Qualification Specification

Guidance for Centres

ITC Level 3 Award in First Aid for Sport, Exercise & Fitness

Qualification Number: 603/0885/0

ITC First

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Website Access
For all policy statements and downloadable documents

Upload to:

Ofqual Portal	SQA Accreditation Share Point	ITC WebOffice Support Resources	ITC Public Website	ITC Server
x	☐	☐	☐	☐

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Appendix Documents Listing

Hard copy documents go out of date. For up to date versions of documents please access the Support Resources section of the ITC Web Office (Members section)

Unit Specifications

- H/615/4021 Sport, Exercise and Fitness First Aid

Delivery Resources

- GS.6 FASEF Qualification Specification [This document]
- A1.6 Assessment Plan
- A4.6 FASEF Qualification Assessment Guidance
- A5.6 FASEF Qualification Assessment Programme
- CPE.6 Candidate Pack Document List

Internal Quality Assurance

- IQA1: Internal Moderation Process
- IQA2: Centre Standardisation Records
- IQA3: Internal Moderation Sampling Record
- IQA4: Internal Moderation Sampling Report Record
- IQA5: Internal Quality Assurance Record Form

Centre Approval

- C9: Centre Agreement

ITC Document Forms

- C4: Access to Training & Assessment Request Form
- C7: Special Considerations Request Form
- F3: Malpractice & Misconduct Report Form
- 05: Replacement Certificate Request Form

ITC Policies

- P1: Customer Charter
- P3: Fees Policy
- P5: Appeals Policy
- P6: Malpractice, Maladministration & Misconduct Policy
- P7: Language Policy
- P8: Equality, Diversity and Assessment Policy
- P9: Record Retention Policy
- P12: Automatic E-mail Policy - Removal from list
- P14: Sanctions Policy
- P15: Withdrawal from Delivery Policy
- P16: Complaints Policy
- P17: Invoice Policy
- P19: Recognition of Prior Learning Policy
- P22: Data Protection and Privacy Policy

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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 First Aid for Sport, Exercise and Fitness.

It explains the administration, assessment and quality assurance requirements for this qualification.

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 regulated qualifications. All who work with ITC are supported by a documented framework of policies and procedures updated regularly on the ITC website. To seek policy guidance to inform your relationship with ITC visit:

https://www.itcfirst.org.uk/policies/policies/1.htm

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

2. Qualification Details

This ITC Level 3 Award in First Aid for Sport, Exercise and Fitness is part of the Regulated Qualifications Framework (RQF). This qualification is regulated by Ofqual.

2.1 Qualification Objectives

This qualification indicates an individual can undertake the role of Emergency First Aider in the Sport or Leisure setting, that may have been identified by a risk assessment and may satisfy duty of care requirements.

The qualification will benefit all who need to be introduced to emergency first aid in the sports and leisure setting and is aimed at sports coaches, personal trainers, PE Teachers, parents, volunteers and those involved with activity.

2.2 Learner Entry Requirements for this Qualification

a) **Previous qualification requirements for Learners for this qualification**
None.
However learners should receive pre-course information that informs them that they will be participating in an active course that involves some kneeling, rolling, laying and touching of others.

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b) Prior knowledge, skills or understanding which the learner is required to have before taking the qualification
None.

c) Units which a learner 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 learners to satisfy prior to assessment or awarding
None.

2.3 Qualification Structure

To meet the requirements of the qualification the learner must achieve the mandatory unit required for the particular qualification:

Unit title
Sport Exercise and Fitness First Aid
Unit Reference number
H/615/4021

Qualification title
ITC Level 3 Award in First Aid for Sport, Exercise and Fitness.
Qualification number
603/0885/0

The single mandatory unit must be completed in order for the qualification to be achieved.

Unit Review date – 01 June, 2027

Unit title: Sport Exercise and Fitness First Aid
Unit number: H/615/4021
Unit level: 3
Unit credit: 1
TQT: 8

The Award has a credit value of 1 and a total qualification time of 8 hours, with a minimum of 7 hours tutor contact time with the learners.

2.4 Learning Outcomes

Unit title: Sport Exercise and Fitness First Aid

This unit is owned by ITC First and the qualification Learning Outcomes are available to ITC Centres upon request.

The qualification covers various aspects of first aid in a sport or activity environment:

- Duty of care requirements.
- Basic Life Support.
- Injury assessment to make a cease/return to play activity decisions.
- Sudden occurrences/conditions requiring first aid.

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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 the ITC Customer Charter. Awarding can only occur within the qualification lifespan.

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

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

2.6 Age of Learners

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) Online Centre application form
b) Centre agreement – C9.

Centres will need to consider:

a) Sufficient resources for the delivery of the qualification – physical and staffing.
b) Learner access to sufficient resources for the award – learning centre, visual aids, course manual/handout 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 the Assessment Principles for Regulated First Aid Qualifications.
Regulated first aid qualifications must not exceed an assessor : student ratio of 1:12.

a) The minimum guided learning hours value is 7 hours [excluding breaks].
b) The total qualification time is 8 hours.
c) This qualification must be delivered within 4 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, advice documents and teaching materials to assist in the development of a teaching programme that can be supplied to Centres upon request.

