

### I. DETAILS OF THE STUDENT

<b>Full Name:</b>	
<b>Date of Birth</b>	
<b>National ID/Pass ID</b>	
<b>Address:</b>	
<b>Phone</b>	
<b>E-mail</b>	
<b>Gender</b>	Male <input type="checkbox"/> Female <input type="checkbox"/>
<b>Nation</b>	
<b>Company</b>	
<b>Profession</b>	
<b>Education Level</b>	
<b>How many years do you have OHS related work experience?</b>	
<b>Did you ever attend any quality management system course?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>English Level</b>	

### II. DETAILS OF THE PROPOSED TRAINING PROGRAMME

<b>Course Name :</b>	
<b>Date :</b>	
<b>Training Type</b>	Classroom <input type="checkbox"/> E-Learning <input type="checkbox"/>

### III. INVOICE DETAILS

<b>Full Name /Company name</b>	
<b>Address</b>	
<b>Tax Office</b>	
<b>Tax No /TC ID</b>	

If sufficient number of participant can't be reached, 'NTSS' has right to postpone or cancel the classroom trainings. In the case of a postponement or cancellation, 100% refund will be applied for all pre-paid fees.

You are about to embark on a challenging programme of study, but one which should enhance your knowledge and understanding of health and safety management as well as your professional status.

### The NTSS will:

#### For Classroom and E-learning Trainings:

- Provide a classroom environment which is conducive to learning or Provide training slides approved by NEBOSH which suitable for learning.
- Use suitably-qualified and experienced tutors to deliver the classroom teaching
- Cover all the syllabus learning outcomes
- Provide or direct you to all the information you need to pass the qualification
- Provide you with expert advice on revision and examination technique
- Respond in a timely manner to any queries
- Be diligent and courteous at all times.

### You must:

#### For Classroom Trainings:

- Attend all scheduled classroom sessions\*
- Attend mock exams \*
- Complete homework's\*
- Contribute to classroom activities in a positive manner
- Endeavour to be active, rather than passive in terms of learning
- Bring any learning difficulties to our attention at the earliest opportunity.

#### For E-learning Trainings:

- Complete all e-learning sessions\*.
- Study to given Study Book about the Course\*.
- Complete homework's\*
- Bring any learning difficulties to our attention at the earliest opportunity.

Prior to you beginning your programme of study please download from following link and read the NEBOSH's Learner Terms and Conditions.

<https://www.nebosh.org.uk/policies-and-procedures/learner-terms-and-conditions/>

\* If you are unable complete this items, it is your responsibility to study relevant chapters

## ENTRY REQUIREMENTS AND EXEMPTIONS

### 1- Health and Safety at Work Qualification (HSW)

#### Entry requirements

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Turkey

Telefon: 0 312 911 0 860  
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There are no formal entry requirements for this qualification, which provides a useful introduction to health and safety. However, it is important that learners are able to understand and articulate the concepts contained in the syllabus in the language that the course delivery and assessment will be completed in.

This qualification is given in English and NEBOSH recommends that students reach a minimum standard of English equivalent to an international English language testing system (IELTS) score of 5.0 or higher in IELTS tests.

### Exemptions

NEBOSH Health and Safety at Work (HSW) consists of two units; HSW1 and HSW2.

#### Exemptions available for Unit HSW1 from:

You will not normally need to complete HSW1 if you hold the Award in Health, Safety and Environment in the Process Industries - *mark achieved for Unit HSEP1*.

#### Important information regarding exemptions:

- Exemption for Unit HSEP1 is normally valid for 2 years from the declaration date.
- The declaration date is the date printed on the unit certificate.
- Exemption qualifying period - the examination date for the last unit of the new qualification must be within 2 years of the declaration date of the unit being used as an exemption.

### 2-International General Certificate (IG)

#### Entry requirements

There are no entry requirements for this qualification. However, it is important that learners are able to understand and articulate the concepts contained in the syllabus in the language that the course delivery and assessment will be completed in.

Whenever taken in English, NEBOSH recommends that learners should reach a minimum standard of English equivalent to an International English Language Testing System (IELTS) score of 6.0 or higher in IELTS tests.

#### Exemptions

IG exemptions will be notified by SQA in the following days.

