



Becoming a NEBOSH Learning Partner

Version 1.1 – July 2025

NEBOSH Learning Partner application guide



This is a step-by-step guide to completing the NEBOSH application process to become a Learning Partner.

This section covers the initial application process in the NEBOSH Learning Partner Portal at: hub.nebosh.org.uk/LearningPartnerPortal

1

Visit the [Learning Partner Portal](https://hub.nebosh.org.uk/LearningPartnerPortal) or follow the link provided in your Welcome email.

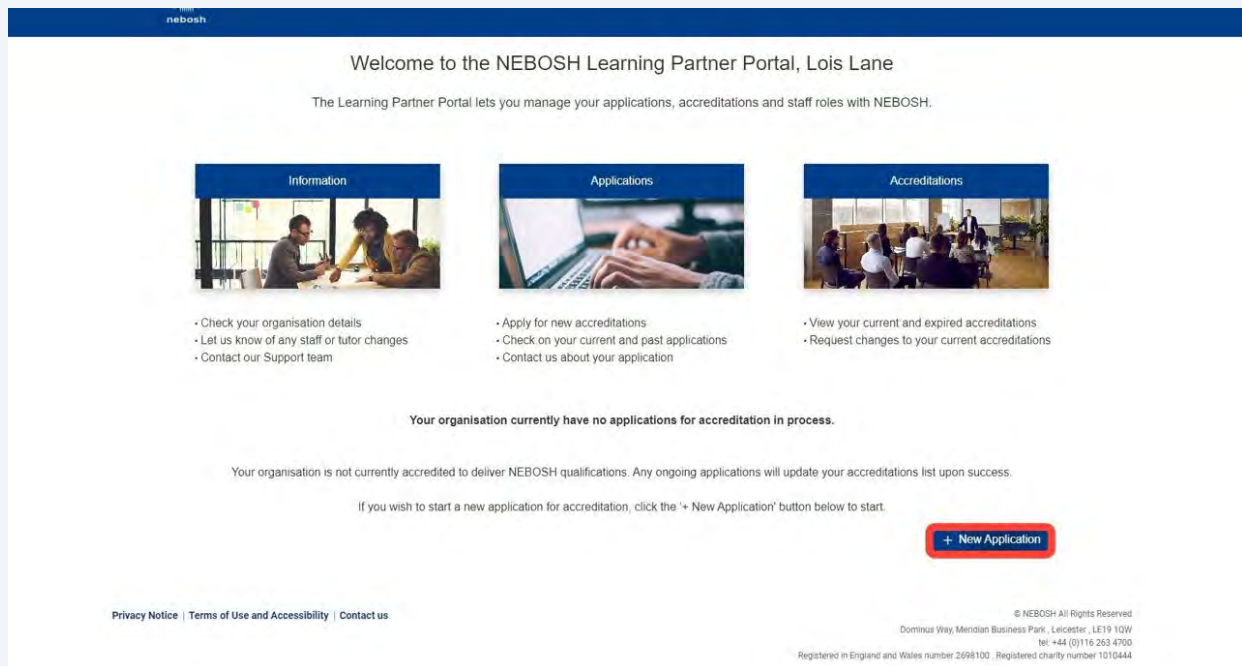
2

Please change your password, ensuring it meets the complexity requirements specified, to log into the Learning Partner Portal.

A screenshot of the NEBOSH Learning Partner Portal's 'Change Your Password' page. The page has a grey background with the NEBOSH logo at the top center. Below the logo, the title 'Change Your Password' is displayed. The main content area is a white box containing the following elements: a prompt to 'Enter a new password for jason17@nebosh.org.uk', a note to 'Make sure to include at least:', three radio button options for '8 characters', '1 letter', and '1 number', two password input fields labeled '* New Password' and '* Confirm New Password' (both with red eye icons for toggling visibility), a 'Change Password' button, and a footer note stating 'Password was last changed on 02/10/2024, 16:14'. A red rectangular box highlights the two password input fields and the 'Change Password' button.

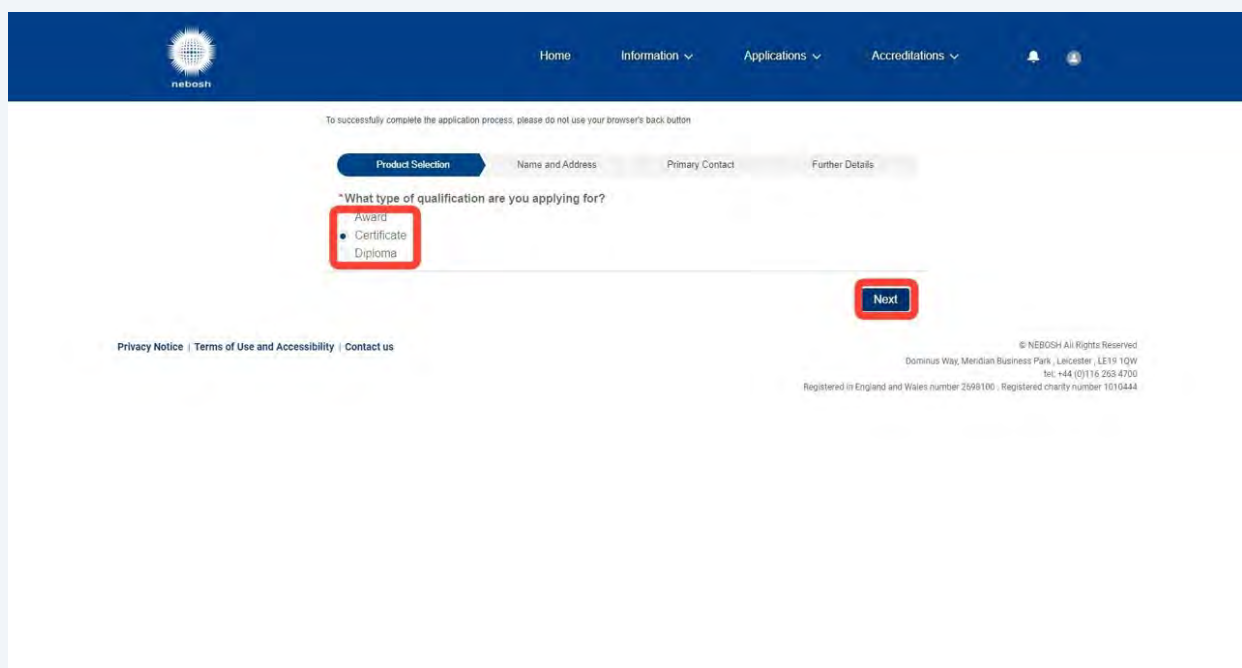
3 Welcome to the NEBOSH Learning Partner Portal.

To start the initial application process, click the 'New Application' button.



4 Choose the type of qualification you are applying for and click next.

*If this is your first application, you will only be able to choose from Award and Certificate level qualifications.



5 Choose the qualification you are applying for and click 'Next'.

The screenshot shows the NEBOSH application form at step 5. The header is dark blue with the NEBOSH logo and navigation links: Home, Information, Applications, and Accreditations. A warning message states: "To successfully complete the application process, please do not use your browser's back button". The form has four tabs: Product Selection (active), Name and Address, Primary Contact, and Further Details. A red box highlights the "Which qualification are you applying for?" section, which lists various NEBOSH certificates. The "International General Certificate" is selected with a radio button. Below the list are "Back" and "Next" buttons. The footer includes links for Privacy Notice, Terms of Use and Accessibility, and Contact us, along with copyright and contact information for NEBOSH.

Home Information Applications Accreditations

To successfully complete the application process, please do not use your browser's back button

Product Selection Name and Address Primary Contact Further Details

Which qualification are you applying for?

