

Talk to us about taking a NEBOSH Qualification



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This leaflet has been produced by NEBOSH and modified by Overseas Industrial Technical Institute.

Talk to NEBOSH about NEBOSH Qualifications

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or visit www.nebosh.org.uk to find out more.

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NEBOSH

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NEBOSH, the National Examination Board in Occupational Safety and Health, is a world leading provider of Health, Safety, Environmental and Wellbeing qualifications.

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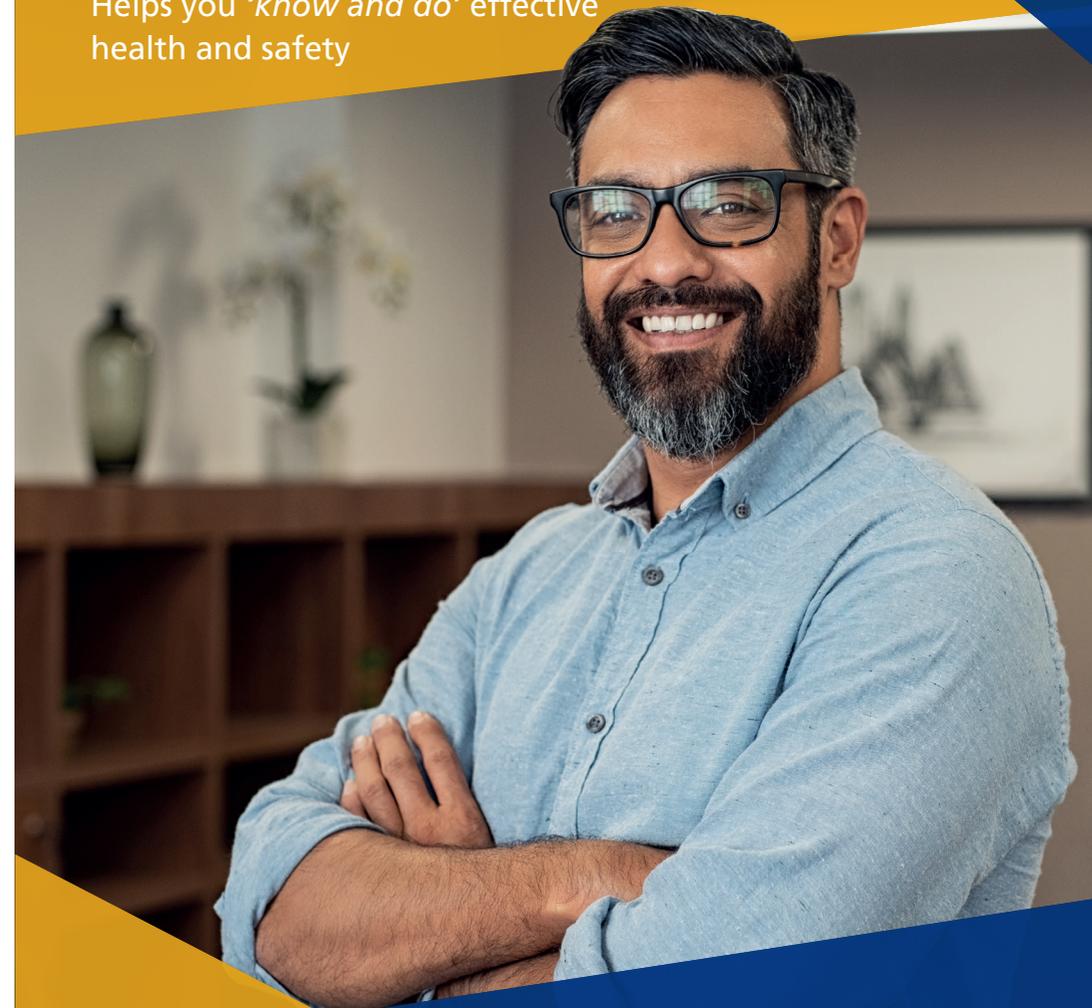
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This qualification has been accredited and credit rated by the Scottish Qualifications Authority (SQA) and sits in the Scottish Credit and Qualifications Framework (SCQF).



NEBOSH International General Certificate in Occupational Health and Safety

Helps you 'know and do' effective health and safety



Certificate

Globally recognised health, safety and environmental qualifications

There's never been a better time to join nearly 90,000 people who have the NEBOSH International General Certificate in Occupational Health and Safety.

Thousands of leading experts and organisations have helped us update the most widely respected health and safety qualification of its kind in the world. This means that it's designed to reflect the needs of today's employer giving learners everything they need to **know and do** to make their workplace safer.

Who's it for?

Relevant to every workplace, the NEBOSH International General Certificate is ideal for managers, supervisors and anybody with health and safety management responsibilities. It's also perfect for those who want to develop their health and safety career and gives you a stepping stone to success.

What will I know?

With in-depth focus on the things that matter the qualification covers the core skills you need, wherever in the world you work. You will learn:

- How to effectively manage health and safety
- How to identify and control common workplace hazards
- How to measure if you've been successful
- Relevant key international standards.

What will I be able to do?

Through study and workplace application, you will be able to:

- Confidently carry out risk assessments
- Develop and implement a detailed action plan
- Manage and minimise workplace risks

Transform your career: how will it help me?

Gain invaluable knowledge and skills from this globally respected qualification that supports your current role and your long-term career.

Transform your workplace: advantages for employers

According to ILO and EU-OSHA research, work-related injury and illness result in the loss of 3.9 % of GDP worldwide. Ensure your employees go home safely at the end of every day.

The qualification is trusted by prestigious organisations such as Maersk, Shell, BP, Skanska and Nestle. It can help to:

- Minimise workplace injuries and illness
- Boost employee wellbeing
- Show committed to health and safety which can win business
- Improve health and safety culture
- Build valuable in-house expertise

Recognition

Holders of the International General Certificate are entitled to:

- Associate Membership (AIOSH) of the Institution of Occupational Safety and Health (IOSH). It also meets the academic requirements for Technician Membership of IOSH (Tech IOSH)
- Associate Membership (AIIRSM) of the International Institute of Risk and Safety Management (IIRSM)

How is it assessed?

The two-step assessment process, which checks what you **know** and **can do**, consists of:

- An open book examination
- A practical risk assessment

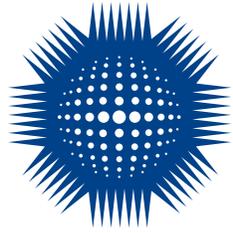
For further details visit

www.nebosh.org.uk/igc

"After gaining a NEBOSH International General Certificate I was able to suggest and implement new ideas that reduced Lost Time Injuries by 75%. My achievements helped me to secure my current role as a manager. I also wrote a research paper around my experiences and was privileged to be named 'National Volunteer OSH Research Ambassador' as part of Kenyan President Uhuru Kenyatta's 'Big Four Agenda'."

David Ongesa
Occupational Safety, Health and Environment
Manager, ARM Cement Plc





nebosh

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Board in Occupational Safety
and Health (NEBOSH)**

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International General Certificate in Occupational Health and Safety

Qualification guide for learners

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Qualification overview

Qualification overview

Qualification key features

Unit prefixes and title/s	Unit IG1: Management of health and safety Unit IG2: Risk assessment									
Assessment	<table border="1"> <thead> <tr> <th></th> <th>Assessment Type</th> <th>Assessment Time</th> </tr> </thead> <tbody> <tr> <td>Unit IG1</td> <td>Open book examination (OBE)</td> <td>4 hours</td> </tr> <tr> <td>Unit IG2</td> <td>Practical assessment</td> <td>3 hours</td> </tr> </tbody> </table>		Assessment Type	Assessment Time	Unit IG1	Open book examination (OBE)	4 hours	Unit IG2	Practical assessment	3 hours
	Assessment Type	Assessment Time								
Unit IG1	Open book examination (OBE)	4 hours								
Unit IG2	Practical assessment	3 hours								
Modes of study	A full-time block release course (minimum of two weeks, ten working days) Part-time day release (spread over at least ten weeks) Open or distance learning									
Qualification level and number of credits	SCQF Level 6 (Equivalent to RQF Level 3) Unit IG1: 5 credits, Unit IG2: 6 credits									
Entry requirements	None									
Recommended minimum standards of English	Equivalent to an International English Language Testing System score of 6.0 or higher in IELTS tests									
Languages available	English, Arabic, French, Portuguese (European), Russian, Spanish (European) and Turkish Note: Open book examinations in languages other than English cannot be taken in the UK									
Pass standard	The provisional pass mark for IG1 is 45% The pass standard for IG2 is contained in the IG2 guidance More information on how provisional marks are set can be found in our FAQs									
Qualification grades	The qualification grade is based on the result from Unit IG1 Distinction: 75 marks or higher Credit: 65 - 74 marks Pass: 45 - 64 marks									

Qualification overview

Who is the qualification designed for?

This qualification is designed for anyone (managers, supervisors and workers) in any type of organisation. It's ideal for anyone who needs a broad understanding of health and safety issues to be able to manage day-to-day risks effectively. Many people take the International General Certificate in Occupational Health and Safety (IGC) as a first step in a career in health and safety. It gives a valuable overview, and is a sound basis for further professional study.

Benefits for you

The IGC looks at everyday solutions for general workplace health and safety issues. When you have completed the qualification, you will be able to:

- justify the need for health and safety improvements;
- advise on duties for health and safety in the workplace;
- help your organisation to manage contractors;
- work within a health and safety management system;
- positively influence health and safety culture and behaviour;
- carry out a general risk assessment (using a 5-step approach) of your workplace;
- recognise workplace changes and their impacts and understand how to minimise these impacts;

- develop basic safe systems of work that include emergency arrangements and know when to use a permit-to-work system;
- take part in incident investigations; and
- help your employer check the effectiveness of their health and safety management system through monitoring, auditing and review.

Benefits for your employer

When you achieve the IGC, you will be a huge asset to your employer. You will make a real difference in the workplace. You will have the knowledge, understanding and skills to help protect the health and safety of all workers. You will also be able help your employer to comply with the law and good practice, as well as help them avoid the huge costs from incidents and ill-health.

Qualification overview

Professional membership

Once you have your qualification parchment for the IGC, you can apply for the following memberships.

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

Syllabus development and review

We developed the syllabus following wide consultation with key stakeholders: Learning Partners (the companies that deliver your training), employers, trade unions, standards-setting organisations, past and present learners and subject experts. We are especially grateful to the following contributors:

- Qatar Steel;
- The FA Group;
- Travis Perkins;
- UAE Ministry of Education; and
- Unite the Union.

How a rising star of safety is improving lives in Kenya



David Ongesa grew up in a small village in Homabay County within the western region of Kenya. After completing an Environmental Science degree David secured a Health and Safety Officer position. To help him in his new role, he wanted to gain more health and safety knowledge and chose to complete the NEBOSH International General Certificate in Occupational Health and Safety.

After passing this qualification David implemented what he had learned in his workplace. "I began by engaging with leadership at work, explaining how we should approach the management of occupational safety and health. They bought into my ideas and within 12 months we had reduced lost-time injuries (LTI) by a record 75%."

David shared his experience and achievements at several conferences and his reputation began to grow. He found a new role with his current employers ARM Cement PLC. In his first year with the company LTIs fell from 13 to just five, a significant achievement in what is a high-risk industry. David's salary has more than doubled since he passed his NEBOSH Certificate, so his self-investment was certainly worthwhile.

