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Please complete this form with as much information as possible. The answers you provide will help us to ensure the training you receive meets your individual requirements as fully as possible. If you are unsure of how to complete any aspect of this form, please ask your tutor or a member of the NTSS team.

Part 1 – to be completed prior to the commencement of the course			
<b>Full Name</b>			
<b>Date of Birth</b>		<b>Gender</b>	<b>Male</b> <input type="checkbox"/> <b>Female</b> <input type="checkbox"/>
<b>National ID/Pass ID</b>			
<b>Phone</b>		<b>e-mail</b>	
<b>Nation</b>			
<b>Start Date</b>		<b>Anticipated Completion Date:</b>	
Academic Qualifications			
<b>Name of college/school</b>	<b>Approximate Date</b>	<b>Subject(s) studied</b>	<b>Result/Grade</b>
Other Qualifications			
<b>Name of college/company/ establishment</b>	<b>Year completed</b>	<b>Subject</b>	<b>Result/Grade</b>
<b>Please briefly summarise your objectives for completing this course and what you hope to gain from attending</b>			
<b>English skills</b>			
<b>What is your native language?</b>			
<b>Previous HSE training:</b>			
<b>Previous HSE experience:</b>			
<b>Rate your current HSE skills and knowledge? 1 – 10</b>			

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<b>Would you prefer that I read you our terms and conditions now, or that I send you a copy via email to read at your convenience?</b>	
<b>What factors are most important to you when it comes to selecting the best training provider?</b>	<input type="checkbox"/> Trusted company <input type="checkbox"/> Recommended by colleagues <input type="checkbox"/> Proven Support and results <input type="checkbox"/> Solution to your personal problem/situation <input type="checkbox"/> Chance to complete the course quickly with a high chance of passing the exams <input type="checkbox"/> Level of NEBOSH partnership <input type="checkbox"/> Price

Part 2 – to be completed on day one of the course, by the tutor and the learner	
Initial assessment completed	Student or tutor comments
Literacy	
Language	
Numeracy	
Information and Communication Technology Skills	
Other skills/experience	
Other relevant qualifications	
Please identify details of any additional support or reasonable adjustments that may be required	

You are about to embark on a challenging programme of study, but one which should enhance your knowledge and understanding of health and safety management as well as your professional status.

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### Responsibilities NTSS and Our Tutors

- Create an environment in the classroom and e-learning platform that is conducive to learning or Provide NEBOSH approved training slides that are acceptable for learning.
- Employ tutors who are sufficiently trained and experienced.
- Provide learners with up-to-date resources and information.
- Provide or guide you to all of the information you need to pass the certification.
- Provide you with expert review and examination technique advice.
- Respond promptly to all inquiries.
- Respect all learners equally, regardless of their age, colour, gender, sexual orientation, disability, religion, or country of origin.
- To ensure that all learners comprehend and adhere to the concepts of justice and equality, and to supervise tutorials in order to accomplish this.
- Ensure that course learning objectives are conveyed and that training sessions cover all necessary components of the syllabus.
- Conduct training sessions that utilize a variety of different training methods to promote active learning.
- To help delegates with special needs or disabilities with training and testing.
- Conduct inquiries into any complaints or concerns raised by learners and ensure that any reported instances of disruption are brought to the individual's attention. While we prefer to handle conflicts directly with the parties concerned, we retain the right to dismiss a delegate from a training session if they are interfering with the study of others or behaving in an unsuitable manner that interferes with the study of other course delegates.

### Learner Responsibilities

As a learner, you should:

- Be responsible and considerate of your learning environment
- Attend on time.
- Participate in all sessions in a suitable manner.
- Complete and submit on time all written and practical coursework.
- Notify NTSS in advance if you will be unable to attend a training session or examination.
- Maintain a mature and suitable demeanor throughout tutorials and treat all other students with respect and impartiality.
- Respect fellow students and NTSS staff at all times and conduct oneself in an appropriate and helpful learning manner.
- Not to bring alcohol into training sessions or on NTSS property; not to drink alcohol, and not to be under the influence of alcohol.
- Not to possess, consume, or be under the influence of any illegal substances while on NTSS grounds.
- To abstain from carrying any offensive weapon.
- Not to imitate or purposefully copy the work of another person.
- Adhere to all Health and Safety procedures as given at the course's start.
- Take the course examinations and adhere to the guidelines governing examination conduct.
- Carry out and finish any coursework or study that must be completed outside of training hours.

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- Identify and communicate to the course tutor or instructor any assistance you require due to a disability or related issue.
- Notify your tutor or a member of the NTSS staff if your contact information changes.
- Report any incidents or risks to your tutor or a member of the NTSS staff.
- As a learner, you are not permitted to: Discriminate against other students or faculty members.

