

	<b>International Health &amp; Safety – Student Course Guide</b>	<b>Document Ref. No.:</b> CMC-P&P-002	
		<b>Issue No.:</b> 1	<b>Page 1 of 12</b>

NAME	INTERNATIONAL HEALTH & SAFETY – STUDENT COURSE GUIDE		
REF. NO.	CMC-P&P-002		
ISSUE AND REVISION HISTORY			
Revision No.	Summary of changes	Author	Effective Date

## International Health & Safety – Student Course Guide

<b>MANAGEMENT APPROVAL</b>			
<b>Name</b>	<b>Designation</b>	<b>Date</b>	<b>Signature</b>
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	<b>International Health &amp; Safety – Student Course Guide</b>	<b>Document Ref. No.:</b> CMC-P&P-002	
		<b>Issue No.:</b> 1	<b>Page 2 of 12</b>

## 1. Cours Guide Objective

This Course Guide is designed to help you clearly understand the structure, expectations, and learning outcomes of the International General Certificate program.

Our goal is to provide a supportive learning guide that builds knowledge, develops practical skills and prepares you for success in the assessment. This guide outlines each stage of your learning journey so you know what to expect and how to prepare.

We are committed to helping you achieve your goals and gain the confidence needed to apply your learning in real-world situations.

## 2. About IGC Program

A course guide for the NEBOSH International General Certificate (IGC) in Occupational Health and Safety (OHS) students. The most trusted health and safety qualification of its kind in the world. It's designed to reflect the needs of today's employer, giving students everything they need to know and do to make their workplace safer.

This IGC in OHS course guide has been designed to support learner development. The qualification looks at general workplace issues and can be applied in many sectors.

## 3. What can learners expect?

As a learner in the International General Certificate program, you can expect a well-structured, supportive and engaging learning experience. You will be guided through clearly defined modules that combine theoretical knowledge with practical application. The course is designed to help build confidence, understand key concepts and prepare effectively for your assessments.

Throughout the program, you will have access to:

- Qualified and experienced instructors
- Comprehensive learning materials
- Regular feedback and academic support
- Practical case studies and real-world examples
- A learning environment that encourages interaction and growth

This course is not just about passing an exam — it's about developing skills that will enhance your professional journey.

## 4. Commitment from the Training Provider

We are fully committed to delivering high-quality education and ongoing learner support throughout the training journey. We register the learner with the awarding body including other administrative activities that involved in the course registration process. We pledge to keep the highest standards of instruction and course delivery, provide timely access to learning

resources & updates, create a safe, inclusive and respectful learning environment, offer guidance, mentorship, and support when you need it, e. ensure transparency in assessments and fair treatment of all learners.

Your success is our priority, and we are here to assist you in every step of the way.

## 5. Course Coverage

With in-depth focus on the things that matter, the IGC covers the core skills you need, wherever in the world you work. It covers:

- How to effectively manage health and safety?
- How to identify and control common workplace hazards?
- How to measure success?

Once you have completed your qualification for IGC, you can apply for the following membership:

Membership body	Membership category	Designatory letters
International Institute of Risk and Safety Management	Associate	AIIRSM
Institution of Occupational Safety and Health (IOSH)	Associate	AIOSH
	Technical	Tech IOSH

## 5. Learners Outcome

On completion of the qualification, the learners will be able to:

- o Justify the need for health and safety improvements;
- o Advise on the main duties for health and safety in the workplace;
- o Help their organization to manage contractors;
- o Work within a health and safety management system;
- o Positively influence health and safety culture and behavior;
- o Carry out a general risk assessment (using a 5-step approach) of their workplace;
- o Recognize workplace changes and their impacts and understand how to minimize these impacts;
- o Develop basic safe systems of work that include emergency arrangements and know when to use a permit-to-work system;
- o Take part in incident investigations; and
- o help their employer check the effectiveness of the health and safety management system through monitoring, auditing and review.