Qualification overview

Achieving the qualification

The IGC has two unit assessments; you must achieve a 'Pass' in each unit to be awarded the qualification.

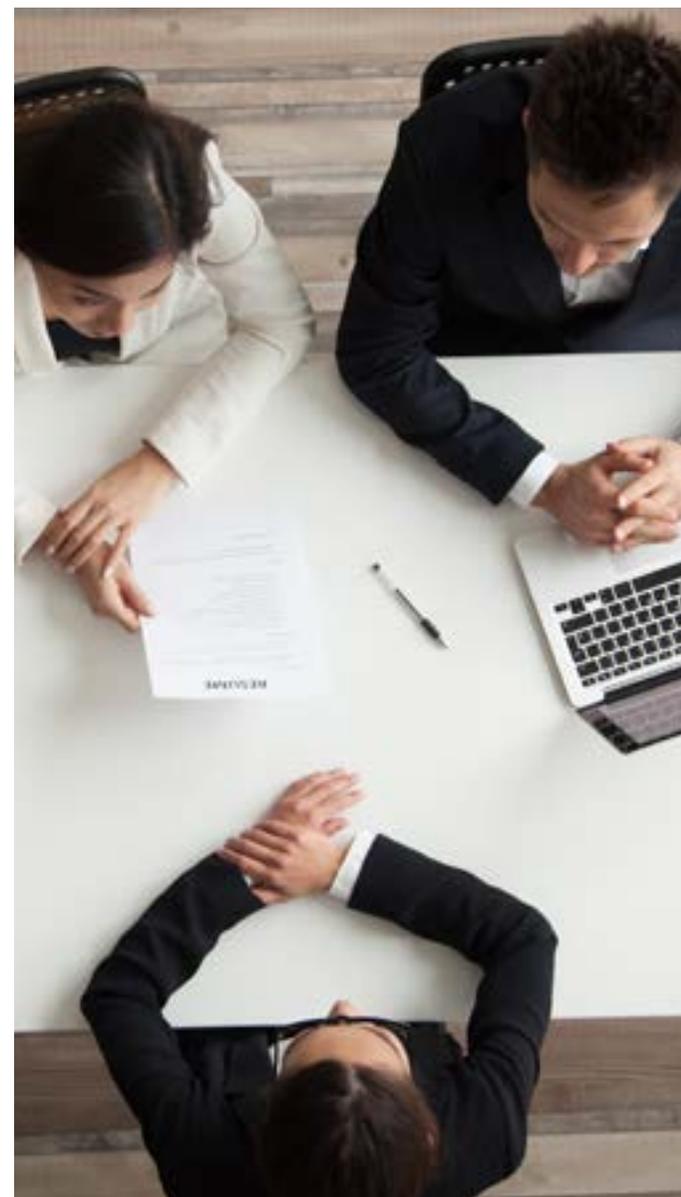
You will have **five years** to complete your qualification. The five-year period starts from the date you passed your first successful unit (we call this the 'declaration date'). Any unit that is five or more years old will not count towards the qualification and you will need to retake this/these unit(s) if you still want to complete the qualification.

Re-sitting unit(s)

You may re-sit a unit assessment if:

- you achieved a 'Pass' in a unit that is five or more years old and you need it to achieve the qualification;
- you are 'Referred' (ie, don't pass); or
- want to retake Unit IG1 to get a higher grade (Unit IG2 is 'Pass' or 'Refer' and does not count towards the qualification grade).

There is no limit to the number of times you can re-sit unit(s) within the five-year period. A refund will not be given if you register to re-sit a unit before an original unit result is known. If your re-sit result is lower than the original mark, you will keep the original mark awarded for the unit. Re-sit marks are not capped.



Qualification overview

Re-sitting IG1 to improve your grade

If you want to try to improve your grade in Unit IG1, you need to tell us in writing within 20 working days of the declaration date of your second successful unit. Otherwise, a qualification parchment will automatically be issued showing the original declaration date.

Individual learner feedback

For more information on the assessment feedback provided for this qualification, please visit the NEBOSH website: <https://www.nebosh.org.uk/faqs/how-can-i-gain-feedback-on-my-performance-to-assist-with-future/>

Finding where to study

You can search for Learning Partners (the people that provide your training course) using the 'Where to study' tab on our website: www.nebosh.org.uk
Note: it is best to check directly with the Learning Partner for up-to-date information on course dates.

What if your life is 'all at sea'?

Sooraj Jacob from Kerala in India is a second officer for Maersk Line, which is the world's largest container shipping business. One aspect of his position that he really enjoys is health and safety. It forms a significant part of his responsibilities as he also covers the role of HSE Officer on board. Sooraj therefore wanted to take a health and safety qualification to help him excel in this aspect of his role.



"When I did my research, the name NEBOSH kept coming up, so I decided to take the NEBOSH International General Certificate. It has given me great insight into not just the technical aspects, but also the whole management side of things. During my studies I came across people from other industries, who helped me realise it doesn't matter which industry you work in, the root causes of accidents and the ways to manage and control risks are often the same. I now see NEBOSH as a bridge in terms of my career. This qualification gives me a good entry point for a health and safety specific career and has opened up my options for working onshore too."

Qualification overview

Qualification grading and issue of qualification parchment

Your qualification grade is based only on the result from the question paper (Unit IG1). But you need to achieve a 'Pass' in both units (Unit IG1 and IG2) before the parchment can be issued.

The grading boundaries are as follows:

75+	Distinction
65-74	Credit
45-64	Pass
0-44	Refer

When you have completed both units, you are normally considered to have completed the whole qualification. We will then send you a qualification parchment within 40 working days of your final successful unit. We will only issue individual Unit certificates on written request.

Once we issue the result of the second successful unit, you have 20 working days to either:

- tell us in writing that you want to re-sit a successful unit to improve your grade (see 'Re-sitting unit(s)' for further information); or
- submit an Enquiry About Result (EAR) request; please see the EAR policy for further information: www.nebosh.org.uk/policies-and-procedures/enquiries-about-results-ears

Syllabus

Syllabus

Syllabus summary

Element		Assessment
1	Why we should manage workplace health and safety	<p>Open book examination (OBE)</p> <p>Unit IG1: Management of health and safety</p> <p>Elements 1.1, 1.2 and 3.4 are also assessed by the practical assessment (Unit IG2)</p>
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	
5	Physical and psychological health	<p>Practical assessment</p> <p>Unit IG2: Risk assessment</p>
6	Musculoskeletal health	
7	Chemical and biological agents	
8	General workplace issues	
9	Work equipment	
10	Fire	
11	Electricity	

Syllabus

Learning outcomes and assessment criteria

Learning outcome The learner will be able to:	Related content	Assessment criteria	Assessment
Justify health and safety improvements using moral, financial and legal arguments	1.1–1.2	Discuss the moral, financial and legal reasons for managing health and safety in the workplace Explain how health and safety is regulated and the consequences of non-compliance	OBE, practical
Advise on the main duties for health and safety in the workplace and help their organisation manage contractors	1.3	Summarise the main health and safety duties of different groups of people at work and Explain how contractors should be selected, monitored and managed	OBE
Work within a health and safety management system, recognising what effective policy, organisational responsibilities and arrangements should look like	2.1–2.2	Give an overview of the elements of a health and safety management system and the benefits of having a formal/certified system Discuss the main ingredients of health and safety management systems that make it effective – policy, responsibilities, arrangements	OBE
Positively influence health and safety culture and behaviour to improve performance in their organisation	3.1–3.3	Describe the concept of health and safety culture and how it influences performance Summarise how health and safety culture at work can be improved Summarise the human factors which positively or negatively influence behaviour at work in a way that can affect health and safety	OBE

Syllabus

Learning outcome The learner will be able to:	Related content	Assessment criteria	Assessment
Do a general risk assessment in their own workplace – profiling and prioritising risks, inspecting the workplace, recognising a range of common hazards, evaluating risks (taking account of current controls), recommending further control measures, planning actions	1.1 1.2 3.4 5–11	Explain the principles of the risk assessment process and Produce a risk assessment of a workplace which considers a wide range of identified hazards (drawn from elements 5 – 11) and meets best practice standards ('suitable and sufficient')	OBE, practical
Recognise workplace changes that have significant health and safety impacts and effective ways to minimise those impacts	3.5	Discuss typical workplace changes that have significant health and safety impacts and ways to minimise those impacts	OBE
Develop basic safe systems of work (including taking account of typical emergencies) and knowing when to use permit-to-work systems for special risks	3.6–3.8	Describe what to consider when developing and implementing a safe system of work for general activities Explain the role, function and operation of a permit-to-work system Discuss typical emergency procedures (including training and testing) and how to decide what level of first aid is needed in the workplace	OBE

Syllabus

Learning outcome The learner will be able to:	Related content	Assessment criteria	Assessment
Take part in incident investigations	4.2	Explain why and how incidents should be investigated, recorded and reported	OBE
Help their employer to check their management system effectiveness – through monitoring, audits and reviews	4.1, 4.3, 4.4	<p>Discuss common methods and indicators used to monitor the effectiveness of management systems</p> <p>Explain what an audit is and why and how it is used to evaluate a management system</p> <p>Explain why and how regular reviews of health and safety performance are needed</p>	OBE



SINCE:2013

OVERSEAS INDUSTRIAL TECHNICAL INSTITUTE

**PROFESSIONAL REQUIRED TODAY, LETS MOVE AHEAD WITH US
AN ISO 9001 : 2015 & NCVTE APPROVED BY GOVT. OF INDIA**



MSME

MICRO, SMALL & MEDIUM ENTERPRISES
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Ministry of MSME, Govt. of India



nebosh

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**OVERSEAS INDUSTRIAL
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Prospectus

Director's Speech

Overseas Industrial Technical Institute is one of the reputed in-plant Industrial Training Centre with practical in our lab all kinds of instruments, hart communicators and equipments are available for developing skilled manpower for the Industries like Refineries, Chemicals, Petrochemicals, Fertilizers, LNG, Power Plant, Shipyard and Pharmaceuticals etc.

During my career I noticed that many employees terminated by employer reason lack of field work knowledge, lack of drawing and documentation knowledge, lack of calibration, loop check and commissioning knowledge.



Mozammil Raza
Director

Overseas Industrial Technical Institute is a dedicated Technical Training and Testing Center for different crafts and trades. It is unique in its structure, mission and effective implementation of its schemes to train and succeed placement of trainees especially overseas in lucrative assignments.

Training courses are designed and modified accordingly. Campus Tests and Interviews are conducted almost every month for selection and overseas placement.

We Overseas Industrial Technical Institute are engaged in offering Training to

OUR COURSES

- NEBOSH IGC
- OSHA
- IOSH
- ADIS
- PGDISM
- Industrial Safety Management
- Fire & Safety Management
- Instrument Engineer,
- Instrument QA/QC Inspector,
- Instrument Technician
- Industrial & Building Electrician,
- HVAC Engineering
- HVAC Supervisor & Foreman
- HVAC Designing & Planning Engineering
- Air Conditioning & Refrigeration Engineering
- HVAC Technician
- Chiller Technician
- Plant view 3D Models
- PLC, SCADA, DCS System.

For the all above courses we will go through the system wise from construction to commissioning and start-up, activities are mentioned as below.