#### **For Classroom training, You must:**

1. attend 90% of all scheduled class sessions, otherwise you will not be able to take the exam.
2. attend mock exams\*.
3. complete homework's\*.
4. contribute to classroom activities in a positive manner.
5. endeavour to be active, rather than passive in terms of learning.
6. bring any learning difficulties to our attention at the earliest opportunity.

#### **For E-learning training, you must:**

1. watch and learn 90% of all training presentations, otherwise you will not be able to take the exam.
2. study to given Study Book about the Course\*.
3. complete homework's\*.
4. bring any learning difficulties to our attention at the earliest opportunity.

\* If you are unable to complete these items, it is your responsibility to study relevant chapters. Prior to you begin your programme of study please download from the following link and read NEBOSH's Learner Terms and Conditions.

<https://www.NEBOSH.org.uk/policies-and-procedures/learner-terms-and-conditions/>

## **ENTRY REQUIREMENTS AND EXEMPTIONS**

### **Entry requirements**

There are no entry requirements for this qualification. However, it is important that learners are able to understand and articulate the concepts contained in the syllabus in the language that the course delivery and assessment will be completed in.

Whenever taken in English, NEBOSH recommends that learners should reach a minimum standard of English equivalent to an International English Language Testing System (IELTS) score of 6.0 or higher in IELTS tests.

### **Exemptions**

The NEBOSH International General Certificate in Occupational Health and Safety (October 2018 specifications) is a standalone qualification. This means that you will not be able to use units from other NEBOSH qualifications against any part of this qualification.

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## COURSE TUITION AND PRIVATE STUDY TIME REQUIREMENTS

**Face to Face and Virtual Class:** The required teaching time for this qualification is 65 hours. It is recommended that you also complete 40 hours private study. A full-time block release course would take approximately 9½ days and a part-time day release course would be spread over approximately 10 weeks. It is obligatory to take the first exam at the end of the training. Otherwise, future exams can be taken by paying the exam fee.

Unit	Notional learning hours			Credits
	Taught hours	Self-study hours	Assessment hours	
IG1	26	20	4	5 credits (50 hours)
IG2	39	20	3	6 credits (62 hours)

**e-learning:** NTSS will provide 25 hours slides, IG1 and IG 2 workbook, and other additional documents. The tuition hours should be added to the recommended private study hours to give the minimum number of hours that this mode of study will require.

- After the purchase is completed and the payment is made, the login information to the education platform is sent to the student via e-mail within 24 hours.
- After the login information is sent to the student, the Education platform is open to the student for 180 calendar days.
- There is no live narration on the education platform. All educational materials are accessible to the student 24/7.
- It is compulsory to take the exam within 4 months after registration. Otherwise, the training must be re-purchased.
- The workshop, which lasts 2-3 hours once a month, is organized over MS Teams.
- Questions from students will be answered within 24 hours, except for force majeure. The time outside the working hours on the weekend is not included in the 24 hours.

## SYLLABUS SUMMARY

The syllabus is divided into 2 units.

### **IG1: Management of International Health and Safety**

1. Why we should manage workplace health and safety
2. How health and safety management systems work and what they look like
3. Managing risk – understanding people and processes
4. Health and safety monitoring and measuring

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## IG2: Risk Assessment

5. Physical and psychological health
6. Musculoskeletal health
7. Chemical and biological agents
8. General workplace issues
9. Work equipment
10. Fire
11. Electricity

For Learning outcomes and summary of syllabus and syllabus guide for IG, please download and read the document from this link:

<https://www.NEBOSH.org.uk/qualifications/international-general-certificate/>

## EXAMINATION INFORMATION

The qualification is comprised of two units, each of which is assessed separately:

- For the IG1 section, you must take the online open book exam conducted by NEBOSH. For details <https://www.NEBOSH.org.uk/open-book-examinations/>
- You are expected to make a risk assessment in the special format that will be given to you for the IG2 section. For detailed information, <https://www.nebosh.org.uk/qualifications/international-general-certificate/#>

Candidates are eligible to receive the NEBOSH International General Certificate when they successfully complete both sections.

Exams cannot be postponed or cancelled after the registration deadline. If you cannot take the exam due to any excuse, you can request a refund of 10% of your exam fee by reporting your excuse with official documents.

**Important Notice:** All question papers and answer sheets are owned by NEBOSH and the questions or answers are not stored in NTSS.

## PROFESSIONAL RECOGNITION

Successful completion of the course will give candidates an internationally recognized qualification.

## EXAMINATION REGISTRATION AND FEES

The dates for the examinations are selected and paid for when the course is booked with your NTSS representative or Tutor.

If the candidate wishes to make changes to the examination booking, they should make contact with the NTSS as soon as possible. Please Note: Any changes are subject to space availability and may incur additional fees.

