

Introduction

It is important to ensure that joining instructions are issued to all delegates prior to attending IOSH courses. These should provide key information to the delegate regarding specific instructions for attending the course

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

Suggested Content

- **The name, address and contact details of the Training Organisation.**
- **The course location, dates and start and end times of each day of the course.**
- **The name of the trainer and point of contact within the training organisation.**
- **Instructions on how to cancel or amend the booking.**
- **Course title and course reference (if applicable).**
- **For virtual courses information on IT requirements, the video conferencing platform and how to access the training, including any necessary links.**
- **Details of how to find the venue and access arrangements.**
- **Details of refreshments and catering, including information on allergies/dietary requirements.**
- **Details of how the delegate can communicate any additional needs, requirements or reasonable adjustments ahead of the course.**
- **Instructions to the delegate regarding the requirement to bring accepted forms of photographic ID on the day.**
- **Details of the assessment process and format.**
- **Details of course materials (workbooks) and how these will be provided.**
- **Details of anything that the delegate needs to bring with them on the day.**
- **For virtual courses, details of what constitutes a suitable learning environment, for example, quiet, free from distractions, reliable internet connection, camera and audio requirements.**
- **Notification to the delegate regarding the requirement to have a camera on at all times, during virtual training sessions.**

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.

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

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