**LEARNING
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GOLD LEARNER PARTNER

NEBOSH INTERNATIONAL GENERAL CERTIFICATE IN OCCUPATIONAL HEALTH AND SAFETY

What is NEBOSH IGC?

The NEBOSH International General Certificate will give you invaluable knowledge and skills AND a globally respected qualification that supports your current role and your long-term career.

The qualification is:

- Relevant to every workplace
- Ideal for managers, supervisors, or anybody with health and safety management responsibilities
- Perfect for those embarking on a health and safety career

Who is the qualification designed for?

This qualification is designed for anyone (managers, supervisors and workers) in any type of organisation. It's ideal for anyone who needs a broad understanding of health and safety issues to be able to manage day-to-day risks effectively. Many people take the International General Certificate in Occupational Health and Safety (IGC) as a first step in a career in health and safety. It gives a valuable overview, and is a sound basis for further professional study.

Benefits for learners

The IGC looks at everyday solutions for general workplace health and safety issues. When you have completed the qualification, you will be able to:

- justify the need for health and safety improvements;
 - advise on duties for health and safety in the workplace;
 - help your organisation to manage contractors;
 - work within a health and safety management system;
 - positively influence health and safety culture and behaviour;
 - carry out a general risk assessment (using a 5-step approach) of your workplace;
 - recognise workplace changes and their impacts and understand how to minimise these impacts;
-
- develop basic safe systems of work that include emergency arrangements and know when
 - to use a permit-to-work system;
 - take part in incident investigations; and
 - help your employer check the effectiveness of their health and safety management system through monitoring, auditing and review.

Benefits for employers

When you achieve the IGC, you will be a huge asset to your employer. You will make a real difference in the workplace. You will have the knowledge, understanding and skills to help protect the health and safety of all workers. You will also be able help your employer to comply with the law and good practice, as well as help them avoid the huge costs from incidents and ill-health.

Achieving the qualification

The IGC has two-unit assessments (see 'Qualification key features' for details on the assessments and the pass standards); you must achieve a 'Pass' in each unit to be awarded the qualification. You will have five years to complete your qualification. The five-year period starts from the date you passed your first successful unit (we call this the 'declaration date'). Any unit that is five or more years old will not count towards the qualification and you will need to retake this/these unit(s) if you still want to complete the qualification.

Syllabus summary

Unit IG1: Management of health and safety (Theory)

Element 1 Why we should manage workplace health and safety

Element 2 How health and safety management systems work and what they look like

Element 3 Managing risk- understanding people and processes

Element 4 Health and safety monitoring and measuring

Practical assessment

Unit IG2: Risk assessment

Element 5 Physical and psychological health

Element 6 Musculoskeletal health

Element 7 Chemical and biological agents

Element 8 General workplace issues

Element 9 Work equipment

Element 10 Fire

Element 11 Electricity

Structure

Unit Prefixes and Unit/s:

Unit IG 1 : Management of health and safety

Unit IG 2 : Risk Assessment

Assessment

Assessment Type

Open Book Examination (OBE)

Practical assessment

Assessment Time

4 hours

3 hours

Mode of Study:

Taught (face-to-face), open and distance learning

Part-time Block

release Virtual

Delivery

National Learning Hours:

Unit IG 1: 50 Hours

Unit IG 2: 62 Hours

Qualification Level and Number of Credits:

SCQF Level 6 (Equivalent to RQF Level 3)

Unit IGI: 5 credits, Unit IG2: 6 credits

Entry Requirements:

None

Recommended minimum standards of English:

Learner: International English Language Testing System
6.0 or higher

Pass Standards:

The provisional pass mark for IGI is 45%

The pass standard for IG2 is contained in the IG2 guidance

Qualification Grades:

The qualification grade is based on the result from Unit IGI

Distinction: 75 marks or higher

Credit: 65-74 marks

Pass 45-64 marks

Further Progression:

NEBOSH IDIP

For further information about the course

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



OSHA 30-Hour for Construction Industry Training

Course Overview:

The OSHA 30-Hour for Construction Industry Training is a comprehensive program developed by the Occupational Safety and Health Administration (OSHA) to promote safety excellence in the construction industry. This intensive course equips participants with an in-depth understanding of construction safety regulations, hazard identification, risk assessment, and proactive safety measures. It covers a wide range of critical topics, from fall protection and electrical safety to hazardous materials and equipment operation. Through engaging learning modules, real-world case studies, group discussions, and practical scenarios, attendees will develop the knowledge and skills needed to foster safer work environments in construction.

Course Modules:

The OSHA 30-Hour program includes 9 mandatory modules and 2 elective modules, chosen by the training provider, to comprehensively cover essential topics and deliver a well-rounded learning experience. These 11 modules are tailored to ensure a thorough understanding of the OSHA Hours course.

Compulsory Modules:

- **Introduction to OSHA** Understanding OSHA's mission, standards, and enforcement procedures.
- **Fall Protection** Strategies for preventing and addressing fall hazards in construction.
- **Electrical Safety:** Safe practices when working with electricity, including lockout/tagout procedures
- **Scaffolding and Ladder Safety:** Proper use, inspection, and maintenance of scaffolds and ladders.
- **Excavation and Trenching Safety:** Protocols for safe excavation and trenching operations.
- **Confined Space Entry:** Procedures for safe entry into confined spaces on construction sites.
- **Fire Prevention and Protection:** Fire safety measures and emergency response procedures.
- **Tools and Equipment Safety:** Proper use, maintenance, and inspection of construction tools and equipment.
- **IOSHA Inspection Procedures:** Familiarity with OSHA's inspection process and compliance requirements.

Elective Modules:

- **Hazard Communication:** Understanding chemical hazards and safety data sheets (SDS).
- **Material Handling and Storage:** Safe practices for handling and storing construction materials.
- **Workplace Safety Programs:** Creating and implementing effective safety programs.
- **Safety Leadership:** Developing strong safety leadership skills and fostering a safety culture.
- **Emergency Action Plans:** Creating and implementing emergency action plans.
- **Case Studies and Practical Scenarios:** Application of learned concepts through real-world situations and hands-on exercises.

Who Needs OSHA 30 - Hour Construction Industry Training?

- Construction Workers
- Construction Supervisors and Foremen
- Site Managers and Project Managers
- Safety Officers and Coordinators
- Contractors and Subcontractors
- Anyone involved in construction activities

What Are the Benefits of OSHA 30 - Hour Construction Industry Training?

- **Enhanced Safety Awareness:** Participants gain a deeper understanding of construction safety principles.
- **Compliance with OSHA Regulations:** Ensuring adherence to OSHA standards and reducing the risk of penalties.
- **Reduced Accidents and Injuries:** Equipping workers with the knowledge to identify and mitigate hazards.
- **Improved Hazard Recognition:** Enhanced ability to spot potential dangers on construction sites.
- **Improved Hazard Recognition:** Enhanced ability to spot potential dangers on construction sites.
- **Greater Safety Leadership:** Supervisors and managers learn to lead by example and promote a culture of safety.
- **Career Advancement:** Possessing OSHA certification can open doors to better job opportunities.
- **Safer Work Environments:** Construction sites become safer places for workers.
- **Reduced Costs:** Fewer accidents result in lower workers' compensation and insurance costs.
- **Confidence in Safety Skills:** Workers are more confident in their ability to handle hazardous situations.
- **Increased Productivity:** Safer work environments often lead to more efficient construction operations.

Assessment Systems:

The course includes quizzes, exams, and practical assessments to evaluate participants' understanding and application of safety concepts.

Course Duration:

The OSHA 30-Hour for Construction Industry Training typically spans 30 hours of instruction, which can be completed in multiple sessions over several days or weeks to accommodate participants' schedules.



OSHA 30-Hour for General Industry Training

Course Overview:

The OSHA 30-Hour for General Industry Training is a comprehensive program developed by the Occupational Safety and Health Administration (OSHA) to enhance safety knowledge and practices across a wide spectrum of industries. This extensive course provides participants with a deep understanding of general industry safety regulations, hazard identification, risk assessment, and proactive safety measures. It covers critical topics such as machine guarding, hazard communication, electrical safety, and more. Through engaging learning modules, practical case studies, group discussions, and real-world scenarios, attendees will develop the knowledge and skills necessary to foster safer work environments in diverse general industry settings.

Course Content:

The OSHA 30-Hour General Industry Training includes 9 mandatory modules and 2 elective modules, chosen by the training provider, to comprehensively cover essential topics and deliver a well-rounded learning experience. These 11 modules are tailored to ensure a thorough understanding of the OSHA Hours course.

Compulsory Modules:

- **Introduction to OSHA:** Understanding OSHA's mission, standards, and regulatory framework.
- **IOSHA Inspection Procedures:** Familiarity with OSHA's inspection process and compliance requirements.
- **Hazard Recognition and Assessment:** Identifying and assessing workplace hazards.
- **Tools and Equipment Safety:** Proper use, maintenance, and inspection of equipment.
- **Electrical Safety:** Safe practices when working with electricity, including lockout/tagout procedures.
- **Machine Guarding:** Ensuring machines are properly guarded to prevent accidents.
- **Fall Protection** Strategies for preventing and addressing fall hazards.
- **Material Handling and Storage:** Safe practices for handling and storing materials.
- **Fire Prevention and Protection:** Fire prevention measures and emergency response procedures.

Elective Modules:

- **Walking-Working Surfaces:** Safety measures for walking and working on different surfaces.
- **Emergency Action Plans:** Creating and implementing emergency action plans.
- **Safety Programs and Management:** Developing effective safety programs and management systems.
- **Hazard Communication:** Understanding chemical hazards and safety data sheets (SDS).
- **Safety Leadership:** Promoting safety leadership and fostering a culture of safety.
- **Practical Application:** Application of learned concepts through real world scenarios and exercises.

Who Needs OSHA 30-Hour General Industry Training?

- Workers and supervisors in various general industry settings
- Safety officers and coordinators
- Plant managers and supervisors
- Manufacturing professionals
- Warehousing and logistics personnel
- Employees in diverse non-construction industries

What Are the Benefits of OSHA 30-Hour General Industry Training?

- **Enhanced Safety Awareness:** Participants gain a deeper understanding of construction safety principles.
- **Compliance with OSHA Regulations:** Ensuring adherence to OSHA standards and reducing the risk of penalties.
- **Reduced Accidents and Injuries:** Equipping workers with the knowledge to identify and mitigate hazards.
- **Improved Hazard Recognition:** Enhanced ability to spot potential dangers on construction sites.
- **Improved Hazard Recognition:** Enhanced ability to spot potential dangers on construction sites.
- **Greater Safety Leadership:** Supervisors and managers learn to lead by example and promote a culture of safety.
- **Career Advancement:** Possessing OSHA certification can open doors to better job opportunities.
- **Safer Work Environments:** Construction sites become safer places for workers.
- **Reduced Costs:** Fewer accidents result in lower workers' compensation and insurance costs.
- **Confidence in Safety Skills:** Workers are more confident in their ability to handle hazardous situations.
- **Increased Productivity:** Safer work environments often lead to more efficient construction operations.

Assessment Systems:

The course includes quizzes, exams, and practical assessments to evaluate participants' understanding and application of safety concepts.

Course Duration:

The OSHA 30-Hour for General Industry Training typically spans 30 hours of instruction, which can be completed in multiple sessions over several days or weeks to accommodate participants' schedules.

