

### 1. Starting to Training

After you login to the e-learning web site, you can reach to the Nebosh IGC training by clicking to the title of the training.

ntss			Safety First*	
Dashboard Training Cour	ses ▼ My courses ▼ English (en) ▼			Search Q
		Ø Main menu	FC	Since 2008, we have been providing
y courses NEBOSH IGC		Site news Hesap oluşturmak için To create an account		Occupational Health and Safety and Environmental Consultancy, Site Preparation and Training Services to
				our customers in order to protect
ntss	The NEBOSH International General Certificate (IGC) covers the principles relating to health and safety.	L Navigation		human health and safety and eliminate, if possible, or reduce their
Teacher: Asuman ERKUL		Navigation     Home     Dashboard     Site pages     My courses	- (	human health and safety and

#### 2. User Guides

User guide for this training and instruction to candidates of NTSS are accessible from this section. We advise you to read these documents very carefully. Especially reading of **NEBOSH Instruction to Candidates** is mandatory for continue further. You can reach to the training agreement, only after you download this document.

ntss		Safety First*
Dashboard Training Courses • My courses • English (en) •		Search Q
Home > NEBOSH > IGC	1 Reach NTSS	Search forums
Reference Material	NTSS Academy Dünya Ticaret Merkezi, Tahran Cad. No:30	Advanced search (?)
User Manual for NEBOSH IGC Online Training 45MB PDF document	Kat:8 811-C Kavaklidere Çankaya 06700 Ankara, Turkey	(No news has been posted yet)
Procedures, Policies and Forms	Phone - +90 (312) 988 12 82 Email - egitim@ntssakademi.com	Upcoming events
NTSS Student Complaint and Appeal Procedure 462K8 PDF document	C Online users	There are no upcoming events



#### 3. Announcements

You can reach to announcements under this Announcements topic.

ntss			Safety First *	2
Dashboard Training Courses • My courses • English (en) •			Search	٩
Home > NEBOSH > IGC	our progress (?)	Reach NTSS      T   T      T	Search forums	Go
		Dünya Ticaret Merkezi, Tahran Cad.	Advanced search (?	)
Reach your trainer User Manual for NEBOSH IGC Online Training 45MB PDF document NEBOSH - Instructions to Candidates Procedures, Policies and Forms	0	Dünya Ticaret Merkezi, Tahran Cad. No:30 Kat:8 811-C Kavakildere Çankaya 06700 Ankara, Turkey Phone - +90 (312) 988 12 82	Advanced search (?)	ents 🖃 🕄

Resolutions to problems raised by Candidates are issued under this topic. For example, Training module can't be accessible due to flash problem on Chrome is issued under this topic. 7

ntss					Safety First *	2
Dashboard Training Cours	s ▼ My courses ▼ English (	en) ▼		Sear	ch	٩
Home > NEBOSH > IGC > General > ;	Announcements		(	0	Search 1	orums
Announcements	5			Home Di	ashboard	
Discussion Flash problem on Chrome	Started by	Replies 0	Last post NTSS Admin E Sun, 4 Nov 2018, 10:53 AM		te pages Irrent course IGC Participants General Announcements y courses	
					Administration	



### 4. Quality documentations of NTSS

You can reach to quality documentations of NTSS from this topic. We advise you to download and read these documents carefully, because access to the e-learning platform is 6 month from your registration date.

	Your progress 🕐	Reach NTSS		Search forums	
Announ ements		NTSS Academy		G	io
Reference Material		Dünya Ticaret Merkezi, Tahran ( No:30	Ead.	Advanced search 🕐	
User Manual for NEBOSH IGC Online Training 4.5MB PDF document	0	Kat:8 811-C Kavaklidere		Latest announcement	.s – c
Procedures, Policies and Forms		Çankaya 06700 Ankara, Turkey Phone - +90 (312) 988 12 82		Flash problem on Chrome 4 Nov, 10:53 NTSS Admin	
NTSS - Equal Opportunity Policy 432.9KB PDF document	D	Email - egitim@ntssakademi.co	m	Older topics	
NTSS Student Complaint and Appeal Procedure 462KB PDF document NTSS Student Complaint and Appeal form 199KB PDF document	0	Online users		Upcoming events	-3
NTSS HSE Policy	D	(last 5 minutes)		There are no upcoming events	
NTSS Data Protection Policy	0	Safety First		Go to calendar	

#### 5. NEBOSH IGC Training Agreement

Before you start to NEBOSH IGC online training, you have to download the **NEBOSH IGC Training Agreement** then reload back after sign and scan it. Training modules won't be started unless this step is completed.

