



ITC First Aid Ltd

**S1
ITC Approval Systems [2]**

June 2010

ITC First Aid Ltd

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Company Number 5750596

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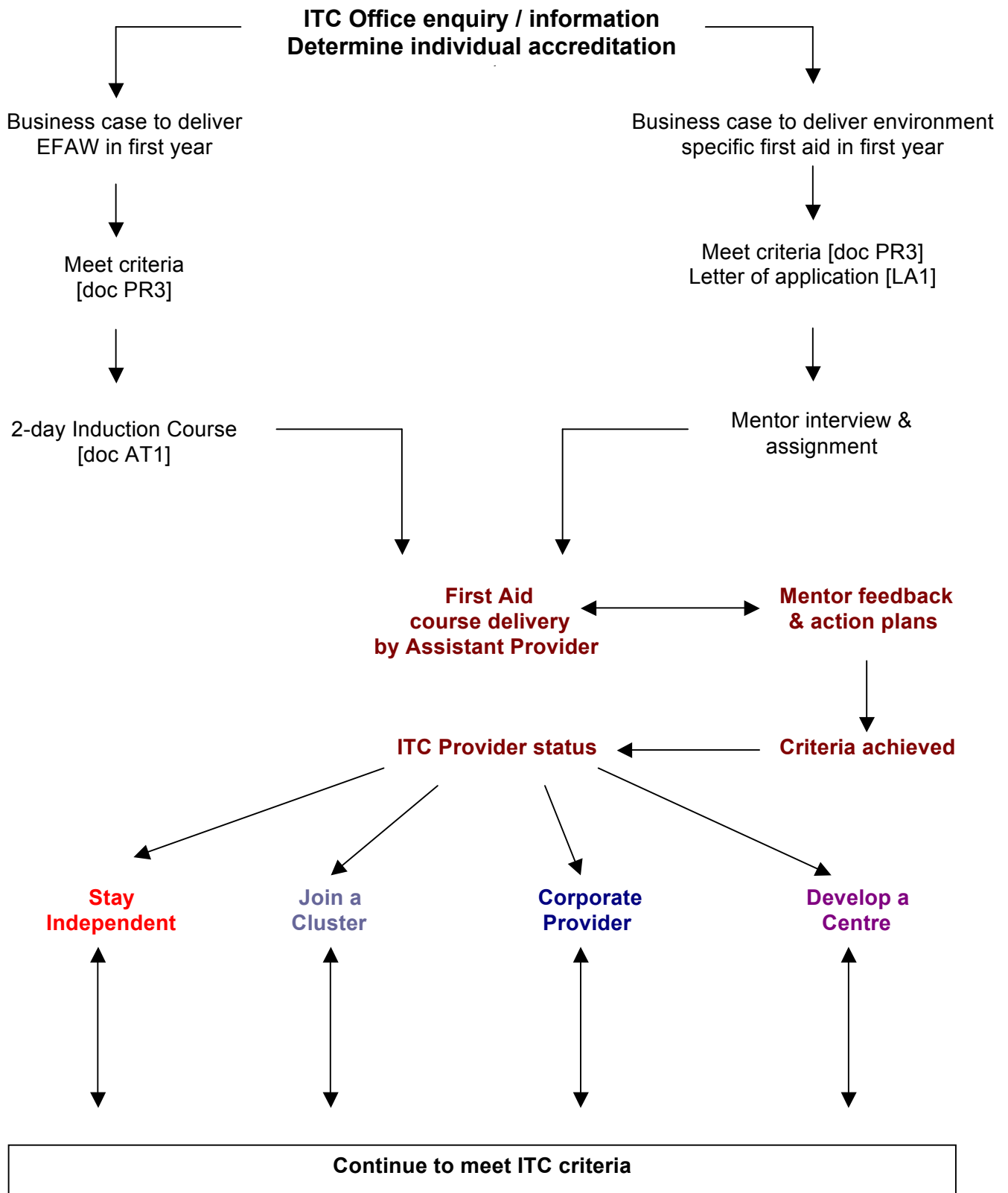
Ask for
ITC Awards Manager for all queries regarding ITC operations.

