

Your distance learning course  
from Astutis



NEBOSH National Diploma in Occupational Health and Safety

# About the NEBOSH National Diploma in Occupational Health and Safety

Successful completion of the NEBOSH National Diploma in Occupational Health and Safety requires you to undertake around 500 hours of learning and revision of the topics specified in the course syllabus, in preparation for the NEBOSH final assessments ... 3 exams and a workplace-based assignment.

**Unit A**  
**Managing health and safety**  
 assessed by a 3 hour written exam

<b>11 elements:</b> Recommended study time: 188 hours	<b>A1.</b> Principles of health and safety management (11 hours)	<b>A2.</b> Principles of health and safety law (22 hours)	<b>A3.</b> Criminal law (16 hours)
<b>A4.</b> Civil law (22 hours)	<b>A5.</b> Loss causation and accident investigation (11 hours)	<b>A6.</b> Measuring and reviewing health and safety performance (16 hours)	<b>A7.</b> Identifying hazards and evaluating risks (20 hours)
<b>A8.</b> Risk control (15 hours)	<b>A9.</b> Organisational factors (26 hours)	<b>A10.</b> Human factors (18 hours)	<b>A11.</b> The role of the health and safety practitioner (NOT in exam) (11 hours)

**Unit B**  
**Hazardous agents in the workplace**  
 assessed by a 3 hour written exam

<b>10 elements:</b> Recommended study time: 115 hours	<b>B1.</b> Managing occupational health (12.5 hours)	<b>B2.</b> Identification, assessment and evaluation of hazardous substances (14 hours)	<b>B3.</b> The control of hazardous substances (12.5 hours)
<b>B4.</b> The monitoring and measuring of hazardous substances (10.5 hours)	<b>B5.</b> Biological agents (9 hours)	<b>B6.</b> Physical agents 1 – noise and vibration (17.5 hours)	<b>B7.</b> Physical agents 2 – radiation (10.5 hours)
<b>B8.</b> Mental ill-health and dealing with violence and aggression at work (10.5 hours)	<b>B9.</b> Musculoskeletal risks and controls (9 hours)	<b>B10.</b> Work environment risks and controls (9 hours)	

**Unit C**  
**Workplace equipment and safety**  
 assessed by a 3 hour written exam

<b>10 elements:</b> Recommended study time: 120 hours	<b>C1.</b> Workplace and work equipment safety (12 hours)	<b>C2.</b> Fire and explosion (9 hours)	<b>C3.</b> Workplace fire risk assessment (10 hours)
<b>C4.</b> The storage, handling and processing of dangerous substances (12 hours)	<b>C5.</b> Work equipment (15.5 hours)	<b>C6.</b> Work machinery (15.5 hours)	<b>C7.</b> Mobile, lifting, access and work at height equipment (10 hours)
<b>C8.</b> Electrical safety (12 hours)	<b>C9.</b> Construction and works of a temporary nature – hazards and controls (14 hours)	<b>C10.</b> Workplace transport and managing work-related road risk (10 hours)	

**Unit DNI**  
**Application of health and safety theory and practice**

The workplace-based assignment requires you to apply the knowledge and understanding developed in Units A, B and C to a workplace, and to produce an overall review of the arrangements for managing health and safety and justified recommendations to improve health and safety performance within the workplace.  
 (77 hours)



# About your Astutis distance learning course

The Astutis distance learning course for the NEBOSH Diploma aims to provide you with the essential **course materials** and **support** to guide you through your 500 hour learning and revision journey, with your ultimate destination being successful completion of the NEBOSH National Diploma exams.

