

## COURSE INFORMATION SHEET

# Assessor & Internal Quality Assurance Continual Professional Development Training

### PROGRAMME OUTLINE

CPD Title:	Assessor Workshop
CPD Title:	Internal Quality Assurance Workshop
CPD Point Value:	7

### DESCRIPTION

This is an excellent workshop to equip trainers with the necessary skills to assess their own students, as well as being able to monitor and assess other trainers and their administration. It is suitable for trainers who have already attained the Level 3 PTTLS Award (QCF), but do not have the assessing qualification.

It has been developed to meet the requirements of Skills for Health, which is the Sector Skills Council that covers first aid. This workshop will future proof yourself past the October 2015 requirements as set out by Skill for Health.

This unique workshop has been approved by the appropriate regulatory bodies and satisfies the Assessment Principles for First Aid Qualifications as published and supported by the Sector Skills Council for Health and the HSE.

### DURATION

The programme is a 7-hour classroom based course, split into a morning session of 4 hours for the Assessment Guidance and an afternoon session of 3 hours for the Internal Quality Assurance Guidance. It is mandatory to attend the full day.

### SYLLABUS

The course is made up of theoretical sessions delivered by the Instructor who will provide a detailed course programme. A range of subjects are covered that will enable you to understand:

#### Morning Session

- Role and responsibilities of the Assessor(s)
- Principles of assessment
- The importance of the assessment cycle
- Audit trail and record keeping for QA purposes
- Provide an overview of the Awarding Organisation (AO) specific assessment approach/design
- Provide examples of AO assessment paperwork
- Guidance on how to prepare and complete assessments
- Practical exercises/activities on conducting first aid assessments of both practical and theory

#### Afternoon Session

- Role and responsibilities of the Internal Quality Assurer and the External Quality Assurer
- Principles of internal quality assurance
- Observing first aid training activity and providing feedback
- Leading the standardisation process
- Provide an overview of the AO's internal and external quality assurance approach/design/strategy/procedure
- Provide examples of AO internal quality assurance paperwork
- Practical exercises/activities on conducting first aid internal quality assurance

### CERTIFICATION

You will receive a CPD attendance certificate from First Aid Awards for this CPD event.

# CPD WORKSHOPS 2015 BOOKING FORM



## SECTION 1 : Course details

Please complete ALL 3 sections

Please select from the following

COURSE TYPE			LOCATION	DATE	
Assessor & Internal Quality Assurance CPD Training					
1-Day Course	£150 + VAT (£180.00)	<input type="checkbox"/>	Salisbury	April	15th
		<input type="checkbox"/>	Dundee	May	19th
		<input type="checkbox"/>	Telford	June	16th
		<input type="checkbox"/>	Exeter	July	22nd
		<input type="checkbox"/>	Durham	August	6th
		<input type="checkbox"/>	Telford	August	27th
		<input type="checkbox"/>	Bolton	August	28th
		<input type="checkbox"/>	Chelmsford	September	25th

Prices effective from 1st January 2015 with a VAT Rate of 20% and are valid until 31st December 2015

## SECTION 2 : Delegate details

Name \_\_\_\_\_

Correspondence Address \_\_\_\_\_

County \_\_\_\_\_ Post Code \_\_\_\_\_

Company Name \_\_\_\_\_ Address \_\_\_\_\_

County \_\_\_\_\_ Post Code \_\_\_\_\_

Work Tel \_\_\_\_\_

Home Tel \_\_\_\_\_ Mobile \_\_\_\_\_

Primary e-mail \_\_\_\_\_

Second e-mail (if applicable) \_\_\_\_\_

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First Aid Awards Ltd, Awards House, 10 Central Treviscoe, St Austell, Cornwall, PL26 7QW  
TEL 08458 333999 • FAX 01726 878009 • EMAIL enquiries@firstaidawards.com • WEB www.firstaidawards.com



# CPD WORKSHOPS 2015 BOOKING FORM



## SECTION 2 : Delegate details continued

Sheet 2

**Equal Opportunities Policy: First Aid Awards Ltd is committed to improving its provision for people with disabilities and/or learning difficulties.**

If there is anything that may affect your learning that you feel we should know about, please provide details below:

If you have any food allergies or special dietary requirements that we will need to advise the course venue of, please provide details below:

If you have a medical condition that we should be aware of (i.e. diabetes, epilepsy, etc.) please provide details below:

Date of Birth:(dd/mm/yyyy) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Sex: (Male/Female) \_\_\_\_\_

### Ethnic Origin (Please tick)

Asian British

Black African

Chinese

White British

Asian Other

Black British

Indian

White European

Bangladeshi

Black Caribbean

Pakistani

White Other

Black Other

White Ethnic

## SECTION 3 : Payment details - Amount payable: £ \_\_\_\_\_

Please fill in the details below and then select a payment option below.