NEBOSH Training Agreement	A Navigation		New event
Download NEBOSH Training Agreement 161.2K8 PDF document Not available unless: The activity NEBOSH - Instructions to Candidates is marked complete Upload signed NEBOSH Training Agreement Not available unless: The activity Download NEBOSH Training Agreement is marked complete	Home = Dashboard > Site pages Current course • IGC > Participants > My courses		Recent activity     C      Activity since Sunday, 4 November 2018, 9:20 AM      Full report of recent activity      NEW FORUM POSTS:
Course Syllabus and Study Guides Download Course Syllabus and Study Guides Course Syllabus 915.3KB PDF document Not available unless: The activity Upload signed NEBOSH Training Agreement is	Messages No messages waiting Messages	- 4	NTSS Admin 4 Nov, 10:53 "Flash problem on Chrome"
marked complete NEBOSH IGC Study Book 10.6MB PDF document Not available unless: The activity <b>Upload signed NEBOSH Training Agreement</b> Is marked complete	Course Administration		
IGC1	🖅 Competencies		

After you signed and scanned the agreement, please Upload it back by clicking Upload Signed NEBOSH Training Agreement link.



**Online Training** 

Please click to Add submission button to upload the signed agreement.

	raining Agreement > Upload signed NEBOSH Training Agreement	A Navigation
Submission status		Home ■ Dashboard ▶ Site pages
Attempt number	This is attempt 1.	✓ Current course ✓ IGC
Submission status	No attempt	Participants
Grading status	Not graded	VEBOSH Training Agreement
.ast modified	-	Upload signed NEBOSH Training Agreement
Submission comments	Comments (0)	My courses
	Add submission	Administration

After you drag and drop the signed agreement into the field below, click to **Save changes** button to complete the process.

Dashboard Training Courses • My courses • English (en) •	Search	٩
Home > NEBOSH > IGC > NEBOSH Training Agreement > Upload signed NEBOSH Training Agreement > Edit :	ubmission	
Upload signed NEBOSH Training Agreement	L Navigation	
	Home Bashboard Site pages Current course Vice Participants NEBOSH Training A Upload signed Training Agree My courses	NEBOSH
PR02-P04 NEBOSH	Administration	-<
Save changes Cancel	Course administration	



**Online Training** 

Once uploading is completed, please click to IGC under My courses to go back the training main page.

Home > NEBOSH > IGC > NEBOSH T	rain IGC NEBOSH Training Agreement	
Upload signed N	IEBOSH Training Agreement	Avigation
Submission status		<ul><li>Dashboard</li><li>Site pages</li></ul>
Attempt number	This is attempt 1.	<ul> <li>Current course</li> <li>IGC</li> </ul>
Submission status	Submitted for grading	Participants
Grading status Last modified	Not graded Sunday, 4 November 2018, 11:10 AM	VEBOSH Training Agreement     Upload signed NEBOSH     Training Agreement     Wy courses
File submissions	PR02-F04 NEBOSH IGC T	P My Courses
Submission comments	Comments (0)	Administration

To continue to the next steps, tick box shown below must be seen as marked. This process is performed automatically once you upload your agreement. If it is not marked, uploading process might failed and try again or refresh the page or try to mark by clicking to tick box.

NEBOSH Training Agreement		Avigation	
Download NEBOSH Training Agreement 161.2x8 PDF document Upload signed NEBOSH Training Agreement	2	Home  Dashboard  Site pages  Current course	Recent activity     Control Activity since Sunday, 4 November 2018, 11:05 AM
Course Syllabus and Study Guides		▼ IGC	Full report of recent activity
Download Course Syllabus and Study Guides Course Syllabus 915.3KB PDF document	o	<ul><li>Participants</li><li>My courses</li></ul>	COURSE UPDATES: Updated File
NEBOSH IGC Study Book 10.6MB PDF document	D	Messages	NTSS Data Protection Policy Updated File
IGC1		No messages waiting	NTSS HSE Policy
NEBOSH International General Certificate - 1		Messages	ASSIGNMENTS SUBMITTED:
Element 1		Administration	4 Nov, 11:10 Safety First
Element 1 - Foundations in Health and Safety	D	<ul> <li>Course administration</li> <li>Grades</li> <li>Competencies</li> </ul>	Upload signed NEBOSH Training Agreement
Element 2			C



### 6. Course Syllabus and Study Guides

Information about latest version of the course syllabus issued by NEBOSH and Study Book (has ISBN) prepared by NTSS can be downloaded from under **Course Syllabus and Study Guides** topic.

