



**Green World Group**

*Pioneers in HSE Consultancy  
and Training*

**Green World Group**

**NEBOSH - IGC - STUDENT COURSE GUIDE  
& ASSESSMENT REVIEW**

**DOC. NO: GWG-MP-006**

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**Date: 5<sup>th</sup> August 2023**

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**Date: 8<sup>th</sup> August 2023**

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# NEBOSH

## International General Certificate

– Student Course Guide  
& Assessment Review



nebosh

LEARNING  
PARTNER

GOLD

733

This is your course guide for NEBOSH International General Certificate. It provides the basic and fundamental information about your course of study. This guide is to be used as a guide reference for the duration of the course.

In particular, if any important aspects relating to your course syllabus/curriculum were to change then we will inform you in accordance with the change in specification likewise. The teaching and support teams which you will get to know over time will refer to this guide – it will be useful to you and we advise you to make good use of it throughout your tenure of study with GWG.

The Course Guide should be read in conjunction with the more general sources of information which relate to all students at the institute. The Student Handbook (Doc ref: GWG-MP-003) is a very detailed reference point for all issues relating to your studies which aren't specific to just your particular course.

You could refer to the student terms and conditions (Doc ref: GWG-CP-FRM-TC-005); the center/institute Policies and Regulations which would provide you with all of the information that we think you will need for your period of study with GWG. If you need additional information, or you simply want to discuss elements of any of these documents or other aspects of your course, find that there is something you need to know, please contact your Academic Counsellor or at the contact details below.

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The below list of NEBOSH policies and procedures are also available on the Learning Partner website:

1. Reasonable Adjustments and Special Consideration
2. Policy Regarding Candidate Certificates including corrections and reissues
3. Malpractice Policy and Procedures
4. Enquiries About Results (EARs) and Appeals Policy and Procedures
5. Refund Policy and Procedure



## SERVICES

### Faculty Student Services

We can help with the administration and organization of your time at the institute – from enrolment and course registration, course fee enquiries, attendance support, course management and lifecycle queries, extenuating circumstances, leave of absence, transfers and changes, practical assessment submission, assessment and result queries, right through to attaining the qualification.

You can also come and talk to us for impartial advice and support if things are starting to go wrong and you're not sure who else to talk to. The main thing to remember is that you are not alone and we see a large number of students over the course of a year on a variety of issues, so please feel free to approach us.

We are here to ensure that your transition into attaining the qualification and going beyond is as smooth as possible. Normal office opening hours are Sunday-Friday 09:00-18:00 (UAE & KSA), 10:00-18:00 (India – all regions)

You can contact us through via email: [info@greenwgroup.com](mailto:info@greenwgroup.com)

## MESSAGE FROM CHAIRMAN

“Nurturing and celebrating our learner’s talents and achievements are at the core of all we do every day.”

Welcome to Green World Group!

For close to a decade and half, we have provided high quality international education to learners across many regions in Pan-India, MENA, UAE and beyond. Numerous generations of GWG learners have attended quality based HSE training from a range of course portfolios we have on offer. GWG institutes have experienced continuous progress due to our commitment to educational excellence. Our mission continues to drive our growth and progress, building on strong foundations and on continual engagement with the learner even after the course of study.

Our teams of professional educators/tutors are dedicated to helping each student attain his or her maximum potential, both academically and socially.

I hope that the literature on our websites and this very student guide will convey something of the ethos and atmosphere of Green World Group and our regional offices globally. However, words and pictures are no substitute for direct experience, so I cordially invite you and potential learners to visit and experience our ‘state of the art’ training personally and see firsthand what makes GWG institutes a journey to reckon.

Yet, in today’s world, no institution of repute and quality can afford to sit on its laurels. So, a decisive vision is being engineered that will help GWG gain a global reputation, and go where no others have ever ventured into.



