



Course Brochure

NEBOSH International General Certificate in Occupational Health & Safety



The NEBOSH International General Certificate (IGC) covers the principles relating to health and safety, identification and control of workplace hazards and the practical application of this knowledge. The IGC syllabus takes a risk management approach based on best practice and international standards, such as the International Labour Organisation (ILO) codes of practice.

The International General Certificate is divided into three units, each of which is assessed separately:

- Management of international health and safety (IGC1)
- Controlling workplace hazards (GC2)
- Health and safety practical application (GC3)

Managers, supervisors and employees throughout the world take the NEBOSH International General Certificate because it gives them the skills and know-how to fulfil their health and safety responsibilities in any country and in any kind of organisation.

The NEBOSH International General Certificate is also suitable for those embarking on a career in health and safety, providing a sound basis for progression on to the NEBOSH International Diploma. No previous health and safety knowledge is required.

Holders of the International General Certificate also meet the academic requirements to Technician Membership (Tech IOSH) of the Institution of Occupational Safety and Health (IOSH).

Entry Requirement

NEBOSH recommends that candidates undertaking this qualification should reach a minimum standard of English equivalent to an International English Language Testing System (IELTS) score of 6.0 or higher.

Course Syllabus

Unit IGC1 – Management of International Health and Safety

1. Foundations in health and safety
2. Health and safety management systems – Plan
3. Health and safety management systems – Do
4. Health and safety management systems – Check
5. Health and safety management systems – Act

Unit GC3 – Health and safety practical application

1. Workplace inspection
2. Management report

Unit GC2 – Controlling workplace Hazards

1. Workplace hazards and risk control
2. Transport hazards and risk control
3. Musculoskeletal hazards and risk control
4. Work equipment hazards and risk control
5. Electrical safety
6. Fire safety
7. Chemical and biological health hazards and risk control
8. Physical and psychological health hazards and risk control



Examination

Units IGC1 and GC2 are each assessed by a two-hour written examination. Each written examination consists of ten 'short-answer' questions and one 'long-answer' question. All questions are compulsory. Candidate scripts are marked in UK by external examiners appointed by NEBOSH.

Unit GC3 is assessed by a practical examination (workplace inspection and management report) carried out in the candidate's own workplace. The assessment must normally be taken within 10 days of a written examination. The practical examination is internally assessed by the course provider and externally moderated by NEBOSH.

- Exam time for IGC Paper 1 is **9.30am – 11.30am**.
- Exam time for GC Paper 2 is **2.00pm – 4.00pm**.
- Date line for GC Paper 3 submission is **10 days after examination date**.

Course Schedule and Details

Course Type	Description	Dates	Fees (SGD)	Remarks
Distance Learning	Without Tutorial	Open / Anytime	\$800.00	
Distance Learning Plus	With Tutorial (8 evening lessons)	2017 1) Jan 18,20,23,25 & Feb 1,3,6,8 2) Apr 19,21,24,26,28 & May 3,5,8 3) Jul 17,19,21,24 & Aug 2,4,7,11 4) Oct 25,27,30 & Nov 1,3,6,8,10	\$1250.00	
Part Time & Evening (80 hrs)	22 evening lessons + 2 full Saturdays	2017 1) 01 Mar - 15 May 2) 01 Jun - 15 Aug 3) 01 Sep - 15 Nov	\$2500.00	
Full Time (80 hrs)	10 full days course	2017 1) 15 - 26 May 2) 14 - 25 Aug 3) 13 - 24 Nov	\$3400.00	

*Course and Examination venue at Singapore Post Centre, Near Paya Lebar MRT (Singapore)

Examination Schedule

Batch No.	Exam Date	Registration Closing Date	Assignment Dateline
03/17	Wed, 8 Mar 2017	Fri, 31 Jan 2017	Fri, 31 Jan 2017
06/17	Wed, 7 Jun 2017	Fri, 30 Apr 2017	Fri, 30 Apr 2017
09/17	Wed, 6 Sep 2017	Fri, 30 Jul 2017	Fri, 30 Jul 2017
12/17	Wed, 6 Dec 2017	Fri, 31 Oct 2017	Fri, 30 Oct 2017

*Submitting assignments are **COMPULSORY**. We **WILL NOT** register candidates for the exams if assignments are not submitted.



Course Fee

- All course fees are inclusive of administration fees, NEBOSH Examination registration fees, textbook and revision material. (No hidden costs)
- Meals and accommodation not included in the course fee.
- Payment by Paypal includes 4% fees collected by Paypal.

Other Arrangements

The following arrangements can be made, please contact us for further discussion.

