



## **Qualification Specification**

### **Guidance for Centres**

## **ITC Level 3 Award in Outdoor First Aid (L3A)**

**Qualification Number: 601/7616/7**

## **ITC First**

Trading Name for ITC First Aid Ltd  
Registered in England  
Company Number 5750596  
VAT Number 928779851

### **Postal Address**

ITC First  
Victoria Building  
Victoria Street  
Northgate  
Hartlepool  
TS24 0LB

### **Telephone**

0345 370 7610  
(local rate from anywhere in UK)

### **E-mail**

[mail@itcfirst.org.uk](mailto:mail@itcfirst.org.uk)

### **Website**

[www.itcfirst.org.uk](http://www.itcfirst.org.uk)

### **Website Access**

For all policy statements and downloadable documents

### **Ask for**

ITC Awards Manager for all queries regarding ITC operations.

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## Appendix Documents Listing

Hard copy documents go out of date. For up to date version of document follow the linking details. Found in Support Resources (S) of ITC Web-Office or ITC Website Homepage (W)

<b>Unit Specifications</b>		
Y/507/7797	Outdoor Emergency Action .....	(S)
D/507/7798	Outdoor Incident Management .....	(S)
<b>OFA Delivery Resources</b>		
• G.1	OFA Qualification Specification [This document] .....	(S)
• A1	Assessment Plan [OEA unit] .....	(S)
• A1	Assessment Plan [OIM unit] .....	(S)
• A4	OFA Qualification Assessment Specification .....	(S)
• CPE	Candidate Pack Document List .....	(S)
<b>Internal Quality Assurance</b>		
• IQA1:	Internal Moderation Process .....	(S)
• IQA2:	Centre Standardisation Records .....	(S)
• IQA3:	Internal Moderation Sampling Record .....	(S)
• IQA4:	Internal Moderation Sampling Report Record .....	(S)
• IQA5:	Internal Quality Assurance Record Form .....	(S)
<b>Centre Approval</b>		
• C1:	Centre Approval Initial Application Form .....	(S) (W)
• C2:	Centre Approval Criteria .....	(S) (W)
• QEOC1:	Qualification Staffing .....	(S)
• C9:	Centre Agreement .....	(S)
<b>ITC Document Forms</b>		
• C4:	Access to Training & Assessment Request Form .....	(S) (W)
• C7	Special Considerations Request Form .....	(S) (W)
• F3	Malpractice & Misconduct Report Form .....	(S) (W)
• 05	Replacement Certificate Request Form .....	(S) (W)
<b>ITC Policies</b>		
• P1:	Customer Charter .....	(S) (W)
• P3:	Fees Policy .....	(S) (W)
• P5:	Appeals Policy .....	(S) (W)
• P6:	Malpractice & Misconduct Policy .....	(S) (W)
• P7:	Other Language Policy .....	(S) (W)
• P8:	Equality, Diversity and Assessment Policy .....	(S) (W)
• P9:	Record Retention Policy .....	(S)
• P12	Automatic E-mail Policy - Removal from list.....	(S) (W)
• P14:	Sanctions Policy .....	(S) (W)
• P15:	Withdrawal from Delivery Policy .....	(S) (W)
• P16:	Complaints Policy .....	(S) (W)
• P17:	Invoice Policy .....	(S)

# 1. General Information

## 1.1 Using this document

This document has been developed to provide guidance for Centre staff involved in the delivery of the ITC Level 3 Award in Outdoor First Aid (OFA).

It explains the administration, assessment and quality assurance requirements for these qualifications.

It directs ITC Centres to appropriate and relevant ITC resources [See contents page].

It identifies and lists other ITC documents that Centres are required to have in order to deliver ITC First qualifications.

## 1.2 Documented Procedures

ITC is a regulated Awarding Organisation supporting Ofqual and SQA regulated qualifications. All who work with ITC are supported by a documented framework of policies and procedures updated regularly on the ITC website. To see ITC's policies visit:

<http://www.itcfirst.org.uk/policies.htm>

If you are already a Centre, log into your ITC Web-Office and view or download up to date documents from 'Support Resources'.

# 2. Qualification Details

This qualification is regulated in England and Wales by the external regulators of qualifications – Ofqual and Qualifications Wales.

This qualification is supported by the Sector Skills Council for Health; Skills for Health.

