

# RRC

## HELPING YOU MAKE WORK SAFER AND MORE SUSTAINABLE

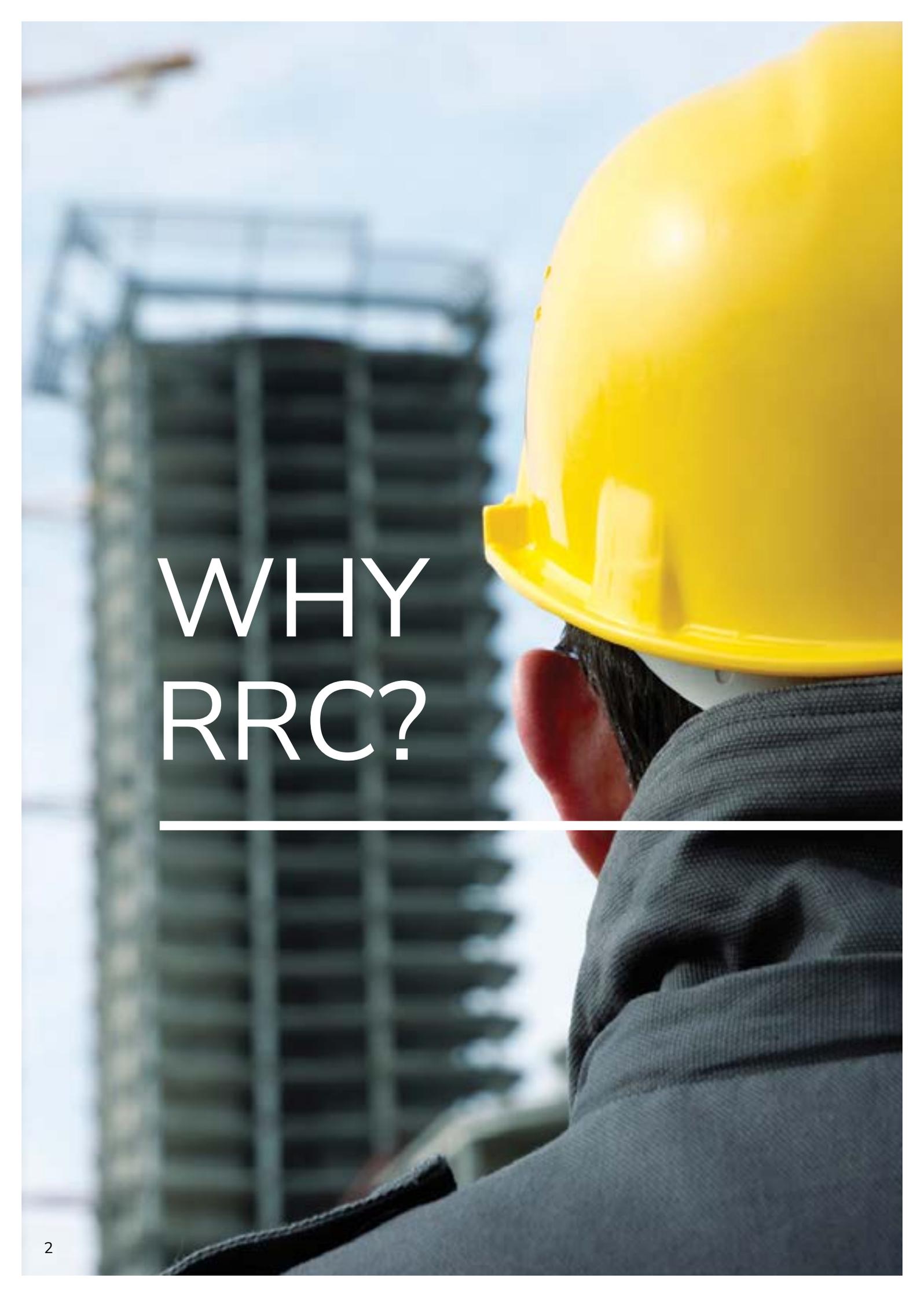
- > HEALTH AND SAFETY
- > ENVIRONMENTAL MANAGEMENT
- > EXPERT TRAINING AND  
CONSULTANCY SERVICES  
WORLDWIDE
- > ONLINE
- > LIVE ONLINE
- > CLASSROOM
- > PUBLICATIONS
- > IN-COMPANY TRAINING

A wide-angle photograph of the Dubai skyline at sunset. The sky is a mix of soft pinks, purples, and blues, with scattered clouds. The city's skyscrapers are silhouetted against the horizon, with the Burj Khalifa being the most prominent. The water in the foreground is calm, reflecting the colors of the sky and the buildings. The word "CONTENTS" is overlaid in the center in a white, sans-serif font.

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# WHY RRC?

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RRC design and deliver occupational health & safety and environmental management training throughout the world. Over our 90 year history, more than a million students and thousands of businesses have chosen RRC as their preferred training provider. RRC's expert trainers and friendly support teams

inspire total confidence in the individuals and companies they train and advise.

## Quality Training from the Experts

Training is all about quality and this starts with our trainers. It has taken many years to build RRC's team of expert trainers and we are proud that we have the best international team of HSE trainers there is. This team is integral to everything we do; developing and updating our course content, delivering and assessing our courses, supporting our learners, consulting and always making sure we are firmly focused on our customers' needs.

The team is a highly effective mix of academics, practitioners and consultants with a wide range of experience across all sectors. The team is led by Hasan Alaradi, RRC Director and HSE Practitioner.



Hasan Alaradi MSc RMST  
DipSM CMIOSH MIIRSM –  
Chairman RRC International

## Excellence in Customer Service

Providing a good service is essential to us. Whether you are enquiring about a course, registering for your exam or visiting any one of our training centres, you can be confident that you will receive the best customer service from our excellent team of dedicated advisors.

## Commitment to Quality

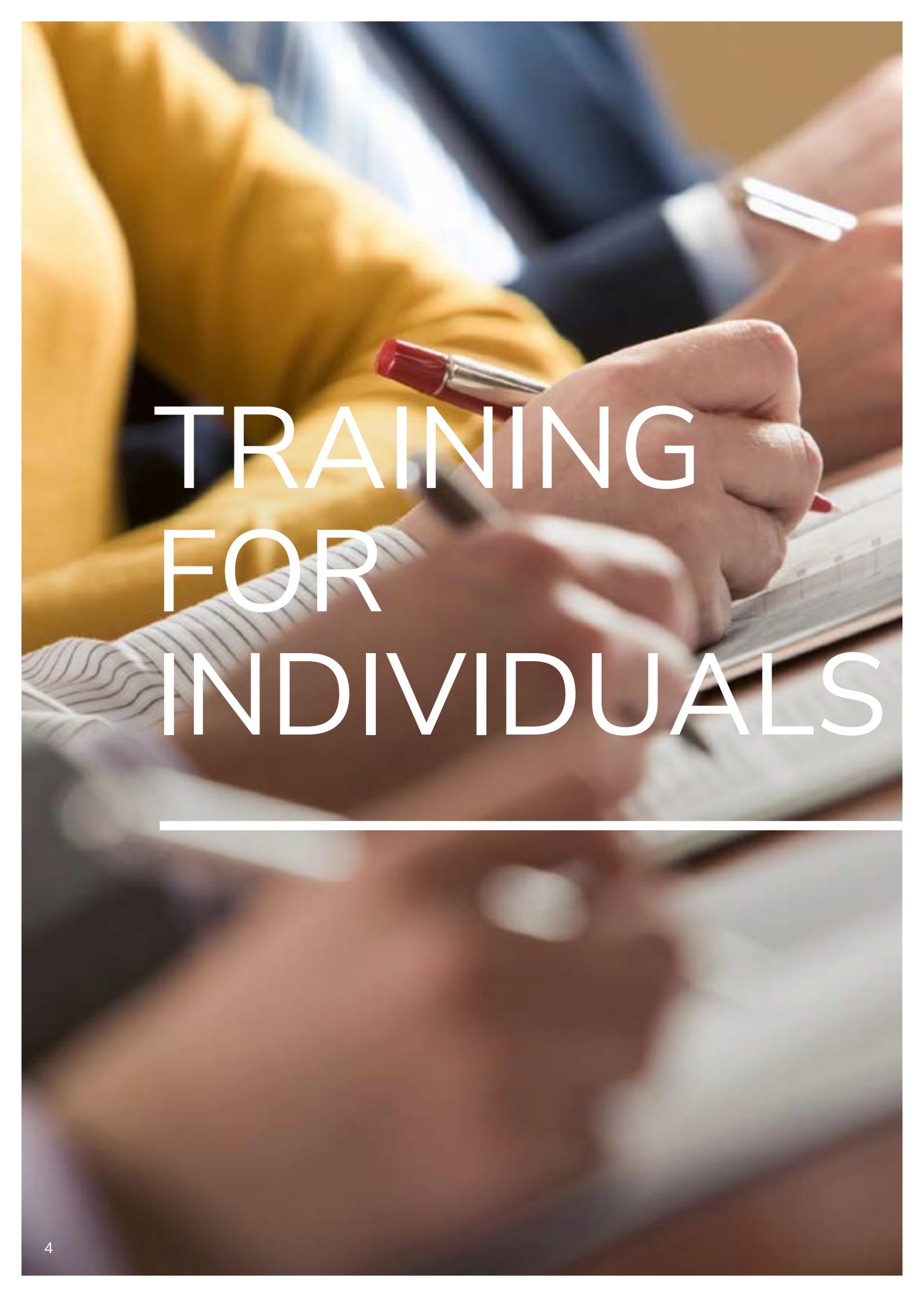
RRC's reputation has been built on quality and over our 90 year history, many hundreds of thousands of happy customers have enjoyed success in their qualifications and careers through studying with RRC.

We work closely with the awarding and industry bodies to ensure our courses are fully up to date and aligned with the latest syllabus revisions, legislation changes and exam procedures.

Our ISO 9001 accreditation demonstrates our commitment to continual improvement.

## Great Results

RRC have an exceptional track record. The clear, engaging and interactive courses we deliver guarantee our students receive the best possible training and ensure they get a full understanding of the subject matter and how the assessment works. This not only leads to exam success but also develops the understanding and competency they will need to apply their knowledge in the workplace.



# TRAINING FOR INDIVIDUALS

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RRC deliver high-quality training to individuals in a number of ways to offer the best flexibility in studying around other commitments.

## Classroom

RRC's classroom training provides an excellent and effective place for you to learn. Our team of experienced HSE trainers are the best in the world, with expert knowledge, practical experience and a passion for teaching.

With this, we provide first class training facilities, and excellent customer service. Our internationally-respected course materials have been developed specifically by us to provide you with the best possible resources for your chosen course.

## Live Online

RRC's Live Online courses use real time Zoom classes to blend the dynamics of classroom-based learning with our highly regarded Online Learning.

RRC's Live Online courses are in real time, so run on scheduled dates just like a classroom course. Each course has a study plan designed to best suit virtual course delivery and everything required to study is accessed and launched through our easy to use Learning Centre. The majority of our Live Online courses are run 09:00 - 17:00 GMT/BST, however we also offer a selection of courses in other time zones to better suit our international learners.