## Course materials

### Unit A

#### Managing health and safety

- ◆ Full-colour, digital course notes for the 11 elements of Unit A
- ◆ Exam questions and answers booklet for Unit A
- ◆ Mock exam paper for Unit A

### Unit B

#### Hazardous agents in the workplace

- ◆ Full-colour, digital course notes for the 10 elements of Unit B
- ◆ Exam questions and answers booklet for Unit B
- ◆ Mock exam paper for Unit B

### Unit C

#### Workplace equipment and safety

- ◆ Full-colour digital course notes for the 10 elements of Unit C
- ◆ Exam questions and answers booklet for Unit C
- ◆ Mock exam paper for Unit C

### Unit DNI

#### Application of health and safety theory and practice

- ◆ Full-colour, digital guide to help with the completion of the Unit DNI workplace-based assignment





# How we support you

## Planning advice



We offer [study planning](#) guidance and support resources to help you get organised before you begin.

## Your own tutor



As soon as you start the course you will be assigned a tutor who will be your main point of contact and support through the course. Your tutor will offer on-going support via email, telephone or Skype. Your mock exam will be marked by your tutor and their feedback on your performance will be shared with you. Your tutor will also be taking an active part in the discussion forums.

## A mock exam



You will have the opportunity to sit a mock exam for each unit of the course. Once you have completed the exam simply send it to your tutor, who will mark it and return it with detailed feedback about what is good and what you could improve upon.

## Discussion forums



The discussion forums give you the opportunity to share your experiences, thoughts and questions with fellow distance Diploma learners. Astutis tutors will be taking part in the discussions too, but the main purpose of the discussions is to enable you to learn from and support each other.

## Revision sessions



We offer additional online revision sessions for Units A, B and C and a support session for Unit DNI, via our live, online classroom (webinars). [Contact us](#) for more details.

Our [distance learning advisor](#) will always be happy to help you with any general queries relating to your course.



# Accessing your course materials

All of the course materials can be accessed via the Astutis Resources area:  
[www.astutis-resources.com](http://www.astutis-resources.com)

**Astutis Resources**

Login to this site to access your Astutis resources.

Username:

Password:

Login

Once you have logged in with your username and password you have a number of choices ...

Please choose what you would like to do:

- Download files
- View discussion groups
- Change my details/preferences

You can change your password or the email address we contact you with, choose to be informed when new files are added or updated, and subscribe by email to discussion posts.

You can access all of this on your computer or on a mobile device.



**NEBOSH Diploma (distance learning) - UNIT A**

NEBOSH Diploma (distance) Unit A Element A1.pdf	0/1	A1: Principles of health and safety management	1.11 MB
NEBOSH Diploma (distance) Unit A Element A2.pdf	0/1	A2: Loss causation and incident investigation	1.77 MB
NEBOSH Diploma (distance) Unit A Element A3.pdf	0/1	A3: Measuring and reviewing health and safety performance	0.76 MB
NEBOSH Diploma (distance) Unit A Element A4.pdf	0/1	A4: Identifying hazards, assessing and evaluating risks	1.14 MB
NEBOSH Diploma (distance) Unit A Element A5.pdf	0/1	A5: Risk control	0.72 MB
NEBOSH Diploma (distance) Unit A Element A6.pdf	0/1	A6: Organisational factors	1.17 MB
NEBOSH Diploma (distance) Unit A Element A7.pdf	0/1	A7: Human factors	1.92 MB
NEBOSH Diploma (distance) Unit A Element A8.pdf	0/1	A8: Principles of health and safety law	2.07 MB
NEBOSH Diploma (distance) Unit A Element A9.pdf	0/1	A9: Criminal law	1.61 MB
NEBOSH Diploma (distance) Unit A Element A10.pdf	0/1	A10: Civil law	1.92 MB
NEBOSH Diploma (distance) Unit A ExamQandA.pdf	0/1	UNIT A: Exam questions and answers (Jan 2010 to Jan 2012)	3.02 MB

Download course notes, exam questions and answers, and the mock exam.

**Discussions for NEBOSH Diploma (distance learning) - UNIT A**

Title	Posts	Most recent post
Welcome Unit A Diploma Distance Learners!	0	No posts yet

**General discussions**

Title	Posts	Created by	Most recent post
HSE to charge for their services - what do you think?	2	Helen	17 Oct 2012, 11:44 AM

Can't find a discussion for what you want?  
Create a new discussion

Join the discussions.



