



# Course Delivery Partner: Guidance

How to become an IIRSM Course  
Delivery Partner Trainer



Course  
Delivery  
Partner



## Introduction

# How to become an IIRSM Course Delivery Partner Trainer

This guide is to be used by individuals wishing to become a trainer for an IIRSM Course Delivery Partner for one or both of IIRSM's core training courses:

- Managing Risk – The Essentials
- Managing Health and Safety Risks – The Essentials.

Only those trainers that have been approved can deliver an IIRSM course.

This guide should be read alongside the individual course guidelines for the course(s) you are interested in delivering.

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### ➔ Course Delivery Partner: Trainers

It is important that all trainers delivering the course are suitably qualified in risk management or health and safety and experienced in CPD delivery. It is also a requirement that they are, as a minimum, an Associate member of IIRSM. **If you are not already a member of IIRSM you should apply for membership before applying to become a trainer.**

All trainers must be approved by IIRSM before they can deliver **any** courses. All prospective trainers will be asked to benchmark and self-assess themselves against the IIRSM Risk Management and Leadership Competence

Framework as well as providing an up-to-date CV.

They will also be expected to view the train-the-trainer materials for the course and CPD delivery. If necessary, trainers may be able or be asked to attend an IIRSM delivered instance of the course, free of charge.

Course Delivery Partners will need to add details of their trainer(s) at the time of application. Additional trainer(s) can be added at any time during the approval period but these need to be received well in advance of any proposed courses the trainer wants to deliver. It can take IIRSM up to three weeks to approve a trainer.

All approved trainers will receive a certificate confirming their status and they will be given access to the relevant course community area on the IIRSM website.

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### ➔ Accessing the IIRSM course community area on the IIRSM website

All approved trainers will be given login details for a community page on the IIRSM website. There is a page set up for both courses. If you are approved to deliver both

## How to become an IIRSM Course Delivery Partner Trainer

courses you will be given access to both pages. The web page will contain up to date copies of the:

- Course presentation
- Case studies
- Trainer guides (including train the trainer resources)
- Delegate workbook
- Feedback forms
- Delegate certificates.

Plus additional documentation such as:

- Trainer benchmarking forms
- Slides and information about the benefits of IIRSM membership
- Privacy policy.

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### ➔ Delegate workbook and resources

The delegate workbook contains course slides, case studies, additional resources plus reading and information about IIRSM. Space is also included for delegates to make their own notes. Our expectation is all delegates will be provided with a full copy of the delegate workbook to use during the course and to take away as reference material. You can download and print the workbooks to hand out or provide them to delegates electronically should you wish. Trainers are advised to become fully versed in the contents of the workbooks and associated resources so they can use them appropriately during their training.

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### ➔ Feedback forms

IIRSM provides an evaluation form based on Guskey's 5 Critical Levels of Professional Development Evaluation and the Kirkpatrick model (Linways Technologies, 2020) to

help evaluate the effectiveness of your course(s). Additional questions can be added to suit your context and needs. It will be the trainers responsibility to ensure these are provided to all delegates and returned completed. IIRSM reserves the right to ask for summaries of these forms for quality assurance purposes.

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### ➔ Train The Trainer Guidance

The train-the-trainer guidance provides information on how to deliver the course, learning outcomes to be covered, course slides and accompanying notes, case studies and additional resources as well as guidance on where slides can be amended for the purpose of meeting the needs of specific groups of delegates.

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### ➔ How to apply

You will be required to complete an online application form outlining your qualifications and experience as well as completing a benchmarking exercise against the IIRSM Risk Management and Leadership Competence Framework. (It is advisable to complete the benchmarking exercise first so you have a copy to upload during the application process.)

You will need to upload copies of an up-to-date CV, the benchmarking exercise, qualification certificates and details about your training delivery experience.

The following are also prerequisites for becoming a Course Delivery Partner Trainer:

#### 1. Technical Knowledge/Experience

Depending on the course you wish to deliver

## How to become an IIRSM Course Delivery Partner Trainer

you will need to demonstrate the following.

### **Managing Risk – The Essentials**

Managing Risk – The Essentials is a risk management course, so if your qualifications or experience are in a specialist area you will need broader risk management experience to be able to deliver this course:

- An organisational risk management qualification (e.g. the IIRSM NEBOSH Certificate in Managing Risk).
- Minimum of five years' risk management, risk-related or leadership experience.
- Membership of IIRSM at Associate level or above.

### **Managing Health and Safety Risks – The Essentials**

Managing Health and Safety Risks – The Essentials is a health, safety and risk management course, so if your qualifications or experience are in a specialist area you will need broader experience to be able to

deliver this course:

- A health and safety qualification.
- Minimum of five years' health and safety management, risk-related or leadership experience.
- Membership of IIRSM at Associate level or above.

### **2. Training knowledge/Experience**

At least three years' substantial training experience. This can be delivering courses in-house or publicly on a regular basis. It can also include online delivery where the courses involve at least a half day delivery.

### **3. Commitment to professional development**

You need to commit to your own ongoing professional development and learning, to ensure your technical knowledge, knowledge of world affairs, legislation and best practice are continually evolving.





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