



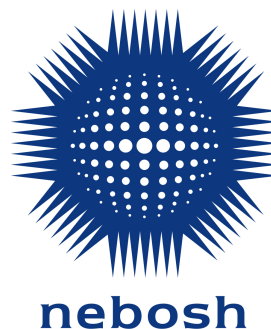
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LEARNING  
PARTNER

# Becoming a NEBOSH Learning Partner

Version 1.2 – December 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](https://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.

### 3 Welcome to the NEBOSH Learning Partner Portal.

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

The screenshot shows the NEBOSH Learning Partner Portal. At the top, it says "Welcome to the NEBOSH Learning Partner Portal, Lois Lane". Below this, it states "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 section has a list of actions: "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), and "Accreditations" (View your current and expired accreditations, Request changes to your current accreditations). Below these sections, it says "Your organisation currently have no applications for accreditation in process." and "Your organisation is not currently accredited to deliver NEBOSH qualifications. Any ongoing applications will update your accreditations list upon success." It then says "If you wish to start a new application for accreditation, click the '+ New Application' button below to start." There is a red button labeled "+ New Application". At the bottom, there is a footer with "Privacy Notice | Terms of Use and Accessibility | Contact us" and "© NEBOSH All Rights Reserved".

### 4 Choose all of the qualifications 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.

The screenshot shows the "Product Selection" step of the NEBOSH application process. At the top, it says "To successfully complete the application process, please do not use your browser's back button". Below this, there is a progress bar with four steps: "Product Selection", "Name and Address", "Primary Contact", and "Further Details". The "Product Selection" step is currently active. Below the progress bar, it says "Which qualification(s) are you applying for?". There is a table with 40 items, 0 of which are selected. The table has two columns: "Accreditation" and "Type". The first row is "Award in Environmental Awareness at Work" with a type of "Award". The second row is "Health and Safety at Work Award" with a type of "Award". The third row is "NEBOSH HSE Introduction to Incident Investigation" with a type of "Award". The fourth row is "NEBOSH HSE Award in Managing Risks and Risk Assessment at Work" with a type of "Award". The fifth row is "Working with Wellbeing" with a type of "Award". The sixth row is "Health and Safety Management for Construction" with a type of "Award". A red box highlights the first row, "Award in Environmental Awareness at Work".

5

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

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

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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You will have to repeat this step for every qualification you have selected.



6

Once all of your modes of study/languages have been selected you will reach the following screen to confirm your choices.

**Product Selection**   Name and Address   Primary Contact   Further Details

Please find below the various Modes of Study and Languages you have chosen as part of this application. If you wish to make any changes to your choices, please do so below.

40 of 40 items • 0 items selected

<input type="checkbox"/> Qualification	Mode of Study	Language
<input type="checkbox"/> Award in Environmental Awareness at Work	Full Time Block Release	English
<input type="checkbox"/> Award in Environmental Awareness at Work	Part Time & Evening	English
<input type="checkbox"/> Award in Environmental Awareness at Work	Virtual Delivery	English
<input type="checkbox"/> Award in Environmental Awareness at Work	E-Learning	English
<input type="checkbox"/> Health and Safety at Work Award	E-Learning	English
<input type="checkbox"/> Health and Safety at Work Award	Full Time Block Release	English
<input type="checkbox"/> Health and Safety at Work Award	Part Time & Evening	English

7

If you wish to add any additional modes of study/Languages click the add button.

<input type="checkbox"/> Qualification	Mode of Study	Language
<input type="checkbox"/> Award in Environmental Awareness at Work	Full Time Block Release	English
<input type="checkbox"/> Award in Environmental Awareness at Work	Part Time & Evening	English
<input type="checkbox"/> Award in Environmental Awareness at Work	Virtual Delivery	English
<input type="checkbox"/> Award in Environmental Awareness at Work	E-Learning	English
<input type="checkbox"/> Health and Safety at Work Award	E-Learning	English
<input type="checkbox"/> Health and Safety at Work Award	Full Time Block Release	English
<input type="checkbox"/> Health and Safety at Work Award	Part Time & Evening	English

**Add**

8

If any of your initial selections are incorrect click on the box next to the one you would like to remove.

