



PETROTECH SAFETY SOLUTIONS

# NEBOSH IDip

## COURSE HANDBOOK

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## WELCOME TO PETROTECH SAFETY SOLUTIONS PVT LTD.

Petrotech Safety Solutions is a leading HSEQ Training and consulting organization in Middle East and India with regional head offices in Dubai, UAE and Kerala, India.

As an accredited course provider for Level 6 NEBOSH International Diploma in Occupational Health and Safety for Management Professionals , International General Certificate in Occupational Health and Safety (IGC), we are dedicated to delivering the highest quality course content, materials, and comprehensive support services.

## OUR COMMITMENT:

“Deliver topmost quality Training and consulting services with comprehensive ongoing support to individual delegates and organizations.”

We offer an array of support services, including course counseling to understand the expectations of delegates and guide them to suit the best study programs, an induction process, formative assessments through e- Learning Platforms , Trainee Trainer feedback programs for continual improvements, proactive course-related follow-ups and assisting delegates to equip them for job interviews etc.

## WHY CHOOSE US:

**Proven Track Record:** At Petrotech Safety Solutions Pvt Ltd, we have a consistent track record of providing exceptional educational experiences and support, ensuring the development of knowledge and understanding in relevant subjects.

**Diverse Student Profiles:** Our courses cater to both experienced professionals in the field and freshers without prior job experience. Experienced professionals can deepen their knowledge and advance their careers, while newcomers can gain valuable insights from our experienced and qualified trainers, enabling them to kickstart a career in Occupational Health & Safety.

**Best Course Materials /Resources :** We have agreement with world's leading Safety book publishers such as RRC, RMZ to provide the best course materials for our delegates, our Internal course materials have been developed with stringent quality review and approval processes.



## COURSE HANDBOOK

Petrotech Safety Solutions Pvt Ltd, located in Thiruvananthapuram, is an esteemed accredited course provider and recognized Learning Partner of NEBOSH, United Kingdom.

## NEBOSH

The National Examination Board in Occupational Safety & Health (NEBOSH) stands as a globally renowned organization, offering a comprehensive range of qualifications in Health, Safety, and Environmental Management.

### NEBOSH IDip

Achieve NEBOSH Level 6 International Diploma for Occupational Health and Safety Management Professionals

Upon completion, you will attain the Level 6 NEBOSH International Diploma certification in Occupational Health & Safety, a qualification that holds significant value.

Please carefully review the following pages of this handbook for detailed information about the course.

We look forward to your successful journey with us at Petrotech Safety Solutions Pvt Ltd.

## COURSE HANDBOOK

Petrotech Safety Solutions Pvt Ltd, located in Kerala, India is an esteemed accredited course provider and recognized Learning Partner of NEBOSH, United Kingdom for its various programs such as Level 6 NEBOSH International Diploma for Occupational Health and Safety Management Professionals, NEBOSH International General Certificate. We are also the accredited course provider of IOSH (Managing Safety) and deliver other coveted safety qualifications preparatory programs such as Certified Safety Professional (CSP) under BCSP, USA, The Canadian Registered Safety Professional (CRSP) under BCRSP, Canada

## THE ROLE OF HEALTH & SAFETY PROFESSIONALS

Health and Safety professionals became a mandatory position holder in various industries due to legal requirements of many countries as well as the importance of their role in managing health and safety in a workplace and making a safer work environment.

Health and Safety professionals fulfill a vital role within organizations by:

- > Intervening and advising the line management and workforce on Health and Safety matters to significantly reduce the workplace injuries and illnesses.
- > Enhancing the overall well-being of employees.
- > Safeguarding the environment against the impact of industrial waste.
- > Demonstrating a steadfast commitment to Occupational Health, Safety, and Environmental Protection, consequently enhancing the organization's reputation and concurrently reducing associated costs.

Acquiring adequate knowledge in Health and Safety through a recognized program is the first step to become the Health and Safety professional.

## LEVEL 6 NEBOSH INTERNATIONAL DIPLOMA

The NEBOSH Level 6 International Diploma for Occupational Health and Safety Management Professionals is ideally suited for Health and safety professionals or those with aspirations to be one. People with health and safety responsibilities who want to gain an in-depth understanding join this program to excel their career and credibility of competency.

