



COURSE

HANDBOOK

NEBOSH
INTERNATIONAL
GENERAL CERTIFICATE



About Us

A team of professional trainers and consultants

Brainingsafe Training and Consulting Private Limited will offer world-class health and safety management training and consulting.

Our health and safety experts and training specialise in Brainingsafe. We offer world-class health and safety management training and consulting in India and worldwide. Participants in our occupational health and safety programme learn cutting-edge skills for job success.

Brainingsafe training helps candidates grasp reasoning and pass certification exams. Brainingsafe business training packages help people succeed in their jobs. Brainingsafe consultancy services enable firms get certified with international OHS systems and standards to progress.

Vision, Mission & Values



To become one of the most sought after and highly successful health and safety training and consultancy service providers in India and abroad.

To equip our candidates and business clients with the necessary knowledge and skills related to health and safety management so that they can excel.



At Brainingsafe Training and Consulting Private Limited, We believe in the values of quality, collaboration, and continuous innovation.

Greetings From **G. HARI PRASAD**

Welcome to BrainingSafe

Welcome, dear students, to the journey of acquiring health and safety knowledge! We are excited to have you join our institute to learn Nebosh International General Certificate, to make your dreams real.

BTC is committed to foster an environment that nurtures your both personal development and academic excellence. We ensure that you get a great learning experience from us. Our competent tutors will share their knowledge and vast experience with you, so that you gain the much-needed transferable skills to perform in health and safety management role.

We expect you to be attentive throughout the session to be interactive and engaged, this makes an impact in your career.

Braningsafe will be happy to support you in your career growth and also to proudly celebrate your achievements.

You can get in touch with me for any issues which you come across during the course journey with us.

I thank you being the part of BTC learning community.

Hari Prasad

G. Hari Prasad

Managing Director

Contact me @
ceo@brainingsafe.com
+91 82815 02999

HEALTH AND SAFETY POLICY

At Brainingsafe Training and Consulting Private Limited (hereinafter called BTC), we strongly believe that health and safety of our employees, candidates as well as anyone else associated with us is very important and it must be ensured.

BTC understand the importance of safety in doing good business. Therefore, the management is committed to protect the safety and health of our employees as well as others at our premises. This protection shall be achieved by adopting the following standards and/or by taking the following measures which are identified through a detailed assessment of the risks involved with our operations:

1. Fire prevention measures

Any flammable items such as LPG, gasoline etc. shall be avoided within the premises; or otherwise, the stocks shall be kept to minimum and their use shall be controlled in a safe manner.

Any hot processes during maintenance activities etc. shall be controlled by taking all the necessary fire prevention precautions and also by giving clear instructions to the concerned staff. Cooking activities shall be conducted in a separate area at a safe location.

Fire detection systems, fire alarms and firefighting equipment shall be made available and they shall be always kept at good repair by introducing regular inspection and maintenance regimes.

2. Smoking policy

Smoking shall be strictly prohibited inside the premises, anybody who wants to smoke should move out of the premises for that purpose.

3. Emergency preparedness

Everybody on the premises shall be given access to means of escape during an emergency situation that occurs in the workplace. Adequate number of emergency exits shall be given for the premises and they shall be kept clear, correctly sign-posted, well-lit and in good repair at all the times.

All our staff shall be trained on basic fire safety precautions, firefighting techniques and action to be taken in the event of any emergency such as fire, explosion, unsafe weather conditions etc. Basic information related to the emergency actions shall be given to all our candidates as well as visitors. Staff with special roles and responsibilities shall be identified in order to take charge of any such situations.

4. Housekeeping policy

All our office premises and training rooms shall be always maintained in good repair and in excellent hygienic conditions. All the surfaces and areas shall be kept free from dust through vacuuming; litter shall be collected and disposed of properly. Articles and substances shall be kept in safe storage areas. Mopping of the floor shall be done in a safe manner at a safe time either before or after the office hours. Trailing cables and loose materials shall be removed and floors should be kept free from any trip hazards.

5. Drugs and Alcohol policy

BTC have adopted a very clear “Zero tolerance policy” towards the use of drugs or alcohol within our own premises as well as in any other premises where our operations are going on. Anyone who is identified using or being in possession of any kind of prohibited drugs or alcohol while being within any areas of our operations or during the period of working hours shall be liable to face disciplinary and/or legal actions taken against them.

