

ITC Provider Pathways [2]

For an overview of procedures to become an ITC Provider and then an ITC business entity see ITC document S1

Procedure to deliver specific courses for ITC Providers:

Section 1: EFAW

Section 2: FAW

Section 3: OFA

Section 4: SFA

Section 5: Paediatric First Aid

Section 6: Other specialist e.g. Advanced, Motorcyclist

Section 7: Developing an ITC Qualification Portfolio

Overview

Please confirm that becoming an ITC Provider is a suitable path. Review the ITC websites download ITC documents, contact ITC main office, the providers of 2-day Induction courses and other trainers. Ideally it would be best if you have previously been a candidate or exposed to ITC qualification training.

Confirm that you wish to deliver EFAW / FAW or environment specific qualifications and determine which of the two approval routes you will embark upon.

Pay £490 + vat for 2-day Induction event or mentor led development

As well as the event, this fee pays for your mentor to spend time developing your personal action plan, facilitating training opportunities and assisting you with strategies and opportunities to be able to verifiably demonstrate meeting the criteria*.

All evidence of meeting criteria to be forwarded to ITC.

Once 'signed off' for a qualification ITC will provide opportunities for you to maintain status.

Ongoing candidate fees are from £12.50 per candidate for manual, certificate and ITC support.

ASK if anything is unclear!

* You may be charged a daily rate training fee if you buy in trainers to work on courses that you organise as part of your development.

Section 1 To deliver EFAW

1. Attend 2-day Induction event – receive web access and resources.
2. Agree way forward (action plan) with mentor (Induction event trainer)
3. Produce required documents to Induction event trainer in hard copy and digital format:
 - i. Current First aid at Work certificate
 - ii. Adult education qualification
 - iii. Personal CV
 - iv. Copies of other relevant training or first aid certificates
4. Complete personal details on ITC website including previous first aid training + continuous professional development logs.
5. Begin to develop personal timeline and programme to deliver EFAW based on ITC document W3 (ITC teaching/assessing programme). Often called 'Scheme of Work'.
6. Observe and possibly assist on EFAW courses delivered by ITC Providers.
 - i. Use ITC website to help find suitable dates/venues
 - ii. Your mentor will help you plan your programme
7. Get preparatory work 'sign off' documents approved by mentor
 - i. Scheme of Work timeline document approved by mentor
 - ii. Completion of assessment plan on 'real' course in parallel with course tutor
8. Verifiably demonstrate being able to organise and deliver. A PR6 (approval to deliver) document completed by mentor:
 - i. By organising a group of individuals (minimum of 4) and venue
 - ii. Teaching and assessing all aspects of EFAW
 - iii. Use correct administration throughout and complete evidence package for forwarding to ITC for awarding decision.
9. Mentor will provide feedback and either a referral or approval decision. The entire EFAW delivery and mentor feedback will be digitally recorded allowing an appeal against the decision.
10. If successful produce required documents to Induction event facilitator in hard copy and digital format:
 - i. Copy of PR6
 - ii. Digital copy of all other written feedback by mentor
 - iii. Digital copy of Scheme of Work timeline document
 - iv. Undertaking PR10 signed by new Provider
11. Upon receipt of all above documents from your mentor/facilitator ITC will verify personal details, training log, cpr log details on website and amend user access so that the new Provider can register courses.
12. ITC Office becomes your first point of contact rather than the Induction Provider.

The EFAW is the 'vehicle' to demonstrate understanding and implementing ITC procedures. If you wish to deliver further environment specific qualifications then view the following sections.

