

Training provider nominated IOSH member - role requirements

Role title

Training Provider Nominated IOSH Member

Outline

The Training Provider must have an IOSH member who has line management responsibility within their organisation, who they will nominate as their responsible person for all IOSH training. This person needs to meet the criteria, defined by IOSH, for the courses being delivered.

If the Training Provider applies to deliver additional courses, the level of IOSH membership for the nominated member may be higher, depending on the level of the additional courses.

The nominated IOSH member will provide internal quality control checks, in line with national standards in training and assessment best practice, and will adhere to the IOSH Code of Conduct for members.

Knowledge and skills

• Essential

- IOSH membership at the relevant grade to meet the Training Provider Licence criteria.
- A Qualifications and Credit Framework (QCF) level 3 certificate or equivalent qualification in health and safety.
- Face-to-face training delivery experience.
- Training and qualification assessment experience.

• Preferred

- A Qualifications and Credit Framework (QCF) level 3 certificate or equivalent qualification in adult training.
- Familiarisation with quality control auditing systems.
- Training and Development Lead Body (TDLB) Assessor Award units A1 and A2 or equivalent.

Key duties

• Administration

- Ensure that the Training Provider Agreement is followed.

- Ensure that courses are notified to IOSH before their proposed start date.
- Ensure all course paperwork / payments are sent to IOSH within 12 weeks of the last date of the course.
- Ensure that any feedback or communication from IOSH is cascaded to the relevant individuals within the training provider organisation in a timely and efficient manner.
- Review delegate feedback forms and action as necessary.
- Ensure that all IOSH invoices are paid within IOSH terms.
- Ensure that IOSH certificates are issued to all successful delegates in a timely manner.
- Trainers
 - Ensure that all trainers meet the current trainer criteria for IOSH training courses.
 - Ensure that all trainer applications / CVs are sent to IOSH for approval.
 - Ensure all courses are delivered only by trainers approved by IOSH.
 - Ensure that all training is delivered to a high standard.

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- **Observation**
 - Be familiar with the training materials – either IOSH pack or approved tailored course – and regularly observe the training delivery of each IOSH approved trainer (observations should be referenced against national learning standards and follow training best practice).
- **Equality and Diversity**
 - Ensure that all IOSH training and assessments do not discriminate delegates on the grounds of gender, sexual orientation, transgender status, marital or family status, colour, race, ethnic or national origins, creed, culture, religion or belief, age, disability or any other personal factor or quality.
 - Ensure reasonable adjustments are made to prevent discrimination.
- **Assessment**
 - Ensure that assessments are undertaken under 'exam conditions' as a closed-book exercise, including e-learning, distance learning and blended learning courses.
 - Ensure assessment papers are cross-marked against current, relevant marking schemes and checked for accuracy and impartiality of marking.
 - Ensure any complaints or appeals from learners are dealt with promptly.
- **Auditing**
 - Ensure all courses have good quality control procedures (especially courses which are not face-to-face courses).
 - Ensure moderation and delegate tracking is carried out to meet training course criteria and objectives.
 - Ensure all training materials being used are current and fit for purpose.
- **Continuing Professional Development**
 - Attend relevant training courses to maintain and update knowledge associated with the role of Nominated IOSH Member and cascade information to relevant individuals within the organisation.

Keeping our records up-to-date

So that we can keep our records up-to-date, the nominated person must:

- notify IOSH in writing as soon as possible if they cancel their membership, retire from the role of nominated IOSH member or leave the Training Provider concerned.
- notify IOSH in writing if the Training Provider has entered into formal insolvency proceedings or has ceased trading.
- respond promptly in writing to reasonable requests for information required for administration of the Licence agreement.

Name:

IOSH membership number:

Name of training provider:

Signature:

Date:

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.

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