nebosh

LEARNING PARTNER

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

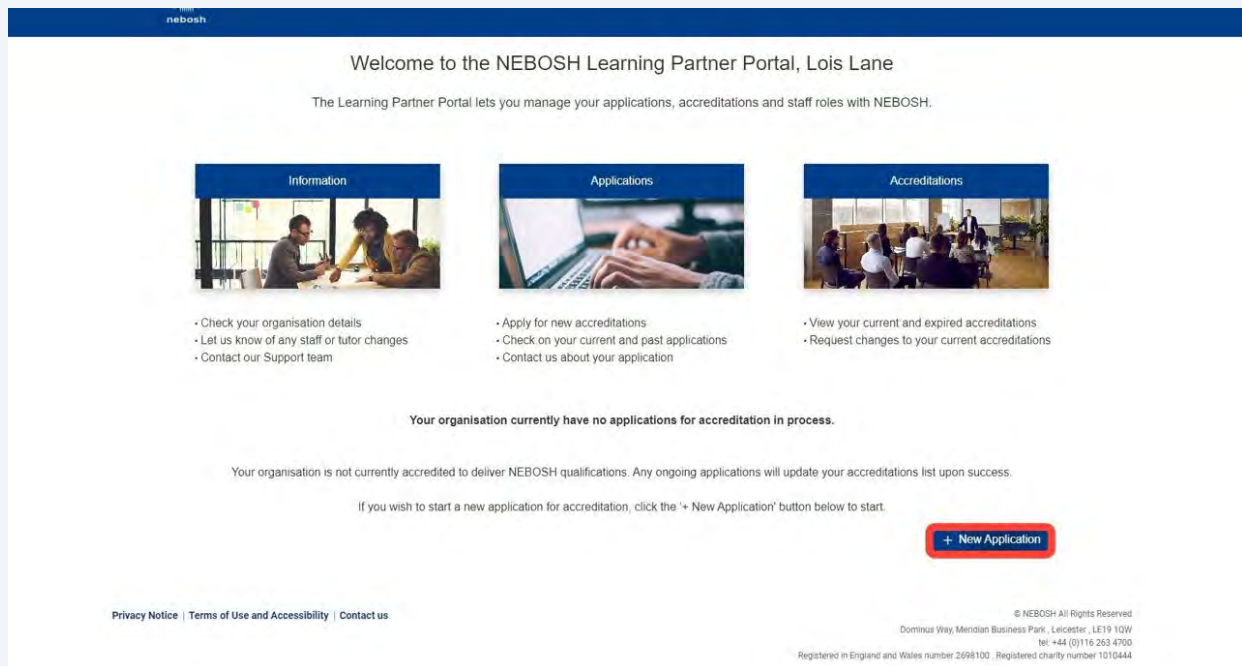| **1**	Visit the **Learning Partner Portal** or follow the link provided in your Welcome email.

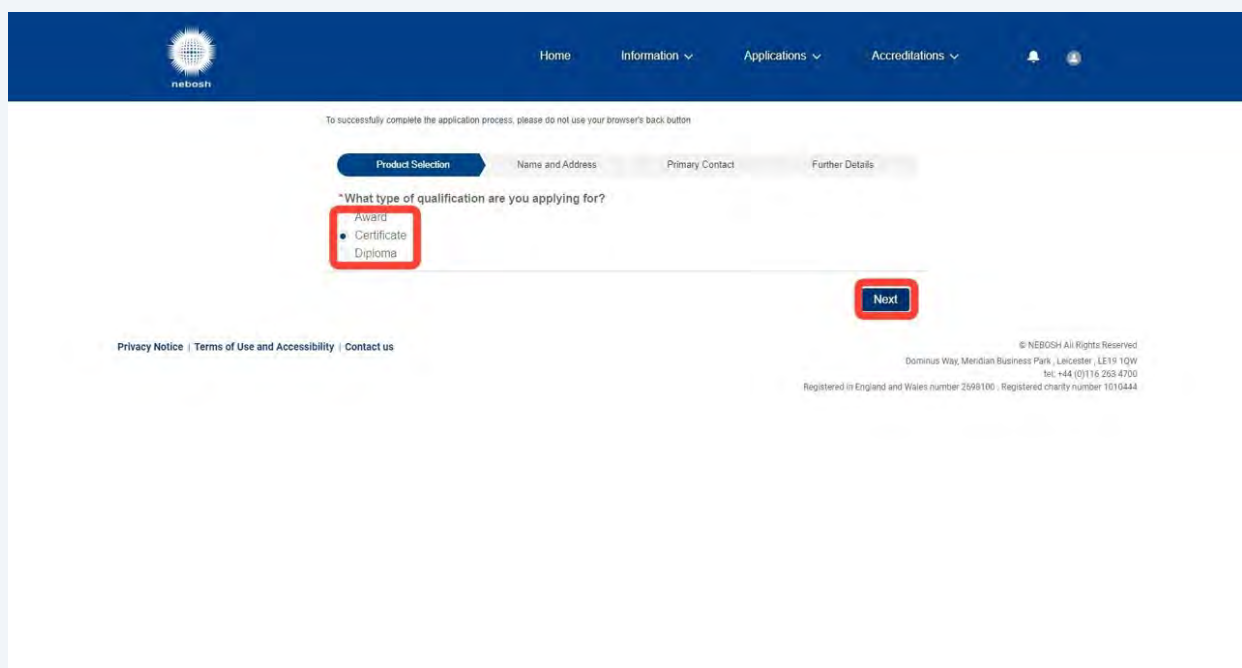| **2**	Please change your password, ensuring it meets the complexity requirements specified, to log into the Learning Partner Portal.

