



ITC First Aid Ltd

C3 New Qualification Approval Form Initial Application [5]

August 2011

THE QUALIFICATION APPROVAL PROCESS

1. Introduction

1.1 Before completing this document we strongly advise you to contact ITC Office team for dialogue regarding the approval process.

1.2 If you are not a current ITC Centre then you must achieve Centre recognition by completing the ITC Centre application document (C1) and meet Centre approval criteria (C2). ITC qualifications can only be delivered by approved ITC Providers (first aid) or approved ITC Centres, therefore Centre approval to deliver any qualification status **must be obtained before** offering a programme.

1.3 This document may be completed and forwarded alongside C1 but will not be considered unless Centre recognition has been gained.

2. Application Process

2.1 This qualification approval process is to be followed to add a new qualification to the provision portfolio of the Centre or for new Centre recognition to deliver ITC qualifications.

2.2 The initial step is to contact ITC Office for some preliminary dialogue and verbal agreement to offer the new programme. The criteria are to be found in this document.

2.3 To obtain New Qualification approval the Centre must complete 'Form C3' (New Qualification Approval Application Form). It may be included in the Centre application, (C1), and forwarded to ITC. The ITC Office will acknowledge receipt of application within 2 working days.

2.4 After a New Qualification Application (C3) has been received it will be reviewed by ITC.

2.5 To obtain and maintain approval to deliver the new qualifications Centres must meet all Centre criteria

3 QUALIFICATION APPROVAL APPLICATION

This section may be completed alongside the Centre approval application (C1)

3.1 Centre Name

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3.2 Qualifications proposed to be offered

a

Qualification Title	Proposed start date
Number of candidates this year	Number of candidates next year

b

Qualification Title	Proposed start date
Number of candidates this year	Number of candidates next year

c

Qualification Title	Proposed start date
Number of candidates this year	Number of candidates next year

4. Qualification Implementation

4.1 Physical Resources

- a. Describe the generic physical resources available at the centre for the delivery of the ITC qualification(s) applied for; including accommodation, equipment, facilities and management information systems.

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- b. The centre confirms through the completion of this application that resources are suitable and sufficient to deliver the proposed qualifications and to enable learners to achieve.

Yes

No

4.2 Delivery and Learner Support Systems

Please describe the centres arrangements for:

<p>a. Recruitment Appropriate information, advice and guidance about the qualification are provided to learners and potential learners</p>	
<p>b. Initial Assessment Learner's development needs are matched against the requirements of the qualification and an agreed individual learning plan is established</p>	
<p>c. Induction Learners are fully informed about their programme of study before the start of the qualification</p>	
<p>d. Assessment Learners have a clear assessment plan in place that facilitates them to make good progress through their chosen qualification</p>	
<p>e. Reasonable Adjustments Access to assessment is encouraged through the use of a range of valid assessment methods</p>	
<p>f. Review Learners have regular opportunities to review their progress and goals and to revise their assessment plan accordingly</p>	

<p>g. Learner Support Particular requirements of learners are identified and met where possible</p>	
<p>h. Appeals There is a documented appeals procedure. Explain how this is made available to all learners</p>	
<p>i. Progression Learners receive appropriate information, advice and guidance on pathways of progression from ITC awards to other programmes and levels of learning available to them</p>	
<p>j. Moderation Assessment decisions and practices are regularly sampled and findings are acted upon to ensure consistency and fairness</p>	
<p>k. Internal Records Standardisation procedures and activities are clearly documented and ensure the quality and consistency of assessment</p>	

4.3 Qualification Rationale

Describe how this qualification meets your business objectives

4.4 Qualification Delivery

Describe how the qualification will be delivered and assessed

5. Centre Agreement for Qualification Delivery

5.1 Please confirm acceptance of the following statements in relation to the qualifications offered by ticking [✓] the appropriate box:

	Yes	No
a. ITC Criteria The Centre will meet all of the criteria for approval to offer ITC First qualifications and comply fully with all guidance and regulations in relation to the qualifications offered.		
b. Data Protection ITC will collect and hold data on learners in strict confidence. The data will be used for purposes connected with learners' studies and for the generation of statistics. Data will not be disclosed to any 3 rd parties except where there is a statutory requirement. Under the Data Protection Act 1998, centres must ensure that learners are aware of how their personal data will be processed. As this includes sensitive personal data the learner must give their consent to this. All centres agree to comply with this requirement.		
c. ITC Access The Centre agrees full cooperation with ITC and access to all areas concerned with qualification delivery for moderation & audit purposes (premises, people and records).		
d. Regulator Access The Centre agrees full cooperation with and regulator access to all areas concerned with the delivery of ITC programmes (premises, people and records).		
e. Candidate Access The Centre undertakes to use buildings for assessment purposes that provide access for all candidates, in accordance with current relevant legislation.		
f. Amendments in procedure to ITC The centre agrees to forward to ITC, any changes in the information recorded in this document, at the earliest opportunity.		
g. Assessment Guidance The centre agrees to comply with current ITC specification and guidance regarding the requirements for the assessment of the qualifications.		
h. Record Keeping The centre agrees to ensure that records relating to this application and of learner details and achievements are complete, up to date and securely stored in line with ITC requirements, and available for moderation and auditing.		
i. Staffing The teaching, assessment and moderation will be conducted by suitably qualified and experienced staff at all times.		
j. Assessment, Verification & Moderation Roles The Centre must ensure roles and responsibilities of assessment and moderation teams are defined, allocated and understood by all involved.		
k. Time & Resource Allocation The Centre management ensures the assessment and moderation team have sufficient time and authority to perform their roles and responsibilities effectively.		
l. Candidate Registration Registration information and details necessary for awarding and certification is complete, accurate and will be forwarded to ITC within the time deadline requested.		
m. Malpractice Reporting The centre will report to ITC immediately any suggested malpractice involving candidates, centre staff or other parties.		
n. Senior Management Support The centre confirms that through completion of this application that senior management		

support the centres intention to offer the ITC qualifications listed in section 3.		
o. Insert name of Senior Manger supporting this application		
p. Centre Recognition Action Plan The centre undertakes to complete the necessary action required for centre recognition, as specified by ITC after reviewing this form.		
q. Annual Centre Re-approval The centre acknowledges that qualification approval is reviewed annually and may be removed if ITC guidance and regulations are not followed or criteria not met		

6. Authorisation

6.1 Please read and complete the entire qualification application document. Your signature confirms that all Centre policies processes will be applied to the qualifications listed.

6.2 Named & Accountable Person Signature for this Centre - Qualification Application

Insert name of Centre _____

Name	Signature
Position	Date

For ITC review return to: ITC Awards Manager

7 OFFICE USE

7.1 Centre Name _____ **Date** _____

7.2 ITC Reviewer Comment

6

Circle decision

Approved

Pending

Reviewer Name & Signature _____ **Position** _____

Reviewer Name & Signature _____ **Position** _____

7.3 Awards Manager Support for Approval

7.4 Comment

Circle decision

Approved

Pending

AM Signature _____ **Date** _____

Attach explanations for pending decisions (time defined action points to be completed by the Centre) on separate document if necessary.