This qualification meets the requirements of the Institute for Outdoor Learning Statement of Good Practice for Outdoor First Aid Training.

## 2.1 Qualification Objectives

This qualification indicates an individual can undertake the role of Outdoor First Aider in the more rural and remote areas of the British Isles where professional emergency assistance maybe more than 10 minutes away. The need for an Outdoor First Aider might have been identified by a workplace first aid needs assessment, and can be relied upon by employers to satisfy the due diligence requirements of the HSE for first aid training providers.

The qualification will benefit all who need to be introduced to emergency first aid action in the outdoors and outdoor first aid incident management. The qualification will also benefit those who require requalification training in Outdoor First Aid.

Successful completion of the course will result in knowledge and skills that have been identified by the Institute for Outdoor Learning for the safe, effective and prompt treatment of injuries and illness, with the management of incidents in the outdoors.

## 2.2 Candidate Entry Requirements for this Qualification

**a) Previous qualification requirements for Candidates of this qualification**

None.

However should receive pre-course information that informs them that they will be participating in an active course that involves some kneeling, rolling, lying and touching of others.

**b) Prior knowledge, skills or understanding which the Candidate is required to have before taking the qualification**

None.

**c) Units which a Candidate must have completed before the qualification will be awarded including any optional routes**

There is no requirement to have completed any units previously.

**d) Other requirements for Candidate to satisfy prior to assessment or awarding**

None.

## 2.3 Qualification Structure

To meet the requirements of the qualification the Candidate must achieve the two mandatory units required for this qualification:

Unit title + reference number
Outdoor Emergency Action Y/507/7797
Unit title + reference number
Outdoor Incident Management D/507/7798

Qualification title
ITC Level 3 Award in Outdoor First Aid
Qualification number
601/7616/7

The two mandatory units must be completed in order for the qualification to be achieved.

Units Review date – September 2020

Unit title: Outdoor Emergency Action  
 Unit number: Y/507/7797  
 Unit level: 3  
 Unit credit: 1  
 TQT: 10

Unit title: Outdoor Incident Management  
 Unit number: D/507/7798  
 Unit level: 3  
 Unit credit: 1  
 TQT: 10

The Award has a credit value of 2 [TQT of 20 hours] with 16 hours of this required to be tutor contact time with the candidates. For Blended Learning options, please contact the ITC office.

## 2.4 Learning Outcomes and Assessment Criteria

### **Outdoor Emergency Action Learning Outcomes:**

<b>The learner will.....</b>	
1	Understand the scope of first aid in the outdoors.
2	Be able to interpret vital sign information whilst responding to an emergency incident in the outdoors.
3	Be able to assess an emergency incident in the outdoors.
4	Be able to respond to an incident involving an unresponsive casualty with normal breathing, in the outdoors.
5	Be able to respond to an incident involving an unresponsive casualty who is not breathing normally, in the outdoors.
6	Be able to respond to an incident involving a choking casualty in the outdoors.
7	Be able to respond to an incident involving blood loss in the outdoors.

### **Outdoor Incident Management Learning Outcomes:**

<b>The learner will.....</b>	
1	Be able to apply incident management and casualty assessment principles in the outdoors.
2	Be able to respond to an incident involving limb injury in the outdoors.
3	Be able to respond to an incident involving a casualty with a head, neck or torso injury in the outdoors.
4	Be able to respond to an incident involving medical conditions or sudden illness in the outdoors.
5	Be able to respond to an incident involving the effects of cold and heat in the outdoors.
6	Be able to respond to an incident involving activity or environmental factors in the outdoors.

## 2.5 Awarding

After the assessment, evidence of achievement will be forwarded to ITC.

A list of outcomes [Pass/Not yet meeting standard] will be confirmed by ITC.

The assessment result is pass, or not yet meeting standard, there is no grading.

ITC will award certificates according to the timescales in ITC Customer Charter. Awarding can only occur within the qualification lifespan.

Unit certificates may be awarded upon Candidate request, for any unit completed and passed.

Replacement Certificates are available. Candidates must apply using certificate request form 05. There is a small fee payable.

## 2.6 Age of Candidates

The qualification is appropriate for learners of:

- a) 16-18 years
- b) 19 years or older.

## 3. Centre Approval to Deliver ITC Qualifications

### 3.1 Centre Approval Documents

Centres wishing to offer the ITC qualifications will need to complete:

- a) Centre application form – C1
- b) Binding centre agreement – C9.

