



ITC First Aid Ltd

**PR2 [2]
Provider Initial Enquiry to deliver EFAW**

June 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 (local rate from anywhere in UK)

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,

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Tel 0845 370 7610

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Email mail@itcfirstaid.org.uk

17 June 2010

Dear

Thank you for enquiring about booking a place on the ITC First Aid Trainers & Assessors Induction Course.

This Induction event is delivered by experienced ITC Providers across the country, please visit

- www.itcfirstaid.org.uk
- www.firstaidinstructor.co.uk

for the latest programme.

ITC has a regular programme of these open courses throughout the year. Attending one of these events is the quickest way for an individual to deliver ITC EFAW qualifications. A group booking for those belonging to an organisation can be arranged at any time to suit the group.

This application is to quickly allow candidates to become Provides of ITC HSE qualifications (Emergency First Aid at Work & First Aid at Work). If you initially approach ITC with the intention of delivering environment specific first aid qualifications such as Outdoor First Aid or Paediatric First Aid then please contact the ITC Office for a chat to determine suitability and they will **forward** document LA1 from the ITC website.

This Induction event is a key element in the quality assurance procedures of ITC. We have to demonstrate to OfQual, SQA and HSE the competency of ITC Trainers, Assessors and organisational processes.

The Induction event will take place at the venue on the website (or bottom of this document). Course fees will be invoiced for by the ITC approved Provider delivering the event.

The Induction event aims are for candidates:

- a) To quickly become familiar with the EFAW qualification, ITC teaching resources and methods, including:
 - I. To gain knowledge and understanding of relevant legislation.
 - II. To become familiar with the ethos, training and assessment methods, administration systems, resources, preparation required to deliver Emergency

First Aid at Work training courses.

- III. To establish and promote positive learning environments with an emphasis on safety and good practice.
 - IV. To receive feedback and analysis of strengths and areas to develop.
 - V. To receive business development advice such as business insurance, website development and straightforward advice on setting up a small business delivering ITC qualifications.
- b) To have the next steps (action plan with mentor support) in their future development as ITC First Aid Providers outlined before they leave.

To achieve the course aims the course will employ a range of appropriate training and assessment techniques particularly relevant to those hoping to deliver (train and assess) experiential, interactive, purposeful First Aid training courses.

This course provides individuals with the tools to deliver effective courses. However it is the start rather than the finish of the process of becoming an ITC Provider. Upon successful completion the new trainer will have to demonstrate that they can apply the principles of the Trainers Induction event by delivering effective training and assessment.

We ask new Providers to ensure that they have the time available after the induction course required to organize and deliver an Emergency First Aid course. In practice most new trainer/assessors observe a course or two or three, then spend time preparing all aspects of delivery and assessment by developing a Scheme of Work personal teaching programme and then organizing (venue and candidates) a 1-day EFAW course. This can take many hours of effort and needs to be thought about before attending the induction event.

We ask new Provider to be a position to deliver their first qualification within 3 months of attending the Induction event (we have been delivering this type of event for over 10 years and new Providers who tend to leave their approval for longer than 3 months tend to be the people who do not complete the induction process).

The course will be intensive, social and it is the necessary first step to becoming a First Aid Trainer/Assessor accredited by ITC (HSE approved organization, OfQual and SQA accredited Awarding Organisation).

Throughout the course you will be expected to prepare some theory and practical sessions and receive feedback, so please bring any First Aid reference material that you feel might be useful to yourself. If you possess a laptop computer it would be useful although not essential.

We would always advise you to attend an ITC EFAW course as a candidate before attending the induction event in order to confirm suitability for your business.

First Aid competency (skill and knowledge) to current First Aid at Work standards would be desirable although not essential. It is essential that you achieve a 3-day full First Aid at Work qualification before being completely 'signed off' as a new ITC Provider. Clearly participants

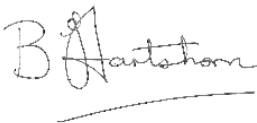
would be expected to have an interest in and commitment to First Aid training.

At the end of the course candidates will leave with resources and training to potentially deliver an ITC EFAW course and a personal action plan to eventually deliver this course to their own client group.

There is a staged development process for those wishing to deliver further ITC qualifications (see ITC document PP1).

A Training Providers certificate will be posted to you shortly after course completion when all course administration and fees have been dealt with.

Yours sincerely

A handwritten signature in black ink that reads "Bernie Hartshorn". The signature is written in a cursive style with a horizontal line underneath.

Bernie Hartshorn
(ITC Awards Manager)

Enquiry Form

Select the course you are interested in and contact the approved Provider

Or

Book online at the ITC website Providers induction page:

<http://www.itcfirstaid.org.uk/courses-calendar.asp?coursetypeID=34>

Or

Print and post to ITC and we will contact the approved Provider.

| ✓ / ✗ | Date | Area | Cost | E-mail of ITC Provider |
|-------|------|------|------|------------------------|
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NAME _____

ADDRESS _____

_____ POSTCODE _____

TEL _____ MOBILE _____

EMAIL _____