NEBOSH Training Agreement		Avigation	- <	
<ul> <li>Download NEBOSH Training Agreement 161.2KB PDF document</li> <li>Upload signed NEBOSH Training Agreement</li> </ul>	9	Home <ul> <li>Dashboard</li> <li>Site pages</li> <li>Current course</li> </ul>		Recent activity      Activity since Sunday, 4 November 2018, 11:05 AM
Course Syllabus and Study Guides Download Course Syllabus and Study Guides Course Syllabus 915.3KB PDF document	0	<ul> <li>IGC</li> <li>Participants</li> <li>My courses</li> </ul>		Full report of recent activity COURSE UPDATES: Updated File
NEBOSH IGC Study Book 10.6MB PDF document  IGC1  NEBOSH International General Certificate - 1		Messages No messages waiting Messages		NTSS Data Protection Policy Updated File NTSS HSE Policy ASSIGNMENTS SUBMITTED:
Element 1		Administration		4 Nov, 11:10 Safety First
Element 1 - Foundations in Health and Safety	D	<ul> <li>Course administration</li> <li>Grades</li> <li>Competencies</li> </ul>		Upload signed NEBOSH Training Agreement

### 7. IGC1 and GC2 interactive study

There are 5 elements to be completed under IGC1 interactive study section. Each element can be accessible previous one completed.

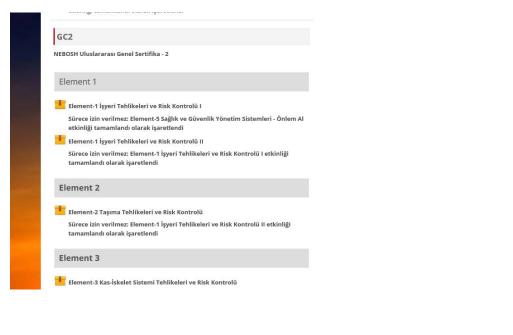
IGC1	No messages waiting	NTSS HSE Policy
NEBOSH International General Certificate - 1	Messages	ASSIGNMENTS SUBMITTED:
Element 1	ddministration	4 Nov, 11:10 Safety First
Element 1 - Foundations in Health and Safety	<ul> <li>Course administration</li> <li>Grades</li> </ul>	Upload signed NEBOSH Training Agreement
Element 2	I Competencies	
Element 2 - Health and Safety Management Systems - Plan		
Not available unless: The activity Element 1 - Foundations in Health and Safety is marked complete		
Element 3		
📕 Element 3 - Health and Safety Management Systems - Do I		
Not available unless: The activity <b>Element 2 - Health and Safety Management</b> Systems - Plan is marked complete		
Element 3 - Health and Safety Management Systems - Do - II		(
Not available unless: The activity Element 3 - Health and Safety Management		

A **tick** sign in the box next to an element name will be appeared automatically when you have completed the element.



**Online Training** 

After these elements are completed there are also 8 elements under GC2 section. Each element can be accessible previous one completed.

