



NEBOSH NATIONAL DIPLOMA IN OCCUPATIONAL HEALTH AND SAFETY (NOVEMBER 2015 SPECIFICATION)

GUIDANCE FOR STUDENTS (v4)

Why has the syllabus been updated?

NEBOSH has reviewed the syllabus in line with its normal development cycle. The syllabus content, following extensive research, has been updated to provide the knowledge and understanding required by health and safety practitioners in the modern workplace.

Did NEBOSH consult with anyone on the changes which have been made to the National Diploma?

Extensive consultation has been carried out with past and present students, employers and NEBOSH's network of accredited course providers. The first phase consultation highlighted areas of the syllabus which were considered less relevant to a health and safety practitioner; however, it was evident that the current National Diploma was still a highly valued qualification. The consultation did also identify subject areas which were not covered by the February 2010 specification which have now been included.

When will the syllabus for the November 2015 specification be launched?

The syllabus will be launched in December 2015 and will be examinable from January 2017.

Are there many differences between the February 2010 and November 2015 specifications?

Some additional content has been added into Units A, B and C. As a result of this some of the existing syllabus content has been removed. The consultation process highlighted that the content which has been removed was less useful to health and safety practitioners.

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Have the hours (taught and self-study) changed in the November 2015 specification?

Overall, the number of hours has increased by 32. There is no increase in the total number of taught hours; the increase is to self-study hours. A break-down of the recommended taught and self-study hours (with a column which show the change in hours between the February 2010 and the November 2015 specifications) is given in the following table:

	Taught hours	+/- hours	Self-study hours	+/- hours	Total hours	+/- hours
Unit A	103	+12	85	+10	182	+22
Unit B	65	-6	50	+/-0	115	-6
Unit C	70	-5	50	+/-0	120	-5
Unit DNI*	5	-1	72	+22	65	+21
Qualification	243	+/-0	257	+32	500	+32

* Unit D in the February 2010 specification.

Has the assessment structure of the 2015 specification changed?

Units A, B and C will continue to be assessed by a written 3-hour examination. The examination paper will continue with the same format ie Part A will be 6 compulsory, 10 marks questions. Part B will contain 5 questions worth 20 marks each; the student will choose 3 out of the 5 questions to answer.

The Unit D format will change; the assessment format has been refreshed to meet the requirements of the revised November 2015 specification syllabus.

As mentioned in '*Are there many differences between the February 2010 and November 2015 specifications*', element A11 will now only be assessed by Unit DNI. Although the content for A11 sits within Unit A, this content may not be taught with the rest of the Unit A content.

This Unit will also be common to the National and International Diploma in Occupational Health and Safety and will be known as Unit DNI: Application of health and safety management in the workplace (Unit **D** for the **N**ational and **I**nternational Diplomas). The Unit DNI assignment must be submitted electronically.

I am already studying the February 2010 specification; how will I be affected and what transitional arrangements are in place?

Examinations for Units A, B and C will assess only content which is common to the February 2010 and November 2015 specifications for 12 months (the January and July 2017 examination sittings).



If you have still to complete your qualification (ie, have units without a 'Pass' status) by 31 October 2016, you will automatically be transferred from the February 2010 specification to the November 2015 specification.

I have already started to complete the Unit D under the February 2010 specification; will I still be able to submit this?

You will be allowed to submit your Unit D assignment up to and including the November 2017 submission date; submissions must be paper-based and follow the current guidance for Unit D.

You may, however, choose to submit your assignment against the Unit DNI guidance from February 2017. Unit DNI submissions must be made electronically.

What will happen if I am unable to complete or receive a 'Refer' result for Unit D at or before the November 2017 submission date?

You will be allowed to resubmit your Unit D assignment up to and including the August 2018 submission.

If you are unable to complete your Unit D by the above deadline, the next time that you submit the assignment it must be against the new guidance for Unit DNI (please also see '*Has the assessment structure of the 2015 specification changed?*').

Will I need to enrol onto the November 2015 specification?