### 3- NEBOSH HSE Certificate in Process Safety Management PSM

### Entry requirements

There are no entry requirements for this qualification, but it is recommended that students should already have an underpinning knowledge of health and safety issues, and many will have gained another NEBOSH qualification.

It is also important that students have a suitable standard of English language in order to understand and articulate the concepts contained in the syllabus.

This qualification is given in English and NEBOSH recommends that students reach a minimum standard of English equivalent to an international English language testing system (IELTS) score of 6.0 or higher in IELTS tests.

### Exemptions

No exemptions are allowed for Unit PSM1

## COURSE TUITION AND PRIVATE STUDY TIME REQUIREMENTS

### 1-HSW

The required teaching time for this qualification is 18 hours. It is recommended that you also complete 6 hours private study.

### 2-IG

The required teaching time for this qualification is 65 hours. It is recommended that you also complete 40 hours private study.

### 3-PSM

You should plan your study around a minimum of 28 taught hours and approximately 20 hours of private study.

## SYLLABUS SUMMARY

### 1-HSW

The qualification is divided into two units: HSW1 (Workplace safety foundations) and HSW2 (Risk assessment activity).

#### **HSW1 Workplace safety foundations**

Unit HSW1 is further divided into 10 elements:

1. The foundations of health and safety

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2. The responsibility for health and safety
3. Health and safety risk assessment and control
4. Work equipment
5. Transport safety
6. Working with electricity
7. Fire safety
8. Manual handling and repetitive activities
9. Hazardous substances
10. The working environment

### **Unit HSW2 Risk assessment activity**

Unit HSW2 is the workplace-based risk assessment activity

For Learning outcomes and summary of syllabus and syllabus guide for HSW, please download and read the document from this link:

<https://www.nebosh.org.uk/qualifications/health-and-safety-at-work-qualification/>

### **IGC**

The syllabus is divided into 2 units.

### **IG1: Management of International Health and Safety**

1. Why we should manage workplace health and safety
2. How health and safety management systems work and what they look like
3. Managing risk – understanding people and processes
4. Health and safety monitoring and measuring

### **IG2: Risk Assessment**

5. Physical and psychological health
6. Musculoskeletal health
7. Chemical and biological agents
8. General workplace issues
9. Work equipment
10. Fire
11. Electricity

For Learning outcomes and summary of syllabus and syllabus guide for IG, please

download and read the document from this link:

<https://www.nebosh.org.uk/qualifications/international-general-certificate/>

### 3-PSM

The qualification is a one unit qualification with Unit PSM1 being divided into four elements.

#### Unit PSM1: Process Safety Management

1. Process safety leadership
2. Management of process risk
3. Process safety hazard control
4. Fire protection and emergency response

For Learning outcomes and syllabus guide for PSM, please download and read the document from this link: <https://www.nebosh.org.uk/qualifications/nebosh-hse-certificate-in-process-safety-management/>

### EXAMINATION INFORMATION

#### 1-HSW

Course and exam language are in English.

##### Unit HSW1

- Unit HSW1 is a taught unit, assessed by a one hour multiple choice examination
- Each examination consists of forty questions (1 mark each) with one correct and three incorrect responses available per question
- All questions are compulsory
- Candidate scripts are scanned and marked electronically.

##### Unit HSW2

- Unit HSW2 is assessed by a practical assessment carried out in the candidate's own workplace
- This is held on a date set by the accredited course provider and must be taken within 10 working days of a multiple choice examination

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- The practical assessment is internally assessed by the accredited course provider and externally moderated by NEBOSH.

The pass standard for each unit is 60% for both the multiple choice paper (HSW1) and the risk assessment activity unit (HSW2).

### 2-IG

The qualification is comprised of two units, each of which is assessed separately:

- For the IG1 section, you must take the online open book exam conducted by Nebosh. For details <https://www.nebosh.org.uk/open-book-examinations/>
- You are expected to make a risk assessment in the special format that will be given to you for the IG2 section. For detailed information, <https://www.nebosh.org.uk/documents/ig2-guidance/ig2-guidance-v3-en.pdf>

Candidates are eligible to receive the Nebosh International General Certificate when they successfully complete both sections.

