



### **Environmental Awareness at Work (EAW)**

[www.nebosh.org.uk/qualifications/environmental-awareness](http://www.nebosh.org.uk/qualifications/environmental-awareness)

dGlobal Training and Consultancy Pvt. Ltd. (dGTC) started in 2011, delivering NEBOSH IGC.

Since then, a number of students have taken this professional certification.

The center is led by Mr. N. Devchandra Singh, CMIOSH, who has worked in India and the Gulf for 15 years and has been leading the center for 12 years.

The center has a number of qualified and excellent tutors who are mostly CMIOSH and GradIOSH, working in senior positions in the profession in India and overseas.

As the method of delivery has been changed to virtual, physical attendance at the center is not required. At the same time, tutors can teach from anywhere on Zoom and other similar apps.

### **Who is NEBOSH?**

NEBOSH stands for National Examination Board in Occupational Safety and Health, a UK awarding organization offering professional qualifications in health, safety, and environmental management.

### **What are the courses offered by NEBOSH ?**

NEBOSH offers a range of qualifications, starting with awards, certificates, diplomas, and master degrees in occupational safety, fire, and environmental domains.

### **How are NEBOSH courses delivered worldwide?**

A network of accredited Learning Partners delivers NEBOSH courses and supports learners throughout their studies and assessments, helping to make NEBOSH qualifications accessible to people anywhere in the world.

### **How is the NEBOSH Certification valued ?**

NEBOSH health, safety, and environmental qualifications are globally recognized and taken by people working in all types of industries, as well as national and local governments.

### **Is your Center recognized by NEBOSH?**

Our center has been operating since 2011, and our center number is 823.

### **What are difference among Gold/Silver and Bronze?**

They are in the center business category, there is no difference in the certificate you received.

### **What is the address of NEBOSH?**

5 Dominus Way, Meridian Business Park  
Leicester, LE19 1QW, UK, tel: +44 (0)116 263 4700  
[www.nebosh.org.uk](http://www.nebosh.org.uk)/email:info@nebosh.org.uk  
Working hours - 8 am - 5 pm (Mon - Fri)

### **What is EAW and what is a level?**

This course is accredited by the Scottish Qualifications Authority (SQA). The qualification has its own unique place in the Scottish Credit and Qualifications Framework (SCQF) at SCQF Level 5, with 1 SCQF credit point.

### **What is the entry level of this course?**

There is no specific entry qualification, but learners should have the capability to understand the concepts in the syllabus and attempt a scenario-based examination before producing a risk assessment of the workplace.

This normally requires good proficiency in English, so NEBOSH recommends that learners undertaking this qualification in English should reach a minimum standard of English equivalent to an International English Language Testing System (IELTS) score of 5.0 or higher in IELTS tests.

### **What do we recommend based on practical experience?**

We recommend a minimum that Learners should have at least XII/HSC and English as one subject with a diploma in safety, fire, etc. Few years of experience in field be an advantage.

Learners with the higher qualifications and experience mentioned above will be given preference.

However, in other cases, Pre-Learning Assessment (PLA) will be conducted by dGTC for admission these courses.

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Save the  
environment



Save our  
generation

### How do I apply for this course?

Get a few documents ready, such as a recent passport photo, an Aadhar card or Pan card driving license or passport in color, a signature scan copy, a basic qualification marklist, and any safety-related certificate or diploma, if any. Then visit our website, [www.dgtcpune.com](http://www.dgtcpune.com), click apply now, follow the instructions, and fill out and submit. Alternatively you send us all the above documents and we will do it.

### Can I get the EAW Course schedule?

One can get the examination schedule in the NEBOSH website. We are selecting suitable dates from the schedule provided by NEBOSH, so please visit our website to see dates or contact our office website, [www.dgtcpune.com](http://www.dgtcpune.com).

### Can I take examinations in other languages?

NEBOSH-EAW is only delivered in English at present.

### How will the fees be paid?

Once the application is accepted, an email with account details will be sent to you. Fees can be paid by various modes, including bank transfer and UPI. If you wish to pay using credit, an extra 2% will be charged.

### I am outside India; can I register with your center?

Yes, as it is a virtual mode of delivery and an online examination, you can appear for this examination from anywhere in the world, considering the restrictions imposed by NEBOSH from time to time. Login credentials will be provided by NEBOSH.

### Your address for registration is important.

If you are outside India and want to appear for this course, while filling out the application, you must enter your present address from where you want to appear for this examination.

### What course material will you provide?

We will provide you course materials produced by NEBOSH. These course materials are purchased from NEBOSH for each learner for the course.

### How will the course be delivered and examination?

The course is delivered via virtual and one full day course followed by a multiple-choice question lasting 30 minutes. The answer sheet is to be submitted directly to the examination platform.

### Is attendance mandatory in this course?

Yes, attendance is compulsory and should have the same standards as a face-to-face program. It is one day and may be conducted mostly on weekends and learners will appear for examination on the schedule dates by NEBOSH.

