

Become an IRM Licensed provider

for the Fundamentals of Risk Management (FoRM) course

- Partner with an industry leader <
- Run our most popular training course <
- Help build excellence in risk management <



Email: training@theirm.org
Phone: +44 (0)20 7709 4117
or visit www.theirm.org/FoRMlicensing



1. Introducing the FoRM course

IRM is the leading body for professional risk management. We help build excellence in enterprise risk management to improve the way organisations perform.

We provide globally-recognised qualifications and training, publish research and guidance and set professional standards. IRM members work in many roles, in all industries and across the public, private and not-for-profit sectors around the world.

The **IRM's Fundamentals of Risk Management (FoRM)** course is our most popular and well known course. Delivered over two days in an interactive and hands-on style, it provides a comprehensive introduction to enterprise risk management based on ISO 31000 and other frameworks. Participants leave the course equipped with new tools and techniques, and the confidence to put them into practice.

Delegates complete a short assessment and, when successful, receive an IRM certificate.

"The course content reinforced my current knowledge and improved my confidence whilst also offering new ideas and approaches – it was a very good introduction and I would definitely take other IRM courses."

Alison Pinkerton, IRM Affiliate Member
Risk MI Manager
Bupa UK

"For me the training was extremely useful and I came away with some great tools and techniques that I can start employing immediately in both existing and future projects."

David Bailey
GRC Project Manager
Hitec Laboratories

2. The Opportunity

The IRM delivers the FoRM course directly to clients in the UK, Ireland, the Gulf States and West Africa on an open and in-company basis. In order to grow uptake in other overseas regions, we seek reputable training organisations to deliver the course under (non-exclusive) licence from IRM.

Becoming a Licensed Provider of the IRM FoRM course has the following benefits:

- A revenue opportunity - enabling Licensed Providers to offer their clients a proven course developed and certified by IRM
- No need to invest in content development as all the course materials will be provided.
- Confidence that course content will be maintained and kept up-to-date by IRM.
- Listing of local FoRM courses on the IRM website.
- 12 hours CPD recognition for delegates.
- A period of free **IRM membership** is offered to all course delegates.
- Registered Trainers are encouraged to attend a FoRM course free-of-charge.
- The ongoing support and quality assurance of IRM.



3. Requirements for Licensed FoRM Providers

Governance

- Licensed Providers must appoint a Responsible Officer with the seniority to take responsibility for ensuring that IRM's Requirements and Terms and Conditions are met.
- The Responsible Officer will either be the main point of contact for communication with IRM or must nominate a colleague with the capacity to take on this role.

Promotion and Pricing

- Licensed Providers are responsible for the local promotion of their FoRM courses.
- Licensed Providers may use the IRM's licensed provider logo (in line with the IRM Brand Policy provided) on FoRM course promotional material, including for web based communications. The logo may only be used alongside the FoRM course and may not be used to infer broader endorsement of your organisation or other courses. In describing our relationship the term 'A training provider approved to deliver the IRM Fundamentals of Risk Management (FoRM) course' may be used.
- A Licensed Provider is free to decide on its own pricing policy for delivery of the FoRM course. IRM's pricing for its directly delivered courses is shown on our website.

Course Delivery

- The course must be delivered in English using the course materials provided in the Trainer's Resource Pack supplied by IRM.
- The course materials may not be tailored or altered in any way without permission of IRM.
- Please take care of the FoRM Trainer's Resource Pack and the materials therein as IRM is unable to replace them without further charges. The PDF versions provided may be used to print more materials locally.
- The maximum number of delegates recommended per course is 20.
- Licensed Providers should provide one or more course venues with the resources and capacity to create a professional environment which supports delegates' learning.

Registered Trainers

- Trainers must be qualified to at least the level of the **IRM International Certificate in Enterprise Risk Management** or equivalent, and be a member of the IRM.
- Trainers must have at least 2 years' training experience and be able to provide IRM with details of referees who will testify to the quality of the Trainer's risk training capability.
- IRM recommends that, once an organisation's application to be a Licensed FoRM Provider is successful, the Registered Trainer(s) attend a FoRM course to experience first-hand IRM's approach to delivery. Attendance will be provided free-of-charge by IRM. Travel expenses are the responsibility of the Registered Trainer/Licensed FoRM Provider.

Registered Trainers (continued)

- Registered Trainers must undertake Continuing Professional Development (CPD) relevant to risk management and submit their CPD record to IRM as part of the annual review.
- Registered Trainers may not deliver the FoRM course independently, only as part of the Licensed Provider's provision. They must not hold themselves out as authorised to provide any of IRM's other courses.

End of course assessments

- The end-of-course assessment papers, provided by IRM, should be completed individually by the delegates in the training room with the Registered Trainer invigilating.
- A maximum of 20 minutes should be allowed for the assessment to be completed. More may be agreed with IRM where English is not the first language.

Post Course

- All delegates must be invited to complete a course evaluation form (IRM may provide an electronic link). Feedback may be used for promotional purposes.
- Assessment papers should be sent to IRM together with a Certificate Request Form, payment details and the delegates' Course Evaluation Forms.
- Certificates will be provided in printed, hard-copy format.
- Certificates will be dispatched to the Responsible Officer by IRM within ten days of receipt of payment.

Review Criteria

IRM will review the Licensed FoRM Provider on an annual basis and against the following criteria:

- Feedback scores on the delegate evaluation forms are satisfactory.
- Registered Trainers have met the CPD requirements of 30 hours per year.
- Any complaints have been addressed and resolved, where possible. IRM has been notified of any written complaints and the action taken.
- IRM's terms and conditions and policies are being adhered to.
- The Licensed Provider is achieving market penetration, usually demonstrated by delivering at least 3 courses per year with a minimum total of 40 delegates.

4. Fees and Investment Required

Initial Fees (one-off)	
Approval as a Licensed FoRM Provider <i>(Includes the approval of up to two trainers)</i>	£1,750
Additional Trainers	£500
Trainer’s Resource Pack <i>(One per Licensed Provider)</i>	£1,950
Ongoing Fees	
Certificates	£25 each
Annual Renewal of License	£1,000

5. How to apply

Organisations wishing to become Licensed FoRM Providers should read the IRM terms and conditions and then complete the application form.

The completed form should be sent to training@theirm.org. Any queries can also be sent to this email address, or call us on **+44 (0) 20 7709 4114**.

6. Application Process

