

# IOSH Training provider Sharing Agreement process



## IOSH sharing agreements

As an IOSH approved Tailored Course provider you have the opportunity to share your materials with a third-party training provider (Third Party Sharer).

### Steps for approval:

- 1 Interested parties will contact you in the first instance to discuss their requirements. Once you have agreed for them to share your materials you will inform IOSH of this decision. Third Party Sharers will be required to complete the IOSH Training Provider application process to become licensed for the chosen Tailored Course(s) and pay the initial licence fee for each course. You and the Third-Party Sharer will be required to pay annual licence fees, registration and certificate fees to IOSH.**
- 2 You will be required to provide a Letter of Agreement for each Third-Party Sharer you wish to engage with.**
- 3 Third Party Sharers will be supplied with a supplementary agreement to sign, which has no end date but is subject to standard IOSH licensing criteria, and subject to review by IOSH.**

\*Both the Letter of Agreement and Supplementary Agreement are supplied by IOSH.

### Responsibilities of the training provider:

- You will ensure that the course is updated in line with our recall programme and that Third Party Sharers are provided with any updated course versions.**
- You are responsible for any processes regarding access to your Tailored Course platform or any other IT/security arrangements to facilitate the delivery of courses by the Third Party Sharer.**
- You will be supplied with an annual renewable agreement to sign and will list those Third Parties you agree to share with (updated periodically if required to capture any new arrangements).**
- You will be included in a dedicated page on our website to indicate your ability to share Tailored Courses including contact details of your choice eg link to website/email address.**

### Exclusions

The following course(s) **cannot** be shared under Third-Party Sharing Arrangements:

- E-Learning Bitesize courses**

All sharing arrangements are subject to IOSH approval and are not guaranteed.

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## Workbooks

Third Party Sharers can only purchase workbooks from the Training Provider they have an agreement to share material with. Third-party sharers are not permitted to sell on copies of the workbooks that they have purchased from the Training Provider to any party. Similarly, Training Providers are not permitted to sell their IOSH-approved workbooks to any party that does not have an IOSH-agreed sharing agreement in place.

## Certificates

Third Party Sharers can only obtain certificates for their successful delegates, and these must be purchased from IOSH.

## Advertising and use of agents

Any party (which includes the Training Provider and Third Party Sharer) that wishes to use an agent to advertise on their behalf must ensure that the agent makes it clear who is delivering the course(s), and the Training Provider is fully responsible for ensuring that the information advertised is correct and not misleading to any potential delegate(s).

All sharing arrangements are to be handled in the strictest of confidence.

## Agreement

Duration:

- **Third Party Sharers will be supplied with an agreement that they must sign, which has no end date but is subject to standard IOSH licensing criteria, and subject to review by IOSH**
- **Training Provider's will be supplied with an agreement that they must sign and which runs for (in most cases) one year.**

It is mandatory that Third Party Sharers, and Training Providers read, sign and return the agreement to IOSH within 30 days of receiving the agreement.

All parties (which includes the Training Provider and Third Party Sharers) must hold a current licence for the agreed sharing course in order for agreements to remain valid.

No party must enter into a sharing agreement without gaining prior consent from IOSH.

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## Version of material

All parties must ensure that they are using only the most up to date version of material. In the first instance, the onus is on the Training Provider to supply Third Party Sharers with updated material within 30 days of approval/re-approval. This must include any updates to delegate workbooks.

The onus then falls on the Third Party Sharers to use the new material as soon as they receive it. This must also include delegate workbooks.

## Registration and results

Whichever party (Training Provider or Third Party Sharer) delivers the course is responsible for ensuring that they supply IOSH with results/registrations/delegate papers etc within 12 weeks of the course end date.

## Termination

To terminate an agreement either party will need to give 60 business days' notice of termination in writing to the other party.

## About IOSH

The Institution of Occupational Safety and Health (IOSH) is a global Chartered body. The largest membership organisation for health and safety professionals worldwide. We connect our members with resources, guidance, events, and training, and we're the voice of our profession, campaigning on issues that affect millions of working people.

As a qualifications Awarding Organisation, a developer of training, and an advocate for positive transformation, we seek to build excellence in our profession, drive action from everyone who can influence occupational safety and health standards and ensure that protecting people is at the heart of sustainability.

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

## About IOSH Training

IOSH Training is the specialist learning delivery arm of IOSH Services Limited (ISL). ISL is a separate commercial entity that invests for the future, generating a surplus which is fully gift-aided to fund IOSH charitable activities.

ISL activities are aligned to IOSH's charitable objects, providing training, education and consultancy support services to organisations and individuals seeking to enhance their knowledge and competence in OSH.

**IOSH**  
The Grange  
Highfield Drive  
Wigston  
Leicestershire  
LE18 1NN  
UK

t +44 (0)116 350 0700  
[www.iosh.com](http://www.iosh.com)

 [twitter.com/IOSH\\_tweets](https://twitter.com/IOSH_tweets)  
 [facebook.com/IOSHofficial](https://facebook.com/IOSHofficial)  
 [linkedin.com/company/iosh](https://linkedin.com/company/iosh)  
 [youtube.com/IOSHchannel](https://youtube.com/IOSHchannel)  
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