- ☐ Certificate in Process Safety Management
- ☐ Health and Safety Leadership Excellence
- ☒ International General Certificate
- ☐ International Oil & Gas Certificate v2
- ☐ National General Cert (Oct 18 spec)
- ☐ NEBOSH Certificate in Fire Safety (April 2020 Specification)
- ☐ NEBOSH Environmental Management Certificate (April 2021 specification)
- ☐ NEBOSH Health and Safety Management for Construction (International)
- ☐ NEBOSH Health and Safety Management for Construction (International)
- ☐ NEBOSH Health and Safety Management for Construction (UK)
- ☐ NEBOSH HSE Certificate in Managing Stress at Work
- ☐ NEBOSH HSE Certificate in Manual Handling Risk Assessment
- ☐ NEBOSH IIRSM Certificate in Managing Risk

Back Next

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6 Select the Language/s and Modes of Study you want to deliver, then click 'Next'.

The screenshot shows the NEBOSH application form at step 6. The header is dark blue with the NEBOSH logo and navigation links: Home, Information, Applications, and Accreditations. A warning message states: "To successfully complete the application process, please do not use your browser's back button". The form has four tabs: Product Selection (active), Name and Address, Primary Contact, and Further Details. Below the tabs, it says "You are applying to deliver the International General Certificate qualification." and "Please select the language/s and modes of study you would like to deliver:". There is a search bar and a list of 45 items with 1 item selected. The list has two columns: Language and Mode of Study. The "English" language and "Virtual Delivery" mode of study are selected and highlighted with a red circle. Below the list is a "Next" button. The footer includes links for Privacy Notice, Terms of Use and Accessibility, and Contact us, along with copyright and contact information for NEBOSH.

Home Information Applications Accreditations

To successfully complete the application process, please do not use your browser's back button

Product Selection Name and Address Primary Contact Further Details

You are applying to deliver the International General Certificate qualification.

Please select the language/s and modes of study you would like to deliver.

45 of 45 items • 1 item selected Search this list

Language	Mode of Study
<input type="checkbox"/> English	External Students
<input type="checkbox"/> English	E-Learning
<input type="checkbox"/> English	Full Time Block Release
<input type="checkbox"/> English	Part Time & Evening
<input checked="" type="checkbox"/> English	Virtual Delivery
<input type="checkbox"/> French	External Students
<input type="checkbox"/> French	E-Learning
<input type="checkbox"/> French	Full Time Block Release
<input type="checkbox"/> French	Part Time & Evening

Next

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Review the name and address details displayed, and enter any missing information, then click 'Next'.

The screenshot shows the NEBOSH application form at step 7, 'Review the name and address details'. The form is titled 'To successfully complete the application process, please do not use your browser's back button'. It features a progress bar with four steps: 'Name and Address' (active), 'Primary Contact', 'Your Organisation', and 'Your Organisation'. The form fields are as follows:

- * Organisation name: Daily Planet
- Organisation sector: Communications
- Address:
 - Street: [Empty]
 - City: Metropolis
 - State/Province: [Empty]
 - Zip/Postal Code: 10017
 - Country: USA

A red 'Next' button is located at the bottom right of the form. At the bottom of the page, there is a footer with links for 'Privacy Notice', 'Terms of Use and Accessibility', and 'Contact us'. The footer also includes the NEBOSH logo and contact information: '© NEBOSH All Rights Reserved', 'Dominus Way, Meridian Business Park, Leicester, LE19 1', 'tel: +44 (0)116 263 4', and 'Registered in England and Wales number 2698100, Registered charity number 1010'.



Alert! If you are not the primary contact for this application you will not be able to proceed.

NB: If you are not the primary contact, select 'No' on the screen below and enter the contact details of the correct primary contact. NEBOSH will contact them so they can complete the application.

8

Are you the primary contact for the application? If so, select 'Yes', then click 'Save & Next'.

The screenshot shows the NEBOSH application form at step 8, 'Primary Contact'. The progress bar at the top indicates that steps 1 through 4 are completed, and step 5, 'Primary Contact', is the current step. The question asks, '* Are you the primary contact for this application?'. There are two radio button options: 'Yes' (selected) and 'No'. A red box highlights the 'Yes' option. To the right of the question is a 'Save & Next' button, also highlighted with a red box. The footer contains links for 'Privacy Notice', 'Terms of Use and Accessibility', and 'Contact us', along with copyright information for NEBOSH and its registered address in Leicester.

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Primary Contact

* Are you the primary contact for this application?

☒ Yes

☐ No

Save & Next

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Review these details. Please ensure all fields relevant to your organisation and all mandatory fields are completed.

The screenshot shows the NEBOSH application form at step 9, 'Further Details'. The progress bar at the top indicates that steps 1 through 5 are completed, and step 6, 'Further Details', is the current step. The form contains several fields: '* Primary contact email address' (filled with 'jason18@nebosh.org.uk'), '* Telephone Number' (filled with '658776576595'), '* Website URL' (empty, highlighted with a red box), 'Company registration number (if applicable)' (empty), 'Legal name (if different from the organisation name)' (empty), and 'Please upload your company registration certificate' (with 'Upload Files' and 'Or drop files' buttons). A red box highlights the '* Website URL' field. The footer contains links for 'Privacy Notice', 'Terms of Use and Accessibility', and 'Contact us', along with copyright information for NEBOSH and its registered address in Leicester.

To successfully complete the application process, please do not use your browser's back button

Further Details

* Primary contact email address
jason18@nebosh.org.uk

* Telephone Number
658776576595

* Website URL
Website URL must start with 'http://' or 'https://'

Company registration number (if applicable)

Legal name (if different from the organisation name)

Please upload your company registration certificate

Upload Files Or drop files

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10 Upload your company registration certificate by clicking 'Upload Files'.

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Further Details Your Organisation Your Training Offering

*Primary contact email address
jason18@nebosh.org.uk

*Telephone Number
658776576595

*Website URL
https://dailyplanet.com

Company registration number (if applicable)

Legal name (if different from the organisation name)

Please upload your company registration certificate

Upload Files Or drop files

Save & Next

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11 Click 'Done'.

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To successfully complete the application process, please do not use your browser's back button

Further Details Your Organisation Your Training Offering

*Primary contact email address
jason18@nebosh.org.uk

*Telephone Number
658776576595

*Website URL
https://dailyplanet.com

Company registration number (if applicable)

Legal name

Please upload your company registration certificate

Upload Files Or drop files

Save & Next

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Upload Files

Company Registration Certificate.txt
17 B

1 of 1 file uploaded

Done

12 Click 'Save & Next'.

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To successfully complete the application process, please do not use your browser's back button

Further Details Your Organisation Your Training Offering

*Primary contact email address
jason18@nebosh.org.uk

*Telephone Number
658776576595

*Website URL
https://dailyplanet.com

Company registration number (if applicable)

Website URL must start with 'http://' or 'https://'

Legal name (if different from the organisation name)

Please upload your company registration certificate

Upload Files Or drop files

Save & Next

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13 Complete the details relating to your organisation on this screen.

Enter the date your organisation began operating in the following format - e.g. 31 Dec 2024 - or click the calendar icon and select the date from the calendar displayed.

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To successfully complete the application process, please do not use your browser's back button

Your Organisation Your Training Offering NEBOSH Qualification(s)

*Who are the owners of your organisation?
Morgan Edge

*How long has your organisation been operating?
Format: 31 Dec 2024

How many employees does your organisation have?
100

*What is your gross revenue from training operations?
£5,000,000

Please upload your company registration certificate

Are you connected to a professional body concerned with health and safety and/or government body concerned with health and safety and/or other organisation? If yes, list government body or organisation here.

Upload Files

Today

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14 Enter your annual turnover in GBP.

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✓ Your Organisation Your Training Offering NEBOSH Qualification(s)

*Who are the owners of your organisation?
Morgan Edge

*How long has your organisation been operating?
1 Apr 1940

How many employees does your organisation have?
100

*What is your annual turnover?
|

*What is your gross revenue from training operations?
£5,000,000

Please upload the latest 2 years of audited accounts
Upload Files Or drop files

Are you connected with or have a relationship with the government body concerned with health and safety and/or a professional occupational safety and health organisation? If yes, list government body or organisation here.