NTSS  
Training & Consultancy  
[www.ntss.com.tr](http://www.ntss.com.tr)

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If a sufficient number of participants can't be reached, 'NTSS' has the right to postpone or cancel the classroom training. In the case of a postponement or cancellation, a 100% refund will be applied for all pre-paid fees

Should there be any queries regarding the process, please contact our customer service team at [info@ntss.com.tr](mailto:info@ntss.com.tr) or call us on +9 (0) 312 911 55 66

## REFUND

NTSS will not refund any training fee after to learner will start to the course.

NTSS will only refund the exam fee under the following conditions.

### i. Examination registration refunds prior to the examination closing date

A learner will qualify for a 100% refund of the only examination registration fee if they are withdrawn prior to the examination closing date.

### ii. Examination registration refunds after the examination closing date

A learner will qualify for a 20% refund of the examination registration fee if they are withdrawn after the examination closing date.

#### 1. Registration refund submission

##### a. Timescale

If a learner is unable to attend an examination sitting for one of the reasons stated in section e.ii.2, below, then either the learner or the Learning Partner can make an application for a refund which must be made within 20-working days of the examination date(s) to which the absence refers.

##### b. Late refund requests

Requests received after the 20-working day deadline will not be accepted unless there are extenuating circumstances for the late submission. The decision to accept the late request will be at the discretion of NEBOSH.

#### 2. Qualifying reasons for Examination registration refunds

A learner will qualify for a 100% refund of the examination registration fee if they are absent from an examination(s) for one of the following reasons:

- If there is an enforced lockdown related to Covid 19 in the area where the examination is to be held, or where the learner attends a place of learning related to the examination
- If NEBOSH make the decision to cancel a paper-based examination



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A learner will qualify for a 20% refund of the examination registration fee if they are absent from an examination(s) for one of the following reasons:

- if the learner is ill (including in relation to Covid 19) or has medical grounds, supporting medical evidence must be supplied (for example, a copy of a hospital admission or medical report);
- if a member of the learner's immediate family is ill or has medical grounds, again supporting medical evidence must be supplied (for example, a copy of a hospital admission or medical report);
- bereavement, funeral or inquest of a family member or close friend;
- jury service (supporting evidence must be supplied);
- service personnel who receive posting details after registration;
- if a paper-based examination is cancelled by the examination venue in relation to Covid 19 which is not due to an enforced lockdown in the area of the examination venue;
- other circumstances will be considered on a case-by-case basis.

Please note refunds will not be considered for any of the following reasons:

- work commitments;
- booking of holidays/vacations or rearrangement of;
- family commitments, eg weddings, educational reasons, etc;
- other commitments, eg diary changes, visit of VIPs to town or workplace.

## POLICY AND PROCEDURES

- 1. Latest versions of the NEBOSH's procedure and policies** can be accessed from <https://www.NEBOSH.org.uk/policies-and-procedures/>
  - Malpractice Policy
  - Enquiries About Results (EARs) (Policy and forms)
  - External equal opportunities policy
  - Learner Terms and Conditions and more.
- 2. Latest versions of IG Qualification support documents** can be accessed from <https://www.NEBOSH.org.uk/qualifications/international-general-certificate/>
- 3. NTSS Procedure and policies** can be accessed from <https://www.ntss.com.tr/en/policy-procedures.html>

## FEEDBACK

We very much wish you success on your course. If you have any queries or feedback, please feel free to speak with your course tutor or contact our customer service team at [info@ntss.com.tr](mailto:info@ntss.com.tr) or call us on **+9 (0) 312 911 55 66**. Please don't forget to fill feedback form after completed to your course.



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## TERMS AND CONDITIONS

As NEBOSH is the awarding body for this qualification, it is very important that you are familiar with their terms and conditions. You can download and read from the following link: <https://www.NEBOSH.org.uk/policies-and-procedures/learner-terms-and-conditions/>

Please download and read NTSS' Learner Terms of Conditions as part of the agreement from the following link: <https://www.ntss.com.tr/en/policy-procedures.html>

1. I read and understand all procedures in the below link

<https://www.ntss.com.tr/en/policy-procedures.html>

Yes  No (Please mark one of them)

2. I would like to receive your e-newsletter with training calendar updates, new training and services, news from the industry, and news from your events.

Yes  No (Please mark one of them)

3. I accept that my photographic images in the group photos taken during the classroom training can be used by NTSS for advertising purposes on their web page or brochures.

Yes  No (Please mark one of them)

4. I confirm that the above information is accurate.

Yes  No (Please mark one of them)

By signing below, I certify that I have read, understand, and adhere to all applicable guidelines and agreements as stated.

I declare that the above informations are correct and my personal data provided with my explicit consent and I have read and acknowledged the personal data protection policy of NTSS.

Learner name & surname: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

On Behalf of NTSS : Asuman ERKUL