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

Product Selection

Name and Address

Primary

Please find below the various Modes of Study and Languages you have wish to make any changes to your choices, please do so below.

40 of 40 items • 0 items selected

<input type="checkbox"/> Qualification	Mode of Study
<input type="checkbox"/> Award in Environmental Awareness at Work	Full Time Block Release
<input type="checkbox"/> Award in Environmental Awareness at Work	Part Time & Evening
<input type="checkbox"/> Award in Environmental Awareness at Work	Virtual Delivery
<input type="checkbox"/> Award in Environmental Awareness at Work	E-Learning
<input type="checkbox"/> Health and Safety at Work Award	E-Learning

9

A "Remove" button should then appear, click this button to delete.

<input checked="" type="checkbox"/> Qualification	Mode of Study	Language
<input checked="" type="checkbox"/> Award in Environmental Awareness at Work	Full Time Block Release	English
<input type="checkbox"/> Award in Environmental Awareness at Work	Part Time & Evening	English
<input type="checkbox"/> Award in Environmental Awareness at Work	Virtual Delivery	English
<input type="checkbox"/> Award in Environmental Awareness at Work	E-Learning	English
<input type="checkbox"/> Health and Safety at Work Award	E-Learning	English
<input type="checkbox"/> Health and Safety at Work Award	Full Time Block Release	English
<input type="checkbox"/> Health and Safety at Work Award	Part Time & Evening	English

Add

Remove

Confirm

10

Once you have confirmed all choices are correct click "Confirm choices" in the bottom right of the screen.

Work Award	Mode of Study	Language
	Part Time & Evening	English
	Virtual Delivery	English
	E-Learning	English
Work Award	E-Learning	English
Work Award	Full Time Block Release	English
Work Award	Part Time & Evening	English
Work Award	Virtual Delivery	English

ve

Confirm Choices

11

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

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

✓ Name and Address Primary Contact Your Organisation

\* Organisation name  
Daily Planet

Organisation sector  
Communications

Address

Street  
[Empty field]

City  
Metropolis

State/Province  
[Empty field]

Zip/Postal Code  
10017

Country  
USA

Next

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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.

12

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

The screenshot shows the NEBOSH application interface. At the top, there's a blue header with the NEBOSH logo. Below it, a message states: "To successfully complete the application process, please do not use your browser's back button". A progress bar indicates the current step is "Primary Contact", with previous steps marked with a green checkmark and subsequent steps labeled "Further Details" and "Your Organisation". The main question is "\* Are you the primary contact for this application?". Below this question are two radio button options: "Yes" (which is selected) and "No". A red rectangular box highlights the question and the "Yes" option. To the right of the question, there is a "Save & Next" button, also highlighted with a red rectangular box. At the bottom left, there are links for "Privacy Notice", "Terms of Use and Accessibility", and "Contact us". At the bottom right, there is copyright information for NEBOSH and contact details for their Leicester office.

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

✓ Primary Contact Further Details Your Organisation

\* Are you the primary contact for this application?

☒ Yes ☐ No

Save & Next

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13

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

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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  
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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14

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

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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  
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

Save & Next

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## 15 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 (if different from the organisation 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

## 16 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)

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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## 17 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.

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 April 1940

How many employees does your organisation have?  
100

\*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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## 18 Enter your annual turnover in GBP.

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?  
GBP

\*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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## 19 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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## 20 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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## 21 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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## 22 Click 'Save & Next'.

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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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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.

Home Information ▾ Applications ▾ Accreditations ▾

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

✓ 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 you training arm been operating?  
[Date Input Field]

\*In which countries do you intend to offer NEBOSH qualifications?  
[Text Input Field]

\*Who are your target learners?  
[Text Input Field]

How do you intend to recruit your target learners for NEBOSH qualifications?  
[Text Input Field]

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.  
[Text Input Field]

Please specify if there are any specific companies you will be providing NEBOSH qualifications to.  
[Text Input Field]

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

\*Is training your core business?