# Downloading and using your course materials

## NEBOSH Diploma (distance learning) - UNIT A

NEBOSH Diploma (distance) Unit A Element A1.pdf	0/1 A1: Principles of health and safety management	1.11 MB
NEBOSH Diploma (distance) Unit A Element A2.pdf	0/1 A2: Principles of health and safety management	1.77 MB
NEBOSH Diploma (distance) Unit A Element A3.pdf	0/1 A3: Principles of health and safety management	0.76 MB
NEBOSH Diploma (distance) Unit A Element A4.pdf	0/1 A4: Principles of health and safety management	1.14 MB
NEBOSH Diploma (distance) Unit A Element A5.pdf	0/1 A5: Principles of health and safety management	0.72 MB
NEBOSH Diploma (distance) Unit A Element A6.pdf	0/1 A6: Organisational factors	1.17 MB
NEBOSH Diploma (distance) Unit A Element A7.pdf	0/1 A7: Human factors	1.92 MB
NEBOSH Diploma (distance) Unit A Element A8.pdf	0/1 A8: Principles of health and safety law	2.07 MB

Click on the file name to download it to your computer or chosen device.

The number of downloads available for each file, the subject of the file and the file size are all detailed here.



**Remember:** You can only download each of the documents from this website once, so **saving the documents as soon as you have downloaded them is very important.**

*Note:* When we update course materials we will let you know and you will be given an additional download.

The digital course notes and the exam question and answer booklets have all been designed to enable you to use and navigate them as easily as possible.

**Bookmarks** make it easy for you to jump to different parts of the notes quickly.

**Hyperlinks** to relevant web resources make it easy for you to find out more about a particular topic.

**Key elements of a health and safety management system**

Health and safety is managed in the same way as any other aspect of business. Management control is typically exerted through a cycle of **Planning, Doing, Checking and Acting (PDCA)**.

**Plan:** establish processes, procedures and systems that will result in a health and safety management system that meets the organisation's requirements and objectives.

**Do:** implement the health and safety management system.

**Check:** monitor and measure performance against the health and safety objectives, legal and other requirements, report the results.

**Act:** take actions to continually improve health and safety performance.

Figure 1.7: PDCA cycle

There are a number of recognised safety management systems, notably:

- Managing for health and safety: HSG65 guidance from HSE, 2013 (3<sup>rd</sup> edition)
- Occupational Health and Safety Management Systems: OHSAS 18001, 2007

Highlight text and add sticky notes just as you would if you were annotating a printed copy of the notes.

We have created a video to help you get the most out of our digital course notes when opened in Adobe Reader, including searching for keywords and having the text read to you. You can watch **Getting the most out of PDFs on our YouTube channel at:** [youtu.be/NSNCrW7dmXA](https://youtu.be/NSNCrW7dmXA)





# Joining the discussion

Discussions for NEBOSH Diploma (distance learning) - UNIT A

Search

Title	Posts	Created by	Most recent post
Welcome Unit A Diploma Distance Learners!			
HSE to charge for their services - what do you think?	2	Helen	1

Can't find a discussion for what you want?  
Create a new discussion

Enter keywords or phrases into the search box to find out if anyone has been discussing a specific topic.

Click on the title of a discussion post to see what everyone is talking about.

Start a discussion of your own.

Subscribe

Subscribing to discussions means you will be emailed when anyone posts a new comment. You can choose how often you are emailed (see the next page about changing your details).



**Remember:** Everyone, including tutors, can read your posts.

HSE to charge for their services - what do you think?

Just spotted this [news item from the HSE](#) - they are going to charge for their services. What do you think?

Posted by: Helen  
Astutis learner  
16 Oct 2012, 9:31 AM

Have read the article again and see that they are only going to charge people who break the health and safety laws. Fair enough, I say :)

Posted by: Helen  
Astutis learner  
16 Oct 2012, 10:44 AM

Posted by: Paul  
Member of Astutis  
17 Oct 2012, 11:4

Add a comment

Path:

Post comment

Add your comments or questions to any discussion.



