



Candidate Information Pack



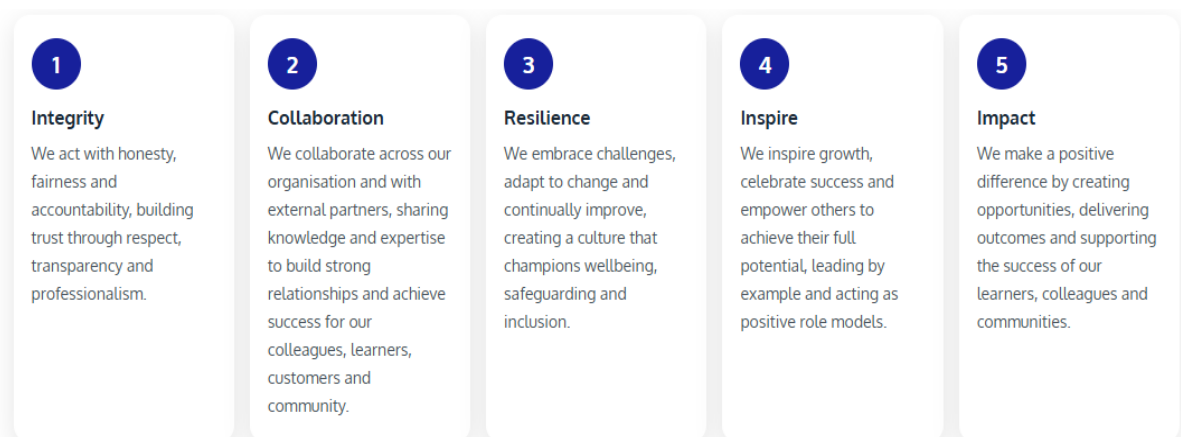
WELCOME

Alliance Learning is one of the largest training providers in the North West with over fifty years' experience in the training industry. Our courses are designed to develop the skills required for employees to meet legal requirements whilst also increasing your company productivity. We specialise in Health and Safety, Forklift Truck, Engineering and Leadership and Management.

Company Vision, Mission, and Values

Our aspiration is to be one of the leading training providers in Greater Manchester: responding to local employer need for education and training swiftly and professionally. This will be balanced with a wider network of commercial developments to meet employer need. Our focus is on our people and Stakeholders. Delivery will be inclusive, innovative, and inspiring to ensure all learners and customers reach their full potential and provide a quality return on investment for employers. Our Mission Statement to help achieve this vision is '**Success through Learning**'.

Alliance Learning also follow the below Company Values:



EQUALITY AND DIVERSITY POLICY

Alliance Learning recognise the need for an Equality and Diversity Policy to ensure that there is no unlawful discrimination and that irrespective of age, disability, gender reassignment, marital status, pregnancy and maternity, race, religion or belief, sex and sexual orientation a fair, respectful and safe workplace is available for all.

The active promotion of this policy is specially directed at developing a positive attitude to promoting Equality and Diversity in employment and training regardless of age, disability, gender reassignment, marital status, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

NEBOSH General Certificate in Occupational Health and Safety

Course Overview

The NEBOSH General Certificate offers a valuable overview of the core aspects of occupational health and safety, and an excellent platform for individuals who are looking to build on their existing knowledge and skills to take your career to the next level.

The course provides a broad understanding of key health and safety issues, covering the legal requirements for health and safety in the UK and the identification and control of workplace hazards.

Course Content/topics covered

The course is split into two units which are assessed individually:

GNC1 - an open book examination paper to assess what you know. Conducted remotely via an online platform, learners have 24 hours to complete their submission. This is scenario based and will include a closing interview in which you will be asked questions about your submission.

GNC2 - a practical risk assessment project to assess what you can do. Conducted remotely and submitted via an online platform, learners will complete a risk assessment and develop an action plan for your workplace.

The course programme will provide you with the knowledge of:

- How to effectively manage health and safety
- How to identify and control common workplace hazards
- How to measure if you have been successful
- The UK's key legal requirements

The risk assessment project will demonstrate how you can:

- Confidently conduct risk assessments
- Develop and implement a detailed action plan
- Manage and minimise workplace risks
- Support and develop your company's Health & Safety culture

Course Duration and Location

This course is delivered face to face at our Head Office in Horwich, BL6 5UE.

