

**British Safety Council  
Level 1 Certificate in Health and Safety at Work**

**Registered Centre Agreement (Schools and Colleges)**

Set out below are the terms for the use of learning materials and administration of examinations in respect of the BSC Level 1 Certificate in Health and Safety at Work.

This Agreement is made between:

**Name of school  
or college:**

**Address:**

and

**British Safety Council,  
Registered Office 70 Chancellors Road, London W6 9RS**

**Definitions**

For the purpose of this Agreement the following expressions shall have the meanings ascribed to them:

**Registered Centre** An organisation registered with the BSC to deliver the BSC Level 1 Certificate in Health and Safety at Work and hold examinations at their premises.

The term Registered Centre also applies to any organisation registered with the BSC to hold Level 1 examinations at their premises following training carried out by an external training provider.

**Head of Centre** The single point of accountability at an organisation or consortium accountable to the BSC for the examination arrangements.

**BSC** British Safety Council, 70 Chancellors Road, London W6 9RS.

**Qualification** BSC Level 1 Certificate in Health and Safety at Work.

**Learning Materials** The learning materials supporting the qualification, comprising student notes, PowerPoint slides and lesson plans.

The learning materials are compiled from the BSC's copyright materials and will be amended as required to meet legislative changes. Updates, when produced, will be made available by the BSC to Registered Centres.

**Third Party** A person or organisation who is not the Registered Centre.

**Examination** A 40 question multiple-choice examination requested from and delivered to the Registered Centre by the BSC Examinations Department

## **Rights**

The Registered Centre shall be granted the non-exclusive right by way of agreement to make use of the materials for delivery of the Qualification.

The Registered Centre may copy all, or part copy, the materials as many times as required provided such copies are used for the preparation of candidates by the Registered Centre.

## **Terms**

### **1. Tutors**

1.1 The preparation of candidates for the Level 1 examination is at the discretion of the Registered Centre. The BSC provides lesson plans to assist tutors in the delivery of the subject matter. The BSC does not scrutinise the experience or qualifications of tutors at Level 1.

### **2. Promoting the Qualification**

2.1 It is expected that all candidates completing a programme of study will wish to take the examination in order to obtain a nationally-recognised, qualification in health and safety. Registered Centres must encourage and support their candidates to enter for the examination and therefore complete the qualification.

### **3. Copyright**

3.1 The BSC confirms that it is the sole owner of all present copyright and any other rights in the materials. The materials do not contain anything that infringes the copyright or any other rights of any third party. The BSC's copyright must be maintained and acknowledged throughout the learning materials.

### **4. Restrictions**

4.1 For the duration of the Agreement the Registered Centre may not, without the BSC's express written permission:

4.1.a use the materials or any part of them for any other purpose than those specified in the Agreement;

4.1.b pass on these rights to any third party;

4.1.c place the materials in electronic form in any place where they can be accessed by third parties.

4.2 Permission to reproduce the materials on behalf of the Registered Centre may be awarded to an external printer providing all other aspects of this Agreement are complied with in full.

### **5. Promotional Material**

5.1 The BSC will provide a certificate confirming the Registered Centre's eligibility to provide training leading to the BSC Level 1 Certificate in Health and Safety at Work.

5.2 The BSC will supply the Registered Centre with its logo and various 'straplines' to promote the Qualification.

5.3 Any material designed by the Registered Centre for promoting the Qualification must be approved by the BSC prior to publication.



## 6. Examinations

6.1 Under the terms of this agreement, the Registered Centre is entitled to unlimited examinations at £5 (+ VAT) per candidate. These examinations are non-transferable, cannot be resold or transferred to another organisation. Registered Centres must not charge candidates for sitting a free examination or profit in any other way.

## 7. Termination of Agreement

7.1 Any breach of the terms of this Agreement or those in the Registered Centre Handbook (freely available at [www.britishsafetycouncil.org](http://www.britishsafetycouncil.org)), may result in this Agreement being immediately revoked and the Registered Centre prohibited from using the learning materials or preparing candidates for the Qualification in any way until such time as the BSC may grant the provider a new Agreement.

7.2 The BSC reserves the right to terminate this Agreement if action or negligence on the part of the Registered Centre or any of its employees, sub-contractors or agents, is reasonably deemed to bring the British Safety Council into disrepute.

## 8. Governing Law

8.1 This Agreement shall be governed by and construed in all respects in accordance with English Law and the parties agree to submit to the jurisdiction of the English Courts as regards any claim or matter arising in relation to this Agreement.



**Registered Centre Agreement: (Schools and Colleges)**

Please complete this section clearly in black ink and in BLOCK CAPITALS and return this page to **Level 1 Administration Department** by fax on 0208 741 5907 or to 70 Chancellors Road, London W6 9RS

**Part A: Centre Details**

Legal name of Centre	
Address line 1	
Address line 2	
Town/City	
Postcode	
Name of Head of Centre	
Job Title of Head of Centre	
Telephone number	
Fax number	
E-mail address	
Industry type/Sector	
Number of employees	

**Part B: Centre Agreement and Declarations**

I declare that the information provided in this application is to the best of my knowledge correct.

I have read and agree to abide by the terms of the Registered Centre Handbook (freely available at [www.britishsafetycouncil.org](http://www.britishsafetycouncil.org)) in respect of the administration of examinations.

I agree to inform the British Safety Council immediately should any changes occur to the information supplied in this application.

I accept that if my centre defaults on the commitments made in this application this may lead to the removal of approval to administer examinations.

I have read and agree to the terms set out in the Registered Centre Agreement.

<b>Signed</b>	<b>Date</b>
<b>Print Name</b>	