

How to get your  
course approved ✓  
by RoSPA



**Find out more** about the benefits  
of getting RoSPA to approve your course.

**RoSPA**  
The Royal Society for the  
Prevention of Accidents

# As one of the UK's main providers of health and safety training course approval, we can...



Approve your existing training courses, whether they are offered to paying delegates or delivered to your own employees



Help you develop a new course and get it approved

Either way, approval by RoSPA will add credibility to your courses.

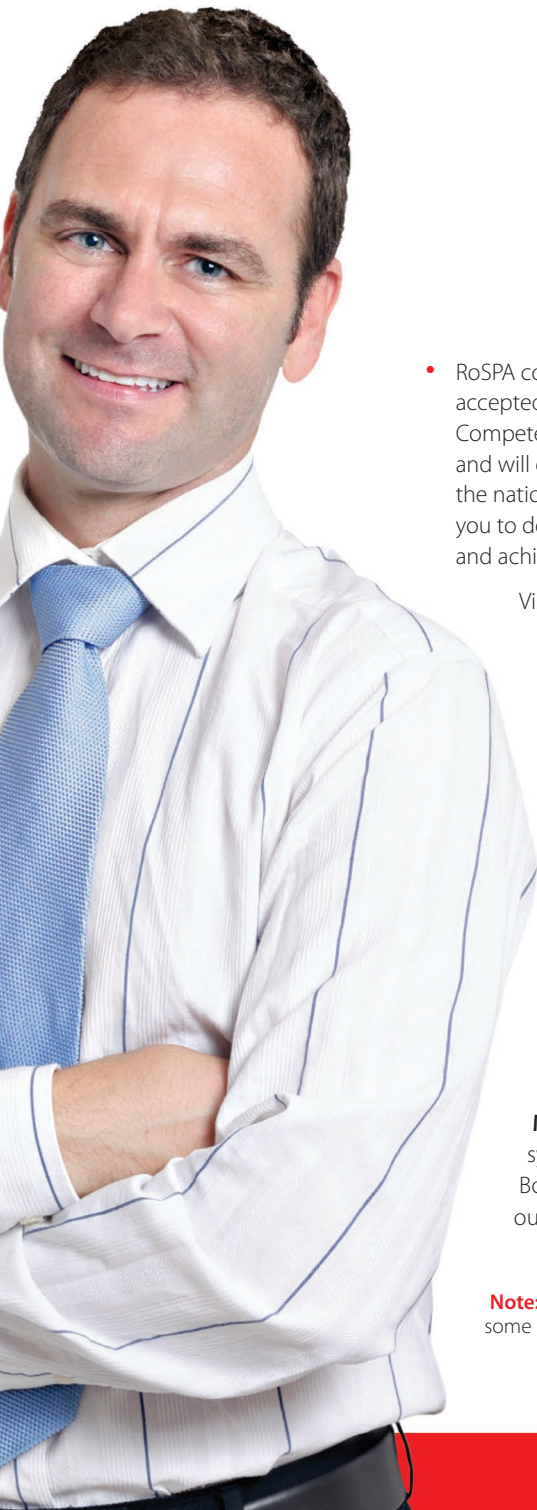
## What are the benefits of approval by RoSPA?

- Once approved, courses can be advertised and delivered under the prestigious 'Approved by RoSPA' banner, a powerful symbol of quality which can favourably influence training course buying decisions.
- A unique version of the instantly recognisable RoSPA red square logo can be used to promote the relevant courses on your website and in your catalogues, sales brochures and attendance certificates, helping increase delegate confidence.
- The thorough review process that precedes approval gives you the peace of mind that your courses have been independently assessed and deemed to embody best practice.

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**RoSPA**  
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- RoSPA course approval is accepted by the National Core Competence Benchmark (NCCB) and will enable your training programme to be listed on the national benchmark for health and safety, allowing you to demonstrate the level and extent of your courses and achieve national recognition.



Visit: [www.nccb.info](http://www.nccb.info)

## How do I get a course approved?

There are two routes to course approval. The most comprehensive, which leads to **'RoSPA Approved Course Delivery'**, combines a desktop review of your course syllabus and related materials in addition to on-site observation of your trainer in action, providing you with the most thorough assessment of all aspects of your course and its delivery. The alternative route, which leads to **'RoSPA Approved Course Material'**, offers a desk top review of your course syllabus and related desktop materials alone. Both routes include an approval report which will outline any areas for improvement.

**Note:** Course Approval is awarded at RoSPA's discretion – some proposals for approval may not be considered.

## Course Delivery Approval

## Course Materials Approval

### Step One

- You will need to send a copy of the syllabus, trainer's notes, assessment/marking schedules, delegate hand-outs, PowerPoint presentations and any other related material for each course
- A RoSPA consultant will review the course content and related materials

### Step Two

- This step is only applicable to the 'RoSPA Approved Course Delivery' option
- Dates of forthcoming courses need to be provided, so an onsite observation can be arranged
- An onsite visit will be made by a RoSPA consultant to observe and assess the course(s) in action for classroom delivery

### Step Three

- A RoSPA consultant will write and submit an approval report to outline any required changes/amendments to the course content.

### Step Four

- You will need to action the recommendations outlined in the approval report
- Re-submit the amended material for RoSPA verification

### Step Five

- RoSPA will issue a certificate granting 'RoSPA Approval' for a period of one year, and issue the 'RoSPA Approved' logo. You are permitted to use the logo to promote your course for a period of 12 months.

#### COURSE DELIVERY

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#### COURSE MATERIALS

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## What will it cost?

The fees charged for our approval services are based on the amount of consultancy work required, including the review of course materials/assessment methodology, onsite observation of the course (Course Delivery option only) and the provision of the course approval report.

### Course Delivery Approval

|                                    |  |
|------------------------------------|--|
| Consultancy day rate:              | <b>£450</b> (members)<br><b>£500</b> (non-members) |
| RoSPA course approval licence fee: | <b>£160</b>  |
| Annual re-approval fee*:           | <b>£100</b>  |

### Course Materials Approval

| Course Materials Approval                              |          | Classroom based  | E-learning |
|--|----------|------------------|------------|
| Standard courses:                                      | Duration | Cost             | Cost       |
| e.g Risk Assessment, Accident Investigation, COSHH etc | 1 day    | £540             | £1,080     |
| e.g. DSE Assessors, Fire Risk Assessment, etc          | 2 days   | £595             | £1,190     |
| e.g. Manual Handling Trainers, etc                     | 4/5 days | £995             | £1,990     |
| New/non-standard courses                               |          | Call for details |            |
| RoSPA course approval licence fee:                     |          | £160             |            |

**Note:** \* Includes unlimited delivery of the course approved.

All prices exclude VAT and may be subject to change.

We reserve the right to carry out an onsite visit to check approved course materials are being used.

## How can RoSPA help to develop a new course?

RoSPA's Course Development Service is available to help design a course syllabus and create course materials to meet a particular training requirement in your organisation. A RoSPA consultant will deliver the initial course to your internal trainers, in order for them to train other employees in-house, and will then approve it on an ongoing basis.

**Note:** logo use is subject to adherence to RoSPA's brand guidelines

## What is the next step?

If you would like to know more, you can either:

- Fill in the short approval questionnaire to find out if RoSPA can approve your course, how long the approval process will take and at what cost: [www.rospace.com/courseapproval](http://www.rospace.com/courseapproval)
- Email our Course Approval Team: [consultancy@rospace.com](mailto:consultancy@rospace.com)
- Call our Course Approval Team: + 44(0)121 248 2233



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