\*If training is not your core business, for how long has you training arm been operating?

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

\*Who are your target learners?

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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## 24 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'.

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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?

**Save & Next**

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## 25 Click 'Save & Next'.

The screenshot shows the NEBOSH application process at step 25. The progress bar indicates that the 'NEBOSH Qualification(s)' step is complete, and the 'Learner Forecast' step is the current active step. The 'Declaration' step is also visible. The text 'Please note:' is followed by two bullet points: 'NEBOSH does not accept applications for Diploma level qualifications in the first year of accreditation.' and '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.' Below this, it states 'The qualification you would like to be accredited for is: International General Certificate'. A question follows: 'Would you be interested in delivering NEBOSH Diploma-level qualifications at a later date?' with a dropdown menu showing 'No'. A red box highlights the 'Save & Next' button. At the bottom, there are links for 'Privacy Notice', 'Terms of Use and Accessibility', and 'Contact us'. The footer contains copyright information for NEBOSH and contact details for Dominus Way, Meridian Business Park, Leicester, LE19 1, including a telephone number and registered charity number.

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

Click 'Save & Next'.

The screenshot shows the NEBOSH application process at step 26. The progress bar indicates that the 'Learner Forecast' step is complete, and the 'Declaration' step is the current active step. The 'Submitted' step is also visible. The text '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.' is followed by 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 box highlights these three input fields. A red box also highlights the 'Save & Next' button. At the bottom, there are links for 'Privacy Notice', 'Terms of Use and Accessibility', and 'Contact us'. The footer contains copyright information for NEBOSH and contact details for Dominus Way, Meridian Business Park, Leicester, LE19 1, including a telephone number and registered charity number.

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 \* Year 2 \* Year 3

50 100 150

**Save & Next**

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

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

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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.

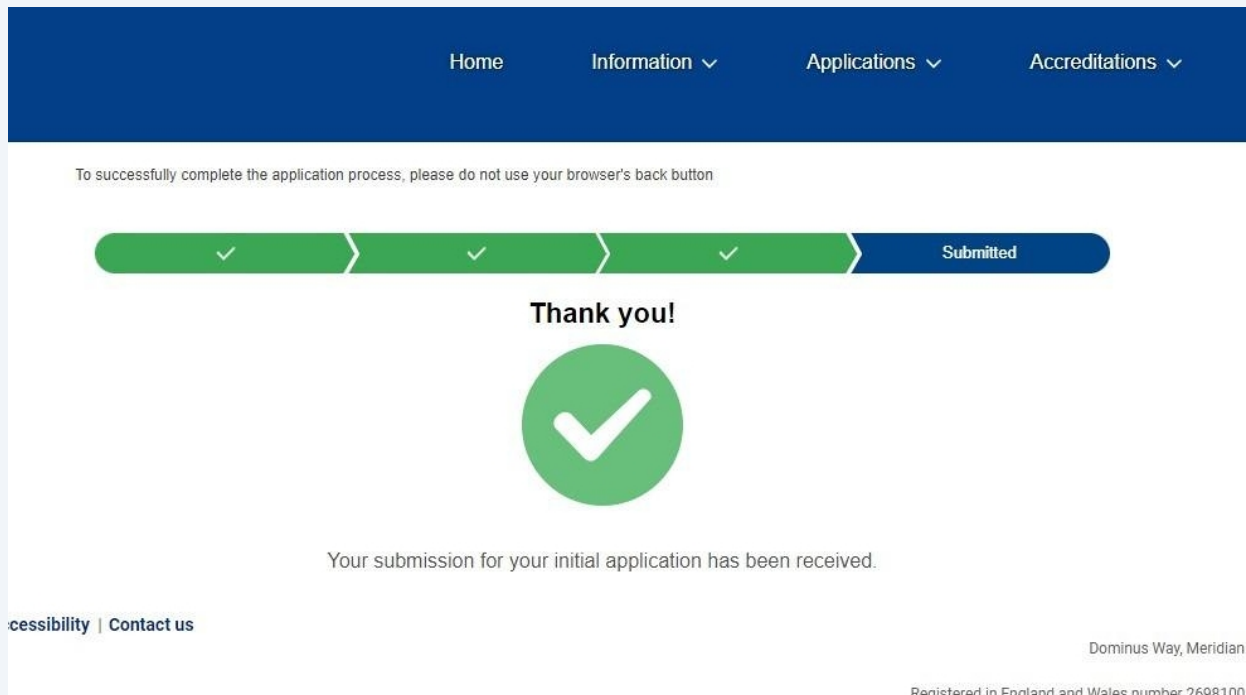
☒ I declare that I am the person authorised by my organisation to submit an application to become a NEBOSH Learning Partner

