

IIRSM Course Approval





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Our stress and stress risk courses are approved by IIRSM and demonstrate to customers added value to their organisations that the courses have met the IIRSM high quality standards.”

Jessica Smyrl, YSM Solutions

About IIRSM

The International Institute of Risk and Safety Management (IIRSM) is a UK-based professional membership organisation with a global footprint. We help individuals and organisations around the world to feel safe, supported and empowered to identify and manage risks, protecting their environments and lives.

We aim to drive the holistic evolution of risk management in organisations across the globe, educating and protecting their people through our unique communities. We work together – providing training, knowledge sharing and networks – to support risk and safety professionals.

By collaborating with a variety of organisations, we have developed an unparalleled understanding of the challenges and opportunities they face.



iirsm

APPROVED COURSE



Why get your courses approved?

IIRSM Course Approval brings the value of IIRSM's brand and standards together with your expertise to form a partnership for the delivery of training.

Getting your courses approved provides the following benefits:

- Independent recognition, providing trust and credibility
- Aligns your courses to an internationally recognised brand and competency framework
- Helps to raise employee competence and confidence in their job roles
- Trainer competence is verified by IIRSM
- Your company on the IIRSM website.

Approval is demonstrated with:

- Use of IIRSM's Approved Course logo for you to use on promotional, course materials and delegate certificates
- Promotion of your courses on the Approved Courses page of IIRSM's website
- 15% discounted IIRSM membership for delegates who attend your approved courses.

Which courses do we approve?

IIRSM will consider most risk-related courses in any format, be that face-to-face, online, hybrid or e-learning. However, you must own the copyright to, or have the legal right to use, the content contained within the courses put forward for approval. To be eligible for approval, your organisation, trainers and courses must comply with our assessment criteria.

We will let you know if we are not able to approve particularly niche or complex courses or those 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.



The course approval process

Timescales

We ask that any courses are submitted for approval by the tenth day of any month.

Once your application is submitted, IIRSM will issue an invoice which will need to be paid before the courses are assessed. We endeavour to review and assess courses within four to six weeks of receiving payment. If your courses or applications require amendments to be made, we will inform you of the details within this timeframe.

If successful, your courses will be approved for an initial 18-month period from the date of approval.

Applications

Your application type will depend on:

- If your organisation is new to IIRSM Course Approval, making a first-time application
- If your organisation wishes to add a brand-new, revised or new version of an existing course to an already approved portfolio

- If your organisation wishes to renew their course approval agreement.

For all courses IIRSM approves you must ensure that:

- Trainers remain IIRSM members, at least at Associate level, for the period of your approval
- Your organisation complies with any interim actions or additional course reviews IIRSM requests
- Delegates are invited to provide feedback at the end of their course, and this must be retained by your organisation for a minimum of 12 months following each delivery (we reserve the right to request samples of completed forms)
- Courses align to the IIRSM Risk Management and Leadership Competency Framework. (See the IIRSM website for more details)
- Your organisation promotes the benefits of IIRSM membership to delegates attending all approved courses.

All applications will be submitted by a Survey Monkey link. (For eLearning courses we will need access to your learning platform to be able to assess your courses.)



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We value IIRSM's independent and professional assessment of the content of our courses and it gives us great satisfaction to be able to promote our courses with their seal of approval.”

Alex Wilkins, iHASCO

1. New to IIRSM Course Approval

Those organisations who have never applied before are able to submit up to five courses for approval. Any agreement will be for 18 months in the first instance. You will need to complete a thorough and detailed submission which includes:

Face-to-face courses	Online with trainer	eLearning (no trainer)
Details of the course and learning outcomes	Details of the course and learning outcomes	Details of the course and learning outcomes
Course materials	Course materials	Course materials
How the course aligns to the IIRSM Risk Management Competency Framework	How the course aligns to the IIRSM Risk Management Competency Framework	How the course aligns to the IIRSM Risk Management Competency Framework
Evidence of quality assurance, including feedback and how this is fed back into course development	Evidence of quality assurance, including feedback and how this is fed back into course development	Evidence of quality assurance, including feedback and how this is fed back into course development
Delegate feedback	Delegate feedback	Delegate feedback
A copy of your organisation's standard terms and conditions including refund and cancellation policy, data protection policy and complaints procedures	A copy of your organisation's standard terms and conditions including refund and cancellation policy, data protection policy and complaints procedures	A copy of your organisation's standard terms and conditions including refund and cancellation policy, data protection policy and complaints procedures
Details about trainers, their level of knowledge and skills to deliver your courses. All trainers must be members of IIRSM at Associate level or above and have a minimum of two years' face-to-face training delivery experience	Details about trainers, their level of knowledge and skills to deliver your courses. All trainers must be members of IIRSM at Associate level or above and have a minimum of two years' face-to-face training delivery experience	Details about who has developed your courses, their level of knowledge and skills to do so

At the end of 18 months from course approval, you will be asked to submit a brief report, including delegate feedback, on the courses approved. If we are satisfied with the report, then we will invite you to renew for another 18 months. If we are not satisfied, we may ask for action to be taken to change trainers or amend content to improve the quality of the course(s).

