



**The National Examination
Board in Occupational Safety
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National General Certificate in Occupational Health and Safety

Qualification guide for learners

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Qualification overview

Qualification overview

Qualification key features	Unit prefixes and title/s	Unit GNC1: Management of health and safety Unit GNC2: Risk assessment
	Assessment Unit GNC1	Assessment Type Open Book Examination (OBE) Assessment Time 5 hours (see 'Assessment' section for further details)
	Unit GNC2	Practical assessment 4 hours
Modes of study	Taught (face-to-face), open and distance learning Part-time Block release eLearning	
Qualification level and number of credits	SCQF Level 6 (Equivalent to RQF Level 3) Unit GNC1: 5 credits, Unit GNC2: 6 credits	
Entry requirements	None	
Recommended minimum standards of English	Equivalent to an International English Language Testing System score of 6.0 or higher in IELTS tests	
Languages available	English	
Pass standard	The provisional pass mark for GNC1 is 45% The pass standard for GNC2 is contained in the GNC2 guidance More information on how provisional marks are set can be found in our FAQs	
Qualification grades	The qualification grade is based on the result from Unit GNC1: Distinction: 75 marks or higher Credit: 65 - 74 marks Pass: 45 - 64 marks	

Qualification summary

Qualification summary

Who is the qualification designed for?

This qualification is designed for anyone (managers, supervisors and workers) in any type of organisation. It's ideal for anyone who needs a broad understanding of health and safety issues to be able to manage day-to-day risks effectively. Many people take the National General Certificate in Occupational Health and Safety (NGC) as a first step in a career in health and safety. It gives a valuable overview, and is a sound basis for further professional study.

Benefits for you

The NGC looks at everyday solutions for general workplace health and safety issues. When you have completed the qualification, you will be able to:

- justify the need for health and safety improvements;
- advise on duties under the main pieces of UK health and safety legislation;
- help your organisation to manage contractors;
- work within a health and safety management system;
- positively influence health and safety culture and behaviour;
- carry out a general risk assessment (using a 5-step approach) of your workplace;
- recognise workplace changes and their impacts and understand how to minimise these impacts;
- develop basic safe systems of work that include emergency arrangements and know when to use a permit-to-work system;
- take part in incident investigations; and
- help your employer check the effectiveness of the health and safety management system through monitoring, auditing and review.

Benefits for your employer

When you achieve the NGC, you will be a huge asset to your employer. You will make a real difference in the workplace. You will have the knowledge, understanding and skills to help protect the health and safety of all workers. You will also be able help your employer to comply with the law and good practice, as well as help them avoid the huge costs from incidents and ill-health.

Professional membership

Once you have your qualification parchment for the NGC, you can apply for the following memberships:

Membership body	Membership category	Designatory letters
International Institute of Risk and Safety Management	Associate	AIRSM
Institution of Occupational Safety and Health (IOSH)*	Associate Technical	AIOSH Tech IOSH

*Assessments must be taken in the UK to be eligible for IOSH membership, unless you were registered with us before 31 August 2022. More information can be found on our website.

Qualification summary

Syllabus development and review

The syllabus has been developed by NEBOSH following extensive consultation with key stakeholders, notably Learning Partners, employers, standards-setting organisations, past and present learners and subject experts. NEBOSH would like to take this opportunity to thank all those who participated in the development of the revised NGC, but in particular the following:

- Sainsbury's;
- Kier group;
- SEGRO;
- ARM cement PLC; and
- Traffic Tech (Gulf) W.L.L.

Achieving the qualification

The NGC has two unit assessments; you must achieve a 'Pass' in each unit to be awarded the qualification.

You will have **five years** to complete your qualification. The five-year period starts from the date that you passed your first successful unit (we call this the 'declaration date'). Any unit that is five or more years old will not count towards the qualification and you will need to retake this/these unit(s) if you still want to complete the qualification.

Re-sitting unit(s)

You may re-sit a unit for the following reasons:

- you achieved a 'Pass' in a unit that is five or more years old and you need it to achieve the qualification;
- you are 'Referred' (ie, don't pass); or
- you want to retake Unit GNC1 to get a higher grade (Unit GNC2 is 'Pass' or 'Refer' and does not count towards the qualification grade).



"NEBOSH is regarded as the go-to and most recognisable organisation for health and safety qualifications. Other colleagues have completed the NEBOSH National General Certificate in Occupational Health and Safety and found it useful...the NEBOSH National General Certificate in Occupational Health and Safety gave me the skills that I needed to advise people on health and safety matters. The course was very interesting and informative and highlighted how and why businesses should effectively manage health and safety, as well as the benefits of having a good health and safety management system."

Bruce Bahlaj
H&S Manager at Auto Windscreens

Qualification summary

There is no limit to the number of times you can re-sit unit(s) within the five-year period. A refund will not be given if you register to re-sit a unit before an original unit result is known. If your re-sit result is lower than the original mark, you will keep the original mark awarded for the unit. Re-sit marks are not capped.