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15 Enter the your training operations' gross revenue in GBP.

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To successfully complete the application process, please do not use your browser's back button

✓ Your Organisation Your Training Offering NEBOSH Qualification(s)

*Who are the owners of your organisation?
Morgan Edge

*How long has your organisation been operating?
1 Apr 1940

How many employees does your organisation have?
100

*What is your annual turnover?
£5,000,000

*What is your gross revenue from training operations?
5000000

Please upload the latest 2 years of audited accounts
Upload Files Or drop files

Are you connected with or have a relationship with the government body concerned with health and safety and/or a professional occupational safety and health organisation? If yes, list government body or organisation here.

Save & Next

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Please submit your accounts for the last two years by clicking 'Upload Files'.

NB: These can be in any currency - they do not need to be in GBP.

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To successfully complete the application process, please do not use your browser's back button

✓ Your Organisation Your Training Offering NEBOSH Qualification(s)

*Who are the owners of your organisation?
Morgan Edge

*How long has your organisation been operating?
1 Apr 1940

How many employees does your organisation have?
100

*What is your annual turnover?
£5,000,000

*What is your gross revenue from training operations?
£1,000,000

Please upload the latest 2 years of audited accounts

Upload Files Or drop files

Are you connected with or have a relationship with the government body concerned with health and safety and/or a professional occupational safety and health organisation? If yes, list government body or organisation here.

Save & Next

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17

Click 'Done'.

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To successfully complete the application process, please do not use your browser's back button

✓ Your Organisation Your Training Offering NEBOSH Qualification(s)

*Who are the owners of your organisation?
Morgan Edge

*How long has your organisation been operating?
1 Apr 1940

*What is your annual turnover?
£5,000,000

Please upload the latest 2 years of audited accounts

Upload Files

Year 1 Accounts.xlsx 14 KB ✓

Year 2 Accounts.xlsx 14 KB ✓

2 of 2 files uploaded

Done


Are you connected with or have a relationship with the government body concerned with health and safety and/or a professional occupational safety and health organisation? If yes, list government body or organisation here.

Save & Next

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18 Click 'Save & Next'.



To successfully complete the application process, please do not use your browser's back button

✓ Your Organisation Your Training Offering NEBOSH Qualification(s)


*Who are the owners of your organisation?
Morgan Edge

*How long has your organisation been operating?
1 Apr 1940

How many employees does your organisation have?
100

*What is your annual turnover?
£5,000,000

*What is your gross revenue from training operations?
£1,000,000

Please upload the latest 2 years of audited accounts
 Upload Files Or drop files

Are you connected with or have a relationship with the government body concerned with health and safety and/or a professional occupational safety and health organisation? If yes, list government body or organisation here.

Save & Next

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Alert! If training is your core business select 'Yes' and move onto the next question.

If training is not your core business select 'No'; another question box will appear. Please enter a date to indicate how long your training arm has been operating for.

To successfully complete the application process, please do not use your browser's back button

Home Information Applications Accreditations

✓ Your Training Offering NEBOSH Qualification(s) Learner Forecast

*Is training your core business?
No

*If training is not your core business, for how long has your training arm been operating?
1 Oct 2007

*In which countries do you intend to offer NEBOSH qualifications?
USA

*Who are your target learners?
Local people

How do you intend to recruit your target learners for NEBOSH qualifications?

Are you accredited to, or do you deliver training courses or qualifications for any other examination boards, professional bodies, and/or educational institutes? If yes, list organisations here.

Please specify if there are any specific companies you will be providing NEBOSH qualifications to.

19 Once you have completed the form, click 'Save & Next'.

*Is training your core business?
No

*If training is not your core business, for how long has your training arm been operating?
1 Oct 2007

*In which countries do you intend to offer NEBOSH qualifications?
USA

*Who are your target learners?
Local people

How do you intend to recruit your target learners for NEBOSH qualifications?

Are you accredited to, or do you deliver training courses or qualifications for any other examination boards, professional bodies, and/or educational institutes? If yes, list organisations here.

Please specify if there are any specific companies you will be providing NEBOSH qualifications to.

Do you have, or will you require, approval from any regulatory or government bodies to deliver NEBOSH courses in the country(ies) you intend to offer NEBOSH qualifications. If yes, list regulatory or government bodies here.

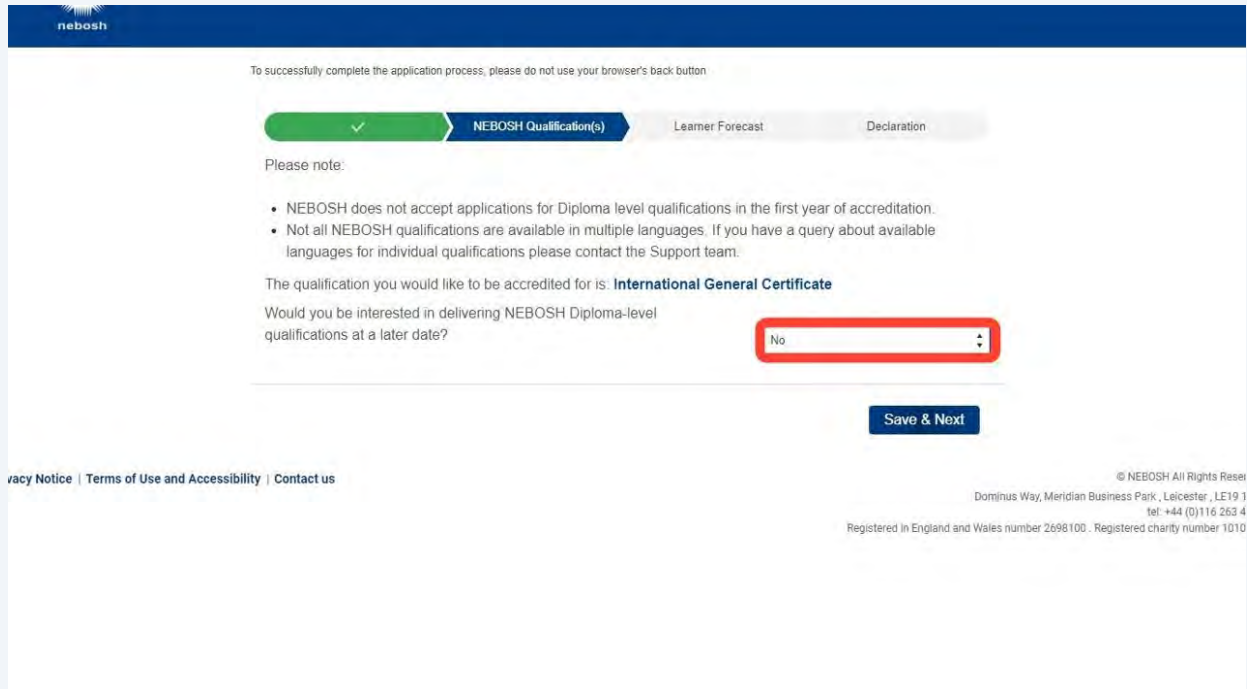
Save & Next

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In the first year of accreditation, NEBOSH does not accept applications for Diploma-level qualifications. If you would be interested in delivering Diploma-level qualifications in the future, please select 'Yes'. If not, please select 'No'.



To successfully complete the application process, please do not use your browser's back button

✓ NEBOSH Qualification(s) Learner Forecast Declaration

Please note:

- NEBOSH does not accept applications for Diploma level qualifications in the first year of accreditation.
- Not all NEBOSH qualifications are available in multiple languages. If you have a query about available languages for individual qualifications please contact the Support team.

The qualification you would like to be accredited for is: **International General Certificate**

Would you be interested in delivering NEBOSH Diploma-level qualifications at a later date?