## Online

Online Learning with RRC gives you ultimate flexibility. You can start your course at any time, study at your own pace, and study anywhere in the world.

Everything you need to successfully complete your course is provided in your RRC Learning Centre, and you will also receive unlimited tutor support from our expert trainers here.

## Blended Learning

RRC's Blended Learning option truly does combine the best of both worlds; a structured course combining tutor led learning through Classroom or Live Online and our flexible Online Learning. This is the perfect option for those looking for the motivation and support of tutor led learning but who have limited time to attend a fixed date course.

## Revision

RRC Revision Guides are highly effective publications which summarise the key points in the course and provide examples of exam-style questions with guidance as to how to construct a successful answer for each one.

RRC Classroom or Live Online Revision Workshops focus on key topics that feature regularly in the exams, as well as providing guidance on how to tackle the exam itself.

## Publications

RRC Study Materials are available in full colour and cover the full course content for your chosen course. RRC Materials are available for all NEBOSH courses in print, as well as eBooks for our most popular courses.

RRC Reference Publications are designed to support students in their studies, and also act as an ongoing reference guide for practitioners. Publications include RRC Law Guides, Step Notes and ISO 14001 reference guides.



# TRAINING VENUES

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RRC classroom courses are run at a range of venues, chosen specifically for their state-of-the-art facilities and easy access from major road, rail and air links.

## RRC Training Centres

All of RRC's training centres provide ideal locations in which to learn, with top class facilities and equipment to ensure the perfect environment for our learners and tutors.

### UK

RRC's six UK training centres all provide excellent facilities and good access to local transport networks, hotels and guest houses.

London – RRC's main training centre is in Wimbledon, situated just a short walk from Wimbledon station and

just 15 minutes from central London.

Birmingham, Glasgow, Leeds, Manchester, Newcastle, Swansea – these venues are all high quality hotels or conference centres.

### Tunisia

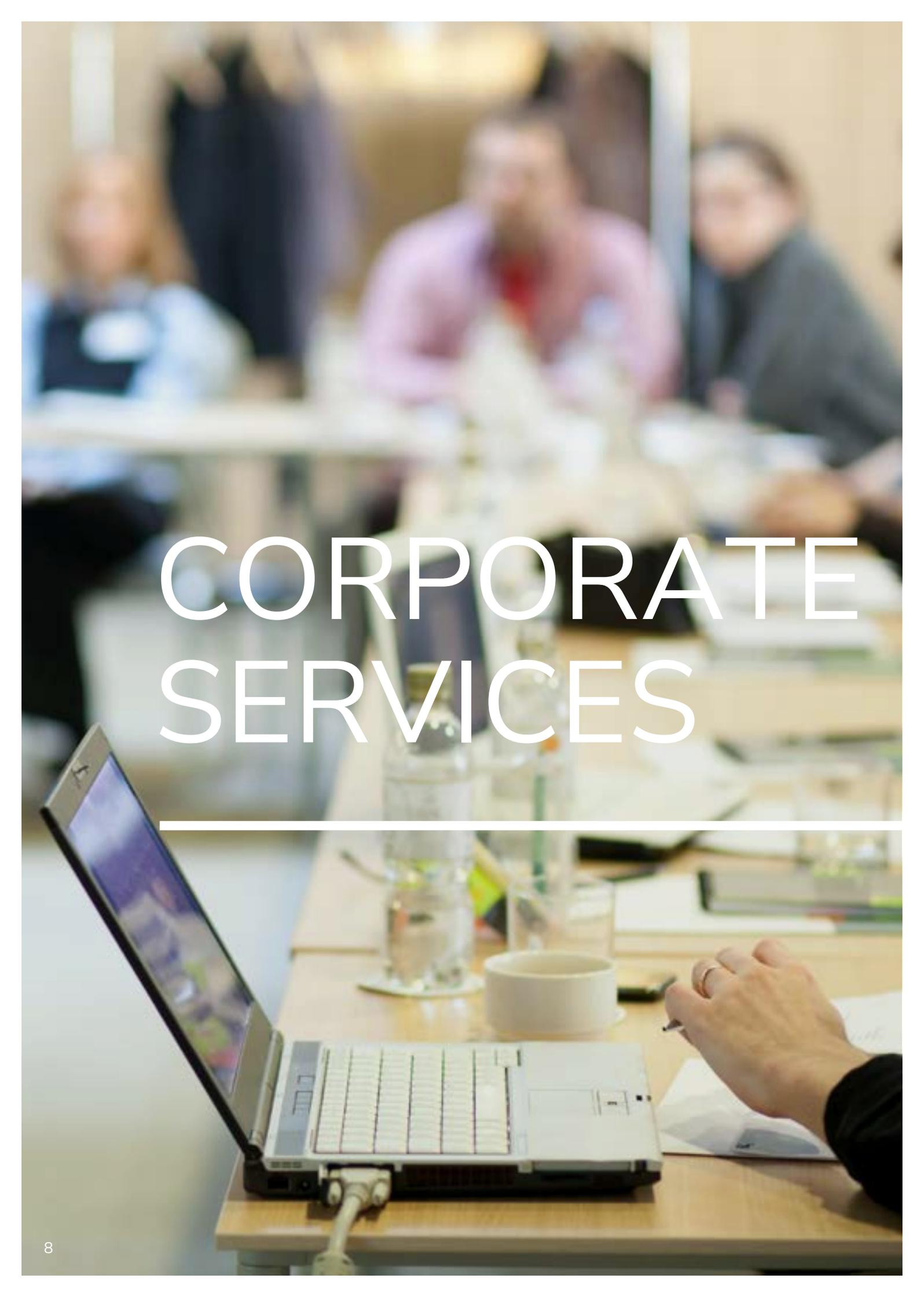
Providing courses in English and French, RRC Tunisia is currently hosting its courses in hotels and conference centres in the centre of Tunis, 30 minutes from the airport and with a wide range of hotels close to the venues.

### Georgia

Providing courses in English, Georgian and Russian, RRC Georgia's training centre is in the centre of Tbilisi, 30 minutes from the airport and with a wide range of hotels nearby.

## Partner Training Centres

Classroom courses are also offered through our expanding global partner network, with RRC courses now available in Ghana, Ivory Coast, New Zealand, Nigeria, Spain, Sudan and Turkey, with NEBOSH Courses available in English, Arabic, French, Spanish and Turkish.



# CORPORATE SERVICES

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RRC travel the world delivering high quality training to our clients, whenever and wherever they need it. Our in-company training provides a cost-effective and convenient solution for organisations looking to train groups of employees.

## In-Company Training

Any of the courses we offer can be delivered at your training facilities. If you would like the course structure to be changed, or would like to use Blended Learning, or group Live Online or Online Learning, we can work with you to find the best training solution to meet your requirements.

Our non-accredited short courses are extremely flexible and can be easily adapted to meet your specific organisational needs.

Courses can be delivered worldwide, and in a range of languages including English, Arabic, Georgian, French, Russian, Spanish and Turkish.

## SCORM Licencing

If your organisation is looking to train your staff through your current Learning Management System (LMS), RRC offers SCORM Licencing options. This provides you with everything you need to deliver RRC's high quality online courses from your LMS. Included in the service, RRC will carry out an initial consultation on system requirements to ensure the SCORM packages are correctly loaded and enabled on your LMS.

Current courses available for SCORM Licencing:

- > IOSH Managing Safely®
- > IOSH Working Safely
- > RRC's NEBOSH International General Certificate in Occupational Health and Safety (IGC)
- > RRC's NEBOSH Environmental Management Certificate

- > RRC's NEBOSH Health and Safety Management for Construction (International)

## Bespoke Training

If your organisation has a need for training, RRC can help you meet it. We are able to develop and deliver bespoke training that can be aligned to your internal training systems. We can also provide training in multiple languages to help you deliver your own internal training, including development of courses in languages that are currently unavailable.

## Consultancy

Our Consultancy Services are tailored to meet the needs of our customers. Throughout the project, RRC's professional consultants will be able to provide the advice and support you need to improve your health and safety and/or environmental performance effectively.

Our Consultancy Services are available in English, Arabic, French, Spanish and Turkish and include:

- > The development of HSE policy and procedures and implementation support
- > Management Support Systems
- > Gap Analysis
- > Risk Assessments
- > Office Safety Inspections
- > Emergency Management and Response Systems
- > Training Needs Analysis
- > Accident Investigation and Reports



# COURSE GUIDE

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# NEBOSH

- > RRC's HSE Introduction to incident investigation
- > RRC's Health and Safety at Work Award
- > RRC's HSE Certificate in Health & Safety Leadership Excellence
- > RRC's HSE Managing Stress at Work
- > RRC's Working With Wellbeing
- > RRC's HSE Award in Managing Risk and Risk Assessment at Work
- > RRC's Award in Environmental Awareness at Work
- > RRC's Certificate in Manual Handling Risk Assessment

**C** Classroom   **L** Live Online   **E** Online   **I** In-Company   **P** Publication



## RRC's NEBOSH HSE Introduction to Incident Investigation

RRC's NEBOSH HSE Introduction to Incident Investigation course is designed to enable learners to be able to carry out solo accident investigations, produce risk control plans and contribute to team accident/investigations for large-scale investigations.

### What you will study

#### UNIT INV1: INTRODUCTION TO INCIDENT INVESTIGATION

- > Moral, Legal and Financial Arguments for Investigations
- > Human and Organisational Factors
- > Investigating Accidents and Incidents
- > Positive Strategies and the Barriers to Successful Interviews
- > Advanced Accident/Incident Investigation Techniques

### Methods of study

- > Classroom - 1 day, plus assessment
- > Live Online - 1 day, plus assessment
- > Online - 10 hours of study
- > In-Company - Courses delivered worldwide

### Assessment

The assessment consists of a one-hour evidence based action plan activity.



## RRC's NEBOSH Health and Safety at Work Award

RRC's NEBOSH Health and Safety at Work Award qualification is designed for workers in any sector who need a basic understanding of health and safety as part of their job. It also provides a perfect foundation for those looking towards a career in health and safety.

### What you will study

#### UNIT HSA1: HEALTH AND SAFETY AT WORK

- > Why and How You Manage Health and Safety
- > Dealing with Common Workplace Hazards
- > Stopping Incidents and Ill-health before they Happen
- > Learning from Incidents

### Methods of study

- > Classroom – 3 days, plus assessment
- > Live Online – 3 days, plus assessment
- > Publications – Study Texts in English and Arabic
- > In-Company – Courses delivered worldwide

### Assessment

The assessment consists of a three-hour workplace health and safety review which should be carried out in the learner's own workplace.

The exam is available on-demand throughout the year.



## RRC'S NEBOSH HSE Certificate in Health and Safety Leadership Excellence

RRC's NEBOSH HSE Certificate in Health and Safety Leadership Excellence aims to provide holders with the knowledge and understanding of Health and Safety Leadership to ensure they can contribute to the effective management of the organisation's overall performance. The course has been developed through a collaboration between NEBOSH and the Health and Safety Executive (HSE) - the UK's Health & Safety Regulator.