### INTRODUCTION TO THE COURSE

The course has been designed to provide broad knowledge of general workplace issues so that it can be applied in the many different sectors in which health and safety professionals may work.

There are 3 units titled and detailed below.

Units	Assessment Methodology	Duration of assessment
DI1 – Know – workplace health and safety principles	Assignment - workplace-based tasks together with simulations and reflective statements and a research topic	Four Weeks (20 working Days)
DI2 – Do – controlling workplace health issues	Scenario-based case study	Two Weeks (10 Working Days)
DI3 – Do – controlling workplace safety issues	Scenario-based case study	Two Weeks (10 Working Days)

### DURATION OF THE COURSE

The qualification requires a minimum of 185 taught hours plus 144 hrs recommended self-study hours and 140 assessment hours



## SYLLABUS

Learning outcome		Taught hours	Recommended self-study hours	Assessment
1	You will be able to advise on the types of legislation likely to apply to your organisation and how enforcement actions could apply; the relevance of the International Labour Organization's conventions/recommendations to the organisation; how non-government bodies and standards could influence health and safety in the organisation.	16	58	Unit ID1 assignment
2	You will be able to promote a positive health and safety culture by: <ul style="list-style-type: none"> <li>gaining commitment and participation; and</li> <li>engaging, supporting, and influencing leaders (and others) to change attitudes and behaviour and make health and safety a priority.</li> </ul>	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 manage contractors and supply chains to ensure compliance with health and safety standards.	3		
9	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.	60	45	Unit ID2 case study
10	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.	54	41	Unit ID3 case study

## RECOGNITION OF THE PROGRAM

The NEBOSH Level 6 International Diploma for Occupational Health and Safety Management Professionals (2023 specification) has been accredited and credit rated by Ofqual at RQF2 Level 6 with 42 credits, SCQF3 Level 10 with 48 Credits. A number of universities offer MSc programs which accept the NEBOSH Diplomas as a full or partial entry requirement. Holders of Nebosh Diploma with work experience are eligible for Certified Safety Professional (CSP) examinations under BCSP, USA, The Canadian Registered Safety Professional (CRSP) examination under BCRSP, Canada.

1Ofqual - The Office of Qualifications and Examinations Regulation  
 2RQF-Regulated Qualifications Framework ,UK  
 3 SCQF- Scottish Credit and Qualifications Framework

## FORTHCOMING EXAM & CLASS START DATES

	Petrotech Dates	NEBOSH Exam and Result Dates		
Unit	Program start dates at Petrotech	Release Date (12pm UK time)	Submission Date (12pm UK time)	Results notification date*
DI2	23 <sup>rd</sup> Sept 2023	15 November 2023	29 November 2023	15 February 2024
DI3	17 <sup>th</sup> Nov 2023	10 January 2024	24 January 2024	05 April 2024
DI1	12 <sup>th</sup> January 2024	13 March 2024	12 April 2024	25 June 2024
DI2	15 <sup>th</sup> March 2024	15 May 2024	30 May 2024	08 August 2024
DI3	17 <sup>th</sup> May 2024	17 July 2024	31 July 2024	10 October 2024
DI1	19 <sup>th</sup> July 2024	11 September 2024	09 October 2024	18 December 2024
DI2	14 <sup>th</sup> Sept 2024	13 November 2024	27 November 2024	14 February 2025

## Successful completion of Level 6 NEBOSH International Diploma program involves:

1. Attending regular classes on the prescribed date and timings.
2. Referring study materials which will be provided during admission.
3. Attending mock exams and all formative assessments
4. Attending feedback sessions with the trainer.
5. Refer the resources regarding the way of conducting and attending Open Book exams which will be e-mailed with this welcome pack.

## DELIVERY METHOD / TIMETABLE

The post Covid-19 Pandemic period and advancement in technology enabled many changes in the world like work from home, online delivery of courses etc. We are predominantly delivering our courses following NEBOSH syllabus through online and live classes.

Through our top notch Learning Management System (LMS) Platform as well as class room studies, students can interact with your trainer and fellow students, to discuss and analyze the topics, attend formative assessments ,feedback and interact with our staff for any support needed.

Our LMS is the best in the world where you can interact with fellow students and teachers at any time at your convenient and see how your study is progressing and your achievements from your fingertips.



