

Registration for – NEBOSH National General Certificate

DCL will complete for you, by hand, a NEBOSH Candidate Registration Form to forward on time with your payment. The application form below contains all the information NEBOSH require **NB**: mandatory items are marked ☹ and requested items are marked ☺. Late entries will not be accepted under any circumstances; **there are no exceptions to this rule. Incomplete registration forms** mean NEBOSH will not register you for the examination/s.

Complete this form electronically (preferred) or by hand using only **black ink** and write in **BLOCK CAPITALS**. Discovery Consultancy Ltd cannot accept responsibility for errors made by candidates in completing this form.

1. Personal Details

Title: Mr/Mrs/Miss/Ms/Other																				Gender: Male / Female Delete as applicable
☹ First (given) name/s:																				
☹ Surname (family name)																				
These details will appear on your unit certificate/parchment; first name followed by surname. (Please note that NEBOSH make a charge to candidates for any certificate which has to be reissued due to incorrect information being given on the registration form.)																				
☹ Home or Employer's Address in full: (Nebo sh are unable to accept your course provider's address)																				
House / Apartment number (and name if applicable)																				
Street name																				
City/town																				
County										☹ Postcode										
Country of residence										Nationality										
☺ Tel:(home)							Mob:							☹ D. O. B. DD/MM/YY						
☺ Main e-mail Address																				

2. Course Structure

NEBOSH NGC has been divided into 3 Units as follows:-

NGC1: 'Management of health and safety' followed by a written exam set and marked by NEBOSH.

NGC2: 'Controlling workplace hazards' followed by a written exam set and marked by NEBOSH.

NGC3: 'Health and safety practical application' Assessment of this unit must be carried out under the control of the accredited centre unless, exceptionally, alternative arrangements have been NEBOSH approved. Students will normally be required to complete the NGC3 assessment within 14 days of sitting the examination for Unit NGC2.

Our course are planned to allow delegates to study NGC1, NGC2 and NGC3 consecutively; this includes 'local' examination dates arranged with NEBOSH to coincide with course dates Delegates may, however, choose to split the units i.e. NGC1 on one course and NGC2 & 3 on a later course (we do not recommend this option) Please indicate at section '3.' which mode of attendance you prefer.

Details of course and examination dates specific to our courses can be obtained on our website – www.discoveryconsultancy.net, e-mail – enquiries@discoveryconsultancy.net or telephone - +44(0)1334 652499.

3. <u>Format</u>	Consecutive Units	Exam Date	Separate Units	Exam Date
NGC1 start date:				
NGC2/3 start date:				

4. 'Referred' or Re-registering Candidates

Please complete this section **only** if you are either
 (i) a previous candidate **referred** by NEBOSH on 1 or 2 units (NGC1; NGC2; or NGC3)
 (ii) a previous candidate, **unsuccessful** and re-registering for all three unit examinations.

Details	NGC1	NGC2	NGC3 (Practical)
☺ Previous exam date			
☺ Preferred Exam or Assessment Date(s)			
☺ Did you study with this centre? Yes / No	☺ Candidate Number C. (from previous sitting to qualify as a 'referred' candidate):		
☺ If 'No' above, where did you study?			

4a. Exemption for NGC1: Candidate declaration

I have achieved a Pass, declared within the previous five years, in Unit NGC1 of one of the qualifications listed below. I wish to claim exemption from Unit NGC1 of the National General Certificate and carry my mark forward to count towards the overall qualification grade for the National General Certificate. Tick or place Y beside the relevant qualification

- Certificate in Fire Safety and Risk Management (October 2005 specification)
- National Certificate in Fire Safety and Risk Management (August 2008 specification)
- National Certificate in Construction Health and Safety (July 2007 specification)

Qualification:

Unit (if applicable):

Date passed:

PIN/Student number

5. **Course Costs (GBP)**

Fee Element	DCL Fees	VAT (15%)	NEBOSH Examination Fee	Total Payable
Full Course + 3 unit exams	1395.00	209.25	90.00	1694.25
With 'Early Riser' discount	1255.50	188.33	90.00	1533.83
Referral – 1 unit exam	40.00	Incl	45.00	85.00
Referral – 2 unit exams	50.00	Incl	90.00	140.00
Re-registration (all 3 exams)	80.00	Incl	90.00	170.00

NB: External candidates (candidates who have not trained with Discovery Consultancy Ltd) should add £5 to the above quoted DCL fees for referral / re-registration.

6. **Payment** (On receipt of payment and enrolment form, reservation is confirmed).

Method 1. I enclose a cheque/postal order made payable to Discovery Consultancy Ltd	<input type="checkbox"/>
Method 2. Bank transfer - contact us for details	<input type="checkbox"/>
Method 3. Bankers Draft. I enclose a Bankers Draft from _____ Bank.	<input type="checkbox"/>
Method 4. Ask about our flexible payment terms	
<u>Total Amount Remitted</u>	<input type="text"/>
Postal address: 23 Landale Gardens, Cupar, Fife, KY15 4UE Tel: 01334 652499	

Please take time to read our **Booking and Cancellation Policy** on the next page and the **NEBOSH Terms and Conditions** on the page following.

Booking and Cancellation Policy

Booking Policy

Reserved places for any course presented by Discovery Consultancy Ltd are only confirmed on receipt of payment in full, including the NEBOSH Examination Registration Fees. Failure to comply with this requirement may result in NEBOSH registration being delayed and candidates being unable to take the examinations with the course.

Cancellation Policy

In the event that registration is complete and a candidate is unable to attend the course, the following rules will apply.

1. For New Registrants:

Cancellation up to <u>one month before</u> the course start date	No Penalty. Full refund of all fees will be made.
Cancellation <u>within three weeks</u> of the course start date	50% refund of all fees <u>or</u> candidates can elect to enroll on the next available course. (Exam fees are non-refundable)
Cancellation <u>less than one week</u> prior to the course start date	NEBOSH make no refund of registration fee but candidates may carry forward the tuition fee to a course up to 6 months later.

2. For Referred or Re-registering Candidates:

Cancellation up to <u>three weeks before</u> the examination date.	No Penalty. Full refund of fees will be made.
Cancellation <u>within three weeks</u> of the examination date.	No refund will be made.

Discovery Consultancy Limited reserve the right to cancel a course in extreme circumstances. Candidates will have the choice to register for the next suitable course or to be repaid all recoverable costs.

Pass Rate: While we don't promise a 100% first time pass rate, any candidate training with Discovery who is referred on any element(s) of the NEBOSH NGC examination may sit in on the next convenient course (up to 6 months from original results declaration) free of tuition fees, paying only the stated referral fees and catering at cost.