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IIRSM Training Approval

Face-to-Face 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 face-to-face 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 face-to-face courses they have developed. There is a separate document for e-learning course approval.

IIRSM do not dictate how the standards outlined in this document should be fulfilled. It is your duty 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 IIRSM Trainer 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 8 for more information.
- Ensure that all images and videos are suitable for the learner. They must be relevant to the course being studied and copyright-free.
- The following must be sent to IIRSM as part of the application process:
 - Course outline
 - Clear learning outcomes
 - Lesson plan
 - Trainer notes
 - 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 the training and be appropriate for the audience.
- Learning outcomes must be clear and measurable.
- The content of your course(s) must relate directly to the learning outcomes.
- Course content must be interactive and contain various learning styles and methods.
- The trainer notes must include an explanation of training activities and their goals.
- Trainer notes must include timescales that match the lesson plan.
- Handouts must be useful, relevant to the course(s) and cannot be copies of the slides.
- All handouts should be submitted for approval as part of the application process.

SECTION 3 - COURSE DELIVERY AND CONTENT

- Your course(s) must be clear and easy to understand.
- Your course(s) must not contain any information that is not relevant or that will confuse the learner.
- 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.
- 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.
- Ensure information is presented well, is clear, consistent and easy to read - Font size should not be smaller than 20 point.
- There must be no presumptions made on what the learner knows before they start the course.
- The course(s) must incorporate a mixture of learning methods to maintain the interest of the learners.
- The course(s) must follow the same order and include all the content outlined in the lesson plan.
- The lesson plan must include details on the delivery style, method, activities and timings for each module of the course(s).

SECTION 4 - ASSESSMENTS

- All courses must contain an end of course assessment.
- All Assessments must be relevant to the course(s) the learner is studying and relate directly to the learning outcomes.
- Assessment questions must be presented in a mixture 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
- The end of course assessment should only be given once all the course modules have been finished.
- 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.
- The assessment paper must contain space for the learner to enter their name, date and training provider name.
- You are only permitted to use the IIRSM approved assessment for the relevant course.
- There should be detailed instructions for the learner on how to complete the assessment.
- Learners must not be given access to the assessment before the start of the course and they must not be permitted to take the assessment away once the course is completed.
- You must ensure the learners do not have access to course handouts or material 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

- Assessment papers 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.
- You must ensure that you have at least 3 different assessment papers that can be chosen at random.
- Each end of course assessment paper must carry the same overall mark.
- Each assessment paper must have the same amount of questions and carry the same mark 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 questions paper. 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 on each additional question paper but the questions must appear in a different order.

ASSESSMENT SECURITY

- You must ensure that security of the assessment papers are maintained.
- Assessments must be carried out under exam conditions preferably with an independent invigilator present.

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 were not approved.
- There is a limit to the number of times amended materials can be submitted. IIRSM reserves the right to not 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 - 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 7 for an example of text.
- Learners who successfully pass a IIRSM approved course are entitled to a 15% discount on IIRSM membership. See section 7 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 7 for an example of text.

SECTION 7 - 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).

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

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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.

Use discount code TAJAIN21

Email: membership@iirsm.org

Telephone: +44(0)20 8741 9100