No

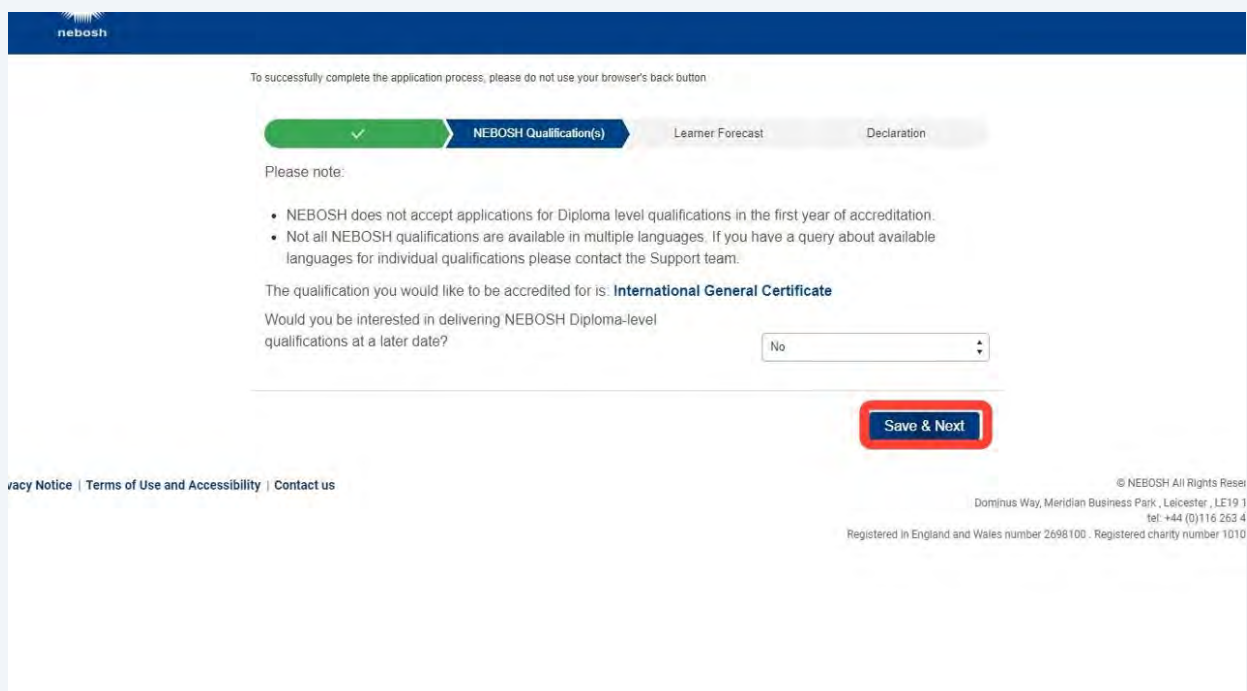
Save & Next

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21

Click 'Save & Next'.



To successfully complete the application process, please do not use your browser's back button

✓ NEBOSH Qualification(s) Learner Forecast Declaration

Please note:

- NEBOSH does not accept applications for Diploma level qualifications in the first year of accreditation.
- Not all NEBOSH qualifications are available in multiple languages. If you have a query about available languages for individual qualifications please contact the Support team.

The qualification you would like to be accredited for is: **International General Certificate**

Would you be interested in delivering NEBOSH Diploma-level qualifications at a later date?

No

Save & Next

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22 Fill in the number of learners you are forecasting for the next 3 years.

Click 'Save & Next'.

The screenshot shows the NEBOSH application interface. At the top, a progress bar indicates the current step is 'Learner Forecast', with previous steps marked with a checkmark and subsequent steps labeled 'Declaration' and 'Submitted'. Below the progress bar, a message states: 'If you are accredited by NEBOSH, please forecast the number of learners you will register in the current calendar year, and the following two years.' There are three input fields labeled '*Year 1', '*Year 2', and '*Year 3'. The first field contains the number '50', the second contains '100', and the third contains '150'. A red rectangular box highlights these three input fields. Below the fields is a blue button labeled 'Save & Next'. At the bottom of the page, there is a footer with links for 'Privacy Notice', 'Terms of Use and Accessibility', and 'Contact us', along with copyright information for NEBOSH and registration details for the organization in England and Wales.

To successfully complete the application process, please do not use your browser's back button

✓ Learner Forecast Declaration Submitted

If you are accredited by NEBOSH, please forecast the number of learners you will register in the current calendar year, and the following two years.

*Year 1 50 *Year 2 100 *Year 3 150

Save & Next

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Alert! Please be aware that submitting this application creates a binding contract between your organisation and NEBOSH.

The screenshot shows the NEBOSH application interface at the 'Declaration' step. The progress bar at the top shows the first two steps completed with checkmarks, and the current step is 'Declaration', followed by 'Submitted'. Below the progress bar, the section is titled 'Application Declaration'. A message states: 'Submission of this enquiry form is taken as a declaration that you have read and agreed to the following terms:'. A list of terms is provided, including: 'Any inaccurate or omitted information may result in the rejection of this application.', 'The information I have submitted will be reviewed by NEBOSH. My organisation then may or may not be invited to progress the application. At this stage payment of a non-refundable application fee is required.', 'The submission of an application to become a NEBOSH Learning Partner is treated as an offer to enter into an agreement with NEBOSH but is not binding to NEBOSH.', 'By submitting an application I confirm my organisation will adhere to NEBOSH mandatory policies and procedures.', 'NEBOSH reserves the right to reject an enquiry or application at its sole discretion.', and 'NEBOSH are unable to provide feedback on individual enquiries.' Below the list of terms, there is a red circular button with a checkmark icon. To the right of this button, the text reads: 'I declare that I am the person authorised by my organisation to submit an application to become a NEBOSH Learning Partner'. At the bottom of the page, there is a footer with links for 'Privacy Notice', 'Terms of Use and Accessibility', and 'Contact us', along with copyright information for NEBOSH and registration details for the organization in England and Wales.

To successfully complete the application process, please do not use your browser's back button

✓ ✓ Declaration Submitted

Application Declaration

Submission of this enquiry form is taken as a declaration that you have read and agreed to the following terms:

- Any inaccurate or omitted information may result in the rejection of this application.
- The information I have submitted will be reviewed by NEBOSH. My organisation then may or may not be invited to progress the application. At this stage payment of a non-refundable application fee is required.
- The submission of an application to become a NEBOSH Learning Partner is treated as an offer to enter into an agreement with NEBOSH but is not binding to NEBOSH.
- By submitting an application I confirm my organisation will adhere to NEBOSH mandatory policies and procedures.
- NEBOSH reserves the right to reject an enquiry or application at its sole discretion.
- NEBOSH are unable to provide feedback on individual enquiries.

☒ I declare that I am the person authorised by my organisation to submit an application to become a NEBOSH Learning Partner

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23 To submit your application please tick the box and click 'Submit'.

To successfully complete the application process, please do not use your browser's back button

✓ ✓ Declaration Submitted

Application Declaration

Submission of this enquiry form is taken as a declaration that you have read and agreed to the following terms:

- Any inaccurate or omitted information may result in the rejection of this application.
- The information I have submitted will be reviewed by NEBOSH. My organisation then may or may not be invited to progress the application. At this stage payment of a non-refundable application fee is required.
- The submission of an application to become a NEBOSH Learning Partner is treated as an offer to enter into an agreement with NEBOSH but is not binding to NEBOSH.
- By submitting an application I confirm my organisation will adhere to NEBOSH mandatory policies and procedures.
- NEBOSH reserves the right to reject an enquiry or application at its sole discretion.
- NEBOSH are unable to provide feedback on individual enquiries.

☒ I declare that I am the person authorised by my organisation to submit an application to become a NEBOSH Learning Partner

Submit

of Use and Accessibility | Contact us


24 Thank you for submitting your initial application. NEBOSH will review the application and contact you by email to inform you of the outcome.

Home Information ▾ Applications ▾ Accreditations ▾

To successfully complete the application process, please do not use your browser's back button

✓ ✓ ✓ Submitted

Thank you!



