

IIRSM Training Approval application form



iirsm
TRAINING APPROVAL



IMPORTANT INFORMATION

Before completing this form, please ensure you have read the IIRSM Training Approval Guidance document and IIRSM Training Approval Standards carefully. These explain the terms of the scheme.

Copies can be downloaded from the IIRSM Training Approval [webpage](#).

Section 1: Contact information

Organisation details

Organisation name

Address

Phone

Website

Designated contact

This is the main person responsible for the relationship

Name

Job title

Address

if different from above

Email

Phone

Invoice contact

If different from above

Name

Job title

Address

Email

Phone

Section 2: Application fees

Please check the box next to the relevant fee. VAT is payable for those applying within the UK.

No. of courses	Application fee paid upfront	Application fee paid in three annual instalments				
1 - 5 courses	£1744	<input type="checkbox"/>	year 1 £978	year 2 £427	year 3 £427	<input type="checkbox"/>
6 - 10 courses	£2980	<input type="checkbox"/>	year 1 £1568	year 2 £780	year 3 £780	<input type="checkbox"/>
11 - 15 courses	£4202	<input type="checkbox"/>	year 1 £1996	year 2 £1208	year 3 £1208	<input type="checkbox"/>
16 - 20 courses	£5438	<input type="checkbox"/>	year 1 £2428	year 2 £1641	year 3 £1641	<input type="checkbox"/>
20 + courses	on negotiation					

PLEASE NOTE

There are occasions where we will need to charge additional fees. Upon submission of your course material we will confirm if any additional fees are payable. Additional fees are charged for complex or niche courses, courses requiring translation (see IIRSM Translation Guidance for more information) or when more than 20 courses are being submitted for review.

Section 3: About your organisation and courses

Are you a provider of:
Please check the box next to your answer.

E-learning courses

Face to face courses

Both

Please provide a brief description of your organisation.

What are your main products / services?

How are your courses relevant to IIRSM, its members and the wider risk community?

Section 4: Course details

Please complete for each course you are submitting for IIRSM Training Approval.
You can access additional pages here.

Course title	<input type="text"/>	Target audience	<input type="text"/>
Are there any pre-requisites to attend this course?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please specify	<input type="text"/>
Is the course:	Introductory level <input type="checkbox"/>	Intermediate level <input type="checkbox"/>	Advanced level <input type="checkbox"/>
	Face to face <input type="checkbox"/>	Online e.g. e-learning <input type="checkbox"/>	
What is the duration of the course?	<input type="text"/>	Do you own the copyright to, or have the right to use, the content contained within your courses?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How many individuals have participated in this course in the past 12 months?	<input type="text"/>	Do you confirm that the technical content is up-to-date and accurate?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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Are there any pre-requisites to attend this course?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please specify	<input type="text"/>
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Course title Target audience

Are there any pre-requisites to attend this course? **Yes** **No** If yes, please specify

Is the course: Introductory level Intermediate level Advanced level
 Face to face Online e.g. e-learning

What is the duration of the course? Do you own the copyright to, or have the right to use, the content contained within your courses? **Yes** **No**

How many individuals have participated in this course in the past 12 months? Do you confirm that the technical content is up-to-date and accurate? **Yes** **No**

Course title Target audience

Are there any pre-requisites to attend this course? **Yes** **No** If yes, please specify

Is the course: Introductory level Intermediate level Advanced level
 Face to face Online e.g. e-learning

What is the duration of the course? Do you own the copyright to, or have the right to use, the content contained within your courses? **Yes** **No**

How many individuals have participated in this course in the past 12 months? Do you confirm that the technical content is up-to-date and accurate? **Yes** **No**

Course title Target audience

Are there any pre-requisites to attend this course? **Yes** **No** If yes, please specify

Is the course: Introductory level Intermediate level Advanced level
 Face to face Online e.g. e-learning

What is the duration of the course? Do you own the copyright to, or have the right to use, the content contained within your courses? **Yes** **No**

How many individuals have participated in this course in the past 12 months? Do you confirm that the technical content is up-to-date and accurate? **Yes** **No**

Section 5: Delivery team

Please complete for each trainer who will be delivering your course(s).
You can access additional pages here.

Face-to-face courses:

Provide details of the trainers who deliver the course(s) you are applying for in the table below.

Online courses:

If the online courses you are applying for approval for include interaction between learners and a trainer, e.g. through webinars or course forums, please include details of the trainers below.