6. Electrical safety

All staff shall be trained on basic electrical safety principles and precautions to be taken within the workplace. All electrical equipment shall be suitably selected and they shall be always kept well maintained. Staff shall be responsible for ensuring that all the electrical appliances are in safe condition before using them and they shall be able to use them correctly.

7. Ergonomics

BTC shall be using ergonomically designed chairs, tables, and other equipment. Office premises and computer work stations shall be ergonomically designed by keeping in mind the safety and health of our staff. All our staff shall be encouraged to take frequent short breaks during their work and they shall be allowed to a variety of tasks that shall allow them to have physical movement to enable them avoid static loading, work stress and fatigue.

8. Manual handling

All staff should avoid or minimise manual handling of heavy loads by reducing, dividing or sharing the load with others. If possible use small trolleys provided for shifting materials within the workplace.

9. Management responsibility

BTC Administration manager shall be responsible for managing health and safety within the organisation. They shall be conducting monthly health and safety inspections to ensure effectiveness of the arrangements. Overall health and safety management in the company shall be reviewed by the top management annually and this policy shall be kept updated by incorporating the necessary changes to improve the performance.

10. Staff responsibilities

All staff members are responsible to take good care of their own safety and health and are required to report any hazards, risks or any incidents to the management on time. Staff must co-operate with the management and comply with all the safety procedures and work protocols.

All staff members are expected to follow the office protocol mentioned below:

- i. Always use civilised language and maintain moderate noise while speaking within the office area.
- ii. Always be respectful to others so that you can expect the same from other people. Ensure that all your actions, omissions or behaviour do not adversely affect the other people around you.

- iii. While inside the office, keep the ringing volume of your mobile phones to minimum; if possible put them in vibrating mode. Avoid using speakers, use headphones if necessary.
- iv. Avoid small discussions around your work space; use the meeting room for having official discussions with your colleagues.
- v. Keep your work space neat and tidy and ensure good housekeeping standards at all the times.
- vi. Always maintain team spirit, avoid gossiping or unnecessarily grumbling. Speak up if you have concerns and clear them out.

10. Bullying

BTC follow a “Zero tolerance policy” towards any type of bullying, abuses, threatening, assaulting etc. Anyone misbehaving with their colleagues or customers shall be liable to face rigorous disciplinary and/or legal actions taken against them.

11. Consultation

BTC management shall be more than happy to consult with our staff members regarding any matter related to health and safety in the workplace. A staff member shall be selected as the safety representative who shall be co-ordinating and communicating with the management on all health and safety matters during the monthly meetings.

Approved on the 3rd of April, 2023.

Hari Prasad

G. Hari Prasad

Managing Director
Brainingsafe Training and Consulting Private Limited

BTC/HSE-Policy/001 - 03 April 2023

QUALITY POLICY

Brainingsafe Training and Consulting Private Limited (hereinafter called BTC) are committed to ensure quality in all aspects of their operations. BTC shall be promoting an organisational culture embedded with quality as a core value. BTC shall always strive to provide high quality training programme to produce high quality students with cutting edge competencies and employability.

BTC management assumes overall responsibility to achieve quality and our staff shall be delegated to implement the quality procedures in accordance with the system in place.

In consideration of the current status of the organisation, BTC aims to achieve effective quality management and continual improvement by implementing a quality management system which shall be evolved around the following key areas:

A. Internal Quality Controls for the inputs and processes of our operations:

1. BTC shall achieve excellent levels of quality by introducing internal quality control measures for all inputs of our operations.
2. Internal quality controls shall be implemented for the location, area, staff, offices, training centres, equipment, training materials, documents, procedures, etc.
3. BTC shall provide location, office facilities, furniture, equipment etc. that comply with quality standards to suit the work processes in the company.
4. All our employees shall be selected and recruited to ensure competencies necessary to deliver quality service in the organisation. Their core competencies shall be further developed and updated through good quality training.
5. Systems and procedures shall be implemented to ensure smooth, effective and accurate operation for all important processes.
6. Documentation shall be controlled by a competent person with overall responsibility to ensure quality, continuity and accountability.

7. Smooth level of communication with quality, transparency and accuracy shall be ensured throughout all our operations with all our internal as well as external stakeholders.

8. Quality training materials in accordance with the stipulated syllabus shall be developed and/or procured, and provided to our students.

9. BTC shall be selecting partners, suppliers and external service providers by checking quality standards for their products or services.

