



ITC First Aid Ltd

P3 Fees Policy

March 2010

ITC First Aid Ltd

Registered in England
Company Number 5750596

Postal Address

ITC First Aid Ltd
The Fish Quay
Victoria Dock
Hartlepool
TS24 0JH

Telephone 0845 370 7610 (local rate from anywhere in UK)
Fax 0845 370 7620

Ask for

ITC Awards Manager for all queries regarding ITC operations.

E-mail mail@itcfirstaid.org.uk
Website www.itcfirstaid.org.uk

Website Access

For all policy statements and downloadable documents

ITC Fees Policy

Individual Provider Induction Course Fee - £490 + vat

This fee covers a 4-day course that inducts the new ITC Provider to the training methods, ethos, administrative systems and quality systems of the organisation. The candidate will be given a logbook, certificate of provider status, teaching resource CD and an Action Plan in order to complete the process to become an ITC Provider. The Action Plan will depend upon the individual needs of the new Provider. New Centres will require an individual to be an ITC Provider to implement the initial Centre systems.

Centre Re-approval or EV announced EV visit Fee - £300 + vat

This fee covers administration, document production and an approval visit by an External Verifier. Centres and Provider groups are verified according to risk, high-risk groups will benefit from regular visits until they become low risk

Full Candidate Pack Fee - £15.00

This contains manual, registration documents, folder and certificate (if they pass) for Centre candidates

Registration Candidate Pack Fee - £12.50

This consists of manual and certificate (if they pass) for each candidate

Candidate Course Manual Fee - £8

A tailored course manual containing course notes for each student.

Replacement Certificate Fee - £7.50 + vat

Free if need caused by ITC error. All replacements will have the word duplicate placed upon the certificate.

Appeal Fee - £75 + vat

Refundable if appeal upheld.

Additional Visit Fee - £300 + vat

This fee is for an experienced External Verifier who will be available for the whole day.

Non-Compliance Letter - £25 + vat

This fee is for Centres and Providers who fail to comply with administrative procedures despite a telephone call or e-mail from ITC Office.

For all ITC Providers And Centres

Office Hour Telephone & E-mail Support

Regular Newsletter

Unannounced visits

Technical Update Sheets as required

Website Downloadable Resources

Regular Personal Development Days

Regular Internal Assessor Development Days

Regular Internal Verification Development Days

Regular External Verification Development days



Free