

### IOSH approved courses

**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 later in this document.

#### 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 to reflect it is an IOSH approved course?
- 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.
  - 5.1 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 product structure table demonstrating that these outcomes are measured by the assessments?
- 6 Is the approved syllabus document version controlled, clearly indicating the date of IOSH approval and the version of the course? Preferably as a footer i.e. TP provider name / Course title / Material document (i.e. syllabus) / Version / Date.
- 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, clearly indicating the date of IOSH approval and the version of the course? Preferably as a footer i.e. TP provider name / Course title / Material document (i.e. lesson plan) / Version / Date.

## Quality standards for classroom and digital learning


- 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, clearly indicating the date of IOSH approval and the version of the course? Preferably as a footer i.e. TP provider name / Course title / Material document (i.e. Trainers notes) / Version / Date.
- 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, clearly indicating the date of IOSH approval and the version of the course? Preferably as a footer i.e. TP provider name / Course title / Material document (i.e. Presentation / Scorm) / Version / Date.
- 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?

## Quality standards for classroom and digital learning

- 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?
- 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 approved Delegate workbook version controlled to match the syllabus document, clearly indicating the date of IOSH approval and the version of the course? Preferably as a footer i.e. TP provider name / Course title / Material document (i.e. Workbook) / Version / Date.
- 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 re-sit 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?
  - 13.3** Do all assessment questions correspond to the Learning Outcomes presented in the Syllabus to ensure they are fully measurable? Is this reflected in the product structure?
- 14** Is there space available for the learner to record their name and the date on the paper?
- 15** Is the approved Assessment papers version controlled to match the syllabus document, clearly indicating the date of IOSH approval and the version of the course. Preferably as a footer i.e. TP provider name / Course title / Material document (i.e. Assessment) / Version / Date.
- 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 details listed below.

	Approved (Insert your Course Title here)	Insert your company logo here
<b>Syllabus template for IOSH approved courses</b>		
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 details listed below.		
<b>Course Title:</b>		
<b>Course duration including assessment:</b> (hours/days)		
<b>Target Audience:</b> (who is the course aimed at to ensure the right level of delegate is attending)		
<b>Entry Requirements:</b>		
<b>Course Aim:</b> (This should describe what the course will provide)		
<ul style="list-style-type: none"> <li>•</li> </ul>		
<b>Learning Outcomes:</b> (These should describe what the learner will be able to do by the end of the course. They must be measurable by assessment)		
<ul style="list-style-type: none"> <li>•</li> </ul>		
<b>Module Titles/Topics:</b> (These should be listed in the order they are delivered)		
<ul style="list-style-type: none"> <li>•</li> </ul>		
<b>Theoretical Assessment</b> (numerical i.e. 30/50 - 60% or Higher)	<b>Duration:</b>	
	<b>Total Marks Available:</b>	
	<b>Pass Mark:</b>	
<b>Practical Assessment</b> - if appl. (numerical i.e. 30/50 - 60% or Higher)	<b>Duration:</b>	
	<b>Total Marks Available:</b>	
	<b>Pass Mark:</b>	
<b>Total Marks Available:</b>		
<b>Overall Pass Mark:</b>		
TPName/CseTitle/Syllabus/Version/Year		Page 1 of 1

### 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:

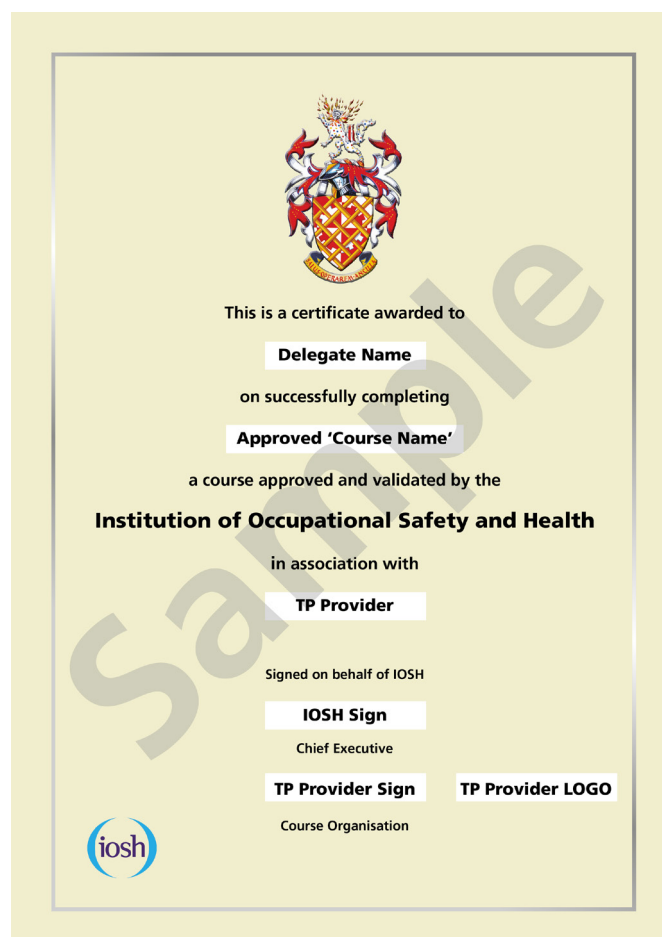
**Approved Working Safely in [sector / industry]**

**Approved Working Safely at [company name]**

**Approved Working Safely for [audience type]**

**Approved Working Safely with [organisation name]**

This will be the title on the certificates learners receive as example shown. The title used for marketing and material will be IOSH Approved 'your course title'. You must use you Training Provider number logo on all materials as per IOSH logo policy available in your Training Provider Knowledge Hub. 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.



## Quality standards for classroom and digital learning

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 Safely 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, i.e., “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 not use the same title as the classroom version, e-learning will be added to the title of the course. Additionally, the use of the ‘in / at / for / with’ format will apply in order to distinguish between providers.

Tailored IOSH portfolio products will always follow naming convention [IOSH approved ‘portfolio title’ WITH ‘your TP company’]. Portfolio syllabus must be followed precisely. If you choose to add, you are allowed to add 15% and your title will have to include [IN ‘specific sector’] addition applies. Your course title will be [IOSH approved ‘portfolio title’ IN ‘specific sector’ WITH ‘your TP company’].

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.




### 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 it 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.



**Product structure**

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- Providers developing courses from scratch will find completing this table helps to prepare the course for submission and approval.
- Please use this document alongside the Learning Outcomes factsheet.

Learning Outcome	Module/Topic	Slide and Workbook References	Assessment
<b>Example:</b> Learners will be able to identify their housekeeping responsibilities	<b>Example:</b> Module 2 - Housekeeping	<b>Example:</b> Slides 17 to 23 Workbook pages 24 to 30	<b>Example:</b> Paper A – Question 2* Paper B – Questions 4** Practical Assessment***

\*Paper A Q2 – Your Housekeeping responsibilities will include training new starters on COSHH and safe use of cleaning materials in the workplace. True/False

\*\* Paper B Q4 – Fill in the Blank. Part of your Housekeeping responsibilities will be to train new starters on COSHH and the safe use of \_\_\_\_\_ materials in the workplace a) gardening b) cleaning c) administration d) medical

\*\*\*Practical – You will be shown a group of materials which you may be required to use as part of your role. On the sheet provided, list 4 that you know you will be using and their uses for housekeeping.

## 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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