B. External Quality controls for the output of our operations

1. To achieve our aim of producing students of high quality and calibre, we shall ensure international quality standards for our training programmes.

2. Competencies of our trainers shall be ensured through continuous assessments and further development of their skills.

3. Formative and summative assessments for students shall be carried out in a formal, fair and transparent manner, strictly in accordance with the accreditation bodies.

4. BTC shall strictly follow the malpractice policy of our accreditation bodies, any kind of malpractice by our students shall not be tolerated and stringent actions shall be taken against such persons.

C Evaluation and Review

1. Evaluation methods for assuring the required levels of quality in all above areas shall be planned, developed and implemented by BTC Accreditations Manager.

2. Regular inspections and audits shall be conducted to ensure effectiveness of quality management systems and procedures in place by our internal staff as well as by external auditors. Recommended actions for improvements shall be taken on priority.

3. Evaluation of the quality and effectiveness of our facilities, services, training materials and training provision shall be continually assessed for every batch by using a student evaluation system.

4. Suggestions and complaints from students as well as other stakeholders shall be analysed and necessary actions shall be taken to correct any discrepancies.

5. BTC shall always co-operate and fully comply with the quality checks and audits conducted by our accreditation bodies. Recommended actions for improvements shall be taken on priority.

D. BTC shall be hiring the services of a quality management consultant to advise the management in developing and implementing ISO 9001 quality management system in the company.

E. BTC shall fully comply with all the requirements of the international standard in order to achieve continual improvement of quality management in our organisation.

Approved on the 3rd of April, 2023.

Hari Prasad

G. Hari Prasad

Managing Director
Brainingsafe Training and Consulting Private Limited

DATA PROTECTION POLICY

A. Brainingsafe Training and Consulting Private Limited is a company registered under the Indian Companies Act, 2013, with the Ministry of Corporate Affairs, India and our corporate identification number is U74999KL2018PTC054031. Our registered address is Prasad Bhavan, Kallumala P.O., Kerala-690110, India.

B. Brainingsafe Training and Consulting Private Limited (hereinafter called 'BTC') believes that protecting the data collected from any individuals or organisations for various purposes in relation to our operations and the services rendered by us is very important to protect our organisation from loss of reputation, legal and other risks. The management takes the responsibility and accountability in relation to ensuring data protection.

C. The purpose of this policy is to ensure that all individuals such as potential, current or formerly candidates, employees, accreditation bodies, suppliers of products or services, contractors, users of our website etc. (hereinafter collectively called 'Data Subjects') are clear about the types of data that we collect from the Data Subjects and how we handle those information.

This policy also aims to comply with all the requirements of legal as well as industry specific standards by setting up the technical and organisational arrangements, rules and regulations, systems and procedures etc. This policy shall also identify people and their responsibilities related to data security and protection, within and outside the organisation.

D. BTC's Data Protection Principles:

1. BTC shall be responsible and accountable for protection of data collected from Data Subjects.
2. BTC shall collect, process, and store data from Data Subjects in a fair, lawful, and transparent manner.
3. BTC shall collect data for the specified and legitimate purposes only. Data shall not be sold, disclosed, traded or rented to others.

4. BTC shall ensure that data is adequate, relevant, accurate, up-to-date, and data shall be stored in a secured manner by using the necessary technical controls.
5. Data processing shall be done in a secured manner by implementing technical and organisational measures to prevent unauthorised use, alterations, disclosure, destruction and accidental loss, damage etc.
6. BTC has appointed R. Preetha as the Data Protection Officer of the company. The Data Protection Officer shall regularly test BTC's data protection systems, privacy measures and procedures that are in place to ensure their effectiveness and compliance with regulatory requirements.
7. All BTC staff shall be given clear instructions and adequate training so that they shall strictly adhere to the data protection policy and principles. All BTC staff members shall be responsible to collect, handle, process, and transfer personal data with due regard to the risks involved with it and they shall execute their duties in regard to data protection in an honest and truthful manner at all times.
8. Processing, storing, using, sharing and retrieving of all electronic data shall be conducted by BTC in accordance with the provisions of the Indian Information Technology Act, 2008.
9. BTC management is aware of the rights of the Data Subjects and we respect those rights. BTC management shall do everything reasonably possible to protect the rights of our Data Subjects.
10. BTC shall collect information from our potential and current candidates, this information shall be passed on to the accreditation bodies for admission and certification processing purposes. Only those relevant information that are essential for such processes shall be collected and shared. The awarding bodies also shall respect the rights of candidates and they shall use such personal data as per their data protection policies and legal standard.
11. Any third party data processors shall be selected by checking their data protection policies and data shall be handled by them on behalf of BTC strictly on the basis of a written agreement to ensure compliance with the legal requirements as well as the BTC data protection principles.

