

Ege Consulting

Learner Handbook

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Aims and Objectives

The Learners Handbook will formally help to provide a platform to develop our relationship to further enhance the learner's journey. The scheme specifically aims to:

- Encourage and support learners to register for the appropriate learning programs;
- Clarify regarding Ege Consulting's policies such as Refunds, Deferment and other relevant policies;
- Facilitate the process of learning in a systematic and planned schedule; and
- Clarify mutual expectations.

About Us

INTRODUCTION

Ege Consulting was founded in March 2018, in Istanbul / Turkey.

We aim to be a trusted brand that develops and delivers innovative and quality consulting, training, auditing and engineering services in occupational safety & health, risk management and business continuity.

We believe the power of quality in occupational safety and health business which is demonstrated through commitment to compliance with international guides, national legal requirements and investment on continuous improvement in our business functions. Starting with this belief, We have adopted the motto "where safety meets quality".

GLOBAL PRESENCE

A global presence is essential to the growth of our business and enables us to deliver truly integrated solutions and consistent health and safety assurance projects for our customers. Global growth is a key strategic objective for our business.

As a part of the global presence affords, Ege Consulting operates in many countries so far such as Algiers, Azerbaijan, Iraq, Qatar, Kazakhstan, Russian Federation, Saudi Arabia, Turkey, Turkmenistan with multinational clients.

OUR CLIENTS

Ege Consulting, is one of the leading providers of health, safety and risk management solutions. As a result, we work with some of international and local organizations.

Ege Consulting services help customers and clients to protect their businesses by managing occupational health and safety risk, environmental impacts and energy conservation within their workforce, their property and their supply chain.

Our services are underpinned by our proprietary integrated business intelligence system which enables customers to have a complete and real time view of risk across their business.

Our integrated business intelligence system is an essential tool for all companies wishing to efficiently and consistently manage all of their occupational health and safety risks. The knowledge gained allows customers to do business with the full understanding of where the risks are therefore enabling them to be proactively managed and mitigated.

EGE CONSULTING EXPERIENCE AND EXPERTISE

Ege Consulting is licensed by IOSH, as training provider for Managing Safely and Fire Safety for Managers Courses; and is always interested in any national and international cooperations and partnerships as long as they create opportunities to improve its level of services and to transfer them to its Clients.

Ege Consulting has all relevant registrations and authorizations from Turkish authorities to conduct occupational safety and health consulting and training services including international training programs.

Ege Consulting has a team of occupational safety and health consultants that have worked in a wide cross section of business, industry & commerce; having experience and proven expertise of health & safety. Each consultant has specialist areas of expertise based on their experience.

NEBOSH (National Examination Board of OSH)

INTRODUCTION

NEBOSH (The National Examination Board in Occupational Safety and Health) was formed in 1979 as an awarding body with charitable status. We offer a comprehensive range of globally recognized, qualifications designed to meet the health, safety and environmental management needs of all places of work.

Courses leading to NEBOSH qualifications attract around 50,000 candidates annually and are offered by over 600 course providers, with exams taken in over 120 countries around the world

Learner Course Familiarization and Advices

Ege Consulting will facilitate the process of the course familiarization in the manner to lead them to the right direction with considering legal requirement and honest approaches. At the point of initial enquiry, Ege Consulting guide learners by advising which qualification is right for them. Ege Consulting will assign a Learning Advisor to the learner, utilizing diagnostic testing to identify what support the learner may require to be successful and an assessment of language ability if the learner does not speak English as a first language but will be studying and/or sitting assessments in English. The learner assessment will include language abilities such as reading writing and comprehension, The NEBOSH vocabulary of the learners will be assessed by NEBOSH specific dictionary and the other language abilities will be assessed from NEBOSH course materials.

After the competency test, the learner well informed regarding all the appropriate information about their chosen or recommended course before a commitment and payment is made. Learners must be directed to relevant NEBOSH resources, including the course syllabus, time scale of conducting the course and the NEBOSH Learner Terms and Conditions.

