ITC Level 1 Certificate in Safe Working Practice in the Wind Turbine Industry

Qualification Number 601/5385/4

G100

Qualification Specification
Guidance for Centres

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 Google Drive
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Contents

Appendix Documents Listing

Section 1
General Information
1.1 Using this Document
1.2 Documented Procedures

Section 2
Qualification Details
2.1 Qualification Objectives
2.2 Learner Entry Requirements
2.3 Qualification Structure
2.4 Learning Outcomes and Assessment Criteria
2.5 Qualification Assessment
2.6 Awarding

Section 3
Centre Approval to Deliver ITC Qualifications
3.1 Centre Approval
3.2 Teaching Programme
3.3 Internal Quality Assurance
3.4 Learner Evaluation
3.5 Protecting the Interests of Learners
3.6 Resource Requirements

Section 4
Centre Staffing
4.1 Tutor Credentials

Section 5
Candidate Registration
5.1 Selection of Learners
5.2 Information to Learners
5.3 Registration of Learners
5.4 Learner Identity
5.5 Learner Progression

Section 6
Assessment
6.1 Assessment of Each Unit
6.2 Assessment Tasks
6.3 Internal Assessment
6.4 Internal Quality Assurance

Section 7
Supporting Resources for Delivery
7.1 Reading List

Section 8
External Quality Assurance
8.1 Procedures
8.2 Visit Details
8.3 Qualification Standardisation

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Appendix Documents Listing

Hard copy documents go out of date.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

Unit Specifications

- H/506/9198 Introduction to Employment in the Wind Turbine Industry
- K/506/9199 Introduction to Manual Handling in the Wind Turbine Sector
- R/506/9200 Introduction to First Aid in the Wind Turbine Sector
- Y/506/9201 Introduction to Working at Height in the Wind Turbine Sector
- D/506/9202 Introduction to Fire Safety in the Wind Turbine Sector
- H/506/9203 Introduction to Basic Electrical Awareness in the Wind Turbine Sector
- K/506/9204 Introduction to Staying Safe in the Marine Environment in the Wind Turbine Sector
- M/506/9205 Introduction to Employability in the Wind Turbine Industry

Delivery Resources

- G100 Centre Guidance [This document]
- ACET1 Wind Turbine 1 Unit Tracking Document
- ACET1S Wind Turbine 1 Unit Tracking Summary Document
- PDR L1 Professional Discussion Record to support Unit 8 (M/506/9205)
- PT1 Individual Learning Plan Template
- PT2 Tutorial Template
- PT3 Reflective Journal Template
- PT4 Personal Summative Review Template
- PT6 Professional Discussion Record Template

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 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 Other 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 ITC L1 Certificate in Safe Working Practice in the Wind Turbine Industry.

Qualification Number: 601/5385/4

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 understand in order to deliver this qualification.

1.2 Documented Procedures

ITC is a regulated Awarding Organisation supporting SQA Accredited and Ofqual-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

2.1 Qualification Objectives

This qualification is designed as an introduction to the Wind Turbine Industry, it includes an introduction to the renewable sector, safe working practices, understanding the requirements for specific job roles, employability and is aimed at those who wish to develop skills and knowledge that will ultimately lead to employment in this sector.

2.2 Learner Entry Requirements

No formal entry requirements. Direct entry for any learner who would benefit from the programme. This qualification is for those 16+ years wishing to gain employment in this sector.

2.3 Qualification Structure

Qualification details:

Title	Number
ITC Level 1 Certificate in Safe Working Practice in the Wind Turbine Industry	601/5385/4

Unit details:

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The qualification is derived from 8 units:

Title	Number	Credit	Level	GLH	TQT
Introduction to employment in the wind turbine sector	H/506/9198	3	1	25	27
Introduction to manual handling in the wind turbine sector	K/506/9199	3	1	25	27
Introduction to first aid in the wind turbine sector	R/506/9200	3	1	25	27
Introduction to working at height in the wind turbine	Y/506/9201	3	1	25	27
Introduction to fire safety in the wind turbine sector	D/506/9202	3	1	25	27
Introduction to electrical awareness in the wind turbine sector	H/506/9203	3	1	25	27
Introduction to staying safe in the marine environment in the wind turbine sector	K/506/9204	4	1	34	36
Introduction to employability in the wind turbine industry	M/506/9205	4	1	36	36
Total		26		220	234