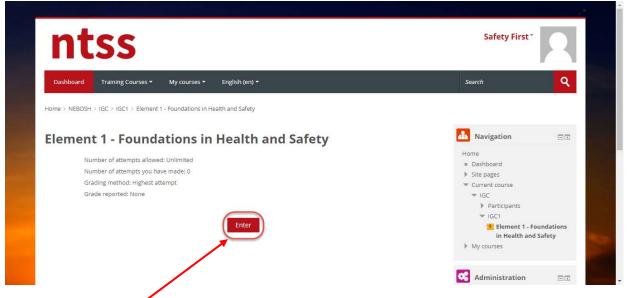




IGC1	No messages waiting	Updated File NTSS HSE Policy
NEBOSH International General Certificate - 1	Messages	ASSIGNMENTS SUBMITTED:
Element 1	Administration	4 Nov, 11:10 Safety First
Element 1 - Foundations in Health and Safety	<ul> <li>Course administration</li> <li>Grades</li> <li>Competencies</li> </ul>	Upload signed NEBOSH Training Agreement
Element 2		
Element 2 - Health and Safety Management Systems - Plan		
Not available upless: The activity Element 1 - Foundations in Health and Safety is marked complete		
Element 3		
Element 3 - Health and Safety Management Systems - Do I		
Not available unless: the activity <b>Element 2 - Health and Safety Management</b> Systems - Plan is marked complete		
Element 3 - Health and Sufety Management Systems - Do - II		
Not available unless: The activity Element 3 - Health and Safety Management		

One you click on the **Element**, following page will be opened.





Once you click to **Enter** button, a new web page will be open up. After a few second, element presentation will be appeared as shown below.

Herbir slayt da zaman dolana kadar **İLERİ butonu**na basmanıza izin vermeyen **slayt zamanlayıcı** vardır. Slayt içeriğini zaman tamamlandıktan sonra da okumaya veya izlemeye devam edebilirsiniz.





You can go previous slide by clicking to **PREV** button, also you can go previous slides by selecting from **Menu.** You can go to just watched slides via Menu.

What is	Health and Safety	1. Element-1 Foundationsl in Health and Safety     1.1.Start     1.2.Start     1.3.Scoptaning points     1.3.Scoptand nature of occupational health     and safety	
	< <u>Health</u>	1.4. Barriers to good standards of health &	
	The protection of the bodies a	safety 1.5. What is Health and Safety	
	of people from illness resultin	1.6. The differences between Safety and Health 1.7. Other common definitions in Health and	
	materials, processes or proced	Safety	
	in the workplace.	1.8. Accident Definitions 1.9. III-health Definitions	
	Constitution interconstite	1.10. Hazards	
		1.1. Reasons for Good Health & Safety	
		Practice 1.13. Sife plant and equipment	
		1.14. Safe system of work	
		Search	

Also you can reload the present slide by clicking to **repeating** button.

#### **Short Movies**

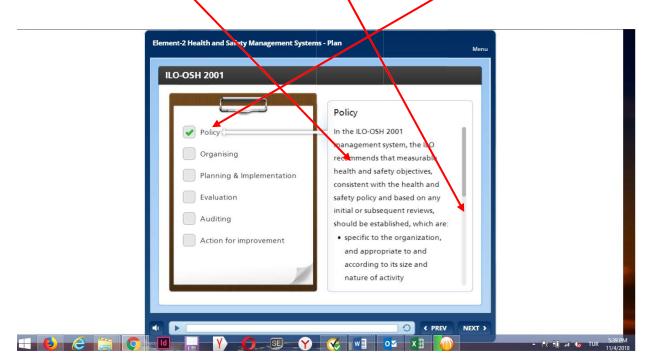
There are short films in the slides, you need to click on them to watch it. Again there are slide timers for each short film and duration of each timer varies according to each short film. Please watch them carefully without skipping. There are subtitles in Turkish on them in the Turkish version of the course.





#### **Interactive Slides**

There are some interactive slides in the course like below. When you **click to titles**, you can read details about title at the **right side**. Also there is **scroll down bar** to read continued text in it.

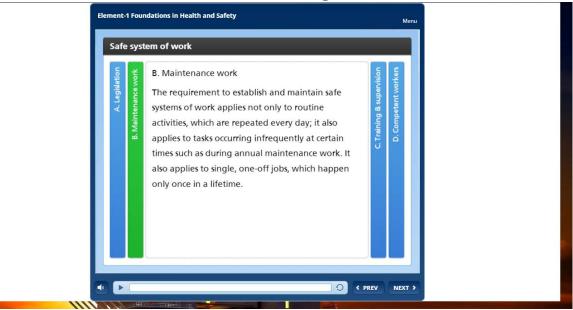


**NEXT** button also helps you to see next title till to last title. You can't skip the slide without clicking any of titles. Please read their details carefully.

You can see other examples for interactive slide below.

Çatışan talepler		
İnsanlar ve kuruluşlar üzerinde sık sık rekabet eden ve çatışan talepler vardır. Yaygın bir çıkar çatışması, bir ürün ya da hizmeti bir kar elde etmek için	Karmaga Çatişan talepler Davranışsal konular	





#### Quizes

There are quizzes in the modules to complete. You will see different types of quiz questions. You can find here types of quiz questions.

