

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: 4

DESCRIPTION

This is an excellent Half-Day CPD workshop that covers both assessing and internal quality assurance (IQA) and has been designed to meet the Assessment Principles for Regulated First Aid Qualifications.

ASSESSING

Within the Assessment Principles there is a requirement that all Trainers must hold an assessing qualification or have attended a suitable assessing CPD workshop to be able to assess learners completing regulated First Aid qualifications. The CPD Workshop has been created to allow Trainers that hold a *teaching qualification only* that does not include an assessing module to easily meet the Assessment Principles for Regulated First Aid Qualifications.

QUALITY ASSURANCE

The Workshop is also suitable for persons wishing to conduct the monitoring of First Aid Trainer/Assessors and the quality assurance of regulated course paperwork.

The Assessment Principles require those involved in the quality assurance of First Aid qualifications to hold an IQA qualification or have attended suitable CPD training in addition to holding an appropriate First Aid qualification. This Workshop meets that requirement and allows persons, who do not already hold an IQA qualification, to conduct quality assurance procedures for regulated First Aid qualifications.

DURATION

The programme is a 4-hour distance learning course.

PREREQUISITES TO ATTEND

Attendees must hold a First Aid at Work qualification or hold a current medical registration as a Doctor, Nurse or Paramedic.

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:

- 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
- 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 : BOOKING FORM

Sheet 1

SECTION 1 : Course details

Please complete ALL 3 sections

Please select from the following:

COURSES

Assessor & Internal Quality Assurance CPD Training

[CLICK HERE TO DOWNLOAD THE LIVE COURSE SCHEDULE](#)

1-day course

£ 99 + VAT (£118.80) ☐

LOCATION

DATE

Prices effective from 1st March 2023 with a VAT Rate of 20%

Privacy Notice

All data collected on this form will be collected, processed and stored as per FAA's Privacy Notice.

For detailed information on how personal data is stored and processed please visit www.firstaidawards.com/policies and view FAA's Data Protection Policy or email enquiries@firstaidawards.com should you have any questions.

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)

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) _____



CPD WORKSHOPS : BOOKING FORM

Sheet 2

SECTION 3 : Payment details - amount payable: £ _____

Please fill in the details below and then select a payment option below. If your employer is paying, please go to section 4 on page 3.

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 or Bacs: **Please send me an email with a secure on-line payment link**
- ☐ **Option 2** - I wish to be invoiced to my account -
Account name: _____
Account number: _____
Purchase Order No: _____ (Please send us a hard copy)
- ☐ **Option 3** - My employer will be paying for this course (Go to section 4 on page 3)
- ☐ **Option 4** - Payment by cheque - No. _____ (enclosed) Please make cheques payable to First Aid Awards Ltd

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
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CPD WORKSHOPS : BOOKING FORM

Sheet 3

SECTION 4 : Invoice to my employer

(Please complete these details if you would like your employer to be invoiced for your course)

Please note: Payment is due under booking Terms and Conditions at paragraph 4.

Contact Name _____

Position within Company _____

Company Name _____

Address 1 _____

Address 2 _____

Address 3 _____

County _____

Post Code _____

Telephone _____

Email address (if known) _____

Trading Style:

☐

Sole Trader

☐

Limited Company

☐

Local Authority or Charity

Company Registration Number _____

Purchase Order No: (if required) _____

(Please enclose a copy)

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 _____

TERMS AND CONDITIONS FOR COURSE BOOKINGS

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

1. COURSE BOOKINGS

Course enquiries can be made by email, post, telephone or via our website, although to book onto a course, subject to availability, you must submit a completed booking form. All bookings will be confirmed by email.

2. PAYMENT BY INDIVIDUALS

Our standard payment terms require:

- a 20% deposit of the total price payable at the time of booking to hold your place and the remaining balance to be paid at least 28 days prior to the course start date or;
- the full amount to be paid at the time of booking.

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

Nuco Training Ltd reserves the right to cancel your course booking should payment not be received by the required due date. If payment issues arise, we urge you to contact us as soon as possible to discuss your options. You will not be able to attend the course if any fees remain unpaid by the start of the course.

