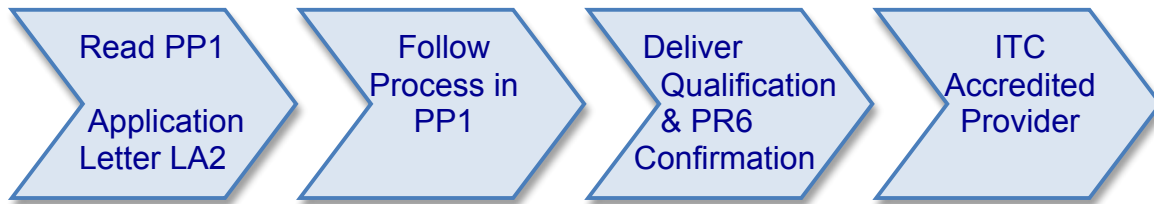


Letter of Application for current ITC Providers seeking approval to deliver ITC environment specific first aid qualifications

Procedure



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. You should be familiar with ITC document PP1.

1.3 Upon meeting the criteria (See ITC document PP1) the applicant may choose or is assigned a Provider experienced in that qualification to work with.

1.4 The process is to:

- a) Contact ITC after reading PP1.
- b) Meet occupational competence requirements.
- c) Be assigned accreditation request status on ITC website.
- d) Attend a course as a candidate if you do not hold the qualification (previous 6 years).
- e) Develop a Scheme of work for approval by ITC Office.
- f) Complete online MCQ.
- g) Observe at least one qualification delivery (either arranged by Provider or with assistance of ITC Office).
- h) Organise a group to be verified delivering new qualification (using PR6).
- i) Have ITC accreditations updated on website

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) Up to date CV.
- b) 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.