- Corporate enquires are welcome.
- NEBOSH IGC course can be arranged at your location (in Singapore) if you have 10 candidates or more.
- Overseas (outside Singapore) enquires are welcome, we can fly our trainers to your country, if you have 10 candidates or more.

Contact

Please contact Meng Meng at +6590068005 or email mengmeng@mengsquare.com for more details. View testimonials from our students here www.mengsquare.com/testi.html



NEBOSH INTERNATIONAL GENERAL CERTIFICATE IN OCCUPATIONAL HEALTH AND SAFETY
STUDENT ENROLMENT FORM

Please complete in BLOCK CAPITAL LETTERS and refer to the terms & conditions and guidance notes overleaf.
* Please tick the box [] where applicable.

Personal Details Page 1

First (Given) Name(s): [Grid]

[Grid]

Surname (Family Name): [Grid]

House/Block Number: [Grid] Unit Number: [Grid]

Street/Building Name: [Grid]

City: [Grid] Postal (Post) Code: [Grid]

Country: [Grid] Date of Birth: (DDMMYY) [Grid]

NRIC/FIN/ID/Passport Number: [Grid] [] *Male [] *Female

Nationality: [Grid]

Telephone (Home/Work): [Grid]

Telephone (Mobile): [Grid]

Email Address: [Grid]

Name of Referrer: [Grid]

Mode of Study*: [] Distance Learning -- S\$800.00 [] Re-Sit IGC 1 -- S\$350.00
[] Distance Learning Plus -- S\$1250.00 [] Re-Sit GC 2 -- S\$350.00
[] Part Time -- S\$2500.00 [] Re-Sit GC 3 -- S\$350.00
[] Full Time -- S\$3400.00
NEBOSH Student No.: (For Re-Sit)

English Proficiency (Compulsory – please complete this section)
(In between 60 – 100 words, write about your current or immediate past work experience and main job scope in your company)

[Writing lines]



(Please fill up this section after you have made payment)

Fee is inclusive of administration fees, NEBOSH examination registration fees, textbook and revision material.
Meals and accommodation **NOT** included in fee.

Please choose a payment method below and tick the corresponding box (**Choose A. or B. or C. or D.**)

A. ***Paid by CASH** (Please contact Meng Meng at +65 90068005 for cash collection and receipt)

CASH Amount: S\$

B. ***Paid by CHEQUE** (All cheques must be crossed and made payable to **Meng Square Consultancy Pte Ltd**)

Please indicate your full name, NRIC/MP/FIN number on the reverse side of the cheque.

CHEQUE Amount: S\$ CHEQUE Number:

C. ***Paid by Internet/ATM Fund Transfer**

Transfer Amount: S\$ Date of Transfer (DDMMYY):

Please transfer to either Account Type: **OCBC Business First Account. Account Number: 511-239972-001**
OR: **POSB Savings Account. Account Number: 126-24255-7**

Transaction Reference:

D. ***Paid by Credit Card or PayPal at the Website** Date of payment: (DDMMYY)

Payment Amount: S\$

Transaction Reference:

1. I confirm that I have enrolled as a student on the NEBOSH IGC course at MENG SQUARE CONSULTANCY PTE. LTD.
2. I agree to the terms and conditions stated overleaf.
3. I declare that the particulars stated in this enrolment form are true to the best of my knowledge.
4. I understand that the enrolment is considered valid **ONLY** upon successful and full payment.
5. Completed and signed enrolment form should be submitted together with a photo-copy of NRIC/Work Permit/Employment Pass (Front and Back)

Student Signature: _____ Date: _____

For MSC Official use only.

Completed and signed form received on: _____ (Date) Received by: _____

Payment received on: _____ (Date) Amount Received: S\$ _____

Payment received on: _____ (Date) Amount Received: S\$ _____

Official Receipt Number: _____ Payment verified by: _____

Accepted: YES / NO Batch No.: _____ Course Period: _____ to _____

Rejected Reason: _____

Remarks: _____



NEBOSH INTERNATIONAL GENERAL CERTIFICATE IN OCCUPATIONAL HEALTH AND SAFETY STUDENT ENROLMENT FORM

Document Number: MSC/NIGC/EF/001 – R4

Terms and Conditions:

