

## Provider Status Criteria

### 1 Introduction

1.1 This document outlines the processes to become an ITC Provider of accredited, non-accredited and HSE approved first aid qualifications. Recognising that individuals and businesses new to ITC have a variety of needs and bring previous experience with them we are continually developing an easy to understand, straightforward yet robust approval system for those wishing to deliver ITC qualifications.

This document summarises the Provider Induction Criteria by providing a checklist for the Induction event (Section 6).

1.2 The first aid sector has many qualifications, workplaces, and environments requiring first aid training. New ITC Providers and Centres have differing requirements. We strongly recommend that you contact ITC and talk to us regarding your requirements before embarking upon any programme. We have 2 initial options for most Providers to follow:

- a) Many wish to deliver only the HSE EFAW or FAW qualification. For this route see section 2 of this document.
- b) You have experience of a specific sector and wish to deliver environment specific qualification such as Outdoor First Aid, Paediatric First Aid, Motorcyclist First Aid. For this route see section 4 of this document.

### 2 EFAW Provider status

2.1 The path to ITC EFAW Provider status and maintaining it is a straightforward process.

2.2 Initial ITC EFAW Provider approval.

- a) Meet pre-requisites to become ITC Provider (Appendix 1).
- b) Attend 2-day Induction event to ITC methods, resources. (part of this event is to complete the EFAW qualification as a candidate).
- c) Use ITC resources and professional development opportunities to prepare first EFAW training course. (Appendix 1).
- d) Organise all aspects of an EFAW qualification course with mentor guidance, within 3 months of 2-day Induction event.
- e) Mentor observation of entire delivery i.e. 100% verification. Digital record of entire delivery
- f) Approval to deliver EFAW or referral by mentor.
- g) Confirmation of mentor decision by ITC.

2.3 The Induction Course

This course has a relatively small group size (less than 8 candidates per tutor) and is delivered by ITC Providers who are very experienced with the ITC quality assurance system and First Aid Training standards across the UK. The stated aims of the Induction Course:

- a) To gain knowledge and understanding of relevant legislation.
- b) To become familiar with the ethos, training methods, assessment methods, administration systems, resources, preparation required in order to deliver Emergency First Aid at Work training courses.
- c) To establish and promote positive learning environments with an emphasis on safety and good practice.
- d) To have the next steps in their future development as First Aid Trainers/Assessors outlined – a personal Action Plan - before they leave.
- e) Complete the checklist on this document.

## 2.4 Provider Induction Rationale

As well as introduce the methods of ITC to the prospective provider, and vice versa, this course is designed to introduce the candidate to all of the issues, responsibilities and concerns of being a First Aid Trainer for a modern organisation.

They will receive an indication of the status of their technical knowledge as well as opportunity to show their training and group management skills in many training scenario situations.

A culture of feedback is engendered and candidates will be given many opportunities to produce, receive and analyse this feedback.

By the end of the Induction course candidates will have identified any areas that they need to develop in order to become approved Providers.

You will receive active mentor support from the ITC Induction event course tutors, the ITC Office and website access.

## 2.5 To deliver FAW

The HSE require any who seek approval to deliver FAW to be associated with a minimum of 6 FAW courses per year. The approval process is outlined in ITC document PP1. We advise you to contact the ITC Office for a chat to confirm that you meet the business case requirements for the delivery of HSE FAW.

## 3 Maintain EFAW Provider status:

### 3.1 To continue delivering the ITC EFAW qualification

- a) Maintain a current full FAW certificate.
- b) Stay active i.e. be associated with a minimum of 3 courses per year
- c) Follow written internal verification plan, including:
  - I. Attend a minimum of one annual standardisation event every year.
  - II. Be appraised and verified annually for continuing compliance. (ITC document PR6 or Centre equivalent).
  - III. Follow any action plan produced as a result of internal or external verification processes.
- d) Maintain a record log of a minimum of 6 hours continuing professional development per year.

## 4 Provider approval ITC environment specific qualifications

These ITC qualifications can require specialist experience to deliver. We strongly suggest that those new to first aid training become acquainted with ITC method and standards by completing the EFAW Provider pathway outlined in paragraph 2 of this document. Then follow the procedures outlined in paragraph 5 of this document.

Environment specific first aid qualification that use the procedures outlined in this document are:

- a) ITC Outdoor First Aid
- b) ITC Paediatric First Aid
- c) ITC First Aid for Sport
- d) ITC Motorcyclist First Aid
- e) ITC Advanced First Aid

4.1 After you are accredited to deliver any of the courses above (section 4) or EFAW (section 2) please contact ITC directly if you wish to deliver other ITC training courses such as 3-day FAW or Appointed Person or contextualised courses such as First Aid for Carers.