### Pre-Course Reading

Candidates are required to spend 3 hours completing pre-course reading. This includes:

- > Researching your organisation's health and safety vision
- > Researching your organisation's key health and safety risks
- > Understanding what is included in your organisation's health and safety policy and the objectives that the policy sets
- > Understanding the responsibilities for health and safety which are set for all levels of workers within the organisation

### What you will study

#### UNIT HSL1: HEALTH AND SAFETY LEADERSHIP

- > The Foundations of Health and Safety Leadership
- > Human Failure and Decision Making
- > Leadership

### > Methods of study

- > Classroom – 1 day including assessment
- > Live Online – 1 day including assessment
- > Online – 10 hours of study
- > In-company – Courses delivered worldwide

### Assessment

The assessment consists of an on the day assessment which includes a leadership intervention.



## RRC'S NEBOSH HSE Certificate in Managing Stress at Work

RRC's NEBOSH HSE Certificate in Managing Stress at Work qualification will give learners the knowledge to be able to recognise the causes and effects of stress; identify the risks within their workplace; and apply suitable interventions to prevent and reduce stress.

It is suited to anyone responsible for managing and reducing work-related stress within their organisation including, Human Resource, Line Managers and Health Safety Professionals.

### What you will study

The NEBOSH HSE Certificate in Managing Stress at Work consists of one unit which must be successfully completed within six months to achieve the qualification.

The course covers:

- > Key Principles - Common terms
- > Understanding prevalence of work-related stress
- > Signs and Responsibilities of Employers
- Identification of Risk - Understand Causes
- > Apply HSE's Management Standards
- Implementing Interventions - Develop options to reduce stressors and manage effects of stress.
- Build ways to continually improve the workplace

### Methods of study

- > Classroom – 1 day including assessment
- > Live Online – 1 day including assessment
- > Online – 7 hours including assessment
- > In-company – Courses delivered worldwide

### Assessment

The course is assessed through a 20 question multiple choice assessment. The exam is open-book and requires a 60% mark or higher to pass.



## RRC's NEBOSH Working with Wellbeing

RRC's NEBOSH Working with Wellbeing course is an introductory level qualification that looks at workplace wellbeing at both an individual and organisational level. It is designed for those who wish to gain a greater understanding of workplace wellbeing and the factors which affect it.

### What you will study

UNIT WEL1: WORKING WITH WELLBEING

- > Foundations of Wellbeing - What it means and why it matters
- > The Branches of Wellbeing; benefits and what this means in practice - Interaction, exercise, mindfulness, nutrition, kindness, learning
- > Interventions in the workplace - Planning & measuring their effectiveness

### Methods of study

- > Classroom – 1 day, plus assessment
- > Live Online - 1 day, plus assessment
- > Online – 7 hours of study
- > In-Company – Courses delivered worldwide

### Assessment

The course is assessed through the development of an effective intervention plan to improve wellbeing in the workplace which will take one hour to complete.



## RRC's NEBOSH HSE Award in Managing Risks and Risk Assessment at Work

RRC's NEBOSH HSE Award in Managing Risks and Risk Assessment at Work is an introductory level qualification, developed in conjunction with the UK Health and Safety Executive (HSE). It is structured around HSE's approach to controlling the risks caused by workplace hazards.

### What you will study

#### UNIT RAW1: MANAGING RISKS IN THE WORKPLACE

- > Why manage health and safety risks
- > Managing risk: Identifying and understanding the risks
- > Managing risk: Controlling the risks
- > Managing risk: Sources of information and the application of HSE risk assessment tools

### Methods of study

- > Classroom – 1 day including assessment
- > Live Online – 1 day including assessment
- > Online – 7 hours of study
- > In-Company – Courses delivered worldwide

### Assessment

The course is assessed through a practical risk assessment based on case study which takes one hour to complete.



## RRC's NEBOSH Award in Environmental Awareness at Work

RRC's NEBOSH Environmental Award provides an introduction to environmental issues within the workplace and is aimed at those needing a basic understanding of environmental issues or who are looking to introduce, or improve the performance of, an environmental management system.

### What you will study

#### ELEMENT 1: FOUNDATIONS OF ENVIRONMENTAL AWARENESS

- > Meaning of Key Environmental Terms
- > Sustainability
- > Components and Certification of an Environmental Management System

#### ELEMENT 2: POLLUTION, IMPACT ASSESSMENT AND EMERGENCIES

- > Principles and Practice of Risk Assessments
- > Air, Water and Land Pollution
- > Environmental Noise
- > Waste Management
- > Environmental Emergencies

### Methods of study

- > Classroom – 1 day
- > Live Online – 1 day
- > In-Company – Courses delivered worldwide

### Assessment

The assessment consists of one 30-minute multiple-choice examination completed online.



## RRC'S NEBOSH HSE Certificate in Manual Handling Risk Assessment

RRC's NEBOSH HSE Certificate in Manual Handling Risk Assessment course is designed to equip learners with the knowledge to recognise, assess and reduce manual handling risks in their organisation.

The course is suitable for employers and employee representatives who intend to begin the process of manual handling risk assessment and control in their company. It will also benefit those who need more formal and in-depth training on the subject.

### What you will study

The course consists of 3 elements which cover:

- > Principles of Manual Handling - Why manual handling should be avoided; the moral, business and legal reasons for assessing and managing it; common types of injuries
- > Managing Manual Handling Risk: Identification of Manual Handling Risk - Understand risk factors associated with manual handling, the application of the HSE's manual handling assessment tools (MAC and RAPP) and what makes a risk assessment suitable and sufficient
- > Managing Manual Handling Risk: Control of Risk - How to avoid manual handling risks with the use of mechanical assistance and recognition of good handling techniques

### Methods of study

- > Classroom – 1 day including assessment
- > Live Online – 1 day including assessment
- > Online – 7 hours including assessment
- > In-company – Courses delivered worldwide

### Assessment

The course is assessed by a practical assessment, completed at the end of the course. Learners are to complete a manual handling risk assessment case study which identifies a range of hazards and meets best practice standards.



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# NEBOSH CERTIFICATES

- > RRC's national General Certificate in Occupational Health and Safety
- > RRC's INTERNational General Certificate in Occupational Health and Safety
- > RRC's Health and Safety Management for Construction (International)
- > RRC's Health and Safety Management for Construction (UK)
- > RRC's Certificate in Fire Safety
- > RRC's Environmental Management Certificate
- > RRC's HSE Certificate in Process Safety Management
- > RRC's International Technical Certificate in Oil and Gas Operational Safety

**C** Classroom **L** Live Online **E** Online **I** In-Company **P** Publication



## RRC'S NEBOSH National General Certificate in Occupational Health and Safety

RRC's NEBOSH National General Certificate provides an excellent foundation in occupational safety and health for all types of organisations. It is suitable for managers, supervisors, employee representatives and those starting a career in health and safety. This qualification enables holders to manage risks effectively.

### What you will study

#### UNIT NG1: MANAGEMENT OF HEALTH AND SAFETY

- > Why we should manage workplace health and safety
- > How Health and Safety Management Systems work and what they look like
- > Managing risk - understanding people and processes
- > Health and safety monitoring and measuring

#### UNIT NG2: RISK ASSESSMENT

- > Physical and Psychological Health
- > Musculoskeletal Health
- > Chemical and Biological Agents
- > General Workplace Issues
- > Work Equipment
- > Fire
- > Electricity

### Methods of study

- > Classroom – 10 days plus assessment
- > Live Online – 10 days plus assessment
- > Online – 110 hours of study
- > Revision Workshops (Classroom and Live Online) – 1 day
- > Publications – Study Texts and Revision Guides
- > In-Company – Courses delivered worldwide

### Assessment

The assessment consists of one examination and a practical health and safety assessment completed at your home and workplace.



# RRC'S NEBOSH International General Certificate in Occupational Health and Safety

AVAILABLE IN ARABIC, FRENCH, RUSSIAN, SPANISH AND TURKISH

RRC's NEBOSH International General Certificate provides an excellent foundation in health and safety for managers, supervisors, employee representatives and people starting out on a career in health and safety. The certificate is relevant to all types of organisations and helps its holders manage risks effectively.

## What you will study

### UNIT IG1: MANAGEMENT OF HEALTH AND SAFETY

- > Why we should manage workplace health and safety
- > How Health and Safety Management Systems work and what they look like
- > Managing risk - understanding people and processes
- > Health and safety monitoring and measuring

### UNIT IG2: RISK ASSESSMENT

- > Physical and Psychological Health
- > Musculoskeletal Health
- > Chemical and Biological Agents
- > General Workplace Issues
- > Work Equipment
- > Fire
- > Electricity

## Methods of study

- > Classroom – 10 days plus assessment
- > Live Online – 10 days plus assessment
- > Online – 110 hours of study
- > Publications – Study Texts and Revision Guides
- > In-Company – Courses delivered worldwide

## Assessment

The assessment consists of one examination and a practical health and safety assessment completed at your home and workplace.

## Languages Available

### ENGLISH

- > Classroom - London, Dubai, Tbilisi, Tunis
- > Live Online - Worldwide - multiple time zones
- > Online - Worldwide
- > In-Company - Worldwide

### ARABIC

- > Classroom - Dubai, Tunis
- > Live Online - Worldwide
- > In-Company - Worldwide

### FRENCH

- > Classroom - Tunis
- > In-Company - Worldwide

### RUSSIAN

- > Classroom - Tbilisi
- > In-Company - Worldwide

### SPANISH

- > Classroom - through partner network (see Partner Network section)
- > In-Company - Worldwide

### TURKISH

- > Classroom - through partner network (see Partner Network section)
- > In-Company - Worldwide



## RRC'S NEBOSH Health and Safety Management for Construction (International)

RRC's NEBOSH Health and Safety Management for Construction (International) (ICC) course provides a broad understanding of construction related health & safety issues and is an essential qualification for anyone with health & safety responsibilities in the construction industry. With reference to ILO standards, the qualification focuses on industry best practice.

### What you will study

#### UNIT IC1: MANAGING CONSTRUCTION SAFELY

- > The foundations of construction health and safety management
- > Improving health and safety culture and assessing risk
- > Managing change and procedures
- > Excavation
- > Demolition
- > Mobile plant and vehicles
- > Working at height
- > Musculoskeletal health and load handling
- > Work equipment
- > Electricity
- > Fire
- > Chemical and biological agents
- > Physical and psychological health

### Methods of study

- > Classroom – 10 days plus assessment
- > Live Online – 10 days plus assessment
- > Online – 108 hours of study
- > Publications – Study Texts and Revision Guides
- > In-company – Courses delivered worldwide

### Assessment

The course is assessed through a scenario based Open Book Exam completed at home.



## RRC'S NEBOSH Health and Safety Management for Construction (UK)

RRC's NEBOSH Health and Safety Management for Construction (UK) course provides a broad understanding of construction related health & safety issues and is an essential qualification for anyone with health & safety responsibilities in the construction industry. Aligned to Construction (Design and Management) Regulations 2015 (CDM) regulations, the qualification is guided by legislation but focused on best practice.