Centres will need to consider:

- a) Sufficient resources for the delivery of the qualification – physical and staffing.
- b) Candidate access to sufficient resources for the award – learning centre, visual aids, text books and mentor.
- c) Quality assurance procedures – internal assessment and internal moderation or verification.

### 3.2 Teaching Programme

The teaching programme is delivered according to guidance in Skills for Health (SfH) Assessment Principles and the Institute for Outdoor Learning Outdoor First Aid Assessment Principles.

- a) Regulated first aid qualifications must not exceed a tutor:student ratio of 1:12.
- b) The total qualification time value is 20 hours, the IOL have stated that the minimum tutor contact hours for this qualification is at least 16 hours [excluding breaks].
- c) This qualification must be delivered within 9 weeks and the minimum duration of each teaching session is 2 hours.

The content of the teaching programme is the responsibility of the Centre and is developed by the staff team of the Centre. ITC has guidance and advice documents to assist in the development of a teaching programme that can be supplied to Centres upon request.

The course programme is developed from the learning outcomes and assessment criteria for the qualification. A Centre scheme of work containing lesson plans for each session is to be available for scrutiny by ITC External Quality Assurance activity.

### 3.3 Internal Quality Assurance

The Internal Quality Assurance of this qualification is to be completed by a suitably qualified person as described in the SfH Assessment Principles.

The entire candidate journey should be quality assured including both training delivery and assessment.

The Centre must employ different methods of monitoring such as observation, sampling, candidate interview and maintain evidence of all meetings, CPD events, standardisation activity in a Central File

readily accessible at any time by an ITC representative. ITC has various assessment and moderation template documents available to assist all Centres. See appendices of this document.

Each tutor must benefit from a monitoring visit whilst they are delivering and assessing at least once year.

There should be an agreed quality assurance plan that monitors the skills of tutors, with evidence of standardisation maintained for external moderation.

The quality assurance plan should describe the internal quality assurance procedures and the evidence to be maintained for external quality assurance.

All Internal Quality Assurance documents and evidence must be archived on the ITC website being available for desk based External Quality Assurance.

### **3.4 Candidate Evaluation**

An end of course evaluation form is to be completed by each candidate and the data collected used to inform Centre quality procedures. The results of this evaluation review are to be available for scrutiny by ITC External Quality Assurance procedures.

### **3.5 Protecting the Interests of Candidates**

Centres will protect the interests of candidates and the integrity of the qualification by implementing a coherent series of documents policies and procedures. ITC can provide various template documents upon request.

Access to a Centre complaints and appeals policy is to be provided for every candidate upon registration.

### **3.6 Centre Resources**

Centres must have the following resources in place:

- a) At least one CPR manikin for every four candidates, but we recommend a ratio of one for every two candidates.
- b) At least one AED Trainer for every four candidates, but we recommend a ratio of one per CPR manikin.
- c) Hygiene procedures for ensuring the safety of all candidates e.g. Manikin face per candidate or sterilisation procedure if shared, replacement airway/lung procedure.
- d) Minimum of one wound dressing and we would recommend one pair of nitrile/vinyl gloves per candidate.
- e) Training venues suitable for candidates lying and kneeling simultaneously e.g. carpets or protective kneeling mats. There should also be suitable outdoor areas for use during the outdoor scenarios.

## **4. Centre Staffing**

### **4.1 Tutor Credentials**

#### **Introduction**

Most Centres are anticipated to employ staff who are both tutors and assessors of the qualification.

ITC application documents C1 [centre approval] and C3 [qualification approval] require Centres to identify:

- a) A nominated individual to lead the qualification delivery team in the Centre.
- b) Tutors with a teaching and occupational competency.
- c) Internal quality assurance staff who are competent at moderation/verification. Evidence of competence is provided either by holding Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (QCF) or equivalent - see appendices for a list of acceptable qualifications.