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



# 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/>

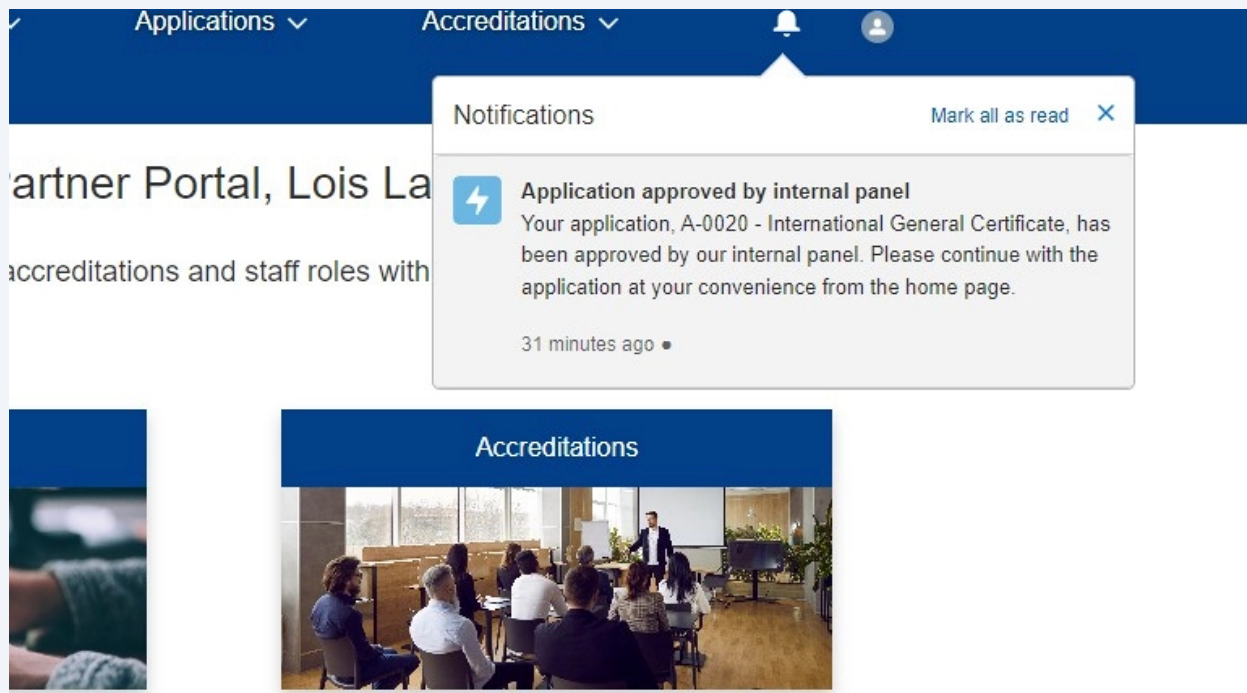
2 Log into the Learning Partner Portal and click the notification icon to view the message from NEBOSH.

