

IOSH approved courses

**Quality standards for
classroom and digital
learning**

The Institution of Occupational Safety and Health (IOSH) is the world's leading professional body for people responsible for safety and health in the workplace

IOSH acts as a champion, supporter, adviser, advocate and trainer for safety and health professionals working in organisations of all sizes. We give the safety and health profession a consistent, independent and authoritative voice at the highest levels.

Our highly regarded training courses provide essential information, tools and skills for our members and their colleagues, suppliers and customers. Through our IOSH Approval route, we make sure your course is developed in line with best practice across the training sector – that it's engaging, high-impact, and adds value to your delegates' careers. High-impact training means a safer workforce.

These standards aim to ensure that the IOSH brand is seen as a quality mark of excellence in training, with a key focus on providing an outstanding learning experience for the participant.

These standards apply to classroom and digital learning. They can also be applied to blended learning models, although further supporting information may be required.

The standards are written in the form of a checklist which our Development Team will use to form the basis of a report. This helps our providers understand what we're looking for and the kind of feedback we're likely to provide.

A series of supporting documents are referenced in the Standards, and are appended on pages six to 10.

Contents

IOSH standards	2
Syllabus template for IOSH approved courses	5
Naming convention guidance for IOSH approved courses	7
Lesson plan for IOSH approved courses	8
Product structure	10

Notes for providers

Following the initial review report, there will be a maximum of two further reviews. If the required standards are still not met, then approval may not be granted. If a Training Provider still wishes to have their course approved, then they may make a new application and the approval process can begin again.

To ensure the quality of all IOSH approved courses is maintained, courses may be recalled for re-approval every five years. IOSH reserves the right to change syllabuses and standards within this time to reflect best practice.

IOSH standards

- 1 Has the provider given an appropriate title which compliments IOSH naming conventions?
- 2 Has the provider given the number of hours/days over which the course is delivered?
- 3 Has the provider given the target audience for the course and any entry requirements? The target audience should state whether the course is intended for workers, supervisors, managers, or leaders. It should, if known, state whether the course will be delivered to closed or open groups.
- 4 Has the provider given an aim appropriate for the course title and target audience? The aim should clearly state the purpose of the course.
- 5 Has the provider given a suitable number of measurable learning outcomes? The number should be proportionate to the course duration and should not be a list of topics. The outcomes should contain measurable verbs, chosen from Bloom's Taxonomy with due regard to the level of the course.
 - 5.11 Has the provider completed the table demonstrating that these outcomes are met by the materials and delivery model?
 - 5.2 Has the provider completed the table demonstrating that these outcomes are measured by the assessment/s?
- 6 Is the approved syllabus document version controlled, clearly indicating the date of IOSH approval and (where applicable) the version of the course?
- 7 Do the course materials facilitate high-impact learning?
 - 7.1 Is there a proportionate number of structured activities included, linked to the learning outcomes?
 - 7.2 Is a range of delivery methods used to ensure learner engagement and retention of information?
 - 7.2.1 For digital learning, does the course contain a proportionate volume of formative assessment questions in varied formats?
- 8 For classroom-based courses, is there a clear lesson plan which supports the trainer in consistent, high-quality delivery?
 - 8.1 Does the lesson plan include reference to slide numbers and workbook page numbers?
 - 8.2 Does the lesson plan include approximate timings for the delivery of the course?
 - 8.3 Does the lesson plan clearly describe the course's structured activities?
 - 8.4 Is the approved lesson plan document version controlled to match the syllabus document?
- 9 For classroom-based courses, is there a clear set of trainer notes which supports the trainer in consistent, high-quality delivery?
 - 9.1 Are there trainer notes accompanying each slide? If slides are not in use for any part of the session, this requirement should be agreed between the provider and Development Officer
 - 9.2 Do the trainer notes clearly describe the activities to be facilitated, the questions trainers should ask, and the answers to those questions?
 - 9.3 Where trainers are required to provide examples, are these examples clearly described?
 - 9.4 Overall, would the trainer notes enable a new trainer to deliver the course in exactly the same manner as the lead trainer?
 - 9.5 Are the approved trainer notes version controlled to match the syllabus document?