## 5. Qualification Key Features Overview

	<b>International Health &amp; Safety – Student Course Guide</b>		<b>Document Ref. No.:</b> CMC-P&P-002
			<b>Issue No.:</b> 1 <b>Page 4 of 12</b>

<b>Unit prefixes and title(s)</b>	Unit IG 1: Management of Health and Safety Unit IG 2: Risk Assessment	
<b>Assessment</b>	Assessment Tupe	Assessment Time
<b>Unit IG 1</b>	Open Book Examination (OBE)	4 Hours
<b>Unit IG 2</b>	Practical Assessment (Risk Assessment)	3 Hours
<b>Mode of Study</b>	Face-to-Face Training Virtual Training	
<b>Learning Hours</b>	Unit IG 1: 50 Hours (Taught – 26 Hours, Self-Study - 20 Hours and Assessment – 4 Hours) Unit IG 2: 62 Hours (Taught – 39 Hours, Self-Study – 20 Hours, and Assessment – 4 Hours)	
<b>Learning Days</b>	A full-time block release course would take approximately 9½ days.	
<b>Qualification Level and No. of Credits</b>	SCQF Level 6 (Equivalent to RQF Level 3) Unit IG 1 – 5 Credits   Unit IG 2 – 6 Credits	
<b>Entry Requirement</b>	None	
<b>Recommended Minimum Standards of English</b>	Learner: Must understand and articulate the concepts contained in the syllabus. Tutor: International English Language Testing System 7.0 or Higher	
<b>Languages Available</b>	English	
<b>Assessment Dates</b>	As per NEBOSH Standard Date	
<b>Pass Standard</b>	The Provisional Pass Mark for IG 1 is 45% The Pass Standard for IG 2 is contained in the IG 2 Guidelines. More information can be found in <a href="http://www.nebosh.org.uk">www.nebosh.org.uk</a>	
<b>Qualification Grades</b>	The qualification grade is based on the result from Unit IG 1 and IG 2 Distinction: 75+ Marks or Higher   Credit: 65-74 Marks   Pass: 45-64 Marks	
<b>Achieving the Qualification</b>	<ul style="list-style-type: none"> <li>- Must achieve a 'Pass' in each unit to be awarded the qualification.</li> <li>- Learners will have five years to complete their qualification.</li> <li>- The five-year period starts from the date of their first successful unit (i.e. called 'declaration date').</li> <li>- Any unit that is five or more years old will not count towards the qualification; Learner will need to retake this/these unit(s) if they have to complete the qualification.</li> </ul>	

<b>Re-sitting Unit (s)</b>	<ul style="list-style-type: none"> <li>- unit(s) with a 'Pass' that are five or more years old and the learner still wants to achieve the qualification; or</li> <li>- 'Referred'; or</li> <li>- To re-sit Unit IG1 to achieve a higher grade can be achieved (Unit IG2 is 'Pass' or 'Refer' and does not count towards the qualification grade).</li> </ul> <p>There is no limit to the number of times a learner can re-sit unit(s) within the five-year period. A refund will not be given if the learner registers to re-sit a unit before an original unit result is known. If the learner's re-sit result is lower than the original mark, they will keep the original mark awarded for the unit. Re-sit marks are not capped.</p>
<b>Available Resources</b>	<p>In addition to this guide, the following resources are downloadable from the NEBOSH website (<a href="http://www.nebosh.org.uk">www.nebosh.org.uk</a>):</p> <ul style="list-style-type: none"> <li>- IG2 Guidance for Learners;</li> <li>- Assessment pack for Unit IG2;</li> <li>- Tutor references;</li> <li>- Leaflet; and</li> <li>- Case studies</li> </ul>

## 6. Syllabus Covered

Unit IG 1 – Management of Health and Safety				
Lesson	Element	Recommended Tuition Hours	Recommended Self-Study Hours	Assessment
1.	Why we should manage workplace health and safety	3	20	Open Book Examination (OBE) <b>4Hours</b> Elements 1.1, 1.2 & 3.4 are assessed in Practical (IG2) Assessment too.
2.	How health and safety management systems work and what they look like	2		
3.	Managing Risk – Understanding people and process.	14		
4.	Health and safety monitoring and measuring	7		