Successful completion of the course will give candidates an internationally recognized qualification; they are also entitled to **Associate Membership** (AIOSH) of the **Institution of Occupational Safety and Health** (IOSH). The qualification also meets the academic requirements for **Technician Membership** (Tech IOSH) of IOSH).

### 3-PSM

Course and exam language are in English.

- Unit PSM is a taught unit, assessed by a 90 minute multiple-choice question paper.
- The question paper consists of 40 multiple-choice questions; 10 of the questions are extended scenario questions which will be randomly distributed throughout the paper
- Each question is worth one mark and has one correct and three incorrect responses available
- The question paper covers the whole syllabus with at least one question per element and all questions are compulsory
- The pass standard for the unit/qualification is 60% (24 correct questions out of 40).

**Important Notice:** All question papers and answer sheets are owned by NEBOSH and the questions or answers are not stored in NTSS.

### EXAMINATION REGISTRATION AND FEES

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The dates for the examinations are selected and paid for when the course is booked with your NTSS representative or Tutor.

If the candidate wishes to make changes to the examination booking, they should make contact with the NTSS as soon as possible. Please Note: Any changes are subject to space availability and may incur additional fees.

Should there be any queries regarding the process, please contact our customer service team at [info@ntss.com.tr](mailto:info@ntss.com.tr) or call us on +9 (0) 312 911 0860

### POLICY AND PROCEDURES

1- **Latest versions of the NEBOSH's procedure and policies** can be accessed from

<https://www.nebosh.org.uk/policies-and-procedures/>

- a. Malpractice Policy
- b. Enquiries About Results (EARs) (Policy and forms)
- c. External equal opportunities policy
- d. Learner Terms and Conditions and more.

2- **Latest versions of HSW Qualification support documents** can be accessed from

<https://www.nebosh.org.uk/qualifications/health-and-safety-at-work-qualification/>

under **HSW2: Health and Safety Practical Application Guidance** title

- a. HSW2 Guidance and information
- b. HSW2 Declaration
- c. HSW2 Workplace risk assessment

3- **Latest versions of IG Qualification support documents** can be accessed from

<https://www.nebosh.org.uk/qualifications/international-general-certificate/>

4- **Latest versions of PSM Qualification support documents** can be accessed from

<https://www.nebosh.org.uk/qualifications/nebosh-hse-certificate-in-process-safety-management/>

**a. Preparing learners for Assessment Guide (Same with IGC Assessment guide)**

5- NTSS Procedure and policies

- a. PO-03 Data Protection Policy
- b. PO-02 HSE Policy

- c. PO-04 Equal Opportunity Policy
- d. PR-15 Student Complaints and Appeals Procedure
- e. PR15-FR-01 Student Complaint and Appeal Form
- f. PR02-FR-55 Delegate Feedback Form

Please download and read these quality documents from following link:

<https://www.ntss.com.tr/eng/policy-procedures.html>

### FEEDBACK

We very much wish you success on your course. If you have any queries or feedback please feel free to speak with your course tutor or contact our customer service team at [info@ntss.com.tr](mailto:info@ntss.com.tr) or call us on +9 (0) 312 911 0860

### TERMS AND CONDITIONS

As NEBOSH are the awarding body for this qualification, it is very important that you are familiar with their terms and conditions. You can download and read from following link: <https://www.nebosh.org.uk/policies-and-procedures/learner-terms-and-conditions/>

Please download and read NTSS' Learner Terms of Conditions as part of the agreement from following link: <https://www.ntss.com.tr/eng/policy-procedures.html>

I would like to receive your e-newsletter with training calendar updates, new trainings and services, news from the industry and news from your events.

Yes  No (Please mark one of them)

I accept that my photographic images in the group photos taken during the classroom trainings can be used by NTSS for advertising purpose on their web page or brochures.

Yes  No (Please mark one of them)

By signing below, I certify that I have read, understand, and adhere to all applicable guidelines and agreements as stated.