### Individual requirements

Centres are expected to have an appropriate number of suitable tutors with:

- a) Teaching / assessing experience who hold a teaching qualification:
  - i. Level 3 Award in Education and Training or equivalent or above.
  - ii. See appendices for a list of acceptable qualifications.
- b) Occupational area qualification:
  - i. Holding a current First Aid at Work qualification certificate (Centre of Ofqual, SQA, Qualifications Wales regulated Awarding Organisation).
  - ii. Holding a current Offshore First Aid certificate (HSE approved training provider).
  - iii. Current registration as a Doctor (with GMC), Nurse (with NMC), or Paramedic (with HCPC).
- c) Subject specific requirements:
  - i. Have held an ITC Outdoor First Aid certificate.
  - ii. Have held an Outdoor Advanced First Aid certificate.
  - iii. Pass ITC Outdoor First Aid Trainer MCQ
- d) Portfolio logbooks must be maintained:
  - i. Training Log.
  - ii. Continuous Professional Development Log showing 6+ hours per year, of which 6 hours in each three yearly cycle must be identified Outdoor First Aid CPD.

There must be evidence of meeting these requirements on the ITC Website for ITC/Regulators to view.

## 4.2 Assessor Credentials

### Individual requirements

Centres are expected to have an appropriate number of suitable assessors with:

- a) Assessing experience who hold an acceptable assessing qualification:
  - i. Assessor Award or equivalent.
  - ii. Experienced Assessor who has attended an Awarding Body CPD event.
  - iii. See appendix 2 for a list of acceptable assessing qualifications.
- b) Occupational area qualification:
  - i. Holding a current First Aid at Work qualification certificate (Centre of Ofqual, SQA, Qualifications Wales regulated Awarding Organisation).
  - ii. Holding a current Offshore First Aid certificate (HSE approved training provider).
  - iii. Current registration as a Doctor (with GMC), Nurse (with NMC), or Paramedic (with HCPC).
- e) Subject specific requirements:
  - iv. Have held an ITC Outdoor First Aid certificate.
  - v. Have held an Outdoor Advanced First Aid certificate.
  - vi. Pass ITC Outdoor First Aid Trainer MCQ.
- f) Portfolio logbooks must be maintained:
  - i. Training Log.
  - ii. Continuous Professional Development Log, of which 6 hours in each three yearly cycle must be identified Outdoor First Aid CPD.

There must be evidence of meeting these requirements on the ITC website for ITC/Regulators to view.

## 4.3 Internal Quality Assurer Credentials

### Individual requirements

Centres are expected to have an appropriate number of suitable internal quality assurers with:

- a) Internal Quality Assurance experience who hold an acceptable internal quality assurance qualification:
  - i. Internal Quality Assurance Award or equivalent.
  - ii. Experienced Internal Quality Assurer who has attended an Awarding Body CPD event.
  - iii. See appendix 3 for a list of acceptable internal quality assurance qualifications.
- b) Occupational area qualification:
  - i. Holding a current First Aid at Work qualification certificate (Centre of Ofqual, SQA, Qualifications Wales regulated Awarding Organisation).
  - ii. Holding a current Offshore First Aid certificate (HSE approved training provider).
  - iii. Current registration as a Doctor (with GMC), Nurse (with NMC), or Paramedic (with HCPC).
- c) Portfolio logbooks must be maintained:
  - i. Training/Assessing/IQA Log.
  - ii. Continuous Professional Development Log.

There must be evidence of meeting these requirements on the ITC website for ITC/Regulators to view.

Internal Quality Assurance requires the nominated individuals to have:

- a) Current knowledge of the requirements of the qualification they are quality assuring.
- b) Knowledge and understanding of the role of assessors.
- c) Monitor all teaching and assessing staff regularly - minimum 6 hours annually.
- d) Perform or lead other IQA activity e.g. Deliver/organise standardisation events, develop and maintain sampling plans.

## 5. Candidate Registration

### 5.1 Selection of Candidates

There are no prerequisite entry requirements for this qualification.

Prospective candidates are to be advised that they should have should have literacy and numeracy competency appropriate for the qualification.

It is the responsibility of the Centre to provide guidance and advice to candidates prior to the commencement of the programme.

### 5.2 Information to Candidates

Pre-course information should be provided to candidates containing:

- a) Joining details.
- b) ID requirements.
- c) Expectations of course members, including taking part in supporting and transporting loads.
- d) Outline of assessment methods.
- e) Link to ITC policies and procedures on homepage of ITC website, including Appeals (P5) and Complaints (P16) procedures.
- f) Information on how to request reasonable adjustment to assessment so that learners have a fair assessment opportunity.
- g) Contact details for their course tutor or mentor.

