



Getting your course approved by IOSH

Getting your course approved

Which courses can IOSH approve?

We will consider any safety, health, or sustainability-related course, in any delivery format, and work together with you to help your course gain IOSH approval.

We're here to help you and your delegates get the best out of your course. Call us for a copy of our quality approval standards document to get you started.

It's the training provider's responsibility to ensure that they own the copyright to, or have the right to use, all materials in a course submitted to IOSH for approval. If you've written a course, have one you're already delivering, or are thinking about writing one, then talk to us about the benefits of getting IOSH approval.

Why get your course approved by IOSH?

Trust and confidence in your training

We make sure your course is pitched at the right level, is clearly structured for a positive impact, and supports the delivery of a high-quality experience.

Building an IOSH-certificated workforce

Every learner who sits a course approved by us is tested by an end-of-course assessment. Everyone who achieves the pass mark for the course is awarded an IOSH certificate.

Working together

From the start, we'll give you advice, support and guidance to help you gain IOSH approval. You'll work closely with a member of our team.

A competitive edge

Trainers tell us that their clients value the IOSH name, which helps them sell more courses and gives them an advantage over their competitors.

A syllabus for you to work from

We may already have a suitable syllabus that matches the course you're proposing. If we do, you can use it as a framework to write your course. If we don't, you can use our syllabus template as then framework for your own syllabus.

Promoting your course

Until you become licensed for the course, you must state on all of your promotional materials that the course is pending IOSH approval. Once you are approved you're entitled to use the IOSH logo on your training course promotional material, including your website. Each training provider has a unique logo which includes their Approved Centre Number. The logo must not be used as a general endorsement of your company or your courses, and can only appear alongside relevant IOSH courses.

Helping you get your course approved

We'll look at your course materials and check them against a set of standards, including learning and development and technical content and compliance.

“We really liked the idea of IOSH approval to set our course apart from the masses of safety and health training out there.”

Mark Wheeldon, CMIOSH, Commercial Director, ACT National Ltd

“IOSH approval gives weight to our courses and allows our employees to obtain a certificate from a recognised body.”

Robin Jull, CMIOSH, Group Health and Safety Manager, Lenham Storage

Learning and development

We'll make sure your materials:

- facilitate a learning experience that is enjoyable and worthwhile
- contain the exercises and tools to present an engaging training programme
- have a suitable assessment that measures the learning objectives.

Technical content and compliance

We'll check that your materials:

- contain details and explanations of current safety and health legislation and good practice
- include the subjects we would expect from the title
- suit the needs of the intended audience.

Trainers and competence

You'll need to have trainers with the appropriate level of skills and knowledge to run your course. All new trainers of IOSH, as a minimum, will have to:

- be a Technical member of IOSH (a safety and health qualification is required)
- have up to date CPD
- have an adult training qualification at level 3 on a regulated qualifications framework (RQF); OR have successfully completed the IOSH Train the Trainer course
- have two years' substantial, face-to-face, training delivery experience

Some specialist courses may have different requirements, specifically to do with sector experience and level of IOSH membership.

Quality control

You'll need to have someone within your organisation who has the appropriate knowledge, skills and experience to be responsible for the quality control of your IOSH training. This person must be an IOSH member at the correct level for the course you're proposing to deliver with line management responsibility within your organisation. The person you put forward is known as your 'nominated IOSH member'.

Approval costs and timings

The cost of approving your course will depend on the amount of content, its level of complexity, the delivery format (face-to-face or e-learning) and the quality of the materials you send us.

When we've reviewed your course materials, we'll let you know how long it'll take for approval and quote you a fee. Our approval fees are based on the time it takes us to approve the course. An e-learning course takes longer to approve than a face-to-face course of the same duration.

The table below sets out a general guide to fees for courses of different duration. For example, a Managing Safely® course would incur a four-day approval fee.

To find out more, get in touch with our Tailored Course Approval team at tailored.courses@iosh.com or phone +44 (0)116 257 3194.

Duration of course		
	Face-to-face	E-learning
Half-day	£447	£672
1 day	£893	£1,339
2 day	£1,339	£1,785
3 day	£1,785	£2,232
4 day	£2,232	£2,678
5 day	£2,678	£3,124

All fees are subject to VAT at the prevailing rate and are subject to change.

When you send us your application, we'll ask you to pay a 50 per cent nonrefundable deposit. You can pay the full approval fee upfront, if you'd prefer. When you've paid your deposit and

we've received from you all the course materials we need, we'll add your course to our approval schedule and give you an estimated start date (this date could be up to eight weeks ahead).

Additional costs

Licence fees

You'll need to pay an initial IOSH licence fee to deliver your IOSH-approved course and an annual licence renewal fee. The cost of the licence will depend on the level of the approved course.

The categories and prices are:

Executive Education (e.g. Safety for Executives and Directors)

- Licence fee: £473 per course title
- Renewal fee: £342 per course title

Management Education (e.g. Managing Safely in Aviation)

- Licence fee: £342 per course title
- Renewal fee: £210 per course title

Core Skills (e.g. Working Safely at Racecourses)

- Licence fee: £263 per course title
- Renewal fee: £158 per course title

IOSH certificates

As part of your terms and conditions of licence, you'll issue every successful learner with an IOSH certificate that we'll produce for you. Certificates cost:

- £21.00 per person for face-to-face courses
- £26.25 per person for e-learning (including registration)

Re-approval fees: Every five years, we'll review your course materials to make sure that they're up to date and meet current standards/requirements. The fee applies to each licensed tailored course you deliver.

The cost is:

- £420 for courses that last one or two days
- £840 for courses that last three days or more

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IOSH is the Chartered body for health and safety professionals. With over 49,000 members in more than 130 countries, we're the world's largest professional health and safety organisation.

We set standards and support, develop and connect our members 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 Services Limited is a wholly owned subsidiary of the Institution of Occupational Safety and Health
Registered office: as above

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