You will be required to enrol with NEBOSH; this usually happens at the start of the students studies although enrolment can take place any time prior to registration for their first Diploma assessment. The enrolment period will commence on the date that the enrolment is processed.

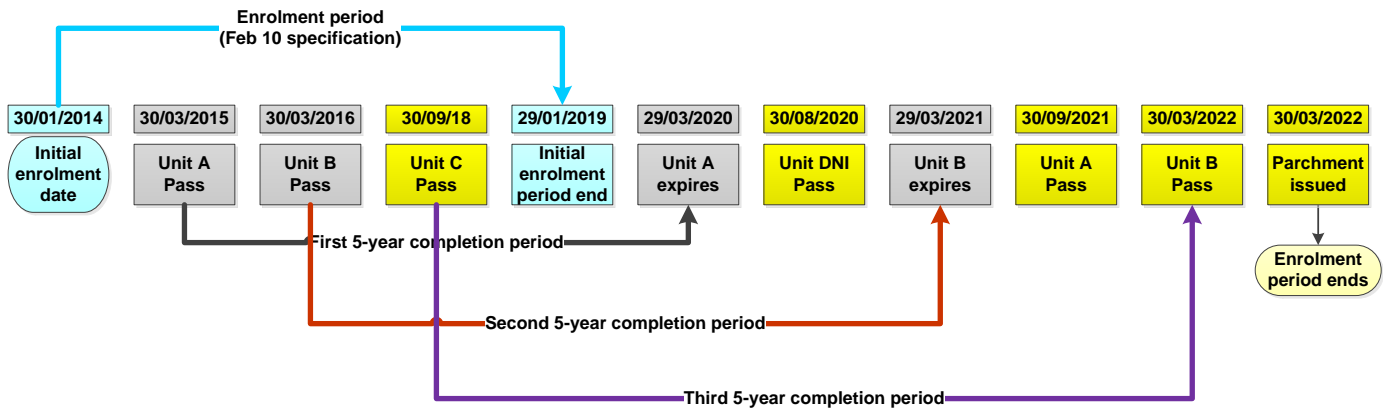
How long will the enrolment period be for?

The initial enrolment period will be for 5 years. However, once you have passed your first unit, the enrolment start date will change to the same date as the declaration date of that successful unit (the date which is printed on your unit certificate). You will then have 5-years from this new enrolment date to complete the qualification.

All 4 units must be passed within 5-years of each other; the 5-years start from the declaration date of the first successful unit. Any unit that is older than 5-years will not count towards the qualification grading and must be re-taken in order for you to achieve the National Diploma in Occupational Health and Safety.

Once a unit has expired (the declaration date of the unit is 5-years and 1-day past the current date) the enrolment period will then shift to commence on the declaration date of the second successful unit. This process will continue until you have passed all 4 units within a 5-year period.

The following diagram gives an example of how the validity period will work compared to the current enrolment period.



NOTES

- Initial enrolment date is the date that the application is processed by NEBOSH or ACP.
 - Light blue boxes show the enrolment period/time to complete the qualification under the February 2010 specification enrolment policy. In this example the student would need to re-enrol and re-take all units to achieve the qualification under the existing enrolment rules (discounting the enrolment extension request procedure).
- 5-year unit validity period.
- Expired units are shown in grey.
 - Yellow boxes indicate units which are used to award the qualification.
 - Black, brown and purple lines show 5-year unit validity periods.
 - Declaration dates are not necessarily accurate and are for illustration purposes only.

The enrolment period will only expire:

- when you have successfully completed all 4 units; or
- when all successful units have expired (ie the declaration date/s are 5 or more years older than the current date); or
- 5-years from the enrolment start date if you have not attempted any unit assessment/s; or
- 5-years from the enrolment start date if unit assessment/s have been attempted but you have received a 'Refer' result and/or have been marked as 'absent'.

Will students still be able to apply for an enrolment extension request?