1. Students must ensure that ALL particulars given and stated in the enrolment form are correct and true.
2. Meng Square Consultancy Pte. Ltd. (MSC) shall not be responsible for any lost mail and shall not be liable to bear any cost arising from inaccurate contact details.
3. Students will have to bear all cost amounting up to GBP£100.00 by NEBOSH for any request by the students to replace loss documents.
4. Please ensure that your First (Given) name and Surname (Family name) are written correctly.
5. Address given in the enrolment form shall be the official correspondence (mailing) address. Please use a contactable address because NEBOSH will send the examination details and letters to this address.
6. MSC reserves the right to accept or reject students applying for our courses.
7. MSC shall register the student for NEBOSH examination **ONLY** upon successful payment of the full course fee.
8. The enrolment fee includes administration fees, NEBOSH examination fees, printed lecture and revision notes. All other fees not mentioned above are not included.
9. There is no SDF, SRP, SPUR or SDU or CPD points or any other funding schemes.
10. Any student who wishes to withdraw from the course (after successful enrolment) may submit a written notice at least one (1) month before the start of the course lesson. A 50% refund of the course fee is obtainable in this case upon verification from MSC.
11. No other refund is obtainable if the student withdraws from the course after the time period stated in clause (10).
12. MSC will not compensate in any event that the registered student is not able to attend the lessons or examinations being schedule.
13. MSC reserve the right to cancel or postpone the scheduled dates of lessons or examination dates at its discretion.
14. MSC shall not be held responsible for any injury, loss, damaged of property belonging to students during lessons or examinations.

Guidance Notes:

1. The standard of English required by students studying for NEBOSH IGC must be such that they can both understand and articulate the concepts contained in the syllabus.
2. NEBOSH recommends that students undertaking this qualification should reach a minimum standard of English equivalent to an International English Language Testing System (IELTS) score of 6.0 or higher.
3. 'Standard' examination dates for NEBOSH IGC are available in March, June, September and December annually; these dates are published in the NEBOSH website.
4. Unit IGC 1 and GC 2 are assessed by written examinations; each paper is 2-hours. All questions are compulsory. Answer scripts are marked by NEBOSH examiners in UK.
5. Unit GC 3 is a practical examination to be taken at the student's workplace and submitted within 10 days of the written examination. This paper is assessed internally by MSC and moderated by NEBOSH examiners in UK.
6. Passing mark for IGC 1 and GC 2 is 45%, for GC 3 is 60%.
7. Examination results will be released within 10 weeks from the date of written examination.
8. Students who passed the individual unit will be issued with a unit certificate within 8 weeks of the result notification. Those who passed all 3 papers will be issued with the NEBOSH IGC certificate within 3 months from the date of result notification.
9. All unit results are valid for 5 years from the date of first examination. For students who are unsuccessful in any particular unit, they may re-sit just the unit in which they failed.
10. Malpractice is defined as any deliberate activity, neglect, default, cheating or other practice by students that compromises the integrity of the examination process and validity of certificates. Any form of malpractice must be reported to MSC and actions will be initiated to deal with it.
11. Candidates may refer to NEBOSH website (www.nebosh.org.uk) for a copy of the NEBOSH Malpractice Policy.
12. A reasonable adjustment is any action that helps to reduce the effect of a disability, learning or language difficulty known at the time of the assessment that places the candidate at a disadvantage in an assessment situation. Candidates may refer to NEBOSH website (www.nebosh.org.uk) for a copy of the NEBOSH Reasonable Adjustment Policy.

Attached NEBOSH Students Terms and Conditions Document.



General Student Terms and Conditions

Version 2

NEBOSH GENERAL CONDITIONS FOR STUDENTS

1. Definitions

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

“Accredited Course Provider” means the college/teaching institution or other entity which You have chosen and which is accredited or otherwise approved by NEBOSH to organise and offer You teaching for NEBOSH Examinations and / or to provide assessment facilities;

“Application Form” means the form submitted by You to NEBOSH when You apply to enrol or register for a qualification with NEBOSH;

“Conditions” means these NEBOSH General Conditions for Students;

“Enrolment Fee” means the fee payable by You when you apply to become a student/candidate in order to obtain NEBOSH Qualifications;

“Guide(s)” means the guides issued by NEBOSH from time to time in respect of NEBOSH qualifications or units thereof as such guides are amended by NEBOSH from time to time;

“Malpractice Policy” means the latest policy relating to malpractice from time to time 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;

“NEBOSH Assessment” means assessments of practical units and/or examinations which contribute towards Your NEBOSH qualification;

“Policies” means the policies of NEBOSH and 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 unit of assessment with NEBOSH

“Scripts” means the document containing Your answers to NEBOSH's Assessments;

“You” or **“Your”** refers to you, the student or prospective student for NEBOSH qualifications or units thereof.