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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 Assessment Principles for Regulated First Aid Qualifications.

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

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

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

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 Web Office being available for desk based External Quality Assurance.

3.4 Learner Evaluation

An end of course evaluation form is to be completed by each learner 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 Learners

Centres will protect the interests of learners 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 learner upon registration.

3.6 Centre Resources

Centres must have the following resources in place:

a) At least one CPR manikin for every four learners, but we recommend a ratio of one for every two learners.
b) At least one AED Trainer for every four learners, but we recommend a ratio of one for every CPR manikin.

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c) Hygiene procedures for ensuring the safety of all learners, e.g. manikin face per learner 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 learner.
e) Training venues suitable for learners lying and kneeling simultaneously, e.g. carpets or protective kneeling mats.
f) Learners must be issued with the ITC course manual. We would recommend that the learner is encouraged to take this away with them.

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's application process requires 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 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 Accreditation, Qualifications Wales regulated Awarding Organisation/Body).
    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 a Level 3 Award in First Aid for Sport, Exercise and Fitness certificate (or equivalent).
d) Portfolio logbooks must be maintained:
    i. Training Log normally showing at least 6 hours of training and/or 36 hours of training in the last three years.
    ii. Continuous Professional Development Log showing at least 6 hours of CPD per year.

There must be evidence of meeting these requirements on the ITC Web Office 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 and 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 Accreditation, Qualifications Wales regulated Awarding Organisation/Body).
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. Hold a Level 3 Award in First Aid for Sport, Exercise and Fitness certificate (or equivalent)

d) Portfolio logbooks must be maintained:
i. Training Log normally showing at least 6 hours of assessing in the last six months and/or 36 hours of training in the last three years.
ii. Continuous Professional Development Log showing at least 6 hours of CPD each year.

There must be evidence of meeting these requirements on the ITC Web Office 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 Accreditation, 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:
i. Hold a Level 3 Award in First Aid for Sport, Exercise and Fitness certificate (or equivalent)

d) 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 Web Office 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.

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5. Learner Registration

5.1 Selection of Learners

There are no prerequisite entry requirements for this qualification.

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

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

Each Centre should have, and implement, a reasonable adjustment and special consideration policy.

5.2 Information to Learners

Pre-course information should be provided to learners containing:

a) Joining details.
b) ID requirements.
c) Expectations of course members, including taking part in kneeling, rolling, laying on carpet having physical contact with other course members.
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 the Centre.

5.3 Registration of Learners

Centres must meet the following requirements;

a) Learners must be registered with ITC within 10 working days of the course completion date.
b) Learner registration details must be entered onto the ITC Web Office database.
c) Centres must have procedures in place to confirm the identity of each Learner before they undertake an assessment.

5.4 Learner Identity

Learners 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 Learner Progression

- ITC Award in Outdoor First Aid.
- ITC Award in First Aid at Work.

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6. Assessment

6.1 Assessment of the Unit

- Skills and knowledge are assessed in this unit.
- Evidence of meeting each assessment criteria is required.
- The assessment evidence is generated by practical observation and learner questioning throughout the course by the assessor.

6.2 Assessment Tasks

Skills and knowledge

a) The skills and knowledge of each learner are continuously assessed by practical observation and learner questioning throughout the course by the assessor.
b) Learners must perform all the **practical** techniques described in the learning outcomes for this unit to pass.
c) Simulation is permitted.

6.3 Internal Assessment

Centres must have internal quality assurance systems to ensure all assessment evidence is authentic, reliable, valid and sufficient with 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 A1.6 assessment plan produced by ITC or similar Centre generated document approved by ITC External Quality Assurer.

Assessment results are to be recorded upon ITC A1.6 documents or similar Centre generated documents approved by the 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:

- A1.6 FASEF Assessment Plan
- A4.6 FASEF Qualification Assessment Guidance
- A5.6 FASEF Qualification Assessment Programme

If learners do not meet the standard the Centre will make arrangements to allow the learner a referral opportunity. This must be completed within 6 weeks of the original course start date.

If the referral is not passed, then the learner 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.

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

- A1.6 FASEF Assessment Plan.
- 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 Web Office Support Resources List

These are available via Centre Login to the ITC 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 learner assessment evidence.
e) Any guidance required to administer or to deliver the qualification.

8.2 Visit Details

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

a) The Centre will normally be notified in advance to allow time to make suitable arrangements. Normally planned at the previous external quality assurance visit.
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.

Centre 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.

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

Appendices taken from Assessment Principles for First Aid Qualifications – October 2013 v4

Appendix 1
Occupational Knowledge and Competence in First Aid:
All trainers, assessors, internal quality assurers and external quality assurers must have occupational knowledge and competence in first aid.