**MANIKANDAN GOBINATH**  
Chairman/ Head of Learning Partner  
Green World Group of Companies

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## WELCOME NOTE FROM THE CEO/LEAD TUTOR

On behalf of the teaching and support teams from all regions of Green World Group, I would like to extend to you a very warm welcome to our facility. My name is Sanker Srikumar and I am the CEO/Lead Tutor for your program of NEBOSH International General Certificate and alongside your academic counselor/ dedicated personal tutor, I would also be a point of contact over the aduration of your studies across the various learning groups. My contact details are as below and please don't hesitate to get in touch if you need any support or guidance.

The successes which you will achieve whilst at the Institute are based upon a partnership between the expertise and support from our staff here and the effort you put into learning. We welcome students who are eager to think for themselves, to take control of their own learning and who are ready to get involved in developing the skills required in a highly competitive field of Health and Safety. Make the most of the wide range of opportunities available to you.

Studying at institute might seem difficult, and for many of you the transition into vocational training life along with your professional work will be challenging. However, we will support you throughout your course, particularly whilst you develop into an independent learner over the course of your study with us. We believe it is important that you are encouraged to make your own contribution to the effective operation and development of your chosen course. We do hope that you might consider acting as a Course Representative during some of your time with us to help the institute and continue to improve your experience.

I would like to wish you every success with your studies. We look forward to working with you and hope that you enjoy your time with us.



**SANKER SRIKUMAR**  
CEO/Lead Tutor  
Green World Group of Companies

## EDUCATIONAL AIMS OF THE COURSE

This qualification is designed so that full time/part time and distance learning students are able to complete the course with the required no. of taught hours. By the end of the course you will have enhanced your knowledge and understanding in Health & Safety concepts and principles, theoretical frameworks and applied analysis through a range of learning experiences which may include live case studies, visiting speakers and blended learning.

You will also develop key skills in formulating and managing basic activity research, presentations, problem-solving and organising and managing group-based activities. In today's highly dynamic global environment, a complexity of factors, including technology, enterprise and innovation, have a significant impact on the culture of Health and Safety functions.

### WHAT MAKES THIS PROGRAMME DISTINCTIVE?

The NEBOSH International General Certificate is internationally recognized as being at the forefront of Health and Safety education. This course may be studied full time/part time and distance/remote learning. It has high quality blended learning support and has access to excellent learning facilities.



# COURSE STRUCTURE

## NEBOSH IG – 1 COURSE OUTLINE

Element	Course Content	Learning Outcome - The candidate will be able to :
1- Managing workplace health and safety	<ul style="list-style-type: none"> <li>• Reasons for maintaining health and safety</li> <li>• Duties of different categories of people in an organization</li> <li>• Duties of client to manage contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Justify health and safety improvements using moral, financial and legal arguments</li> <li>• Advise on the main duties for health and safety in the workplace and help their organization manage contractors</li> </ul>
2- Health and safety management system	<ul style="list-style-type: none"> <li>• Elements of health and safety management system</li> <li>• Features of Health and safety Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Work within a health and safety management system, recognizing what effective policy, organizational responsibilities and arrangements should look like</li> </ul>
3- Managing Risk- Understanding people and process	<ul style="list-style-type: none"> <li>• Concept of health and safety culture and how it influences performance</li> <li>• Improving health and safety at work</li> <li>• Human factors influencing behavior</li> <li>• Principles of Risk assessment</li> <li>• Hierarchy of controls</li> <li>• Developing and implementing a safe system of work</li> <li>• Role and function of a permit to work system</li> <li>• Emergency procedures</li> <li>• First Aid at work</li> </ul>	<ul style="list-style-type: none"> <li>• Positively influence health and safety culture and behavior to improve performance in their organization</li> <li>• Do a general risk assessment in their own workplace profiling and prioritizing risks, inspecting the workplace, recognizing a range of common hazards, evaluating risks (taking account of current controls), recommending further Control measures, planning actions.</li> <li>• Recognize workplace changes that have significant health and safety impacts and effective ways to minimize those impacts.</li> <li>• Develop basic safe systems of work (including taking account of typical emergencies) and knowing when to use permit-to-work systems for special risks</li> </ul>
4- Health and safety Monitoring and Measuring	<ul style="list-style-type: none"> <li>• Reporting of incidents</li> <li>• Incident Investigation Procedure</li> <li>• Indicators used to monitor the effectiveness of management system</li> <li>• Audit, Types of audit, Stages of audit</li> <li>• Review of health and safety performance</li> </ul>	<ul style="list-style-type: none"> <li>• Take part in incident Investigations</li> <li>• Help their employer to check their management system effectiveness through monitoring, audits and reviews</li> </ul>