ADIS

ADVANCE DIPLOMA INDUSTRIAL SAFETY

Dear Sir,
Greetings from Overseas Industrial Technical Institute.

About Overseas Industrial Technical Institute:

Overseas Industrial Technical Institute is one of the reputed Industrial Training Centre with theoretical and practical training facilities in our classroom and laboratories for Industrial Safety Management, Fire Safety Management, HVAC and Instrumentation. We offer 100% job assistance after completing the course (Middle East and India).

Why to choose Overseas Industrial Technical Institute?

- Overseas Industrial Technical Institute is a dedicated Technical Training and Testing center for different Crafts and Trades.
- Highly Qualified and Experienced Trainers
- Campus Tests and Interviews for selection and Overseas Placement.
- Audio/Visual and Practical Training Facilities
- Appropriate Course materials developed by experienced Tutors
- Over 7 years experience in Health, Safety & Environment Training
- Consistent Online and Offline support for Learners
- Special Doubt Clearance Classes and Mock Examinations.

Benefits of Advance Diploma in Industrial Safety Management Training

The Advanced Diploma in Industrial Security is a program initiated by the Federal government of India for staff members and striving trainees in the field of job-related threats and also wellness issues. Aimed at equipping them with knowledge, abilities and awareness in work environment security, wellness as well as Industrial procedure related to sectors, the one year program made and established by Abroad Industrial Technical Institute assists to prevent dangers, crashes and also relevant losses.

The program addresses numerous safety problems of workers connected with commercial sector. The course materials, training methods as well as curriculum are made as per worldwide standards yet can be complied with as well as understood by workers from throughout nations coming from different workplace. Diploma comprehends that every worker is entitled to operate in secure and healthy and balanced work environment, but at the same time, it is the duty of every employee to make sure that their action doesn't develop disruption or health hazards to the remainder of the workforce.



Other Benefits:

Training Includes Practical, Theory, Projector Class, Resume Development, Interview Preparation, Communication Skill Development, Spoken English, and Personality Development etc.

Summary of Advance Diploma in Industrial Safety Management Course:

- **HEALTH & SAFETY MANAGEMENT SYSTEM**
- **ADVANCED HEALTH & SAFETY MANAGEMENT**
- **SAFETY ENGINEERING**
- **TASK ANALYSIS. HAZARD IDENTIFICATION AND RISK ASSESSMENT**
- **ADVANCED TECHNIQUES ON HAZARD IDENTIFICATION**
- **SAFETY ENGINEERING-II**
- **HEALTH AND SAFETY LEGISLATION**
- **SAFETY IN ENGINEERING**
- **SAFETY IN CONSTRUCTION INDUSTRY**
- **SAFETY IN MANUFACTURING SECTOR**
- **CHEMICAL AND BIOLOGICAL SAFETY**
- **SAFETY IN OIL AND GAS SECTOR**
- **ADDITIONAL ELECTIVE HEALTH & SAFETY AUDIT / CONFINED SPACES**
- **PROJECT WORK**

Introduction of Live Training Sessions:

We will provide One Year Diploma Certificate after completing the Course.



FIRE & SAFETY MANAGEMENT

Overseas ITI is a leading Fire & Safety Management training provider in the world with a goal to develop competent Health and Safety professionals for the various industries. Fire & Safety courses provides a vast range of knowledge and skills enabling a person to become one of the finest Fire and Safety professionals (Fire Safety Officer, Fire Safety specialists etc.)

- ◆ FIRE PREVENTION
- ◆ EVACUATION PROCEDURES
- ◆ EMERGENCY PREPAREDNESS PLAN
- ◆ FIXED FIRE FIGHTING
- ◆ EXTINGUISHERS & HYDRANTS
- ◆ PUMPS & PRIMERS
- ◆ PA SYSTEMS
- ◆ FIRE DETECTORS
- ◆ ALARM SYSTEMS
- ◆ FIRE ALARM PANEL
- ◆ SALVAGE
- ◆ LADDERS
- ◆ DRILLS
- ◆ BUILDING CODE
- ◆ HOSE & HOSE FITTING
- ◆ FIRST AID
- ◆ MONITOR & POURER SYSTEM
- ◆ PERSONAL PROTECTIVE EQUIPMENT (PPE)
- ◆ FIRE RISK ASSESSMENT
- ◆ SI & CI ENGINES
- ◆ ELECTRICAL SAFETY
- ◆ CONSTRUCTION SAFETY
- ◆ MATERIAL HANDLING

(11)





Industrial Safety Officer Training

With vast industry experience, we are engaged in offering training service for safety officer. The areas we cover in these services are study of HSE induction, Work at height, Permit to control power tools. Our training module includes:-

- ◆ HEALTH & SAFETY MANAGEMENT MODEL
- ◆ SAFETY POLICY
- ◆ ORGANISING HEALTH & SAFETY
- ◆ SAFETY CULTURE
- ◆ HEALTH AND SAFETY RISK ASSESSMENT
- ◆ JOB SAFETY ANALYSIS (JSA)
- ◆ PERMIT TO WORK
- ◆ SAFE SYSTEMS OF WORK
- ◆ ACCIDENT MEASUREMENTS
- ◆ FIRE HAZARDS AND CONTROL
- ◆ ELECTRICAL HAZARDS AND CONTROL
- ◆ CHEMICAL HAZARDS AND CONTROL
- ◆ BIOLOGICAL HAZARDS AND CONTROL
- ◆ MANUAL HANDLING HAZARDS AND CONTROL
- ◆ PHYSICAL AND PSYCHOLOGICAL HAZARDS AND CONTROL
- ◆ INVESTIGATION AND REPORTING ACCIDENTS
- ◆ HEALTH AND SAFETY AUDIT
- ◆ CONSTRUCTION ACTIVITIES
- ◆ WORK AT HEIGHT
- ◆ EXCAVATION
- ◆ HOT WORK SAFETY
- ◆ SCAFFOLDS AND LADDERS
- ◆ CRANES, FORKLIFT TRUCKS, HOISTS & LIFTS
- ◆ MATERIAL HANDLING
- ◆ PERSONAL PROTECTIVE EQUIPMENT (PPE)
- ◆ INDIAN STANDARDS
- ◆ FACTORIES ACT, 1948



HVAC ENGINEERING, DESIGNING, PLANNING & SUPERVISING

Basic discussion on VRV system & its refrigeration cycle(Heat Pump & Heat Recovery) & VRV's Pipe size calculation.

• **Chiller system**

- Basic discussion on Chiller system- Air Cooled & Water Cooled
- Calculation of GPM(Gallons per minute) & Chiller tonnage & Cooling tower's tonnage find out
- Chiller's primary & Secondary pump size calculation

• **BOQ & PROJECT COST ESTIMATION**

Making of BOQ(Bill of Quantity) for the ducting accessories & other system equipments as well as labors involvement & overall project cost estimation

• **Layout reading & Autocad**

- **Procedure for understanding the Civil layout & duct layout**
Discussion on Autocad drafting & procedure of making 2D & 3D drawing on Autocad.

• **Labor Management, Material Management & Supervising**

- Project planning & Execution procedure, Labor management & material handling as per site requirement & project layout modification.
- Discussion on making PPM(Planned Preventive Maintenance) report.



COURSE CONTENT:

- **Ductline Design**
 - Brief discussion on different types of duct (Rectangular/ Square/ Round) & discussion on different gauges of sheet uses in duct fabrication
 - Duct surface area calculation
 - Different methods uses in duct sizing & duct size calculation & numerical.
- **Room's CFM & AHU's CFM calculation-**
 - Brief discussion on Air flow rate & ACPH calculation,
 - Discussion on AHU & Blower's Air flow rate calculation (Find out CMH/CMM/CFM)
- **Ventilation System design for Kitchen room, Toilet & Parking zone-**
 - Discussion on designing Kitchen room ventilation system along with Kitchen's terminal hood & Exhaust fan
 - Discussion on designing Toilet room ventilation system
 - Discussion on Basement area closed parking ventilation system.
- **Exhaust fan & ESP**
 - Discussion on Tube Axial fan & Propeller fan
 - Exhaust fan's efficiency calculation & fan air power calculation
 - Discussion on Static pressure & ESP calculation (by using McQuay duct sizer app/ASHRAE & SMACNA)
- **Psychrometry**
 - Discussion on Psychrometry & Psychrometric chart
Find out the Psychrometric properties & its calculation
- **Heat Load**
 - Discussion on Heat Gain & Heat loss
 - Discussion on Sensible heat gain & Latent heat gain along with Grand total heat load
Discussion on Heat Transfer Co-efficient & numerical on heat load calculation.
- **Refrigeration Cycle & its components**
 - Basic discussion on VCRS & function of system components, Compressor,
 - Evaporator, Condenser, Expansion Device (Capillary tube, TEV-Thermostatic
 - Expansion Device, EEV-Electronic Expansion Device) & PCB etc.
- **Selection of Equipments**
- **VRV-VRF system**



Air conditioning & Refrigeration Engineering.

Syllabus Out line :-Trade theory & Trade Practical

HVAC

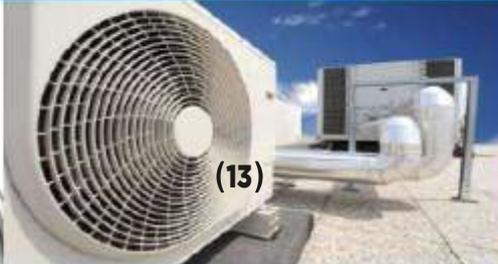
REFRIGERATION AND AIR CONDITIONING COURSES.

Basic refrigeration & air conditioning:- Installation Commissioning & Maintenance, Design Principles From Gas, Pipework, Brazing, Essential & Refrigeration Electricals.

Commercial & Domestic Air Conditioning systems, commercial & Domestic Refrigeration systems, Frost free refrigeration system. Trade Practical, workshop calculation science Workshop Technology Foremanship.

Work Areas:- Students of this course can work as service and or maintenance engineering supervisors, field supervisor sales engineers for all types of Air conditioning and Refrigeration system and chiller.

The particular clinic introduces the reader to HVAC Systems The goal of the heating Ventilating and air conditioning (HVAC) system is to create and maintain a comfortable environment with a building some HVAC systems address these comfort requirements better than others. Chiller are a key component of air conditioning systems for large buildings. They produce cold water to remove heat from the air in the building They also provide cooling for process loads such as film development rooms and large medical imaging equipment.





Chiller

CHILLER MAINTENANCE & OPERATION.

This brochure list date for the continuation of the highly successful Chiller Maintenance and operation training program. This training course is designed to teach the maintenance technician and building standard.

Upon successful completion of this course: students will be able to.

define and analyze the basic cycle of water cooled chiller

define and analyze the basic cycle of Air cooled chiller.

Identify compressor and components and disable operation.

Identify different type of chiller.

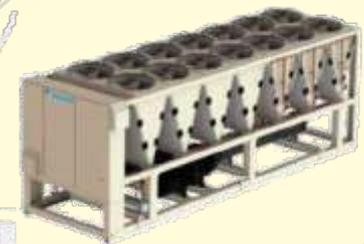
troubleshoot compressor lubrication circuit.

troubleshoot and adjust inlet guide vane control system.

Identify of electrical wiring diagram and control system of chiller.

Identify component and Describe function compressor

VFD stats and performance of VFD function.