Section 2 To deliver FAW

Two tailored paths:

Either you join ITC with the intention of delivering EFAW &/or FAW

Or you decide that you have a business need to deliver FAW after a track record delivering EFAW or environment specific 2-day courses

2.1 You join ITC with the intention of delivering FAW

1. As a 3rd party (HSE term) you understand that you are to deliver a minimum of 6 FAW qualification courses per year (once every 2 months). You need to acknowledge this (inform Induction provider) before joining your 2-day Induction event. ITC may ask the new Provider for a business case to be approved to deliver FAW.
2. Become approved to deliver EFAW as above (Section 1).
3. Be familiar with all documents on ITC website to do with FAW (filter support resources for HSE).
4. Observe an ITC FAW course (if not previously completed an ITC FAW course then you are required to be a participant and then observe on another separate course).
5. Attend 2 FAW examinations as an assessor working under auspices of experienced assessor (2 x PR10 documents required).
6. Have Scheme of Work timeline document (based upon W1) approved by mentor.
7. Provide evidence of essential trainer knowledge requirement by online MCQ assessment. (to be online for January 2011).
8. Be signed off as competent to deliver FAW on PR6 document (approval form).
9. Deliver a minimum of 6 FAW per year, otherwise you will lose approval to deliver FAW the following year.

2.2 You decide to deliver FAW as part of your portfolio after delivering other ITC courses

1. Meet above criteria including business case.
2. Have a track record (log book) of delivering more than 12 one or two day ITC courses (verifiable evidence of ITC first aid delivery and assessment competence).
3. Organise minimum of two courses to work alongside mentor in all aspects of delivery.
4. Have Scheme of Work timeline document (based upon W1) approved by mentor.
5. Be signed off as competent to deliver FAW on PR6 document (approval form).

The key point about HSE FAW approval is that 6 FAW or FAWR courses per year are required. Therefore if only likely to deliver one or two courses per year it will be best to employ a FAW trainer at a daily rate.

See Appendix 1

Section 3a To deliver ITC OFA after being approved to deliver ITC EFAW

By 2011 it is anticipated that the EFAW unit may well be the first module of the OFA. To deliver the OFA:

1. Complete all of Section 1 of this document.
2. Contact ITC for early dialogue and complete letter of application (ITC document LA2).
3. Attend an ITC OFA course as a candidate or have an ITC OFA certificate within previous 6 years.
4. Have some verifiable occupational competency and background in this sector e.g.
 - i. Hold an NGB qualification
 - ii. Have a logbook of previous outdoor education or pursuits activity
 - iii. Be a member of a club or establishment that operates in the outdoor environment
 - iv. Have other equivalent experience to be verified after discussion with ITC
5. Observe an OFA course and develop personal Scheme of Work, timeline document to aid course delivery.
6. Scheme of Work approval by ITC Office.
7. Provide evidence of an essential knowledge requirement by online MCQ assessment.
8. Observe, assist and organise a group to demonstrate 2-day OFA competence.
9. Verifiably demonstrate being able to deliver. PR6 document completed during '8':
10. Upon receipt of all above documents from your mentor/facilitator (person completing PR6 approval form) ITC will verify personal details, training log, cpr log details on website and amend user access so that the new OFA Provider can register courses.

Section 3b You wish to join ITC with the immediate intention of delivering ITC OFA

Rather than follow the modular route you may intend to deliver an environment specific first aid qualification from the outset. You are assigned a mentor who prepares you to verifiably deliver the qualification.

1. Contact ITC with you intention to deliver OFA who will review your occupational competency and background in this sector. Complete letter of application (LA1).
2. Upon meeting the initial criteria ITC will arrange for the next available mentor to interview you.
3. If you and mentor agree and confirm suitability then follow an individualised action plan that involves meeting all criteria in section 1 and 3a.

Section 4a To deliver SFA after being approved to deliver EFAW

By 2011 it is anticipated that the EFAW unit will be the first module of the SFA. To deliver the SFA:

1. Complete all of Section 1 of this document.
2. Follow the process in Section 3 by substituting SFA where it states OFA
3. Have some verifiable occupational competency and background in this sector e.g.
 - i. Hold an NGB qualification
 - ii. Have a logbook of previous sport education or pursuits activity
 - iii. Be a member of a club or establishment that operates in the sports environment
 - iv. Have other equivalent experience to be verified after discussion with ITC
4. Upon receipt of all above documents from your mentor/facilitator (person completing PR6 approval form) ITC will verify personal details, training log, cpr log details on website and amend user access so that the new Provider can register courses.