Nebosh IGC syllabus guide version: 1

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# NEBOSH IG-2 COURSE OUTLINE

## – PRACTICAL ASSESSMENT

Element	Course Content – Hazard Categories	Learning Outcome and Procedure to carry out Risk Assessment
5- Physical and Psychological Health	<ul style="list-style-type: none"> <li>• Noise – Effects of noise, Control measures, health surveillance</li> <li>• Vibration – Effects of vibration, vibration Control measures , Role of health surveillance</li> <li>• Radiation- Ionizing &amp; Non-Ionizing radiation, Occupational sources of radiation, Control measures , Radiation protection strategies</li> <li>• Mental ill-health – Symptoms of worker with mental ill-health, Causes and controls of stress</li> <li>• Violence at work – Types of violence at work, Job and activities which increase the risk of violence, Control measures to reduce risk of violence.</li> <li>• Substance Abuse at work – Risk to health and safety from substance misuse, Control measures to reduce risk from substance misuse.</li> </ul>	<ul style="list-style-type: none"> <li>• The candidates have to Carry out a risk assessment at their workplace comprising of the outlined hazard categories from element 5-11.</li> <li>• The assessment comprises of 4 stages as below,               <ol style="list-style-type: none"> <li>1. Description of organization and methodology used : the learner should describe the name of the organisation, site location, how many workers are employed by the organisation; a general description* of the organisation which must include products manufactured or services provided and the types of activities undertaken and shift patterns worked; a description of the area to be included in the risk assessment. Post description the candidates may need to write down the source of information consulted during the assessment and the consultations received.</li> </ol> </li> </ul>
6- Musculoskeletal Health	<ul style="list-style-type: none"> <li>• Work related upper limb disorder : ill health due to poorly designed work station</li> <li>• Risk factors contributing to the ill health and the potential control measure</li> <li>• Manual Handling : Types of manual handling injury, Good lifting technique and controlling manual handling risk</li> <li>• Load Handling Equipment: Hazards and controls for load handling equipments, Requirements for safe lifting</li> </ul>	<ol style="list-style-type: none"> <li>2. Risk assessment: based on the understanding of the hazard categories, the candidates may need to write down 10 different hazards from at least 5 different hazard categories and the potential people who may be harmed and how. Each of the mentioned hazards to be given certain existing control measures and the suggested control measures with the responsible person to reduce the risk associated.</li> <li>3. On completing the above sections the candidates may need to pick the 3 highest priority/most urgent actions needing attention. These actions can be associated with the same or different hazards/hazard categories; the important thing is that they need to be highest priorities for action Based on your understanding with IG1, the candidate may need to provide a statement of justification to convince management to implement the controls.</li> </ol>