SUPPORTING DOCUMENTS

The supporting documents and Media for compliance include:

- Learner agreement
- NEBOSH glossary of terms
- Learners handbook
- Course Tuition Fee
- Course Promotional material
- Lesson Plan
- Learner advisers
- LMS User Guide (e-learning and blended course)

Terms and Conditions

Ege Consulting is committed to express their policies which will impact the learners, transparently. Ege Consulting has no any secret or hidden policy. In case that Ege Consulting has not clearly mentioned an issue, the learner is entitled to ask for free services or as she/he perceived.

Most applicable terms and conditions to learners include information about:

- Refunds
- Deferments

REFUNDS

Refunds approaches well explained in learner agreement and the learner will be informed well prior to enrolment and payment. It is well explained under what circumstances a learner can claim a refund for a course they have paid for. It is Ege Consulting policy to do not issue refunds after the examination completed.

60 DAYS BEFORE EXAM	100%	30 DAYS BEFORE EXAM	50%	AFTER CLASS PARTICIPATION	50%
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DEFERMENTS

The Beneficiary may reschedule its registration with the Provider approval only for a subsequent course subject to an over-charge of payment of the full fee for the new selected course.

There are only some conditions that they have to pay 10% extra for deferment such as:

- After Class Participation
- After NEBOSH Payment

BEFORE NEBOSH PAYMENT	FREE	AFTER CLASS PARTICIPATION	10%	AFTER NEBOSH PAYMENT	10%
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The learners have to ensure the issue well clarified by learning partner and sign the learner agreement to confirm mutual agreement.

SUPPORTING DOCUMENTS

The supporting documents for compliance include:

- Learner agreement
- Learner handbook

Learner Support

Ege Consulting provides an interactive environment by social media and committed to back to student maximum within 24 hours with social media and less than 48 hours to reply emails.

Ege Consulting also provide an interactive website and LMS that let the learners to ask tutors their questions and concerns directly.