The screenshot shows the NEBOSH Learning Partner Portal interface. At the top is a dark blue navigation bar with links for Home, Information, Applications, and Accreditations. A 'Notifications' icon with a red circle and a bell is highlighted. Below the navigation bar, a welcome message reads: 'Welcome to the NEBOSH Learning Partner Portal, Lois Lane'. A sub-message states: 'The Learning Partner Portal lets you manage your applications, accreditations and staff roles with NEBOSH.' Below this are three main sections: 'Information' (with a photo of two people at a desk), 'Applications' (with a photo of hands typing on a laptop), and 'Accreditations' (with a photo of a group of people in a meeting). Each section has a list of actions: 'Information' includes checking organisation details, staff/tutor changes, and contacting support; 'Applications' includes applying for new accreditations, checking current/past applications, and contacting support; 'Accreditations' includes viewing current/expired accreditations and requesting changes. At the bottom, 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'.



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

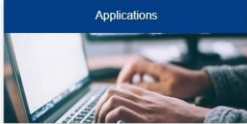
The Learning Partner Portal lets you manage your applications, accreditations and staff roles with NEBOSH.

### 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.



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 dialog 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 circle highlights the "Done" button in the bottom right corner of the dialog. In the background, the "Organisational Details" tab is active, showing fields for "Names of owners/directors" (Morgan Edge), "Date of Company registration", and "Website" (https://dailyplanet.com). A "Submit" button is visible on the right side of the form.

## 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 circle highlights the date "31 Dec 2024" in the bottom right corner of the calendar. The background form shows the "Organisational Details" tab with fields for "Names of owners/directors" (Morgan Edge), "Date of Company registration", and "Website" (https://dailyplanet.com). A "Submit" button is visible on the right side of the form.

## 11 Click 'Save & Next'.

The screenshot shows the NEBOSH application form at step 11. The header is dark blue with the NEBOSH logo. Below the header, a progress bar shows four steps: 'Organisational Details' (active, green), 'Organisation Uploads', 'NEBOSH Principles', and 'NEBOSH Principles' (disabled, grey). The main form area is white. It contains several fields: a text field for '\* Names of owners/directors' with the value 'Morgan Edge'; a section for 'Please confirm that formal identification has been uploaded for each owner/director?' with an 'Upload Files' button and 'Or drop files' text; a date field for '\* Date of Company registration' with the value '1 Apr 1940'; a text field for '\* Website' with the value 'https://dailyplanet.com'; and a text area for '\* Your Message'. A 'Submit' button is at the bottom right. A red box highlights the 'Save & Next' button. At the bottom left, there are links for 'Privacy Notice', 'Terms of Use and Accessibility', and 'Contact us'. At the bottom right, there is copyright information for NEBOSH and contact details for Dominus Way, Meridian Business Park, Leicester, LE19 1, including a telephone number and registered charity numbers.

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

\* Your Message

Submit

Save & Next

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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: 'Organisation Uploads' (highlighted in blue), followed by 'NEBOSH Principles' and 'Staff & Tutors'. Below the progress bar, a confirmation message asks: 'Please confirm that your Company policies on Health and Safety have been uploaded?' with an unchecked checkbox. To the left of this message, under the heading 'Upload Files Here', there is a red-bordered box containing an 'Upload Files' button (with a cloud icon) and the text 'Or drop files'. To the right, a text area for '\* Your Message' is visible, followed by a 'Submit' button. At the bottom left, there are links for 'Privacy Notice', 'Terms of Use and Accessibility', and 'Contact us'. At the bottom right, copyright and contact information for NEBOSH are provided.

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 in step 12, but with a modal window open for file upload. The modal 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-bordered 'Done' button is at the bottom right of the modal. The background interface is dimmed, showing the 'Organisation Uploads' step in the progress bar and the confirmation message. The 'Submit' button is still visible at the bottom right.