Unit IG 2 – Risk Assessment (Practical Assessment)				
Lesson	Element	Recommended Tuition Hours	Recommended Self-Study Hours	Assessment
5.	Physical and psychological health	7	20	Practical Assessment <b>4 Hours</b>
6.	Musculoskeletal health	6		
7.	Chemical and biological agents	6		

8.	General Workplace issues	10		
9.	Work equipment	5		
10.	Fire	3		
11.	Electricity	2		

## 7. Elements and Core Topics Covered

Unit IG 1 – Management of Health and Safety	
Element 1: Why we should manage workplace health and safety	
1.1.	Morals and money
1.2.	Regulating health and safety
1.3.	Who does what in organizations
Element 2: How health and safety management systems work and what they look like	
2.1.	What they are and the benefits they bring
2.2.	What good health and safety management systems look like
Element 3: Managing risk – understanding people and process	
3.1.	Health and safety culture
3.2.	Improving health and safety culture
3.3.	How human factors influence behavior positively or negatively
3.4.	Assessing risk
3.5.	Management of change
3.6.	Safe system of work for general work activities
3.7.	Permit-to-work systems
3.8.	Emergency Procedures
Element 4: Health and safety monitoring and measuring	
4.1.	Active and reactive monitoring
4.2.	Investigating incidents

	<b>International Health &amp; Safety – Student Course Guide</b>	<b>Document Ref. No.:</b> CMC-P&P-002	
		<b>Issue No.:</b> 1	<b>Page 7 of 12</b>

4.3.	Health and safety auditing
4.4.	Review of health and safety performance

Unit IG 2 – Risk Assessment	
Element 5: Physical and psychological health	
5.1.	Noise
5.2.	Vibration
5.3.	Radiation
5.4.	Mental ill-health
5.5.	Violence at work
5.6.	Substance abuse at work
Element 6: Musculoskeletal health	
6.1.	Work-related upper limb disorders
6.2.	Manual handling
6.3.	Load-handling equipment
Element 7: Chemical and biological agents	
7.1.	Hazardous substances
7.2.	Assessment of health risks
7.3.	Occupational exposure limits
7.4.	Control measures
7.5.	Specific Agents
Element 8: General Workplace issues	
8.1.	Health, welfare and work environment
8.2.	Working at height
8.3.	Safe working in confined spaces
8.4.	Lone working
8.5.	Slips and trips
8.6.	Safe movement of people and vehicles in the workplace

8.7.	Work-related driving
<b>Element 9: Work Equipment</b>	
9.1.	General requirements
9.2.	Hand-held tools
9.3.	Machinery hazards
9.4.	Control measures for machinery
<b>Element 10: Fire</b>	
10.1.	Fire Principles
10.2.	Preventing fire and fire spread
10.3.	Fire alarms and fire-fighting
10.4.	Fire evacuation
<b>Element 11: Electricity</b>	
11.1.	Hazards and risk
11.2.	Control measures

## 8. Course Fee

Training Mode	Fee
<b>IGC Face-to-Face Training</b>	Rs. 45,999   USD: 599
<b>IGC Virtual Training</b>	Rs. 39,999   US\$: 499
<b>Mode of Payment</b>	Bank Transfer, Credit / Debit Card, Demand Draft, Cash and Cheque Payment.

## 9. Bank Account

<b>Account Name:</b>	COGNISPHERE MANAGEMENT AND CONSULTANCY
<b>Name of the Bank:</b>	KOTAK MAHENDRA BANK
<b>Account Number:</b>	2148331923
<b>IFSC Code:</b>	KKBK0008698
<b>Account type:</b>	Current Account
<b>Branch:</b>	Sastri Road, Trichy
<b>Bank Address:</b>	Kotak Mahendra Bank, Sastri Road, Trichy.
<b>Pincode</b>	620017



	<b>International Health &amp; Safety – Student Course Guide</b>		<b>Document Ref. No.:</b> CMC-P&P-002
		<b>Issue No.:</b> 1	<b>Page 9 of 12</b>

## 10. Course Fee

The course fee for the International General Certificate program is set by the management and reflects the value of instruction, support, learning resources, and certification services provided. While we strive to maintain consistent and fair pricing, the course fee is subject to change based on several factors, including but not limited to:

- Special promotional offers or limited-time discounts
- Market trends and competitor pricing
- Client-specific arrangements or volume registrations
- Type or category of delegates (e.g., students, corporate groups, returning learners)
- Management's strategic decisions based on operational and economic considerations

Any applicable fee changes will be communicated clearly before registration or course commencement. Once a learner has registered and payment has been received, the agreed fee at that point will be honored for the duration of that particular course (Refer CMC-P&P-004-Learner Enrollment - Transfer - Cancellation Policy).

