Institute of Explosives Engineers

VOICE OF THE EXPLOSIVES INDUSTRIES

FORM B
COURSE REGISTRATION FORM

Instructions for use:

This form serves as the cover sheet to register a course with the Institute of Explosives Engineers (IExpE). It ensures all required evidence is attached and provides an overview of the course for internal use.

Please fill out all sections clearly and attach supporting documentation, including the full course materials.

The purpose of sending the materials in Section 8 (Attachment Checklist) is for due diligence to ensure that the course meets the TQS training design and delivery specifications.

<p style="color:red; text-align:center">NO ENDORSEMENT OF THE COURSE CONTENT IS GIVEN OR IMPLIED</p>

SECTION 1: COURSE IDENTIFICATION

COURSE REFERENCE	
Course title:	
Course reference code:	
Course Version number:	
Date created/updated	
Industry Sector:	

SECTION 2: COURSE SUBJECT AND PURPOSE

COURSE OVERVIEW	
Brief Description of the Course Purpose: Learning Objectives:	
Course timetable:	
Practical Activities (If any):	

Are live explosives used?	

SECTION 3: TARGET AUDIENCE

TARGET AUDIENCE	
Intended Participants:	
Recommended Experience/Qualifications:	
Minimum and Maximum Participants Per Course:	

SECTION 4: COURSE DELIVERY DETAILS

COURSE DELIVERY DETAILS	
Delivery Format: (e.g., classroom, online, practical)	
Duration:	
Location(s):	
Languages Available:	

SECTION 5: ASSESSMENT AND CERTIFICATION

ASSESSMENT AND CERTIFICATION	
Assessment Methods:	☐ Written Exam ☐ Practical
Demonstration	☐ Project/Assignment ☐ Other (Specify):
Pass Criteria:	

Certification Type:	☐ Certificate of Attendance ☐ Certificate of Completion ☐ Accredited Certification

SECTION 6: LOGISTICS AND COSTS

LOGISTICS AND COSTS	
Course Cost:	
Accommodation Details (If provided):	
Catering Options:	
Special Logistics (e.g., transport arrangements):	

SECTION 7: ADDITIONAL INFORMATION

ADDITIONAL INFORMATION

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SECTION 8: ATTACHMENTS CHECKLIST

COURSE DOCUMENTATION IN ACCORDANCE WITH THE TRAINING QUALITY SPECIFICATION

[TQS Section 7 – Training Specifications Refer]

Please tick to ensure that you have attached the following documentation:

Course Prospectus (7.3 refers). Please confirm that the following detail is included:

7.1.1   Training Needs Analysis (TNA). Documentation identifying and analysing training requirements, outlining gaps between current and required competencies, and defining training objectives.

7.1.2   Regulatory Compliance Requirement Statement. A formal statement detailing compliance with applicable laws, industry standards, and guidance.

7.1.3   Training Performance Standard (TPS). Details the specific competencies achieved upon course completion.

7.1.4   Operational Performance Standard (OPS). Defines competencies required for applying skills in the workplace.

7.1.5   Continuation Training. Processes for follow-up at 3, 6, and 9 months to monitor skill retention and address skill fade.

7.1.6   Currency. The frequency with which skills should be practised to maintain competency.

7.1.7   Validity. The duration for which the course remains valid without formal update training to maintain competency.

7.1.8   Target Audience. The specific group of learners for whom the training is designed, detailing:

7.1.8.1   **Sector**

7.1.8.2   **Skill level** (e.g., Basic, Intermediate, Advanced).

7.1.8.3   **Language proficiency**

7.1.8.4   **Prior knowledge requirements.**

7.1.9   **Logistics**. The logistics for the course including:

7.1.9.1   **Course Duration**

7.1.9.2   **Course Location**

7.1.9.3   **Course Cost**

7.1.9.4   **Course Accommodation**

7.1.9.5   **Course Timetable**

7.1.10 Training Content. Detailed topics, themes, and subject matter to be covered during the course, aligning with the defined learning objectives and required competencies.

7.1.11 Instructional Strategies. Methods and approaches used to deliver training, such as lectures, practical exercises, or group discussions.

7.1.12 Resources and Media. Tools, materials, and delivery platforms utilised to support the training, including physical or digital resources, handouts, or e-learning platforms.

7.1.13 Duration and Structure. Length and organisation of the training programme, including allocation of time to modules, sessions, or activities.

7.1.14 Assessment Strategy. The plan for evaluating learner achievement of the course objectives, including methods of assessment and success criteria.

7.1.15 Validation and Evaluation. Process of reviewing and confirming the course meets objectives, delivers value, and identifies improvement opportunities.

7.1.16 Currency Interval. Recommended frequency for reviewing and updating course content to reflect changes in best practices or standards.

7.1.17 Validity Interval. Period during which the course remains effective and relevant without requiring significant updates.

SECTION 9: DECLARATION

I declare that the information provided is accurate and complete to the best of my knowledge.	
Signature:	
Name:	
Position:	
Date:	

Reviewer Name	
Date Reviewed	
Approval Status	☐ Approved
	☐ Approved with conditions (Specify Conditions):
	☐ Not Approved (Specify Reasons):