Re-sitting GNC1 to improve your grade

If you want to try to improve your grade in Unit GNC1, you will need to tell us in writing within 20 working days of the declaration date of your second successful unit. Otherwise, a qualification parchment will automatically be issued showing the original declaration date.

Individual learner feedback

For more information on the assessment feedback provided for this qualification, please visit the NEBOSH website.

Finding where to study

You can search for Learning Partners (the people that provide your training course) using the 'Where to study' tab on our website.

Note: it is best to check directly with the Learning Partner for up-to-date information on course dates.

Qualification grading and issue of qualification parchment

Your qualification grade is based only on the result from the question paper (Unit GNC1). But you need to achieve a 'Pass' in **both** units (GNC1 and GNC2) before the parchment can be issued. The grading boundaries are as follows:

75+	Distinction
65-74	Credit
45-64	Pass
0-44	Refer

When you have completed both units, you are normally considered to have completed the whole qualification. We will then send you a qualification parchment within 40 working days of your final successful unit. We will only issue individual unit certificates on written request.

Once we issue the result of the second successful unit, you have 20 working days to either:

- tell us in writing that you want to re-sit a successful unit to improve your grade (see 'Re-sitting unit(s)' for further information); or
- submit an Enquiry About Result (EAR) request; please see the EAR policy for further information.

Syllabus

Syllabus

Syllabus summary

Element	Assessment
1 Why we should manage workplace health and safety	Open Book Examination (OBE)
2 How health and safety management systems work and what they look like	Unit GNC1: Management of health and safety
3 Managing risk – understanding people and processes	Elements 1.1, 1.2, 1.4, 2 and 3 are also assessed by the practical assessment (Unit GNC2)
4 Health and safety monitoring and measuring	
5 Physical and psychological health	
6 Musculoskeletal health	
7 Chemical and biological agents	
8 General workplace issues	Practical assessment
9 Work equipment	Unit GNC2: Risk assessment
10 Fire	
11 Electricity	

Syllabus

Learning outcomes and assessment criteria

Learning outcome The learner will be able to:	Related content	Assessment criteria	Assessment
Understand how to justify health and safety improvements using moral, financial and legal arguments	1.1–1.2	<p>Discuss the moral, financial and legal reasons for managing health and safety in the workplace</p> <p>Recognise how health and safety is regulated</p>	GNC1, GNC2
Understand when the main duties for health and safety apply to the workplace	1.3	Recognise the main health and safety duties of employers and workers in HSWA 1974 and MHSWR 1999	GNC1
Understand the important role that contractors undertake in the workplace and how they should be managed	1.4	<p>Describe how contractors should be selected, monitored and managed</p> <p>Identify the different roles and responsibilities under the Construction (Design and Management) Regulations 2015</p>	GNC1, GNC2
Work within a health and safety management system, and know what an effective health and safety policy should look like	2.1–2.2	<p>Identify the key components of a health and safety management system (ISO 45001 and HSG65)</p> <p>Recognise the benefits and limitations of different types of health and safety management systems</p> <p>Recognise the key components of an effective health and safety policy</p>	GNC1, GNC2
Positively influence health and safety culture and behaviour to improve performance in their organisation	3.1–3.3	<p>Recognise how health and safety culture influences performance</p> <p>Recognise how to improve health and safety culture at work</p> <p>Outline how human factors influence behaviour in a way that can affect health and safety</p>	GNC1, GNC2
Assess general workplace risks	1.1 1.2 3.4 (5–11)	<p>Apply the principles of the risk assessment process and</p> <p>Produce a suitable and sufficient risk assessment</p>	GNC1, GNC2

Syllabus

Learning outcome The learner will be able to:	Related content	Assessment criteria	Assessment
Understand the impact of workplace changes on health and safety and how these changes can be managed	3.5	Describe how change can have significant health and safety impacts and how to manage those impacts	GNC1, GNC2
Develop safe systems of work and emergency procedures, and know how to use them appropriately	3.6–3.8	Outline what to consider when developing and implementing a safe system of work for general work activities Identify the role, function and operation of a permit-to-work system	GNC1, GNC2
Understand typical emergency procedures (including training and testing) and how to decide what level of first aid is needed in the workplace			
Take part in incident investigations	4.1	Recognise why and how incidents should be investigated, recorded and reported	GNC1
Help their employer to monitor the effectiveness of their health and safety management system	4.2–4.4	Recognise how to monitor the effectiveness of management systems Recognise why and how audits are used to evaluate a management system Recognise why regular reviews of health and safety performance are needed and how they are carried out	GNC1
Understand a range of common workplace hazards and their associated risks and recommend suitable control measures.	5–11	Describe hazards present in the workplace and associated risks Outline existing control measures Evaluate existing control measures Explain suitable additional control measures	GNC2