12. This Data Protection Policy of Brainingsafe Training and Consulting Private Limited shall be consistently applied throughout our operations. This policy shall be reviewed and kept up-to-date by incorporating any changes that are necessary to improve its effectiveness.

13. Data Subjects can contact us on any matters relating to their privacy or BTC's Data Protection Policy by emailing the same to info@brainingsafe.com.

Approved on the 3rd of April, 2023.

Hari Prasad

G. Hari Prasad

Managing Director
Brainingsafe Training and Consulting Private Limited

MALPRACTICE POLICY

Brainingsafe Training & Consulting is focused on imparting world class safety training by conducting international safety courses like NEBOSH IGC (UK), at very affordable investment.

We are committed to comply with all the conditions in relation to NEBOSH accreditation, quality assurance and NEBOSH Malpractice policy, in order to safeguard the integrity of our institution as well as the authenticity of NEBOSH qualifications.

We are committed to provide NEBOSH, its representatives or regulators, reasonable access to NEBOSH course programmes, class rooms, materials etc. This includes unannounced visits to NEBOSH examination halls at the time of examinations.

We are committed to make all students of NEBOSH IGC aware of NEBOSH malpractice policy and malpractice investigation procedures. Examples of student malpractices are:

- a) failing to follow the instructions of an invigilator, or a supervisor of NEBOSH;
- b) disruptive behaviour in any manner in the examination hall;
- c) introduction of unauthorised material into the examination hall; e.g. notes, study materials, blank paper, personal organisers, mobile phones and other similar electronic devices etc.;
- d) obtaining (or attempting to) receiving, exchanging or passing on information by talking, written or non-verbal communication;
- e) copying from other candidates, allowing others to copy from one's own examination paper or collaborative work with other candidates during examination;
- f) the inclusion of inappropriate, offensive or obscene material in candidate scripts;
- g) false identity or arranging someone else to take one's place in the examination;
- h) alteration, falsification or forgery of any results, or certificates;

We are committed to use our best endeavours to conduct NEBOSH IGC Examinations in a fair manner, without allowing any kind of malpractices or breaches of NEBOSH malpractice policy. Any suspected Malpractice or breach of Malpractice policy by any student of NEBOSH IGC Examination shall be reported to NEBOSH immediately.

Approved on the 3rd of April, 2023.

Hari Prasad

G. Hari Prasad

Managing Director

EQUALITY AND DISABILITY POLICY

A. Equal Opportunities Policy

1. Brainingsafe Training and Consulting Private Limited (hereinafter called 'BTC') adopts an inclusive policy to consider all our employees and students with due respect and equal regard to everyone irrespective of gender, age, race, colour, nationality, sexual orientation, disability, religion or caste.
2. BTC management shall take all reasonably possible efforts to promote equality and inclusiveness to all our employees and students. BTC shall strive to provide employment opportunities to every employee in our organisation in a fair manner so that everyone can achieve their full potential.
3. BTC shall strive to provide training and education opportunities to every student in our organisation in a fair manner so that everyone can achieve their full potential.
4. At BTC, we shall provide an atmosphere which shall be characterised with warmth and mutual respect so that every employee and/or student shall be able to work or attend training in a free and fearless manner, without being subjected to any kind of harassment.
5. This equal opportunities policy shall be applied throughout the period of employment of every employee of BTC.
6. This equal opportunities policy shall be applied throughout the period of training and examination attended by any disabled student of BTC.
7. This equal opportunities policy is subject to applicable legal and other obligations, qualifications and merit of the employees as well as students.

B. Disability Policy

1. BTC shall not discriminate, exclude, or restrict anyone including our employees and students with disabilities. Opportunities shall not be denied to anyone merely on the basis of their disability, unless it is a proportionate means of achieving a legitimate aim.

2. BTC shall arrange to provide barrier-free accessibility to our premises, reasonable accommodation, and appropriate type of assistive devices to any of our staff with disabilities as well as any students with physical disabilities, special educational needs etc.