A photograph of two people, a woman on the left and a man on the right, looking down at a document. The image is overlaid with a solid purple color. The woman is on the left, looking down. The man is on the right, looking up and to the left. They are both wearing dark clothing. The background is blurred, showing what appears to be a computer screen or a wall with some text.

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In this competitive market, for a training provider to be distinct, memberships and accredited courses are crucial. Being approved by IIRSM recognises our institution and reassures our clients that they are receiving the best training out there.”

Jennifer De Jesus, DISS

2. New courses to add to existing portfolio

If you already have some courses approved with IIRSM, you can add new courses, revise or add a new version of an existing course to your portfolio provided it falls within range of the number of courses in your initial application, at no additional cost. For example if you have applied and paid for one to five courses to be approved but have only submitted three, you are able to submit another two as per your existing agreement. We will endeavour to complete this process within four weeks and approval will be for the remaining duration of the original agreement. If you already have the maximum number of courses approved within the original agreement and you wish to add more, you can add up to 15 new courses at an additional fee.

3. Renewal of approved courses

At the end of your current agreement period, you have the option to renew with a 10% discount. To do so you will need to inform us two months before the end date of the existing approval agreement. Minor changes to existing courses and changes in trainers (as long as they are still IIRSM members) are permitted provided you can ensure the overall quality and substance of the courses remains intact.

Once you have confirmed you wish to renew, we will issue an invoice which will need to be paid

before we carry out a 'light touch' check on the courses, which we aim to complete within four weeks.

If there are any major changes to course content, then the course will be deemed as being 'new' and will go through the process detailed above.

Any renewal will be for 18 months duration.

Unsuccessful courses

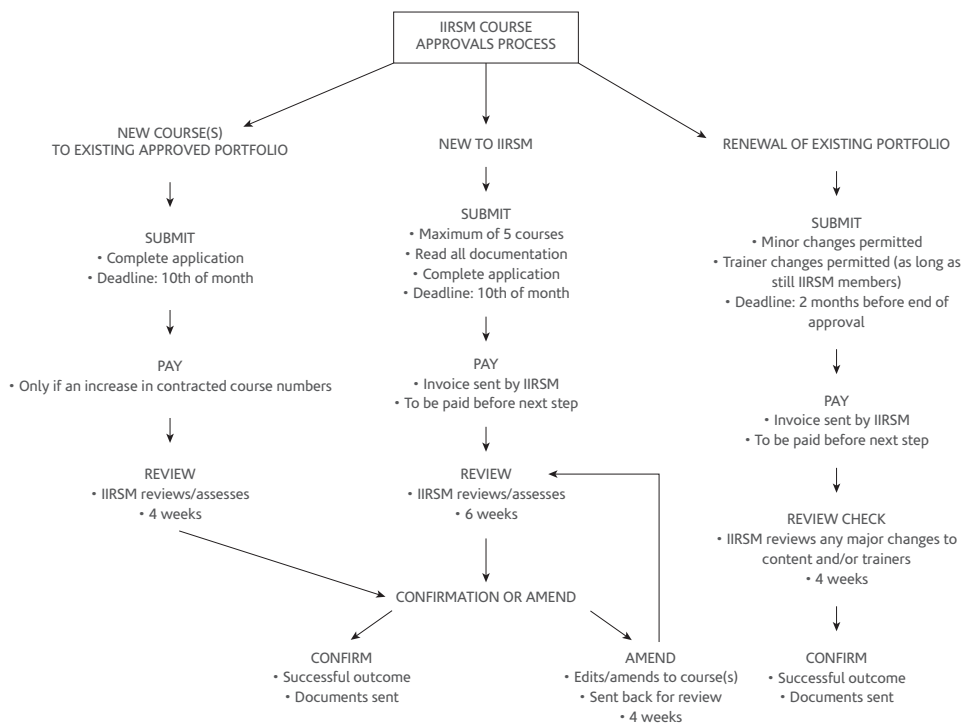
Should you wish to re-apply for approval of any unsuccessful courses, we must receive your re-submission within two months of the date of you were notified that your course was not approved. If you do not submit within this time frame, you will need to pay the application fees again in full.