# Changing your details

## My Details

Here you can update your details and manage additional features.

Wh  
Em  
Plea  
Password:

Here you can change how your name is displayed in discussion posts and in any automated emails you receive ... you can update your email address if it changes ... or you can reset your password.

## Astutis Resources area to download your key files

You can choose to receive an automated email if new files are added to the Astutis Resources area.

## Discussion subscriptions

Keep up to date with discussion posts.

**Immediately** – Receive an email notification as soon as a new comment is posted. You will be able to post to the discussion by replying to the email.

**Daily** – Receive a summary of the day's posts in one email

**Weekly** – Receive a summary of the week's posts in one email

Wh

If you have subscribed to a discussion because you want to know when people have commented on posts you are interested in, you can choose how often you receive email notifications here.





# Getting the most out of your course

As a distance learner you will already be motivated and prepared to use the course materials and support we have provided to ensure you get the most out of the course ... but in case you would like a bit of help getting started, here is what we suggest ...

**Start by downloading all of the course materials from the Astutis Resources area.**



- ◆ Units A, B and C are split into **elements** and each element has a separate set of course notes (PDF).
- ◆ Each element is split into **sections**, based on the learning outcomes from the NEBOSH Diploma syllabus.
- ◆ Each element contains all of the **essential course information**, diagrams, tables, etc. but it also contains **web links** to reference resources and relevant **exam questions** from past exams, which tell you where to find the **answers** in the *Exam questions and answers* booklet.



- ◆ The exam questions and answers in the *Exam questions and answers booklet* have been divided into elements too.
- ◆ As well as referring to this booklet to check the answers as you work through the course notes, it is also a **handy revision tool** in itself, as you practise answering exam questions in the run up to the exams.



**Make sure you take advantage of the additional support we offer.**



**Your own tutor**  
for additional 1:1  
support



**The mock exam**  
so you can check your  
progress towards the  
exams



**Discussion forums** to  
share your  
experiences with  
fellow learners



**Revision sessions**  
with one of our tutors  
via our live, online  
classroom (webinars)



# About the NEBOSH National Diploma exams



## When can I sit the NEBOSH National Diploma exams?

- ◆ **Unit A, B and C written exams** take place twice a year, in **January** and **July**.
  - ◆ **Unit DNI written assignment** can be submitted **several times in a year**.
- The exam and assignment submission dates are [published on the NEBOSH website](#) every year.

## Where can I sit these exams?

You can sit the NEBOSH National Diploma exams with us at the following venues:

Bristol	Cardiff	Central London	Edinburgh
Glasgow	Heathrow	Wakefield	Warrington

## What do I have to do to sit a NEBOSH National Diploma exam or submit my assignment with Astutis?

The NEBOSH National Diploma exams and assignment submission only happen a few times during the year so **everything you have to do in preparation has deadlines**. The full details (with deadlines) are on our [NEBOSH Diploma Exams webpage](#), but as an overview, there are 3 things for you to do:

- 1 You must be enrolled as a Diploma student with NEBOSH** before we can register you to take any examinations or submit your Unit DNI written assignment. The [NEBOSH National Diploma Student Enrolment form](#) can be completed online.
- 2 You need to advise us which of the 3 exams you want to sit, when and in which location**, so we can register this with NEBOSH.
- 3 You need to let us know which date you are going to submit your Unit DNI assignment by**, so we can register this with NEBOSH.

### *Important things to remember:*



**Once you have been enrolled as a Diploma student with NEBOSH**, you have **5 years** to successfully complete the Unit A, B and C exams and the Unit DNI written assignment.

**If you are not enrolled as a Diploma student with NEBOSH by the date specified on our exams webpage**, you cannot sit the exams or submit your Unit DNI assignment.

## How much do the NEBOSH Diploma exams cost?

If you haven't already done so, [contact our sales team](#) to find out about the cost of enrolling for and sitting the NEBOSH Diploma exams.