Your submission for your initial application has been received.

cessibility | Contact us

Dominus Way, Meridian

Registered in England and Wales number 2698100

How to submit a Learning Partner Full Application



If your initial application is approved by the NEBOSH panel, you will receive an email notification. This will invite you to submit a Full Application online in the Learning Partner Portal.

This section provides step-by-step guidance for submitting a Learning Partner Full Application online in the Learning Partner Portal. It includes tips and information on the necessary documentation to prepare, to help streamline the application process and minimise errors.

1 Navigate to <https://hub.nebosh.org.uk/LearningPartnerPortal/s/>

2 Log into the Learning Partner Portal and click the notification icon to view the message from NEBOSH.

A screenshot of the NEBOSH Learning Partner Portal. The top navigation bar is dark blue with links for Home, Information, Applications, and Accreditations. A red circle highlights the notification icon in the top right corner. Below the navigation bar, a welcome message reads "Welcome to the NEBOSH Learning Partner Portal, Lois Lane" and "The Learning Partner Portal lets you manage your applications, accreditations and staff roles with NEBOSH." There are three main sections: Information, Applications, and Accreditations, each with a representative image and a list of actions. The Applications section is highlighted with a red border. Below these sections, a table shows a list of Applications currently in progress, with columns for Application Name, Qualification, Languages, Stage, and Started Date. The first row shows "International General".

Home Information Applications Accreditations Notifications

Welcome to the NEBOSH Learning Partner Portal, Lois Lane

The Learning Partner Portal lets you manage your applications, accreditations and staff roles with NEBOSH.

Information

- Check your organisation details
- Let us know of any staff or tutor changes
- Contact our Support team

Applications

- Apply for new accreditations
- Check on your current and past applications
- Contact us about your application

Accreditations

- View your current and expired accreditations
- Request changes to your current accreditations

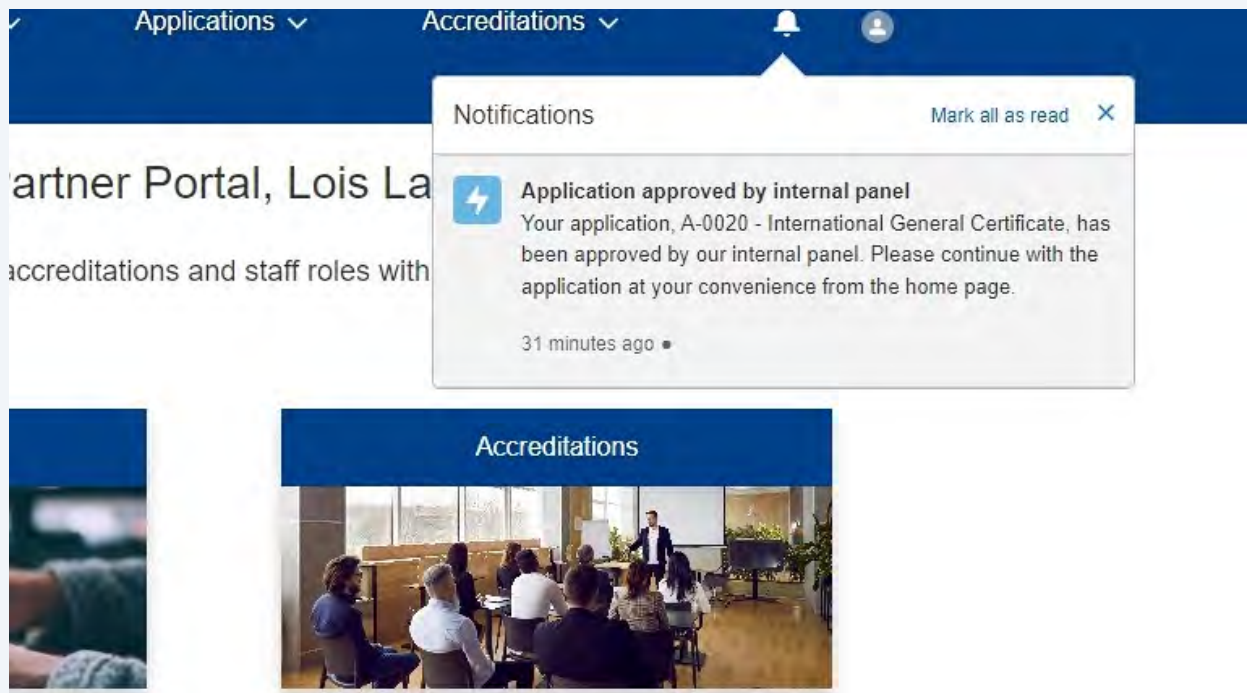
The table below shows a list of Applications you have currently in progress.

of 1 item • 0 items selected

Application Name	Qualification	Languages	Stage	Started Date
International General				

3

This shows a notification from NEBOSH confirming initial application approval and inviting you to make a full application.




Tip! Once the notification icon has been clicked, it will disappear.

4 Click to tick the box and select your application.


31 minutes ago

Information




- Check your organisation details
- Let us know of any staff or tutor changes
- Contact our Support team

Applications



- Apply for new accreditations
- Check on your current and past applications
- Contact us about your application

Accreditations




- View your current and expired accreditations
- Request changes to your current accreditations

The table below shows a list of Applications you have currently in progress.

1 of 1 item • 0 items selected					
<input type="checkbox"/>	Application Name	Qualification	Languages	Stage	Started Date
<input checked="" type="checkbox"/>	A-0020	International General Certificate	English	Application Processing	22 Oct 2024


5 Click 'Continue Application' to proceed.

Home Information Applications Accreditations 🔔 👤

Welcome to the NEBOSH Learning Partner Portal, Lois Lane


The Learning Partner Portal lets you manage your applications, accreditations and staff roles with NEBOSH.

Information




- Check your organisation details
- Let us know of any staff or tutor changes
- Contact our Support team

Applications



- Apply for new accreditations
- Check on your current and past applications
- Contact us about your application

Accreditations



- View your current and expired accreditations
- Request changes to your current accreditations

The table below shows a list of Applications you have currently in progress.

1 of 1 item • 1 item selected					
<input checked="" type="checkbox"/>	Application Name	Qualification	Languages	Stage	Started Date
<input checked="" type="checkbox"/>	A-0020	International General Certificate	English	Application Processing	22 Oct 2024

[➔ Continue Application](#) [🗑️ Withdraw Application](#)

6 Start to complete the full application.

Some of your details will be pre-populated from the information you supplied earlier.

Please check all the information carefully and update if required. Please also complete any missing information.

The screenshot shows the NEBOSH application form at the 'Organisational Details' step. The NEBOSH logo is in the top left. A progress bar at the top shows four steps: a green checkmark, 'Organisational Details' (active), 'Organisation Uploads', and 'NEBOSH Principles'. Below the progress bar, a message states: 'To successfully complete the application process, please do not use your browser's back button'. The form contains several fields: '* Learning Partner trading name' with 'Daily Planet' entered; '* Applicant first name' with 'Lois' entered; '* Applicant last name' with 'Lane' entered; '* Company type' with a dropdown menu showing 'Learning Partner' (highlighted with a red box); and '* Applicant email address' with 'jason18@nebosh.org.uk' entered. To the right, there is a '* Your Message' text area and a 'Submit' button. At the bottom right, there is a 'Save & Next' button. The footer includes links for 'Privacy Notice', 'Terms of Use and Accessibility', and 'Contact us', along with copyright information for NEBOSH and contact details for Dominus Way, Meridian Business Park, Leicester, LE19 1, including a telephone number and registration numbers.

nebosh

To successfully complete the application process, please do not use your browser's back button

✓ Organisational Details Organisation Uploads NEBOSH Principles

* Learning Partner trading name
Daily Planet

* Applicant first name
Lois

* Applicant last name
Lane

* Company type
Learning Partner

* Applicant email address
jason18@nebosh.org.uk

* Your Message

Submit

Save & Next

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7 Click 'Save & Next'.

nebosh

To successfully complete the application process, please do not use your browser's back button

Organisational Details Organisation Uploads NEBOSH Principles

* Learning Partner trading name
Daily Planet

* Applicant first name
Lois

* Applicant last name
Lane

* Company type
Learning Partner

* Applicant email address
jason18@nebosh.org.uk

* Your Message

Submit

Save & Next

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8 Click 'Upload Files' to upload your owner/director ID documents.

nebosh

To successfully complete the application process, please do not use your browser's back button

Organisational Details Organisation Uploads NEBOSH Principles

* Names of owners/directors
Morgan Edge

Please confirm that formal identification has been uploaded for each owner/director?