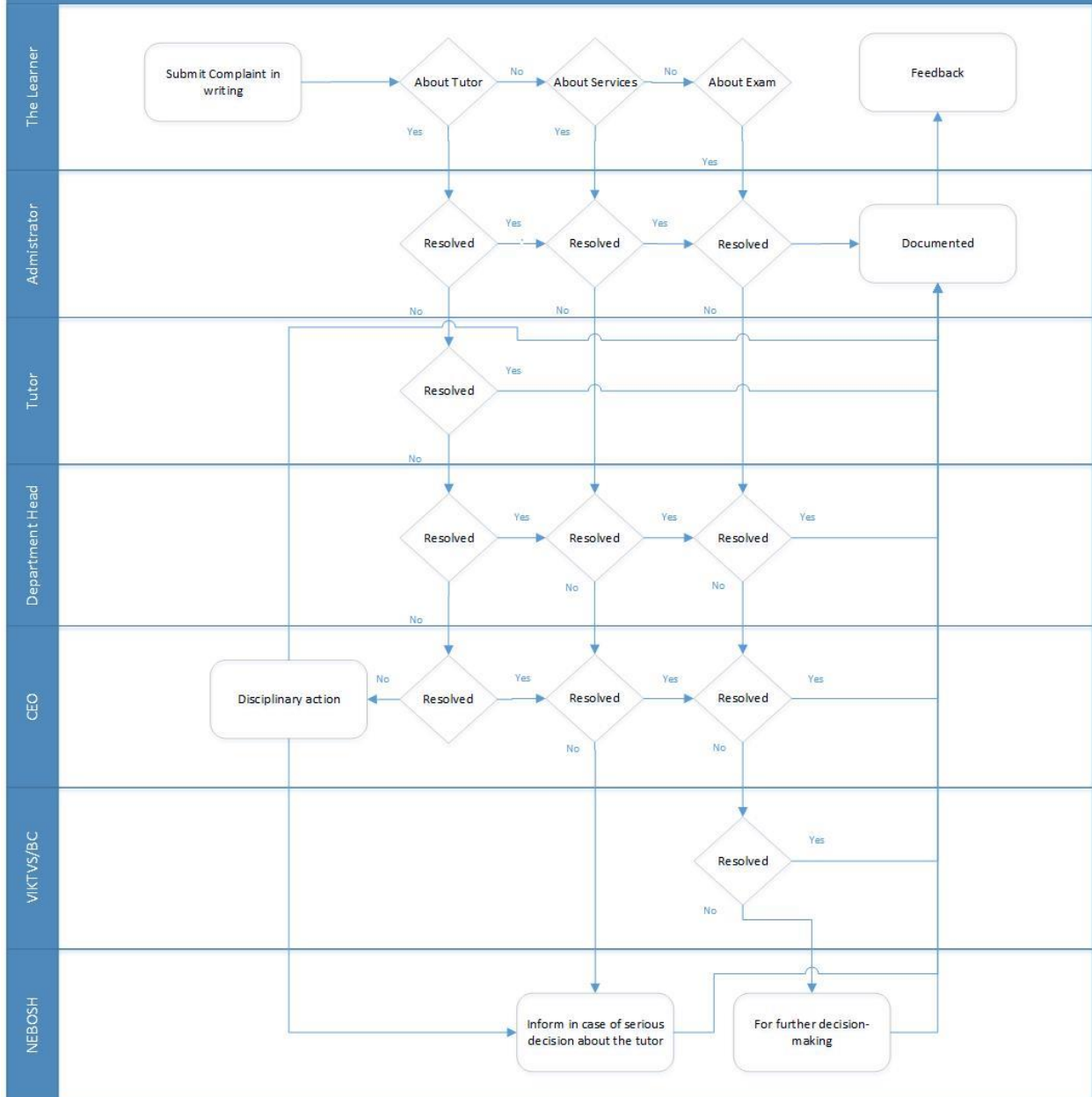
For training concern the learner can send email to: info@egeconsulting.com

COMPLAINTS POLICIES AND PROCEDURES

For serious concern rather than the course itself the learners have entitled based on our complain policy and NEBOSH policies to go step forward and submit their complaints to the center. Ege Consulting obliged to solve the problem within specific period of time and send feedback to the learner. If the learners are not happy they are entitled to submit their complaints to Nebosh and Ege Consulting has to facilitate the process for them as it shows below.

Latest version of Ege Consulting complaint policy and complaint form can be accessed from link. <https://egeconsulting.com/corporate-doc>.

Learners' Complaint Process



SUPPORTING DOCUMENTS AND MEDIA

The supporting documents and media for compliance include:

- Website
- Social media
- Email
- Learner handbook

Course Fee

Tuition fee is included all cost except re-sit invigilation fee and re assessment fee and well explained in all modes of study. The learner has to ensure that this is well explained based on learner agreement and chose with the adviser recommendation the best which is suitable for him with considering his or her competency and financial concerns.

SUPPORTING DOCUMENTS

- Tuition fee list
- Learner Agreement

Learning Partner Expectations

Ege Consulting has to clarify during reviewing learner agreement points, issues such as commitment and achievement to complete the course both recommendation and disciplinary

The recommendations back to both NEBOSH's recommended entry requirements and the course advisor feedback.

SUPPORTING DOCUMENTS

The supporting documents for compliance include:

- Learner Agreement
- Nebosh Entry Requirements (<https://www.nebosh.org.uk/qualifications/international-general-certificate/>)

Course Details

The lesson plan of the training course will be submitted to the learner to be aware about timing, topics and content of each sessions. During and after the course completion the mock assessment will provided to ensure the learners are well familiar with the exam questions and environments. The assessment will carry out on daily basis and at the completion of each book.