7- Chemical and Biological agents	<ul style="list-style-type: none"> <li>• Hazardous substances – Physical forms, Chemical nature of substance, acute and chronic health effects</li> <li>• Assessment of health risks - , Route of entry, Defense mechanism, Safety data sheet, hazardous substance monitoring</li> <li>• Occupational exposure limits – Purpose of occupational exposure limit, Long-term and short-term limit, Limitation of exposure limit</li> <li>• Control measures to hazardous substance exposure</li> <li>• Specific agents : Asbestos, Carbon monoxide, silica, wood dust, Cement, Legionella, Leptospira and blood borne viruses</li> </ul>	4. The last section corresponds to set a realistic review date for the risk assessment and say why the review date was chosen then indicate how the findings of the risk assessment are to be communicated (verbal or written up date and the methods to be used, eg, email, notice boards) and who needs to know the information. Finally provide an indication on how you will follow-up on the risk assessment to check that the actions have been carried out.
8- General Workplace issues	<ul style="list-style-type: none"> <li>• Health, welfare and work environment</li> <li>• Working at height : Risk of working at height, Hierarchy of selecting equipment, Precautions for preventing fall, Emergency rescue, Precautions while working with work equipment</li> <li>• Safe working in confined space : Hazards associated, Precautions in \ safe system of work, Permit to work consideration</li> <li>• Lone working : Examples of lone working, Hazards and control measures of lone working.</li> <li>• Slips and Trips : Causes of slip and trip, Control measures to prevent slip and trip</li> <li>• Safe Movement of People and vehicles in workplace : Hazards to pedestrians, Hazards form workplace transport operations, Control measures to mange workplace transport</li> <li>• Work Related driving</li> </ul>	
9- Work Equipment	<ul style="list-style-type: none"> <li>• Hand held tools, Machinery hazards and control measures for machinery, maintenance of equipment with hazards and control measures</li> </ul>	
10- Fire	<ul style="list-style-type: none"> <li>• Fire principles, Fire prevention and prevention of fire spread, Fire alarm and detection systems, Fire fighting systems, Fire Evacuation</li> </ul>	
11- Electricity	<ul style="list-style-type: none"> <li>• Hazards and risk with electricity,</li> <li>• Control measures to minimize the risk of electric shock.</li> </ul>	

Source: Nebosh IGC Syllabus Guide Version- 1, Specification date: October 2018

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## ASSESSMENT OF THE COURSE

Assessments are an important and integral part of all NEBOSH courses which are administered by Green World Group under the NEBOSH Learning Partner Number – 733. Green World Group works in accordance with the principles laid down by NEBOSH for the various assessments as well as in accordance with the all applicable quality and standards which needs to be adhered to.

In particular, Green World Group would like to ensure that all enrolled learners would benefit from the assessment which goes an extra mile from simple testing of student's factual knowledge. We put into practice steps that would encourage you to get involved in various activities throughout the class/training session which would help you in a longer term prospective. We will also take necessary steps to help students on how to assess themselves as future health and safety professionals. One way of this initiative is by encouraging learners to get enrolled in IOSH CPD system and provide continuous support on how to maintain it.

### -Purpose and Principles of Assessment

Under the vocational education system, 'assessment' describes any processes that appraise an individual's knowledge, understanding, abilities or skills.

### The Series of Assessments Would:

- Allow you to validate that you have met the learning outcomes of the course and modules;
- Be explicit, valid and reliable;
- Enable you to reflect on your performance during training session all the way until the final examination, following timely, meaningful and useful feedback;
- Encourage you to identify your strengths and weaknesses, and support you to improve on the Same
- Be clear and explicit to about the marking scheme and grading criteria.

### Assessment Methods

During the course of study, you will undertake a variety of assessment methods which may include:

- Mock Tests – actual written exam scenario
- Daily question assignments and homework
- Book review (or article) from a third party reference or internet
- Group Work & activities
- Sample risk assessment report writing
- Oral examination
- Via questions and pop quiz questions raised on whatsapp

The assessment methods listed above can be used as either formative or summative assessment methods. The Formative assessment is designed to provide learners with feedback on progress and inform development during the course of study. The Summative assessment measures a learner's achievement of the intended learning outcomes of a certain subject element which would contribute to the overall knowledge and understanding.

## LEARNER FEEDBACK

The learning partner's expected turnaround period for feedback on mock tests/ internal revision assessments is approximately 24/48 hours from submission. Feedback can be provided either in hard copy or electronically as appropriate and as per instructions to students.

The feedback can take many forms, including:

- Face to face – allows your tutor to provide personalized feedback focused on improvements.
- Generic feedback – allows your tutor to provide early group feedback to identify common issues to be shared with the whole group.
- Email / Telephone call
- Whatsapp groups for collective knowledge transfer.

## MARKING OF ASSESSMENTS (FINAL EXAMINATION)

The marking of final assessments is done by NEBOSH board in UK for every unit paper attended. On successfully passing both the examination units, the learner would obtain the certificate.

