

	<h1 style="margin: 0;">Checklist/Form</h1>				
Ref:CF: 038:00	RE: OSH Training Terms and Conditions				
Issue date:	January 2019	Revised Date:		Review date:	January 2021
Author(s):	National Health & Safety Function (NHSF)				
Note:	<i>These Terms and Conditions have been developed for the provision of OSH training provided through the National Health & Safety Function.</i>				

TRAINING TERMS & CONDITIONS:

By logging a training request via the helpdesk you are confirming that you agree with the terms and conditions as set out below:

1. Training programmes offered by the NHSF are currently available to HSE employees only.
2. It is the responsibility of the Line Manager to ensure that the training programme requested has been identified through a training needs assessment and is appropriate to the needs of the attendee, for more information please refer to [Health and Safety training webpage](#).
3. It is the responsibility of the line manager to read the training specification of the programme being applied for as available on the health and safety website.
4. It is the responsibility of the line manager to provide details of any additional site specific information in order to ensure the training being requested is specific to the work activities of your identified attendees. The site specific risk assessment will assist you in identifying the training needs of employees.
5. All fields on the helpdesk training request must be fully completed. Incomplete training requests will not be processed.
6. When applying for People Moving and Handling Instructor Refresher or Occupational First Aid Refresher training, please **ensure a copy of the current certificate is attached** to the training request for each attendee. Your request will not be processed in the absence of this documentation.
7. It is the responsibility of the line manager to ensure that all training prerequisites, as identified in the training information on the NHSF health and safety website, are met.
8. A Training Course confirmation will be sent to you via the helpdesk. You are required to ensure that each applicant receives a copy of the confirmation email.

9. The time of the course will be specified on the confirmation email. At the discretion of the trainer, participants who arrive late will not be allowed to enter sessions that are already in progress.
10. On successful completion of the training programme Certificate(s) will be issued to the training requester/line manager, for distribution to each attendee.
11. Cancellation requirements: To cancel any training request via the helpdesk, the NHSF must be notified by the Head of Department/Line manager at least 7 working days in advance (note for certain training types provided under contract a longer notification/cancellation period may apply – if in doubt please contact the NHSF for further information).
12. If applying for People Moving and Handling Refresher or Occupational First Aid Refresher training failure to attend refresher training within the required timeframe (i.e. before initial training/certificate lapses) will result in the trainee having to repeat the full training programme.
13. Due to the need to maintain trainer competence Instructors will be required to facilitate a number of training programmes within their work area each year, e.g. Manual Handling Instructor(s) to provide a minimum of 10 no. training programmes per annum.
14. The NHSF reserves the right to request the information on details of each training programme delivered on a quarterly basis.
15. FUNDING: In accordance, with HSE policy on Statutory Occupational Health and Safety Training, it will be necessary for some courses to be funded by the relevant services.