SUPPORTING DOCUMENTS

The supporting documents for compliance include:

- Professional Discussion Questions
- Mock exams
- Lesson Plan

Lead Tutor and Senior Adviser

ÖZGÜR CENGİZ

Ege Consulting / Founding Director & Principal Consultant
03.2018 - ...

Director of Ege Consulting, an occupational safety & health training & consulting company
Kaya Training & Consulting / Senior Advisor, Training&Consulting Unit Manager, Asst. General Manager
05.2009 - 03.2018

Managing a HSE Training and Consulting Company operates in 25 countries with over 70 trainers & consultants
Zorlu Industrial / QHSE Chief,
06.2007 - 05.2009

Kojuhovo 170 MW Combined Cycle Power Plant Construction Project, Moscow - Russian Federation
Enka Construction / HSE Manager,
08.2006 - 06.2007

Metropolis Shopping Mall & Business Complex Construction Project, Moscow - Russian Federation
Caddell Enka / Asst. HSE Manager,
05.2004 - 06.2006

New US Embassy Compound Construction Project, Freetown - Sierra Leone
Ulus Construction / Site & Technical Office Engineer,
- 04.2004



10.2003

Residential, Industrial and Commercial Construction Projects, Denizli - Turkey
Strabag - Maksomer JV / Technical Office Engineer,
- 10.2003

04.2002

Denizli Solid Waste Investment Project, Denizli - Turkey
Köyceğiz Dalyan Sanitary Landfill Construction Project, Muğla - Turkey

NEBOSH International General Certificate (Master Log Certificate No. 00105328/288831)

ISO 14001:2015 Lead Auditor (Licence No. 17/TR/1017094/49937/0158)

ISO 9001: 2015 Lead Auditor (Licence No. 17/TR/1017091/49937/0094)

ISO 45001:2018 Lead Auditor (Licence No. 18/TR/1018353/0261)

Scaffolding Supervisor - Construction Industry Training Board (CITB), UK (Licence No. 56898)

Combined Rigging / Lifting / Banksmen & Train the Trainer - North Sea Lifting (NSL) (Licence No. SO322223/003)

Incident Investigation Instructor Development Course (National Safety Council)

Safety Inspection Instructor Development Course (National Safety Council)

Global Best Practices - Industrial Plant Construction Safety Management (National Safety Council)

YASİN CILIZ

Ege Consulting & ACT HSE / Senior Advisor & Trainer 02.2020 - ...

Providing consulting, training and auditing services on organizational safety, leadership, scaffolding and lifting branches.

Kaya Training & Consulting / Senior Advisor, Training&Consulting Unit Manager 01.2019 - 02.2020

Managing a HSE Training and Consulting Company operates in 25 countries with over 70 trainers & consultants



Kaya Training & Consulting / Project Manager 12.2015 - 12.2018

TUPRAS Projects, Turkey

Ronesans Projects, Turkey, MEA, Russia

Stattkraft DAM Projects - Siirt - Çorum, Turkey

Vestas Projects - Turkey
Shell Projects, Turkey
Siemens CR3 Project - Istanbul, Turkey
RWE Kaklık CCPP Project - Denizli, Turkey
Limak Cement Factory - Balıkesir, Turkey

Kaya Training & Consulting / Advisor & Trainer 05.2013 - 12.2015
Training and consulting services in 25 countries

Mangan A.Ş. / HSE Engineer, 08.2010 - 05.2013
Zorlu Center Construction Project, İstanbul - Turkey

Certification

NEBOSH International Diploma
NEBOSH International General Certificate
Combined Rigging / Lifting / Banksman & Train the Trainer - North Sea Lifting (NSL)
IRATA Level2 Rope Access Professional

Yıldız Teknik Üniversitesi - İSG Yüksek Lisans 06.2013 - 06.2014
İstanbul Üniversitesi Jeoloji Mühendisliği Bölümü - Lisans 09.2005 - 06.2010

Ege Consulting

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