4.2 If you wish to become accredited to deliver an environmental specific qualification from the outset because of your market or business circumstances then follow the 'Initial ITC Provider approval to deliver environment specific first aid qualifications pathway;' See 4.3.

4.3 These qualifications require a high level of environment specific knowledge as well as a current working knowledge of ITC systems and procedures to deliver. We are regularly approached by individuals with different backgrounds and aspirations for approval to deliver ITC qualifications. To protect the interests of candidates and the integrity of the qualifications and recognising that one cap does not fit all – people have prior learning, we provide a personalised induction process that is characterised by a mentor : student relationship.

If you wish to deliver one of these qualification the first step is to contact ITC for early dialogue. If you determine the process is suitable for your needs then the process is summarized as:

- a) Complete a letter of application to deliver this qualification (LA1). If you do or do not meet the requirements to deliver the ITC qualification you will be informed.
- b) Be assigned to an ITC mentor when suitable mentor becomes available, who will provide opportunity for personal interview.
- c) Pay the Induction fee.
- d) Attend a qualification course as a candidate (course fee is part of Induction fee).
- e) Receive a personal action plan from mentor and work closely with them until can verifiably demonstrate training, assessing and using correct administration for an entire course. Digital evidence of reaching standards will be collected.
- f) Once you can demonstrate the delivery (training, assessment and correct use of administration) of the entire qualification, the evidence of your achievement will be forwarded to ITC by your mentor.
- g) Upon receipt ITC will confirm all criteria are met and will activate status.
- h) Status is maintained by meeting the criteria in section 3 of this document.\*

## 5 Other qualifications

Follow PP1 to ultimately to deliver the range of accredited an non-accredited training courses from the portfolio of ITC accredited courses, including Outdoor First Aid, First Aid at Work, Expedition First Aid etc.

\* Note; since ITC assessment procedures and administration are consistent between ITC qualifications once competency to deliver any or many environmental first aid qualification is demonstrated the status for all qualifications is maintained by PR6 being completed for any one of them. Thus if an individual is accredited to deliver 5 ITC first aid qualifications they only have to have one PR6 document completed per year.

## 6. EFAW Provider Induction Criteria Checklist

*3 scanned copies of this page to be circulated to ITC Office, Assistant Trainer and Mentor after induction event*

Name of Trainer \_\_\_\_\_ Venue \_\_\_\_\_

Trainer Number \_\_\_\_\_ Induction Event Date \_\_\_\_\_

Induction event Criteria	Example of Evidence	Tick if done	Action if not complete
Full contact details on completed registration document TR-1	TR1 forwarded to ITC		
Attended full ITC Induction	Register to ITC		
Provider Induction evaluation EVF1	EVF1 forwarded to ITC		
Action plan: Agreed with ITC Mentor and Assistant Provider.	Completed Action Plan with time deadlines for Assistant Provider		

Individual Criteria	Example of Evidence	Tick if done	Action if not complete
Current FAW certificate	Digital copy to ITC		
PTLLS or equivalent certificate	Digital copy to ITC		
Current CV	Digital copy to ITC		
Previous First aid training experience log	Digital copy to ITC		
PR 12 must be signed before accreditation	Forwarded by Assistant Provider to ITC		

To be signed by new ITC Assistant Provider after the Provider Induction event

Signature \_\_\_\_\_

Date \_\_\_\_\_

To be signed by ITC Provider Induction event Facilitator after the Provider Induction event

Signature \_\_\_\_\_

Date \_\_\_\_\_

ITC documents relating to Centre/Provider approval criteria cannot be changed without written approval from SQA C2, PR3, G2

