

NEBOSH Part B Accreditation Criteria – guidance for completing the Part B application form

The following criteria applies to Part B accreditation applications for NEBOSH qualifications:

Criteria	Evidence to be submitted with Application	Evidence to be available for Inspection by Accreditation Adviser
The course provider must be able to demonstrate:		
<p>4.1</p> <p>a) Lead tutor with suitable qualifications (for example for teaching a NEBOSH Certificate level qualification a relevant qualification equivalent to a level 6 (RQF) or level 10 SCQF; or for a Diploma qualification a relevant qualification equivalent to a level 7 (RQF) or level 11 (SCQF) qualification).</p> <p>It is recommended the lead tutor is a member of an appropriate professional body.</p> <p>Where a lead tutor does not hold the required level of qualifications, suitable experience in the subject field, together with experience of developing and delivering training courses may be taken into consideration; this must be evidenced.</p> <p>b) Course tutor will hold a relevant qualification at least at the same level as the qualification they wish to deliver. It is recommended the tutor will also hold membership with an appropriate professional body.</p>	<p>Fully completed CV in NEBOSH format for all tutors. An electronic signature will not be accepted.</p> <p>Details of professional membership for verification purposes.</p> <p>Personal email address for verification purposes.</p> <p>Formal photographic identification for all members of the tutor team.</p>	<ul style="list-style-type: none"> • Copies of certificates/parchments/transcripts verifying tutor qualifications if required. • Evidence of English proficiency if required.

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<p>4.2.1</p> <p>c) The person supervising and marking assessments marked by a course provider to have suitable qualifications (for example for teaching a NEBOSH Certificate level qualification a relevant qualification equivalent to a level 6 (RQF) or level 10 SCQF; or for a Diploma qualification a relevant qualification equivalent to a level 7 (RQF) or level 11 (SCQF) qualification).</p> <p>It is recommended the lead tutor is a member of an appropriate professional body.</p>	<p>Fully completed CV in NEBOSH format for all internal assessors. An electronic signature will not be accepted.</p> <p>Details of professional membership for verification purposes.</p> <p>Personal email address for verification purposes.</p> <p>Formal photographic identification for all internal assessors.</p>	<ul style="list-style-type: none"> • Copies of certificates/parchments verifying tutor qualifications if required. • Evidence of English proficiency if required.
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Criteria	Evidence to be submitted with Application	Evidence to be available for Inspection by Accreditation Adviser or regulatory authority
<p>4.2.2</p> <p>Arrangements in place for the practical assessments:</p> <p>Must comply with the NEBOSH practical application guidance (see appropriate qualification guidance).</p>	<p>Box 4.2.2 to be ticked on the submitted Part B Application form.</p>	<ul style="list-style-type: none"> Retention of a representative sample of cohort practical assessments for a rolling three year period.
<p>5</p> <p>a) Timetable for the course programme.</p> <p>b) Provision of appropriate course materials.</p>	<p>Outline course timetable contact hours per unit, course tutor(s) allocated to each topic, and examples of when directed private study will be given and what it will consist of for each specified mode of study.</p> <p>Sample of course materials if developing own course materials to NEBOSH syllabus.</p> <p>Copy of licence agreement for use of third party course materials, evidencing an update service.</p> <p>Details of the course materials/texts that will be provided to each candidate.</p>	<ul style="list-style-type: none"> Copies of current course timetable showing start/break/finish times and the tutor allocated for the delivery of each element. Example OHP/PowerPoint slides and handouts that are in use. Evidence of review and update.



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Additional Information for course providers:

An application will be unsuccessful if it fails to meet the accreditation criteria.

NEBOSH reserves the right not to award accreditation where there is reasonable doubt as to the authenticity of the application; or where there is reasonable belief that an application may be linked to an organisation or individual that NEBOSH has chosen not to accredit.

NEBOSH communicates with regulatory bodies and third party service providers regarding training permits/licence(s) and purchased course materials. Each course provider is required to have valid licences/agreements in place at all times during NEBOSH accreditation. Expiry or non-compliance with these licences/agreements may result in the suspension of a course provider's NEBOSH accreditation (clauses 13.2 and 19.4 of the course provider agreement).

NEBOSH operates a zero tolerance policy with regard to aggression and harassment aimed at NEBOSH staff. All course providers are required to act dutifully and in good faith towards NEBOSH in all matters relating to the performance of its obligations under the course provider agreement (clause 6.1.7 of the course provider agreement).

Three months before the end of the accreditation term NEBOSH may contact the course provider, but shall not be obliged to do so, and invite it to apply to renew its accredited course provider status.

Accredited course provider status may be renewed if the course provider can satisfy the accreditation criteria applicable at the time. In addition, an overall assessment of the course provider's performance of the services (including examination or assessment results) will be carried out by NEBOSH. If NEBOSH in its sole discretion is not satisfied that the course provider has complied with the quality standards required by NEBOSH and/or any regulatory authority or where examination or assessment results have been unsatisfactory or for any other reason that NEBOSH considers relevant, the course provider's accredited course provider status may not be renewed by NEBOSH or may be renewed with accreditation conditions or sanctions.