On declaration of results and the outcome is not satisfactory, learners are allowed to appeal via the Learning partner or directly to NEBOSH to consider a remarking. The procedure for the same is detailed out in the learner handbook or you may also approach the concerned Academic Counselor of the respective region for further guidance.



## RESULTS

Your qualification grade is based only on the result from the question paper (Unit IG1). But you need to achieve a 'Pass' in both units (Unit IG1 and IG2) before the parchment can be issued. The grading boundaries are as follows:

Above 75 – Distinction

65 – 74 – Credit

46 – 64 – Pass

Below 45 – Referred.

When you have completed both units, you are normally considered to have completed the whole qualification. We will then send you a qualification parchment within 40 working days of your final successful unit. We will only issue individual Unit certificates on written request.

## EMPLOYABILITY IN THE CURRICULUM

Successful completion of the NEBOSH Internal General Certificate provides a much-sought after academic expertise which would enhance your career prospects in a number of managerial roles across a wide range of HSE sectors.

A variety of interactive learning activities will support the achievement of the course learning outcomes. Learning will involve both classroom engagement and out of classroom activities (actual site visits if possible, case study scenarios) including the use of blended learning environments. Flexible and interactive resource-based learning opportunities will be a feature of learning. Personal reflection and collaborative learning will be vital components of this course.

Students will encounter a number of learning activities during a variety of formal lectures, seminars and tutorials. The course will make use of techniques such as case studies, problem solving activities, discussions (both structured and unstructured), action learning sets, evaluation of mock assessments and feedback for exam preparation with guest speaker inputs. Students will be expected, and directed, to read from a range of sources, including a few online journals/articles. Students will work autonomously as well as interactively within group exercises. Both formative and summative assessment tasks will enhance opportunities for learning.



## SUPPORT WITH YOUR STUDIES

The institute have a key source of academic information for students providing access to:

- Online library resources (books, journals, etc.)
- Study areas to allow students to study in the environment that suits them best: state of the art learning facility, quiet and silent areas.
- Academic skills support via whatsapp groups / interactive tutor support (email / call)
- Dedicated Subject Pages to enable you to explore key online information sources that are recommended for their studies.



## COURSE SPECIFIC SUPPORT

A personal tutor at Green World is allocated to every student. Personal tutors maintain regular communication (virtual and/or face-to-face) with each of their designated tutees. Follow up meetings are arranged with students who are not making satisfactory progress or who are at risk of withdrawal. Personal tutors assist students in their personal and academic development, planning and progression. The tutor / lead tutor will monitor the academic and experiential quality of the Course through emails, whatsapp groups and other channels. The lead tutor also supports and directs students proactively on the Course, both collectively and individually, and responds to inquiries and requests from students with regard to the academic programme of study.

Student support and guidance will be offered on a number of levels. Specific subject based tutors from a panel of experts at Green World will provide guidance to students on topic related issues.

In vocational education, the term 'contact hours' is used very broadly, to refer to the amount of time that you spend learning in contact with teaching or associated staff, when studying for a particular course. This time provides you with the support in developing your subject knowledge and skills, and opportunities to develop and reflect on your own, independent learning. Contact time can take a wide variety of forms depending on your subject, as well as where and how you are studying. Some of the most common examples are:

- Lectures
- Electa-live (virtual training session)
- Demonstrations where applicable
- Work-based learning (including real life case study scenarios)
- such as on line, skype, telephone, whatsapp
- Seminars
- Tutorials
- Practical classes and workshops
- Scheduled virtual interaction with tutor

In vocational form of education, you as the student take primary responsibility for your own learning. In this context, contact time with teaching and associated staff is there to help shape and guide your studies. It may be used to introduce new ideas and equip you with certain knowledge or skills, demonstrate practical skills for you to practice independently, or to provide personalized feedback.

Alongside contact time, private or independent study is therefore very significant. This is the time that you spend learning without direct supervision from, or contact with, a member of staff. It might include background reading, preparationforassessments/mocktest, follow-up work, wider practice, the completion of assignments, revision, and so on.