



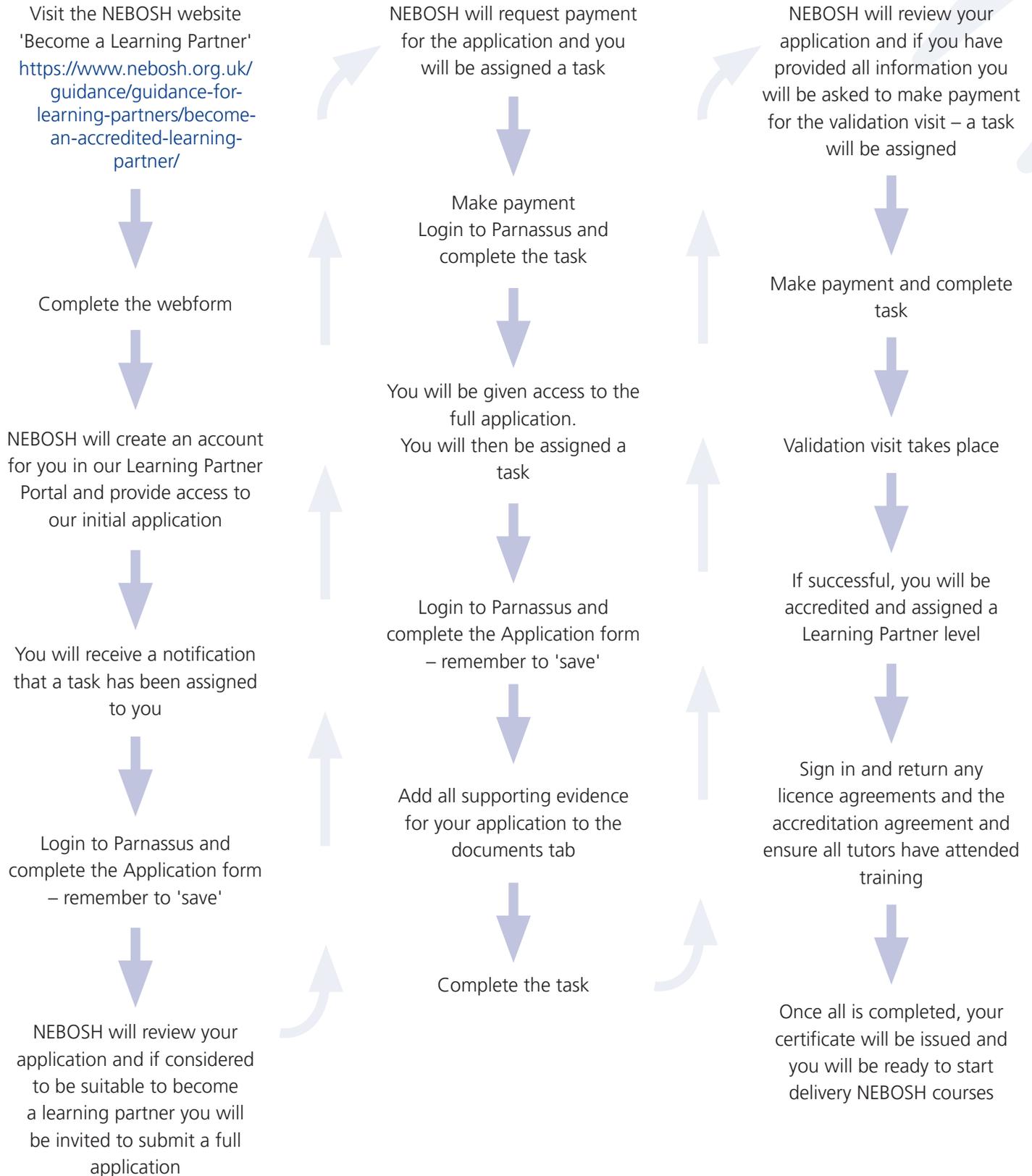
nebosh

LEARNING
PARTNER

Becoming a NEBOSH Learning Partner

Version 1 – April 2022

Becoming a Learning Partner journey



This is the process a potential Learning Partner should follow to submit their interest in becoming a NEBOSH Learning Partner through to NEBOSH granting accreditation.