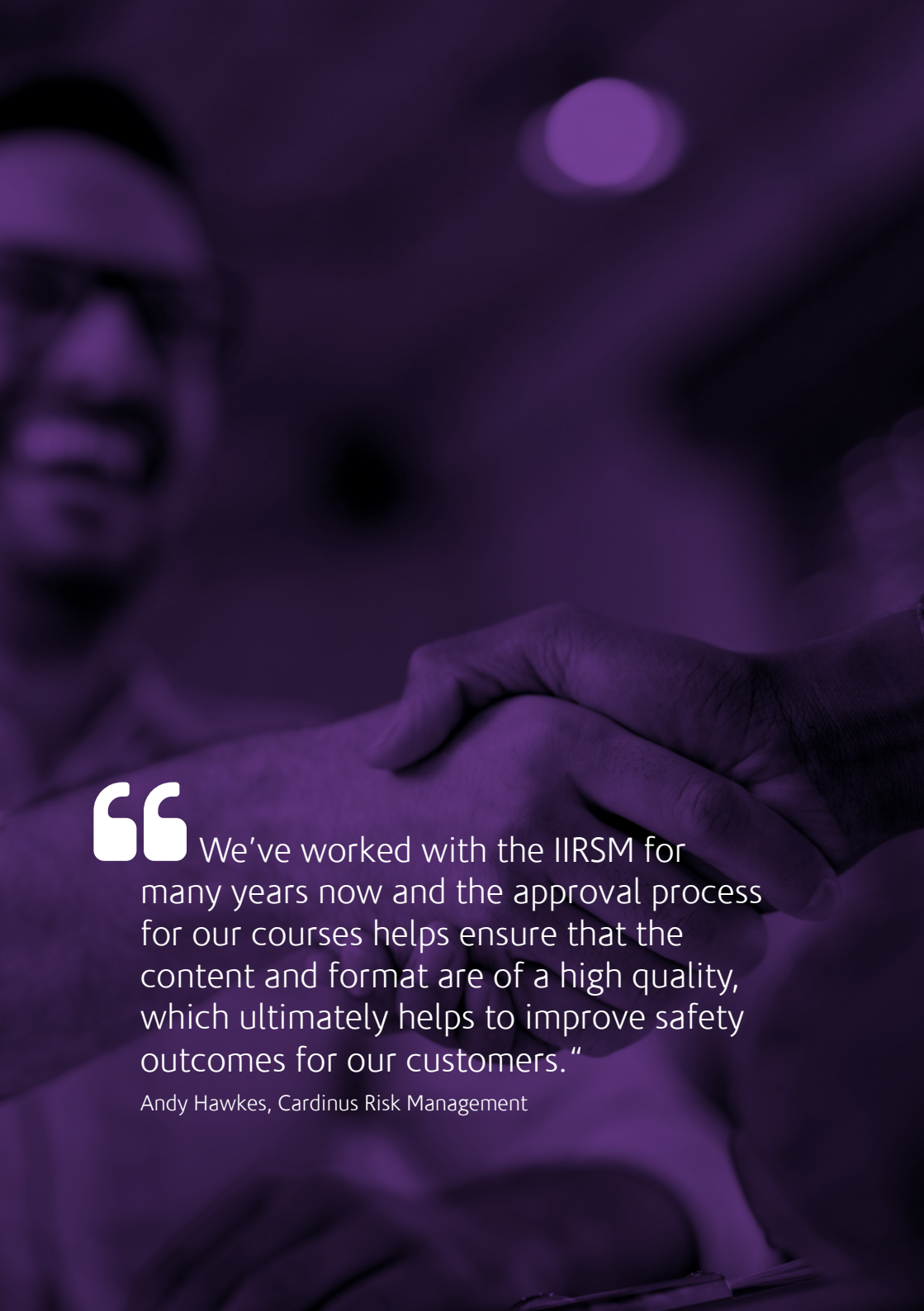
If your entire new course approval application is unsuccessful, and you do not intend re-submitting your courses for approval, you will receive a partial refund of 45% of the fees paid. We will need your refund request in writing within 30 days of the unsuccessful outcome being communicated to you. No refunds are due if you have submitted multiple courses for approval and some of them have been successfully approved but you do not intend to re-submit the unsuccessful courses for re-approval.





Summary of process



A background image showing a close-up of two hands shaking in a firm grip. The image is heavily overlaid with a semi-transparent purple color, creating a monochromatic effect. The lighting is soft, and the focus is on the hands, with the background being blurred.

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We've worked with the IIRSM for many years now and the approval process for our courses helps ensure that the content and format are of a high quality, which ultimately helps to improve safety outcomes for our customers.”

Andy Hawkes, Cardinus Risk Management

Fees

Fees operate on a sliding scale depending on the number of courses being submitted. Additional fees are charged for complex or niche courses, courses requiring translation or when many courses are being submitted for review – but we will notify you of this when you submit your application.