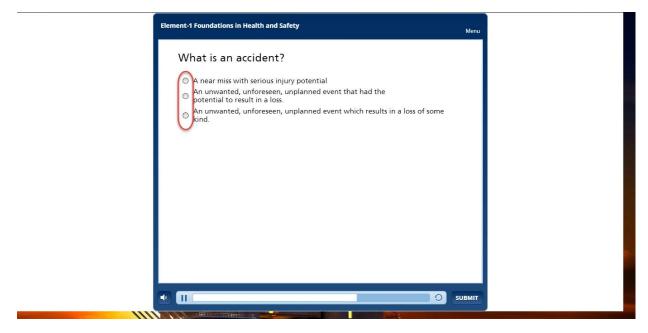
### **Multiple Choice**

After you tick to selections, you must click to SUBMIT button.

	ment 1 Foundations in Health and Safety		
Eler	<ul> <li>what are the elements affect correct three options)?</li> <li>Contact with electricity</li> <li>Repetitive strain injuries</li> <li>Exposure to asbestos, dusts, etc.</li> <li>Exposure to hazardous chemicals</li> <li>Contact with moving parts</li> </ul>	ting the health (select	
			,



### **Single Choice**



#### Puzzle

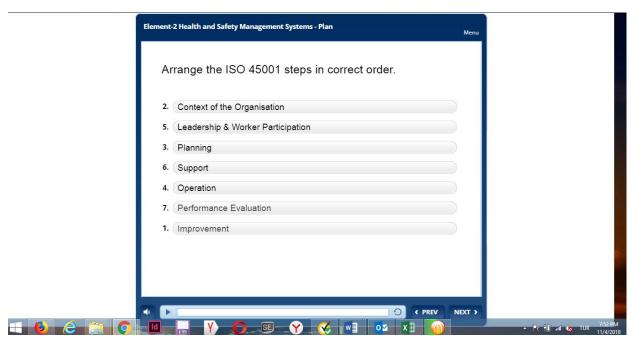
You need to drag answers at the left side and drop to correct matched one at the left side by mouse.

Reasons for Good He	ealth & Safety Practice - Match	
with correct descript	tion.	
Humanitarian/Moral	Ethical and responsible behaviour	
Legal	Criminal and civil liability	
Cost	The costs of accidents and ill-health	



#### Sorting

You need to drag sentences and drop to correct position to constitute a correct order.



#### Sorting by Selecting

Sorting can be done by selecting correct option in correct order.

Arrange the Hierarchy of Control for Machinery Guards in correct order.			Menu
-Select	Arrange the Hierarchy o correct order.	f Control for Machinery Gu	ards in
-Select-	-Select-		
	Select		
Select-	Select		
	Select	*	

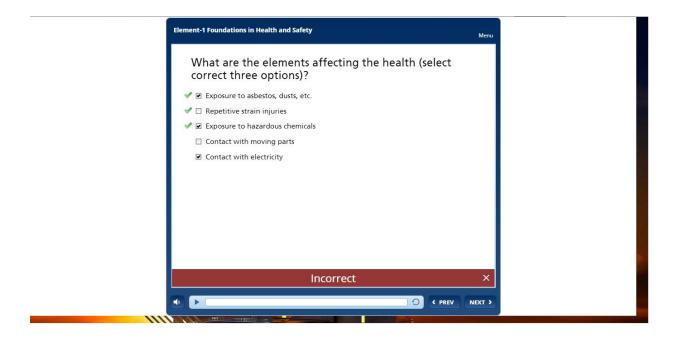


### **Online Training**

Once you completed the quiz for each module, you can see the result.

Element-2 Health and Safety Management Syst	ems - Plan	Menu
R	esults	
Your Score:	75% (3 points)	
Passing Score:	80% (3.2 points)	
R	esult:	
💥 You	did not pass.	
Rev	view Quiz	
	O PREV N	EXT >
	) 🔇 🛯 🔽 🛛 🏹	

You can review your answers and see correct answers like below by clicking to **Review Quiz** button.



You can't get same quiz again once you see the result or submit your answer. Quizzes doesn't affect your certification, their purpose is evaluating yourself and learning from your incorrect answers if there are.