Submit your interest in becoming a NEBOSH Learning Partner

- Complete the webform that is available on the NEBOSH website – <https://www.nebosh.org.uk/guidance/guidance-for-learning-partners/become-an-accredited-learning-partner/>
- Once submitted you will see the below message and NEBOSH will be notified of your interest. We will aim to action any requests within 3 working days.

Hi Sian Knibbs

Thank you for your Learning Partner approvals submission. We will be in contact soon.

- NEBOSH will create an account for you in Parnassus and provide access to our initial application.
- You will receive a notification that an account has been created for you. This email will send you details of your username and password to login to Parnassus.

Hi Sian

Below are you login details for the Parnassus Awarding Body Management system:

User name: Test 220322

Password: &0RXSB3r

Follow the below link to login. We recommend you change your password once logged in :

<http://parnassus.nebosh.org.uk/Workflows/Workflow/UsersTasks>

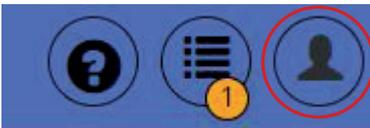
no reply

Tel: 0116 263 4700

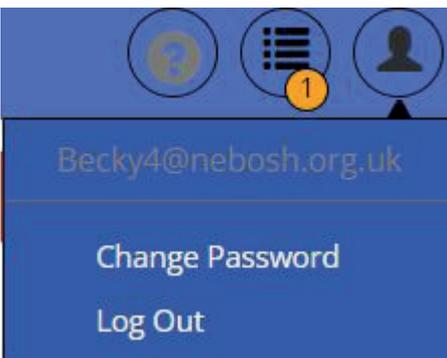
Submit your Initial Application form

The URL is parnassus.nebosh.org.uk

- Login to Parnassus using the details provided in the notification.
- It is advised that you change your password when you first login to something more rememberable. To do this, login and select the icon from the top right hand corner of the web page.
- Select 'My Account'



- Select 'Change Password' from the dropdown menu



Enter your current password

Enter a new password

Enter new password confirmed

Please note: Passwords must contain at least 8 characters, including a minimum of 1 number, 1 Letter and 1 non alphanumeric character

Change Password

Password *

New Password * New Password Confirmed *

- Once happy select 'Change Password'

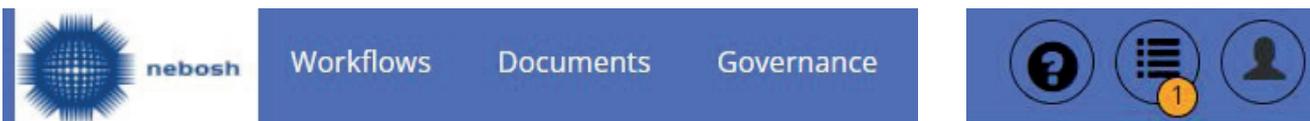


You will receive onscreen confirmation that your password has been changed.

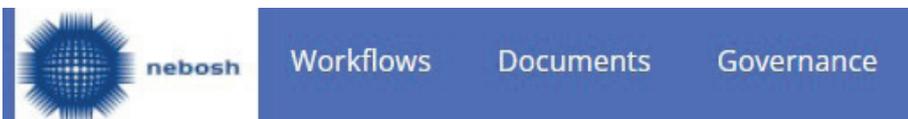
Once you have changed your password you can then continue to your task.

Completing the Initial Accreditation application

- You will have been assigned a task, your list of tasks can be found by clicking on 'Workflows' or the 'Task list'



- Click on the 'Workflows' tab



- The task assigned to you will appear on screen

5. Complete the Initial Application form
 201 - New Learning Partner Accreditation Application (Test 220322)

Please complete the Initial application form in the governance tab.