I declare that the above information are correct and my personal data provided with my explicit consent and I have read and acknowledged the personal data protection policy of NTSS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Student Printed Name: \_\_\_\_\_

### ANNEX- Learner terms and Conditions.

#### 1. Definitions

1.1. In these Conditions the following terms shall have the following meaning:

**Accredited Course Provider** means NTSS

**Application Form** means the form submitted by You to NTSS when You apply to enroll or register for a Qualification or Assessment with NTSS ,

**NEBOSH Training Agreement** means the form and submitted by You to NTSS when You apply to enroll or register for a Qualification or Assessment with NTSS ,

**Conditions** means these NTSS General Terms and Conditions for Students,

**Enrolment Fee** means the fee payable by You when You apply to become a student/candidate of NTSS ,

**Guide(s)** means the guides issued by an “Awarding Body” from time to time in respect of NTSS Qualification’s

**IOSH** means the Institution of Occupational Safety and Health. IOSH Services Limited company registration number 1816826. Address: The Grange, Highfield Drive, Wigston, Leicestershire, LE18 1NN

**Malpractice Policy** means the latest policy relating to malpractice, which may from time to time be amended,

**NEBOSH** means the National Examination Board in Occupational Safety and Health (a company limited by guarantee under company number 2698100) address: Dominus Way, Meridian Business Park, Leicester, LE19 1QW,

**Assessment** these are assessments of practical units and/or examinations which contribute towards Your final qualification,

**Policies** means the policies of NTSS and Awarding Bodies as amended, updated or added to from time to time.

**Registration Fee** means the fee payable by You when You register to undertake a specific Qualification/Assessment with NTSS

**Scripts** means the document containing Your answers to Assessments,

**Awarding Body** means NEBOSH, IOSH or other organisations providing accreditation for Qualification’s to NTSS ,

**You or Your** refers to You, the student or prospective student for NTSS Qualification’s,

#### 2. Scope of Terms and Conditions

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2.1. These Conditions govern Your relationship with NTSS and the Awarding Body which may come into force through any registration or enrolment You commit to through NTSS . For the avoidance of any doubt Awarding Bodies are not responsible for the provision of teaching, tutorial or other such services at any venue or centre.

2.2. Pursuant to clause 2.1 these Conditions shall set out the basic obligations of NTSS and Your obligations and responsibilities which includes but is not limited to fees and payments.

2.3. When You enrol upon a programme of study for Your Qualification's Your contract for that programme of study is with NTSS . the Awarding Body is not a party to this contract.

2.4. If the exams of the relevant qualification are carried out by the diploma/certificate issuing institution, NTSS does not have any responsibility for the conduct of the exams. Responsibility lies with the relevant examination institution.

### 3. Payment of Fees

3.1. NTSS course fees are subject to Value Added Tax applied in Turkey.

3.2. NTSS course fees exclude additional examination registration and sitting fees unless specified.

3.3. The full fee, the minimum deposit or an official purchase order must accompany Your purchase or application for the programme. Where a purchase order is received, the invoiced fees are payable within 10 days. Any company sponsoring an applicant is responsible for the fees in all circumstances.

3.4. You may also be liable for further additional fees (including but not limited to a fee for reviewing marks, registration fees, renewal fees and additional administration fees) which may not be set out in Your contract with NTSS or the Awarding Body. Any additional charges applied by your bank or money transfer provider must be covered by you. If this fee is deducted from the amount paid to us we will invoice you for this amount which then needs to be paid in full.

3.5. Payment Plans are offered by NTSS under the following guidance;

3.5.1. NTSS may refuse an application for a Payment Plan without reason;

3.6.2. The balance of Your account must be cleared in full, prior to You registering for trainings;

3.6.3. Your course advisor will agree Your Payment Plan with You, Prior to the commencement of Your qualification;

3.6.4. All exam fees expire after 12 months if not used.

### 4 – Discounts

Discounts on tuition fees are announced through communication tools and are timely.

### 5. Enrolment, Transfer and Cancellation

5.1. By enrolling for a qualification with NTSS (whether You apply directly or whether a third party applies on Your behalf) You accept these Conditions.

5.2. Your enrolment with NTSS will only be effective if and when NTSS sends to You its official enrolment receipt and NTSS has received in full the Enrolment Fee and (if applicable) any other fee specified by it.

