

Adherence to these criteria is a pre-requisite for the approval of all classroom and blended learning courses by the IOSH Development Team. This form is to be signed by the Training Provider before the approval of materials commences.

Quality Assurance

- 1** The content of the materials has been reviewed for accuracy, relevance, and suitability by the Nominated Member responsible for the product.
 - Where the content of the materials is on a topic related to social sustainability or otherwise not exclusive to Occupational Safety and Health (eg Equality, Diversity and Inclusion or audit principles), it has been written and/or peer reviewed by an individual or team with demonstrable subject knowledge and/or qualifications.
 - If an internal or external Subject Matter Expert has been used/contracted to support the development of any of the materials, full details will be supplied to the Development Team via email.
- 2** The content of the materials has been written by an individual or team either employed, contracted, or otherwise associated with the Training Provider submitting the product for approval.
 - If an external contractor or AI service has been used to develop any of the materials, full details will be supplied to the Development Team via email.
- 3** Copyright and IPR permission has been obtained to use all media contained within the product, including (where applicable) content generated by an external contractor or AI service. Evidence of this permission will be provided to IOSH upon request.

Assessment Procedures

- 1** Only learners who have completed all course modules will be permitted to sit the assessment.
- 2** A robust process will be in place to verify the identity of each learner.
- 3** A robust process will be in place to ensure that the assessment is carried out in exam conditions with an invigilator present, and that learners do not have access to course materials or notes during the assessment.
- 4** The assessment centre will be free of malpractice.
- 5** The assessment given will be the relevant IOSH-approved assessment for the course completed.
- 6** Assessments will not be distributed to or seen by learners prior to the start of the assessment, or kept by them after it, unless this is expressly agreed with the Development Team during the approval process.
- 7** Any learner failing the assessment can re-sit, using an alternative assessment in accordance with the IOSH administration of the assessment procedures for the relevant IOSH course.
- 8** Appropriate measures will be in place to ensure the learners do not have access to course materials or notes during the assessment.

On behalf of
Training provider name

I confirm these criteria will be met by our Quality Assurance Process/es and Assessment Procedure/s.

Signed

Dated

For help or more information, please email tailored.courses@iosh.com or call us on +44 (0)116 257 3194