This may be evidenced by:
- Holding a current First Aid at Work Certificate (issued by an Ofqual/SQA Accreditation/Qualifications Wales recognised Awarding Organisation/Body, a HSE approved training provider or recognised equivalent*) ***or***
- Holding a current Offshore First Aid Certificate issued by a HSE approved training provider ***or***
- Current registration as a Doctor with the General Medical Council (GMC). ***Or***
  Current registration as a Nurse with the Nursing and Midwifery Council (NMC). ***Or***
  Current registration as a Paramedic with the Health and Care Professions Council (HCPC).

* Recognised First Aid at Work certificate equivalents must be submitted to the awarding organisation/body with comprehensive mapping which evidences that all assessment criteria of the FAW qualification have been achieved within the past 3 years ACG Approved 28 August 2013 V4 Page 5 of 8.

Appendix 2

Acceptable Training/Assessing Qualifications:

This list is not exhaustive but provides a guide to acceptable training and/or assessing qualifications. Trainers who also assess student competence must hold a qualification (or separate qualifications) to enable them to perform both functions.

Qualification	Train*	Assess**
Cert Ed/PGCE/B Ed/M Ed	🗐	🗐
CTLLS/DTLLS	🗐	🗐
PTLLS with unit 'Principles and Practice of Assessment' (12 credits)	🗐	🗐
Further and Adult Education Teacher's Certificate	🗐	🗐
IHCD Instructional Methods	🗐	🗐
IHCD Instructor Certificate	🗐	🗐
S/NVQ level 3 in training and development	🗐	🗐
S/NVQ level 4 in training and development	🗐	🗐
TQFE (Teaching Qualification for Further Education)	🗐	🗐
English National Board 998	🗐	🗐
Nursing mentorship qualifications	🗐	🗐
NOCN Tutor Assessor Award	🗐	🗐
Level 3 Award in Education and Training (QCF)	🗐	🗐
Level 4 Certificate in Education and Training (QCF)	🗐	🗐
Level 5 Diploma in Education and Training (QCF)	🗐	🗐
PTLLS (6 credits)	🗐	
Accredited Qualifications based upon the Learning and Development NOS7 Facilitate Individual Learning and Development	🗐	
Training Group A22, B22, C21, C23, C24	🗐	
SQA Accredited Planning and Delivering Learning Sessions to Groups	🗐	
A1 (D32/33) – Assess candidates using a range of methods		🗐
A2 (D32) – Assess candidates' performance through observation		🗐
Regulated Qualifications based on the Learning and Development NOS9 Assess Learner Achievement		🗐
SQA Accredited Learning and Development Unit 9 DI Assess workplace competences using direct and indirect methods – replacing Units A1 and D32/33		🗐
SQA Accredited Learning and Development Unit 9 D Assess workplace competence using direct methods – replacing Units A2 and D32		🗐
SQA Carry out the Assessment Process		🗐
Level 3 Award in Assessing Competence in the Work Environment (QCF)		🗐
Level 3 Award in Assessing Vocationally Related Achievement (QCF)		🗐
Level 3 Award in Understanding the Principles and Practices of Assessment (QCF)		🗐
Level 3 Certificate in Assessing Vocational Achievement (QCF)		🗐
First Aid at Work Trainer course***	🗐 ***	
First Aid at Work Assessor course****		🗐 ****

* Trainers who do not have a formal teaching/training qualification but have considerable evidence of successfully delivering first aid training within the last 3 years may be considered. A regulated teaching/training qualification will however be required from **01 October 2015**.

**Assessors who do not hold a formal assessing qualification may alternatively attend *First Aid Assessor CPD Training* with an Awarding Organisation.

*** As this is not a regulated qualification, trainers will be required to achieve a regulated training qualification by **01 October 2015.**

********As this is not a regulated qualification, assessors will be required to achieve a formal (regulated) assessing qualification, or attend *First Aid Assessor CPD Training* with an Awarding Organisation by **01 October 2015.**

Appendix 3
Qualifications suitable for Internal Quality Assurance
This list is not exhaustive but provides a guide to acceptable IQA qualifications:

NOTE:
IQA's who do not hold a formal IQA qualification may alternatively attend Internal Quality Assurance CPD training with an Awarding Organisation.

It is understood that not all IQA's will hold formal IQA qualifications or have attended CPD training initially, though one of the above should have been achieved by **01 October 2015**.

During this time Awarding Organisations and Centres must ensure that IQAs are following the principles set out in the current Learning and Development NOS 11 *Internally monitor and maintain the quality of assessment.*

Qualification	IQA*
V1 or D34	
Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (QCF)	
Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (QCF)	
Regulated Qualifications based on the Learning and Development NOS11 Internally Monitor and Maintain the Quality of Assessment	
SQA Accredited Learning and Development Unit 11 Internally Monitor and Maintain Quality of Workplace Assessment	
SQA internally Verify the Assessment Process	

* IQA's who do not hold a formal IQA qualification may alternatively attend Internal Quality Assurance CPD Training with a recognised Awarding Organisation