### **Completing Module**

When you complete the module, you have to close the screen by closing page from **x button** top right of the pop up screen.



#### **Resuming Element**

If you close Element screen before you completed, you can continue to Element where you left off later. When you restart Element, you will see following screen. If you click to **Yes** button, course will be resumed otherwise it will be started from beginning.

Resume	
 Would you like to resume where you left off?	
Yes No	



#### 8. GC3 Health and Safety Practical Application

You have to complete GC3 by filling out the **forms** which are given below as per **GC3 Health and Safety Practical Application Guidance and documentation** file then sent to <u>gc3@ntss.com.tr</u> for evaluation.

G	C3 Documentation
	Unit GC3: Health and Safety Practical Application - Guidance and Information v4
411.s	GC3 Candidate and Course Provider Declarations form 57.5K8 Word document
	Not available unless: The activity Unit GC3: Health and Safety Practical Application - Guidance and Information v4 is marked complete
W	GC3 Candidates observation sheet 367KB Word document
	Not available unless: The activity Unit GC3: Health and Safety Practical Application - Guidance and Information v4 is marked complete
w	GC3 Candidate report template SSKB Word document
	Not available unless: The activity Unit GC3: Health and Safety Practical Application - Guidance and Information v4 is marked complete
Liv	ve discussion
NEB	OSH IGC group chat room
	NEBOSH IGC group chat room
Ak	oout training course provider
1.000	



#### 9. Live Discussion

Live discussion to communicate with other colleagues to share knowledge in the course page shown below.

Live discussion	
NEBOSH IGC group chat room	
NEBOSH IGC group chat room	
About training course provider	
Information about training course provider	
About NTSS	
How to contact us	
Exam information	
Exam information	
NEBOSH International General Certificate exam dates	
Examination contacts	
Useful Links	





### 10. Eğitim kurs sağlayıcı hakkında

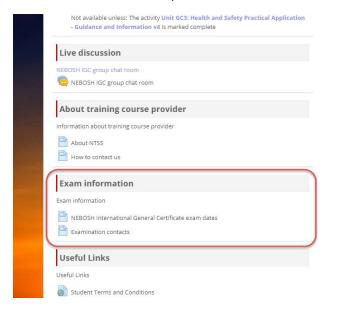
The course provider and contact information can be reached from this topic.

Live discussion	
NEBOSH IGC group chat room	
NEBOSH IGC group chat room	
About training course provider	
Information about training course provider	
About NTSS	
How to contact us	
Exam information	
Exam information	
NEBOSH International General Certificate e	xam dates
Examination contacts	
Useful Links	



#### **11.** Exam Information

NEBOSH IGC1 and GC2 exams are face-to-face (not online) written exams. Information about the exams can be found under this topic.

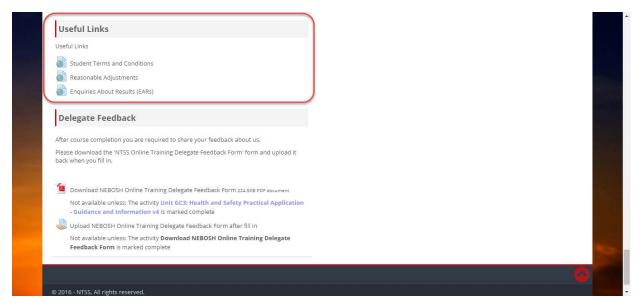






### 12. Useful Links

You can find the quality documents published on NEBOSH's own web site.



#### **13.** Delegate Feedback

After course completion you are required to share your feedback about us. Please download the **NEBOSH Online Training Delegate Feedback Form** and **upload** it back when you fill in.

Useful Links	
Useful Links	
Student Terms and Conditions	
Reasonable Adjustments	
Enquiries About Results (EARs)	
Delegate Feedback	
After course completion you are required to share your feedback yout us.	
Please download the 'N'SS Online Training Delegate Feedback, orm' form and upload it	
back when you fill in.	
Download NEBOSH Online Training Delegate Foedback Form 224.5KB PDF document	
Not available unless: The activity Unit GC3 dealth and Safety Practical Application - Guidance and Information v4 is marked complete	
Upload NEBOSH Online Training Delegate Feedback Form after fill in	
Not available unless: The activity Download NEBOSH Online Training Delegate Feedback Form is marked complete	