- 10** Are the visual materials – slides or digital contents – of a high quality?
- 10.1** Are fonts clear and consistent in size, colour, and style?
 - 10.2** Are images broadly consistent in theme and colour?
 - 10.3** Are text and images clearly displayed and contained within the parameters of the slide/screen?
 - 10.4** Is the volume of slides/screens proportionate to the course length?
 - 10.5** Is text bullet pointed rather than paragraphed wherever possible?
 - 10.6** Can the provider confirm they have copyright permission to use all media contained within the visual materials?
 - 10.7** Are images and videos relevant and suitable for audience, and do they represent good practice?
 - 10.8** For classroom-based courses, do slides/screens contain a proportionate volume of text, visually supporting but not replicating the trainer's delivery?
 - 10.9** Is audio content in digital learning accompanied by subtitles?
 - 10.10** Is the approved presentation/SCORM package version controlled to match the syllabus document?

- 11** For classroom-based courses, is the delegate workbook of a high quality?
- 11.1** Is there both a front page and a contents page?
 - 11.2** Are pages numbered?
 - 11.3** Are fonts clear and consistent in size, colour, and style?
 - 11.4** Are images broadly consistent in theme and colour?
 - 11.5** Are text and images clearly displayed?
 - 11.6** Does the delegate workbook contain a proportionate volume of content, containing all key learning from the trainer's delivery and supporting learners in revision after the course ends? The Managing Safely workbook provides an approximation of the appropriate volume of content.
 - 11.7** Are course activities effectively represented in the delegate workbook, with adequate space for delegates to make notes?
 - 11.8** Are images relevant and suitable for the audience, and do they represent good practice?
 - 11.9** Can the provider confirm they have copyright permission to use all media contained within the delegate workbook?
 - 11.10** Is the delegate workbook version controlled to match the syllabus document?

- 12** Is the pass mark for assessment set at 60 per cent?
- 12.1** Is the volume of assessment questions proportionate to the duration of the course?
- 13** Are there two theoretical assessments in place, in order that any learner failing their first attempt may resit with a different paper? A question bank may be applied for e-learning but must contain sufficient questions to ensure a discrete second attempt
- 13.1** Do both papers have the same number of marks available, and the same pass mark?
- 13.2** Are papers sufficiently distinct, with no more than 20 per cent of questions replicated across papers?
- 14** Is there space available for the learner to record their name and the date on the paper?
- 15** Is the assessment paper version controlled to match the syllabus document?
- 16** Do both theoretical assessment papers contain a range of question types? EG multiple choice, mix and match, re-order the hierarchy, fill in the blanks, free text?
- 17** If appropriate, is there a practical assessment in place?
- 18** For Bitesize courses, is the 'IOSH Approved Provider logo included on the certificate?
- 19** Have accurate marking schemes been provided for both theoretical and (where applicable) practical assessments?
- 20** Have all materials been thoroughly proofread prior to submission?
- 21** Is the provider's numbered IOSH logo clearly visible on the presentation, workbook, and assessment papers?
- 22** Is information about IOSH (taken from the site) contained clearly and presented to learners, including the course approval concept?

Syllabus template for IOSH approved courses

Providers should replicate this form in full, complete all fields, and submit as the syllabus for their course product. The submitted syllabus may be branded and otherwise adjusted as appropriate for the provider, but must contain all details listed below.

Course title	Click or tap here to enter text.
Course duration including assessment (hours/days)	Click or tap here to enter text.
Entry requirements	Click or tap here to enter text.
Learning aim – this should describe what the course will provide	
Click or tap here to enter text.	
Learning outcomes – these should describe what the learner will be able to do by the end of the course	
Click or tap here to enter text.	
Module Titles/Topics – these should be listed in the order they are delivered	
Click or tap here to enter text.	

