



ITC First Aid Ltd

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ITC Approval Systems**

May 2009

ITC First Aid Ltd

Registered in England
Company Number 5750596

Postal Address

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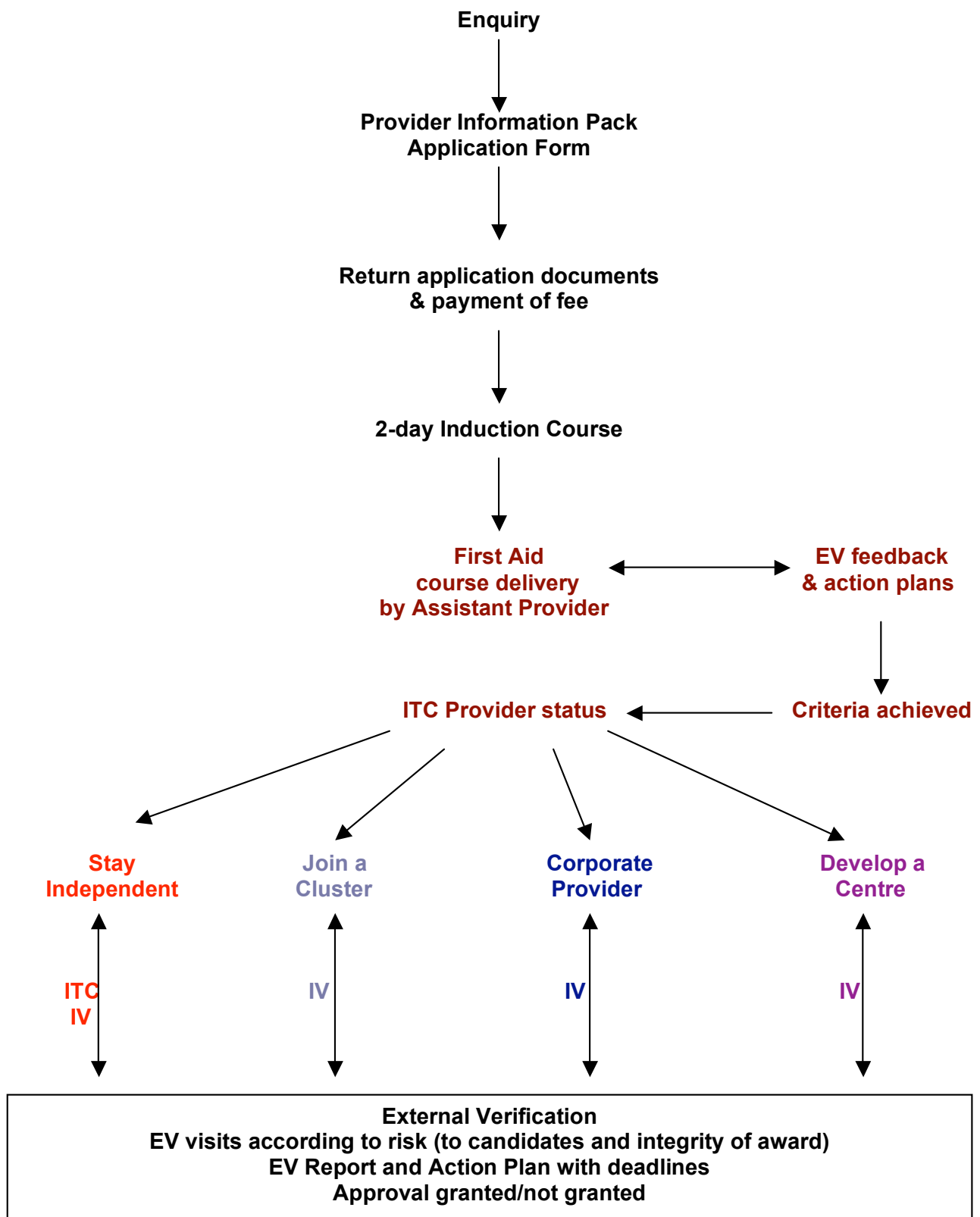
Ask for
ITC Awards Manager for all queries regarding ITC operations.

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

Website Access

For all policy statements and downloadable documents,

ITC Initial Centre/Provider Approval System



ITC Approval Systems

ITC Providers and Centres work to common standards across the country. These standards are verified internally by the organisation delivering the training and externally by representatives of ITC.

Initial Application

All enquirers are encouraged to determine whether the ITC programme is suitable for their needs before embarking upon the approval process. There are numerous downloads upon the website, telephone or email guidance from the ITC approved organisation delivering the Induction course and telephone or email guidance from the ITC Office.

Induction Course (2-days)

- The ITC Induction course is delivered by members of a team of 6 ITC Providers experienced in supporting Assistant Providers as they become fully approved ITC Providers.
- It is an Induction into the methods, criteria, ethos, documents, systems and standards of ITC training courses.
- The course leader or their organisation will invoice the client directly for the course fee.
- Upon completion the course delegate will have the status of Assistant Provider and will receive an individual Action Plan leading to their ultimately developing ITC Provider status.

Provider Status

This status is not guaranteed by attendance of the Induction course. The Assistant Provider has to demonstrate that they can successfully deliver (train, assess and administrate) a complete ITC course to a group of candidates i.e.100% internal assessment verification before gaining approval to deliver independently. This process will take a variable amount of time depending upon the prior experience and present commitment of the Assistant Provider.

Providers may be approved to deliver first aid courses approved by the HSE (Health & Safety Executive), accredited by the QCA (Qualifications Curriculum Authority) or accredited independently by ITC; or accredited to deliver courses for all three regulatory categories.

Post Provider Status

Providers have to stay active, maintaining a training log, CPD log (minimum of 6 hours per year), keep a current first aid at work certificate valid and have some form of adult education qualification (ITC can arrange attendance at a PTLLS – Preparing to Teach in the Lifelong Learning Sector – course which is a minimum threshold level qualification for those delivering accredited courses).

Some form of internal training standardisation and verification activity approved by ITC must be undertaken and recorded.

Post Provider Options

New Providers initially work closely with a 'mentor', typically the person who delivered their Induction course (but not necessarily so). Once approved as a Provider this person then moves on to the situation that most suits their circumstances or business plans:

- **Stay Independent:** These Providers are sole traders, or trainers/assessors working alone in an organisation, which cannot easily provide the internal verification function that performs the quality assurance requirements of ITC. Therefore ITC First Aid Ltd. will provide a verification (internal and external) function by providing an Internal and External Verifier.
- **Join a Cluster:** This is a group of approved Providers who join together (by geographical region or mutual interest) and they perform the internal verification function required by ITC. The Cluster is Externally Verified according to risk.
- **Corporate Provider:** This is an organisation headed by an approved ITC Provider. They train and verify their own staff and induce them into the methods of ITC over a period of time. Members of staff can only work through the Corporate Provider who is totally responsible for all aspects of

function. If members of staff leave the Corporate Provider they have no ITC status and should they wish to deliver training then they would have to join an Induction course (if contract allowed). If members of staff meet the ITC approval criteria as far as qualifications and experience is concerned then the organisation is Externally Verified according to risk.

- **Centres:** A nominated Provider sets up the Centre operation, staff training, standardisation, internal verification systems and training programme. In fact everything necessary to deliver ITC courses. A Centre Manager becomes the named point of contact and after initial successful verification the Centre will continue to be Externally Verified according to risk. Once the Centre is successfully established Centre status stays with the Centre regardless of staff turnover.

Note

ITC Provider status stays with the Provider no matter where they move.

Corporate and Centre staff lose their ITC status when they move away from their organisation.