Upload Files Or drop files

* Date of Company registration

* Website
https://dailyplanet.com

* Your Message

Submit

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9 Click 'Done'.

The screenshot shows the NEBOSH application interface. A modal titled "Upload Files" is open, displaying a file named "Owner Proof of ID.txt" (15 B) with a progress bar and a green checkmark. A red box highlights the "Done" button in the bottom right corner of the modal. The background form shows the "Organisational Details" tab selected, with fields for "Names of owners/directors" (Morgan Edge), "Date of Company registration" (https://dailyplanet.com), and a "Submit" button. A "Your Message" field is also visible on the right.

10 Add the date your organisation was incorporated by typing the date in the format shown - e.g. 31 Dec 2024 - or clicking the date on the calendar as shown below.

The screenshot shows the NEBOSH application interface with a calendar pop-up open. The calendar is set to October 1940. A red box highlights the calendar icon in the "Date of Company registration" field. The background form shows the "Organisational Details" tab selected, with fields for "Names of owners/directors" (Morgan Edge), "Date of Company registration" (Today), and a "Submit" button. A "Your Message" field is also visible on the right.

11 Click 'Save & Next'.

The screenshot shows the NEBOSH application form at the 'Organisational Details' step. The progress bar at the top indicates the current step with a green checkmark. The form contains several input fields: a text field for 'Names of owners/directors' with 'Morgan Edge' entered; a file upload section with 'Upload Files' and 'Or drop files' buttons; a date field for 'Date of Company registration' with '1 Apr 1940' entered; and a text field for 'Website' with 'https://dailyplanet.com' entered. A 'Save & Next' button is highlighted with a red box. To the right, there is a 'Your Message' text area and a 'Submit' button. At the bottom, there is a footer with 'Privacy Notice | Terms of Use and Accessibility | Contact us' and copyright information for NEBOSH.

To successfully complete the application process, please do not use your browser's back button

If you need support with this application, please enter your question below and one of the team will be in touch within 2 working days.

*Names of owners/directors
Morgan Edge

Please confirm that formal identification has been uploaded for each owner/director?

Upload Files Or drop files

*Date of Company registration
1 Apr 1940

*Website
https://dailyplanet.com

Save & Next

Submit

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Tip! Have the following documents ready to upload to complete the next section:

- Health and Safety policy
- Equal Opportunities policy
- Complaints policy
- Data Protection policy
- Insurance documents
- Territory-specific documents, if applicable

12 Click 'Upload Files'.

The screenshot shows the NEBOSH application interface. At the top, a progress bar indicates the current step is 'Organisation Uploads', which is highlighted in blue. Below the progress bar, a message asks the user to confirm that their Company policies on Health and Safety have been uploaded. Underneath this, there is a section titled 'Upload Files Here' with a red box highlighting the 'Upload Files' button. To the right of this button is a text input field labeled '* Your Message' and a 'Submit' button. At the bottom of the page, there is a footer with links for 'Privacy Notice', 'Terms of Use and Accessibility', and 'Contact us', along with copyright information for NEBOSH.

To successfully complete the application process, please do not use your browser's back button

Organisation Uploads

NEBOSH Principles

Staff & Tutors

Please confirm that your Company policies on Health and Safety have been uploaded?

Upload Files Here

Upload Files Or drop files

* Your Message

Submit

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13 Select your Health and Safety policy file for upload and click 'Done'.

This screenshot shows the same NEBOSH application interface as the previous one, but with a file upload dialog box open. The dialog box is titled 'Upload Files' and shows a file named 'Health & Safety.txt' (17 B) with a progress bar and a green checkmark. Below the file list, it says '1 of 1 file uploaded'. A red box highlights the 'Done' button in the bottom right corner of the dialog box. The background of the application is dimmed.

To successfully complete the application process, please do not use your browser's back button

Organisation Uploads

NEBOSH Principles

Staff & Tutors

Please confirm that your Company policies on Health and Safety have been uploaded?

Upload Files Here

Upload Files Or drop files

* Your Message

Submit

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14 Click to tick the box to confirm the policy has been uploaded.

To successfully complete the application process, please do not use your browser's back button

neobosh

Organisation Uploads

NEBOSH Principles

Staff & Tutors

Please confirm that your Company policies on Health and Safety have been uploaded? ☒

Please confirm that your Company policies on Equal Opportunities have been uploaded? ☐

Upload Files Here

Upload Files Or drop files

*Your Message

Submit

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15 Click 'Upload Files' again to add your Equal Opportunities policy.

To successfully complete the application process, please do not use your browser's back button

neobosh

Home

Information

Applications

Accreditations

Organisation Uploads

NEBOSH Principles

Staff & Tutors

Please confirm that your Company policies on Health and Safety have been uploaded? ☒

Please confirm that your Company policies on Equal Opportunities have been uploaded? ☐

Upload Files Here

Upload Files Or drop files

*Your Message

Submit

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16 Upload your Equal Opportunities policy and click 'Done'.

To successfully complete the application process, please do not use your browser's back button

Organisation Uploads

Please confirm that your Company policies on Health and Safety have been uploaded?

Please confirm that your Company policies on Equal Opportunities have been uploaded?

Upload Files Here

Upload Files Or drop files

Upload Files

EqualOpportunities.txt 17 B

1 of 1 file uploaded

Done

If you need support with this application, please enter your question below and one of the team will be in touch within 2 working days.

* Your Message

Submit

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17 Click to tick the box to confirm your Equal Opportunities policy has been uploaded.

To successfully complete the application process, please do not use your browser's back button

Organisation Uploads

Please confirm that your Company policies on Health and Safety have been uploaded?

Please confirm that your Company policies on Equal Opportunities have been uploaded?

Upload Files Here

Upload Files Or drop files

Upload Files

If you need support with this application, please enter your question below and one of the team will be in touch within 2 working days.

* Your Message

Submit

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Tip! Repeat the above instructions for:

- Complaints policy
- Data Protection policy
- Insurance documents



Alert! Step 18 covers Territory-specific documentation relating to the following countries:

- Dubai - KHDA
- Abu Dhabi - ACTVET
- Saudi Arabia - TVTC
- Trinidad and Tobago - ACTT

If this does not apply to you, please move to step 20 to continue.

18

Click 'Upload Files'.

if you need supp
application, plea
question below &
will be in touch v
days.

*Your Message

Upload Files Here

Upload Files Or drop files

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Dominus Way,

19 Upload the relevant territory-specific documentation and click 'Done'.

To successfully complete the application process, please do not use your browser's back button

Organisation Uploads

NEBOSH Principles

Staff & Tutors

Please confirm that your Company policies on Health and Safety have been uploaded?

Please confirm that your Company policies on Equal Opportunities have been uploaded?

Please confirm that your Company policies on Complaints have been uploaded?

Please confirm that your Company policies on Data Protection have been uploaded?

Please confirm that your insurance documents have been uploaded?

Please confirm that any territory specific documents have been uploaded?

Upload Files Here

Upload Files Or drop files

Upload Files

Territory.txt 17 B

1 of 1 file uploaded

Done

Submit

If you need support with this application, please enter your question below and one of the team will be in touch within 2 working days.

* Your Message

20 Click to tick the box to confirm you have uploaded the relevant territory-specific documents.

Organisation Uploads

NEBOSH Principles

Staff & Tutors

Please confirm that your Company policies on Health and Safety have been uploaded?

