



## **Guidance on completing a tutor CV**

The tutor CV provides the information which NEBOSH requires to ensure that you have the technical knowledge and professional experience to deliver NEBOSH courses to the high standard required. It is important that the information that you provide is as clear and informative as possible. This will facilitate a speedy consideration of your application. The application form should show that you have the professional approach required of a tutor for a course provider of NEBOSH courses; and the standard of presentation of the CV needs to reflect this.

The current CV form must be used as they contain all of the information required. This can be downloaded from the NEBOSH website.

If you have membership of one or more professional bodies make sure that you include your membership grade and membership number for each one. It is important to include your date of birth as it is required as part of the membership verification process.

Academic and professional qualifications should state the full name of each qualification, the awarding body or institution and the date of the award. In the sections on experience you should give the nature of the experience, an approximate length of time over which the experience was gained and the name of the organisation(s) with which the experience was gained.

References should be from organisations other than the course provider through which the application is being made

In order to meet regulatory obligations regarding potential conflicts of interest, use of current NEBOSH employees as referees would not be accepted."

Please ensure you state the name and centre number of the course provider, the NEBOSH qualification(s) you would like to become a tutor in and whether you are applying for approval as a Tutor, Lead Tutor or Practical Assessor. Remember to sign and date your CV. Please also ensure that the email address you provide us not linked to the centre applying. Please provide us with a personal email address.

Please be aware that NEBOSH will routinely check the authenticity of both qualifications and memberships. The Accreditation department will contact you if copies of certificates are required for verification purposes. Any fraudulent claims will impact negatively on any approval.