3. BTC shall provide appropriate amenities and facilities and adequate level of training to our employees and students with disabilities in order to ensure that they can do their work or attend training, effectively and smoothly.

4. BTC HR & Administration Manager shall be responsible to ensure that all effective arrangements are in place to provide a comfortable atmosphere to include any of our disabled employees as well as candidates upon request.

5. BTC HR & Administration Manager shall be responsible to ensure that the relevant provisions of the Rights of Persons with Disabilities Act, 2016 are being complied with.

6. BTC Training Manager shall be responsible to make the necessary provisions related to reasonable adjustments for any of our disabled students during their examinations, and to inform candidates about those arrangements.

7. Students who are genuinely disadvantaged due to any kind of disability, special educational needs, temporary illnesses, injuries, bereavement etc. to access their assessments shall inform us about their condition in advance by following the procedures set for that purpose. BTC shall follow the policies of the awarding body in such conditions in order to make the arrangements for such students.

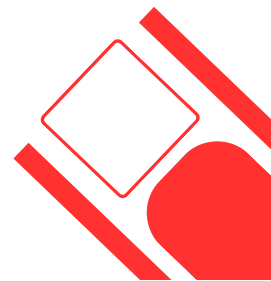
8. This policy of BTC shall be made available to all our employees and candidates directly as well as through other communication vehicles, company publications etc.

Approved on the 3rd of April, 2023.

Hari Prasad

G. Hari Prasad - Managing Director

BTC/MP - Policy/004 - 004 April 2023



LEARNER COMPLAINT POLICY

This policy outlines the procedure which shall be followed by Brainingsafe Training and Consulting Private Limited, (hereinafter called BTC) for resolving any sort of complaints raised by our current or old students (hereinafter called 'Students').

1. BTC follows a policy that welcomes any type of complaints from our students that are related to the services they have received from us. BTC shall take steps to resolve complaints received from our students in a fair and legitimate manner within a reasonable time period.
2. Students should initially lodge their complaint with BTC Student Affairs Officer by using the Student Complaints Form. Students should provide all the details that are required in the Student Complaints form.
3. Students shall get feedback about their complaints from BTC Student Affairs Officer within five working days after receipt of the complaint.
4. In case the decision taken or feedback given by the BTC Student Affairs Officer is found to be unsatisfactory, Students shall raise the matter to the Head of course provider within five working days after receipt of the decision or feedback from BTC Student Affairs Officer. Students can use the complaints form for that purpose. Students shall get a feedback about their complaints from the Head of course provider within five working days after receipt of the complaint.
5. If not satisfied with the way the complaint is resolved by the Head of course provider; then Students have the right to bring the issue to the notice of the accrediting body. NEBOSH students can email their complaints to info@nebosh.org.uk.

Approved on the 5th of April, 2023.

Hari Prasad

G. Hari Prasad
Managing Director

BTC/MP - Policy/004 - 004 April 2023

LEARNER COMPLAINT

FORM

Write Your Personal Information : (PLEASE USE CAPITAL)

First Name :

Surname Name :

Mobile : _____ **Learner Number :** _____

E-MAIL : _____

Course Selected : IOSH MS Nebosh IGC Medic First aid ISO 45001

Date of Attendance :

GIVE A DETAILED DESCRIPTION OF THE NATURE OF YOUR COMPLAINT

Date :

_____ **Learner's Signature**

For Office Use	
Received By : _____	Date : _____

NEBOSH INTERNATIONAL GENERAL CERTIFICATE



nebosh

LEARNING
PARTNER

BRONZE 1502

SYLLABUS GUIDE

IG1 - MANAGEMENT OF HEALTH & SAFETY

Theory based paper with open book assessment.

IG2 -RISK ASSESSMENT

Risk assessment based on our practical experience from the workplace

NEBOSH IGC

An award winner for their outstanding performance in international trading, NEBOSH (The National Examination Board in Occupational Safety and Health) is regarded as a highly reputed international awarding body of the UK with charitable status, founded in 1979.

NEBOSH offers a wide range of globally recognised and highly respected health, safety and environmental qualifications. Around 1,70,000 students have achieved this qualification across globe.

NEBOSH IGC is one of the most sought after international qualifications, which allows candidates to gain recognition of their skills and knowledge in the field of health and safety management.



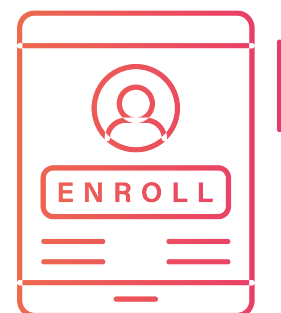
Who can take this course?

