

NEBOSH Part A accreditation criteria

Criteria	Evidence to be Submitted with Application	Evidence for review at accreditation and/or Audit
<p>1. The course provider must provide the following contact details for the <i>five</i> roles defined below:</p>		
<p>a) NEBOSH Communications Coordinator: The person to whom all correspondence regarding NEBOSH qualifications, events, etc, should be addressed.</p>	<p>Provided in section 1.2 of the completed and signed Part A accreditation application form.</p>	<ul style="list-style-type: none"> Records of NEBOSH-related contact/ activities
<p>b) Head of course provider: The single point of accountability for all NEBOSH courses and examinations within the organisation. This will usually be the College Principal, University Vice Chancellor or the Managing Director of a private course provider.</p>	<p>Provided in section 1.2 of the completed and signed Part A accreditation application form.</p>	
<p>c) Marketing contact: The person responsible for promotional activity within the course provider (eg, advertising, production of marketing literature, website content, etc).</p>	<p>Provided in section 1.2 of the completed and signed Part A accreditation application form.</p>	
<p>d) Business Development contact: The person responsible for identifying and developing new business opportunities i.e. deciding which course will be offered.</p>	<p>Provided in section 1.2 of the completed and signed Part A accreditation application form.</p>	
<p>e) Finance Contact The person responsible for invoicing and payments to NEBOSH</p>	<p>Provided in section 1.2 of the completed and signed Part A accreditation application form</p>	

<p>f) Online Registrar The person who will be responsible for the administration of all NEBOSH examinations through the Course Provider Interface on the NEBOSH Website</p>	<p>Provided in section 1.2 of the completed and signed Part A accreditation application form.</p>	
--	---	--

Criteria	Evidence to be Submitted with Application	Evidence for review at accreditation and/or Audit
<p>2. The course provider must have robust administration procedures in place and sufficient resources to ensure:</p>		
<p>a) efficient communication between the course provider and NEBOSH in all matters relating to</p> <ul style="list-style-type: none"> • administration of examinations, • student details, student enrolments and examination registrations to published timetables. 	<p>Confirmation provided in section 2.2.3 of the completed and signed Part A accreditation form.</p>	<ul style="list-style-type: none"> • Records of communication relating to NEBOSH • Organisation structure • Minutes of tutor team meetings • Other records where relevant.
<p>b) the accurate and secure maintenance of all information and records pertaining to students.</p>	<p>Confirmation provided in section 2.2.3 of the completed and signed Part A accreditation form</p> <p>Policy on access to data and compliance with Data Protection Act (or relevant overseas requirements) (see 2.1 of the Part A accreditation application form).</p>	<ul style="list-style-type: none"> • Records of candidate entry/registration details • Records of general queries concerning candidates raised with NEBOSH • Candidate assessment records.
<p>c) quality procedures for the maintenance of course material.</p>	<p>Confirmation provided in section 2.2.3 of the completed and signed Part A accreditation form</p>	<p>Records of outcomes of QA audits relating to:</p> <ul style="list-style-type: none"> • internal document approval, • maintenance of course material

d) that course provider contact details are kept up to date.	Provided in section 2.2.2 of the completed and signed Part A accreditation application form.	<ul style="list-style-type: none"> • AA to verify during visit.
--	--	--

Criteria	Evidence to be Submitted with Application	Evidence for review at accreditation and/or Audit
2. The course provider must have robust administration procedures in place and sufficient resources to ensure:		
e) that candidate complaints against the course provider's internal assessment decisions and procedures are recorded.	Confirmation provided in section 2.2.1 of the completed and signed Part A accreditation application form.	<ul style="list-style-type: none"> • Procedures and associated records of complaints and there outcomes.
f) that candidate appeals against the course provider's internal assessment decisions and procedures are recorded.	Confirmation provided in section 2.2.1 of the completed and signed Part A accreditation application form.	<ul style="list-style-type: none"> • Procedures and associated records appeals and there outcomes. •

Criteria	Evidence to be Submitted with Application	Evidence for review at accreditation and/or Audit
3. The course provider must have:		
a) systems to comply with the minimum legal requirements of the country in which the course provider operates for the following:		
<ul style="list-style-type: none"> Health and Safety 	Signed policy document provided with completed and signed Part A accreditation application form.	<ul style="list-style-type: none"> Updated policies inspected Risk Assessment records Records of incidents and action taken
<ul style="list-style-type: none"> Equality policy (that is no less favourable than NEBOSH's own) see Appendix 9 	Signed policy documents provided with completed and signed Part A accreditation application form.	<ul style="list-style-type: none"> Records of reasonable adjustments / special consideration applications Records of monitoring of equal opportunities policy
<ul style="list-style-type: none"> Data protection 	Signed policy documents provided with completed and signed Part A accreditation application form.	<ul style="list-style-type: none"> Records of Subject Access Requests made by NEBOSH candidates to the provider.
<ul style="list-style-type: none"> Employer and public liability insurance certificate 	Copy of certificate(s).	<ul style="list-style-type: none"> Current certificate(s)
<ul style="list-style-type: none"> Complaints Policy 	Signed policy documents provided with completed and signed Part A accreditation application form.	<ul style="list-style-type: none"> Procedures and associated records of complaints and there outcomes

Criteria	Evidence to be Submitted with Application	Evidence for review at accreditation and/or Audit
4. The course provider must have adequate resources (either on the course provider premises or at alternate venue(s) to:		
a) enable the effective delivery of courses leading to NEBOSH qualifications including appropriate venues and audio visual equipment.	Confirmation provided in section 2.2.3 of the completed and signed Part A accreditation form.	<ul style="list-style-type: none"> • Venue(s) and training area(s) available for inspection • AA may sit in on a course programme taking place during the visit • Examples of student feedback forms • AA may ask students for informal feedback.
b) administer written examinations and, where relevant practical assessments / projects, in accordance with NEBOSH examination rules and regulations.	Confirmation provided in section 2.2.3 of the completed and signed Part A accreditation form.	<ul style="list-style-type: none"> • Written procedures/evidence of review • Script storage and security arrangements available for inspection • Details of actions taken (if necessary) following examination inspections made by NEBOSH • AA visit may include an examination inspection.