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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Upload Files

Health & Safety.txt  
17 B

1 of 1 file uploaded

Done

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

The screenshot shows the NEBOSH application process at step 14, 'Organisation Uploads'. The progress bar at the top indicates that the first step is complete (green) and the current step is active (blue). Below the progress bar, there is a confirmation question: 'Please confirm that your Company policies on Health and Safety have been uploaded?'. To the right of this question is a red circle highlighting an unchecked checkbox. Below the question is a section titled 'Upload Files Here' with a button labeled 'Upload Files' and the text 'Or drop files'. To the right of the confirmation question, there is a text area for a message, preceded by the label '\*Your Message'. At the bottom right of the form is a blue 'Submit' button. The footer contains 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 1C.

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

The screenshot shows the NEBOSH application process at step 15, 'Organisation Uploads'. The progress bar at the top indicates that the first step is complete (green) and the current step is active (blue). Below the progress bar, there are two confirmation questions. The first question is 'Please confirm that your Company policies on Health and Safety have been uploaded?' with a checked checkbox. The second question is 'Please confirm that your Company policies on Equal Opportunities have been uploaded?' with an unchecked checkbox. Below the second question is a section titled 'Upload Files Here' with a button labeled 'Upload Files' and the text 'Or drop files'. The 'Upload Files' button is highlighted with a red rectangle. To the right of the confirmation questions, there is a text area for a message, preceded by the label '\*Your Message'. At the bottom right of the form is a blue 'Submit' button. The footer contains 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 1C.

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?

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

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

EqualOpportunities.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

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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

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

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

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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 e  
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

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

## 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

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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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'.

✓

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

Save & Next

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

<input type="checkbox"/> 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



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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Re

## 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



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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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 NEBOSH application interface. At the top is a blue header with the NEBOSH logo. Below it, a progress bar indicates the current step is 'Staff & Tutors', with previous steps marked as complete. A message states: 'To successfully complete the application process, please do not use your browser's back button'. Below the progress bar, it says: 'Below is a list of all the staff members currently associated with and their current roles within your organisation.' A note follows: 'If you wish to make a change to an existing role, please select the relevant contact and **Edit**'. A table lists staff members:

<input type="checkbox"/>	Name	Start Date	Roles
<input type="checkbox"/>	Brian Johnson		Head of Learning Partner;Marketing;Communications Coordinator;Finance;Business Development

Below the table is an **Edit** button. A note says: 'If you wish to add a new staff member to your organisation, please select **Add Staff** below.' At the bottom are two buttons: **Add Staff** (highlighted with a red box) and **Next**. On the right side, there is a text area for a message and a **Submit** button. The footer contains a privacy notice, terms of use, and contact information for NEBOSH.



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, Step 3: Staff & Tutors. The form is divided into several sections:

- Progress Bar:** Shows four steps: 1. ✓, 2. Staff & Tutors (current), 3. Other Information, 4. Completed.
- Personal Details:**
  - \*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:** A text area for a message, with a 'Submit' button below it.
- CV Upload:** A section titled 'Please upload a CV for this staff member. A template is available [here](#).' Below this is a 'CV' section with an 'Upload Files' button and 'Or drop files' text.

A red circle highlights the 'here' link in the CV upload section. 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. The document is titled 'NEBOSH Lead Tutor, Tutor, and Assessor Checklist' and includes the NEBOSH logo. It provides instructions for completing the application process.

**Download** button is highlighted in a red box at the top right.

**NEBOSH Lead Tutor, Tutor, and Assessor Checklist**

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.

**What needs to be sent for Lead Tutor and Tutor applications?**

- A NEBOSH Tutor form with all sections completed (this needs to be signed within the last 6 months).
- Copies of relevant certificates and transcripts. Any fraudulent claims will impact negatively on any approval.
- Proof of membership with a professional body where CPD is completed or a CPD log covering the last 12 months, relevant to the qualification/s to be delivered.
- Work experience in the relevant field needs to be detailed on the tutor form. For example, if you are sending a tutor application in for Introduction to Incident Investigation, we need to see work experience related to Introduction to Incident Investigation (INV).

**Please note:** Tutor applications can only be submitted by the Head of Learning Partner, Communications Co-ordinator or Online Registrar.