If the online course doesn't include any interaction between learners and a trainer e.g. e-learning, please include information about your subject matter experts who are responsible for reviewing and developing the course content.

All trainers must be IIRSM members, at least at Associate level.

Trainers CV's and qualification certificates must be submitted along with this application.

Trainer Name	<input type="text"/>	IIRSM Membership Number	<input type="text"/>
How long have they been a trainer with your organisation?	<input type="text"/>	How many years training experience do they have?	<input type="text"/>
Which course(s) do they deliver for your organisation?	List their relevant work experience job title, company and dates employed	List their relevant qualifications	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Trainer Name	<input type="text"/>	IIRSM Membership Number	<input type="text"/>
How long have they been a trainer with your organisation?	<input type="text"/>	How many years training experience do they have?	<input type="text"/>
Which course(s) do they deliver for your organisation?	List their relevant work experience job title, company and dates employed	List their relevant qualifications	
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Which course(s) do they deliver for your organisation?	List their relevant work experience job title, company and dates employed	List their relevant qualifications	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Section 5: Delivery team (continued)

Describe the step-by-step process for recruiting trainers. If your courses are online and do not include an element of learner/trainer interaction, please describe the step-by-step process of recruiting subject matter experts.

Describe the process for ensuring the trainers or subject matter experts keep their subject knowledge and/or training skills up to date. You must provide specific examples of continuous professional development activities recently undertaken by trainers.

Section 6: Training facilities - face to face courses only

Where do your training courses take place?

How do you ensure the facilities are suitable for the training course?

How do you ensure facilities comply with legal and health & safety requirements in the country the training is being delivered in?

Section 7: Certificates

Please check the box next to your desired certificate option. VAT is payable for those in the UK.

IIRSM generated certificates.

No of certificates produced per request	Fee payable per certificate
1 - 50	£15
51 - 100	£12
101+	£10

Generate your own certificates using the standard IIRSM certificate template.

Section 8: Quality

How do you evaluate your training, keep your courses up to date and of high quality? Please describe the step-by-step process.

How do you incorporate delegate feedback into the course review process? If you have made changes to a course as a result of delegate feedback please provide an example.

What quality assurance procedures do you apply to your courses/organisation?

Section 9: For IIRSM marketing and research

How did you hear about IIRSM Training Approval?

Why are you applying for IIRSM Training Approval?

Section 10: Declaration

IIRSM will use the information you supply in this application form and the information you supply in support of your application to assess your courses for IIRSM Training Approval, and to maintain ongoing contact about IIRSM Training Approval during the approval process and as required thereafter. You can view a copy of our Privacy Policy [here](#).

By submitting this application form, you declare the information provided is true and accurate to the best of your knowledge. You and your organisation agree to abide by the IIRSM Training Approval terms set out in the IIRSM Training Approval Information and Guidance document and agree to abide by IIRSM's Code of Ethics.

It is a condition of Training Approval that any significant changes which could affect delivery of the courses must immediately be notified in writing to IIRSM. This includes changes in key personnel. In addition, approved providers may be subject to interim or periodic checks.

On behalf of the named organisation, I apply for IIRSM Training Approval for the course(s) described in this application. I have read the IIRSM Training Approval Information and Guidance document and understand and accept the implications of making this application.

Name

Signature

Position

Date

Section 11: Checklist

In addition to the information provided in this application, you must also submit the documents listed below. We will not be able to review your application until all materials have been received.

If you are unable to supply any of the required information, please contact approval@iirsm.org before submitting your application.

Check the box to confirm that the documents are included in your application.

- Completed application form
- Additional course details pages (if required)
- Additional trainer or subject matter expert details pages (if required)
- Trainer(s) or subject matter expert(s) CV and qualification certificates
- Course outline
- Learning outcomes

For face to face courses

- Course presentation slides or materials
- Lesson plans
- Trainer notes
- Delegate handouts, workbooks & any other reference materials
- Course assessments
- Assessment marking scheme with answers and marks for each question

For e-learning courses

- Access to course and e-learning modules
- Access to your course delivery system or learning management system
- Access to the course assessments and knowledge checks
- Assessment marking scheme with answers and marks for each question

Quality assurance

- Quality assurance evidence such as quality assurance schemes membership
- Copies of your 10 most recent delegate feedback forms
- A copy of your organisations standard terms and conditions including your refund and cancellation policy
- Your organisations data protection policy
- Your organisations complaints policy