You will be able to apply for an extension to a unit's validity period rather than the enrolment period. Please see '*How long will the enrolment period be for*'. The process for extensions will follow the current procedure for enrolment extensions but, due to the fact that there is now the more flexible 'rolling enrolment period', you will only be able to apply for one validity extension per unit.

The rules for unit validity extensions are included in the current 'Enrolment Policy for NEBOSH Diploma Level Qualifications'.



If I want to study the November 2015 specification when should I be looking to start a course?

NEBOSH anticipates that teaching of the revised syllabus will commence around September 2016 which will allow students to be prepared for the January 2017 examinations. Any enrolments made after the July 2016 Diploma examinations will automatically be to the November 2015 specification.

I have already enrolled onto the February 2010 specification but would prefer to study the November 2015 specification syllabus; can I transfer my programme of study with my accredited course provider to the November 2015 specification?

You will need to speak to your accredited course provider about this as it will depend on the terms of your contract with them, whether you have undertaken any studies under the February 2010 specification and may incur additional fees.

Will I need any additional tuition to take the assessments for the November 2015 specification?

From January 2018 students will be assessed to the new specification syllabus content only. You should, therefore, speak to your accredited course provider regarding any additional tuition and/or course materials which may be required as there may be additional fees involved.

What is the first date that I will be allowed to submit Unit DNI for the November 2015 specification?

If you have studied the November 2015 specification syllabus, you **must** complete your assignment against the guidance for Unit DNI. Your accredited course provider will provide you with guidance relating to which version of the assignment you are to submit ie, February 2010 specification students have until November 2017 to submit a Unit D assignment or they may choose to submit a Unit DNI assignment.

The first submission date for Unit DNI will be February 2017. You **must** submit your assignments electronically and by doing so you:

- give permission for the work to be screened by Turnitin UK and understand that it will be added to the Turnitin database; and
- declare that the work is original and does not include work from other sources except where identified by reference.

You will be issued with a pre-submission email confirming your registration to submit the assignment and containing instructions for the electronic submission.



I have started studying the National Diploma but would prefer to transfer to International Diploma, is this possible?

You can transfer Units B, C and D to the International Diploma immediately. Units IB and IC are similar to Units B and C apart from the UK legislation contained in Units B and C. Unit A cannot be transferred due to the differences in the syllabuses between Units A and IA.

I have started studying the International Diploma and wishes to transfer to the National Diploma, is this possible?

Unfortunately, you are not able to transfer unit passes from the International Diploma to the National Diploma. Units B and C of the National Diploma require knowledge of UK legislation which is not covered in Units IB and IC. However, you should speak to your accredited course provider to see what options are available to you.

Are the pass standards for the units to change?

The pass standards for each unit will remain as current ie, 45% for Units A, B and C and 50% for Unit DNI.

Has the grading structure for the qualification changed?

The grading remains the same as the February 2010 specification. You must achieve the pass standard for each unit and the percentage marks for all 4 units will then be added together to award the qualification grade as follows:

Distinction:	280 or more
Credit:	240 - 279
Pass	185 – 239

Will the November 2015 specification of the National Diploma be accredited by SQA?

NEBOSH will be applying to SQA for accreditation of the Diploma during the first quarter of 2016. The accreditation end date for the current February 2010 specification is 31 December 2016.

What level will the 2015 specification be?

It is anticipated that the qualification will remain at Level 10 on the SCQF and will attract 51 credit points.



Will previous versions of the National Diploma still be valid?

All former specifications of the National Diploma are still valid; there is no expiry date for NEBOSH qualifications.

Will the designatory letters for holders of the November 2015 specification change?

When you achieve the November 2015 specification will be able to use the designatory letters DipNEBOSH.

Will I be invited to the annual NEBOSH Graduation Ceremony on completion of the November 2015 specification?

All students who successful complete either specification of the National Diploma will be invited to attend the next available NEBOSH Graduation Ceremony.

If you require further information please contact NEBOSH's Customer Services Department on +44 (0)116 263 4700 or via email at info@nebosh.org.uk.