### 5.3 Registration of Candidates

Centres must meet the following requirements;

- a) Candidates must be registered with ITC within 10 working days of course completion date.

- b) Candidate registration details must be entered into ITC WebOffice database.
- c) Centres must have procedures in place to confirm the identity of each Learner before they undertake an assessment.

## 5.4 Candidate Identity

Candidates must be informed of the requirement to bring suitable identification to the training course [and assessment if not assessed on the day of the course].

## 5.5 Candidate Progression

- Level 3 Award in First Aid at Work
- Level 2 Award in Cardiopulmonary Resuscitation and Automated External Defibrillation
- Level 3 Award in Paediatric First Aid.

# 6. Assessment

## 6.1 Assessment of the Units

Skills and knowledge are assessed in each unit.

Evidence of meeting each assessment criteria is required.

The assessment evidence is generated by practical examination throughout the course by the assessor.

## 6.2 Assessment Tasks

### Skills and knowledge

The skills and knowledge of each candidate are continuously assessed by practical examinations throughout the course.

- Candidates must perform all the **practical** techniques described in the learning outcomes of each unit to pass.
- Simulation is permitted.

## 6.3 Internal Assessment

Centres must have verification/moderation systems to ensure all assessment evidence is authentic, reliable, valid and sufficient and standardisation systems to ensure all staff can make consistent and fair assessment decisions.

Practical competency is to be recorded by the Internal Assessor on the ITC A1 assessment plans produced by ITC or similar Centre generated document approved by ITC External Quality Assurer.

To assist in collecting authentic, reliable, valid and sufficient evidence ITC has developed and is continually updating evidence recording documents. The updated version will always be available from Support Resources on the Centre Web-Office. Including:

- A1 OEA Assessment Plan
- A1 OIM Assessment Plan
- A4 OFA Qualification Assessment Specification

If candidates do not meet the standard the Centre will make arrangements to allow the candidate a referral opportunity. This must be completed within 9 weeks of the original course start date.

Assessment evidence is to be returned to ITC within 10 working days of course completion.

If the referral is not passed then the candidate will have to redo the whole training course and undergo the full assessment again.

## **6.4 Internal Quality Assurance**

Assignment evidence is to be internally quality assured following ITC centrally produced procedures [Appendix document listing of this document] or procedures agreed with ITC External Quality Assurance.

To assist Centres in this function the following documents are available on the Centre Web-Office.

- A1 OEA Assessment Plan
- A2 IQA Sample Plan (Confirmation of Assessment Judgements)
- A1 OIM Assessment Plan
- A2 IQA Sample Plan (Confirmation of Assessment Judgements)
- PR6 Annual Review of Tutor/Assessor (Appraisal & Verification Evidence)
- IQA1: Internal Quality Assurance Process
- IQA2: Centre Standardisation Records
- IQA3: Internal Quality Assurance Sampling Record
- IQA4: Internal Quality Assurance Sampling Report Record
- IQA5: Internal Quality Assurance Record Form

## **7. Supporting Resources for Delivery**

### **7.1 Website Support Resources List**

Available via Centre Login to Centre Web Office space.

## **8. External Quality Assurance**

### **8.1 Procedures**

Centres will be notified of proposed external quality assurance events/visits, except for the regime of unannounced visits.

As well as viewing assessment procedures and judgements the visit will include:

- a) Confirmation of all policies and documented procedures after initial pre-visit desk research
- b) A review of the evidence of Centre internal quality assurance and staff development events
- c) A review of the evidence generated from previous external quality assurance events, including action plan evidence
- d) A review of candidate assessment evidence
- e) Any guidance required to administer or deliver the qualification.

## 8.2 Visit Details

Centres will be allocated an External Quality Assurer. For each visit:

- a) The Centre will normally be notified in advance to allow time to make suitable arrangements.
- b) The agenda for the meeting will be forwarded to the Centre.
- c) The meeting will occur on the planned date.
- d) Preliminary action plans will be drafted for agreement and review at the time of the Centre visit.
- e) Action Plan evidence will be generated according to the specified timescale by the Centre and approved or referred by ITC.
- f) Risk rating will be applied to each Centre.

Centres visits will usually be planned to coincide with qualification delivery and assessment and the ITC EQA will observe teaching, assessing, internal quality assurance activity as appropriate.

Centre visits report will be archived on the ITC website for all Centre staff to review and meet any action plan deadlines.