### What you will study

#### UNIT NC1: MANAGING CONSTRUCTION SAFELY

- > The foundations of construction health and safety management
- > Improving health and safety culture and assessing risk
- > Managing change and procedures
- > Excavation
- > Demolition
- > Mobile plant and vehicles
- > Working at height
- > Musculoskeletal health and load handling
- > Work equipment
- > Electricity
- > Fire
- > Chemical and biological agents
- > Physical and psychological health

### Methods of study

- > Classroom – 10 days plus assessment
- > Live Online – 10 days plus assessment
- > Online – 108 hours of study
- > Publications – Study Texts and Revision Guides
- > In-company – Courses delivered worldwide

### Assessment

The course is assessed through a scenario based Open Book Exam completed at home.



## RRC'S NEBOSH Certificate in Fire Safety

RRC's NEBOSH Certificate in Fire Safety qualification helps you learn and develop fire safety skills which can be applied in workplaces anywhere in the world. It provides the knowledge and understanding to advise on fire protection of premises and workers, and carry out an effective fire risk assessment in low to medium risk workplaces.

### What you will study

#### UNIT FSC1: FIRE SAFETY

- > Managing fire safety
- > Principles of fire and explosion
- > Fuel, oxygen and ignition sources and control measures
- > Fire protection in buildings
- > Safety of people in the event of fire
- > Fire safety risk assessment

#### UNIT FSC2: FIRE RISK ASSESSMENT

- > Practical Assessment

### > Methods of study

- > Classroom – 5 days plus assessment
- > Live Online – 5 days plus assessment
- > Online – 48 hours of study
- > Publications – Study Texts and Revision Guides
- > In-company – Courses delivered worldwide

### Assessment

The course is assessed through a scenario based exam completed at home and a practical fire risk assessment carried out in your workplace.



## RRC'S NEBOSH Environmental Management Certificate

RRC's NEBOSH Environmental Management Certificate is designed to be globally relevant to cover a broad understanding of environmental management issues. It provides a good overview of environmental management systems, including the relevant international standards and best practices for control of environmental hazards.

### What you will study

#### UNIT EMC1: MANAGEMENT AND CONTROL OF ENVIRONMENTAL ASPECTS

- > Foundations in Environmental Management
- > Environmental Management Systems
- > Assessing Environmental Aspects and Impacts
- > Planning for and Dealing with Environmental Emergencies
- > Control of Emissions to Air
- > Control of Environmental Noise
- > Control of Contamination of Water Sources
- > Control of Waste and Land Use
- > Sources and Use of Energy and Energy Efficiency

#### UNIT EMC2: ASSESSING ENVIRONMENTAL ASPECTS AND ASSOCIATED IMPACTS

### Methods of study

- > Classroom – 5 days plus exam
- > Live Online – 5 days plus exam
- > Online – 70 hours of study
- > Publications – Study Texts and Revision Guides
- > In-company – Courses delivered worldwide

### Assessment

The assessment consists of one examination completed at home and a practical assessment carried out in your workplace (or another suitable workplace).



## RRC'S NEBOSH HSE Certificate in Process Safety Management

RRC's NEBOSH HSE Certificate in Process Safety Management is designed specifically for those with safety responsibilities in the process industries, such as oil and gas, chemicals, plastics and pharmaceuticals. The course has been developed through a collaboration between NEBOSH and the Health and Safety Executive (HSE) - the UK's Health & Safety Regulator.

### Entry Requirement

A good understanding of safety issues gained from experience or from studying a NEBOSH Certificate-level qualification.

### What you will study

#### UNIT PSM1: PROCESS SAFETY MANAGEMENT

Comprises four elements:

- > Process Safety Leadership
- > Management of Process Risk
- > Process Safety Hazard Control
- > Fire Protection and Emergency Response

With topics including:

- > Establishment of process management systems
- > Asset management and maintenance strategies
- > Safe start-up and shutdown of process plant
- > Performance standards for safety critical systems and equipment
- > Hazards and controls for:
  - > Chemical reactions
  - > Bulk storage of dangerous substances
  - > Fire and explosion
  - > Purpose and features of emergency plans

### > Methods of study

- > Classroom – 4 days plus exam
- > Live Online – 4 days plus exam
- > Online – 48 hours of study
- > In-company – Courses delivered worldwide

### Assessment

The assessment consists of one 90 minute examination carried out online.



## RRC'S NEBOSH International Technical Certificate in Oil and Gas Operational Safety

RRC's NEBOSH International Oil and Gas Certificate is designed specifically for those with safety responsibilities in the oil and gas industry. It focuses on international standards and management systems, highlighting the importance of process safety management in the oil and gas industry, enabling holders of the certificate to discharge workplace safety responsibilities effectively both onshore and offshore.

### Entry Requirement

A good understanding of safety issues gained from experience or from studying a NEBOSH Certificate-level qualification.

### What you will study

#### UNIT IOG1: THE MANAGEMENT OF INTERNATIONAL OIL AND GAS OPERATIONAL SAFETY

- > Health, Safety and Environmental Management in Context
- > Hydrocarbon Process Safety
- > Fire Protection and Emergency Response
- > Logistics and Transport Operations

### Methods of study

- > Classroom – 5 days plus exam
- > Live Online – 5 days plus exam
- > Online – 55 hours of study
- > Publications – Study Texts and Revision Guides
- > In-company – Courses delivered worldwide

### Assessment

The assessment consists of one 2-hour examination.



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# NEBOSH DIPLOMAS

- > RRC'S interNational Diploma For Occupational Health and Safety Management Professionals
- > RRC'S National Diploma For Occupational Health and Safety Management Professionals
- > RRC's National Diploma in Environmental Management
- > RRC's INTERNATIONAL Diploma in Environmental Management

NEBOSH Diploma – the global standard for HSE Managers

**B** Blended **C** Classroom **L** Live Online **E** Online **I** In-Company **P** Publication



## RRC'S NEBOSH Level 6 International Diploma for Occupational Health and Safety Management Professionals

The NEBOSH International Diploma is a prestigious and demanding professional qualification for those wanting to advance their career in occupational health and safety. The NEBOSH Diploma is fast becoming recognised around the world as the global standard for health and safety professionals.

### Entry requirement

The Diploma builds on the knowledge gained at NEBOSH Certificate level which is not taught in the Diploma but will form part of the assessments. It is therefore highly recommended that you have studied the NEBOSH General Certificate or equivalent level course before starting the Diploma.

The Diploma is only available in English language and NEBOSH recommends the minimum standard of English as the International English Language Testing System (IELTS): 7.0 or higher.

### What you will study

The NEBOSH Level 6 International Diploma for Occupational Health and Safety Management Professionals is based on international standards and best practice. The qualification is made up of 3 units which must be completed within five years.

#### UNIT DI1: KNOW - WORKPLACE HEALTH AND SAFETY PRINCIPLES (INTERNATIONAL)

This unit covers the following topics:

- > Socio-legal models; Enforcement; The International Labour Organization and its conventions and recommendations; Non-governmental bodies and health and safety standards; Third parties; Insurers
- > Organisational structures; Leadership; Consultation; Health and safety culture / Behavioural change programmes; Traditional and proactive safety management; Risk perception; Human failures and factors / Improving human reliability
- > Competence, training, information and supervision; High reliability organisations
- > Hazard identification techniques; Managing health and safety risks; Risk management
- > Loss causation / Quantitative analysis of data; Measuring and monitoring
- > Professional skills
- > Societal factors; Corporate social responsibility; Organisational change; Contractors / Supply chains

#### UNIT DI2: DO - CONTROLLING WORKPLACE SAFETY ISSUES (INTERNATIONAL)

This unit covers the following topics:

- > Occupational health services / Equality in the workplace; Mental ill-health / Wellbeing / Workplace violence / Lone working; Health surveillance; Hazardous substances; Health risks from hazardous substances; Epidemiology and toxicology; Asbestos and lead; Ventilation and PPE; Hazardous substances monitoring; Biological agents; Noise; Vibration; Radiation; Musculoskeletal issues / Manual handling; Workplace temperature / Welfare arrangements

#### UNIT DI3: DO - CONTROLLING WORKPLACE SAFETY ISSUES (INTERNATIONAL)

This unit covers the following topics:

- > Safe working environment; Confined spaces; Fire and explosion; Fire; Dangerous substances; Work equipment and machinery maintenance; Work equipment; Machinery; Mobile work equipment / Lifting equipment; Electricity; Construction / Working at height / Demolition / Excavation; Workplace transport / Work-related driving

### Assessment

- > Unit DI1 is assessed by an assignment (in four parts - simulations, workplace based activities, reflective tasks and a research project).
  - > Units DI2 & DI3 are assessed by a case study
- Assessments will be available twice a year for each unit, with between 2-4 weeks (unit dependent) to complete the assignment and return it to NEBOSH.

### Methods of study

- > Online – Flexible, self-paced study, around 409 hours of study including assessments
- > Live Online – Real-time interactive virtual workshops, 30 days + private study & assessments
- > Classroom – Tutor-led course delivered over 6 weeks + private study & assessments
- > Blended – 3 One-week workshops + directed learning & assessments, Live Online or Classroom
- > Revision Workshops – Live Online, 1 day per unit
- > Publications – Study Texts and Revision Guides



## RRC'S NEBOSH Level 6 National Diploma for Occupational Health and Safety Management Professionals

The NEBOSH National Diploma is a prestigious and demanding professional qualification and is ideal for those whose ambition is to be a "Safety Professional" and have a high level career in HSE management.

### Entry requirement

The Diploma builds on the knowledge gained at NEBOSH Certificate level which is not taught in the Diploma but will form part of the assessments. It is therefore highly recommended that you have studied the NEBOSH General Certificate or equivalent level course before starting the Diploma.

The Diploma is only available in English language and NEBOSH recommends the minimum standard of English as the International English Language Testing System (IELTS): 7.0 or higher.

### What you will study

The NEBOSH Level 6 National Diploma for Occupational Health and Safety Management Professionals is based on international standards and best practice. The qualification is made up of 3 units which must be completed within five years.

#### UNIT DN1: KNOW - WORKPLACE HEALTH AND SAFETY PRINCIPLES (UK)

This unit covers the following topics:

- > Health and safety regulations; Prosecutions; Enforcement; Civil law; Damages and liability; Occupiers liability; Lawful discrimination; Insurers
- > Organisational structures; Leadership; Consultation; Health and safety culture / Behavioural change programmes; Traditional and proactive safety management; Risk perception; Human failures and factors / Improving human reliability
- > Competence, training, information and supervision; High reliability organisations
- > Hazard identification techniques; Managing health and safety risks; Risk management
- > Loss causation / Quantitative analysis of data; Measuring and monitoring
- > Professional skills
- > Societal factors; Corporate social responsibility; Organisational change
- > Civil proceedings - contribute to a defence against damages claim; Coroner's inquests; Contribute to a criminal proceedings defence; Ethical issues
- > Contractors / Supply chains

#### UNIT DN2: DO - CONTROLLING WORKPLACE SAFETY ISSUES (UK)

This unit covers the following topics:

- > Occupational health services / Equality in the workplace; Mental ill-health / Wellbeing / Workplace violence / Lone working; Health surveillance; Hazardous substances; Health risks from hazardous substances; Epidemiology and toxicology; Asbestos and lead; Ventilation and PPE; Hazardous substances monitoring; Biological agents; Noise; Vibration; Radiation; Musculoskeletal issues / Manual handling; Workplace temperature / Welfare arrangements

#### UNIT DN3: DO - CONTROLLING WORKPLACE SAFETY ISSUES (UK)

This unit covers the following topics:

- > Safe working environment; Confined spaces; Fire and explosion; Fire; Dangerous substances; Work equipment and machinery maintenance; Work equipment; Machinery; Mobile work equipment / Lifting equipment; Electricity; Construction / Working at height / Demolition / Excavation; Workplace transport / Work-related driving

### Assessment

- > Unit DN1 is assessed by an assignment (in four parts - simulations, workplace based activities, reflective tasks and a research project).
- > Units DN2 & DN3 are assessed by a case study. Assessments will be available twice a year for each unit, with between 2-4 weeks (unit dependent) to complete the assignment and return it to NEBOSH.