Syllabus template for IOSH approved courses

Theoretical assessment	Duration	Click or tap here to enter text.
	Total marks available	Click or tap here to enter text.
	Pass mark (60 per cent or higher)	Click or tap here to enter text.
Practical assessment (where applicable)	Duration	Click or tap here to enter text.
	Total marks available	Click or tap here to enter text.
	Pass mark (60 per cent or higher)	Click or tap here to enter text.
Total marks available	Click or tap here to enter text.	
Overall pass mark	Click or tap here to enter text.	

Naming convention guidance for IOSH approved courses

Classroom delivered tailored versions of IOSH syllabuses or IOSH-produced courses must be named using the 'in/at/for/with' format, eg:

Working Safely in [sector/industry]

Working Safely at [company name]

Working Safely for [audience type]

Working Safely with [organisation name]

This will be the title on the certificates learners receive. For these courses, everything included in the IOSH course syllabus should be covered and providers will need to then add in sector or organisation specific information. This should include relevant hazards, statistical information, procedures, policies and case studies. Providers may adjust the order in which modules from the IOSH syllabus are delivered, if agreed with the relevant Development Officer. When this is considered, trainer notes will be required to guide trainers on how to explain the ordering of modules; and to ensure that key points from the syllabus are still discussed at the proscribed times. For example, if a provider chooses to swap Module 2 and Module 4 of the Managing Safety syllabus, they must preface the earlier delivery of Module 4 by explaining that the hazards covered are not an exhaustive list and that later in the course they will learn more about how to risk assess fully.

Providers may adapt the wording of course aims and outcomes to make them specific to the audience (ie "Identify why it is important to work safely in a care environment"; but may not add or remove any outcomes. Further guidance is available on tailoring assessments.

Providers delivering digital variants of IOSH syllabuses or IOSH-produced courses may use the same title as the classroom version, but we recommend use of the 'in/at/for/with' format in order to distinguish between providers.

Providers delivering their own courses may not use the titles of IOSH syllabuses or IOSH-produced courses. Titles must be sufficiently distinct – for example, Managing Safety would be considered too similar to the IOSH brand name. Titles are subject to approval by the Development Team and must be suitable for the course.

Lesson plan template for IOSH approved courses

Providers should replicate this form in full, complete all fields, and submit as the lesson plan for their course product. The submitted lesson plan may be branded and otherwise adjusted as appropriate for the provider, but must contain all details listed below.

Course title		Click or tap here to enter text.			
Provider name		Click or tap here to enter text.			
Times	Module	Topic	Delivery method	Learner activity	Resources (including slide and workbook page number references)
Example: 08.30–08.45	Example: Introducing Safety for Warehouse Operatives	Example: Safe behaviours – Procedure compliance	Example: Group exercise	Example: Participate in exercise – sharing views, contributing suggestions	Example: Slide five – Workbook page seven – Flipchart paper and pens
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Product structure

Please note this is not required for providers delivering tailored versions of IOSH syllabuses, as we already have this information.

Providers should replicate this form in full, complete all fields, and submit for IOSH review. This ensures the Development Team are able to effectively measure the course and assessment against its intended outcomes.

Providers developing courses from scratch will find completing this table helps to prepare the course for submission and approval.

Outcome	Module/Topic	Slide and workbook references	Assessment
Example: Learners will be able to identify their housekeeping responsibilities and recognise how these contribute to a safe and sustainable working environment	Example: Module two – Housekeeping	Example: Slides 17 to 23 Workbook pages 24 to 30	Paper A: Questions two and nine Paper B: Questions four and 10 Practical Assessment
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

For help or more information, please email
tailored.courses@iosh.com






Or call us on +44 (0)116 257 3194

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
The Grange
Highfield Drive
Wigston
Leicestershire
LE18 1NN
UK

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

+44 (0)116 350 0700
www.iosh.com

IOSH Services Limited is a wholly owned subsidiary of the Institution of Occupational Safety and Health. Registered in England and Wales (01816826). 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