

# Application to become an IOSH licensed training provider



To help us approve your application, please make sure you include the following:

Completed and signed application form (**this booklet**)

Additional trainer application form(s) (**if required**)

Payment (**don't forget to include VAT, if applicable**)

Signed IOSH Training Provider Agreement

**Please email the completed form to:**

[business@iosh.com](mailto:business@iosh.com)

**Or post it to:**

Business Service Centre

IOSH

The Grange

Highfield Drive

Wigston

Leicestershire

LE18 1NN

UK

# Application to become an IOSH licensed training provider



## Part one: Your details

### Contact details

Organisation name	
Company registration number	
VAT registration number	Please tick here if you're not VAT registered
Address	
	Postcode
Contact name	
Contact job title	
Phone	Email
Administration contact name (if different from above)	
Administration contact job title	
Phone	Email

### Invoice details

Address	
	Postcode
Phone	Email

I will provide purchase order numbers which I require IOSH to include on its invoices

We like to keep up-to-date information on our trainer network, so we would appreciate it if you could please let us know how you intend to deliver your IOSH course(s).

Select one:      Commerically              To your own employees only

**Commercial training providers only:**

I'd like to be included on the list of current course providers on the IOSH website

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## Part two: Your course

Complete Section A if you want to deliver IOSH-produced training courses. Complete Section B if you want to deliver your own course(s) approved by IOSH. Complete Sections A and B if you want to do both.

Please note, you must hold a licence for **Managing Safely** in order to purchase the **Managing Safely Refresher**.

### A. IOSH-produced training courses (Please tick the relevant option(s))

I want to be licensed to deliver the following IOSH-produced training course(s)

IOSH Leading Safely®

Managing Safely®

Managing safely refresher

IOSH Working Safely®

Environment for business

Fire safety for managers

Fire safety awareness

Managing Safely® Arabic

Working Safely® Arabic

Leading sustainably

Managing occupational health and wellbeing

Managing Safely® Simplified Chinese

Managing sustainably

Working Safely® Simplified Chinese

Safety, health and environment for construction site managers

Safety, health and environment for construction workers

First course date

Estimated number of delegates in the next 12 months

### B. IOSH approved training courses via our tailored course approval service (Please tick the relevant option(s))

I want to be licensed to deliver my own course(s) approved by IOSH

I'm following an IOSH syllabus

I'm writing a completely new course

My proposed course title is:

I will be delivering this as a:

face-to-face course

distance learning course

blended learning course

e-learning course

Length of course

Days

Hours

First course date

Estimated number of delegates in the next 12 months

I confirm I have received and read a copy of the Tailored training course approval standards and guidance notes.

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## Producing an IOSH syllabus from your course material

Sometimes we don't have a syllabus for the course you want to develop. That's not a problem though – it won't stop you from developing your course. Once you've developed your course, we reserve the right to produce a syllabus from your material after it's been approved and licensed by us. This syllabus will then be available to other training providers who meet our approval criteria to run this particular course.

All course materials submitted to IOSH for approval remain the intellectual property of the course owner and are not distributed to other parties.

If we don't approve your training material we'll send you a letter explaining why we haven't been able to approve it on this occasion.

We will consider any safety and health course, for any delivery format, and work with you to help your course gain IOSH approval.

I consent to IOSH making the produced syllabus available to other training providers that meet IOSH's approval criteria to deliver this course.

## Part three: Your trainers

All new trainers of IOSH courses will need to have at least Technical membership of IOSH (a safety and health qualification is required) and have up-to-date CPD.

A minimum of an adult training qualification at level 3 on a regulated qualifications framework (RQF) OR successful completion of the IOSH Train the Trainer course is also required, as well as two years' substantial, face-to-face, training delivery experience. Where a sector-specific qualification or experience is required, we will obtain these details from your membership record.

Please complete a trainer application form (see page 6) for all trainers who'll deliver each course, and complete the fields below. Your trainers must be able to provide evidence of their experience and qualifications. Any information they provide to support their application will be verified – so by providing this information they are consenting to us contacting the third parties.

# Application to become an IOSH licensed training provider



Name

Trainer application form enclosed (please tick)

Name

Trainer application form enclosed (please tick)

Name

Trainer application form enclosed (please tick)

Name

Trainer application form enclosed (please tick)

Name

Trainer application form enclosed (please tick)

Name

Trainer application form enclosed (please tick)

Name

Trainer application form enclosed (please tick)

Name

Trainer application form enclosed (please tick)

# Application to become an IOSH licensed training provider



## Trainer application form (to be completed by all trainers)

All new trainers of IOSH courses will need to have at least Technical membership of IOSH (a safety and health qualification is required) and have up-to-date CPD.

A minimum of an adult training qualification at level 3 on a regulated qualifications framework (RQF) OR successful completion of the IOSH **Train the Trainer** course is also required, as well as two years' substantial, face-to-face, training delivery experience. Where a sector-specific qualification or experience is required, we will obtain these details from your membership record.