### Methods of study

- > Online – Flexible, self-paced study, around 415 hours of study including assessments
- > Live Online – Real-time interactive virtual workshops, 30 days + private study & assessments
- > Classroom – Tutor-led course delivered over 6 weeks + private study & assessments
- > Blended – 3 One-week workshops + directed learning & assessments, Live Online or Classroom
- > Revision Workshops – Live Online, 1 day per unit
- > Publications – Study Texts and Revision Guides
- > In-company – Courses delivered worldwide



## RRC'S NEBOSH National Diploma in Environmental Management

The NEBOSH Diploma in Environmental Management has been designed for those responsible for the management of environmental risk, popular with safety professionals looking to expand their competence.

### What you will study

#### UNIT ED1: CONTROLLING ENVIRONMENTAL ASPECTS

- > Key environmental cycles and the effects of human activity on the environment
- > Environmental leadership
- > Environmental management systems and emergency planning
- > Environmental risk evaluation and control
- > Environmental performance evaluation
- > Sustainability
- > Waste management
- > Managing emissions to the atmosphere
- > Managing emissions to the water environment
- > Control of environmental noise
- > Hazardous substances and contaminated land
- > Energy use

#### UNIT NDEM2: ENVIRONMENTAL REGULATION

- > Comprises 3 elements:
- > Enforcement of environmental legislation
- > Civil liability
- > Pollution prevention and control legislation

### Methods of study

- > Classroom – 15 days plus exams
- > Live Online – 15 days plus exams
- > Online – 235 hours of study
- > Publications – Study Texts and Revision Guides
- > In-company – Courses delivered worldwide

### Assessment

Unit ED1 is assessed by a 3-hour examination and Unit NDEM2 is a work-based project.



## RRC'S NEBOSH International Diploma in Environmental Management

The NEBOSH Diploma in Environmental Management has been designed for those responsible for the management of environmental risk, popular with safety professionals looking to expand their competence.

### What you will study

#### UNIT ED1: CONTROLLING ENVIRONMENTAL ASPECTS

- > Key environmental cycles and the effects of human activity on the environment
- > Environmental leadership
- > Environmental management systems and emergency planning
- > Environmental risk evaluation and control
- > Environmental performance evaluation
- > Sustainability
- > Waste management
- > Managing emissions to the atmosphere
- > Managing emissions to the water environment
- > Control of environmental noise
- > Hazardous substances and contaminated land
- > Energy use

#### UNIT IDEM2: ENVIRONMENTAL REGULATION

- > Comprises 2 elements:
- > Enforcement of environmental legislation
- > Pollution prevention and control legislation

### Methods of study

- > Classroom – 15 days plus exams
- > Live Online – 15 days plus exams
- > Online – 235 hours of study
- > Publications – Study Texts and Revision Guides
- > In-company – Courses delivered worldwide

### Assessment

Unit ED1 is assessed by a 3-hour examination and Unit IDEM2 is a work-based project.



ProQual<sup>AB</sup>

# PROQUAL NVQ COURSES

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> RRC's Proqual Level 6 NVQ Diploma In Occupational Health & Safety Practice

 Online

## E

# RRC's ProQual Level 6 NVQ Diploma in Occupational Health & Safety Practice

The ProQual Level 6 NVQ Diploma in Occupational Health and Safety Practice is ideal for those looking for a higher level qualification without formal exams.

As an NVQ qualification, there is no taught element to this course. Instead, you are given guidance on how to build a portfolio of relevant evidence for each unit.

### Entry requirement

There are no formal entry requirements for the ProQual Level 6 NVQ Diploma, however RRC will ask you to complete a SkillScan self-assessment to ensure that you are in a position to successfully complete an NVQ.

### What you will study

To achieve the ProQual Level 6 NVQ Diploma in Health & Safety Practice you need to complete the 10 mandatory units:

- > Promote a positive health and safety culture
- > Develop and implement the health and safety policy
- > Develop and implement effective communication systems for health and safety information
- > Develop and maintain individual organisational competence in health and safety matters
- > Identify, assess and control health and safety risks
- > Develop and implement proactive monitoring systems for health and safety
- > Develop and implement reactive monitoring systems for health and safety
- > Develop and implement health and safety emergency response systems and procedure
- > Develop and implement health and safety review systems
- > Maintain knowledge of improvements to influence health and safety practice

### Assessment

Each unit requires you to build a portfolio of evidence which demonstrates that you have met the assessment criteria of the unit. Evidence must be your own work, and typically consists of things like documents, videos, photographs, witness statements etc. Once submitted to your online portfolio, your assessor will view and mark the evidence.

You will achieve your Level 6 NVQ once all units have been completed, and the evidence reviewed by an assessor and internal verifier.

### Methods of study

- > Online – 6-24 months to complete



# IEMA COURSES

- > Certificate in Environmental Management
- > Foundation Certificate in Environmental Management
- > Environmental Sustainability Skills for the Workforce
- > Environmental Sustainability Skills for Managers
- > Leading with Environmental Sustainability
- > Working With Environmental Sustainability

Institute of Environmental Management and Assessment (IEMA) is a UK based membership organisation established to promote best practice in environmental management, auditing and assessment.

**C** Classroom   **L** Live Online   **E** Online   **I** In-Company   **P** Publication



## IEMA Certificate in Environmental Management

The IEMA Certificate in Environmental Management provides detailed knowledge of environment and sustainability principles, and will arm you with management tools and skills to deliver positive change. It is aimed at staff who already have a foundation level of environmental/sustainability knowledge (gained from work experience or through a course such as the IEMA Foundation Certificate).

### What you will study

- > Implications of Global Trends for the Environment, Society, the Economy and for Organisations and the Role of an Environment/Sustainability Professional in Overcoming these Challenges
- > Sustainable Business/Governance Models and Principles
- > Environmental Principles
- > Major Policy and Legislation
- > Major Tools, Techniques, Systems and Practices to Develop Sustainable Products and Services and Improve Sustainability Performance
- > The Role of Innovation in Developing Sustainable Products, Services and Solutions
- > Data Collection, Critical Analysis and Information Reporting to Inform Decision Making
- > Problem Identification and Opportunity Assessment for Delivery of Innovative and Sustainable Products and Services
- > Effective Communications
- > Stakeholder Identification and Engagement
- > Tools, Techniques, Systems and Practices to Identify Opportunities and Risks
- > Project and Programme Delivery to Achieve Performance Improvements
- > Implementing Change and Transformation

### Methods of study

- > Classroom – 15 days
- > Live Online – 15 days plus assessment
- > Online – 120 hours of study
- > In-Company – Courses delivered worldwide

### Assessment

Assessed by assignments for each module and an assessment of competence (this forms Module 4 of the programme).



## IEMA Foundation Certificate in Environmental Management

The IEMA Foundation Certificate in Environmental Management provides a solid foundation of environment and sustainability knowledge to build on. It is aimed at staff who have recently become involved in environmental management.

### What you will study

- > Implications of Global Trends for the Environment, Society, the Economy and for Organisations
- > Sustainable Business/Governance Principles
- > Environmental Principles
- > Major Policy and Legislation
- > Major Tools, Techniques, Systems and Practices to Improve Sustainability Performance
- > The Role of Innovation in Developing Sustainable Products, Services and Solutions
- > Data Collection, Analysis and Evaluation
- > Research and Planning for Sustainable Solutions
- > Effective Communications and Feedback
- > Stakehold Engagement
- > Tools and Techniques to Identify Opportunities and Risks
- > Environmental and Sustainability Performance Improvement

### Methods of study

- > Classroom – 5 days plus assessment
- > Live Online – 5 days plus assessment
- > Online – 40 hours of study
- > In-Company – Courses delivered worldwide

### Assessment

The assessment comprises a 1-hour multiple choice exam, which can be completed online



## IEMA Environmental Sustainability Skills for the Workforce

The IEMA Certified Environmental Sustainability Skills for the Workforce course is designed for those working in any job role across all sectors. The course enables you to ensure that environmental sustainability is embedded into all areas of your company. It will aid compliance and inform discussions at grass roots level, allowing all workers to contribute to improvements in environmental sustainability in the organisation. As this course is not aimed at environmental specialists, it will suit any job role in any sector and can be tailored for individual company needs.

### What you will study

- > Main Environmental and Economic Risks and Opportunities
- > Compliance Obligations and Business Drivers for Change
- > Main Potential Impacts on Environment and Sustainability
- > How to Improve Environmental Performance

### Methods of study

- > Classroom – 1 day
- > Live Online – 1 day
- > Online – 10 hours of study
- > In-company – ½ day (courses delivered worldwide)

### Assessment

The assessment comprises a multiple-choice exam.



## IEMA Environmental Sustainability Skills for Managers

The IEMA Certified Environmental Sustainability Skills for Managers course is designed for managers, supervisors, and other implementers with a strategic and operational overview of environmental sustainability. This course will help them to translate strategy into plans and inform decisions. It can be tailored to individual organisations.

### What you will study

- > What Environmental Sustainability Means for the Organisation
- > Is the Organisation's Strategy Fit for Purpose?
- > Which Organisations are Leading with Environmental Sustainability and Why?
- > The Implications of Complying with Environmental Law
- > What Would a New Strategy Look Like?

### Methods of study

- > Classroom – 2 day
- > Live Online – 2 day
- > Online – 20 hours of study
- > In-company – 2 days (courses delivered worldwide)

### Assessment

The course is not assessed (no exam).



## IEMA Leading with Environmental Sustainability

The IEMA Certified Leading with Environmental Sustainability course is a half-day workshop that will challenge leaders in your organisation to take account of sustainability in your strategic objectives. It will change the way you do business. It is designed for high level decision makers in any organisation, regardless of sector.

### What you will study

- > What Environmental Sustainability Means for the Organisation
- > Is the Organisation's Strategy Fit for Purpose?
- > Which Organisations are Leading with Environmental Sustainability and Why?
- > The Implications of Complying with Environmental Law
- > What would a new strategy look like?

### Methods of study

- > Classroom – ½ day
- > Live Online – ½ day
- > In-company – ½ day (Courses delivered worldwide)

### Assessment

The course is not assessed (no exam).