- 5.3. Enrolment is for the purposes of identifying You, to NTSS with whom You are studying, tracking progress through Qualification's, confirming Your eligibility to participate in Awarding Body Assessments and confirming previous units attained by You which count towards Awarding Body Qualification's.
- 5.4. When enrolling for a qualification You are agreeing to abide by the regulations for that qualification, as set out by the Awarding Bodies to that qualification.
- 5.5. Qualification's, in part or whole, cannot be transferred to another party.
- 5.6. The right of withdrawal period starts on the day the contract is established in service contracts. Except in following cases where the right of withdrawal cannot be exercised and exceptions, You have right to withdraw from the contract within fourteen days without giving any reason and without paying penalty. Requests for refunds must be made in writing to: info@ntss.com.tr or NTSS Office.
- 5.7. No refunds will be offered to You for part or fully completed courses.
- 5.8. No refunds will be offered to You for registered exams to Awarding Body.
- 5.9. If the medical doctor's report regarding the candidate's inability to take the exam / exams due to illness is approved by the accreditation institution, 20% of the exam fee determined by the relevant institution will be returned to the candidate for the canceled exam. Refunds will not be made in respect of any additional costs incurred by the candidate. All claims for refunds must be made no later than one calendar month following the examination(s).
- 5.10. No refunds will be offered to You if any course material has been downloaded from Your qualification(s).
- 5.11. Class room courses must be sat within 1 year from the deposit being paid. If the classroom course has not been taken in this period, the course will be cancelled and the deposit will not be refunded.
- 5.12. A transfer fee may be requested from candidates who have previously taken training from another course provider and wish to participate in the exams through NTSS.

### 6. Programme of Study

- 6.1. The qualification material supplied to You at the start of Your programme is written to meet the requirements of the published syllabus at that time. These materials, when used in conjunction with any supplementary materials provided during Your period of study and the tutorial support, provide all the information required for successful completion of Your programme.
- 6.2. Each enrolment is for a single user only. On registration, You will be allocated a user name and password ("ID") . You are responsible for all use of the Services using Your ID and for preventing unauthorised use of Your ID for e-learning platform.
- 6.3. The price quoted to You or stated within our brochures and or website(s) is correct at the time of publication and is subject to change at any time.
- 6.4. Over the period of Your programme You will have access to Your course tutor by email, forums, letter and telephone during normal Turkey working hours from NTSS .
- 6.5. Your course access shall not exceed 6 months from the date of purchase for e-learning platform for NEBOSH trainings.

6.6. Your course access shall not exceed 1 months from the date of purchase for e-learning platform for IOSH and other NTSS trainings.

6.7. NTSS accepts no responsibility for changes to the availability or syllabus content of the accredited courses as set by the Awarding Body. Should Your syllabus be phased out, at any time during Your study or assessment period, we can only extend this to the last available date for which Your course is valid. Students wishing to transfer to a new syllabus will incur a charge for this as deemed appropriate by us. In the event of changes to the syllabus and assessment criteria, we reserve the right to alter the content or structure of a course without prior notice being given to You.

### 7. Eligibility for study

7.1. NTSS Qualifications are delivered and examined in English or Turkish as specified in the advertised course description.

7.2. For Qualifications in English, it is Your responsibility to ensure that Your proficiency in both written and oral English is of a sufficient standard to enable You to meet the demands of both Your studies and the examination(s).

7.3. Qualification's official titles which include the word "National" are based upon UK legislation and are not designed for none UK based applications.

7.4. Qualification's official titles which include the word "International" are based upon no specific Countries legislation, however, are based on international codes of best practice are designed for International applications.

7.5. NTSS has the right to refuse examination registration for students should you not meet NTSS criteria.

### 8. Reasonable Adjustments

8.1. It is Your responsibility to ensure You have registered for the appropriate examination, date and venue. NTSS cannot be held responsible for mistakes.

8.2. You have the right to apply for reasonable adjustment should You feel You will be at a disadvantage during Your Assessment.

8.3. Your application for reasonable adjustment must be accompanied by substantiated evidence of Your disadvantage.

8.4. Your application for reasonable adjustment must be sent to, email: exams@ntss.com.tr or NTSS Office, Koru Mah. İhlamur Cd. Tuğberk Sitesi No: 15 / 47 Çayyolu Çankaya / ANKARA - TÜRKİYE and must be received by NTSS 10 (ten) days prior to Your selected examination registration closing date.