### What are the deferment, transfer, refund, and cancellation procedures?

There are two stages of admission to the course. 1. Learners are enrolled in the course to dGTC after verifying necessary documents then course materials are provided and teaching proceeds as per schedule. At this stage the registration is with dGTC.

- If the learner wants to cancel registration 5% administrative charge will be deducted and balance will be refunded. Deferment to any suitable date is possible. Transfer to any suitable learner can be done.

2. Learners are then registered for the examination towards the NEBOSH as per the date lines. At this stage the learner is registered with NEBOSH.

- If a learner wants to cancel then NEBOSH cancellation and refund will be applied. Details are available on the NEBOSH website under policies and procedures.

### People with medical conditions, disabilities and learning difficulties or adverse circumstances

Learners with any of the above conditions should speak to us personally before taking admission, so that certain arrangements under the NEBOSH guidelines can be granted with permission from NEBOSH. Temporary illness/injuries or circumstances arising at or near the time of assessment contact us to apply for special consideration to NEBOSH.

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## **dGlobal Training and Consultancy Pvt. Ltd. Appeal and Complain Policy**

1. Purpose:

dGlobal Training and Consultancy Pvt. Ltd. recognizes that sometimes things may go wrong for a student, who then wishes to make a complaint or an appeal. An appeal is specifically related to a matter of marking, for example, when a student does not agree with the marks awarded for an assessment, or other matters of concern, that are not related to marks, can be raised as a complaint, for example, against a member of staff, a student, or about facilities. Awarding bodies also have their own specific appeals and complaints procedures. Please refer below to the relevant awarding body procedures.

2. dGTC Appeals Procedure

Enable a student to enquire, question an assessment decision, attempt to reach agreement between the learner and the assessor at the earliest opportunity, standardize and record any appeal to ensure openness and fairness, and facilitate a learner's ultimate right of appeal to the awarding body with a view to protecting the interests of learners and the integrity of the qualification.

Students will be informed of dGTC and the awarding body procedures for appealing an assessment decision during the introduction part of the course for each course, like NEBOSH, IOSH, or other courses.

Learners can make an appeal directly through the NEBOSH website; procedures are available on the website. The learners can also make a request for an appeal through the learning partner's appeal email. On receiving a request, the learning partner will contact the learner and subsequently make an appeal on behalf of the learner. Once the appeal is accepted, the necessary fees will be paid to NEBOSH. Where a request is made to the learning partner, we will ensure that an appeal is made within the deadlines.

The outcome of the appeal will be notified by the NEBOSH directly to the learner, and a copy will be sent to the learning partner. The director will also guide further appeal procedures if the learner remains dissatisfied.

3. dGTC Complaints Procedure

Learners are encouraged to voice any dissatisfaction with the services provided by dGTC; this may discredit the learning partner and eventually the awarding body. dGTC is committed to resolving any complaint at the earliest.

A complaint may be related to any tutors, non-teaching staff, learners, facilities provided by us, or other nature. Any staff member is expected to be approachable and should resolve things in the right manner with good intention.

If the matter is serious for the informal approach, or it has been tried but remains unresolved, then the learner or staff member should follow the formal complaint procedure in writing. (dgtc/format/16/rev 0 )

If a complaint is not resolved within the dGTC, the learner can make a formal complain to the awarding body, and these procedures are available in the awarding body's procedures as well. The dGTC will provide them without any reservation. This policy will be reviewed annually.

Director

N Devchandra Singh  
dgtc/qhse/05/rev/01

Pune, India

25/03/2024

CIN - U93000PN2014PTC150812

However, if it is about an appeal of the result of examination then check the procedure under policies and procedure - Enquiry About Result (EAR) section.

### **How we answer your queries?**

Minor questions relating to information available with us will be answered immediately or within 24 hours, while questions that require information from the NEBOSH or other awarding bodies will be answered in the next 48 hours. Further, the learner will be updated regularly on any information received from them.

### **What is the course fee and re-sit fee?**

The course fee is Rs 10,000 for the new admission and Rs 7,000 for the re-sit. There are no restrictions on the number of attempts, but a re-sit fee must be paid every time. This fee is inclusive of registration fees, course materials, tuition fees etc.

### **Syllabus for EAW**

Normally one day in length, the course covers basic environmental awareness and practices essential in the workplace. Topics include:

- The meanings of basic environmental terms
- Importance and benefits of sustainable development
- The individual's role in a certified Environmental Management System (EMS)
- Air, water and land pollution
- Dealing with emergencies

The syllabus is mapped to the environmental awareness and management published by Lantra

### **How do I know that I'm registered with NEBOSH?**

Once you registered with us, we subsequently registered you with NEBOSH. You will get an Assessment Registration Confirmation (ARC) from NEBOSH.

### **Pre-course, in-course and post-course information for registered learners.**

Once you are registered with us, we form a WhatsApp group and start communicating with you about the course, rather than speaking to everyone. This WhatsApp group will remain until the results are declared.

