

# **IOSH accreditation application guide**



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## 1 Introduction

As the Chartered body and largest membership organisation for occupational safety and health professionals, IOSH seeks to continually improve standards of competency within the profession.

One of the ways we do this is by accrediting occupational safety and health qualifications/programmes that meet the relevant academic grade entry requirements as set out for IOSH membership which are fully mapped to the IOSH competency framework.

We welcome applications from both higher education institutions (HEIs) and awarding organisations (AOs) who wish to have their qualifications/programmes accredited by IOSH.

The Institution accredits level 3, 6 and 7 qualifications/programmes as meeting the learning objectives for IOSH membership grades. For Technical, the qualifications/programmes should be at Levels 3–5 and for Certified, they should be at Level 6 and 7.

## 2 Benefits of accreditation

- Recognises and acknowledges that a qualification/programme meets the academic requirements for IOSH membership, a globally recognised professional body.
- Gives prospective students a guarantee that their course satisfies the academic requirements for membership of IOSH.
- Allows you access to support from the IOSH Membership Engagement Team.
- Promotes a recognised route for students to reach their highest aspirations as a professional in their field.
- Allows transparency and mobility of recognised occupational safety and health (OSH) qualifications/programmes.
- Provides you and your students with the opportunity to influence safety and health in the world of work, both now and in the future.
- Strengthens the marketability of OSH qualifications/programmes in a competitive marketplace.
- Provides professional standards that are defined by OSH professionals, educators, students and employers.
- Unlocks access to IOSH student membership for your learners at a discounted price.
- Allows you to use the IOSH accredited programme logo on your marketing materials and website to promote your IOSH accredited programme/s.

## 3 Eligibility

There are three criteria that must be met to have a qualification/programme accredited by IOSH.

- The HEI or AO presenting one or more of its qualifications/programmes for IOSH accreditation must be recognised by a relevant and reputable education regulator.
- The qualification(s)/programme(s) being presented for IOSH accreditation must be on a regulated qualification framework.
- The qualification(s)/programme(s) must adequately meet the learning outcomes required for entry into IOSH membership as documented in the Institution's competency framework.

IOSH may undertake more stringent checks to ascertain whether the institution and programme(s)/qualification(s) align with IOSH and United Nations standards and values.

This may involve consulting independent recognition and evaluation databases, and analysing for plagiarism, Foreign and Commonwealth Office/regulatory sanctions and discriminatory values.

IOSH reserve the right to refuse accreditation if any of the quality checks are unfavourable. This list isn't exhaustive and IOSH reserves the right to refuse accreditation on other grounds.

## 4 Standards/learning outcomes/membership

IOSH standards are reviewed, recognised and monitored to ensure that they continuously meet the criteria required for competent OSH professionals.

Providers who are successful in gaining IOSH accreditation status for their qualification are able to use the IOSH logo as a stamp of assurance that their qualification meets this criteria. Gaining accreditation from IOSH will also unlock access to student membership for all learners studying the accredited qualification - which comes with a host of [benefits to your learners](#).

IOSH reserve the right to appraise institutions and programme(s)/qualification(s) outside of the annual review process, if adverse reports are submitted to IOSH in relation to the delivery or content of the accredited programme(s)/qualification(s) or the conduct of the organisation. IOSH may arrange a meeting to discuss the situation, audit, or observe training delivery.

## 5 Process

|    |                                                                                                                                                     |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | HEI or AO makes initial inquiry                                                                                                                     |
| 2  | IOSH respond and provide application documents                                                                                                      |
| 3  | HEI or AO completes and returns application form(s) mapping document(s) and purchase order for relevant amount                                      |
| 4  | IOSH confirms receipt of documents                                                                                                                  |
| 5  | IOSH reviews completed application form(s) and feeds back within 30 working days                                                                    |
| 6  | IOSH reviews completed mapping document(s) and feeds back within 60 working days                                                                    |
| 7  | IOSH confirms the application form(s) and mapping document(s) meet the requirements for IOSH accreditation**                                        |
| 8  | HEI or AO provide IOSH with a purchase order for accreditation fee and the signed agreement                                                         |
| 9  | IOSH confirms receipt and raises invoice for accreditation fee                                                                                      |
| 10 | HEI or AO pay the invoice*                                                                                                                          |
| 11 | IOSH provides HEI or AO with signed agreement as well as accreditation assets (including accreditation statements for each qualification and guide) |

\* HEI or AO reads and accepts the terms and conditions prior to payment (see section 9 fees and payments of the accreditation agreement).

\*\* Should any part of the application fail to meet the requirements for IOSH accreditation, the applicant will be informed at the earliest opportunity. If the qualification/programme doesn't adequately meet the learning outcomes required for entry into IOSH membership then there will be a 12 month window to re-submit the application.

### **Application form(s)**

- We ask for information on your institution/organisation, the qualification(s)/programme(s) you're submitting for accreditation as well as the people involved in programme delivery.
- Prompts are included in the application form to guide you.
- Please provide as much detail as possible.

### **Programme**

- The programme submitted for accreditation must be translated into English if needed.
- IOSH can ask for supplementary documents such as course aims, rationale, credit values and assignment briefs to meet the accreditation requirements and mapping criteria.
- Please do not submit partial qualifications/programmes for accreditation.
- The programme must have substantial content and must include taught elements within the course.
- Qualifications/programmes which are research based may not meet all the IOSH learning outcomes. As IOSH-accredited qualifications/programmes are intended to provide the necessary knowledge to meet our entry criteria, IOSH standards need to be reflected in the qualifications/programmes we accredit.