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provider  
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# IOSH COURSES

- > Safety for Executives and Directors
- > managing safely
- > working safely
- > LEADING safely
- > managing occupational health and wellbeing
- > managing safely In Social Housing

The Institution of Occupational Safety and Health (IOSH) is the UK Chartered body for health and safety professionals and the world's biggest professional health and safety membership organisation.

 Classroom  Live Online  Online  In-Company  Publication



## IOSH Safety for Executives and Directors

IOSH Safety for Executives and Directors aims to provide directors/owners of small and medium-sized enterprises with an understanding of the moral, legal and business cases for health and safety management, and to give guidance on effective risk management.

### What you will study

- > The Moral, Legal and Financial Case for Safety
- > PLAN - Planning for Health and Safety
- > DO - Delivering Health and Safety
- > CHECK - Monitoring Health and Safety
- > ACT - Reviewing Health and Safety

### > Methods of study

- > Classroom – 1 day
- > Live Online – 1 day
- > Online - 8 hours of study
- > In-company – courses delivered worldwide

### Assessment

The assessments comprise a multiple-choice and short-answer exam and a short project.



## IOSH Managing Safely

IOSH Managing Safely® is designed for managers & supervisors across all industries. It provides essential knowledge and understanding of how to manage health & safety, and will ensure they understand their health & safety responsibilities and can perform their roles successfully.

### What you will study

- > Introducing Managing Safely
- > Assessing Risk
- > Controlling Risks
- > Understanding Responsibilities
- > Understanding Hazards
- > Investigating Incidents
- > Measuring Performance

### Methods of study

- > Classroom – 3 days
- > Live Online – 3 days
- > Online – 25 hours of study
- > In-company – courses delivered worldwide, available in English, Arabic and French

### Assessment

The assessment consists of two examinations and a practical health and safety assessment of a workplace.



## Managing Safely® Refresher

One day refresher course, to update and refresh knowledge gained studying the full IOSH Managing Safely course.



## IOSH Working Safely

IOSH Working Safely® is aimed at all employees and is designed to improve the safety culture within an organisation. It focuses on how individual actions contribute to health and safety in the workplace.

### What you will study

- > Introducing Working Safely
- > Defining Hazard and Risk
- > Identifying Common Hazards
- > Improving Safety Performance

### Methods of study

- > Classroom – 1 day
- > Live Online – 1 day
- > Online – 8 hours of study
- > In-company – courses delivered worldwide, available in English, Arabic and French

### Assessment

The assessments comprise a multiple-choice and short-answer exam and a short project.



## IOSH Leading Safely

IOSH Leading Safely® is designed for Directors, Senior Managers and anyone with leadership responsibilities. The course focuses on coaching you to become an effective leader for health and safety.

### What you will study

- > Diagnosing your current behaviours (using a mobile app questionnaire before the course)
- > Understanding safety and health leadership, its importance and key behaviours
- > Looking at when things go wrong - case studies
- > Getting leadership right - case studies
- > Actions and commitment - reviewing your behaviours and making personal commitments for change

### Methods of study

- > Classroom – ½ day
- > Live Online – ½ day
- > In-company – courses delivered worldwide

### Assessment

IOSH Leading Safely is assessed by the quality of your personal action plan.



## IOSH Managing Occupational Health & Wellbeing

IOSH Managing Occupational Health & Wellbeing is designed to provide managers with the tools and techniques to improve health and wellbeing across their organisation. It is suitable for managers and supervisors working in any sector.

### What you will study

- > A Healthy Company
- > Health Risk Management
- > Fitness for Work
- > Wellbeing

### > Methods of study

- > Classroom – 1 day
- > Live Online – 1 day
- > In-company – Courses delivered worldwide

### Assessment

The assessment comprises a mixed format exam and a short workplace health risk assessment.



## IOSH Managing Safely in Social Housing

IOSH Managing Safely® in Social Housing is designed for anyone in a management or supervisory role in the social housing sector. The course provides the essential knowledge and understanding of how to manage health & safety responsibilities in the workplace.

### What you will study

- > Introducing Managing Safely
- > Assessing Risk
- > Controlling Risks
- > Understanding Responsibilities
- > Understanding Hazards
- > Investigating Incidents
- > Measuring Performance

### Methods of study

- > Classroom – 3 days
- > Live Online – 3 days
- > Online – 22 hours of study
- > In-company – courses delivered worldwide

### Assessment

The assessment comprises a 30 question mixed format exam and a short practical assessment.

A silhouette of a construction worker wearing a hard hat and work clothes, leaning over a metal roof structure. The background is a bright orange and yellow sunset sky with a large sun on the right side. The worker is holding a tool, possibly a hammer, and appears to be working on the roof.

# CITB COURSES

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## Site Safety Plus

- > HEALTH AND SAFETY AWARENESS
- > SITE SUPERVISORS' SAFETY TRAINING SCHEME (SSSTS)
- > SITE MANAGEMENT SAFETY TRAINING SCHEME (SMSTS)
- > SMSTS REFRESHER
- > SITE ENVIRONMENTAL AWARENESS TRAINING SCHEME (SEATS)

 Classroom  In-Company



## Health and Safety Awareness

This CITB course is ideal for employees who have just started work in the construction industry and need training that provides a good awareness of the main issues involved in construction safety, including compliance with health and safety law.

### What you will study

- > The Need to Prevent Accidents
- > Understanding Health and Safety Law
- > Identifying How Each Worker's Role Fits into the Control and Management of the Site
- > Understanding the Need for Risk Assessments and Method Statements
- > Appreciating the Need to Work Safely and Ask for Advice
- > The Obligation to Report Unsafe Acts to Prevent an Accident

### Methods of study

- > Classroom - 1 day
- > In-Company - Courses delivered worldwide

### Assessment

The assessment consists of a short multiple choice exam.





## Site Supervisors' Safety Training Scheme (SSSTS)

The CITB course is designed for those who have supervisory responsibilities within the construction industry and want to be confident that they understand key health and safety issues relevant to their role. The course provides an understanding of the employer's legal duties to enable better contribution to the instruction, supervision and monitoring of tasks and activities to ensure safety on site.

### What you will study

#### UNIT ED1 – CONTROLLING ENVIRONMENTAL ASPECTS

- > The Problems of the Construction Industry
- > How Health and Safety Law is Structured and How it Applies to Supervisors
- > How the Supervisory Role fits with the Management Structure in Controlling Site Safety
- > How to Carry Out Risk Assessments and the Need for Method Statements
- > How to Carry Out Effective Site Inductions, Toolbox Talks and Method Statement Briefings
- > How to Monitor Site Activities Effectively
- > The Importance of Timely Intervention when Bad Practice is Identified

### Methods of study

- > Classroom – 2 days
- > In-company – Courses delivered worldwide

### Assessment

The assessment consists of a short multiple choice exam and a tutor review.



## Site Management Safety Training Scheme (SMSTS)

The CITB course is designed for those with management responsibilities within the construction industry who need to be confident that they understand the key health and safety issues that are relevant to their role.

### What you will study

- > The Implementation of all Health, Safety, Welfare and Environmental Legislation that Affects Construction Managers During Their Daily Work
- > How to Implement New Guidance and Industry Best Practice
- > Managers' Duties and Responsibilities with Regard to Health, Safety, Welfare and the Environment

### Methods of study

- > Classroom – 5 days
- > In-company – Courses delivered worldwide

### Assessment

The assessment consists of a short multiple choice exam, three exercises, a case study and a tutor review.



## Site Management Safety Training Scheme Refresher Course

The CITB course is designed for those who have previously passed the full five-day SMSTS course (or subsequent two-day refresher course) and can provide proof of attendance.

### What you will study

- > Health and Safety Knowledge Update
- > Overview of Legislative Changes and Their Impact in the Workplace
- > Wide Range of Topics (building on those contained within the five-day course programme and introducing new subjects)

### Methods of study

- > Classroom – 2 days
- > In-company – Courses delivered worldwide

### Assessment

The assessment consists of a short multiple choice exam, a case study and a tutor review.



## Site Environmental Awareness Training (SEATS)

The CITB course is designed for site supervisors/managers, providing an introduction to environmental issues on construction sites.

### What you will study

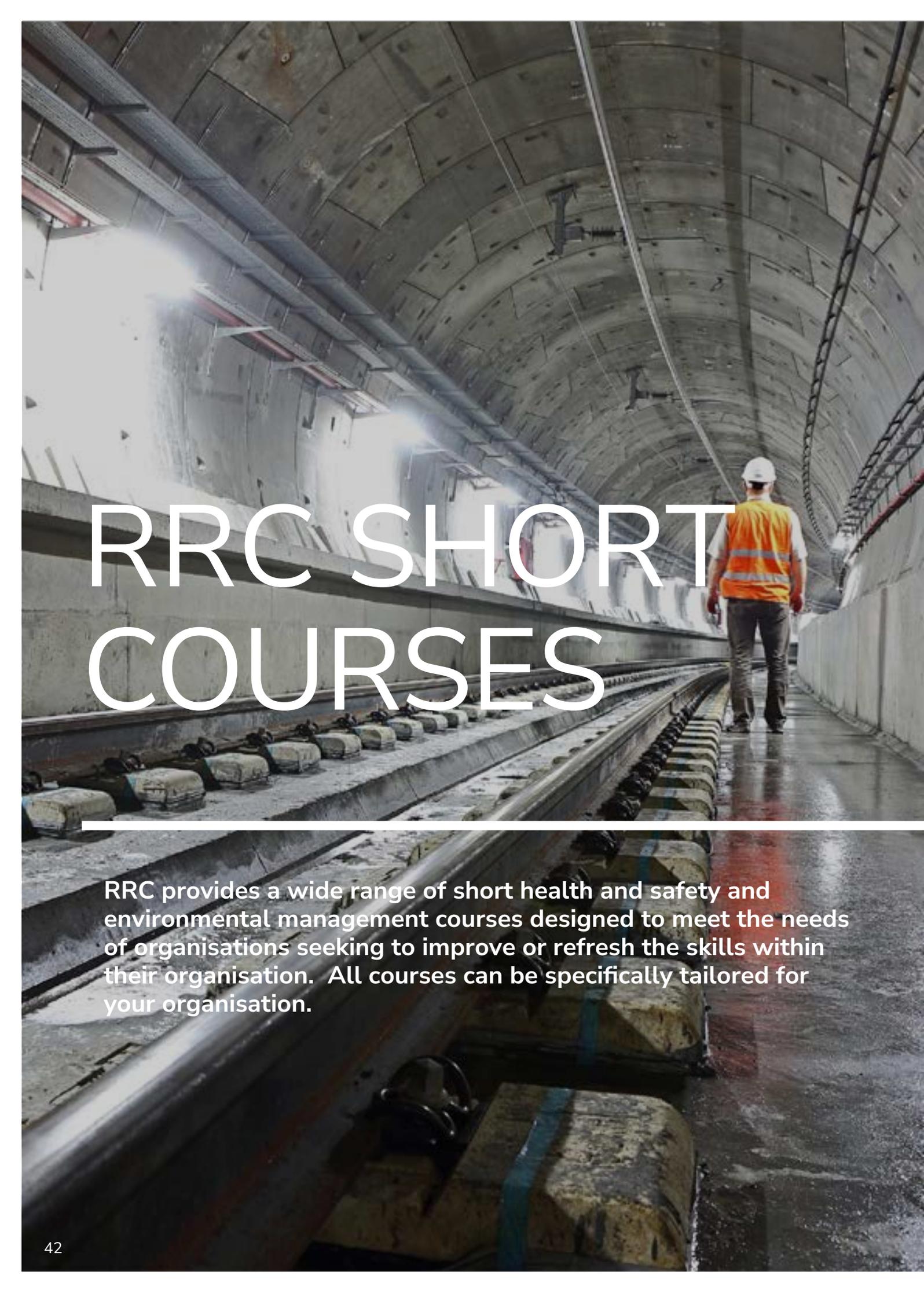
- > The Environment and Why it is Important
- > An Outline of Environmental Management Systems
- > Waste Management
- > Pollution Prevention and Water Management
- > Being a Good Neighbour - Statutory Nuisance, Communication, Archaeology and Heritage
- > Energy and Resources
- > Being a Responsible Contractor

### Methods of study

- > Classroom – 1 day
- > In-company – Courses delivered worldwide

### Assessment

The assessment consists of a short multiple choice exam, three exercises, a case study and a tutor review.



