



nebosh

Enrolment Policy for NEBOSH Diploma Level Qualifications

Version 9 (April 2023)

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1. Policy

This Policy covers the enrolment rules for learners who study the:

- NEBOSH Level 6 National Diploma for Occupational Health and Safety Management Professionals (May 2023)
- NEBOSH Level 6 International Diploma for Occupational Health and Safety Management Professionals (May 2023)
- NEBOSH National Diploma for Occupational Health and Safety Management Professionals (July 2020 specification)
- NEBOSH International Diploma for Occupational Health and Safety Management Professionals (July 2020 specification)
- NEBOSH National Diploma in Occupational Health and Safety (November 2015 specification)
- NEBOSH International Diploma in Occupational Health and Safety (November 2015 specification)
- NEBOSH National Diploma in Environmental Management (September 2016 specification)
- NEBOSH International Diploma in Environmental Management (September 2016 specification)

The policy covers the initial enrolment process (Section 2), the process for moving enrolment between Learning Partners (Section 3) and extending the unit(s) validity period (Section 4). For Appeals against declined enrolment extensions, see Section 5.

2. Enrolment rules

Learners must enrol with NEBOSH before registering for the unit assessments. The enrolment will normally take place at the start of the learner's course of study but could be carried out at the same time as they are registered for their first assessment. NEBOSH Learning Partners are responsible for enrolling their learners.

Once the enrolment has been processed and accepted by NEBOSH, the learner will initially be enrolled with NEBOSH for five-years; this is the amount of time that the learner will have to complete the qualification (pass all units). NEBOSH will send an enrolment letter to the learner which will show the enrolment period end-date.

However, once the learner has passed a unit, the enrolment start date will then move to be the same date as the declaration date (the date printed on the unit certificate) for the first successful unit(s).

If the first successful unit(s) are five or more years old and the learner has still to complete the qualification, these unit(s) will no longer count towards the qualification awarding and will need to be retaken. Once this happens, the enrolment start date will then move again to be the same as the declaration date for the next successful unit(s).

This process will continue until the learner has passed all units and, therefore, completed the qualification.

A learner's enrolment will only expire when the qualification has not been completed and all successful units have expired; or if there are no successful unit(s) in the five-year enrolment period; or if the learner has not attempted or been marked as absent for assessment(s) in the five-year enrolment period.

Once the enrolment period has expired the learner will have to re-enrol and re-take all units in order to achieve the qualification. A NEBOSH enrolment fee will apply, please refer to the [Learner fee list](#), available to download from the [Policies and Procedures](#) section of our website.

3. Enrolment transfer between Learning Partners

A learner can choose to transfer their enrolment from one Learning Partner to another at any time during the enrolment period. The new Learning Partner and the learner must agree between them the level of any fees to be charged by the new Learning Partner. A NEBOSH transfer fee will also apply.

The learner must complete a form (which can be obtained from the new Learning Partner) and obtain a signature from the new Learning Partner to show that the new Learning Partner has approved the enrolment transfer.

The learner or the Learning Partner will send the completed form and the appropriate fee to NEBOSH for processing. NEBOSH will process the application and send a letter to the learner which confirms the transfer. The enrolment period will not change, ie the enrolment end-date will be the same as the date on the initial enrolment letter unless a unit has been passed (see Section 2).

4. Unit validity extension rules

If the learner cannot complete the qualification within the five-year enrolment period, then they apply to NEBOSH for a unit validity extension.

A learner can apply for one extension to their unit validity period, ie they can extend the amount of time that the unit is valid/will count towards the final qualification. If the qualification is not completed after the extension, then the unit will expire and will have to be retaken in order for the learner to complete the qualification.

4.1 Unit validity extension process

A unit will expire/is valid towards the qualification for five years minus one day from the declaration date (the date printed on the unit certificate) of the unit. For example, if Unit A has a declaration date of 8 July 2020, the unit will expire on 7 July 2025.

Should the learner be unable to complete the qualification (pass all units within a five-year period), they will be able to apply for one validity date extension per unit as long as they meet the criteria given below. The extension will be for no more than 12 months. Requests must be submitted via the Learning Partner. Learners who do not have a



current Learning Partner must contact us on +44 (0)1162634700, use our [contact us](#) form, or chat to us online at www.nebosh.org.uk for further advice. The application must be accompanied by:

- a timetable for completion of the qualification (see Appendix A);
- supporting evidence must be provided which shows why the learner was unable to complete the qualification and needs an extension to the validity period of a unit(s), eg medical evidence, etc (see Appendix B).

Only learners who can evidence **extenuating circumstances** will be allowed an extension to a unit validity period. The reasons which would be considered include:

- maternity or paternity leave which means that the learner cannot their assessment(s);
- the learner has a serious illness or injury, has undergone major surgery or has pregnancy complications;
- the learner's spouse/partner/child has a serious illness or injury or has undergone major surgery;
- the death of a close relative, ie the learner's spouse, partner, parent, child or sibling;
- the learner is posted overseas on active duty and is unable to complete the unit assessment(s);
- other issues of a similar nature, eg those issues covered by the Equality Act 2010;
- local/global interruption resulting in restriction in examinations.

