

Provider Approval Overview

1. Introduction

Providers are individuals who have successfully been 100% verified delivering (training, assessing and administering) an ITC course and who fulfil all the criteria (PR3) to become an ITC Provider. Providers follow a comprehensive rigorous training and approval programme (S1) before being accredited to deliver their first course as an ITC Provider.

2. Provider Approval Plan

Two stages (1) gaining initial approval (2) maintaining approval to deliver ITC courses.

2.1 Gaining Approval

Before delivering their first course the ITC Provider follows a rigorous induction process.

- a) Initial Application (PR2) alongside telephone or email advice from ITC Office, followed by:
 - I. Either ITC 2 day Provider Induction course; if wish to deliver EFAW.
 - II. Or complete a letter of application (LA1), then be assigned a mentor for Individual Action Plan; if wish to initially deliver environment specific first aid training.
- b) Provide evidence of required qualifications (PR3) and/or experience.
- c) 3 month preparation/action plan phase with mentor support, including some or all of the following action plan targets:
 - I. Attend a course as a candidate.
 - II. Observe courses to fine tune preparation.
 - III. Use ITC training resources for preparation and rehearsal of training and assessment.
 - IV. Develop your own training programme from ITC resources (often called a Scheme of Work)
 - V. Assist on courses (administration, registration, produce assessment evidence, training delivery, complete end of administration package for forwarding to ITC).
 - VI. Organise (candidates and venue) and deliver (train, assess with correct administration) a course.
 - VII. Be seen delivering an entire course by your mentor or experienced approved ITC Provider (this will be recorded digitally along with and feedback and mentor decision to provide evidence in case of appeal if disagree with mentor decision).
 - VIII. These phases crystallise the accreditation process that could take potentially 2 weeks or 2 years to achieve. (However we ask for a 3-month commitment to logbook, preparation, consolidation, organise a group to demonstrate training and assessment competency).
- d) Staged Induction and development for each additional ITC qualification that Providers wish to deliver by following procedures outlined in ITC document PP1.
- e) Approval to deliver the ITC course, when all criteria have been reached and undertaking (PR12) signed.
- f) External Verifier or mentor to inform ITC Office of Provider status and forward all evidence.
- g) ITC Office to update web access when all criteria have been met.

2.2 Maintaining Group and Individual Approval

Providers will then develop their business identity (S1) either remain independent or develop their own Provider organisation or join an organisation (e.g. regional cluster) with the resources to provide an internal verification and standardisation function.

- a) An approved ITC Independent Provider follows a verification programme developed by ITC since they will be unlikely to have the resources to provide an internal verification and standardisation function their options are:
 - I. An approved ITC Independent Provider joins a regional cluster to assist in internal verification of standardisation.

- II. An approved Independent Provider who is part of a large organisation may then develop their in-house staff and internal verification and standardisation programme. To become a Corporate Provider.
 - III. An approved Independent Provider who is part of an educational establishment may then develop their in-house staff and internal verification and standardisation programme to become a Centre.
- b) All individual tutors then are required to:
- I. Attend a minimum of one ITC Internal Assessor training/standardisation events annually or cluster standardisation meeting or Corporate/Centre in-house standardisation.
 - II. Deliver or be associated with (i.e. physically present during the delivery and assessment) a minimum of 3 courses per year. These must be logged for scrutiny by ITC.
 - III. Provide all requested course documentation for scrutiny.
 - IV. Agree to provide access to ITC representatives or the official regulators at any time on any course with or without notice.
 - V. Work alongside another ITC Provider upon at least one occasion annually and be 100% verified and appraised using document PR6.
 - VI. Maintain current FAW certificate
 - VII. Minimum of 6 hours cpr recorded annually.
- c) Independent Providers and Provider Groups (Cluster, Centre or Corporate) are Externally Verified according to risk. The risk is to the candidates and the integrity of the qualification. EV visits become less frequent as a history of good practice is verified.

3. Internal Assessment, Verification and Standardisation Plan

The Provider Group or Centre develops:

- a) An Internal Assessment & Verification Plan including a strategy that meets the needs of the group.
- b) An internal appraisal mechanism to meet HSE requirements for FAW and HSE requirement for Awarding Bodies for EFAW.

These plans can be based upon documents produced centrally by ITC for clusters or generated independently by the Provider Group.

3.1 ITC will require a copy of each Provider, Provider Group or Centre Internal Verification and Standardisation Plan. Essentially the plans will detail a programme of standardisation events, verification of the candidate assessment decisions made by Provider, Appraisal of Provider deliver of ITC programme and how evidence of this activity is archived.

It will show how a Provider performed a reliable and valid assessment for each candidate on every course and provide evidence of:

- How each candidate has been assessed.
- What each candidate was assessed on.
- The outcome of the candidate assessments.
- How assessment decisions are standardised and verified.
- How the training programme delivery is appraised (to meet HSE requirements).

4. Approval Decisions Appeal

The Centre or Provider can appeal against any approval decisions made by ITC or representatives of ITC. Contact the ITC Office for early dialogue or download document (P5) for ITC Appeals Policy.