Click Governance
 Click Learning Partner Quality
 Click Learning Partner Initial Application
 Click details next to your Organisation name
 Complete all mandatory fields
 Please click 'Save' under 'Actions' before leaving this page or the work will not be saved

Return to the workflow - click 'Task Completed' and 'Confirm' buttons.

Date Assigned	Task Due
01/04/2022 08:52	15/04/2022

- Click on the task assigned to you and read the Instructions.

204 - New Learning Partner Accreditation Application (Potential Learning Partner) ×

5. Complete the Initial Application form

Task Due
15/04/2022

Please complete the Initial application form in the governance tab.

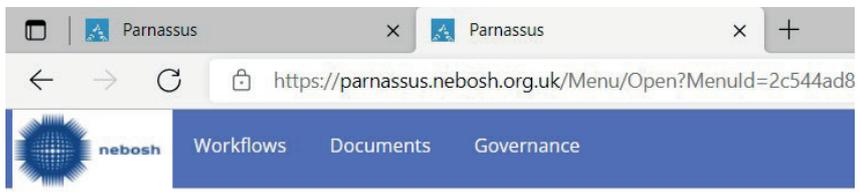
Click Governance
Click Learning Partner Quality
Click Learning Partner Initial Application
Click details next to your Organisation name
Complete all mandatory fields
Please click 'Save' under 'Actions' before leaving this page or the work will not be saved

Return to the workflow - click 'Task Completed' and 'Confirm' buttons.

[Show additional information...](#)

Attach File...
Task Completed...
Close

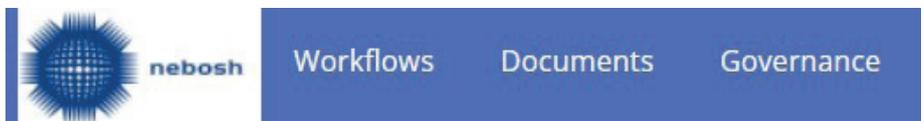
- To help with navigating the system it is advised that you open an additional tab of Parnassus in your web browser to enable you to see both the instructions and the form.



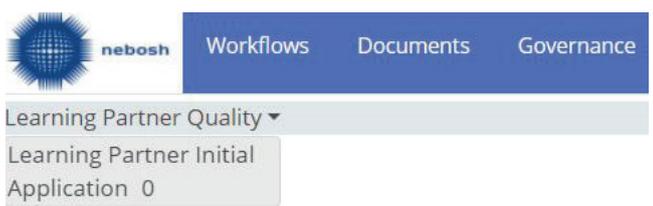
Governance

Welcome to Governance app.

- Click on the 'Governance' tab.



- Click on the 'Learning Partner Quality' dropdown and then click 'Learning Partner Initial Application'.



- Click 'Details' on the available form.

****Helpful tip****

You will not be able to save the form until all mandatory fields have been completed so it may be advisable to gather the required information on a word document before completing the form, and copy across the information into the form.

- You will need now complete all mandatory fields within the form and remember to click 'Save'.

- Once you have completed the forms return to the 'Workflows' tab and click on the task.

- Click 'Task Completed'.

- Click 'Confirm'. This will return the workflow to NEBOSH.

- NEBOSH will review your application and if your organisation is suitable to become a Learning Partner you will be invited to submit a full application

In the case that NEBOSH requires further information from you, you will be assigned a task and need to complete the above steps again and add the additional information to the form.

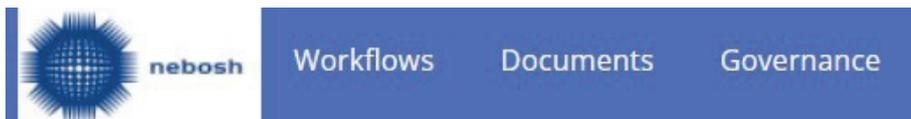
Making payment for your application

If you are invited to apply you will need to make payment for the application. To request the payment you will be assigned a task, you will be notified by email.