3. PAYMENT BY AN EMPLOYER OR THIRD PARTY

Nuco Training Ltd can request payment for the course from a third party, such as an employer on your behalf. This can be a limited company, charity or local authority. Subject to a booking form being submitted, an order being raised and the credit standing of the third party we will:

- Issue an invoice with standard 30 day payment terms or;
- Request the payment from the third party and confirm the course place once the payment has been received.

In either case we shall inform you what action is required. The third party's details should be provided on section 4 of the booking form.

4. PAYMENT BY ENHANCED LEARNING CREDITS (ELC) - AVAILABLE TO MOD PERSONNEL

You should check availability of your chosen course and request a place be reserved prior to submitting your claim with the Enhanced Learning Credits Administration Services (ELCAS).

As soon as you have received your Claim Authorisation Note (CAN) you must forward this to us at your earliest convenience and pay the personal contribution specified on the CAN. Under the terms of the ELC scheme we can only confirm your place 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.

5. TRANSFERRING THE COURSE DATE OR CHANGING COURSE ATTENDEE

If you need to transfer your course date or change the learner who is attending, please be aware of the following charges and conditions:

Transferring a Course Booking:

- **First transfer more than 28 days before the course start date:** An administration fee of £25 + VAT applies.
- **Subsequent transfers or first transfer within 28 to 15 days before the course start date:** 25% of the course fee will be charged.
- **Any transfer within 14 days to 72 hours before the course start date:** 50% of the course fee will be charged.
- **Less than 72 hours before the course start date:** Transfers are not permitted. Only cancellations are accepted at this stage.

Amending Attendee:

After a booking has been confirmed, any changes to the attendee details will incur a £25 + VAT administration fee.

Payment of Transfer Fees:

Transfer fees must be paid within 3 days of the arrangement. Failure to settle within this period will result in the booking being considered as cancelled, subject to our cancellation terms.

TERMS AND CONDITIONS FOR COURSE BOOKINGS

Duration of Transfer:

All course transfers must be scheduled within twelve months from the original course date. Failure to reschedule or attend a further course within this period would result in the loss of any fees paid.

6. CANCELLATIONS

Should circumstances mean that you need 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 28 days** prior to the course start date – £25 + VAT administration fee
- **28 to 15 days** prior to the course start date – 50% of the course fee
- **14 days or less** prior to the course start date – full fee

If you have previously transferred your course from an alternative date and now wish to cancel altogether there will be a 25% administration fee payable, further to the charges listed above.

Cancellation must be confirmed in writing by post or email and received by the due date.

7. FAILURE TO ATTEND/COMPLETE A COURSE

If you do not attend a course or fail to complete the course in full, the full course fee remains payable and non-refundable.

8. LATE ARRIVALS/MISSED SESSIONS/CONDUCT

If you arrive late for a course or are absent from any session, First Aid Awards Ltd reserve the right to mark you as failed. To conform with the requirements for regulated qualifications, attendance at all sessions is mandatory so it will be deemed that you have not met the assessment criteria if sessions are missed.

If your behaviour whilst attending a course is deemed as inappropriate, including threatening behaviour, bullying, racial or sexual harassment or generally disruptive to other delegates, you will be asked to leave the course. In all such cases, whether a classroom-based course or distance learning, the full course fee remains payable.

9. CERTIFICATION

Certificates are provided for successful completion of training/assessment as appropriate and are supplied only following full settlement of course fees. Instructor certificates can only be issued if all criteria are met. If at the time of completion of an instructor course you do not hold a suitable teaching qualification or have not forwarded evidence of holding the appropriate qualification, certificates will be held until such evidence is received, unless otherwise agreed, and your FAAPlus™ online instructor portal access will be withheld or limited.

10. CANCELLATION BY FIRST AID AWARDS LTD

On occasions, unforeseen circumstances may require First Aid Awards Ltd to cancel a course or move to an alternative venue. In such circumstances you will be given as much notice as possible and the option to transfer to another course or request a full refund of fees paid.