Note:

- All promotional or customized pricing is discretionary and subject to approval by management.
- No retrospective fee adjustments will be made for previously enrolled learners.
- Learners are encouraged to verify the current course fee and any applicable offers before registration.

The above ensures transparency, fairness, and alignment with industry and accreditation standards while allowing the training provider to adapt to market needs.

## 11. Digital Assessments, Marking and Result Process

The digital format is an open book examination which unlike an invigilated paper-based examination allows learners to sit their NEBOSH assessment in their own home or another safe and suitable location.

Learners required to sit an examination must register via NEBOSH approved Learning Partner. Assessment papers will be available to learners from 11am (UK time) on the examination date.

Results will be issued 50 working days from the examination date and sent to your registered email address.

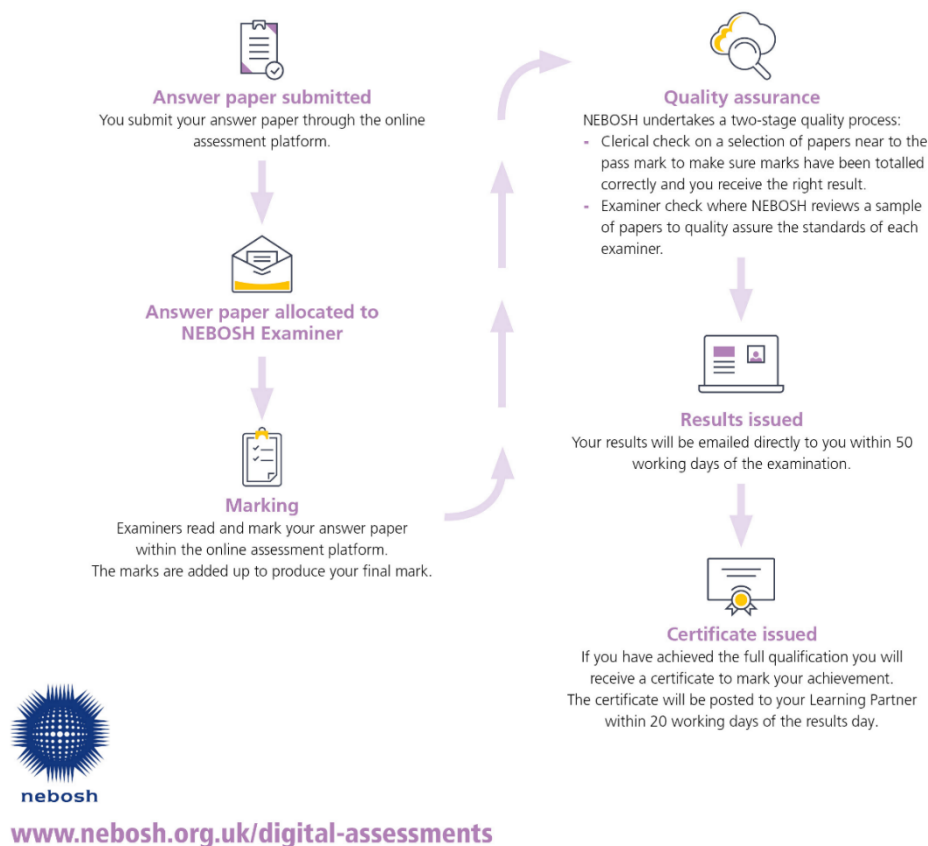
You can contact [info@cognispheremc.com](mailto:info@cognispheremc.com) or visit [www.cognispheremc.com](http://www.cognispheremc.com) to know more. However, If you would like to get more information from NEBOSH about your chosen qualification and the required assessments and units, please visit <https://www.nebosh.org.uk/qualifications/>

The following tutorials go into more detail for each action, but please be aware that the platform may have different or additional features since these examples were recorded.

