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IIRSM Training Approval

E-Learning Course Process and Standards



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SECTION 1: About IIRSM

Managing risk effectively isn't just about big business, or money, or what might go wrong. It's about people, communication, trust and opportunity.

IIRSM's global community of 8,000 plus individuals, are not just health, safety and environment people, nor are they simply experts in quality, sustainability, nor governance, security, compliance and audit. Instead, they work in all these fields, at every level, bringing integrated risk decision making to help keep people and organisations safe, healthy and resilient.

IIRSM provides practical education, resources, sharing of experiences and networking to help people and organisations embrace risk to succeed in the many challenges they face. It works with businesses, public bodies, government and charities, and as an educational and membership body, are wholly independent too.

As an inclusive and diverse community, IIRSM members access richer learning and networking opportunities and are supported, whether they're just starting out in their career or already leading the way.



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TRAINING APPROVAL



This document outlines the IIRSM standards for e-learning course approval and should be used in conjunction with the following documents:

- IIRSM Training Approval Guidance
- IIRSM Training Approval Application Form

These standards are for organisations who are seeking IIRSM Training Approval for e-learning courses they have developed. There is a separate document for face to face course approval.

IIRSM do not dictate how the standards outlined in this document should be fulfilled. It is your responsibility to ensure that all the standards are followed and achieved.

PLEASE NOTE

We do not usually approve courses which provide delegates with the legal authorisation or certification required to be able to complete a specific task or which leads to a formal qualification.

SECTION 2 - BEFORE YOU SUBMIT YOUR COURSE(S)

- You must ensure that you own the copyright to, or have the right to use, the content contained within your course(s).
- In order to be eligible for course approval, your organisation, trainers and course(s) must comply with our assessment criteria. See the guidance document for more information.
- The course(s) and materials you are submitting for approval must be checked to ensure that the grammar and punctuation is correct and that they do not contain any spelling mistakes.
- Information about IIRSM should be incorporated into your slides or presentation. See section 9 for further details.
- Ensure that all images and videos are suitable for the learner. They must be relevant to the course being studied and copyright-free.
- You must check the functionality of the course delivery system to ensure the course runs smoothly and all aspects of the course including assessments can be accessed by IIRSM.
- The following must be sent to IIRSM as part of the application process:
 - Access to the course materials and e-learning modules
 - Access to your course delivery system or learning management system
 - Course outline
 - Clear learning outcomes
 - Lesson plan
 - Presentation slides
 - Any supporting documents and reference materials such as articles, websites, workbooks or handouts
 - All course assessments
 - Assessment marking schemes including answers
 - Quality assurance evidence
 - 10 of your most recent delegate feedback forms
 - A copy of your organisations standard terms and conditions including your refund and cancellations policies
 - Your organisations data protection policy
 - Your organisations complaints policy

COURSE MATERIALS

- All materials should enhance / support learning and be relevant for the audience.
- Learning outcomes must be clear and measurable.
- The content of your course(s) must link directly to the learning outcomes.
- Course content must be interactive and contain various learning styles and methods.

SECTION 3 - COURSE DESIGN AND CONTENT

- Your course design must be clear and easy to use.
- Your course(s) must not contain any information that is not relevant or that will confuse the user.
- The course content must be accurate and applicable to the subject being studied.
- Do not include too much information on each slide as this may cause distraction or confusion for the learner.
- Avoid using Jargon and acronyms. Ensure you provide a full explanation of anything the learners may not understand.
- Any reference to legislation or legal requirements must be relevant and up-to-date. You must ensure you check all legal content on a regular basis and inform IIRSM if anything within your course(s) needs to be updated.
- Ensure information is presented well, is clear and easy to read.
- There must be no presumptions made on what the learner knows before they start the course.
- The course must be interactive and contain a mixture of interactions to aid learning such as:
 - Drag and drop
 - Multiple choice
 - Quizzes
 - Games
 - Case studies

SECTION 4 - ASSESSMENTS AND KNOWLEDGE CHECKS

- All courses must contain an end of course assessment and knowledge check throughout.
- All Assessments must be relevant to the course the learner is studying and relate directly to the learning outcomes.
- Assessment questions and knowledge check must be presented in a variety of formats such as:
 - Fill in the missing words
 - Multiple choice
 - Put the sentence in the correct order
 - Question and answers
 - Select the correct answer
- Assessments and knowledge checks must include clear instructions for the learner on how to use and must be easy to navigate.
- All knowledge checks throughout the course must be based on what the learner has studied so far.
- Access to the end of course assessment should only be given once all the course modules have been completed.
- There must not be a long delay between the end of the course and when the learner can take the assessment. Preferably assessments must be taken immediately after the end of the course.
- Learners must not be given access to the assessment before the start of the course and they must not be able to access the assessment once the course is completed.
- You must ensure the learners do not have access to course handouts and downloadable content during the end of course assessment.
- If you have practice assessments, they must be presented in the same way as the live assessment. Mock assessment questions must be different to those in the end of course assessment but they must still be relevant to the course and learning outcomes.

ASSESSMENT QUESTIONS

- You must ensure that you have an adequate question bank to enable random selection of assessment questions.
- Each end of course assessment question set must carry the same overall mark.
- Each assessment question set must have the same amount of questions in it and carry the same mark for each correct answer.
- Assessment questions must be submitted as part of the application process accompanied by a marking scheme that includes the answers and the marks awarded for each correct answer.
- If the learner does not reach the desired pass mark and fails the assessment. They will be allowed one chance to re-sit the assessment. All re-sits must be done using a different set of questions. If they fail on the second attempt they must re-take the course from the start.
- You are permitted to have some of the same questions in the additional question sets but the questions must appear in a different order to the original assessment.

