

Introduction

This checklist is designed for each course to ensure that all necessary tasks are thoroughly reviewed, addressed, and completed. It serves as a step-by-step guide to help track progress, confirm that no critical components are overlooked, and maintain consistency and quality across all course development or delivery stages.

Course title:
Course reference:
Course dates:
Registered trainer:

Course registered on IOSH Training Provider Portal:	Yes:	No:	Date:
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Workbooks been ordered /assigned:	Yes:	No:	Date:
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Joining instructions issued:	Yes:	No:	Date:
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Pre course ID checks:	Yes:	No:	Date:
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Room booked:	Yes:	No:	Date:
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Course materials organised / printed: **Yes:** **No:** **Date:**

Trainer notified of course / booked to deliver: **Yes:** **No:** **Date:**

Trainer notified of any reasonable adjustments or requirements: **Yes:** **No:** **Date:**

Course register printed: **Yes:** **No:** **Date:**

Post course administration

Assessment papers /course register received: **Yes:** **No:** **Date:**

Assessment papers marked: **Yes:** **No:** **Date:**

Assessment papers saved: **Yes:** **No:** **Date:**

Cross marking completed: **Yes:** **No:** **Date:**

Projects completed and received: **Yes:** **No:** **Date:**

Results uploaded (and DOB where applicable):	Yes:	No:	Date:
IQA checks on course admin:	Yes:	No:	Date:
Certificates ordered:	Yes:	No:	Date:
Certificates received:	Yes:	No:	Date:
Certificates counter-signed:	Yes:	No:	Date:
Certificates issued:	Yes:	No:	Date:
Delegate feedback captured:	Yes:	No:	Date:
Delegate feedback actioned:	Yes:	No:	Date:
Trainer observation:	Yes:	No:	Date:

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
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