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PASSING YOUR NEBOSH - BSG'S TOP 10 TIPS

The NEBOSH National Construction Certificate (NCC) is the leading health and safety qualification for the construction industry. Obtaining the qualification can help steer your career in the right direction, enhance your skills, develop your knowledge and potentially increase your earning potential. Passing the globally recognised qualification can be a challenge, however following these top tips and being as prepared as possible can help you along the way.

TIP 1 – FOCUS ON THE END RESULT

Despite there being a large amount of material to learn and requiring a strong dedication in order to pass the certificate, those who do so will find the process valuable when they attain their accredited certificate.

Research published in the NEBOSH News Update revealed that 90% of job advertisements for safety, health and environmental (SHE) roles reviewed, specified the requirement for one or more NEBOSH qualifications. With this in mind, focus on the task in hand and prioritise accordingly. It is much better to pass first time than waste time re-sitting the exams.

TIP 2 – ENSURE YOU HAVE RESEARCHED WHAT YOU'RE GETTING IN TO

The NEBOSH National Construction Certificate is divided into 3 units with a total of 18 elements, with two written exams, NGC1 and NCC1. The final unit, NCC2, is a practical assessment.

The course provided by BSG is delivered over 16 days, with the breakdown of time on each module as follows:

Unit NGC1: 36 hours tuition and 23 hours private study Total: 59 hours

Unit NCC1: 68 hours tuition and 29 hours private study Total: 97 hours

Unit NCC2: 2 hours tuition and 6 hours private study Total: 8 hours

The programme of study therefore includes 106 taught hours and 58 hours of private study with an overall total of 164 hours.

[Click here for comprehensive guidance on the presentation and submission of the Unit NCC2 practical application](#)

TIP 3 – FAMILIARISE YOURSELF WITH THE EXAM STRUCTURE

Understanding the format of the exams will help you to pass first time. NEBOSH exams involve a mixture of short and long questions, so it is important to calculate the length of time you have to answer each question.

Remember:

- Each exam lasts two hours
- Each exam consists of 10 short answer questions and 1 long answer question
- Short questions are worth 8 marks while the long answer question is worth 20 marks
- You should allow 8-10 minutes to answer short questions and 20 minutes to answer a long question
- You should attempt all questions
- The practical assessment must be completed within 10 working days of sitting the NGC1 and NCC1 exams.

TIP 4 – MAKE SURE YOU UNDERSTAND THE COMMAND WORDS

One of the most common pitfalls candidates find when taking the exams are how to apply the command words and provide enough content when answering a question. Understanding the usage of these command words is essential in order to score high marks. The strength of the command word will determine the depth of the answer needed for each question.

- **Identify** – To give reference to an item, which could be its name or title (normally a word or phrase will be sufficient)
- **Give** – To provide short, factual answers (normally a single word, phrase or sentence will be sufficient)
- **Outline** – To indicate the principle features or different parts of (a brief summary of the major aspects of whatever is stated in the question)
- **Define** – to give the meaning of a word, phase or concept
- **Describe** – To give a detailed written account of the distinctive features of a subject. The account should be factual, without any attempt to explain (You need to go into sufficient detail so that another person could visualise what you are describing)
- **Explain** – To provide an understanding. To make an idea or relationship clear (testing the candidates ability to know or understand why or how something happens. Often associated with the words 'how' or 'why')

Click here to view information on [how command words are used](#).

TIP 5 – ATTEND A DIRECTED STUDY SESSION

It is strongly advised that candidates should attend a directed study session, BSG holds a full day directed study session for each exam. Attending a directed study session puts you in an environment where you can discuss any queries with an expert tutor and your peers. It also provides an allocated amount of time to practice exam questions, gain feedback on your performance and ask any additional questions.

TIP 6 – NEBOSH USE A POSITIVE MARKING SYSTEM

It is important to remember that the exam is positively marked, meaning that points are awarded for the correct application of knowledge, rather than deducted for incorrect answers. Make sure that you attempt to answer every question. Keep in mind that for every question you skip, you have lost the whole mark that accompanies that question. You never know, answering that question may have picked you up a couple of marks that might make the difference between a pass and a referral.

TIP 7 – START YOUR REVISION EARLY

Organising and starting your revision early will provide enough time to view each topic and allocate additional time to cover weaker subjects. A useful tip is to use the reductionist strategy to condense information into simple notes. Try condensing simple notes to one word or a phrase that describes what you have learned. Regularly recalling these words/phrases throughout the course and remember that the more creative they are, the more memorable they will be!

TIP 8 – PRACTICE FOR YOUR EXAM

Candidates should take past papers as part of their revision. This is the best way to assess the types of questions that you will come across and how well you can answer them. The practice papers can also help highlight areas where you may need to concentrate your revision. Taking a mock exam is also recommended, as this will give you a concept of how long you will have to answer each question during the exam and will make coping with the pressure easier.

BSG hold a mock exam day for the NGC1 and NCC1 papers under exam conditions. BSG's expert tutors will then mark and provide written feedback.

Click here to view example [question paper and Examiners' feedback on expected answers for NGC1](#)

Click here to view example [question paper and Examiners' feedback on expected answers for NCC1](#)

If you want to buy more past NEBOSH exam papers and examiners feedback reports, click [here](#).

TIP 9 – PREPARE FOR YOUR EXAM

Do not leave preparing for your exam to the last minute, save yourself some stress and have a few pens and a watch packed in a bag ready to go. Double-check your exam date, time and location. Plan your route, ensuring you allow enough time for travel and arrive at least 15 minutes before the start of the exam.

TIP 10 – ANSWER THE CORRECT QUESTION

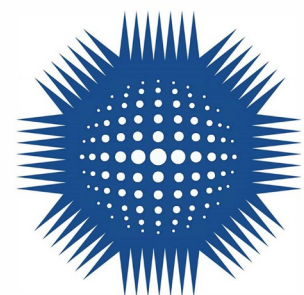
NEBOSH Examiners' Reports have highlighted that it is not uncommon for candidates to fail to answer the question set and instead provide information that may be relevant to the topic but is irrelevant to the question. Marks cannot be awarded in these circumstances. Ensure that you read the question carefully and re-read it until you are certain you understand what is being asked.

Breakdown each question:

- What is the command word (in bold)?
- What aspects of the topic are you being asked to consider?
- How many parts are there to the question?

Make it clear to the examiner which questions you are answering, number them properly and separate your answers into different sub-sections of the question. Candidates could easily gain marks for the different sections if they clearly indicate which part of the question they are answering.

For more information on taking your NEBOSH National Construction Certificate please visit our www.bsgltd.co.uk



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