ASSESSMENT SECURITY

- You must ensure that security of the assessments is maintained on your delivery system. Adequate security software should be installed on your hardware. The security and integrity of the system must be checked regularly.
- You must ensure that you have enough storage capacity to run, test, and store the registration and assessment data generated by your course delivery system. Including the function to be able to produce and send data if requested to do so.

SECTION 5 - COURSE RESUBMISSION

- There may be occasions where we ask you to amend materials to enable us to approve your courses. These amendments must be submitted for re-approval within 2 months of the date you were notified that your courses was not approved.
- There is a limit to the number of times amended materials can be submitted. IIRSM reserves the right not to approve your course(s) if you do not meet the required approval standards.
- If you miss the 2 month deadline or you wish to make a new application you will need to pay the fees again.
- To ensure the quality of your course(s) and that they remain current and up to date you will be required to renew your approval every 3 years. This will be subject to the fees specified in the Training Approval Guidance document.

SECTION 6 - COURSE DELIVERY SYSTEMS / LEARNING MANAGEMENT SYSTEMS

- You must make it clear what the learner will know by the end of the course and this should be based on the learning outcomes.
- Each learner must be issued with a unique access login to your course delivery system. It must be made clear to users that these details are not to be shared with anyone.
- The course delivery system you use should provide clear instructions and guidance for the learner so they know what to expect whilst using the system.
- There must be visual aids to direct and instruct users on how to use the system and the functionality of any controls.
- Do not over complicate the actions required on each slide. Try to keep to a single action per slide or only reveal a secondary action once the first one is complete.
- The system should clearly explain each action and what is required from the learner in order to complete it.
- There should be a natural flow to your course with clear instructions to allow learners to easily navigate to the next section.
- The course should be split into manageable relevant sections or modules.
- Your course must be presented in the same order as your course outline.
- Your system should allow users the opportunity to go back and review or amend completed sections but it must not allow them to move forward until each slide is complete.
- The system should allow learners to navigate through the course at their own pace and should show the progress made throughout the course and how much is left to complete.
- The system should place hold progress so if the learner exits the session and they can return to the point they left at a later date.

SYSTEM PROCEDURES

- You must have a procedure in place to monitor learners to ensure there is no cheating or plagiarism whilst they are taking the course. This may include but is not limited to checking how fast or slow they complete the course, monitoring 100% assessment scores and the use of multiple IP addresses.
 - Your delivery system must be compatible and user friendly for multiple devices and technology such as mobile, computer and tablets. Testing must be carried out to ensure the course runs on all platforms.
 - It must be made clear where learners can seek support if any part of your delivery system malfunctions whilst in use.
 - In the event of system failure you must have robust processes in place to identify and manage the risks to keep disruption to a minimum.
- You must ensure that your delivery system is accessible for disabled learners. You must be prepared to make reasonable adjustments inline with the Disability Discrimination Act 1995 to enable disabled learners to study should you be asked to do so.
- You must have business continuity and disaster recovery measures in place should anything happen that will cause you to be unable to deliver the course(s) or support your learners.

SECTION 7 - BRANDING AND MARKETING

- You are permitted to use the IIRSM Approved Training logo for the duration of your course approval.
- The logo must be used in accordance with the IIRSM brand guidelines.
- Where possible we ask that you include information about IIRSM at the start of your course(s). If for any reason you are unable to do so, please contact IIRSM. See section 8 for an example of text.
- Learners who successfully pass a IIRSM approved course are entitled to a 15% discount on IIRSM membership. See section 8 for the discount code.
- Where possible information about becoming a IIRSM member must be included at the end of your course(s). If you are unable to do so, please contact IIRSM. See section 8 for an example of text.

SECTION 8 - IIRSM COURSE TEXT AND MEMBERSHIP DISCOUNT CODE

- The information below is an example of text that can be included at the start of your course(s).

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As an inclusive and diverse community, IIRSM members access richer learning and networking opportunities and are supported, whether they're just starting out in their career or already leading the way.

IIRSM's course approval scheme enables organisations to align themselves and their courses with an independent and trusted international brand.

You can take comfort that when you see the IIRSM Training Approval logo, the courses have been through a rigorous quality assurance process, bringing together IIRSM's educational standards and expertise with those of the organisation.

To find out more about IIRSM, membership or the course approval scheme, please visit: www.iirsm.org or contact us at: training@iirsm.org

■ The information below is an example of text that can be included at the end of your course(s).

Join the IIRSM Network

IIRSM is a community of over 8000 from across the globe.

Become a member and join a community that share's a common desire to use risk management to make better decisions in business.

Be Supported

- Designatory letters
- Training and qualifications
- Policy/technical advice
- Webinars/online events
- Competency framework
- Risk Portal and Info Hub
- 'The Sentinel' magazine
- Exclusive discounts

Be Connected

- UK regional networks and international branches
- Emerging Risk Leaders' Network
- Online community
- IIRSM Social
- Risk Excellence Awards

Be Involved

- Enhance you profile
- Gain reward by helping others
- Attain new skills and knowledge
- Make new friends and colleagues
- Connect with like minded individuals
- Build your confidence in a supportive environment

Join IIRSM today as an Affiliate member and receive 15% off your first years membership.

Email: membership@iirsm.org

Use discount code TAJJOIN21

Telephone: +44(0)20 8741 9100