HVAC TECHNICIAN

HVAC is an abbreviation for heating, ventilation, and air conditioning. A qualified HVAC technician is a technician who installs, maintains, and repairs heating, ventilation, air conditioning, and refrigeration systems that control the temperature and air quality in buildings. HVAC/R is an alternative abbreviation.

HVAC technicians install and maintain heating, ventilation and air conditioning systems. They are hired by maintenance companies where their services are hired out. Many HVAC technicians also work in large companies that have high maintenance needs.

Order any supplies or equipment needed for HVAC maintenance or installation as needed Ensure availability of all items needed for an HVAC project Ensure calibration of thermostats and other controls

Perform checks on motors and belts and handle lubrication duties

Change filters and replace any parts as they wear out

Repair motors and service steam and hot water boilers

Ensure that chemical compositions in equipment are adequate at all times

Handle conduit running for HVAC equipment

When a building is being constructed, construction foremen confer with HVAC technicians in order to design buildings so that HVAC systems can be accommodated properly.

Both homes and businesses hire the services of HVAC technicians. While they perform different duties in different types of environments, the essence of their work remains the same. If you are interested in finding out more about an HVAC technician's work day, you may find the following list of duties interesting

Install and maintain diverse heating, ventilation and air conditioning systems
Layout wires and pipes to complete HVAC systems

Perform general and preventative maintenance on HVAC systems

Ensure that all installations are done in accordance to the set standards

Make sure that any loose wires are connected and secured properly

Handle maintenance of tools and equipment

Replace faulty or expired parts in an HVAC system

Fabricate parts in case parts are not readily available



HVAC TECHNICIAN

Practical Details:

- 1) Uses of Refrigeration tools like Flaring, Swaging, Tube Cutter, Tube Bender, Brazing torch & some other machines like Drill machine, Hand Grinder (uses for unit installation purpose) & Z-pump (for Evaporator & Condenser coil servicing purpose), Manifold Gauge.
- 2) Uses of different testing equipments like for Compressor's Continuity check & outdoor terminal's Amphere checking by using Digital Clampmeter & Multimeter & Capacitor's Capacitance checking by using Digital Capacitance meter.
- 3) Single Phase faulty compressor testing through Capacitor & Compressor's C-S-R find out as well as 3-phase compressor testing through Contactor.
- 4) Installation, maintenance & servicing procedure, troubleshooting problem solve out along with Electrical connection details for Window air conditioner.
- 5) Installation, maintenance & servicing procedure, trouble shooting problem solve out along with Electrical connection details for Split air conditioner.
- 6) Installation, maintenance & servicing procedure of Ductable AC along with ductline & troubleshooting problem solve out along with Electrical connection for Ductable unit.
- 7) Installation, maintenance & servicing procedure of Cassette AC along with trouble shooting problem solve out & Electrical connection as well.
- 8) Complete procedure like Copper pipeline connection from indoor to outdoor unit, Leak testing (by using Pressure Compressor & Nitrogen gas), Vacuuming (by using Vacuum pump), Gas Charging, Pump down & Gas Recovery process.
- 9) Industrial brazing for Hard copper pipe connection with copper elbow by using Oxygen & Acetylene.
- 10) Error code checking procedure for different air conditioner (Window AC, Split AC, Ductable AC & Cassette AC).
- 11) Installation, maintenance & servicing along with Electrical connection for Air Cooled Chiller system.
- 12) PCB's Relay testing procedure.

Basic Refrigeration Cycle

Window Ac

Split Ac

Ductable Ac

Floor Standing

Cassette Ac

VRF/VRV

Package AC

Roof Top Unit

AHU

FAHU

FCU

Air Cooled Chiller

Water Cooled Chiller

Ventilation System

District Cooling System.

Analysis of CFM and Static Pressure



INSTRUMENT TECHNICIAN TRAINING

We are a leading service provider for the Instrument Technician Training.
We provide Training in Instrument Technicians.

- Introduction to Principles of Measurement of Level, Pressure, Flow and Temperature
- Calibration and testing of Pneumatic and Electronic Process Instruments like Transmitters, Gauges, RTD, Thermocouples, I/P convertors, Control Valves, ON-OFF Valves, Shutdown Valves switches, flow meters etc
- Installation of Various Process Instruments
- Introduction to Impulse tube fittings and tubing
- Introduction to Principles of Controller Modes
- Principles of Feedback, Cascade, and Ratio Controllers
- Introduction of various types of Control Valves and their bodies part
- Selection, servicing and installation of control valves and accessories
- Introduction to Process Loop Wiring Diagrams, Piping and Instrument Drawings (P&IDs)
- Introduction to PLC and DCS
- Fault Finding and Trouble Shooting
- Industrial visit & online training
- Training project report preparation
- Project detail engineering and Execution
- Principles of measurement of level, pressure, flow, and temperature
- Calibration of pneumatic recorders, transmitters, pressure gauges and flow meters
- Installation of thermocouples and RTDs for temperature measurement
- Fabrication and installation of tubing and fittings
- Application of laws of basic electrical theory
- Analysis of series and parallel circuits



For further information

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Kolkata - 700016, India
PH: +91 84208 62928, +91 8697800167 / +91 8583928127
Email: kolkata@tutistraining.com



INSTRUMENT QA/QC INSPECTION

We are a leading service provider for Quality and Control (QC) Inspector Training. With vast industry experience, we are engaged in offering Training service for Quality and Control (QC) Inspector, The areas we cover in these service are study of Site surveillance report, Non confirmation report (NCR) primary inspection, final inspection, Raising request for inspection (RFI), Raising Mechanical Completion Documents (MCD), Raising Ready for Commissioning (RFC) Punch created by category A,B,C, Punch clearance by category A,B,C, Study of Preparing Inspection Test Plans (ITP) and Quality Control Procedure (QCP) for the specific project with reference to project procedure job specifications. Study of Forecasting the requirements of QCP forms against each tag per system/subsystem. Study of verifying the materials, which are receiving in warehouse wer having the standards mentioned in the job specifications. Study of Preparing preliminary punch-list prior to client's walk down. Study of preparing the Discrepancy Report for the items which is not meeting the project standards.





INDUSTRIAL & BUILDING ELECTRICALS

We are a leading service provider for Quality and Control (QC) Inspector Training.

With the continuous support of our personnel, we are able to offer Training Services for Instrument Electricians. Our training services include study of basic electrical theory, cable installation testing, cable laying & dressing, cable glanding, termination of end cable leads to field instruments & junction boxes & control panels. Industrial safety awareness, introduction and use of tools, Introduction to instrument consumable like cable glands, lugs and cable ties, introduction to process instruments and their applications, introduction to various types of field instrument, panel instrument & accessories, termination, continuity testing, loop checking and commissioning assistance.

The knowledge of Cable pulling of instruments & Electrical Telecommunication. Safety about Fire and Gas as per cross section & cable schedule from control room to the field Junction Box and Local Panels. Also give the idea about Cable tray Installation as per cable tray layout drawing, installation of all kinds of Instruments & Junction Boxes as per layout drawing Cable termination of DCS ESD Marshalling Cabinet.

Data Protection Policy

Purpose & Scope

- This policy covers all Institute activities and processes in which personal data is used, whether in electronic or hard copy form.
- This policy applies to all members of the Institute including staff, students and others acting for, or on behalf of, the Institute or who are otherwise given access to the Institute's information infrastructure.
- This policy takes precedence over any other Institute policy on matters relating to data protection.

Definitions

The following terms are defined in data protection legislation:

- Personal data – any information relating to an identifiable person who can be directly or indirectly identified, in particular by reference to an identifier (e.g. name, identification number, location data or online identifier).
- Special category personal data – the following types of personal data (specified in data protection legislation) which are particularly sensitive and private in nature, and therefore more likely to cause distress and damage if compromised:
 - o Racial or ethnic origin
 - o Political opinions
 - o Religious or philosophical beliefs
 - o Trade union membership
 - o Health related conditions (physical or mental health)
 - o sexual orientation
 - o Commission or alleged commission of any criminal offence

- o Genetic data
- o Biometric data, where processed to uniquely identify an individual
- Data subject – the individual to whom the personal data relates
- Data controller – determines the purposes and means of processing personal data
- Data processor – responsible for processing personal data on behalf of a controller
- Data breach – a security incident that affects the confidentiality, integrity or availability of personal data.

A data breach occurs whenever any personal data is:

- o lost;
- o corrupted;
- o unintentionally destroyed or disclosed;
- o accessed or passed on without proper authorisation; or made unavailable and this unavailability has a significant negative effect on the data subjects

Policy

Overseas Industrial Technical Institute is committed to complying with any legislation enacted in respect of the protection of personal data (together “data protection legislation”).

To do this, the Institute will:

- a) Only use personal data where strictly necessary, and will rely on an appropriate lawful basis for processing personal data
- b) Inform data subjects of the lawful basis and explain the purpose and manner of the processing in the form of privacy notices and other similar methods
- c) Keep personal data secure and manage incidents effectively when things go wrong
- d) Observe the rights of individuals under data protection legislation

- e) Ensure staff are trained appropriately in managing personal data
- f) Ensure that records containing personal data are managed effectively
- g) Only share personal data with third parties where adequate standards of data protection can be guaranteed and, where necessary, contractual arrangements are put in place
- h) Implement comprehensive and proportionate governance measures to demonstrate compliance with data protection legislation principles

Roles and responsibilities

Individuals must ensure any personal data they handle is processed in accordance with this policy and the data protection legislation principles.

The Senior Management Team/Director is responsible for approving this policy.

The Director is responsible for:

- Informing and advising the Institute of its data protection obligations
- Monitoring compliance
- Awareness-raising and training of staff involved with processing operations
- Undertaking internal audits of data protection
- Providing advice on data protection impact assessments

Heads of Services are responsible for ensuring awareness of, and compliance with, this policy in their respective areas.

The Information Compliance team is responsible for:

- Maintaining this policy
- Providing guidance, support, training and advice on data protection compliance

- Processing all subject access requests for the Institute
- Supporting the responsibilities of the Data Protection Officer

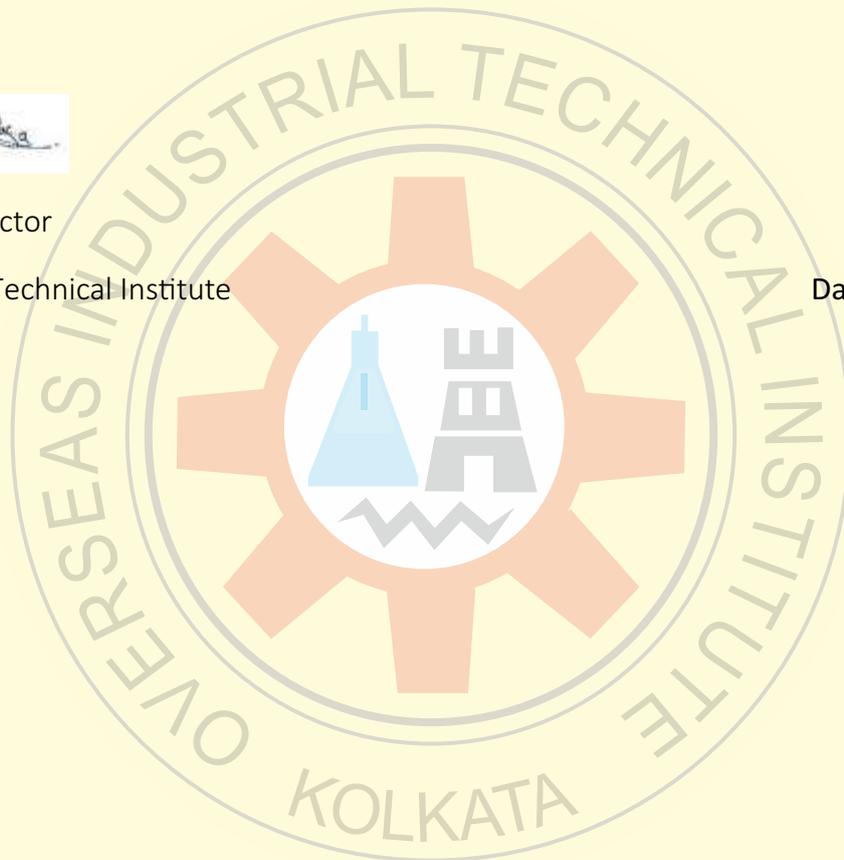
The Security Review Group is responsible for managing information security across the Institute. The purpose of the group is to review the information security landscape (both digital and physical), assess the Institute's performance and readiness, and ensure risk reduction, remediation and response.