## ASSESSMENT RESULTS

You will receive your results 50 working days after the submission date for your assessment. A unit certificate will be issued 20 working days after the notification date for each successful unit.

Once you have passed all three unit assessments (DI1/DI2/DI3) your combined percentage mark will give your overall grade for the qualification (Distinction/Credit/Pass).

Distinction 226 or higher  
Credit 196 – 225  
Pass 150 – 195

A qualification parchment will be issued 20 working days after the results notification date for the third successful unit.

## GENERAL POLICIES ( NEBOSH & PETROTECH SAFETY SOLUTIONS )

### OPEN BOOK ASSESSMENT

You will receive the guidance documents and Links to NEBOSH exam guidance videos for familiarization of NEBOSH Open Book Exams

All assessments can be completed remotely and will be accessed using NEBOSH's online examination platform.( do not require you to attend an invigilated examination venue. )

All assessments will be checked via Turnitin plagiarism software and you will be required to have a closing interview with after each assessment.

### MALPRACTICE POLICY

Petrotech in line with NEBOSH requirements and our Equal Opportunity Policy is committed to conduct training programs and internal and external assessments with fair assessment. Any malpractice from learners will be reported and investigated.

Please refer to Nebosh Malpractice Policy below

<https://www.nebosh.org.uk/policies-and-procedures/malpractice-policy-and-procedures/>



## ENQUIRY ABOUT RESULTS (EAR)

Nebosh supports the rights of learners /learning partners to enquire about a result where it does not meet reasonable expectations and to appeal against the outcome of that enquiry. An EAR may be made within 20 working days of the results notification date/as shown in the unit result notification letter. The learner will have to wait for the results of the EAR before registering for re-sit.

### TYPE 1 EAR- CLERICAL CHECK

If any discrepancy is found after marks has been transferred to Nebosh database, Nebosh will arrange for correction.

### TYPE 2 EAR

REMARK AND CLERICAL CHECK- If mark changes following a TYPE 2 EAR, a revised Unit Result Notification (URN) will be issued to the learner. A type 2 EAR does not guarantee that a mark will be adjusted upwards after the EAR, sometimes be adjusted downwards or remain unchanged.

Individual EAR requests can be made by the learners by accessing the Nebosh website and filling up the online form and payment can be done using credit card.

Learning partner can also request for EAR on the candidate's behalf. If the EAR results in an upward regarding of a unit (e.g. from refer to pass) a revised URN will be issued and any relevant re registration fee will be reimbursed. If you are not satisfied with the results of the EAR, you can appeal. It must be accompanied by evidence, otherwise will be rejected. Please see more details below

<https://www.nebosh.org.uk/policies-and-procedures/enquiries-about-results-ears/>

## COMMUNICATION

Your email address and phone numbers will be collected during the registration process. All the communications regarding course, exam etc will be directed to this email or social media connected to your phone number. Please inform any change in Phone number and email address to course counsellor, +91 9497117541. Since all the information regarding the course, notification from NEBOSH etc will be sent to your email/phone number.

Also note that you enter correct address in the registration form since this is the address to which any communication, your NEBOSH Certificate etc will be sent. Hence any changes in address also will be informed well in advance.

The data collected will not be used for any other purpose other than NEBOSH exam registration and communication with NEBOSH, as per Petrotech's data protection policy.

## COMPLAINT PROCEDURE

At Petrotech Safety Solutions, we have a detailed complaint and dispute handling procedure, to amicably and reasonably settle any formal /informal complaints registered by the learner /instructor/ staff.

It is the responsibility of the student to ensure that any complaint is clear both in specifying what the problem is and what the complainant is seeking as a remedy. Complainants have a responsibility for ensuring that they make reasonable efforts to resolve disputes informally before submitting a formal complaint.

The student can submit the complaint either in person to the Manager(Academic) or via phone or email. The Academic Manager will try to solve the issue and if unable to do so, will escalate it to the senior management.

Kindly address all complaints to [info@petrotechsafety.com](mailto:info@petrotechsafety.com) or call +91 9497 117 541.

## Learner Access to Learner Management System ( Talent LMS) and Tutor Support

The learner will have access to the learning management portal and tutor support until he completes the exam, and in case of resit, the student will be given access to the portal and tutor support without additional charges.