8.5. Additional charges may be incurred by You for the implementation of Reasonable Adjustments.

### 9. NEBOSH Assessments for registration

9.1. When registering for assessment to a qualification You are agreeing to abide by the regulations for that assessment, as set out in the NEBOSH "Guide" to that qualification.

9.2. Fees and registrations are not transferable to alternative examinations or later examination sittings, or between candidates.

### 10. Liability for NTSS

10.1. NTSS excludes liability for:

10.2.1 Any damage or loss to property unless triggered by the neglect of NTSS or its employees,

10.2.2 Any loss of profit and or loss of earnings, loss of opportunity or loss of living expenses or any indirect loss suffered by You due to the breach by NTSS of any obligation to You or due to any other act or omission or negligence of NTSS or its employees or agents.

10.3. Neither You nor NTSS shall have any liability to each other for any failure or delay in the performance of obligations due to any cause beyond the relevant party's reasonable control.

### 11. Memberships

11.1. The memberships which are advertised as being available upon completion of NTSS courses are not guaranteed and are subject to the individual applying and being accepted by the membership body.

11.2. Applying for memberships with awarding bodies may incur additional fees which are for the Candidates own account.

11.3. All memberships are subject to acceptance by the applicable institutes, some levels of memberships with the institutes require a minimal amount of practical experience in addition to Qualification's.

11.4. The level of membership offered is at the discretion of the applicable institute at all times.

11.5. Progression from GradIOSH to CMIOSH is through an internal IPD scheme.

### 12. Termination

NTSS may terminate Your enrolment or registration at any time by written notice if:

12.1 You breach these Conditions or any terms and conditions contained in any letter confirming Your enrolment or any documents or Policies issued by NTSS or the Awarding Body at any time, or

12.2 You fail to pay any fees due to NTSS , or

12.3 You have provided NTSS whether through a third party or otherwise with any false or misleading information, or

12.4 You do not meet all of the administrative or academic requirements specified in the Guides issued by the Awarding Body, or

12.5 Any of the instances set out in clause 13 and 14 below occur, or

12.6 You are involved in any malpractice pursuant to the Awarding Bodies Malpractice Policy.

12.7. Should NTSS terminated Your learning programme there will be no refund of any funds paid.

### 13. Physical and or verbal Abuse

NTSS will not tolerate verbal or physical abuse of its employees or agents.

Any such incident of abuse may lead to:

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a) restriction of communications with You to a specified means e.g. via letter or email only or  
b) in cases which NTSS , at its sole discretion, considers to be serious or in repeated cases of physical or verbal abuse, termination of enrolment and / or registration with NTSS and the Awarding Body, and / or exclusion from future enrolment or registration with NTSS and the Awarding Body.

### 14. Intellectual Property Rights (IPR)

14.1 All copyright and other intellectual property rights in Course material purchased from NTSS shall remain vested in NTSS and such materials may not be reproduced/copied/distributed in any way without the prior written consent of NTSS or as required by law.

14.2 If You access NTSS website You must do so only subject to NTSS terms of use on its website. You are responsible for keeping secure Your password and user account information and You agree not to disclose it to any third party.

### 15. Miscellaneous

15.1 Failure by NTSS to enforce strict compliance with these Conditions by You shall not be considered to be a waiver of any provisions of these Conditions. No waiver by NTSS of any breach by You of these Conditions shall be considered as a waiver of any subsequent breach of the same or any other provision.

15.2. NTSS will post certificates by standard courier company (unless recorded delivery is requested and paid for by You), NTSS accept no responsibility for non-delivery of items sent. When the certificates need to be regenerated, the student agrees to pay the certificate fee.

15.3 If any provision of these Conditions is invalid or unenforceable in whole or in part, the validity of the other provisions of these conditions and the remainder of the provision in question, shall not be affected.

15.4 A person who is not a party to the contract governed by these Conditions shall not have any rights under or in connection with it by virtue of the Contracts except where such rights are expressly granted to an Accredited Course Provider further to these Conditions but this does not affect any right or remedy of a third party which exists, or is available, apart from relevant Act.