2. Scope of Terms and Conditions

2.1. These Conditions govern Your relationship with NEBOSH which may come into force through any registration or enrolment you commit to through your Accredited Course Provider for NEBOSH qualifications. For the avoidance of any doubt NEBOSH are not responsible for the provision of teaching, tutorial or other such services at any venue or centre. Any fees, charges, payments due under these Conditions are only in respect of NEBOSH and do not relate to any fees that may be due to your Accredited Course Provider.

2.2. Pursuant to clause 2.1 these Conditions shall set out the basic obligations of NEBOSH and Your obligations and responsibilities which includes but is not limited to fees and payments. However, further and more detailed information relating to Your obligations, Your and NEBOSH relationship, Your conduct, the relationship between You and the Accredited Course Provider, NEBOSH relationship with the Accredited Course Provider are set out in the Policies which are available on request and the NEBOSH website.

2.3. When you enrol upon a programme of study to prepare for assessment for NEBOSH qualifications your contract for that programme of study is with the Accredited Course Provider. NEBOSH is not a party to this contract.

3. Enrolment, Transfer and Cancellation

- 3.1. By enrolling for a qualification with NEBOSH (whether You apply directly or whether You authorise Your chosen Accredited Course Provider to apply on your behalf) You accept these Conditions.
- 3.2. Your enrolment with NEBOSH will only be effective if and when NEBOSH sends to You its official enrolment receipt and NEBOSH has received in full the Enrolment Fee and (if applicable) any other fee specified by it.
- 3.3. Enrolment is for the purposes of identifying You, the Accredited Course Provider with whom you are studying, tracking progress through NEBOSH qualifications, confirming Your eligibility to participate in NEBOSH Assessments and confirming previous units attained by You which count towards NEBOSH qualifications.
- 3.4. When enrolling for a qualification You are agreeing to abide by the regulations for that qualification, as set out in the NEBOSH "Guide" to that qualification.
- 3.5. If You wish to transfer to a different Accredited Course Provider to that indicated upon Your official enrolment receipt, You must arrange such transfer with both Your present and new Accredited Course Providers and notify NEBOSH of such transfer without delay. NEBOSH are not liable for any fees that may be due to Your Accredited Course Provider (new and old) You should clarify whether any fee will be payable by You for such a transfer prior to transferring.
- 3.6. Once NEBOSH has despatched to You acceptance of Your enrolment You may not cancel your enrolment since You agree that NEBOSH will have commenced the services relating to Your enrolment immediately upon despatch of such acceptance to You

4. Registration for NEBOSH Assessments

- 4.1. By registering for a NEBOSH Assessment (whether You apply directly or whether You authorise Your chosen Accredited Course Provider to apply on your behalf) You accept these Conditions. Your registration with NEBOSH will only be effective when NEBOSH sends to You its official admissions voucher and NEBOSH has received in full the Registration Fee or any other fee specified by it.
- 4.2. 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.
- 4.3. 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).
- 4.4. Fees and registrations are not transferable to alternative examinations or later examination sittings, or between candidates

5. Payment of Fees

- 5.1. 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 NEBOSH or the Accredited Course Provider. Details of all NEBOSH fees currently in force are set out in the fee schedule available on the NEBOSH website. NEBOSH publishes details of such fees (which may be amended from time to time) which are due to NEBOSH as a result of any additional work required to be undertaken by NEBOSH on your behalf such as remarking and any additional administration required to be undertaken by NEBOSH on your behalf.

- 5.2. For the avoidance of any doubt NEBOSH does not issue invoices for fees.
- 5.3. Please note you may also be liable for any tuition fees and other such fees (which are separate to the fees referred to in clause 5.1) and are payable to the relevant Accredited Course Provider and not to NEBOSH.
- 5.4. Some Accredited Course Providers charge students a single global fee which incorporates fees payable to NEBOSH and the fees due to the Accredited Course Provider for tuition and / or invigilation. Where an Accredited Course Provider offers this arrangement it acts as Your agent for payment of fees to NEBOSH. If the Accredited Course Provider does not offer this arrangement You must ensure payment of all fees due to NEBOSH at enrolment and at registration for any NEBOSH Assessment.