Director

Overseas Industrial Technical Institute

Date: 01st January, 2024



Version 1.4

Disciplinary Rules and Regulations

1. Students are requested to maintain highest standard of behavior and discipline both inside and outside the Institute.
2. Students are required to improve and maintain consistency in their performance.
3. They shall strictly observe the disciplinary rules framed by the Institute. Violation of which will be dealt by the Director in the manner she/he considers fit and her/his decision will be final.
4. No student shall enter the class or leave the class without the permission of the lecturer.
5. Every class in charge and academic advisor keep a close watch on the students' attendance, progress and conduct.
6. Irregular attendance, indifference in regard to class work and examination, discourtesy towards teachers, insubordination, obscenity in word and act, willful damage to Institute property, anti social activities etc are liable for disciplinary action which includes expulsion from the Institute.
7. Attendance to the Institute functions like association meetings, Institute assembly, seminars, group discussions, Industrial visits, Viva Voice etc are obligatory to all students.
8. Students who do not live with their parents or guardians must live in the hostels or in lodges approved by the Director.
9. Without the permission of the Director students shall not organize any activities or associate with any outside group concerned with the Institute.
10. No meeting shall be convened, no outside person shall be invited, no publication shall be issued and no canvassing and mobilizing of the students for any particular purpose shall be made without the permission of the Director.
11. The Director shall have the power to expel any student from the Institute if the student is guilty of serious misconduct or student's presence in the Institute is injurious to the order and discipline.
12. Late comers can enter the class only if permitted by the lecturer. They may be marked present by him/her at the end of hour only if there is sufficient reason for being late.
13. During class hours the permission of the lecturer is needed to move from one seat to another or to leave the room.

14. Books, Magazines, Newspapers, etc not approved by the Director are not allowed to be brought to the Institute. Use of Mobile phones is strictly banned inside the campus.
15. Every student should possess an identity card issued by the Institute which should be produced whenever asked for specially when dealing with the office.
16. The Institute has developed the tradition of a homely informal atmosphere of freedom with responsibility, treating one another with love and respect.
17. There is nothing that can substitute for self discipline and a serious devotion to duty, a spirit of respect and love for all that is good, noble and beautiful in life. The Institute expects students to keep their vision high and solicit cooperation of the parents to minimize the necessity of enforcing rules and regulations.
18. Students are expected to treat the Institute as their own and to cooperate in its efficient and smooth running.
19. Dress Code: Formal dress;. Any exemption will be notified by the authorities.



Director

Date: 01st January, 2024

Overseas Industrial Technical Institute

EQUALITY AND DIVERSITY POLICY

PRINCIPLES

Overseas Industrial Technical Institute celebrates and values the diversity of its learners and team members and is committed to equality of opportunity for all. The Institute resolves to eliminate discrimination or other unfair treatment against any of its team members, potential team members, learners or users.

Overseas Industrial Technical Institute wishes to be recognised as an organisation which provides excellent employment and educational opportunities. We are committed to complying with the relevant legislation and where possible will endeavour to exceed this creating a culture of inclusivity where everyone is treated with respect and dignity. Overseas Industrial Technical Institute does not tolerate any prejudicial behaviour by any member of the Institute.

Our commitment:

Marketing and Access to learning

- Institute publicity and learner recruitment procedures will be designed to encourage applications from all sections of the community and from all levels of ability and will be available in a range of formats.
- The Institute will ensure that admission procedures are user friendly and avoid unnecessary barriers to access for intending learners.
- The Institute will continue to identify and respond to learning needs within the community and will encourage widening participation from under represented, disadvantaged or excluded groups.
- Make clear our expectations and commitments to equality and diversity in our marketing materials and events, during the learner admissions process and again during induction.
- Equal opportunities data will be collected, analysed and used to inform the planning and decision-making process of our Admissions and Marketing policies.

The learning Environment

- The Institute is committed to the development of learning environments that are welcoming and safe for all learners.
- The Institute will continue to develop its facilities and accommodation to improve access for learners with learning difficulties and or disabilities.
- Through a multi-agency approach, the Institute will meet the targets surrounding the

Every Learner Matters Strategy:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution and
- Achieve economic well-being

Teaching, Learning and Assessment

- Curriculum teams will ensure that teaching and learning materials and delivery methods are free from bias, avoid stereotyping and discrimination.
- Curriculum teams and tutorial team members will encourage learners to explore equality and diversity issues.
- Awareness raising of equality and diversity issues will be part of the general induction and tutorial programme for learners.
- The Institute will ensure that learners with learning difficulties and/or disabilities receive appropriate additional support to meet individual learner needs to reach their potential.
- Provide a range of support services and facilities which will enable learners with particular physical, social and cultural needs to participate fully in Institute life, including:
 - tutorial support
 - additional support with learning
 - financial and welfare advice

- personal counselling
- social/recreational/catering facilities
- multi faith rooms
- Curriculum teams will regularly review course design and delivery to meet the various learning needs to improve access to learning.
- The Institute will ensure that the views and perceptions of learners are included in the process of curriculum review and self-assessment and also curriculum development.
- Resources are available in formats appropriate to the needs of individual learners, including the use of specialist equipment where appropriate.

Recruitment, Training and Development

- The Institute will treat all team members with respect and dignity, and seek to provide a working environment free from harassment, discrimination and victimisation. The Institute will not tolerate any form of discriminatory behaviour against its team members, either from other team members, learners or members of the public.
- Individual training and development needs will be identified through the Appraisal process.
- Work towards the achievement of a workforce that is representative of the diversity of the communities from which we recruit and the learner population.
- Ensure progression opportunities are available to all team members
- Ensure all policies and procedures promote equality of opportunity and are not unlawfully discriminatory in their operation.
- Applicants are not treated less favourably because of disability, age, gender (sex), race, religion or belief, pregnancy or maternity, marriage or civil partnership, gender reassignment and sexual orientation.

SCOPE AND LIMITATIONS

Version 1.4

This is an overarching policy on equality and diversity that applies across all areas of the Institute, including employment, teaching and learning, procurement and marketing and admissions. This policy should not be read in isolation but cross referenced with all associated policies, procedures and practices, as listed above.

This policy applies to all team members, temporary staff from employment agencies, contractors, visitors, employers and learners. The procedures set out in this policy are intended for implementation across all Overseas Industrial Technical Institute sites. The Institute views discrimination against any learner or team member on any grounds as a serious disciplinary offence.

The Institute will not tolerate any forms of discrimination based upon:

- Direct discrimination
- Indirect discrimination
- Associative discrimination
- Perceptive discrimination
- Harassment
- Victimisation
- Third party harassment

The Institute will not tolerate any form of discrimination, bullying or harassment on the grounds of:

Age, disability, gender; gender reassignment, maternity and pregnancy, race, religion or belief, sexual orientation, marital or civil partnership or socio –economic status.

Breaches of this policy will be regarded as misconduct and will therefore be subject to the learner and team member Disciplinary policies.

RESPONSIBILITIES

This policy applies to all team members, including agency staff, learners, employers, work placement providers, visitors, and contractors working on campus and sub-contractors.

Directors

It is the responsibility of the Director to ensure that the Institute meets its legislative responsibilities in respect of equality and diversity and for receiving and responding to monitoring information.

Senior Leadership Team

They are responsible for ensuring that team members and learners are familiar with their roles and responsibilities and the content of this policy. It is committed to providing support and equality and diversity training to promote a positive and inclusive culture for learning and for work. The Executive is responsible for monitoring the profile of the learner and team member profiles by age, gender, race and disability.

Heads of Faculty/Team Managers

They are responsible for the promotion of equal opportunities for learners with respect to curriculum planning; materials and resources, assessment, role models, teaching and learning methods, the management of the environment, and social and economic aspects of learning.

Human Resource Team

It is responsible for ensuring that the recruitment and selection policy does not discriminate in any way and that job advertisements are fully inclusive. This will include advertising through recognised minority group's publications. The Institute will ensure that recruitment and selection procedures are open, consistently applied and free from bias, stereotyping and discrimination. Additionally, the Institute will endeavour to ensure that reasonable adjustments are made to arrangements and premises to ensure both current and potential team members with a disability have equality of access.

The Quality Improvement Group- Teaching and Learning

The purpose of the QIG – Teaching and Learning meeting is to strategically lead all aspects of equality and diversity, ensuring that we meet the needs and interests of our team members and learners, that we

monitor performance and champion excellence, implementing improvements, in order to identify and where required to effectively narrow any achievement gaps and to monitor how effective we are at promoting equality, diversity and tackling discrimination.

Team Members and Learners

All team members and learners are responsible for ensuring the implementation of this policy, and for their own conduct. All team members should challenge discriminatory behaviour by learners, placement providers, outside contractors and other team members. It is the duty of all team members and learners to avoid unfair discriminatory practices.

The Institute is committed to the general health and wellbeing of its learners and team members, and encourages them to develop positive relationships, to respect others and to celebrate diversity. Bullying or discrimination or any other form of discriminatory behaviour will not be tolerated. Safeguarding procedures are in place to ensure that learners have a safe and secure environment.

The Institute will seek to provide a supportive environment for those who make claims of discrimination or harassment according to the policies listed in this document.

IMPLEMENTATION ARRANGEMENTS

New team members are made aware of the policy and procedure during the formal Institute induction process. Updated and amended procedures are disseminated and reinforced in training sessions and team meetings. Team members and parents will have access to this policy on the Institute website and Notice Boards.

MONITORING AND REVIEW

The Equality and Diversity Policy is subject to regular review. The policy and the implementation arrangements which underpin it will be formally reviewed on an annual basis. This review will take into account the views of team members and learners and relevant legislation.

The Institute monitors the profile of its learners and team members by age, gender, disability and ethnicity. Monitoring for learners is undertaken by the Quality Improvement team and, for team members, by the HR team. Data collected for monitoring purposes will be published on our website at

least annually and will be reported to the senior leadership team in respect of staff data, and annually to the Board of Governors. The presentation of such information shall observe the Institute's legal and contractual responsibilities in respect of individual confidentiality particularly in regard of sensitive data and will not unnecessarily identify individuals.