Work commitments **will generally not** be accepted as an extenuating circumstance. However, all requests will be reviewed, and a decision made on a case-by-case basis.

The learner **must** provide **current** evidence which supports the reason for the application. Please see Appendix B for further details.

If the extension is successful, the unit validity period for each unit forming the application will be extended by a period which NEBOSH considers adequate to allow the learner to complete the qualification. The extension period will start from the expiry date of the unit in question, irrespective of when the extension is requested. Once an extension has been applied to a unit's validity date, this will automatically extend the enrolment period.

The outcome will usually be sent to the learner within 20-working days of receipt of the application.

Should the learner's application be declined they will have the opportunity to appeal. If an appeal is made then the learner or the Learning Partner must follow the Appeals Procedure which forms part of this Policy (see Section 5). The enrolment period/unit validity periods will continue/remains the same during the appeal, ie the remaining enrolment period will not be suspended during the Appeal Procedure.

Applications which are submitted without a completion timetable and supporting evidence WILL NOT be accepted.

4.2 Additional extension requests

Once an extension request has been processed per unit no subsequent requests will be accepted. If the learner does not complete the qualification after the extension, they will need to re-enrol and take all unit assessments (including any units which had previously been passed) in order to achieve the qualification.

4.3 Learners who have been banned and/or had results declared void

Learners who have been banned/declared void must note that the original enrolment period/unit validity periods will continue and not be suspended during the period of the ban. For example, if the learner has a unit with a four-year validity period and is banned for 2 years, the unit will be valid for 2 years after the ban has been lifted.

5. Appeals

If a learner or Learning Partner is dissatisfied that the extension request was declined, they may request an appeal.

Please note that the original enrolment period will continue and not be suspended during the appeals process, ie if the learner has 8 weeks of their original or extended enrolment period remaining, the learner will have 4 weeks of their enrolment period remaining after a Stage 1 Appeal.

Please refer to the NEBOSH Appeals Policy (Q020) for details of the Appeals process. The written evidence and the findings of the investigation will be reviewed by the Head of Operations and Delivery for a Stage 1 Appeal.

6. Document control

Document reference	CX028
Business Unit	Deliver and Improve
Area	Operations
Version	9
Effective from	April 2023
Contact	Head (Operations and Delivery)
Owner	Director (Operations)

Appendix A – Example of a completed timetable

TIMETABLE FOR COMPLETION OF A NEBOSH DIPLOMA*

* See Section 1.

Section 1 – instructions for completion

This form **must** be completed and uploaded as part of the learner's unit validity extension request. An application for an extension which does not include a completed timetable will not be processed by NEBOSH.

Section 2 Please complete with all requested learner details and indicate whether these have changed since the learner's last contact with NEBOSH.

Section 3 Please give details of all units which the learner has successfully completed (include the assessment and declaration dates).

Section 4 The timetable must be completed to show how the learner is intending to complete the qualification during the extension period. The learner should include the unit and month/year that each assessment is to be attempted.

Section 2 – learner details

Learner name: [Mr John Smith](#)

Learner number: [00000000](#)

Learner address: [21 The Street, Leicester. LE19 1QW](#)

Learner's email address: john.smith@exampleemail.co.uk

Learner's contact telephone number(s): [+44\(0\)116 263 4700](#)

Qualification: [National Diploma in Occupational Health and Safety](#)

Enrolment expiry date: [dd / mm / yyyy](#)

Learning Partner (name and number): [ABCD Training \(5001\)](#)

Section 3 – details of completed units

Please complete the following table:

Unit	Assessment date*	Declaration date**
C	dd January yyyy	15 April yyyy

* Assessment date (this will be shown on the annual enrolment report)
 ** Declaration date (the date printed on the unit certificate)

Section 4 – timetable for completion of outstanding units

Please complete the following table to show when the outstanding units will be taken:

Assessment Date	January assessments	February assessments	March assessments	May: assessments	July assessments	August assessments	September assessments	November assessments
Units to be taken	Unit A dd January yyyy			Unit DNI dd May yyyy				

Appendix B – unit validity extension request reasons and required evidence

Other reasons not stated here will be considered on a case-by-case basis by NEBOSH.

Reason	Evidence required
Military deployment / posting overseas	Letter from employer
Pregnancy / Maternity / Paternity Leave	<ul style="list-style-type: none"> • Statutory notification form • Letter from employer
Sole carer for close relative due to illness	<ul style="list-style-type: none"> • Letter from learner confirming the details AND • Confirmation from the Learning Partner
Personal health issues	Letter from GP or hospital
Death, illness or injury of spouse/partner or other immediate family members	<ul style="list-style-type: none"> • Letter from learner confirming the details AND • Confirmation from the Learning Partner
Stress or other mental illness such as depression	Letter from doctor
Jury service	Letter from the relevant Court