6. NEBOSH's Liability

- 6.1. NEBOSH can only assess those Scripts which it receives. NEBOSH accepts no liability for any Scripts which may be lost or damaged before receipt by NEBOSH.
- 6.2. NEBOSH expressly excludes liability for:
 - 6.1.1 any loss or damage to Your property unless caused by the negligence of NEBOSH or its employees;
 - 6.1.2 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 NEBOSH of any obligation to You or due to any other act or omission or negligence of NEBOSH or its employees or agents. For the avoidance of any doubt your Accredited Course Provider is not an agent of NEBOSH.
- 6.3. Nothing in these Conditions shall operate to exclude NEBOSH's liability for fraud or for death or personal injury due to its negligence.
- 6.4. Neither You nor NEBOSH 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.
- 6.5. Accreditation by NEBOSH of your Accredited Course Provider does not mean that NEBOSH has approved all teaching and course materials provided by your Accredited Course Provider as being satisfactory and fit for purpose. It is the responsibility of the Accredited Course Provider to ensure this.
- 6.6. NEBOSH 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. NEBOSH does not guarantee that its website is free from virus and will be uninterrupted or error free.
- 6.7. The contract for the teaching of courses to You is made between You and the Accredited Course Provider. The Accredited Course Provider is not an agent of NEBOSH. NEBOSH will have no liability to You for any complaint you have in respect of any Accredited Course Provider, its course or its teaching. Any such complaints should be addressed by You promptly to the relevant Accredited Course Provider. Should you be unable to resolve any complaints directly with your Accredited Course Provider please report it to NEBOSH.
- 6.8. NEBOSH is not responsible for and has no liability for the organisation of or the condition of the venue at which the examinations are held. Venues are arranged by the Accredited Course Provider.

7. Termination

NEBOSH may terminate Your enrolment or registration at any time by written notice if:

- 7.1 You breach these Conditions or any terms and conditions contained in any letter confirming your enrolment or any documents or Policies issued by NEBOSH at any time; or
- 7.2 You fail to pay any fees due to NEBOSH; or
- 7.3 it is discovered that You have provided NEBOSH whether through the Accredited Course Provider or otherwise with any false or misleading information; or
- 7.4 You do not meet all of the administrative or academic requirements specified in the Guides issued by NEBOSH; or
- 7.5 any of the instances set out in clause 8 below occur; or
- 7.6 You are involved in any malpractice pursuant to NEBOSH's Malpractice Policy.

8. Verbal or Physical Abuse

NEBOSH 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 NEBOSH, at its sole discretion, considers to be serious or in repeated cases of physical or verbal abuse, termination of enrolment and / or registration with NEBOSH, and / or exclusion from future enrolment or registration with NEBOSH.

9. Data Protection

- 9.1 NEBOSH will hold personal information about You and will use the information as follows:-
 - 9.1.1 to process Your applications to NEBOSH and administer Your enrolment and registration for NEBOSH Assessments;
 - 9.1.2 to respond to from employers, recruitment agencies, other Higher Education institutions, and other similar bodies to verify requests from employers or employment agencies by providing verification or otherwise of information provided by You to employers or employment agencies of NEBOSH qualifications You hold in connection with applications for employment;
 - 9.1.3 to respond to data requests from regulatory bodies;
 - 9.1.4 to respond to queries raised by You or the Accredited Course Provider;
 - 9.1.5 to deal with any disciplinary matters in respect to You;
 - 9.1.6 to recover any monies owed by You to NEBOSH;
 - 9.1.7 to administer NEBOSH's policies;
 - 9.1.8 to notify You of Your NEBOSH Assessments results;
 - 9.1.9 to liaise with the Accredited Course Provider and exchange information relating to You;
 - 9.1.10 to make You aware of services NEBOSH and other similar organisations can offer including information on current and future courses and qualifications unless You have notified us that You have opted out of receiving such information;
 - 9.1.11 to carry out research to help NEBOSH to improve and plan its qualifications;
 - 9.1.12 for research purposes (in which case your details will be anonymous); and

9.1.13 as otherwise permitted by the Data Protection Act 1998.

- 9.2 If you are studying outside the European Economic Area NEBOSH 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 NEBOSH where You are studying outside the European Economic Union You explicitly consent to such transfer of your personal information.
- 9.3 You hereby consent to NEBOSH emailing Your results to you if it so decides.
- 9.4 You hereby consent to NEBOSH featuring Your results on its website. In this event Your results will be accessible only to You and to Your course provider and identifiable via your student personal identification number which will be provided to You after enrolment.

10. Intellectual Property Rights and Nebosh Website

- 10.1 All copyright and other intellectual property rights in examination and/or assessment papers, examiners reports and guides to qualifications purchased from or provided by NEBOSH shall remain vested in NEBOSH and such materials may not be reproduced/copied/distributed in any way without the prior written consent of NEBOSH or as required by law.
- 10.2 If You access NEBOSH's website You must do so only subject to NEBOSH's 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.

11. General

- 11.1 Failure by NEBOSH 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 NEBOSH 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.
- 11.2 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.
- 11.3 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.
- 11.4 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.

12. Statutory Rights

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