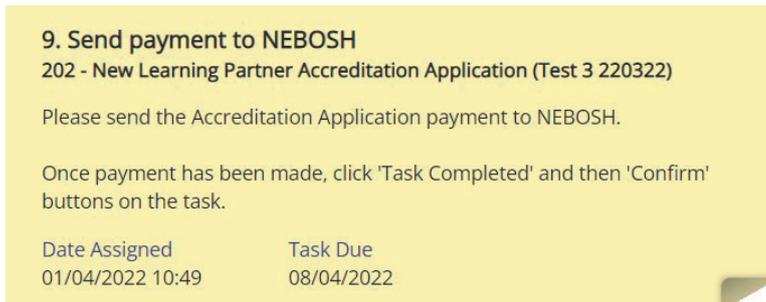
You will need to log back into Parnassus. The task will appear in your task list and in the 'workflows' tab.

You will need to make the payment to NEBOSH, once this has been actioned, you will need to complete the following steps to move the workflow back to NEBOSH.

- Select 'Workflows'



- Select the task



- Click 'Task Completed'.



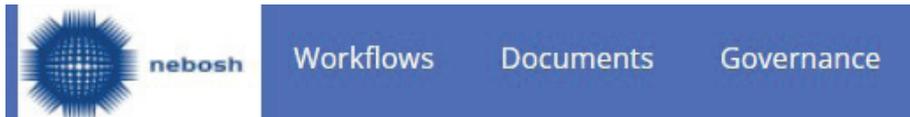
- Click 'Confirm'. This will return the workflow to NEBOSH.



Once payment has been received by NEBOSH, you will be given access to the full application. You will be assigned a task and receive notification of this via email.

Submit your New Accreditation Application form

- Login to Parnassus.
- Click on the 'Workflows' tab.



- Click on the task assigned to you and read the requirements.

13.Complete Full Accreditation Application
202 - New Learning Partner Accreditation Application (Test 3 220322)

Please complete the full application form in the governance tab.

- Click Governance
- Click Learning Partner Quality
- Click Learning Partner New Accreditation Application
- Click details next to your Organisation name
- Complete all mandatory fields
- ***Please click 'Save' under 'Actions' before leaving this page or the work will not be saved***

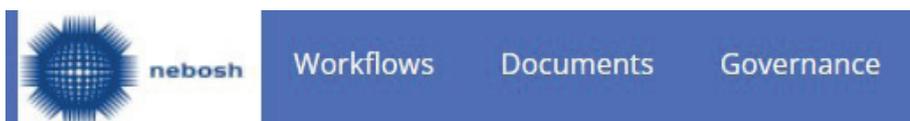
Add any supporting documentation to the documents tab.

- Click Documents
- Click Add new
- Browse for your document
- Click save and close

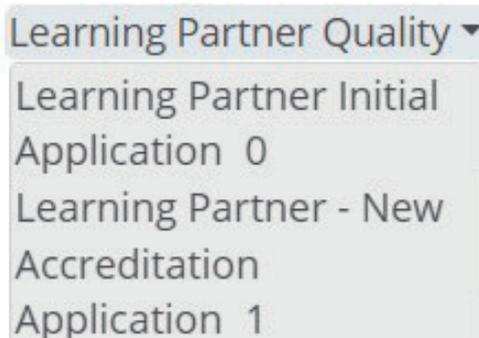
Return to the workflow - click 'Task Completed' and 'Confirm' buttons.

Date Assigned	Task Due
01/04/2022 11:59	15/04/2022

- Open a new webpage and click on the 'Governance' tab.



- Click on the 'Learning Partner Quality' dropdown and then click 'Learning Partner – New Accreditation Application'.