**What is an Assessor, and to which qualifications do these apply?**

An Assessor marks assignments submitted by the learners. Assessors for the following qualifications will automatically be accepted following Tutor approval and passing the relevant training module(s):

- INV, WELL, HSA and HSL.

The Assessor needs to meet the same requirements as the Tutor. In order to become an Assessor for the above qualifications, the person must also be a Tutor.

Assessors for the following qualifications do not need to be sent in for approval with a Tutor application; the Lead Tutor, or Tutor can be the Assessor, as long as they meet the Tutor criteria:

### 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

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.

\*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:

Submit

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

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

\*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:

Submit

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 Other Information Completed

\*First Name  
Angus

Phone  
564654674

\*Last Name  
Young

\*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.

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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](#)

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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36

Please select all the relevant tutors related to your qualifications .

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✓ Staff & Tutors Other Information Completed

Here is a list of all the current tutors available to your organisation. Please select those related to the qualification(s) you are applying for:

You will be able to specify tutors to specific qualifications later in this process.

2 of 2 items • 0 items selected

<input type="checkbox"/> Full Name	Phone Number	Email Address
<input type="checkbox"/> Tutty Tutorrr		✉ Id10@nebosh.org.uk
<input type="checkbox"/> Craig Tutor		✉ Id17@nebosh.org.uk

\*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](#)

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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### 37 Ensure no is selected if you would not like to add any additional tutors.

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 available to your organisation. Please select those related to the qualification(s) you are applying for.  
You will be able to specify tutors to specific qualifications later in this process.

2 of 2 items • 1 item selected

Full Name	Phone Number	Email Address
<input checked="" type="checkbox"/> Tutty Tutorrr		✉ Id10@nebosh.org.uk
<input type="checkbox"/> Craig Tutor		✉ Id17@nebosh.org.uk

\*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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Register

### 38 Click "Save & Next"

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

Staff & Tutors Other Information Completed

ll the current tutors available to your organisation. Please select those related to the qualification(s) you are  
specify tutors to specific qualifications later in this process.

is selected

	Phone Number	Email Address
rr		✉ Id10@nebosh.org.uk
r		✉ Id17@nebosh.org.uk

to add any additional tutors? You will be required to provide their full name, phone number and

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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39

You will need to select which tutors you would like for each qualification you have selected.

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Please select below the tutors you wish to associate to **Award in Environmental Awareness at Work** as part of this application.

2 of 2 items • 0 items selected

<input type="checkbox"/>	Full Name	Phone Number	Email Address
<input type="checkbox"/>	Tutty Tutorrr		✉ <a href="mailto:ld10@nebosh.org.uk">ld10@nebosh.org.uk</a>
<input type="checkbox"/>	Craig Tutor		✉ <a href="mailto:ld17@nebosh.org.uk">ld17@nebosh.org.uk</a>

Next

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Register

40

Once you have selected the tutors you will then be asked to confirm the details are correct, if you have selected a qualification with multiple languages you can edit the language detail of each tutor here.

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

✓ Staff & Tutors Other Information Completed

Please ensure the details below are correct before proceeding. If you need to make any changes, please select the relevant tutor before you click Next.

2 of 2 items • 0 items selected

<input type="checkbox"/>	Tutor	Delivery Language
<input type="checkbox"/>	Tutty Tutorrr	English
<input type="checkbox"/>	Craig Tutor	English

Next

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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## 41 If all details are correct click "Next".

ation process, please do not use your browser's back button

Staff & Tutors Other Information Completed

elow are correct before proceeding. If you need to make any changes, please select the relevant tutor before you click

id

Delivery Language
English
English

\*Your Message

Submit

Next

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**i** You will need to repeat these steps for every qualification you have selected.

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

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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

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

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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

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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#### 44 Click to tick your chosen modes of study.

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

✓

✓

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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Dominus  
Registered in England and Wales nur

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

#### 45 Select your preferred payment method from the options provided.

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

✓

✓

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?

Invoice

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

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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

Submit

## 46 Click 'Submit'.

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

✓ ✓ **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?

Invoice

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

**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

**Submit**

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## 47 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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