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

For all policy statements and downloadable documents,

ITC Initial Approval System for Providers of ITC First Aid Qualifications



1. ITC Approval Systems

1.1 ITC Providers and Centres work to common standards across the country. These standards are verified internally by the organisation delivering the training and externally by representatives of ITC.

1.2 However we recognise upon initial contact with ITC prospective Providers have differing business plans and different prior knowledge and experience. We therefore have tailored approval plans for individuals to allow them to quickly deliver the courses and qualifications that they wish.

1.3 The first step is for enquirers to contact the ITC Office for a no obligation discussion to determine whether the ITC programme is suitable for their needs, before embarking upon the approval process. To be properly prepared and informed for discussion and to allow appropriate questions to be framed we will direct all enquirers to download the following documents from the 'policies/procedures' link on the home page of the ITC website – www.itcfirstaid.org.uk.

- S1 – This document. A flowchart and description for initial Provider decisions
- PR3 – Contains the criteria that have to be met by new ITC Providers
- PP1 – An outline of pathways for Provider approval of various ITC qualifications

1.4 The approval route agreed by prospective Provider and ITC depends upon your business case.

- a) If you wish to initially deliver HSE EFAW or FAW then the path is to attend a 2-day Induction course following the procedures outlined in ITC document PP1, Section 1 and meet the criteria listed in ITC document PR3. This is a structured and relatively quick pathway that meets HSE and OfQual accreditation conditions. Ultimately you have to demonstrate that you organise (candidates and venue) and verifiably deliver (train, assess and use correct administration) an entire EFAW qualification course. New Providers are expected to complete this process within 3 months.
- b) If you wish to initially deliver ITC environment specific qualifications then the ITC Office agrees your suitability, asks you to complete a letter of application and confirms your sector specific occupational competency. New Providers are then assigned a mentor who will arrange an initial interview and then provide a staged development programme (action plan) that includes working alongside the mentor on a number of environment specific qualification training courses. Ultimately the new Provider has to demonstrate that they can organise and verifiably deliver all aspects of the environment specific first aid qualification.

1.5 Once 'signed off' by either of the two routes above, approved ITC Providers can set up Centres, train their own staff to deliver, join regional ITC groups and/or expand their portfolios of ITC qualifications by following procedures outlined in document PP1.

1.6 Induction Course (2-days) for EFAW

- a) The ITC Induction course is delivered by members of a team of 6 ITC Providers experienced in supporting Assistant Providers as they become fully approved ITC Providers. It is an Induction into the methods, criteria, ethos, documents, systems and standards of all ITC training courses but uses the EFAW as the specific vehicle to do this.
- b) ITC provides a regular programme of these Induction events at locations across the UK.
- c) The course leader or their organisation will invoice the client directly for the course fee.
- d) Upon completion of the Induction course the delegate will have the status of Assistant Provider, this will enable them to:
 - I. Access ITC website support resources (including all administration, PowerPoint, cpd programme, template polices, mentor support and guidance.
 - II. Web streaming of entire EFAW qualification delivery so that rehearsal and preparation can be completed by the candidate at their own pace at times to suit their lifestyle.

- III. Advertise any ITC qualification to paying clients (if not yet approved then they will have to use a current ITC Provider and pay them a daily rate).
- IV. Observe EFAW courses upon agreement with ITC Providers.
- V. Have a mentor to advise and feedback on their progress to full Provider status.
- VI. Access the helpful experienced advice from the ITC Office.
- e) Full Provider status is not guaranteed by attendance of the Induction course. The Assistant Provider has to demonstrate that they can successfully organise (candidates and venue) and deliver (train, assess and administrate) a complete ITC course to a group of candidates i.e. 100% internal assessment verification before gaining approval to deliver independently. New Trainers are expected to commit to this process and we anticipate that they will be able to organise and deliver within 3 months of the Induction course.
- f) To become familiar with ITC documents and qualification criteria, gain experience of assessment and training and to prepare the training programme based upon ITC resources takes substantial effort. Candidates will be asked to confirm that they can allocate sufficient time for this development programme over the 3 months following the Induction course.

