

**ITC Certificate in Outdoor First Aid at SCQF Level 6**

Dear Course Member

Please read the following information carefully, it is designed to ensure that you arrive fully prepared for the course and achieve the qualification that you require.

**Programme:** The programme for each day runs 09:00 – 17.30. There is a very short break in the morning and a maximum of 30 minutes for lunch. Tea and coffee will be provided. Please bring a packed lunch. If you arrive after 09:00 you will NOT be able to complete the qualification. You should arrive in advance, ready to start promptly at 09:00 on both days. Failure to be present for the required 16 contact hours is a common reason why candidates are unable to gain the qualification that they require.

**Identification:** When completing the course register on the first day you will be asked to provide a form of photographic ID such as driving licence or passport. If no evidence of ID is provided the awarding body will be unable to issue a certificate until identity can be confirmed.

**Assessment:** Each course does have an element of assessment. In order to pass the course attendees are required to take a full and active part in practising all of the procedures and protocols taught to provide for the necessary continual assessment opportunities. This will require kneeling, rolling, lying on the ground and having physical contact with fellow learners. There is also a set of 10 multiple choice question paper at the end of the first day. Learners are advised that they should be able to read and write at SCQF L4/RQF L1. Further information can be found in the qualification specification on the ITC website.

Requests for reasonable assessment adjustments by individuals with unique needs will be taken by Hantstraining and submitted to the awarding body ITC First Aid Ltd using forms C4 Access to Training and Assessment Form or C7 Special Considerations Form. ITC require a minimum of 5 working days to approve reasonable adjustment request. For more information please read our Equality, Diversity and Fair Assessment Policy. All policies and forms are available to download from our website at <http://www.hantstraining.co.uk/index.html/Policies.html>

**Appeals and Complaints:** Hantstraining appeals and complaints procedure are available at the same link above. ITC’s appeals and complaints policies are available at <https://www.itcfirst.org.uk/policies.htm>

**Clothing:** Make sure you wear old clothes for rolling about on the floor. **Shorts, short skirts and low cut tops are not appropriate** as this is a practical course. Outdoor clothing is not needed on the first day. For the ***second*** day please also bring with you **waterproof jacket *and* trousers**, warm clothing and appropriate footwear for outdoor scenarios, you will be lying on the ground outside in these clothes which may be muddy.

Please note:

* If it looks like it may rain on the day we will *still* be going outside so you must ensure that your outdoor clothing is waterproof.
* If it is nice and sunny please still bring a full set of outdoor clothing with you, including trousers as this clothing forms part of the scenarios.

**Health & Safety:** Our First Aid training courses are active and practical in nature. If during any part of the practical sessions you feel uncomfortable or in danger, stop and ask the trainer for guidance.

Always be aware of your back when lifting, your knees when kneeling, and as ever assess your own safety first. Remember personal hygiene e.g. by making sure you wipe your manikin before use.

If you have any medical conditions or injuries, which could affect your performance, please bring them to the attention of our trainers at the start of the course. Course members are expected to behave in a safe, reasonable manner towards other participants and equipment.

**Covid:** Because of the close, personal working involved in the practical elements of the course we continue to take precautions:

* You should not attend if you show any signs or symptoms of COVID-19. Including: fever/high temperature, new cough, loss of taste/smell.
* You will be prevented from completing the training if you develop symptoms during the course.
* When working closely with others indoors **you will be asked to wear a mask or face covering.**

**Be Aware:** We talk in detail about injuries and illness that can, in some instances, remind participants of past events. If you find this happens please bring it to the attention of the trainers sooner rather than later.

**Course notes:** A full set of course notes are provided. These are designed to save you taking copious notes and act as an aide memoir after the course is completed. If you have any worries, concerns or require further information, please do not hesitate to contact us.

**Certification:** successful candidates will have certificates issued by ITC via Hantstraining.

We look forward to meeting you on the course.

**Phil Quill 07916 522371**

**phil.q@zen.co.uk www.hantstraining.co.uk**