**If you have more than one trainer, please copy this trainer application form.**

Please fully complete the fields below. All trainers must be able to provide evidence of their experience and qualifications. Any information provided to support an application will be verified – so by providing this information the trainer is consenting to us contacting the third parties.

Name of trainer	Date completed
Training provider's name	
Training provider's address	
Postcode	
Phone	Email
Mobile	IOSH membership number
IOSH membership category	

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## Courses you want to deliver

### IOSH-produced training courses

IOSH Leading Safely®      Managing Safely®

Managing safely refresher      IOSH Working Safely®      Environment for business

Fire safety for managers      Fire safety awareness      Managing Safely® Arabic

Working Safely® Arabic      Leading sustainably      Managing occupational health and wellbeing

Managing Safely® Simplified Chinese      Managing sustainably

Working Safely® Simplified Chinese      Safety, health and environment for construction site managers

Safety, health and environment for construction workers

### IOSH approved training courses

Course title (please state)

## Qualifications and experience

Training qualifications

Date(s) achieved

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Training experience (Course title)	Tick if classroom- based	Company	Dates		
			From	To	Frequency

Business qualifications

Date(s) achieved



# Application to become an IOSH licensed training provider



Business experience	Company	Dates	
		From	To
<hr/>			

In order to aid the approval process, please include your trainer's CV and certificate(s) to support their application.

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## Part four: Your payment

### What do I need to pay?

Please take a look at our price lists or ask us for a quote specific to your requirements.

Please complete the relevant fields below, depending on whether you're buying an IOSH-produced course or you're getting us to approve your own course materials. The licence fee is compulsory regardless of which course you're delivering.

Leading sustainably

£

Managing sustainably

£

IOSH Leading Safely®

£

IOSH Managing Safely®

£

Managing Safely refresher

£

IOSH Working Safely®

£

Environment for business

£

Fire safety for managers

£

Fire safety awareness

£

IOSH Managing Safely® Arabic

£

IOSH Working Safely® Arabic

£

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Managing Occupational health and wellbeing	£
IOSH Managing Safely® Simplified Chinese	£
IOSH Working Safely® Simplified Chinese	£
Safety, health and environment for construction site managers	£
Safety, health and environment for construction workers	£
Fee for IOSH approval of your own course materials*	£
Licence fee(s)**	£
Subtotal	£
VAT @ 20% (if applicable***)	£
Total	£

Prices may be subject to change

\* Your fee must be paid before your materials will be scheduled for approval

\*\* Compulsory fields for everyone applying to become an IOSH licensed training provider.

\*\*\* Overseas customers do not pay VAT

## Delegate workbooks

To order delegate workbooks for IOSH-produced training courses please call +44 (0)116 257 3192 to place your order.

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I authorise payment of

£

## Ways to pay

I'd like to pay by card (please phone 0116 257 3192 once you receive our invoice)

I enclose a cheque (made payable to IOSH Services Limited)

I'd like to pay by BACS

BACS payment  
reference number

Our bank details for training providers paying by BACS:

**Address:**

National Westminster Bank plc  
North Evington Branch  
121a East Park Road  
Leicester  
LE5 4NY  
UK

**Sort code:**

60-15-48

**Account number:**

40906086

**Account name:**

IOSH Services Ltd

Please quote your full company name with all BACS payments.

Please quote this Purchase Order number on my invoice:

If we approve your application, we'll issue your licence (and training materials if applicable) once your payment has cleared.

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## Part five: Your agreement

I am signing to confirm that all the information contained in this application is correct and I have read and agree to comply with IOSH's Training Provider Agreement (refer to the IOSH Training Provider Agreement).

### Section A

Name (head of organisation)

Job title

Signature (please use fill & sign)

Date

### Section b

Name (nominated IOSH member)

IOSH membership number

Signature (please use fill & sign)

Email

Date

#### Important

Both Section A and Section B must be completed, even if the signatory is the same in both Sections.

### The Nominated IOSH Member Declaration

By signing this form, the nominated IOSH member confirms that they understand their roles and responsibilities.

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## Part six: Your checklist for IOSH approval courses only

To help us approve your application for getting your course IOSH-approved, you should send:

Completed application form

Completed and signed IOSH Training Provider Agreement

Trainer application forms

In addition to the above, please make sure that you include the following in line with the Tailored training course approval standards and guidance notes

### For all courses

A course syllabus (if you're not following an IOSH syllabus)

### Face-to-face courses

Lesson plan

Product structure

Your course presentation slides (if appropriate) in electronic format (for example, PowerPoint presentation)

Trainer notes

Delegate workbook

Any training resources that you intend to use (for example, games and quizzes)

Assessments and marking schedule

Any further supporting information

### For E-Learning courses

Access to the course materials

Access to the course management system

A copy of your question bank and answers

### For Distance learning courses

Learner study plan

Learner workbook

Guidance on how you will monitor learner progress and conduct the assessment process

Assessments and marking scheme

## 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

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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)  
 [instagram.com/ioshofficial](https://instagram.com/ioshofficial)  
 [tiktok.com/@ioshofficial](https://tiktok.com/@ioshofficial)

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Registered charity in Scotland No. SC043254.