The total duration is 13 days, incorporating:

- 1 day per week over 10 weeks (classroom)
- 2 days revision (classroom)

- 1 day exam (conducted remotely)
- There will be an expectation of additional self-study in between classroom sessions

Assessment Results

Assessment results for both units should be received within fifty working days from the date of examination or submission of the written risk assessment.

In the event that you do not pass either assessment, Alliance Learning will contact you to discuss the next steps. Resits of either unit will incur an additional cost, but we can provide additional revision days, and tutor support is available.

COURSE ATTENDANCE

Learners are expected to attend classes regularly for this qualification due to the nature of the assessments. If any learners miss three consecutive sessions, we reserve the right to withdraw you from the current cohort and re-enrol you on the next training dates (subject to availability).

If you are unable to attend a training session, you need to notify the Course Tutor no later than 08:30am on the morning of training. Work may be allocated to your Moodle e Learning, and it is your responsibility to catch up on work missed.

COURSE PROGRAMME SUMMARY

Element	Assessment
Why we should manage workplace health and safety	Open book examination (OBE). Unit GNC1: Management of health and safety also assessed as part of the practical assessment.
How health and safety management systems work and what they look like	
Managing risk – understanding people and processes	
Health and safety monitoring and measuring	
Physical and psychological health	Practical assessment Unit GNC2: Risk assessment
Musculoskeletal health	
Chemical and biological agents	
General workplace issues	
Work equipment	
Fire	
Electricity	

CODE OF CONDUCT

We want all learners to get the most out of their training and ask that you note the professional standards and conduct that is expected whilst you are on this qualification:

BEHAVIOUR

Be polite and treat everyone with respect.

Avoid using inappropriate language which may offend others.

Do not behave in a way that endangers you or the safety of others.

Do not consume or bring alcohol or illegal substances onto the premises.

WORKING AND LEARNING

Be punctual for classroom sessions and arrive with all necessary materials.

Notify your tutor or Alliance Learning of non-attendance before 08:30am on the day of training.

Follow and comply with safety regulations and rules of the workplace.

Accept responsibility of any work missed and ensure that this is completed.

Complete self-study and independent study time.

HEALTH AND SAFETY

Respect the property of staff, the training provider, and other learners.

Notify your tutor if you need to leave a session early or feel unwell.

Follow the safety precautions set out in the course induction.

Take responsibility for your values and materials whilst onsite.

CLASSROOM ETIQUETTE

Help keep classrooms tidy by disposing of rubbish in the bins provided.

Smoking is only permitted in the designated area.

Respect other training rooms by keeping noise to acceptable levels.

When commuting in corridors, please respect training take place.

MOODLE – YOUR LEARNING PLATFORM

Moodle is a digital learning platform designed to provide you with the tools and resources to support your qualification. Once you have been registered onto the NEBOSH General Certificate, the course coordinator will create a Moodle account for you and will send a username and password to you.

Once logged in, you will have access to supporting documents and NEBOSH policies, the Candidate Handbook and study resources for the assessments. The course tutor will provide you with a short induction on how to use this online platform.

LEARNING RESOURCES

Learner Syllabus Guide:

[GNC Syllabus Guide for Learners - NEBOSH](#)

Frequently Asked Questions:

[FAQs - NEBOSH](#)

QUALITY ASSURANCE

[Quality Statement - NEBOSH](#)

APPEALS POLICY

[Appeals Policy - NEBOSH](#)

CUSTOMER FEEDBACK

Alliance Learning and NEBOSH are committed to continuous improvement, and we would like your feedback so that we can continue to improve our services. You will be provided with a survey at the end of your course, in which you are encouraged to provide feedback on our course delivery. We encourage you to be as honest as possible and if you are dissatisfied with our programme, please do make us aware of this.

Alliance Learning Complaints Procedure – Please email info@alliancelearning.co.uk for further details.

NEBOSH Complaints Policy - [Customer Feedback and Complaints - NEBOSH](#)

TERMS AND CONDITIONS

Alliance Learning - <https://www.alliancelearning.co.uk/page/booking-terms-conditions>

NEBOSH - [Learner Terms and Conditions - NEBOSH](#)