

Translation of courses policy

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IOSH authored course materials

When a training provider translates the IOSH authored course materials into another language a reputable translator must be used.

Presentation / Trainer notes / Delegate Workbook / Assessments

It is essential that:

- the Training Provider who wishes to have the course translated holds a current up to date IOSH licence to deliver the original course
- if the Training Provider wishes to translate the Leading Safely materials, Managing Safely materials or the Working Safely materials into a language other than English then the latest version of Leading Safely, Managing Safely or Working Safely must be used as the original to translate from.

The Training provider must supply:

- a copy of the translated course to the IOSH Tailored Course Approval Service with a letter asking for approval of the translated version
- a letter which states:
 - that the translated version of the materials is a true and accurate translation of the original course material
 - that the Training Provider has used a reputable translation service
 - that the Training Provider used all reasonable efforts to ensure the translation is accurate (eg back translation).

In addition, there are document-specific requirements for the delegate workbook and assessments detailed below:

Delegate Workbook

- IOSH delegate workbooks must be purchased from IOSH, as stipulated in our Terms and Conditions, and cannot be translated.
- A supplementary **hand-out**, produced in the required language, can be given to each delegate and it is the responsibility of the Training Provider to ensure the accuracy of content and language.
- The Training Provider must supply, to IOSH, a copy of the hand-out and a translated English version.

Assessments

If, in the future, IOSH wishes to audit specific delegate assessment papers, the Training Provider must translate the requested delegate papers (questions and delegate answers) into English.

Costs and Liabilities

All translation costs are to be paid for by the Training Provider.

All liabilities arising from the translation are to be borne by the Training Provider and therefore they need to be able to demonstrate that the translator has adequate professional liability insurance.

The Training Provider must use the latest version of the IOSH authored course materials for translation and update any translated version each time an update of the course is issued. The Training Provider must confirm to us within 3 months of receipt of an updated version, that any further translation has been undertaken following the same rigorous translation process described in this document.

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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