For those paying in the UK VAT is applicable to all fees.

(Please note that payment by instalments is no longer permitted.)

Fees are subject to change.

No. of courses	New to IIRSM Course Approval	Adding to existing portfolio	Renewals
1-5 courses	£1,500	£1,425	£1,350
6-10 courses		£2,750	£2,600
11-15 courses		£3,975	£3,750
16-20 courses			£4,800
20 + courses			By negotiation



More about the IIRSM Risk Management and Leadership Competency Framework

IIRSM's framework supports the belief that risk management should be part of everyone's responsibilities and it is a transferable skill from any sector, geographical location, organisation and job role.

The framework is a useful vehicle to:

- Help embed risk management as a core skill into all job roles and responsibilities
- Provide a consistent approach across an organisation to managing its risks, in all their forms
- Demonstrate how risk management enables innovation, performance and resilience
- Enhance decision making through raising capabilities to identify, communicate and act on risk
- Support HR teams to embed risk management competence into existing and new job roles
- Understand risk management professional development needs
- Integrate risk management into existing organisational policies, procedures and cultures
- Enhance career opportunities, as risk management is a required competence for many decision-making roles.

The framework includes technical risk and business competences and leadership behaviours, as all three are required to be a competent person able to make sound, well-judged decisions to manage risks, in all its forms.

The competences and behaviours within the framework are presented in a generic way so they can be interpreted and applied to different areas of practice, specialism and geographical locations. It is important that the user

understands and applies them within the context in which they work.

The competences and behaviours are set at three levels of attainment linked to career progression and IIRSM membership grades.

- **OPERATIONAL** – Knowledge and understanding, with some application.
- **MANAGERIAL** – Clear application and knowledge.
- **STRATEGIC** – Reasoned advice and depth of complexity.

The required level of competence will depend on an individual's role, seniority, responsibilities, experience and area of practice.

When you apply for course approval you will be asked to identify competency areas where your courses align.

The T&Cs

Data management

We will use the information you supply in your application and in support of your application to assess your course(s), trainers and organisation for IIRSM Course Approval, and to maintain ongoing contact during the approval process and as required thereafter. You can view a copy of our Privacy Policy on our website.

All IIRSM Course Approval assessors are required to complete a non-disclosure agreement as a condition of their role.

All approved courses are listed on IIRSM's Approved Courses webpage.

In addition, we reserve the right to share details of your course approval with third-party organisations wishing to check your credentials.

This includes confirming:

- If your organisation currently has courses approved by IIRSM
- The period your courses are or were approved by IIRSM. The titles of the courses approved by IIRSM
- The names and IIRSM membership status of trainers permitted to deliver the approved courses
- The certificates distributed by your organisation are approved.

We also reserve the right to contact past delegates as part of the approvals process, in-line with data protection.

Liability

These terms set out the full extent of IIRSM's obligations and liabilities in respect of the review and promotion of training courses, trainers, and organisations approved under IIRSM's Course Approval Scheme. There are no conditions, warranties, representations or other terms, express or implied, that are binding on IIRSM except as specifically stated in these terms.

Nothing in the IIRSM Course Approval Scheme terms and conditions set out in this document IIRSM shall exclude or limit any person's liability for fraud, or for death or personal injury caused by its negligence.

IIRSM shall not be liable under, or in connection with the IIRSM Course Approval Scheme, or any collateral contract for loss of:

- Income
- Business profits or contracts; business

interruption

- The use of money or anticipated savings; loss of information
- Opportunity, goodwill or reputation
- Damage to or corruption of data; or any indirect or consequential loss or damage of any kind howsoever arising and whether caused by tort (including negligence), breach of contract or otherwise.

IIRSM shall not be liable for any loss, harm or damage caused to any delegate or delegate's property while attending courses approved under the scheme. As the Course Provider you agree to indemnify and hold harmless IIRSM against all cost or losses suffered or incurred by IIRSM due to claims, demands, suits, proceedings, actions, losses, judgments, damages, costs (including all reasonable legal fees), expenses, fines or penalties or actions against IIRSM arising out of or relating to a third party's alleged harm, loss or damage caused to a delegate's person or property, due to any cause other than the IIRSM's negligence or wilful default (or that of its employees and agents).

The total aggregate liability of us to you for all losses arising out of or in connection with the IIRSM Course Approval Scheme (whether such losses arise in contract, tort, negligence, breach of statutory duty or otherwise) shall not exceed a sum equal to £500.

Please note that IIRSM reserves the right to amend and update the terms and conditions of the scheme, as outlined in this document, as required. You will be notified of any changes to the scheme.

Find out more at
iirsm.org

Contact us on approval@iirsm.org

Suite 107-108
150 Minories
London
EC3N 1LS