# RRC SHORT COURSES

RRC provides a wide range of short health and safety and environmental management courses designed to meet the needs of organisations seeking to improve or refresh the skills within their organisation. All courses can be specifically tailored for your organisation.



## I

### Construction, Maintenance & Facilities Management

- > Managing Contractors
- > CDM
- > Work at Height
- > Asbestos Awareness

### Chemical & Biological Hazards

- > COSHH/Working with Hazardous Chemicals
- > Dangerous Substances and Explosive Atmospheres (DSEAR)
- > Legionella Awareness

### General Health and Safety

- > DSE Assessor/Risk Assessment

### Fire Safety

- > Fire Safety Awareness
- > Fire Warden / Marshal
- > Fire Risk Assessment

### Safety Management Systems

- > ISO 45001 Internal Auditing

### Process Safety

- > Introduction to HAZOP
- > Permit to Work



# RRC ISO COURSES

- > RRC ISO 14001
- > RRC ISO 45001

RRC Online Courses available worldwide.



## E

# RRC's ISO 14001 Course

ISO 14001:2015 covers Environmental Management Systems (EMS) and specifies requirements for any organisation seeking to improve its environmental performance and manage its environmental responsibilities. All of RRC's ISO 14001 courses are available for online study worldwide.

## RRC Certified



### ISO 14001 Awareness

RRC's ISO 14001 Awareness course outlines the main areas for consideration when planning an EMS and giving an overview of the clauses in the standards, its benefits and opportunities for the organisation.

**Course Length:** 2 hours

**Assessment:** 10 question timed assessment

### ISO 14001 Implementation

RRC's ISO 14001 Implementation course covers the clauses in the standard and the skills required to strategically plan and implement ISO 14001. It covers how to develop an effective EMS, giving consideration to the related areas where organisations need to focus their attention.

**Course Length:** 8 hours

**Assessment:** 20 question timed assessment

## IEMA Certified



### ISO 14001 Internal Auditor (IEMA Certified)

RRC's ISO 14001 Internal Auditor course provides guidance on the responsibilities of an internal auditor and details the specific skills related to environment management systems which are required to audit effectively.

**Course Length:** 24 hours

**Assessment:** Project based assessment

## E

# RRC's ISO 45001 Courses

ISO 45001:2018 covers Occupational Health and Safety, and offers a framework for all organisations to improve workplace safety and prevent workplace incidents and associated ill-health. The standard covers Occupational Health and Safety Management Systems, with guidance for use and clear requirements on providing a safe and healthy workplace.

## ISO 45001 Awareness

RRC's ISO 45001 Awareness course outlines the main areas of consideration when planning an Occupational Health and Safety Management System. It gives an overview of the clauses in the standard and the benefits and opportunities for organisations.

**Course Length:** 2 hours

**Assessment:** 10 question timed assessment

## ISO 45001 Implementation

RRC's ISO 45001 Implementation course covers the clauses in the standard, the skills required to implement it, and how to develop an effective Occupational Health and Safety Management System. It gives consideration to the areas where implementation of the system can be applied to positively affect organisations.

**Course Length:** 8 hours

**Assessment:** 20 question timed assessment

## ISO 45001 Internal Auditor

RRC's ISO 45001 Internal Auditor course provides guidance on the responsibilities of an internal auditor and details the specific skills related to occupational health and safety which are required to audit effectively.

**Course Length:** 16 hours

**Assessment:** 30 question timed assessment

# ISO COURSES

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- > ISO 45001
- > ISO 40003
- > BS 30416
- > ISO 14001
- > ISO 50001
- > ISO 9001

RRC working in Partnership with BSI (British Standards Institution).

Courses are available at BSI training centres throughout the UK or can be delivered in-Company anywhere in the world.



# ISO 45001 Courses

## RRC in Partnership with BSI

ISO 45001 is the world's leading Occupational Health & Safety Management Standard. These courses are ideal for those looking to implement, maintain or improve their Safety Management System.

### ISO 45001 Requirements - 1 day

The ISO 45001 Requirements course enables you to identify the structure and requirements of an effective management system, and what this means for you. You'll learn to interpret and apply the key concepts and principles of the standard to existing processes within your organisation. This course is ideal for anyone involved in the planning, implementing, maintaining, supervising, or auditing of an ISO 45001 Management System.

### ISO 45001 Implementation - 2 days

The ISO 45001 Implementation course provides the skills required to conduct a baseline review of your organisation's current position and implement the key principles of ISO 45001. Using a step-by-step approach, you'll learn how to develop an implementation plan, create necessary documentation and monitor your OH&S MS. It is ideal for anyone involved in the planning, implementing, maintaining or supervising of an ISO 45001 OH&S MS.

### ISO 45001 Lead Implementer - 5 days

The ISO 45001 Lead Implementer course combines the ISO 45001 Requirements and Implementation courses, with 2 additional days of content with examination. This will provide you with:

- > An in-depth understanding of the standard
- > The best practice methods to implement the standard within your organisation
- > Ensure its effectiveness by teaching you management skills such as leadership, effective delegation, problem solving and motivation.

It is designed for those who are responsible for the management and implementation of an ISO 45001 Management System.

### ISO 45001 Internal Auditor - 2 days

The ISO 45001 Internal Auditor course develops the necessary skills to assess and report on the conformance and implementation of processes based on ISO 45001. You'll learn how to initiate an audit, prepare and conduct audit activities, compile and distribute audit reports and complete follow-up activities. The course is ideal for anyone involved in auditing, maintaining, or supervising an ISO 45001 Management System.

### ISO 45001 Lead Auditor - 5 days

The ISO 45001 Lead Auditor course teaches the fundamental auditing principles and practices, in conformance with nationally and internationally accepted norms and regulations relating to OH&S requirements. Delegates will also gain the necessary auditing skills through activity-based learning, and practical auditing experience with coaching, group workshops and open forum discussions. This course is ideal for anyone with the need to audit an organisation's OH&S management system.



## ISO 45003 Course

### RRC in Partnership with BSI

ISO 45003 is the first global standard giving practical guidance on managing psychological health and safety at work. It enables you to learn how to manage psychological risks across your organisation as part of an ISO 45001 occupational health & safety management system. Following the recommendations of ISO 45003, you'll learn what creates psychological risks and take steps to manage or eliminate them.

### Pre-requisites

Before taking this one-day course, you'll need to have a good understanding of ISO 45001.

### Course Content

This one day course teaches you how to manage psychological risk across your organisation as part of an ISO 45001 occupational health & safety management system. The recommendations in the standard will allow you to understand what creates psychological risk and how to manage or eliminate it.

By the end of the course you will be able to:

- > Identify why psychological risk management is important to an organisation and recall its benefits
- > Describe the background of ISO 45003 and its intended outcome
- > Discuss the introduction of occupational stress
- > Recognise the terms and definitions used
- > Describe the key concepts and structure of ISO 45003

## BS 30416 Course

### RRC in Partnership with BSI

BS 30416 provides a framework for businesses to create inclusive and supportive environment to employees, regardless of their menstrual or menopausal status. The standard is designed to begin organisations on a journey of understanding more about menstruation, menstrual health and menopause in the workplace and break down the associated stigma. This allows organisations to create supportive, flexible and inclusive workplaces for all employees.

### Course Content

The BS 30416:2023 Menstruation, Menstrual Health and Menopause in the Workplace Online Course covers:

- > The history of BS 30416 and why it was developed
- > Some of the symptoms associated with menstruation and menopause
- > Definitions of what it meant by the terms menstruation, menstrual health and menopause

Upon completion of BS 30416:2023 Online Course you will be able to:

- > Identify why BS 30416 is important to your organisation
- > Explain the benefits to an organisation by adopting BS 30416
- > Describe the measures your organisation can put in place to support employees in the workplace
- > Identify common misconceptions related to menstruation, menstrual health and menopause in the workplace



# ISO 14001 Courses

## RRC in Partnership with BSI

ISO 14001:2015 is the world's leading Environmental Management Standard. These courses are ideal for those looking to implement, maintain or improve their EMS. Classroom venues are available throughout the UK.

## Implementation

### ISO 14001:2015 Requirements - 1 day

For both Implementer and Auditor pathways, you must complete the ISO 14001 Requirements course. This course offers a comprehensive introduction to environmental management system standards, designed for anyone planning, implementing, maintaining, supervising or auditing an ISO 14001:2015 environmental management system (EMS). You will learn how an EMS can save an organisation money, reduce waste and win customer confidence.

### Fundamentals of Change Management - 1 day

This one-day course explores the key skills you will need to support the implementation or improvement of a management system; applicable to anyone implementing any standard.

The course provides you with an awareness of the tools, techniques and strategies you will need to support the successful implementation of a management system.

### ISO 14001:2015 Implementation - 1 day

This one-day course allows you to develop the knowledge and skills required to implement an ISO 14001:2015 Environmental Management System (EMS). Once completed, you will have the skills required to conduct a baseline review of your organisation's current position and implement the key principles of ISO 14001:2015. Using a step-by-step approach, you'll learn how to develop an implementation plan, create necessary documentation, monitor your EMS and achieve continual environmental improvement.

#### Prerequisite:

To complete this course you need to complete the 14001 Requirements and Fundamentals of Change Management courses, or pass the pre-course assessment to demonstrate you have the required level of knowledge.

### ISO 14001:2015 Lead Implementor - 2 days

This two-day course is designed for those who are responsible for leading the implementation and upgrade of the management system in their organisation. You'll learn about environmental management systems (EMS) and how to identify the leadership skills required to manage a robust system.

Specific skills including supporting and planning tools, effective delegation and motivation are also discussed and explained. You'll learn which components of ISO 14001:2015 are required from an implementation perspective.

#### Prerequisite:

To enrol on this course you will need to hold a certificate of achievement for the 14001 Implementer course or pass the pre-course assessment to demonstrate you have the required level of knowledge.

### Advanced Implementation - 1 day

This one-day course provides you with exposure to different project management operating models as well as suggestions on how to develop and manage a high-performing project team.