The course is suitable for:

- Everyone who wish to work in the field of health and safety.
- Managers, Supervisors with health and safety responsibilities.

Entry requirement

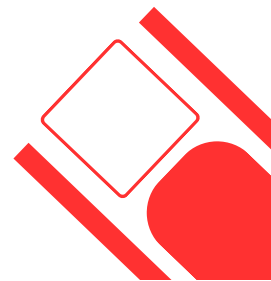
There are no entry requirements for this qualification, however it is important that learners have a suitable standard of English language in order to understand and articulate the concepts contained in the syllabus.



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

SYLLABUS SUMMARY

Unit IG1 - Elements		Tution hours	Assessment
1	Why we should manage workplace health and safety	3	Question paper Open Book Examination 24 hours Unit IG1 Management of health and safety Elements 1.1, 1.2 and 3.4 are also assessed by the practical assessment (Unit IG2)
2	How health and safety management systems work and what they look like	2	
3	Managing risk - Understanding people and processes	14	
4	Health and safety monitoring and measuring	7	
Unit IG2 - Elements		Tution hours	Assessment
5	Physical and psychological health	7	Practical assessment Unit IG2: Risk assessment
6	Musculoskeletal health	6	
7	Chemical and biological agents	6	
8	General workplace issues	10	
9	Work Equipment	5	
10	Fire	3	
11	Electricity	2	



Digital assessment

The digital format is an open book examination which, unlike an invigilated paper-based examination, allows learners to sit their NEBOSH assessment in their own home or another safe and suitable location.



The qualification is assessed for two units.

Unit 1 - Open Book Exam with a scenario based question paper.

Unit 2 - Risk Assessment. Practical assessment.

For Unit 1 digital assessment learner must complete the assessment and upload answer sheets within 24 hours from the exam start time.



For unit you will be given a weeks time following exam date to submit practical risk assessment.

Closing interview



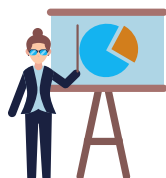
We will contact you to complete closing interview based on your unit 1 digital assessment. Everyone must attend this closing interview and answer the questions to verify that it was a genuine work done by you on the digital assessment.

Failure to attend closing interview will affect your digital assessment results being declared.

Course schedule



Hours Taught



Hours Private Study



Digital assessment procedures

Go to the following link to get more information on the Digital assessment:

<https://www.nebosh.org.uk/digital-assessments/certificate/resources-to-help-you-prepare/>

Declaration of results

Result declaration date is mentioned on the assessment registration confirmation which is sent to your registered email id.

It will take approximately 45 working days for the results to declare officially.



Parchment

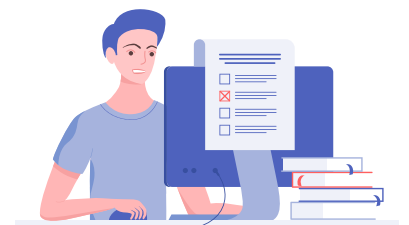


If you successfully pass both the units then you will get your parchment within 20 working from the date of result declared.

EAR - Enquiry about results

If your results are not upto your expectation you can apply for EAR to re-mark your script entirely.

Contact BTC staff for more information.



Nebosh Policies & Procedures

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





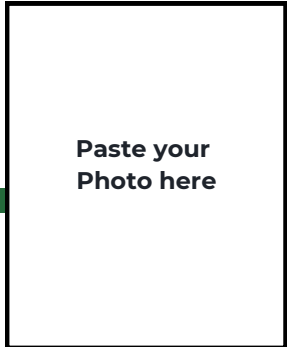
Fees Structure

Exam Registration	20000
Tuition Fees	15000
Course Material	5000
Administration Charges	5000
Total Fees in INR	<u>45000</u>

GST 18% shall be applicable



LEARNER REGISTRATION FORM



Write Your Personal Information : (PLEASE USE CAPITAL)

First Name :

Surname Name :

Date Of Birth : ____ / ____ / ____ **Nationality** : _____ **Gender** : Male Female

Address : _____
 : _____ **Postal code** : _____

Mobile : _____ **Alternate** : _____

E-MAIL : _____ **Educational Qualification** : _____

Work Experience : _____ **Mode of Study** Full time Re-sit

ID Submitted : Driving Licence Passport Aadhar Others _____

COURSE DETAILS

IOSH Managing Safely
 Nebosh IGC

ISO Lead Auditor
 Medic First Aid

Others _____

Training Date : _____

Location : _____ **Exam Date** : _____

I hereby declare that all the information given above are true to the best of my knowledge and belief. I also state that I have received course handbook and understood the terms and conditions.