### **Mapping documents**

- Complete the information at the top of the mapping grid.
- Decide where in your qualification/programme the learning outcome is covered.
- Enter row by row the module or unit code as well as the learning objective reference.
- Please provide as much detail as possible.

### **Agreement**

- You will be provided with an agreement document to sign, which sets out the responsibilities and conditions of the qualification/programme accreditation.
- Please ensure that you read the accreditation agreement in full so that you understand the terms and conditions.
- For each qualification/programme accredited, we will issue an accreditation statement.
- The accreditation statement will set out the requirements and conditions for your students/learners to apply for IOSH membership.

## **6 Appeals**

If a programme or qualification does not meet the criteria for IOSH accreditation and the application is unsuccessful, the applicant is entitled to request a review of the decision. IOSH will only undertake a review on the following grounds:

- IOSH made a decision based on inaccurate facts which could have altered the outcome of IOSH decision
- IOSH failed to follow its processes and such failure could have led to a different result.

In requesting a review, the applicant must explain why they consider one of these grounds are met. IOSH reserves the right to refuse a review in the event an applicant cannot provide such explanation. Where a review is granted, it will be overseen by the IOSH Head of Governance or an IOSH appointed subject matter expert with no previous involvement in the application.

Appeal requests should be made in writing, within 30 days of a decision communicated to the applicant, in accordance with the IOSH Accreditation of Programmes and Qualifications Appeals Process and sent to [accreditation@iosh.com](mailto:accreditation@iosh.com)

## 7 Fees

### Accreditation cost

The table below outlines the cost to accredit qualifications with IOSH. Please note, the below fees are a one-off payment that cover our full five year cycle. After five years, if you wished to retain IOSH accreditation you would be asked to pay for another five year cycle.

### Charges

| What                         | Cost                       | When Will I pay?                                | Description                                                                                                                             |
|------------------------------|----------------------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Accreditation Fee            | £1000 GBP                  | Paid once accreditation application is approved | This is the cost for one qualification to be IOSH accredited for a 5 year cycle.                                                        |
| Additional Qualification Fee | £200 GBP per qualification | Paid on submission of application               | For organisations that wish to accredit additional qualifications, there will be an additional fee of £200 per qualification submitted. |

### Example scenarios

Cost for one organisation to accredit **one** qualification:

|                   |                   |
|-------------------|-------------------|
| Accreditation fee | £1000 GBP         |
| <b>Total cost</b> | <b>£1,000 GBP</b> |

Cost for one organisation to accredit **two** qualifications:

|                              |                   |
|------------------------------|-------------------|
| Additional qualification fee | £200 GBP          |
| Accreditation fee            | £1000 GBP         |
| <b>Total cost</b>            | <b>£1,200 GBP</b> |

Cost for one organisation to accredit **three** qualifications:

|                              |                   |
|------------------------------|-------------------|
| Additional qualification fee | £200 GBP          |
| Additional qualification fee | £200 GBP          |
| Accreditation fee            | £1000 GBP         |
| <b>Total cost</b>            | <b>£1,400 GBP</b> |

### To note

These fees are for this financial year which runs April–March. Prices are reviewed each year and will be subject to change.

- All fees are non-refundable.
- IOSH shall invoice and be paid in pounds sterling.

All charges associated with currency conversion of any payments from the customer into pounds sterling, will be payable by the customer.

An organisation must complete the whole process as outlined in Section 5 within 12 months of the application date. If the accreditation process is not completed within this 12 month period (to include receipt of the signed accreditation agreement), all application and accreditation fees will be forfeit. Should the organisation reapply for accreditation, full application and accreditation fees will apply.

### Charges for additional qualifications/programmes for accreditation

- If an organisation presents an additional qualification/programme within 12 months of the initial accreditation start date, the organisation would be charged, the additional qualification/programme fee per qualification/programme submitted for accreditation.
- If an additional qualification/programme is submitted after 12 months of an accreditation start date, the organisation will be expected to pay all fees in full, this would be the accreditation fee plus additional qualification/programme fee/s if applicable.

### **How payments will be made**

- When submitting your application form(s) and mapping documents you need to include a purchase order for the relevant amount, which would be the application fee and additional qualification/programme fee(s) (where applicable). Our finance team will then send an invoice to you for payment to be made.
- At the point your application and qualification(s)/programme(s) are accepted for IOSH accreditation, you submit a purchase order for the accreditation fee. Our finance team will then send an invoice to you for payment to complete the accreditation process

## **8 Contact details**

If you have any questions, please contact:  
[accreditation@iosh.com](mailto:accreditation@iosh.com).

## 9 Checklist

To assist you in your application, we recommend the following checklist is followed before your application is submitted:

### **IOSH accreditation eligibility criteria checked**

**My organisation is recognised by a relevant and reputable education regulator**

**The qualification(s)/programme(s) being presented for IOSH accreditation is on a regulated qualification framework**

**I understand how much I will be required to pay**

**Additional qualification fee(s) if applicable**

**Accreditation fee**

**I have completed in full the application form(s)**

**I have completed in full the mapping document(s) for the qualification(s) I am submitting**

**I have the relevant attachments to provide with my application**

**I have read the Accreditation Agreement and I confirm that I understand the Terms and Conditions.**








IOSH is the Chartered body for health and safety professionals. With over 49,000 members in more than 130 countries, we're the world's largest professional health and safety organisation.

We set standards and support, develop and connect our members 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.

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**Founded 1945**  
**Incorporated by Royal Charter 2003**  
**Registered charity in England and Wales No. 1096790**  
**Registered charity in Scotland No. SC043254**