## Auditing

### ISO 14001:2015 Requirements - 1 day

For both Implementer and Auditor pathways, you must complete the ISO 14001 Requirements course. This course offers a comprehensive introduction to environmental management system standards, designed for anyone planning, implementing, maintaining, supervising or auditing an ISO 14001:2015 environmental management system (EMS). You will learn how an EMS can save an organisation money, reduce waste and win customer confidence.

### Fundamentals of Auditing - 1 day

This one-day course introduces learners to the fundamentals of practical auditing using the ISO 19011:2018 standard. The course will allow you to optimise your auditing skills to help you boost capabilities, gain confidence in planning and performing an effective audit (both internal and external), as well as reporting and taking corrective action where necessary.

### ISO 14001:2015 Internal Auditor- 1 day

This one-day course teaches you the key principles and practices of effective EMS audits in accordance with ISO 14001:2015 and ISO 19011 "Guidelines for Auditing Management Systems". Using a step-by-step approach, you'll be guided through the audit process from initiation to follow up.

This will help you gain the knowledge and skills required to undertake a successful environmental management systems audit, and know how to plan, conduct, report, and follow up an EMS audit that establishes conformity and enhances environmental performance.

#### Prerequisite:

To complete this course you need to hold a certificate in Fundamentals of Auditing, or pass the pre-course assessment to demonstrate you have the required level of knowledge.

### ISO 14001:2015 Lead Auditor - 2 days

This two-day course will allow you to develop the knowledge and skills required to conduct a full audit of an organisation's environmental management system (EMS) in accordance with ISO 14001:2015. Gain the confidence to effectively audit an EMS in accordance with internationally recognised best practice techniques. Demonstrate your commitment to a sustainable model by transforming existing auditors skills to ISO 14001:2015. Consolidate your expertise with the latest developments and contribute to the continuous improvement of the business.

#### Prerequisite:

To enrol on this course you will need to hold a certificate of achievement for the 14001 Internal Auditor course or pass the pre-course assessment to demonstrate you have the required level of knowledge.

### Advanced Audit Skills - 1 day

This one-day course is suitable for those with experience in delivering internal, supplier or external audits looking to better understand how they can make audits more inclusive and reduce their auditing carbon footprint.



# ISO 50001 Courses

## RRC in Partnership with BSI

ISO 50001:2018 is used by organisations around the world to manage and reduce their energy use and costs through implementing an energy management system (EnMS).

### ISO 50001:2018 Requirements - 1 day

This one-day ISO 50001:2018 requirements course uses an activity-based, delegate-centred approach. This helps you share energy management experiences and knowledge with other attendees, bringing the information presented alive to improve retention and support your implementation process when you return to work.

You'll learn about ISO 50001, common terms and definitions in the standard as well as the key concepts and requirements related to ISO 50001:2018 Energy Management Systems (EnMS).

### ISO 50001:2018 Implementation - 2 days

This 2 day course provides the skills and knowledge required to implement the requirements of ISO 50001:2018. It covers the technical and non-technical tools and techniques needed to establish, implement and maintain an EnMS.

It is suitable for anyone tasked with or interested in establishing, implementing and maintaining an energy management system based on ISO 50001:2018.

### ISO 50001:2018 Lead Implementor - 5 days

This 5 day course combines the ISO 50001 Requirements and Implementation courses, with an additional 2 days of content with examination. This will provide you with: An in-depth understanding of the standard; the best practice methods to implement the standard within your organisation; and ensure its effectiveness by teaching you management skills such as leadership, effective delegation, problem solving and motivation. It is designed for those who are responsible for the management and implementation of an ISO 50001 management system.

### ISO 50001:2018 Internal Auditor - 2 days

This 2 day course will teach you the fundamentals of planning, conducting and reporting on an internal audit on your energy management system based on ISO 50001:2018, as well as elements of ISO 19011:2018 and ISO 50003. You will also gain an appreciation of verifying improvements in energy performance, and in assessing the effectiveness of an energy management system. It is ideal for anyone tasked with or interested in auditing the conformity and effectiveness of an energy management system based on ISO 50001:2018.

### ISO 14001:2015 Lead Auditor - 5 days (CQI and IRCA Certified)

The 5 day ISO 50001 Lead Auditor Course teaches you the knowledge and practical skills required to undertake and lead a successful second-party EnMS audit. You will acquire the skills to plan, conduct, report and follow up on an EnMS audit. This course is ideal for anyone looking to lead an audit of an organisation's EnMS and those seeking to become a second-party EnMS auditor based on ISO 50001.



# ISO 9001 Courses

## RRC in Partnership with BSI

ISO 9001 is the leading quality management system standard in the world. These courses are ideal for those looking to implement, maintain or improve their QMS.

### ISO 9001 Requirements - 1 day

ISO 9001:2015 Requirements course provides a detailed understanding of the key terms, definitions and requirements of ISO 9001:2015 and how the standard can help your organisation to meet customer needs.

### ISO 9001 Implementation - 2 days

The ISO 9001:2015 Implementation course develops required skills to conduct a baseline review of your organisation's current position and implement the key principles of ISO 9001:2015. Using a step-by-step approach, you'll learn how to develop an implementation plan, create necessary documentation, monitor your QMS and achieve continual quality improvement.

It is suitable for:

- > Anyone involved in the planning, implementing, maintaining, or supervising of an ISO 9001:2015 QMS
- > Those who want to learn how to interpret the requirements of ISO 9001
- > Managers or executives involved in delivering ISO 9001

### ISO 9001 Internal Auditor - 2 days

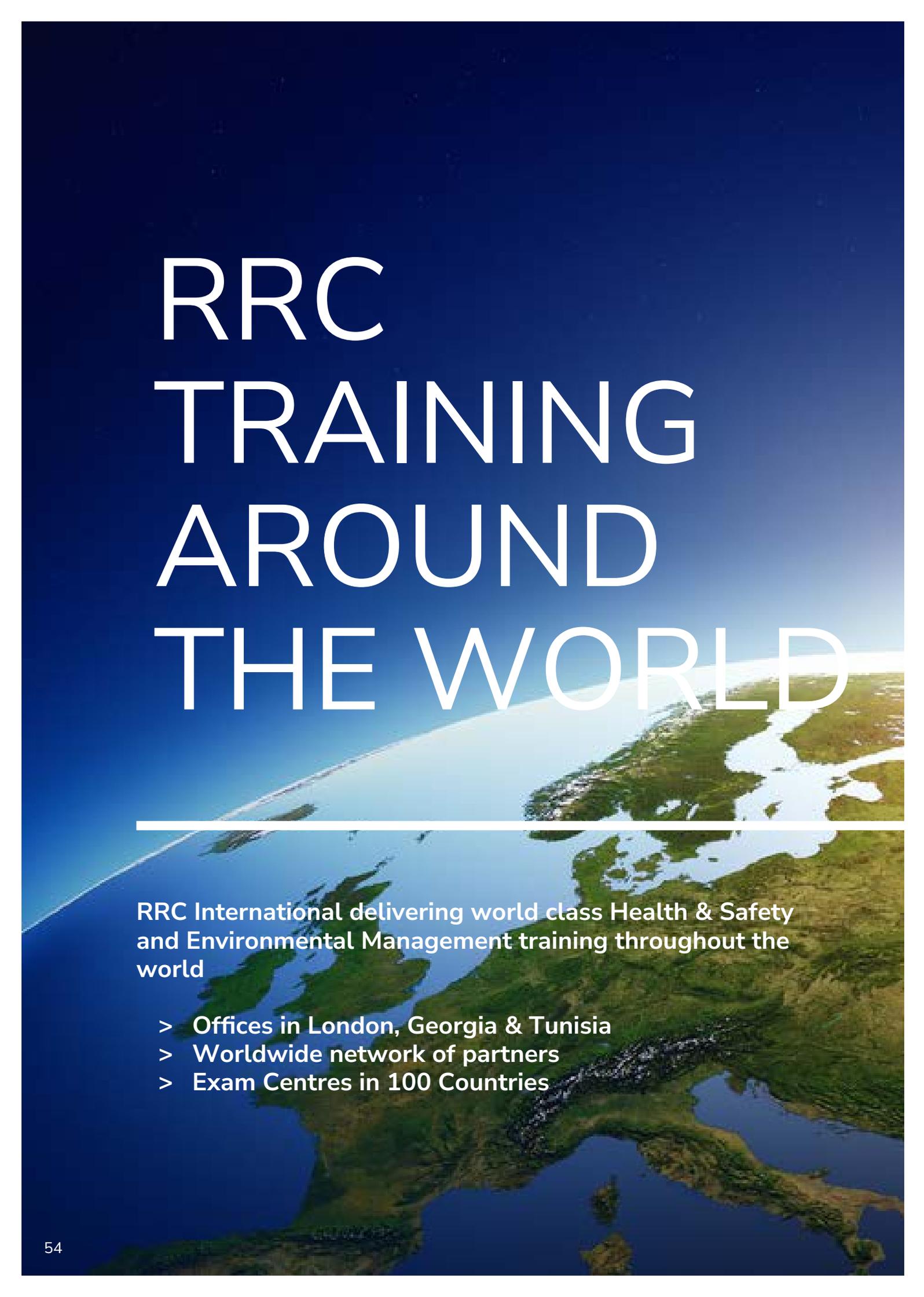
The ISO 9001:2015 Internal Auditor course develops the necessary skills to assess and report on the conformance and effectiveness of organisational processes in relation to ISO 9001:2015. You'll learn how to initiate an audit, prepare and conduct audit activities, compile and distribute audit reports and complete follow-up activities.

It is suitable for anyone involved in the auditing, maintaining or supervising of an ISO 9001:2015 QMS.

### ISO 9001 Lead Auditor - 5 days (CQI and IRCA Certified)

The CQI and IRCA Certified ISO 9001:2015 Lead Auditor Training Course (17955) provides the knowledge and skills required to undertake and lead a successful management systems audit.

It is suitable for anyone with the need to audit an organisation's ISO 9001:2015 QMS.



# RRC TRAINING AROUND THE WORLD

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RRC International delivering world class Health & Safety and Environmental Management training throughout the world

- > Offices in London, Georgia & Tunisia
- > Worldwide network of partners
- > Exam Centres in 100 Countries

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# RRC OFFICES

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RRC offer Training and Consultancy services through all of our offices. These include Classroom, Live Online and Online courses, and NEBOSH IGC in Arabic, French and Russian.



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# RRC LEAD PARTNERS

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RRC's Lead Partners offer a range of HSE Training and Consultancy services. These include Classroom, Live Online and Online/e-learning courses, as well as NEBOSH IGC in Spanish and Turkish.



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# RRC PARTNER NETWORK

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RRC's Partner Network offer courses from NEBOSH, IOSH and IEMA through RRC's highly-regarded e-learning/Online course platform. Prices are provided in the local currency, and taxes are applied at the local rate.



Albania

PRSP Health & Safety Solutions

Zyra Nr. 5, Kati 2, Pallati Rogerd (përballë Restorant Floga), Rruga e Elbasanit (Rr. Pjetër Budi) Tiranë, 1001, Albania  
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