

	Checklist/Form		
Ref: CF: 038:01	RE: Occupational Safety & Health (OSH) Training Terms and Conditions		
Issue date:	October 2023	Review date:	October 2025
Author(s):	The National Health and Safety Function (Training Team)		
Note:	These Terms and Conditions have been developed for the provision of OSH training provided through the National Health & Safety Function (NHSF). Please note additional training terms and conditions may apply to specific training programmes.		

OSH 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 risk assessment(s) 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. Request for refresher training must have attached a copy of the attendee's current certificate. Your request will not be processed in the absence of this documentation. If applying for refresher training failure to attend within the required timeframe (i.e. before initial training/certificate lapses) will result in the trainee having to repeat the full training programme.
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. It is the responsibility of the line manager to ensure the named attendee(s) is/are released to attend all training.

9. A training confirmation will be sent to you via the helpdesk with an individual request number to be used for future correspondence with the NHSF helpdesk. You are required to ensure that each applicant receives a copy of this confirmation.
10. The venue and time will be specified on the confirmation note. At the discretion of the trainer, participants who arrive late may not be allowed to enter sessions that are already in progress.
11. On successful completion of the training programme certificate(s) will be issued to the training requester/line manager, for distribution to each attendee.
12. Cancellation requirements: Apart from exceptional circumstances, to cancel any training, the NHSF must be notified at least 8 working days in advance. Cancellations must be notified via the [NHSF helpdesk](#) anytime or contact 1800 420 420 between 10.30-12.00 and 14.00-15.30 Monday – Friday. You must provide the ***training request number when contacting the helpdesk***, your name, title of the programme and date of training.
13. 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.

Please note funding for Statutory OSH training for Section 38/39 Agencies & Voluntary non-profit organisations does not come under the remit of the National Health and Safety Function and must be funded locally.