Section 4b You wish to join ITC with the immediate intention of delivering ITC SFA

Rather than follow the modular route you may intend to deliver an environment specific first aid qualification from the outset. You are assigned a mentor who prepares you to verifiably deliver the qualification.

1. Contact ITC with you intention to deliver SFA who will review your occupational competency and background in this sector. Complete letter of application (LA1).
2. Upon meeting the initial criteria ITC will arrange for the next available mentor to interview you.
3. If you and mentor agree and confirm suitability then follow an individualised action plan that involves meeting all criteria in section 1 and 4a.

Section 5: To deliver Paediatric First Aid after being approved to deliver EFAW

The EFAW qualification is not a unit of the paediatric course therefore verifiable delivery of the entire PFA course is required after attending the 2-day induction and being accredited delivering EFAW:

1. Complete Section 1
2. Contact ITC for early dialogue and complete letter of application (LA2)
3. Attend an ITC PFA course as a candidate or have an ITC PFA certificate within previous 6 years.
4. Have some verifiable occupational competence or background in this sector.
5. Observe a PFA course and develop personal Scheme of Work, timeline document to aid course delivery.
6. Scheme of Work approval by mentor / facilitator (person completing PR6) or ITC office.
7. Observe, assist and organise a group to demonstrate 2-day PFA competence.
8. Provide evidence of an essential knowledge requirement by online MCQ assessment.
9. Verifiably demonstrate being able to deliver. PR6 document (approval form) completed during '7'.
10. Upon receipt of all above documents from your mentor/facilitator (person completing PR6 approval) ITC will verify personal details, training log, cpr log details on website and amend user access so that the new Provider can register courses.

Section 5b You wish to join ITC with the immediate intention of delivering ITC PFA

Rather than follow the modular route you may intend to deliver an environment specific first aid qualification from the outset. You are assigned a mentor who prepares you to verifiably deliver the qualification.

1. Contact ITC with you intention to deliver PFA who will review your occupational competency and background in this sector. Complete letter of application (LA1).
2. Upon meeting the initial criteria ITC will arrange for the next available mentor to interview you.
3. If you and mentor agree and confirm suitability then follow an individualised action plan that involves meeting all criteria in section 1 and 5a.

Section 6: To deliver various specialist courses or qualifications

For all OfQual, SQA or HSE accredited qualifications the routes are variations on above.

For other specialist courses ask ITC for the tailored approval path.

It is normally to have a track record of delivering accredited ITC courses, some expertise or interest in the sector or identified unmet market need followed by working alongside and approval by an experienced practitioner. We will ask you to complete a letter of application (LAR1).

If you wish to design a specific qualification contact ITC directly for the procedure to follow.

Section 7: To develop an ITC qualification portfolio

When joining ITC to deliver EFAW, EFAW + FAW, EFAW + OFA, EFAW + SFA, PFA or other courses follow the above routes. The procedures are in place to provide you with knowledge of ITC processes, administration and information systems.

However once signed off to deliver **two** ITC qualifications (e.g. EFAW & OFA) then it is relatively straightforward to be accredited to deliver other ITC qualification as the only new elements are qualification specific details that follow our general processes.

Remember if you do not have occupational competency or equivalent experience in the sector or only wish to provide 'one course per year' then it is probably most efficient to buy in a current accredited ITC Provider at a daily rate.

Remember every ITC Provider can advertise every ITC qualification. If not currently accredited to deliver then simply use an ITC Provider who is. It often makes business sense to market to potential clients rather than accumulate and maintain expertise in qualifications that are only delivered once or twice per year. Once your business begins to grow or you become 'double booked' you will have to employ other ITC Providers regardless.

1. Contact ITC for approval of your proposal by sending an email proposal with LA2 (download form website)
2. Meet occupational competency requirements
3. Observe / assist / gain expertise in delivery
4. Scheme of Work detailing all aspects of the qualification
5. MCQ if knowledge evidence is required
6. Verifiably demonstrate delivery of first course i.e. buy in an approved Provider to complete PR6 (approval form).