3 Welcome to the NEBOSH Learning Partner Portal.

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

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	Applications	Accreditations
· Check your organisation details	· Apply for new accreditations	· View your current and expired accreditations
· Let us know of any staff or tutor changes	· Check on your current and past applications	· Request changes to your current accreditations
· Contact our Support team	· Contact us about your application	

Your organisation currently have no applications for accreditation in process.

Your organisation is not currently accredited to deliver NEBOSH qualifications. Any ongoing applications will update your accreditations list upon success.

If you wish to start a new application for accreditation, click the '+ New Application' button below to start.

+ New Application

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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.

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

*What type of qualification are you applying for?
Award
● Certificate
Diploma

Next

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

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

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

⚠ 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'.

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

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

11 Click 'Done'.

12 Click 'Save & Next'.

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.

14 Enter your annual turnover in GBP.

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

16 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.

17 Click 'Done'.

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.

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

20 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
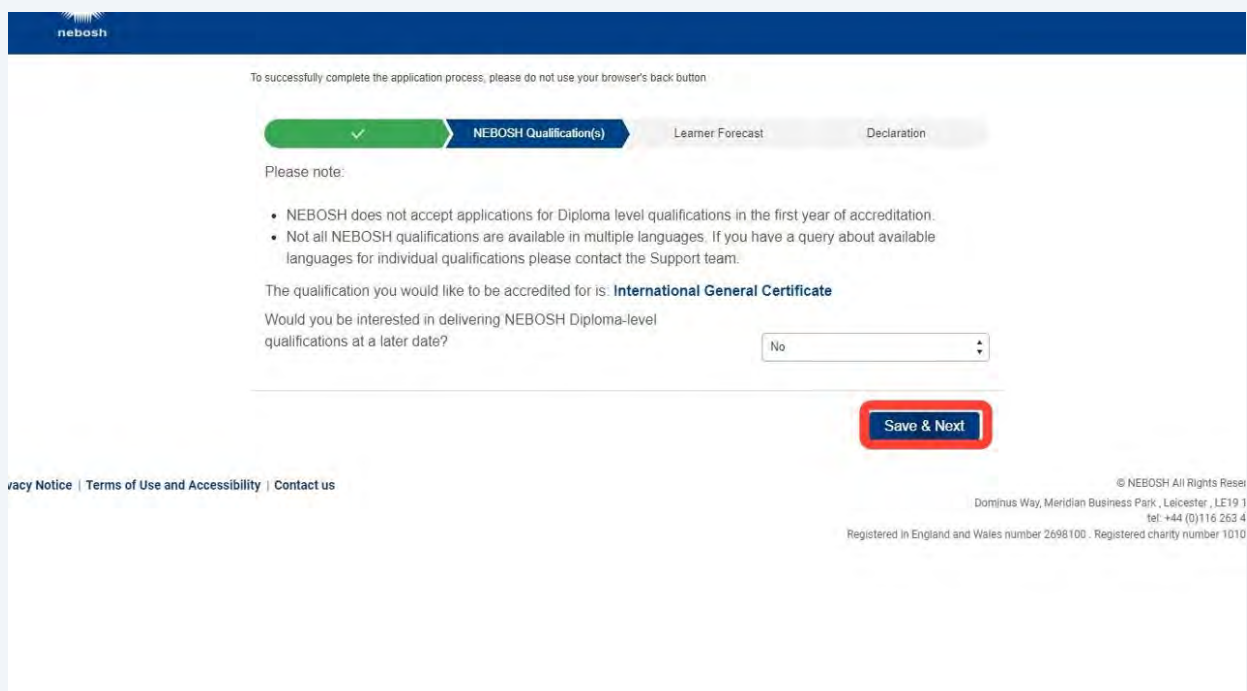
Save & Next

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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'.