- Click 'Details' on the available form

NEBOSH use ONLY: Application stat Learning Partner trading name

Details Links (1) Test 3 220322

****Helpful tip****

You will not be able to save the form until all mandatory fields have been completed so it may be advisable to gather the required information on a word document before completing the form, and copy across the information into the form.

- Complete all mandatory fields and remember to click 'Save'.

Actions

Save

Cancel

- Upload all supporting evidence on the 'Documents' tab
- Click on the 'Documents' tab.

nebosh Workflows Documents Governance

- Click 'Add New Document'.

Actions

Add New Document

- Select the file you wish to upload from your computer by clicking on the following icon.



- Type in the document name and add a description of what the file is.
- Pick a relevant category so it makes it clear to NEBOSH what the file is.

There is a separate category for each of the 6 principles and a category for each of the documents you need to upload as part of your application.

- Click on the link button



- Type your Learning Partner name in the search bar and click 'Select Centre'.

Link To

Learning Partner

Search for a Learning Partner

Select Centre Remove Link

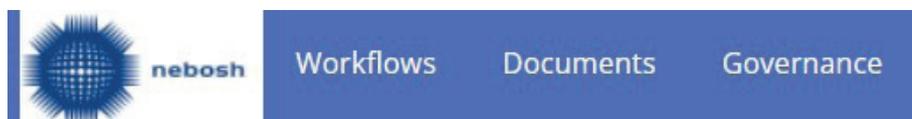
- Click 'Save and Close'.



- Repeat for any additional documents you need to upload.

Once you have added all documentation you can return to the workflow.

- Go back to the 'Workflows' tab and click on the task.



- Click 'Task Completed'.



- Click 'Confirm'. This will return the workflow to NEBOSH.



- NEBOSH will review your application and if you have provided all information, you will be asked to make payment for the validation visit – a task will be assigned.

In the case that NEBOSH requires further information from you, you will be assigned a task and need to complete the above steps and add the additional information to the form.

Making payment for the Validation Visit

If your application is deemed to meet the required standards, a validation visit will be required. You will be needed to make payment for the visit.

You will be assigned a task and receive notification of this via email.

- Log back into Parnassus
- A new task will appear in your 'Workflows' tab.



- Select the task



- Make payment.
- Click 'Task Completed'.



- Click 'Confirm'. This will return the workflow to NEBOSH.

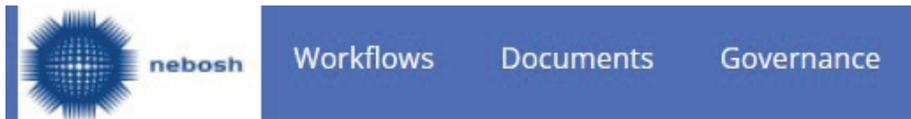


- NEBOSH will confirm that payment has been made and provide further details on the visit.

Making payment for upfront registrations fees

If the validation visit is successful, you will be advised of any upfront registration fees that need to be paid before accreditation is granted. NEBOSH will request payment via email.

- A new task will appear in your 'Workflows' tab.



- Select the task

26. Send payment to NEBOSH for registration fees
202 - New Learning Partner Accreditation Application (Test 3 220322)

Please send payment to NEBOSH for upfront registration fees - see email sent from NEBOSH for full amount.

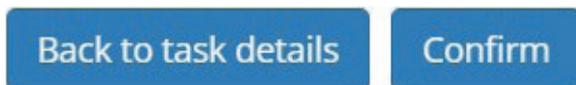
Once paid, click 'Task Completed' and 'Confirm' on the task.

Date Assigned	Task Due
01/04/2022 12:23	08/04/2022

- Make payment.
- Click 'Task Completed'.



- Click 'Confirm'. This will return the workflow to NEBOSH.



- NEBOSH will confirm that payment has been made, accredit your organisation and award a Learning Partner level. You will be sent a Learning Partner Agreement to sign and if required, further license agreements.
- Once returned, you will be able to begin delivering NEBOSH courses.

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NEBOSH, the National Examination Board in Occupational Safety and Health,
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