

Guidance for delegate enrolment forms

When enrolling delegates on to your courses, it's important that appropriate documents are used to collect accurate information and ensure a record of the registration process is maintained.

Whilst the content of the enrolment form will vary between different organisations and the types of courses delivered, some areas that should be included have been listed below.

Delegate information

- The delegates full name and date of birth.
- Contact details such as an address, telephone number and e-mail address.
- Details of the delegates identity document (ID).

Delegate emergency contact details

- Name of the delegate's emergency contact.
- A contact telephone number to be used in the event of an emergency only.

Company / organisation details (where applicable)

- Details of the delegate's organisation and their position or job title.

Course information

- The course title.
- The dates of delivery.
- The delegate's preference for digital or hard copy certificates and workbooks where applicable.

Reasonable adjustments declaration

- A statement and appropriate space for delegates to notify of any specific requirements or reasonable adjustments necessary for them to participate on the course.

Signature section

- To include the date that the form has been completed.
- Signatures for both the training provider and the delegate or person completing the form on their behalf.

Data privacy statement

- **A data protection statement in line with UK GDPR or legal requirements for the areas in which the training provider operates.**

Additional considerations – payment information, details for cancellations and refunds, terms and conditions.

Enrolment forms should clearly state the name of the training provider and include all relevant contact details.



About IOSH

The Institution of Occupational Safety and Health (IOSH) is the Chartered body for health and safety professionals. With 50,000 members in more than 130 countries, we're the world's largest professional health and safety organisation.

We set standards and qualifications, and support, develop and connect our members and others with resources, guidance, events, and training. We're the voice of the profession and campaign on issues that affect millions of working people.

IOSH was founded in 1945 and is a registered charity with international NGO status.

IOSH

The Grange
Highfield Drive
Wigston
Leicestershire
LE18 1NN
UK

t +44 (0)116 350 0700

www.iosh.com

-  twitter.com/IOSH_tweets
-  facebook.com/IOSHofficial
-  linkedin.com/company/iosh
-  youtube.com/IOSHchannel
-  instagram.com/ioshofficial
-  tiktok.com/@ioshofficial

V1.0

©2025 IOSH Services Limited.

No unauthorised use or reproduction. All rights reserved.

Institution of Occupational Safety and Health

Founded 1945. Incorporated by Royal Charter 2003.
Registered charity in England and Wales No. 1096790.
Registered charity in Scotland No. SC043254.