**SANTHOSH KUMAR**  
MANAGING DIRECTOR



**JAGANNATH T NAIR**  
GENERAL MANAGER



**SHALINI MANOJ**  
ACADEMIC MANAGER



**JOY PAPPACHAN**  
TECHNICAL TRAINER



**GIREESH SURESH**  
SENIOR QHSE SPECIALIST TRAINER



**P BALAKRISHNAN NAIR**  
SAFETY CONSULTANT AND COACH



**EMMANUEL FERNANDEZ**  
CMIOSH TRAINER



**SAJEEESH**  
TRAINER



**ANOOP PRAKASH NAIR**  
TRAINER

## NEBOSH POLICIES AND PROCEDURES

Please find the link below to know information about NEBOSH Policies and Procedures.  
<https://www.nebosh.org.uk/policies-and-procedures/>

## NEBOSH LEARNER TERMS AND CONDITIONS

Please follow the link to know the terms and conditions.  
<https://www.nebosh.org.uk/policies-and-procedures/learner-terms-and-conditions/>

## PETROTECH TERMS AND CONDITIONS

As a Learning Partner, we will

- Outline the aims and objectives of the course with you;
- Ensure appropriate teaching hours for your course are taught to you for your course;
- Provide you with suitable materials to use relevant to your course, at the appropriate times;
- Provide a learning environment conducive to learning;
- Do our best to ensure that course materials conform to the syllabus of the examining body;
- Test your learning & understanding via questioning techniques & exercises.
- Encourage you during your study;
- Provide you with access to appropriate expertise to support you during your course;
- Agree suitable contact arrangements and times between yourself and our tutor;
- Remind you if assignments have not been submitted by agreed deadlines;
- Return assessed work to you within agreed time.
- Provide constructive and individual feedback on your progress;
- Deal with any difficulties highlighted promptly and fairly;
- Send you a copy of the complaint's procedure on request;
- Operate an equal opportunities policy;
- Allow learner to defer a course/fee that they have paid for to later start date (Allow to sit in a later batch/later exam as per the convenience of the learner);
- Course counsellor's availability for any of the questions the learner may have;
- Advice you on how to access Nebosh website and support materials available.
- Allow learners for extra class session attendance for any of the portions they missed or they wanted to attend again in the subsequent batches.



As a Learner, you should

- Ensure that all fees are paid by the agreed times;
- Never share the course materials with any other individual or organizations and publish the course materials in any way of sharing in websites, radio, TV or any other form of publication or dissemination
- Behave gently and courteously with the staff and co-students;
- Undertake sufficient private study to maintain progress on your learning programme;
- Complete any and all homework or exercises given to you by the course tutor;
- Inform your tutor of any learning difficulties or other relevant issues that may affect your ability to successfully complete the course
- Inform your tutor if you feel that special consideration should be given to you when the paper is marked
- Inform us of any issues or concerns (complaints) you have, if you are not satisfied with the service provided, you also have the right to contact NEBOSH or the SQA directly.
- Understand that Petrotech's study materials / online classes shall not be copied and shared with anyone which may attract legal actions.
- Understand the commitment required to complete the course successfully and achieve the qualification;
- That I have read and understood the terms and conditions.

## REFUND PROCEDURE

**REFUND PROCEDURE:** The following policy will apply to all terminations for any reason, by either party, including delegate decision, course or program cancellation. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- An applicant is not accepted by the accreditation body (eg: NEBOSH/IOSH/IRCA/BCSP etc) for examination registration. The applicant shall be entitled to a refund of all money paid.
- A delegate (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement but classes have not yet started. In this case all money collected by the institute shall be refunded.
- If the delegate cancels their registration no later than four weeks before the commencement of course date, they shall incur a charge of INR 2000/- as administrative fee.
- For all the international courses, once the registration is done with the accreditation bodies the registration fees are non-refundable. Course fees are partially refundable.

- For some international courses if the delegate is absent to the assessment/examination the delegate has to submit the reason and detailed report to the accreditation body. If the accreditation body approves then the fees paid is partially refundable.

- For delegates who enroll and begin classes but withdraw prior to course completion

(After three business days of signing the contract), the following schedule of tuition earned by the Company applies.

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

Percentage of scheduled time enrolled to total course/program	Total fees to be retained by company
0.01%- 09.9%	30%
10- 29.9%	45%
30-49.9%	75%
50% and over	100%