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

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

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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.

Accessibility | Contact us

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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.

3 This shows a notification from NEBOSH confirming initial application approval and inviting you to make a full application.
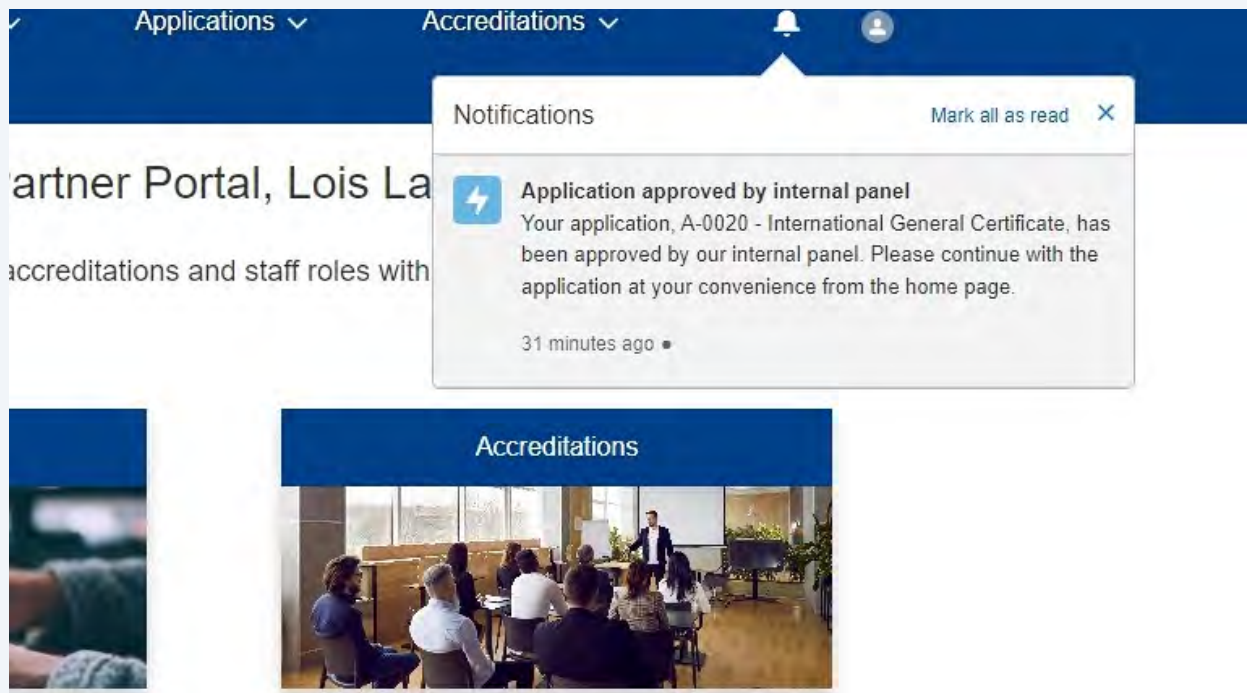
Tip! Once the notification icon has been clicked, it will disappear.

4 Click to tick the box and select your application.

5 Click 'Continue Application' to proceed.

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.

7 Click 'Save & Next'.

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

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

Save & Next

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

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

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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9 Click 'Done'.

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.

11 Click 'Save & Next'.

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'.

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

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

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

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

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

18   Click 'Upload Files'.

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

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

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

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'.

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

| ✓ | Staff & Tutors | Other Information | Completed |

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.

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

Save & Next

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

| ✓ | 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 • 0 items selected

Name	⌄	Start Date	Roles	⌄
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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Registe

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

☑	Name	⌄	Start Date	Roles
☑	Lois Lane			

✏ Edit

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

🔏 Add Staff   → Ne

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

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| ✓ | 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

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

Save

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

29 Click 'Add Staff'.

30 Click to tick the Lead Tutor or Tutor box.

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

31 Click 'Download' to complete the CV template.

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

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

34   Click 'Next' to save your record.

ⓘ   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.

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

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

38 Click to tick your chosen modes of study.

39 Select your preferred payment method from the options provided.

40 Click 'Submit'.

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

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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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