For Office Use

Verified By : _____ **Date :** _____

_____ **Learner's Signature**

LEARNER REGISTRATION

FORM

Terms & Conditions

● Course Fees

You hereby agree to pay full fees incurred from your registration to complete the course.

● Reminders

You hereby give a consent to us to contact you through email/phone or WhatsApp in future for any delayed payments or to recur any payments outstanding from you.

● Refund

Registration fees is non-refundable once learner is registered with accreditation body. Please refer our Refund Policy from Handbook.

● Deferrals

Training schedules and venue are subject to change due to any unforeseen circumstances which might arise from time to time and those changes shall be intimated to our learners in advance.

● Payments

Payments can be done by cash/Cheque/DD/Bank, Please see the details below:

Bank Account

Bank Name: Punjab National Bank, Mavelikara Branch.
Account Name: Brainingsafe Training & Consulting Pvt. Ltd.
Current Account Number: 4314002100005387
IFSC Code: PUNB0431400

Cheque or DD in the Name of "**Brainingsafe Training & Consulting Pvt. Ltd.**

I have read and understood the terms and conditions mentioned above, and they are explained to me by the learning partner before registration.

Name :

Date :

Learner's Signature

LEARNER AGREEMENT

Learner commitment statement

All learners are expected to show their commitment towards the following principles:

- To be active, enthusiastic to create a positive learning environment.
- To provide the correct personal information and the right type of personal identification documents; to refrain from providing any false information to Brainingsafe and NEBOSH.
- To have a good level of English skills, equivalent to an IELTS score of 6.
- To attend all the training sessions diligently and regularly by maintaining the set timings.
- To be studious and to be participative in the training sessions both offline / online and to submit their assignments, model examinations, formative assessments, summative assessments etc. on time.
- To prepare themselves for achieving success in the NEBOSH IGC examinations.
- To comply with all the principles, policies and procedures set by Brainingsafe and NEBOSH.
- To have good communication skills, etiquette and manners.
- To respond to any communication sent to them by Brainingsafe and NEBOSH from time to time.
- To pay all their fees completely and on time.
- To be respectful to all staff and other members of Brainingsafe and NEBOSH.
- To understand that offensive or bad behaviour to our staff members shall be treated seriously and Brainingsafe shall take action against those people.
- To restrain themselves to any kind of plagiarism or other malpractices, to fully understand and strictly follow the NEBOSH malpractice policy.

LEARNER AGREEMENT

Learning Partner Commitment Statement

Brainingsafe are committed to provide a quality service to our learners in all aspects, further we are committed to:

- Provide study material, learning management system access to all learners upon registration.
- Start and complete the training programme as per the time schedule.
- Maintain high professional standards in delivering the syllabus for Nebosh IGC.
- Engage learners by asking questions, providing home assignments, case studies and formative assessment to prepare to improve your learning.
- To provide constructive feedback on the formative assessments including learning management system assessment to improve you learning style.
- Report any suspicious malpractices to Nebosh.

This agreement serves as a pledge for students and the learning partner in achieving the mutual objectives.

Learner

Learning Partner

I have read and understood learner commitments stated above.

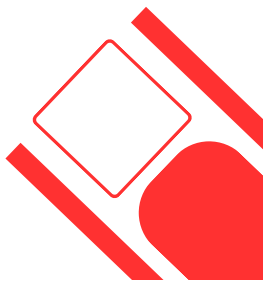
Hari Prasad

Learner Signature

Signature

Date :

Date :



Learner Support Services

You shall be receiving emails from your Academic Counsellor regarding all the information about how to attend training, training schedule, login details etc.

Tutor Support Services

Appointment	Online	Phone
Call the Academic counsellor and fix up a 30 minutes appointment to meet your Tutor and have one-on-one discussions about the topics.	Send your queries to your Tutor by email or Whatsapp. Your queries shall be answered within 24 hours.	Call your Tutor to clear any doubts related to the topics. Time: From 5PM to 6PM Monday to Saturday





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