15.5 The contract governed by these Conditions shall be governed by and interpreted in accordance with Turkish Law and the parties agree to submit to the non-exclusive jurisdiction of the Turkey Courts.

### 16. Data Protection Act.

16.1. NTSS will hold personal information about You and will use the information as follows:

16.1.1. To process Your applications to NTSS and administer Your enrolment and registration for Awarding Body Assessments,

16.1.2. To respond to queries raised by You or the Awarding Body

16.1.3. To deal with any disciplinary matters in respect to You,

16.1.4. To recover any monies owed by You to NTSS ,

16.1.5. To administer NTSS policies,

16.1.6. To notify You of Your Awarding Bodies Assessments results,

- 16.1.7. To liaise with the Awarding Body and exchange information relating to You,  
16.1.8. To make You aware of services NTSS and other similar organisations can offer including information on current and future courses and Qualification's unless You have notified us that You have opted out of receiving such information,  
16.1.9. To carry out research to help NTSS to improve and plan its Qualification's,  
16.1.10. For research purposes (in which case Your details will be anonymous), and  
16.1.11. As otherwise permitted by the Data Protection Act 6698.  
16.2. If You are studying outside the European Economic Area NTSS may need to transfer Your personal information to the Awarding Body in the European Economic Area to use Your information so that services intended by these Conditions can be provided to You. Countries inside the European Economic Area protecting personal data as per GDPR data protection act at the same level of protection to Your personal data as is available in the European Economic Area. By enrolling with NTSS where You are studying outside the European Economic Union You explicitly consent to such transfer of Your personal information.  
16.3. You hereby consent to NTSS emailing Your results to You if it so decides.  
16.4. You hereby consent to NTSS featuring Your results on Awarding Body's website. In this event Your results will be accessible only to NTSS and identifiable via Username and Password.

### 17. Further Information

17.1 By enrolling onto a NTSS course You agree to accept our stakeholders terms and conditions which can be found on their websites or by following the below link:

<https://www.nebosh.org.uk/policies-and-procedures/>

- NEBOSH Malpractice Policy
- NEBOSH Learner Terms and Conditions and more.
- NEBOSH Enquiries About Results (EARs) (Policy and forms)
- NEBOSH External equal opportunities policy and more.
- IOSH Terms & Conditions (<https://www.iosh.co.uk/Terms-of-use.aspx>)

17.2 NTSS are a registered Turkey company, Company Mersis No: 0632037585200012.

17.3 NTSS are VAT registered in Turkey. Tax Office: Doğanbey VAT No: 6320375852.

17.4 NTSS registered Turkey Head Office address: Regnum Sky Tower İşçi Blokları Mah. Muhsin Yazıcıoğlu Cad. No:57/116 (T Katı) 06530 Çankaya / ANKARA - TÜRKİYE.

17.5 NTSS registered Turkey Head Office telephone number: +9 (0) 312 911 0860.

17.6 NTSS registered Turkey Head Office main email address: info@ntss.com.tr

17.7 NTSS registered Website: <https://www.ntss.com.tr>.

### 18. Statutory Rights

These Conditions shall not affect Your statutory rights as a consumer.

### 19. Complaints Procedure

NTSS  
Eğitim ve Danışmanlık  
[www.ntss.com.tr](http://www.ntss.com.tr)

Regnum Sky Tower  
İşçi Blokları Mah. Muhsin  
Yazıcıoğlu Cad. No:57/116 (T  
Katı) 06530 Çankaya. Ankara  
Turkey

Telefon: 0 312 911 0 860  
E-posta: info@ntss.com.tr

If you have a complaint relating to any aspect of your course, please raise with NTSS to allow us to investigate under the NTSS Student Complaints and Appeals Procedure to resolve the issue.

### 19.1 NEBOSH Complaints

If you remain dissatisfied with our response you can escalate your complaint to NEBOSH by emailing [info@nebosh.org.uk](mailto:info@nebosh.org.uk) or by writing to:

**Tania Barker**

Customer Service Manager

NEBOSH

Dominus Way

Meridian Business Park

Leicester

LE19 1QW

NEBOSH will acknowledge the complaint in writing in 10 working days. All complaints will be resolved and a written response provided within 21 working days.

