



**LEARNING  
PARTNER**

**BRONZE 823**

## **Health and Safety at Work (HSW)**

([www.nebosh.org.uk/qualifications/health-and-safety-at-work-award](http://www.nebosh.org.uk/qualifications/health-and-safety-at-work-award))

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 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 and recently added 3 award level qualifications.

### **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 to 5 PM (Mon - Friday)

### **NEBOSH Health and Safety at Work Award**

This is an introductory qualification that looks into health and safety at the workplace. This is suitable for those who want to understand the principles of health and safety in their workplace, like team leaders, supervisors, and HR professionals, and want to take a career

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

This course is accredited the Scottish Credit and Qualifications Framework (SCQF) .  
SCQF Level 5 is comparable to RQF/CQFW Level 2 in England, Wales and Northern Ireland.

### **What is the entry requirement for this course?**

There is no specific requirement for this course; however, the standards of English should be equivalent to an International English Language Testing System score of 5.0 or higher in IELTS tests.

### **What do we recommend for admission to this course based on our 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.

**5, Mansi Co-Operative Housing Society,  
Sharda Colony, Pimple Nilakh, Pune - 411027,  
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**[www.dgtcpune.com](http://www.dgtcpune.com)**



**[info@dgtcpune.com](mailto:info@dgtcpune.com)**

A maiden  
step



A proud  
profession

### How do I fill out an application form?

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 register you.

### Can I get the HSA/HSW course schedule?

HSW/HSA examinations are arranged by the learning partner, so examination dates are announced by the learning partner. If you want to register through us, you need to have dates available with us. Please visit our website, [www.dgtcpune.com](http://www.dgtcpune.com).

### Can I take examinations in other languages?

NEBOSH- HSW/HSA are also available in few language but we are accredited only for English medium.

### 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. Credit card payment will attract, an extra 2%.

### 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 in addition to home address.

### 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.

### What is the course duration and examination?

As per syllabus, 18 hours of tutor-led class and 2 hours of self-study are required. So three days of class followed by 3 hours of examination on the next day.

### How is it assessed?

After completing the course, the learners will be asked to complete a workplace health and safety review in a given format

- considers how health and safety are managed and how it could be done better.
- identifies health and safety issues present, how they are controlled, and if the risk can be reduced

- selects the most important issue for improvement using moral, legal, and financial reasons.

### Is attendance and home assignment are mandatory in this course?

Attendance and completing home assignment and mock examination are mandatory part of this course. Underperformance in the formative assessment will be taken seriously.

### 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 be deducted and balance will be refund. 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 available on NEBOSH website under policies and procedures.

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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

### **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. 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 15000/- for the first admissions and Rs 9000/- for the re-sit fee. There is no restriction on the number of attempts, but re-sit fee must be paid every time. This fee is inclusive of registration fees, course materials, tuition fees etc.

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

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

### **Syllabus for HSW/HSA**

Element 1: Why and how you manage health and safety  
1.1: Moral, legal and financial reasons and benefits for managing health and safety/ 1.2: Managing health and safety consistently well/ 1.3: Auditing  
Element 2: Dealing with common workplace hazards  
2.1: General workplace issues/2.2: Violence and aggression/2.3: Work-related stress/2.4: Hazardous chemicals and substances/2.5: Computers/ 2.6: Substance abuse/2.7: Electricity

### **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 arose at or near the time of assessment contact us to apply for special consideration to 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.

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

If the learner or potential learners are not happy with the level of service, you can write to us [complainedgtcpune.com](mailto:complainedgtcpune.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) 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.

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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

## 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

Pune, India  
30/03/2024

## 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

Pune, India  
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dgtc/qhse/02/rev/04

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