill, Birmingham	B23 7PF	0121 240 5844
	New Hall Hotel & Spa	Walmley Road, Sutton Coldfield	B76 1QX	0121 378 2442
	Ramada Birmingham Sutton Coldfield	Penns Lane, Walmley, Sutton Coldfield	B76 1LH	0121 351 3111
	Rollason Wood Hotel	130, Wood End Road, Erdington, Birmingham	B24 8BH	0121 373 1230
	Conference Aston Hotel	Aston Street, Birmingham	B4 7ET	0121 204 4300
	Campanile Birmingham	Chester Street, Aston, Birmingham	B6 4BE	0121 359 3330
	Britannia Hotel Birmingham	New Street, Birmingham	B4 4RX	0871 222 0093
	Comfort Inn Birmingham	Station Street, Birmingham	B5 4DY	0121 643 1134
	Holiday Inn Express Birmingham City Centre	65 Lionel Street, Birmingham	B3 1JE	0845 112 6151
	Bloc Hotel	St Paul's, Caroline Street, Birmingham	B3 1UG	0121 212 1223
	Plough & Harrow Birmingham	135 Hagley Road, Edgbaston	B16 8LS	0121 454 4111
	Menzies Strathallan	225 Hagley Road, Edgbaston	B16 9RY	0121 455 9777
GUEST HOUSES/B&BS	Redlands Guest House	Church Lane, Bickenhill	B92 0DT	0167 544 2661
	Church Farm	Church Lane, Bickenhill	B92 0DN	0167 544 2641
	Arden House Hotel	74 Maple Leaf Drive, Marston Green	B37 7JB	0121 788 2068
	Central Guest House	1637 Coventry Road, South Yardley	B26 1DD	0121 706 7757
	Gayton B&B	34 Meriden Road, Hampton-In-Arden	B92 0BT	0167 544 2204
	White Lion Inn	High Street, Hampton-In-Arden	B92 0AA	0167 544 2833
	Grove House B&B	8 Whichcote Avenue, Meriden	CV7 7LR	0167 652 3295
	Olton Cottage Guest House	School Lane, Old Yardley Village, Birmingham	B33 8PD	0121 783 9249
	Atholl Lodge	16 Elmdon Road, Acocks Green, Birmingham	B27 6LH	0121 707 4417
	Achill Guest House	35 Hampton Road, Knowle	B93 0NR	0156 477 4090
	Station Approach B&B	654 Streetsbrook Road, Solihull	B91 1LB	0121 240 4888
	Langley Cottage	Cottage Lane, Whiteacre Heath, Coleshill	B46 2EJ	0167 546 3083
	E-or Lodge	Marston Lane, Curdworth, Sutton Coldfield	B76 0DF	0167 547 0330
	Chester's 413 Continental B&B	413 Upper Eastern Green Lane, Coventry	CV5 7DJ	0247 646 8250
	Castle Laurels Hotel	22 Castle Road, Kenilworth	CV8 1NG	0192 685 6179
	Arc Serviced Apartments	The Arcadian Centre, Hurst Street, Birmingham	B5 4TD	0871 971 2952



nec group

PRESENTS

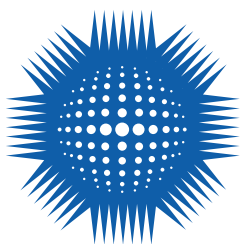


booking a place on the fire safety course

The booking process is simple
and the steps are highlighted below:

Please call Julie Fletcher on 0121 767 3967
or email julie@oncoursehealthandsafety.co.uk

www.oncoursehealthandsafety.co.uk



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This qualification has
been accredited and
credit rated by the
Scottish Qualifications
Authority (SQA) and sits
in the Scottish Credit
and Qualifications
Framework (SCQF).



Accreditation