- [Log into the online examination platform, desktop](#)
- [Download your examination paper, desktop](#)
- [Upload your examination paper, desktop](#) - We can now only accept submissions in PDF format.
- [Remove and replace your submission, desktop](#)
- [Reset your password](#)
- [Language options in the online examination platform, desktop](#)

## NEBOSH digital assessments: the same rigour

### Marking and results process



#### Note:

- To help you during the digital assessments you can use resources such as notes, textbooks, learning materials and online resources. It's important to remember that

	<b>International Health &amp; Safety – Student Course Guide</b>		<b>Document Ref. No.:</b> CMC-P&P-002
		<b>Issue No.:</b> 1	<b>Page 11 of 12</b>

cutting and pasting from a textbook or online resource will not provide you with a good answer - you will need to really understand the topic and apply your understanding to the scenario given in the question paper.

- If you have previously taken a NEBOSH digital assessment your login details will remain the same. If you have forgotten your password select 'Forgotten your username or password?'. Your username is your learner number. <https://learning.nebosh.org.uk/>
- Your assessment submission must be in PDF file format. Any submissions which are not in a PDF file format will be declined and will not be marked.

## 12. IGC Course Book

We shall provide the IGC course book from NEBOSH. The book and qualification both look at how workplace health and safety should be managed effectively and are based on best practice from relevant key international standards. The book contains practical activities, case studies and key terminology definitions. It can be used during a taught course or virtual learning.

## 13. Learner Support

We understand that support is essential for a successful learning experience. Our program is designed to ensure you have access to the right guidance, tools, and people throughout your course journey.

## 14. Instructor Access and Communication

You will have access to qualified instructors who brings real-world experience and subject matter expertise. They are available to:

- Clarify course concepts
- Guide you through complex topics
- Provide feedback on assignments and progress
- You can reach your instructor via:
  - o Scheduled class sessions or virtual training sessions
  - o Email communication
  - o One-on-one consultation sessions (by appointment)
  - o Messaging via SMS or WhatsApp if applicable

## 15. Academic Support and Mentoring

Our academic support team is here to help you succeed. This includes:

- Study tips and exam preparation guidance
- Help with understanding course material
- Support in developing your practical skills
- Career and progression advice where applicable

	<b>International Health &amp; Safety – Student Course Guide</b>	<b>Document Ref. No.:</b> CMC-P&P-002	
		<b>Issue No.:</b> 1	<b>Page 12 of 12</b>

- Course counsellors / mentors may also be assigned to support your personal development and keep you on track with your learning goals.

## 16. Peer Groups or Group Discussion Forums

Learning is more effective when shared. You will be encouraged to:

- Join peer learning groups
- Participate in class discussions or breakout sessions
- Share knowledge, ideas, and experiences in structured forums
- Collaborate on group activities and assignments

These platforms provide a sense of community, improve engagement, and help build your confidence.

## 17. Contact for Administrative Support

For any non-academic concerns such as:

- Course registration or scheduling or rescheduling
- Access to learning materials
- Certificate issuance and examination related queries
- Please contact the Course Counsellor / Coordinator via:
  - o Email: [info@cognispheremc.com](mailto:info@cognispheremc.com) | Phone: +91-431-4055222; +91-9043133993
  - o Office Hours: 9 am to 5.30pm from Monday to Friday.

Our administrative team is here to ensure your learning experience runs smoothly from start to finish.

## 18. Conclusion

By following this Course Guide and actively participating in the learning process, you will be equipped with essential knowledge and skills aligned with international standards. Remember, success in this course comes from your dedication, regular practice, and commitment to continuous improvement.

We encourage you to take full advantage of all available resources, ask questions when needed, and engage fully in the learning activities. We wish you the very best in your journey towards earning the International General Certificate and advancing your professional career.

Approved By:



Kannan Karuppiyah, Managing Director