This will act as a very useful platform; learner can use their individual WhatsApp for personal communication.

### **Joining instruction from our center.**

Once you are registered, a Joining Instruction will be sent to your registered email address along with a number documents that contain almost every detail of the course. Learners should become familiar with the information provided by NEBOSH.

### **Complaint and appeal procedures?**

If the learner or potential learners are not happy with the level of service, you can write to us [complain@dgtcpune.com](mailto:complain@dgtcpune.com). We will try to resolve the issues to our best level. If you are still not satisfied with the you can approach NEBOSH at [complain@nebosh.org.uk](mailto:complain@nebosh.org.uk)

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## **dGlobal Training and Consultancy Pvt. Ltd.** **Quality, Safety and Health (QSH) Policy**

As a training and consultancy service provider, we are committed to provide quality trainings and service in industrial safety and health.

Our aim is to become a major player in training and consultancy in areas of industrial health safety, environment, fire and human resources with different modes of learning such as face to face, open and distance and e-learning.

We will ensure as far as reasonably practicable the health and safety of our employees, learners and other affected by our activities which under our control. We will ensure that the facilities and equipment provided or hired to be used by our employees, tutors and learners are without risk to health and safety when properly used.

The following arrangement will ensure Quality, Health and Safety, will be guided by following principles

- Identify local and international Health, Safety and Environmental courses which are in high demand in the market and run them as approved centers.
- Training needs analysis of individuals/customer organization, then develop and deliver these to our customer
- Comply with applicable laws in regard to our training and consulting services such as taxation and Data protection.
- Adhering to guidelines of various qualification awarding bodies and protect the integrity
- To conduct online webinars as part of continuous professional Development (CPD) for alumni

The Director of the dGlobal Training and Consultancy Pvt. Ltd. assumes the overall responsibility and accountability of ensuring health and safety of its employees and learners involved in training and consultancy services.

**Director**

N Devchandra Singh

Pune, India  
30/03/2024

dgtc/qhse/02/rev/04

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## **dGlobal Training and Consultancy Pvt. Ltd.** **Data Protection Policy**

The dGTC is committed to protect your personal information as per Indian national IT Act 2000 and The IT Rules 2021. The dGTC also confirms that such data shall be protected as per qualification awarding bodies (NEBOSH requirements and Data Protection Policy 1998, UK).

The information you have provided will be shared with other organizations for the purpose of administration, careers and other guidance and statistical and research purposes.

At no time will your personal information be passed to other organizations for marketing or sales purposes. From time to time students are approached to take part in surveys by mail and phone, which are aimed at enabling the dGTC and its partners to monitor performance, quality improvement and provision for future planning.

In order to ensure this dGTC has laid down a data control procedures and designated a Administrative Executive as data controller. The Director dGTC assumes overall responsibility of data protection under the local laws and other requirements applicable in conduct of the business.

The dGTC values your views on the education or training, which we received, and will be used, to bring improvements for learners. The dGTC or its partners may wish to contact you from time to time about the courses, or learning opportunities relevant to you.

**Director**

N Devchandra Singh

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## **dGlobal Training and Consultancy Pvt. Ltd.** **External Equal Opportunity Policy**

The purpose of this policy is that all staff, learners, and persons providing services connected to dGTC will be treated equally, irrespective of age, disability, gender reassignment, pregnancy and maternity, marriage and civil partners, race, religion or belief, etc.

As the course provider for NEBOSH, we aim to follow the Equality Act 2010 as long as it does not conflict with local laws.

We opposed all forms of unlawful and unfair discrimination against fundamental rights given under Articles 14, 15, 16, 17, and 18 of the Indian Constitution of 1949.

dGTC aims to ensure that its employees, learners, and customer Treating fairly without discrimination during their learning, employment, and customers

Able to learn and work in a free environment without risk to health

be able to access opportunities for training and development.

Treat with dignity and respect in a fair and consistent manner in an environment where inappropriate behavior is not acceptable.

### **Roles and responsibilities**

DGTC is committed to promoting equality for all. If an employee, learner, or customer feels they have been subjected to discrimination, which is in direct conflict with our commitment to equality of opportunity, they should raise this with the director.

All employees and learners have a responsibility to treat others with dignity and respect. If an employee or learner is found to have acted in a deliberately discriminatory manner, appropriate disciplinary action will be taken.

All learners, employees and customer will be informed that an equal opportunity policy and are bound to comply with its requirements.

It is expected that when staff are representing dGTC in an external capacity and as part of their role, they will endeavor to ensure that equality and diversity principles and practices are adhered to. This policy will be reviewed annually unless otherwise necessary.

Such unfair treatment may be put through a complaint procedure headed by the director. If the person is still unsatisfied, then the complaint may be referred to [Complaine@nebosh.org.uk](mailto:Complaine@nebosh.org.uk).

**Director**

N Devchandra Singh

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