Application to become an IOSH licensed training provider

iosh Training

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)

Signed IOSH Training Provider Agreement

Evidence of experience and qualifications of your trainers

Signed nominated IOSH member role requirement form

Please upload all documents to the training provider portal.

For IOSH course approval documentation, check part 6 for checklist.

For support, please contact business@iosh.com or call +44 (0) 116 257 3605.

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Part one: Your details

Organisation details

Organisation name:

Company registration number:

Address:

Postcode:

Main admin contact name:

Job title:

Phone:

Email:

Invoice details (if different from above)

Address:

Postcode:

Phone:

Email:

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

For 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 wish to add more IOSH-produced training courses to those you initially selected on the webform at the start of your application. (If you are unsure, please refer to the quote that you accepted earlier).

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   Vision Zero

First course date:

Estimated number of delegates in the next 12 months:

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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.

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.

By continuing your application, you duly consent to the above terms regarding IOSH's right to produce and share a syllabus from your approved course material, as set out in the Training Provider Agreement.

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

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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:

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   Vision Zero

IOSH approved training courses

Course title (please state)

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Qualifications and experience

Training qualifications	Date(s) achieved

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

IOSH – The Grange – Highfield Drive – Wigston – Leicestershire LE18 1NN – UK

Business qualifications

Date(s) achieved

Dates

Business experience

Company

From

To

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: Fees and payment

For IOSH produced courses, you will receive a final invoice with payment instructions, once due diligence is complete and your application is approved. Please refer to the quote you accepted earlier to review the course selections you made via the webform. If you have added any additional courses on this form, they will be included in your final invoice (subject to criteria being met).

For IOSH approved courses, your course approval fees must be paid before your materials are scheduled for review and approval.

Ways to pay

Once you receive your invoice, you can choose any of the following ways to make payment:

1 Pay by card (please phone +44 (0) 116 3500 900)

2 Pay on the training provider portal (TPP)

3 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 and send payment confirmation to remittances@iosh.com

Please quote this Purchase Order number on my invoice:

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

Delegate workbooks

You can purchase delegates workbooks on our Training Provider Portal (TPP) once your application is successful.

Part five: Declaration and 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 above, the nominated IOSH member confirms that they understand their roles and responsibilities.

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

IOSH Training

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.

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youtube.com/IOSHchannel
instagram.com/ioshofficial
tiktok.com/@ioshofficial

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