## Appendix 1

### Pre-requisites and pathway to become an ITC EFAW Provider

- a) Early dialogue with ITC.
- b) Hold a current First Aid at work certificate by any HSE approved Providers and provide a digital copy for ITC.
- c) Hold an adult education qualification with a minimum equivalence to the L3 PTLLS (preparing to teach in the life long learning sector). Or provide evidence of enrolment within 3 months of induction course. Provide a digital copy of certificate for ITC.
- d) Provide a digital copy of your up to date current CV.
- e) Complete the ITC 2-day induction event and receive ITC resources:
  - I. Mentor contact details for advice, support and guidance.
  - II. All EFAW course administration, delivery and training support resources. Documents, training DVD, PowerPoint, ITC website user access.
  - III. Programme of EFAW course delivered by mentor and other approved Providers for you to observe at times to suit you.
- f) Prepare to verifiably deliver (train, assess and use correct documents) all aspects of an EFAW qualification event to your group **within 3 months** of the induction event. Include in preparation:
  - I. Scheme of Work
  - II. Rehearsal of practical protocols
  - III. Practice both training and assessing in real time
  - IV. All venue issues and candidate joining details
- g) Receive feedback from your mentor who will either decide upon approval or referral.
- h) If you are referred then a further fee (£300) will be required by the mentor for the next Trainer Accreditation date.
- i) The entire event will be digitally recorded. You may appeal the decision.
- j) Sign Provider undertaking document. PR12 from website 'support resources'.
- k) Sign a declaration undertaking to declare to ITC if approval has been refused, suspended or withdrawn by any other SQA/OfQual Awarding Body/Organisation or HSE approved organisation.
- l) Upon successful completion of EFAW approval process your details will be entered into ITC websystem and accreditation to deliver EFAW activated.

### ITC EFAW Action plan considerations prior to induction event

Specific	To organise (venue/candidates) & deliver (train, assess and administrate) an EFAW course for own clients. Do you understand the commitment?
Measurable	Will meet ITC standards for being able to verifiably train and assess more than 4 candidates according to HSE programme (W1) and ITC Assessment Plan (A1.1 & A4.1).
Achievable	Do you have (or can get) the skills, qualifications and resources for the job?
Realistic	Have you the time to devote to this (8 days i.e. observe a couple of courses, develop personalised programme resources from those provided by ITC, rehearsal of delivery & assessment). You may be able to achieve all required but not have the lifestyle or employer support. Human resources, time, money, opportunity. Is this a priority in your life? If not; do not begin!
Time-limited	3 months from date of Induction event. Unless otherwise agreed with Induction Provider or unforeseen circumstance such as sudden incapacitation e.g. car accident. "busy at work" may be a reason but will not be taken into account if wish to extend deadline.

## Appendix 2

### Pre-requisites and pathway to become an ITC Provider of Environment Specific Qualifications

- a) Early dialogue with ITC.
- b) Hold a current First Aid at work certificate by any HSE approved Providers and provide a digital copy for ITC.
- c) Hold an adult education qualification with a minimum equivalence to the L3 PTLLS (preparing to teach in the life long learning sector). Or provide evidence of enrolment within 3 months of induction course. Provide a digital copy of certificate for ITC.
- d) Provide a digital copy of your up to date current CV.
- e) Complete a letter of application to deliver this qualification (LA1)
- f) Meet the requirements to deliver the ITC environment specific qualification.
- g) Be assigned to an ITC mentor when suitable mentor becomes available, who will provide opportunity for personal interview.
- h) Pay the Induction fee and receive all course administration, delivery, assessment support resources and website user access.
- i) Attend a qualification course as a candidate (course fee is part of Induction fee).
- j) Receive a personal action plan from mentor and work closely with them until can verifiably demonstrate training, assessing and using correct administration for an entire course. Digital evidence of reaching standards will be collected.
- k) If you organise courses to work alongside that mentor then the mentor will require to be paid a negotiated daily rate (agreed during initial meeting).
- l) Once you can demonstrate the delivery (training, assessment and correct use of administration) of the entire qualification, the evidence of your achievement will be forwarded to ITC by your mentor.
- m) Sign Provider undertaking document. PR12 from website 'support resources'.
- n) Sign a declaration undertaking to declare to ITC if approval has been refused, suspended or withdrawn by any other SQA/OfQual Awarding Body/Organisation or HSE approved organisation.
- o) Upon successful completion of approval process your details will be entered into ITC websystem and accreditation to deliver environmental specific first aid activated.

### ITC Environment specific action plan considerations prior to agreeing mentor programme

Specific	To organise (venue/candidates) & deliver (train, assess and administrate) a course for own clients by working alongside mentor. Do you understand the commitment?
Measurable	Will meet ITC standards for being able to verifiably train and assess more than 4 candidates according to ITC programme and ITC Assessment Plan (A1 & A4 docs).
Achievable	Do you have (or can get) the skills, qualifications and resources for the job?
Realistic	Have you the time to devote to this (12 days - approx i.e. participate in and observe courses (at mentors venues), develop personalised programme resources from those provided by ITC, rehearsal of delivery & assessment). You may be able to achieve all required but not have the lifestyle or employer support. Human resources, time, money, opportunity. Is this a priority in your life? If not; do not begin!
Time-limited	3 months from date of Induction event. Unless otherwise agreed with Induction Provider or unforeseen circumstance such as sudden incapacitation e.g. car accident. "busy at work" may be a reason but will not be taken into account if wish to extend deadline.