If the qualification is accredited by the SQA and the assessment took place in the UK, you may also seek regulatory advice from the SQA.

Complaints to the SQA can be made by calling 0345 213 5249, by emailing [accreditation@sqa.org.uk](mailto:accreditation@sqa.org.uk) or by writing to:

**Head of Accreditation**

Scottish Qualifications Authority

The Optima Building,

58 Robertson Street,

Glasgow,

G2 8DQ

SQA aims to provide acknowledgement within 5 working days and provide a considered response within 21 working days of receiving the complaint.

### Data Protection Policy

At NTSS we recognise that privacy is important. This Policy applies to all of the products, services, resources and courses offered by NTSS .

Data Protection Policy can be downloaded and read from link:

<https://www.ntss.com.tr/eng/policy-procedures.html>. If you have any questions about this Policy, please feel free to contact us through our website or write to us at [dpo@ntss.com.tr](mailto:dpo@ntss.com.tr)

### Plagiarism Policy

#### Introduction

As a business which carries out assessment we have an obligation to ensure that the students receive a fair and accurate representation of their work, this could be in the form of assessing evidence for vocational qualifications or submissions of assignments or examinations.

Plagiarism undermines the value of qualifications for all concerned from the student, the training provider and the awarding body, as it undermines their credibility. If a student passes an assessment or gains a qualification by unfair means, it is unfair to others who have gained the

qualification by proper means. For those reasons we must ensure that plagiarism and other forms of cheating have not taken place.

### **What is plagiarism?**

Plagiarism involves the student or candidate knowingly taking, copying and using another person's work and claiming it as their own.

It can be a fine dividing line between deliberate plagiarism and failure to acknowledge sources of information or contributions by other parties appropriately.

### **To avoid plagiarism you must give clear credit whenever you use:**

Another person's idea, opinion or theory

Statistics, and various data such as graphs, etc.

Quotations or paraphrases of another persons written or spoken words

### **Responsibilities**

It is the responsibility of the student to ensure that work submitted for purposes of assessment is their own and to ensure that any input from a third party is clearly referenced.

It is the responsibility of assessment staff, examiners and invigilators to stress to the students that we as a provider and the awarding bodies will not tolerate plagiarism and will investigate any such identified occurrences of plagiarism and ultimately inform them of the consequences if they fail to comply.

### **Preventative action**

Steps to reduce the potential for plagiarism should always be taken, this may be in the form of changing assessment plans and individualizing. Randomly asking questions rather than standardizing, or having a bank of questions on which to draw also changing methods of assessment where possible. Ensuring an appropriate level of assessors, supervision and or invigilators, who are suitably trained, are available.

Candidates should be encouraged to put in quotations everything that comes directly from another person. Also to paraphrase, but ensure that they are not just simply rearranging or altering a few words.

### **Investigation**

Evidence of plagiarism must be gathered carefully and confidentially. All documentation relating to a potential case must be retained and stored securely.

In all cases the person carrying out the investigation must ensure that there is clear evidence that plagiarism has taken place.

### **Therefore the following must be considered:**

Was the outcome of the qualification changed by the plagiarism? If so then the assessment should be taken again.

If the plagiarism was minor and did not appear to be intentional cheating then guidance and support should be given to the student to overcome this.

If the plagiarism takes the form of copying and pasting material from a resource such as the internet the student must be made aware that this is unacceptable and must be advised to resubmit.

If the student fails to understand it should be questioned as to whether the course is suitable for them or whether the assessment instructions are clear.

### Outcome

If after a thorough investigation it is clear that plagiarism has occurred the candidate must be informed of the consequences.

Depending on the qualification, this could be resubmitting evidence as part of an NVQ, voiding an examination result or re-sitting an examination.

### Appeals

If the candidate disputes the allegation they have the right to appeal to the awarding body. Details of the individual awarding body's procedure should be made available to the candidate at the earliest opportunity and both parties should follow their guidance.

If you have any additional questions or concerns about this Policy, please feel free to contact us any time through this web site or at [info@ntss.com.tr](mailto:info@ntss.com.tr)

### Terms of Use of Website

Please download and read term of use of website in the website service agreement from following link:

<https://www.ntss.com.tr/eng/policy-procedures.html>