Please confirm that your Company policies on Equal Opportunities have been uploaded?

Please confirm that your Company policies on Complaints have been uploaded?

Please confirm that your Company policies on Data Protection have been uploaded?

Please confirm that your insurance documents have been uploaded?

Please confirm that any territory specific documents have been uploaded?

Upload Files Here

Upload Files Or drop files

Upload Files

Or drop files

If you need support with this application, please enter your question below and one of the team will be in touch within 2 working days.

* Your Message

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Dominus Way, I

21

You can only proceed once all necessary documents have been uploaded and the relevant boxes ticked. Once this is done, click 'Save & Next'.

The screenshot shows a web form titled 'Organisation Uploads' with a progress bar at the top. The progress bar has three segments: a green segment with a checkmark, a blue segment labeled 'Organisation Uploads', and a grey segment labeled 'NEBOSH Principles'. To the right of the progress bar is a tab labeled 'Staff & Tutors'. The main content area contains six rows, each with a text label and a checkbox. All checkboxes are checked. The labels are: 'Please confirm that your Company policies on Health and Safety have been uploaded?', 'Please confirm that your Company policies on Equal Opportunities have been uploaded?', 'Please confirm that your Company policies on Complaints have been uploaded?', 'Please confirm that your Company policies on Data Protection have been uploaded?', 'Please confirm that your insurance documents have been uploaded?', and 'Please confirm that any territory specific documents have been uploaded?'. Below these rows is a section labeled 'Upload Files Here' with a button that says 'Upload Files' and the text 'Or drop files'. At the bottom right of the form is a red button labeled 'Save & Next'. On the right side of the form, there is a text input field labeled '*Your Message'.

If you need support application, please question below and will be in touch with days.

*Your Message



Tip! To complete the next step you will need have prepared your documents containing evidence relating to all 6 principles.



Tip! Repeat the following 2 steps for each of the 6 principles.

22 Click 'Upload Files'.

To successfully complete the application process, please do not use your browser's back button

NEBOSH Principles Staff & Tutors Other Information

Principle 1: Ensure all Learners understand what is expected of them and what they can expect from their Learning Partner.

Upload the evidence for Principle 1

Upload Files Or drop files

Principle 2 - Create a learning environment that is engaging and encourages interaction that is appropriate for the course and type of delivery.

Upload the evidence for Principle 2

Upload Files Or drop files

Principle 3 - Provide accurate course materials and continually update and improve them.

Upload the evidence for Principle 3

Upload Files Or drop files

Principle 4: Ensure tutors are qualified, knowledgeable, competent and engaging.

Upload the evidence for Principle 4

If you need support with this application, please enter your question below and one of the team will be in touch within 2 working days.

*Your Message

Submit

23 Select your document relating to Principle 1 (2, 3, 4, 5 or 6), upload it and click 'Done'.

To successfully complete the application process, please do not use your browser's back button

NEBOSH Principles Staff & Tutors Other Information

Principle 1: Ensure all Learners understand what is expected of them and what they can expect from their Learning Partner.

Upload the evidence for Principle 1

Upload Files Or drop files

Principle 2 - Create a learning environment that is engaging and encourages interaction that is appropriate for the course and type of delivery.

Upload the evidence for Principle 2

Upload Files Or drop files

Principle 3 - Provide accurate course materials and continually update and improve them.

Upload the evidence for Principle 3

Upload Files Or drop files

Principle 4: Ensure tutors are qualified, knowledgeable, competent and engaging.

Upload the evidence for Principle 4

If you need support with this application, please enter your question below and one of the team will be in touch within 2 working days.

*Your Message

Submit

Upload Files

Principle 1.txt
17 B

1 of 1 file uploaded

Done

24 After the document for Principle 6 has been uploaded click 'Save & Next'.


Principle 3 - Provide accurate course materials and continually update and improve them.

Upload the evidence for Principle 3

 Upload Files Or drop files


Principle 4: Ensure tutors are qualified, knowledgeable, competent and engaging.

Upload the evidence for Principle 4

 Upload Files Or drop files


Principle 5: Give Learners feedback on their progress and provide appropriate support.

Upload the evidence for Principle 5

 Upload Files Or drop files

Principle 6: Review course delivery and Learner feedback and action as necessary.

Upload the evidence for Principle 6

 Upload Files Or drop files

Save & Next



Tip! During the next steps, you will assign staff roles to yourself and your staff.

Please note that the following staff roles are mandatory and will need to be assigned: Business Development, Communications Coordinator, Finance, Head of Learning Partner, Marketing, Lead Tutor / Tutor.

25

Read the information screen showing all the available staff roles and the contact details you will need, then click 'Save & Next'.

To successfully complete the application process, please do not use your browser's back button

If you need support with this application, please enter your question below and one of the team will be in touch within 2 working days.

*Your Message

Submit

We will now take you through some screens to ask for the following contact details:

- Business Development
- Communications Coordinator
- Finance
- Head of Learning Partner (which also includes formal identification for this contact)
- Marketing
- Online Registrar
- Lead Tutor
- Any additional tutors

For these contacts, we will require the contacts full name, phone number and email address.

Save & Next

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26

Click here to select yourself and add your staff role(s).

Below is a list of all the staff members currently associated with and their current roles within your organisation.

If you wish to make a change to an existing role, please select the relevant contact and **Edit**

1 of 1 item • 0 items selected

Name	Start Date	Roles
<input checked="" type="checkbox"/> Lois Lane		

If you wish to add a new staff member to your organisation, please select **Add Staff** below.

Add Staff **Next**

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Register

27 Click 'Edit'.

To successfully complete the application process, please do not use your browser's back button

✓

Staff & Tutors

Other Information


Completed

Below is a list of all the staff members currently associated with and their current roles within your organisation.


If you wish to make a change to an existing role, please select the relevant contact and **Edit**


1 of 1 item • 1 item selected

<input checked="" type="checkbox"/>	Name	Start Date	Roles
<input checked="" type="checkbox"/>	Lois Lane		

 **Edit**

If you wish to add a new staff member to your organisation, please select **Add Staff** below.

 Add Staff

 → Ne

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Rei

28 Click to tick the boxes to add your staff roles and click 'Save'.

To successfully complete the application process, please do not use your browser's back button

✓

Staff & Tutors

Other Information

Completed

1 of 1 item

Name	Start Date
Brian Johnson	

Please select the correct roles for this staff member and click **Save**

☒ Business Development
☒ Communications Coordinator
☒ Finance
☒ Head of Learning Partner
☐ Lead Tutor
☒ Marketing
☐ Tutor
☐ Other

Submit

If you need support with this application, please enter your question below and one of the team will be in touch within 2 working days.

*Your Message

Save

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Tip! To add additional staff and assign roles to them click the button shown on the screenshot below.



Alert! You must add a Tutor or Lead Tutor to your application.

29

Click 'Add Staff'.

The screenshot shows the 'Staff & Tutors' section of the NEBOSH application process. At the top, there's a progress bar with four steps: 'Add Staff' (highlighted in green), 'Staff & Tutors' (highlighted in blue), 'Other Information', and 'Completed'. Below the progress bar, a message states: 'To successfully complete the application process, please do not use your browser's back button.' A text box says: 'Below is a list of all the staff members currently associated with and their current roles within your organisation.' Another text box says: 'If you wish to make a change to an existing role, please select the relevant contact and **Edit**'. Below this is a table with one item: Brian Johnson, with roles: Head of Learning, Partner, Marketing, Communications, Coordinator, Finance, Business Development. There is an 'Edit' button below the table. A text box says: 'If you wish to add a new staff member to your organisation, please select **Add Staff** below.' There are 'Add Staff' and 'Next' buttons. On the right, there's a text box for '*Your Message' and a 'Submit' button. At the bottom, there's a 'Privacy Notice | Terms of Use and Accessibility | Contact us' link and copyright information for NEBOSH.