Monitoring at course level will be integrated into the programme review process. Learner analysis is reported in the monthly Quality Performance Reviews (QPR) these are reported to:

- the Institute Executive
- the HR Committee (team members)
- the Institute Governors annually

Learner enrolment, retention, and achievement, learner survey and complaints are annually monitored by ethnic group, gender, age and disability and the findings are used to inform the Self-Assessment Reviews. Learners' views are identified by means of satisfaction surveys, learner representatives and the equality and diversity groups.

Complaints made to the Institute on grounds associated with equality and diversity are actioned and analysed to establish any trends.



Director

Overseas Industrial Technical Institute

Date: 01st January, 2024

Version 1.4

HEALTH AND SAFETY GENERAL POLICY STATEMENT

At Overseas Industrial Technical Institute we recognise our duties under health and safety legislation and associated regulations. Our intention is to meet the requirements of this legislation. We aim to provide and maintain a safe and healthy working environment for our employees and to provide a safe and healthy environment for residents and visitors. Managers and Staff are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of anyone likely to be affected by the operation of our business. We recognise our duty to regularly assess the hazards and risks created in the course of our business.

We also recognise our duty, so far as is reasonably practicable:

- to provide adequate control of the health and safety risks so identified;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure the safe handling and use of substances;
- to provide information, instruction, training where necessary for our workforce;
- to ensure that all employees are competent to do their work;
- to prevent workplace accidents and cases of work related ill health;
- to maintain a safe and healthy working environment;
- to actively manage and supervise health and safety at work;
- to ensure that we adequately communicate with, train and manage employees who may not be fluent in English;
- to have access to competent advice;
- to review annually and revise, as necessary, this policy; and

Version 1.4

- to provide adequate resources for its implementation;
- Determine risks and opportunities related to its environmental aspects and compliance obligations;
 - Minimize waste and emissions to the lowest practicable level;
 - To take all preventative and protective measures for COVID-19

We recognise that we have;

a duty to co-operate and work with other employers and their employees, when their employees come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We have allocated responsibilities and detailed arrangements to support this policy.

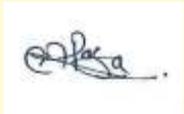
RESPONSIBILITIES

Everyone involved in the management of our business has their duties and responsibilities clearly defined. This is to ensure our Health and Safety General Policy is properly taken into account when designing and implementing systems and procedures.

In preparing this policy and our health and safety procedures and arrangements we have taken account out of the requirement for employees to take reasonable care for their own health and safety and to co-operate with their employer in managing health and safety risk.

Commitment

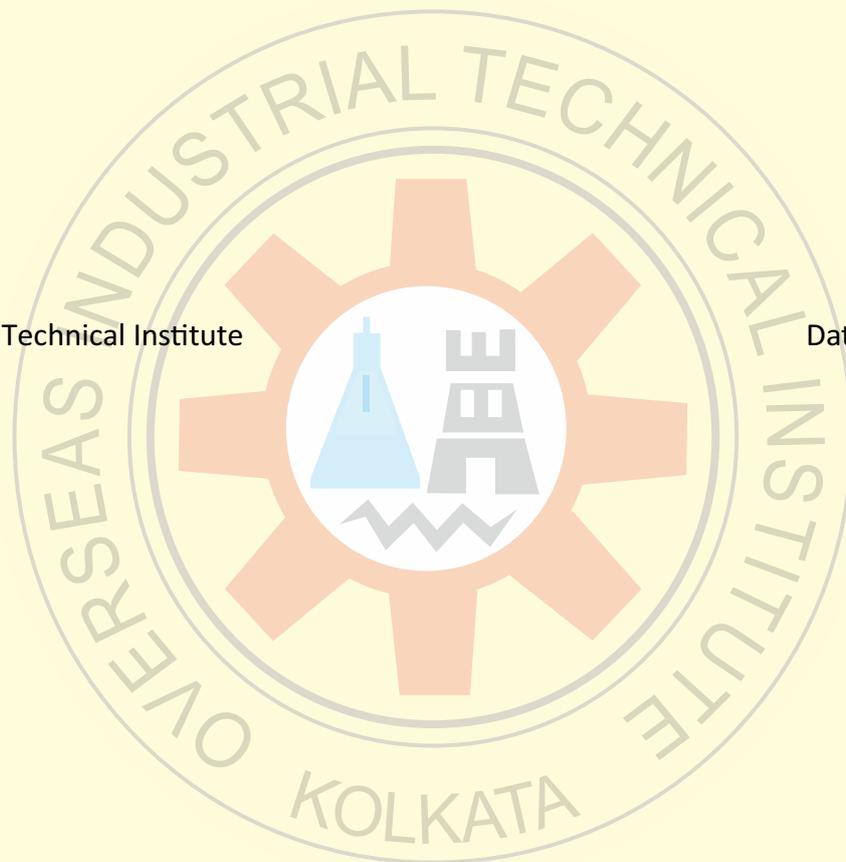
I and all the members of the Institute are committed to this Policy and to the implementation and maintenance of the highest standards of health, safety and welfare across the Institute. We expect every member of the Institute to share this commitment and to work together to achieve it.



Director

Overseas Industrial Technical Institute

Date: 01st January, 2024



Version 1.4

Learning Environment Policy

Purpose and Aims

The learning environment has a significant influence on learning. It gives student a clear

Message about how we value them and how we value learning.

This policy aims to ensure that:

There is a consistent approach to the learning environment across the Institute, reflecting the high expectations that staff and pupils have for learning and progress.

The learning environment promotes an inclusive and collaborative approach to learning so that all pupils are supported in achieving their potential across the curriculum.

General expectations

Organization: All classrooms and corridors should be kept clean, tidy and free from clutter. Classroom and Institute timings should support student value and respect their learning environment and make a contribution to keeping it clean and tidy.

Language: All classrooms should be “language rich” environments in order to promote and extend student’s understanding and use of language. Displays should include key words and statements, open ended questions, prompts and scaffolds related to the curriculum or to highlight key learning points. Where appropriate, dual language labels should be included.

Resources: All resources should be clearly labelled and organized to that they are readily available to the students in order to promote independent learning and choice. Resources should include appropriate course materials, models, pictures/photographs, videos, etc. to support the student’s learning in relation to the curriculum areas and current topics.

Classroom layout: The physical layout of the classroom should support and promote inclusive, interactive teaching. It should allow for flexibility for working in different contexts (e.g. individual work, paired work, small group work as well as whole class teaching). This is to ensure that speaking and listening and collaborative learning are at the centre of teaching and learning. Every student should be seated so that they have a clear view of the interactive whiteboard/main teaching area. Audio/Visual arrangements are to be made also to promote interactive teaching/learning.

Implementation

Teachers establish and maintain a positive learning environment by ensuring a common understanding of the principles of *The Code of Conduct: Respect* – developed through extensive collaboration between members of the Institute community. They actively teach the principles through activities and the Positive Education program.

Students have the right to:

- Be treated with courtesy and respect
- Work in, and enjoy, a safe, secure and clean environment
- A learning environment that is free from disruption
- Achieve their educational potential
- Have their property respected
- Be proud of their achievements

Students have the responsibility to:

- Show courtesy and respect to others
- Keep our environment safe, secure and clean
- Ensure that there is no disruption to Another person's learning environment
- Develop their potential and assist others in doing the same
- Respect student, staff and Institute property
- Ensure their actions do not discredit the Institute community

Teachers adopt a proactive approach to managing the behaviour of students in their classroom. They aim to quickly establish and maintain a safe and supportive learning environment. To this end, they employ a range of strategies, including

- Establishing a clear expectation about behaviour.
- Reinforcing the rights and responsibilities of teachers and students.
- Recognising positive behaviour informally and formally with "*Letters of Commendation*".
- Ensuring the learning program is appropriate to students' stage of development.
- Modelling punctuality and respect.
- Using proactive classroom management strategies.



Director

Overseas Industrial Technical Institute

Date: 01st January, 2024

Version 1.4

Students Complaint Policy

INTRODUCTION

Consistent with its commitment to students first, Overseas Industrial Technical Institute has adopted this policy to assist both students and staff in the resolution of student concerns and complaints constructively, quickly and fairly. Where minor concerns arise, students are encouraged to make an appointment with the instructor or staff member who is directly involved with the concern. Usually the concern can be resolved satisfactorily through honest and open communication with the faculty or staff member. Meeting with the instructor or staff member should be the first step in resolving the concern. However, where informal discussions have not yielded a satisfactory resolution, or where the matter is more serious, the following policy provides for a more formal process to be pursued.

Complaints made under this policy will be monitored and reviewed to enable the Institute to continually improve processes and services in support of student learning.

Student rights and responsibilities in relation to this policy are set out in the appendix to this policy.

POLICY

Definitions

In this policy:

Complaint is an allegation by a student that there has been, in an individual case, an arbitrary or discriminatory application of, or failure to act pursuant to, the policies of Overseas Industrial Technical Institute in relation to students. The complaint should be a written statement submitted by a student about a matter that requires formal consideration and resolution by the Institute in the terms set out in this policy.

Fair play means the right to have a decision made by an unbiased decision maker who observes fair and impartial procedures.

Application and scope

- 1) This policy applies to student complaints about any aspect of the teaching and learning process and the broad provision made by the Institute to support that process.
- 2) This policy applies to student complaints about sex discrimination, harassment and/or retaliation
- 3) This policy applies to student complaints about discrimination, harassment and/or retaliation, not based on sex.
- 4) No action will be taken on malicious or anonymous complaints.
- 5) A complainant must be able to demonstrate that the complaint is brought without malice and is based on evidence that the complainant honestly and reasonably believes to be substantially true. Those responsible for resolving complaints under this policy must take all reasonable steps to ensure that the complainant is protected against any subsequent recrimination or victimization.
- 6) Students and staff involved in the consideration and resolution of concerns and complaints have various rights and responsibilities, which are outlined in the appendix to the policy.

Informal resolution of concerns

- 1) Before making formal written complaints, students are encouraged to seek resolution to any concerns by raising and discussing them informally with the relevant faculty or staff member who is most directly associated with the matter. Usually the concern can be resolved satisfactorily through honest and open communication with the faculty or staff member.
- 2) A staff member with whom a concern is raised by a student is expected to deal with the matter in an open and professional manner and to take reasonable and prompt action to try to resolve it informally.
- 3) If the concern has not been addressed satisfactorily by meeting with the faculty or staff member, the student should bring the concern to the Director or chair of the academic department (faculty).

The Director or chair will often be able to resolve the concern satisfactorily.

Formal complaint procedure

- 1) If after visiting with the staff or faculty member and the Director or chair, it has not been possible to resolve the concern informally, a student may make a formal complaint.
- 2) In case of any complaint(s) kindly inform us at first at overseasitkolkata@gmail.com or mail it to our office address, on the prescribed form to the Director who is responsible for the action or matter that has given rise to the complaint.
- 3) The written complaint must be submitted within one month after the occurrence of the action or matter that has given rise to the complaint, unless the Director agrees to receive it beyond this time frame.
- 4) The Director who receives a student complaint must acknowledge it in writing within three working days. He or she must also lodge the complaint in the relevant Institute, department or division office and must maintain a file of all documentation in relation to the consideration of the complaint.
- 5) The Director must ensure that any staff member named in the complaint receives a copy as soon as practical.
- 6) The Director must consider the complaint in accordance with the principles of fair play, and must ensure that all parties to the complaint are accorded the full benefit of those principles.
- 7) The process may include meetings with relevant staff and/or the complainant. Where meetings are held, the parties may, if they wish, be accompanied by a peer support person.

