

Letter of Application for those seeking approval to deliver ITC environment specific first aid qualifications

Procedure



Typically within 4 months with commitment from applicant

1. Introduction

1.1 ITC environment specific first aid qualifications are only delivered by experienced professional accredited ITC Providers, who are required to provide evidence of competence in all aspects of delivery, meeting stringent pre-accreditation criteria, before being accredited by ITC

1.2 The first step is to **contact ITC for preliminary dialogue**, review various ITC documents (see Appendix 1) and then complete a personal letter of application.

1.3 If the new Provider has recently approached ITC with the intention of delivering ITC 2-day qualifications then they are either assigned a mentor or given an action plan to complete before being assigned a mentor. The ITC Office assigns new Provider with mentors.

1.3 Upon meeting the criteria (See ITC document PP1) the applicant is assigned a mentor (there may be a waiting list for this assignment) with whom they have an interview to determine mutual suitability to begin the mentoring process.

1.4 If both agree then the new Provider pays a standard fee to the mentor and they follow a series of mutually agreed action plans with the target of demonstrating that they can successfully organise (venue and clients) and deliver (train, assess and use administration) the ITC qualification. These qualifications require a high level of environment specific knowledge as well as a current working knowledge of ITC systems and procedures to deliver.

2. What to send to ITC?

2.1 The letter should be handwritten or word processed and state:

- a) Your occupational competence and sector interest in this sector. ITC require those delivering qualifications to have knowledge of the sector. E.g. those delivering the outdoor qualification to have an interest and commitment to the outdoors and so on (See ITC document PP1).
- b) The individual or business reason for seeking approval (in general terms only, we do not expect any confidential business or sensitive information).

2.2 Attachments must be included with the letter:

- a) Personal contact details.
- b) Up to date CV.
- c) Copy of previous First Aid at Work certificate.
- d) Copies of any previous First Aid qualification certificates.
- e) Adult Education Certificate*.
- f) Environment specific linked qualifications e.g. Mountain Leader or other NGB qualification certificate for Outdoor First Aid or Child care qualifications for Paediatric First Aid.

3. What to expect from ITC?

- 3.1 We undertake to follow certain quality procedures for those who contact ITC:
- a) Customer service in line with our Customer Charter (ITC document P1).
 - b) A response with Action Plan if further expertise is required to deliver the environment specific qualification.
 - c) A response with mentor contact details if the requirements to deliver ITC environment specific first aid are met.

*If no adult education qualification is held then evidence is required that they have enrolled on a PTLLS course delivered by ITC or local college or local business.

4. Summary

To help advise those interested becoming accredited to deliver ITC qualifications.

4.1 Suggested ITC documents to download and review from the ITC website before completing letter of application.

- a) S1 ITC Approval System
- b) PP1 Provider Approval Pathways
- c) PR1 Provider Approval Overview
- d) PR2 Initial EFAW Application
- e) PR3 Provider Approval Criteria
- f) FAQ1 Frequently Asked Questions by new Providers

4.2 Websites to assist

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

4.3 One paragraph summary of process

Meet ITC requirements by following one of two paths:

- a) Deliver Emergency First Aid at Work by attending an Induction event and then preparing to deliver an entire course to a group of candidates within 3 months. When you verifiably show you can deliver and have all necessary supporting qualifications and policies then you will be accredited.
- b) Deliver an environment specific qualification quickly by being assigned a mentor who will take you through everything required for you to deliver the qualification. When you verifiably show you can deliver and have all necessary supporting qualifications and policies then you will be accredited.

Regardless of route all ITC Providers can advertise all ITC qualifications immediately (just employ an accredited ITC Provider as you would do if double booked) and follow the pathways in PP1 to become approved to deliver all other ITC first aid qualifications.