Exporting course reports

1   Select Course reports on your dashboard.

2 Select the start and end date of the period you require course data from.

Course reports

Export course data for up to five years. Enter a date range of up to 12 months at time, using the fields below. Course reports include the following information:

- Course ID and course name
- Course start date
- Delegate first and last name
- First result: pass/fail
- First resit result: pass/fail
- IOSH certificate number

Start date*

dd/mm/yyyy

End date*

dd/mm/yyyy

Export

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	Get involved	Privacy notice	Highfield Drive

3 Select Export.

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Export

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4 You will get a confirmation message that it had been downloaded.

Course reports

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- First resit result: pass/fail
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Course data export has been successful. Check your downloads.

Start date*

04/02/2026

End date*

18/02/2026

Export