



nebosh

Unit Validity Extension for Certificate Qualifications

Version 3

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1. Policy

This policy is to document the requirements to request a unit validity extension for NEBOSH Certificate level qualifications that require successful completion of more than one unit within a specific time period.

For Appeals against declined enrolment extensions, see Section 3.

2. Unit validity extension rules

If the learner cannot complete the qualification within the validity period, then they may apply to NEBOSH for an extension.

A learner can only apply for one extension for each of the units associated to a qualification. If the remaining units of a qualification are not successfully completed within the extension period, the extended unit will no longer be valid, and the learner will be required to re-sit the unit(s) that have expired to complete the qualification.

Learners are only able to request an extension up to a maximum of 12-months. The amount of time provided to each unit validity extension request is reviewed on a case-by-case basis.

2.1 Unit validity extension process

Where qualifications require more than one unit to successfully complete the overall qualification each successful unit has a validity period. Unit validity period information is available in the qualification's syllabus guide. If you would like to confirm the expiry date of your individual units please contact us on +44 (0)1162634700, use our [contact us](#) form, or chat to us online at www.nebosh.org.uk.

A unit is valid towards the qualification for unit validity period minus one day from the declaration date (the date printed on the NEBOSH results letter and, when issued, the unit certificate).

For example, the unit validity for the NG1 is five years. A declaration date of 15 October 2019, the unit will expire on 14 October 2024.

The following table shows the unit validity for each multiple unit certificate level qualification

Qualification	Unit Validity
NEBOSH National General Certificate in Occupational Health and Safety (2018 specification)	5 years
NEBOSH International General Certificate in Occupational Health and Safety (2018 specification)	5 years
NEBOSH National Certificate in Environmental Management (2012 specification)	2 years

NEBOSH Environmental Management Certificate (2021 specification)	5 years
NEBOSH National Certificate in Construction Health and Safety (2014 specification)	5 years
NEBOSH International Certificate in Construction Health and Safety Certificate (2014 specification)	5 years
NEBOSH National Certificate in Fire Safety and Risk Management (2014 specification)	5 years
NEBOSH International Certificate in Fire Safety and Risk Management (2014 specification)	5 years
NEBOSH Certificate in Fire Safety (2020 specification)	5 years

If the learner is unable to successfully achieve all the required units to complete the overall qualification due to extenuating circumstance, an application to extend the unit(s) validity can be submitted.

Only learners who can evidence **extenuating circumstances** will be granted an extension to a unit validity period.

The reasons which would be considered include:

- maternity or paternity leave which means that the learner cannot complete 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, eg 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 application must be accompanied by:

- a timetable for completion of the qualification (see Appendix A);
- supporting evidence 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 (see Appendix B).

Requests must be submitted via the Learning Partner. Learners who do not have a current Learning Partner can contact us on +44 (0)1162634700, use our [contact us](#) form, or chat to us online at www.nebosh.org.uk for further advice.

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 but will be no longer than 12-months. 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 validity 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 (Q020) which you can find on the [NEBOSH website](#). The enrolment period/unit validity periods will continue/remain the same during the appeal, eg the remaining enrolment period will not be suspended during the Appeal Procedure.

Applications which are submitted without a completion timetable and supporting evidence are unable to be processed until the relevant information is received.

2.2 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-sit any expired units in order to achieve the qualification

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

Learners who have been banned/declared void must note that the original unit validity period 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.

3. 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 unit validity 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 and Procedure (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.

4. Document control

Document reference	CX023
Business Unit	Delivery and Improvement
Area	Operations
Version	3
Effective from	July 2022
Contact	Head of Operations and Delivery
Owner	Head of Operations and Delivery

Appendix A – Example of a completed timetable

TIMETABLE FOR COMPLETION OF A NEBOSH CERTIFICATE*

* 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's 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: [Dominus Way, Meridian Business Park, 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 General Certificate 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**
NGC1	dd January yyyy	15 April yyyy

* Assessment date (this will be shown on the Learners CPI record)
 ** 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	February	March	April	May	June
Units to be taken	NGC1 05 January 2020					
Assessment Date	July	August	September	October	November	December
Units to be taken						

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	Letter from the learner confirming the details with 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	Letter from the learner confirming the details with confirmation from the Learning Partner
Stress or other mental illness such as depression	Letter from doctor
Jury service	Letter from the relevant Court