To successfully complete the application process, please do not use your browser's back button.

Below is a list of all the staff members currently associated with and their current roles within your organisation.

If you wish to make a change to an existing role, please select the relevant contact and **Edit**

Name	Start Date	Roles
Brian Johnson		Head of Learning Partner, Marketing, Communications Coordinator, Finance, Business Development

Edit

If you wish to add a new staff member to your organisation, please select **Add Staff** below.

Add Staff **Next**

*Your Message

Submit

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Tip! An additional section will appear when you select Lead Tutor or Tutor. This section asks you to download the CV template.

For Tutors and Lead Tutors you must:

- Download the CV template
- Complete the CV template with as much information as possible
- Upload the completed CV template

30 Click to tick the Lead Tutor or Tutor box.

Click the underlined link to open the CV template in a separate browser window.

The screenshot shows the NEBOSH application form for Staff & Tutors. The form is divided into sections: Staff & Tutors (active), Other Information, and Completed. The Staff & Tutors section contains fields for First Name (Angus), Last Name (Young), Phone (564654674), and Email (test@test2.com). There is a red 'X' next to the email field. The Roles section has checkboxes for Business Development, Communications Coordinator, Finance, Head of Learning Partner, Lead Tutor (checked), Marketing, Tutor, and Other. A 'Submit' button is at the bottom right. A note at the bottom left says 'Please upload a CV for this staff member. A template is available [here](#)' with 'here' circled in red. A 'Next' button is at the bottom right.

31 Click 'Download' to complete the CV template.

The screenshot shows the NEBOSH Lead Tutor, Tutor, and Assessor Checklist. A 'Download' button is highlighted with a red box at the top. The checklist is titled 'NEBOSH Lead Tutor, Tutor, and Assessor Checklist' and includes a NEBOSH logo. It states: 'This checklist is to aid all Tutor applications that are sent to NEBOSH. It will cover everything NEBOSH requires for Lead Tutors, Tutors, and Assessors.' The checklist is divided into sections: 'What needs to be sent for Lead Tutor and Tutor applications?' and 'What is an Assessor, and to which qualifications do these apply?'. The first section lists requirements: a NEBOSH Tutor form, copies of relevant certificates and transcripts, proof of membership with a professional body, and work experience. The second section defines an Assessor and lists qualifications: INV, WELL, HSA and HSL. A 'Please note' section states that Tutor applications can only be submitted by the Head of Learning Partner, Communications Co-ordinator or Online Registrar. The checklist also mentions that the Assessor needs to meet the same requirements as the Tutor and that the Assessor for the above qualifications must also be a Tutor.

32 Complete the CV template then click 'Upload Files' to add to your application.

To successfully complete the application process, please do not use your browser's back button

Staff & Tutors

*First Name: Angus

*Last Name: Young

Phone: 564654674

*Email: test@test2.com

*Roles:

- ☐ Business Development
- ☐ Communications Coordinator
- ☐ Finance
- ☐ Head of Learning Partner
- ☒ Lead Tutor
- ☐ Marketing
- ☐ Tutor
- ☐ Other

*Your Message:

Please upload a CV for this staff member. A template is available here

CV

Upload Files Or drop files

Next

33 Upload the CV Template file and click 'Done'.

To successfully complete the application process, please do not use your browser's back button

Staff & Tutors

*First Name: Angus

*Last Name: Young

Phone: 564654674

*Email: test@test2.com

*Roles:

- ☐ Business Development
- ☐ Communications Coordinator
- ☐ Finance
- ☐ Head of Learning Partner
- ☒ Lead Tutor
- ☐ Marketing
- ☐ Tutor
- ☐ Other

*Your Message:

Please upload a CV for this staff member. A template is available here

CV

Upload Files Or drop files

Next

Upload Files

NEBOSH Tutor CV template.docx
82 KB

1 of 1 file uploaded

Done

34 Click 'Next' to save your record.

nebosh

To successfully complete the application process, please do not use your browser's back button

Staff & Tutors

*First Name: Angus

*Last Name: Young

Phone: 564654674

*Email: test@test12.com

*Roles:

- ☐ Business Development
- ☐ Communications Coordinator
- ☐ Finance
- ☐ Head of Learning Partner
- ☒ Lead Tutor
- ☐ Marketing
- ☐ Tutor
- ☐ Other

Please upload a CV for this staff member. A template is available here

CV

Upload Files Or drop files

Next

If you need support application, please question below and will be in touch with days.

*Your Message



Tip! Repeat the above steps for each staff member you wish to include on this application.

35

When you have added all of your staff members and allocated the relevant staff roles to them, click 'Next' to continue.

nebosh

To successfully complete the application process, please do not use your browser's back button

Staff & Tutors

Other Information

Completed

Below is a list of all the staff members currently associated with and their current roles within your organisation.

If you wish to make a change to an existing role, please select the relevant contact and **Edit**

2 of 2 items • 0 items selected

<input type="checkbox"/> Name	Start Date	Roles
<input type="checkbox"/> Brian Johnson		Head of Learning Partner;Marketing,Communications Coordinator;Finance,Business Development
<input type="checkbox"/> Angus Young	25 Oct 2024	Lead Tutor

If you wish to add a new staff member to your organisation, please select **Add Staff** below.

[Add Staff](#) [Next](#)

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If you need support with this application, please enter your question below and one of the team will be in touch within 2 working days.

*Your Message

[Submit](#)

36

To add additional tutors click 'Yes' to repeat the process.

nebosh

To successfully complete the application process, please do not use your browser's back button

Staff & Tutors

Other Information

Completed

Here is a list of all the current tutors required on your qualification:

1 of 1 item

Full Name	Phone Number	Email Address
Angus Young	564654674	test@test2.com

*Would you like to add any additional tutors? You will be required to provide their full name, phone number and email address

☒ Yes

☐ No

[Save & Next](#)

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If you need support with this application, please enter your question below and one of the team will be in touch within 2 working days.

*Your Message

[Submit](#)

37 If you have added all your tutors click 'No' and 'Save & Next'.

nebosh

To successfully complete the application process, please do not use your browser's back button

✓ Staff & Tutors Other Information Completed

Here is a list of all the current tutors required on your qualification:

Full Name	Phone Number	Email Address
Angus Young	564654674	test@test2.com

*Would you like to add any additional tutors? You will be required to provide their full name, phone number and email address.

☐ Yes

☒ No

*Your Message

Submit

Save & Next

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38 Click to tick your chosen modes of study.

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✓ ✓ Other Information Completed

*What modes of study do you wish to use?

- ☐ External Students
- ☐ E-Learning
- ☐ Full Time Block Release
- ☐ Part Time & Evening
- ☐ Virtual Delivery

*If your application can proceed to a validation visit, how do you wish to pay for the relevant fees?

--None--

If you have chosen the invoice option and you would like to provide a PO number, please do so here:

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39 Select your preferred payment method from the options provided.

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If you need support with this application, please enter your question below and one of the team will be in touch within 2 working days.

*What modes of study do you wish to use?

- ☐ External Students
- ☐ E-Learning
- ☐ Full Time Block Release
- ☐ Part Time & Evening
- ☒ Virtual Delivery

*If your application can proceed to a validation visit, how do you wish to pay for the relevant fees?

Invoice

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40 Click 'Submit'.

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If you need support with this application, please enter your question below and one of the team will be in touch within 2 working days.

*What modes of study do you wish to use?

- ☐ External Students
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- ☐ Part Time & Evening
- ☒ Virtual Delivery

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Invoice

If you have chosen the invoice option and you would like to provide a PO number, please do so here:


Submit

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Thank you for submitting your full application. NEBOSH will review your submission. and you will receive an email notifying you of the outcome.



To successfully complete the application process, please do not use your browser's back button


✓

✓

✓

Completed

Thank you!



Your submission for your full application has been received.

If you need support with this application, please enter your question below and one of the team will be in touch within 2 working days.

* Your Message

Submit

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