



ITC First Aid Ltd

**C7
Special Considerations Form
Regarding Unforeseen Occurrences**

August 2008

ITC First Aid Ltd

Registered in England
Company Number 5750596

Postal Address

ITC First Aid Ltd
The Fish Quay
Victoria Dock
Hartlepool
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Telephone 0845 370 7610 (local rate from anywhere in UK)
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Ask for
ITC Awards Manager for all queries regarding ITC operations.

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

Website Access

For all policy statements and downloadable documents,

Special Considerations Form

Section 1: Centre/Provider Contact Details

Centre/Provider Name	Centre/Provider Address	
Centre Manager Name if applicable	Postcode	
Tel	Email	
Fax	Website	

Section 2: Course or Candidate Details

Group or Candidate Name		
Qualification Title	Proposed start date	Current date
Specific Occurrence and Reasonable Adjustment made		

Section 3: Declaration

I am satisfied that all of the information is correct and verifiable.

Signature (Provider or Head of Centre)	Print name
	Date

ITC Use	Further Action	Yes	Y	No	N	Signature
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Guidance

Special considerations are any short term unforeseen events that happen during training and assessment of the course eg fire alarm, sudden unforeseen illness/injury etc.

NOTE. For any candidate who requires individual assessment requirements resulting from individual circumstances that are reasonably foreseeable then they are subject to the guidance produced within Access to Training & Assessment Form C4 and Assessment Policy P4.

With sudden unforeseen events the onus is on the individual Trainer to make a discretionary judgement decision that may have to be made instantly. A Trainer working at a Centre should contact the Centre Manager immediately for advice and consultation. For Trainers, Providers and Centre Managers the ITC First Aid Ltd Office is constantly in operation during normal office hours where the Awards Manager or the Awards Managers Assistant are available for advice and consultation. If phone lines are busy the Chief Verifier is available for advice and consultation.

The following guidelines outline the parameters within which to make various decisions. It is recognised that by the nature of events that the above Form will in all probability be a retrospective document.

- **Danger to the candidates**

Eg Fire alarm, noxious fumes then the trainer will immediately remove the group from danger and if the event is not temporary and easily dealt with by returning to the building upon the all clear, or changing rooms then the session may well be cancelled and the Awards Manager informed immediately by telephone. All course candidates will be given opportunity for training and assessment as soon as reasonably practicable afterwards.

- **Intrusive events or noise**

The course venue may be moved. Additional time may be allocated. Training and assessment opportunities may be presented to the group on alternative dates.

- **Temporary indisposition of individuals**

Guidance is produced for access to training and assessment in Form C4. Minor adjustment to normal procedure is decided upon and recorded on the reverse side of the Course Details Form 06. If there is a need for additional time resources for that individual eg the opportunity for assessment at a later time or place then the above form (C7) needs to be completed.

These special considerations treat candidates fairly and give them every reasonable opportunity to fulfil the training and assessment requirements of the course.

Whatever decision is made regarding moving or deferring training and assessment, the minimum requirements are for the candidate to have received a minimum 16 contact hours of training and assessment and due to the real life nature of the award demonstrate competence to the stated protocol minimum standards.

If in doubt as to any decision contact the ITC First Aid Ltd Office immediately.

The Awards Manager, for immediate possible reaction, examines special considerations involving this Form (C7) requested by Trainers immediately upon receipt. The Policy Review Committee monitors and evaluates procedures, producing any changes in guidelines for the annual performance assessment. Any changes will be published to all Centres and Providers.