1.7 Specific Mentor allocation for Outdoor First Aid & Paediatric First Aid

- a) Individuals approach ITC in order to deliver environment specific qualifications. Some of these qualifications are found upon the National Qualifications Framework.
- b) ITC is well known for a supportive person centred approach to development of Providers to deliver ITC qualifications. Despite becoming a relatively large Awarding Organisation over the previous decade we endeavour to maintain the 'personal touch' by assigning individual mentors who are experienced at delivering the qualification to be responsible for new Provider development.
- c) Each mentor has a small number of new Providers assigned to them allowing individual personal contact is maintained. Thus no one is left without immediate support by someone who knows their stage of development.
- d) Each mentor undertakes to work alongside the new Provider on their own courses until they can verifiably demonstrate organisation and delivery. The final step for the new Provider is to organise and deliver a full course to candidates they have brought together.
- e) ITC does not have an unlimited number of suitably qualified mentors. There may be a waiting list for this option (2-day induction option can be completed at interval of approximately 6 weeks).
- f) New Trainers are expected to be able to commit sufficient time to allow them to properly prepare. The initial interview with mentor will determine agreed action plan and provisional timetable.

2. Post Provider Status

2.1 Providers have to stay active, maintaining a training log, CPD log (minimum of 6 hours per year), keep a current first aid at work certificate valid and have some form of adult education qualification (ITC can arrange attendance at a PTLLS – Preparing to Teach in the Lifelong Learning Sector – course which is a minimum threshold level qualification for those delivering accredited courses).

2.2 Some form of internal training standardisation and verification activity approved by ITC must be undertaken and recorded.

2.3 New Providers may become approved to deliver further ITC qualifications regardless of their initial introduction path by following the procedures outlined in ITC document PP1.

2.4 Providers may be approved to deliver first aid courses approved by the HSE (Health & Safety Executive), accredited by OfQual (Official regulator of qualifications in England, Wales and Northern

Ireland) or the SQA (Scottish Qualifications Authority) or accredited independently by ITC; or accredited to deliver courses for all three regulatory categories.

3. Post Provider Options for Business Development

3.1 New Providers initially work closely with a 'mentor', typically the person who delivered their Induction course. Once approved as a Provider this person then moves on to the situation that most suits their circumstances or business plans:

- a) **Stay Independent:** These Providers are sole traders, or trainers/assessors working alone in an organisation, which cannot easily provide the internal verification function that performs the quality assurance requirements of ITC. Therefore ITC First Aid Ltd. will provide a verification (internal and external) function by providing an Internal and External Verifier.
- b) **Join a Cluster:** This is a group of approved Providers who join together (by geographical region or mutual interest) and they perform the internal verification function required by ITC. The Cluster is Externally Verified according to risk. They are separate business entities each with their own clients but come together for regional standardisation.
- c) **Corporate Provider:** This is an organisation headed by an approved ITC Provider. They train and verify their own staff and induce them into the methods of ITC over a period of time. Members of staff can only work through the Corporate Provider who is totally responsible for all aspects of function. If members of staff leave the Corporate Provider they have no ITC status and should they wish to deliver training then they would have to join an Induction course (if contract allowed). If members of staff meet the ITC approval criteria as far as qualifications and experience is concerned then the organisation is Externally Verified according to risk.
- d) **Centres:** A nominated Provider sets up the Centre operation, staff training, standardisation, internal verification systems and training programme. In fact everything necessary to deliver ITC courses. A Centre Manager becomes the named point of contact and after initial successful verification the Centre will continue to be Externally Verified according to risk. Once the Centre is successfully established Centre status stays with the Centre regardless of staff turnover.

Note

ITC Provider status stays with the Provider no matter where they move.

Corporate and Centre staff lose their ITC status when they move away from their organisation.