Resolution of complaints

- 1) The Director must make a decision in relation to the complaint and must communicate his or her decision to the parties, in writing, within 28 days of receiving the complaint.
- 2) If the complaint involves a Institute policy or procedure and if, in the opinion of the Director, the complaint has substance, or Director must arrange for the relevant policy or procedure to be reviewed, with a view to preventing a recurrence and ensuring continued improvement.
- 3) If the resolution of the complaint involves potential disciplinary action for an employee, the Director must follow the appropriate procedures. If the Director does not have authority over the employee, then they may forward a recommendation for disciplinary action to the appropriate authority.

Appeals

If we are unable to come to a resolution **NEBOSH** does have a complaints procedure-

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

Please e-mail info@nebosh.org.uk or write to -

Complaints
NEBOSH
Dominus Way
Meridian Business Park
Leicester
LE19 1QW

APPENDIX

Rights and Responsibilities of Parties to a Student Complaint

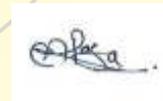
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Parties to a student complaint have the right to

- be treated with courtesy at all times
- a fair and timely investigation process
- express their points of view without fear of recrimination
- receive full information at all stages of the complaint process
- be advised in writing of all decisions made in relation to the complaint
- appeal the outcome as outlined in this policy

Parties to a student complaint have a responsibility to

- treat all parties with courtesy at all times
- respect the points of view of others
- respect the rights of all parties to the complaint with respect to confidentiality
- in the case of the complainant, ensure that the complaint is made in good faith and complies with the requirements of the Student Complaint Policy
- provide full and accurate information to the person investigating the complaint
- not take any action that may prejudice the situation or be regarded as an act of recrimination against any other party.



Director

Date: 01st January, 2024

Overseas Industrial Technical Institute

Version 1.4



OVERSEAS INDUSTRIAL TECHNICAL INSTITUTE

PROFESSIONALS REQUIRED TODAY...LET'S MOVE AHEAD WITH US

AN ISO 9001:2015 AND W.B GOVT. CERTIFIED INSTITUTE
91, Ripon Street, Block-A, 2nd floor, Near St. Marry School, Kolkata-700016

LEARNER AGREEMENT

Part 1: Learner Information

Kindly fill in the Learner Agreement

Kindly tick ✓ the appropriate boxes

First Name:

Surname:

Learner Number (if any):

Date of Birth:

Gender: Male Female Others

Prefer not to say

Attach a passport size photograph of yours

Contact No:

Click the box above and attach your passport photo

Permanent Address:

Course:

Email Id:

Kindly furnish the details of your Academic Qualification and relevant experience.

Name of School/College/University	Course Completed	Year of Completion	Grade



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Work Experience (if any)

Name of Employer	Date of Joining	Date of Leaving	Designation

Part 2: Examination Details

Registering Units: **IG1** **IG2**

Date of Examination:

Exam Location:

Aims & Objectives of completing this Course and your expectations from the Course-

.....

.....

.....

.....

Mode of Learning-

Full Time

Virtual Learning

e-Learning

Open & Distance Learning



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Part 3: Terms & Conditions

1. NEBOSH have their policies & procedure available on their website.
<https://www.nebosh.org.uk/policies-and-procedures/>
2. Before Registration Learner should go through the Learner Information Pack, Course Program Documents, Fees List and Disciplinary Rules & Regulations.
3. No **Refunds** will be made under any circumstances after signing the Learner Agreement.
4. Whether a Learner can **defer** a course they have paid for to a later start date is to be decided by the Institute Director.
5. Fees should be paid before Registration.
6. Learner should go through all the policies of the Institute before registering for a Qualification which is available on our website <https://overseasiti.com/>
7. In case of any complaint(s) kindly inform us at first at overseasitikolkata@gmail.com or mail it to our office address. It is our responsibility to investigate any complaints under our procedures. If we are unable to come to a resolution NEBOSH does have a complaints procedure-
<https://www.nebosh.org.uk/policies-and-procedures/complaints-procedure/>

Please e-mail info@nebosh.org.uk or write to –

Complaints

NEBOSH

Dominus Way

Meridian Business Park

Leicester

LE19 1QW

8. We, as a Learning Partner confirm that we commit to support the Learner throughout the NEBOSH experience; from helping them to choose the right course, supporting them with questions during their study, assisting them to book assessments and follow-up with any support needed after the assessments.



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Part 4: Declaration (to be completed by Learner)

My tutor has explained the course syllabus to me.

I have reviewed the course schedule and confirm that I am able to attend 100% of the planned learning sessions.

I confirm that my ENGLISH speaking, reading, writing and listening skills are sufficient to complete the course to the required standard.

During all virtual learning sessions I will be visible on camera (subject to Internet availability and the Tutor's instruction).

I understand that I will be required to undertake 1 hour private learning every day of the course.

I understand that I will be required to provide evidence of my work when requested.

All work submitted will be my own. I agree not to plagiarise others' work and where I am quoting others I will ensure this is referenced accordingly. I understand what plagiarism means.

I understand that the Tutor will provide feedback, advice and guidance to help me achieve the qualification standards.

I am aware that the Learning Partner will try to respond to my query (if any) as fast as possible, usually within one working day.

I am aware that I will be required to provide evidence of minimum 80% course completion on the e-Learning platform before I get registered for the exam, if I have applied for 'e-Learning' as mode of study



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Part 4: Declaration (to be completed by Learner)

I confirm that the above information is accurate.

I confirm that I will do my best to complete this course and comply to the Centre Policies, Terms and conditions as appropriate as well as those terms and conditions as identified by NEBOSH.

By registering for an assessment, you give express consent for us to transfer your data; specifically, your full name, address, email address, gender, and telephone contact details to NEBOSH for the purpose of registration, examination and certification of qualifications only. NEBOSH have their policies & procedure available on their website.

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

It is the duty of the Learners to follow the Terms & Conditions as stated in the Policies and procedure section of NEBOSH website-
<https://www.nebosh.org.uk/policies-and-procedures/learner-terms-and-conditions/>

Click on the signature box to upload your scanned copy of signature

Candidate Signature: _____ **Date:** _____

For Office Use Only

Comments on Initial Student Assessment:

Approved by: _____

Date: _____

Designation: _____

Signature : _____

NEBOSH International General Certificate in Occupational Health and Safety

Course Fees (Full Time/ Virtual Delivery)

Course fees for NEBOSH IGC is currently 37000 INR which includes-
NEBOSH Candidate Registration fees and NEBOSH Examination on Fees (19000+ 1000
(bank/transaction charges)) = 20000 INR

Tuition fee 12000 INR

Refreshments

Comprehensive Course Notes 4500 INR

Unit Certificates and Qualification Certificate handling charges 500 INR

For further information on-

Contact overseasi.kolkata@gmail.com

Course Fees (e-Learning)

Course fees for NEBOSH IGC is currently 30999 INR which includes-
NEBOSH Candidate Registration fees and NEBOSH Examination on Fees (19000+ 1000
(bank/transaction charges)) = 20000 INR

Tuition fee 5999 INR

Refreshments

Comprehensive Course Notes 4500 INR

Unit Certificates and Qualification Certificate handling charges 500 INR

Re-sit on an Exam?

Re-sitting Fee total 15000 INR per unit which includes-

NEBOSH Candidate Registration fees and NEBOSH Examination Fees (9000 + 1000(bank/transaction charges))

Tuition fee 5000 INR

Transfer Candidates (who previously appeared from other Learning Partners)

Re-sitting Fee total 18500 INR per unit which includes-

- NEBOSH Candidate Registration fee and NEBOSH Examination Fee (9000 + 1000 (bank transaction charges))
- Tuition fee 5000 INR
- Comprehensive Course Notes 3500 INR

For further information -

Contact overseasitikolkata@gmail.com

Payment Mode	Online Transfer / Direct Cash Deposit / Cheque
Account Name	Overseas Industrial Technical Institute
Name of the Bank	ICICI Bank
Account Number	129605001027
Branch	Moulali Branch, Kolkata
IFSC Code	ICIC0001296
Bank Address	28/3/A, Convent Road, Kolkata - 700014



Our Placed Students

 Reg. No. 017K00206 DUBAI	 Reg. No. 018K00148 SAUDI ARAB	 Reg. No. 017K00217 IRAQ	 Reg. No. 017K00097 KUWAIT	 Reg. No. 017K00054 SAUDIA ARAB	 Reg. No. 018K00179 DUBAI	 Reg. No. 018K00080 DUBAI	 Reg. No. 018K00073 DUBAI
 Reg. No. 018K00002 KUWAIT	 Reg. No. 017K00148 DUBAI	 Reg. No. 017K00099 SAUDI ARAB	 Reg. No. 018K00142 SAUDI ARAB	 Reg. No. 018K00148 DUBAI	 Reg. No. 018K00147 KUWAIT	 Reg. No. 018K00167 SAUDIA ARAB	 Reg. No. 018K00173 SAUDIA ARAB
 Reg. No. 018K00142 DUBAI	 Reg. No. 017K00088 SAUDI	 Reg. No. 018K00181 DUBAI	 Reg. No. 017K00045 KUWAIT	 Reg. No. 017K00047 SAUDI	 Reg. No. 018K00185 OMAN	 Reg. No. 018K00130 DUBAI	 Reg. No. 018K00222 OMAN
 Reg. No. 017K00096 KUWAIT	 Reg. No. 017K00032 KUWAIT	 Reg. No. 017K00036 KUWAIT	 Reg. No. 017K00032 KUWAIT	 Reg. No. 017K00038 KUWAIT	 Reg. No. 017K00222 OMAN	 Reg. No. 018K00078 SAUDI ARAB	 Reg. No. 018K00023 KUWAIT
 Reg. No. 017K00030 KUWAIT	 Reg. No. 018K00032 SAUDIA ARAB	 Reg. No. 017K00031 QATAR	 Reg. No. 017K00037 QATAR	 Reg. No. 017K00026 KUWAIT	 Reg. No. 017K00097 KUWAIT	 Reg. No. 018K00213 SAUDI ARAB	 Reg. No. 018K00026 OMAN
 Reg. No. 018K00188 SAUDI ARAB	 Reg. No. 018K00134 DUBAI	 Reg. No. 018K00181 OMAN	 Reg. No. 018K00151 DUBAI	 Reg. No. 018K00042 DUBAI	 Reg. No. 018K00111 DUBAI	 Reg. No. 018K00215 DUBAI	 Reg. No. 018K00138 DUBAI
 Reg. No. 018K00421 SAUDIA ARAB	 Reg. No. 018K00223 OMAN	 Reg. No. 018K00204 SAUDI ARAB	 Reg. No. 018K00277 KUWAIT	 Reg. No. 018K00205 KUWAIT	 Reg. No. 018K00418 KUWAIT	 Reg. No. 018K00313 KUWAIT	 Reg. No. 018K00383 OMAN
 Reg. No. 018K00274 DUBAI	 Reg. No. 018K00482 KUWAIT	 Reg. No. 018K00235 KUWAIT	 Reg. No. 018K00475 KUWAIT	Hostel facility Available			

A COMPLETE THEORY AND PRACTICAL CLASSES DONE HERE



SINCE:2013