Contact Name

Company Name (if applicable)

Billing Address

County

Post Code

Primary e-mail

Telephone

**Option 1** - I wish to pay by Credit/Debit card

**Card type:** Mastercard  Visa  Visa Debit  Card Number

Valid from

Expiry date

Name on card

3-digit security code

**Option 2** - I wish to be invoiced to my FAA account - **Account name:** \_\_\_\_\_ **Account number:** \_\_\_\_\_

**Purchase Order No:** \_\_\_\_\_ (Please send us a hard copy)

**Option 3** - Invoice (for those who do not have an account)

**Please note: Payment is due upon receipt of the invoice in order to secure the course place**

**Company Reg No. / Proprietors Name**

**Purchase Order No:**

**Option 4** - I wish to pay by cheque (to be payable to First Aid Awards Ltd) - **Cheque number:** \_\_\_\_\_

I agree to abide by the terms and conditions. I can confirm that I have been informed about the pre-requisites in respect of attending this/these course/s and can confirm that I have the appropriate knowledge of the subject of the course/s that I am attending.

Signed

Print name

Date

25.03.2015



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# TERMS AND CONDITIONS FOR COURSE BOOKINGS



Bookings are made subject to the following terms and conditions as set out below:

## 1. COURSE BOOKINGS

Bookings may be made by email, fax, letter or phone. Telephone bookings should be confirmed in writing where requested.

## 2. PROVISIONAL BOOKINGS

To register interest in a course, a provisional booking may be taken pending a deposit or payment as above but this will not guarantee your place on the course. Bookings secured as in Section 3, 4 and 5 have priority over provisional bookings.

## 3. PAYMENT TERMS

Our standard payment terms require either full payment or a 20% deposit of the total price taken at the time of booking to secure your course place unless otherwise agreed. The remaining balance will become due no later than 28 days from the commencement of your course.

Where bookings are made within 28 days of the first day of your course full payment will be required at the time of booking.

Payment can be made by credit/debit card, cheque or BACS.

## 4. PAYMENT BY EMPLOYER

A course place will be held as a provisional booking until credit checks have been performed. Should these be successful your course place will be confirmed and an invoice will be sent to your employer. Please quote purchase order numbers where applicable.

Our standard credit terms for account customers are 30 days from date of invoice.

Should your employer be unsuccessful during a credit check we will provide a proforma invoice and payment will be required before your course to confirm your booking.

## 5. PAYMENT BY ENHANCED LEARNING CREDITS (ELC) *(Available To MOD Personnel)*

Please contact us prior to making your claim to ensure that your chosen course is still available. Once we have registered your interest we will provisionally book your place while your claim is processed by the Enhanced Learning Credits Administration Services (ELCAS).

As soon as you have received your Claim Authorisation Note (CAN) you should present this to us at your earliest convenience and pay your 20% personal contribution. Under the terms of the ELC scheme we will only be able to confirm your place on the course once you have presented your CAN and paid your contribution.

For further details on the claims process please contact us or refer to your education office.

## 6. TRANSFERS

Should circumstances mean that you need to transfer to another course the following charges will apply, dependent on the notice given:

- **First transfer, made more than four weeks prior to the course start date - no charge**
- **Two to four weeks notice given - 25% of the course fee**
- **Less than two weeks notice given - 50% of the course fee**

All transfers must be taken within a period of six months.

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# TERMS AND CONDITIONS FOR COURSE BOOKINGS



## 7. CANCELLATIONS

Should circumstances mean that you have to cancel your course and are unable to transfer your booking to another date at the time of cancellation, the following charges will apply:

- More than four weeks prior to the course start date - no charge
- Two to four weeks prior to the course - 50% of the course fee
- Less than two weeks prior to the course - full fee

NB Cancellation must be made in writing by post, fax or email and received by the due date.

## 8. NON-ATTENDANCE

If you do not attend a course, and you have not previously informed us, the full course fee remains payable and non-refundable.

## 9. LATE ARRIVALS / MISSED SESSIONS

If you arrive late for a course or absent from any session, we reserve the right to refuse to accept you for training if we feel you will gain insufficient knowledge or skills in the time remaining. In all such cases, the full course fee remains payable. To conform with Health & Safety Executive (HSE) requirements for statutory certificates, attendance at all sessions is mandatory.

## 10. UNFORSEEN CIRCUMSTANCES

On occasions, unforeseen circumstances may require us to cancel a course. In such circumstances you will be given as much notice as possible and either a free transfer to another course date or a full refund of fees paid.

## 11. VAT

All course fees are subject to the current VAT (valid exemptions only).

## 12. DISTANCE SELLING REGULATIONS 2000

We abide by the applicable elements of the Distance Selling Regulations 2000.

First Aid Awards Ltd reserves the right to change course fees or terms and conditions at any time.

02.10.2014

