

ITC First Aid Ltd
An OfQual accredited Awarding Organisation
A SQA approved Awarding Body
HSE approval number 1670/96

Overview of necessary steps to deliver ITC first aid courses for new Providers

1. Market research on your part to determine suitability of this programme for your needs.
2. Go to Trainers section of ITC website to determine date and venue of initial 2-day induction event to suit your needs. Link:
<http://www.itcfirstaid.org.uk/courses-calendar.asp?coursetypeID=34>
3. Contact the Provider (website or telephone) delivering the ITC Induction event to book on their course. Cost £490 + vat. This fee stays with the Induction Provider and their function is to assist you to follow ITC systems and become an ITC Provider. **You are aware of, understand and agree** to all of the points on this page before embarking on the process.
4. Attend 2-day Induction event (Assistant Provider status now enables you to advertise any ITC course) and gain access to all ITC resources and user access to ITC web-office.
5. Meet initial criteria to deliver (read ITC documents PR1, PR3). Key qualification criteria:
 - a. Current CV.
 - b. Current FAW certificate from any HSE approved organisation.
 - c. Have or verifiably intend to gain an adult education qualification.
6. Prepare everything necessary for the delivery of ITC 1-day EFAW. Including:
 - a. Personal teaching programme or Scheme of Work based upon ITC resources.
 - b. Preparation and/or rehearsal of all elements of delivery. Delivery includes teaching, assessment and correct use of ITC administration and ITC web registration.
7. Organise a venue and candidates and deliver an ITC 1-day EFAW course within 3 months.
 - a. You may chose to deliver to a group of friends /family this will not be an accredited courses but will be sufficient for you to become accredited; or
 - b. You may choose to begin by offering an accredited course, being aware that if there is information error or poor assessment then the mentor may step in.
 - c. These assessments are regional so if assessment is required out of region (70 mile radius from induction event venue) there will be additional travel costs and possible overnight accommodation charge.
 - d. These Trainer Accreditation days (TAD) will be digitally recorded in case of appeal.
8. One of two probable outcomes
 - a. Either complete undertaking document (PR12) and join the list of approved Providers after successful organisation and delivery of an EFAW course.
 - b. Or be referred with an Action Plan for another opportunity to meet the above criteria. This decision may be appealed. A further TAD will incur a further fee to be negotiated with the mentor.
9. Approved Providers can advertise any ITC qualification, develop ITC Centre operations and ultimately deliver those ITC qualifications for which they have a business need and are approved to deliver.
10. ITC advertises your courses. ITC charges are £12.50 per candidate pack. This fee covers all ITC accreditation function, office hours telephone and email advice/support, ITC professional development events, tailored course manual, candidate first aid consumables, qualification certificate and business support.

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To avoid ambiguity ITC processes are completely documented. Documents have an identifier code for ease of digitally searching. ITC documents related to this Induction can be downloaded from the homepage of the ITC website (www.itcfirstaid.org.uk) policies/procedures section at the bottom of the homepage. Please read the following documents for further information:

Initial Approval	PP0, S1, PR1, PR2, PR3, LA1, PR12
Continuing Approval	LA2, PP1

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If you wish to **only** deliver an environment specific first aid qualification such as Outdoor First Aid then we have a mentor supported approval route. Contact ITC directly for details.