



Guidance on completing a tutor CV

The tutor CV provides the information which NEBOSH requires to ensure that you have the technical knowledge and professional experience to deliver NEBOSH courses to the high standard required. It is important that the information that you provide is as clear and informative as possible. This will facilitate a speedy consideration of your application. The application form should show that you have the professional approach required of a tutor for a course provider of NEBOSH courses; and the standard of presentation of the CV needs to reflect this.

The current CV form must be used as they contain all of the information required. This can be downloaded from the NEBOSH website.

If you have membership of one or more professional bodies make sure that you include your membership grade and membership number for each one. It is important to include your date of birth as it is required as part of the membership verification process.

Academic and professional qualifications should state the full name of each qualification, the awarding body or institution and the date of the award. In the sections on experience you should give the nature of the experience, an approximate length of time over which the experience was gained and the name of the organisation(s) with which the experience was gained.

References should be from organisations other than the course provider through which the application is being made.

Please ensure you state the name and centre number of the course provider, the NEBOSH qualification(s) you would like to become a tutor in and whether you are applying for approval as a Tutor, Lead Tutor or Practical Assessor. Remember to sign and date your CV.

Please be aware that NEBOSH will routinely check the authenticity of both qualifications and memberships. The Accreditation department will contact you if copies of certificates are required for verification purposes. Any fraudulent claims will impact negatively on any approval.

**TUTOR'S / ASSESSOR'S
CURRICULUM VITAE**



The National Examination
Board in Occupational
Safety and Health

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Leicester LE19 1QW

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www.nebosh.org.uk

CV form submitted by Centre name:
Centre number:
Qualification:

Tutor Details

Title:	Forename:
Surname:	Preferred form of address:
Date of Birth:	Business telephone:
Mobile telephone:	Preferred contact number:
Email address:	Job title:
Employment status with provider: <input type="checkbox"/> Direct <input type="checkbox"/> Consultant/Associate	
Professional Membership Details <i>(If more than one please continue on bottom of page two)</i>	
Name of professional body:	
Grade of membership:	
Membership number:	
Academic and professional qualifications	
Experience in or related to health and safety practice	

For Environmental Diploma & Certificate / Construction Certificates / Fire and Risk Management Certificate/ Oil & Gas Certificate / Health and Wellbeing / Process Safety only.

Experience relevant to the delivery of this qualification / unit / element.

Experience in or related to teaching

Any other relevant professional body

References (Please provide *two relevant* references)

Name _____

Job title _____

Company Name _____

Address _____

Contact Number _____

References (Please provide *two relevant* references)

Name _____

Job title _____

Company Name _____

Address _____

Contact Number _____

I certify that the information given on this form is, to the best of my knowledge, accurate and complete.

Signed _____

Date _____