

# Training and Skills™

Getting your course approved by IOSH



[iosh.com/training](https://www.iosh.com/training)

# Getting your course approved

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## Which courses can IOSH approve?

We will consider any safety and health 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. You can also download a copy of our Training Guidance Book online, which will help you develop your course.

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

Trainers tell us they want the IOSH name attached to their course materials. We make sure your course has the right safety and health content, is aimed at the right level and is based on good practice.

### 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 or passport card.

### 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 the 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. To see how IOSH approval has worked for others, go to [www.iosh.com/yourcourseapproved](http://www.iosh.com/yourcourseapproved).

## Helping you get your course approved

### Approving your course content and assessment:

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

### 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.

E-learning training providers need to have at least one Technical Member of IOSH and where applicable with specialist knowledge.

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**"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

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**"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

### 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.

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



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IOSH is the Chartered body for health and safety professionals. With over 47,000 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

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