Unit Review dates
March 31, 2027

GLH is the time a learner spends being taught or otherwise participating in education under the immediate guidance of an appropriate tutor. It includes directed study time and time taken for assessments. Guided learning hours include:

a) Tutor contact time in lessons;
b) Participating in education or training under the immediate guidance or supervision of a tutor;
c) Directed study time.

2.4 Learning Outcomes

a) Introduction to employment in the wind turbine sector - Level 1

Learning outcomes *The learner will:*	
1.	Understand the relevance of the renewable energy and wind turbine sectors
2.	Understand the regulatory framework within which the wind turbine sector operates onshore and offshore
3.	Understand onshore and offshore wind farm operation throughout their lifecycles
4.	Understand the importance of safe working practice in the wind turbine sector onshore and offshore
5.	Understand the impact of wind farm operation on the local environment onshore and offshore

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b) Introduction to manual handling in the wind turbine sector - Level 1

Learning outcomes *The learner will:*	
1.	Understand the reasons for safe manual handling in the wind turbine sector
2.	Understand how risk assessment contributes to safe manual handling in the wind turbine sector
3.	Understand the principles of safe manual handling in the wind turbine sector
4.	Be able to apply safe manual handling principles in the wind turbine sector

c) Introduction to first aid in the wind turbine sector - Level 1

Learning outcomes *The learner will:*	
1.	Understand the role and responsibilities of a first aider in the wind turbine sector
2.	Understand how to assess an emergency situation in the wind turbine sector
3.	Understand how to manage an unresponsive casualty, who is breathing normally, in the wind turbine sector
4.	Be able to manage an unresponsive casualty, who is not breathing normally, onshore and offshore
5.	Know how to provide first aid to a casualty who is experiencing the effects of extreme cold or heat in the wind turbine sector
6	Understand how to manage a casualty with minor injury in the wind turbine sector

d) Introduction to working at height in the wind turbine sector - Level 1

Learning outcomes *The learner will:*	
1.	Understand working at height principles in the wind turbine sector
2.	Understand safety principles when working at height in the wind turbine sector
3.	Recognise safety equipment and procedures for safe working at height practice in the wind turbine sector
4.	Be able to apply safe working at height principles in the wind turbine sector

e) Introduction to fire safety in the wind turbine sector - Level 1

Learning outcomes *The learner will:*	
1.	Understand fire safety in the wind turbine sector
2.	Understand the principles of fire risk control in the wind turbine sector
3.	Understand practical fire safety in the wind turbine sector
4.	Recognise and manage burns

f) Introduction to electrical awareness in the wind turbine sector - Level 1

Learning outcomes *The learner will:*	
1.	Understand electrical theory applied to the wind turbine sector
2.	Understand how to remain safe when working with electricity in the wind turbine sector
3.	Understand how to manage electric shock in the wind turbine sector

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g) Introduction to staying safe in the marine environment in the wind turbine sector - Level 1

Learning outcomes *The learner will:*	
1.	Understand the legislation governing marine transfer and sea survival
2.	Know how to recognise and manage the effects of wet and cold in a marine transfer setting
3.	Have knowledge of the life saving appliances and personal protective equipment required for safe marine transfer
4.	Understand principles of marine safety

h) Introduction to employability in the wind turbine industry - Level 1

Learning outcomes *The learner will:*	
1.	Know how personal characteristics support employment in the wind turbine sector
2.	Understand the employment opportunities in the wind turbine sector
3.	Be able to seek employment in the wind turbine sector

2.5 Qualification Assessment

The units in this qualification are assessed by a portfolio of evidence developed by each learner from a range of Centre devised tasks. After assessment by the Centre, evidence of achievement will be made available for moderation by ITC.

Each learner has to produce evidence to meet all the assessment criteria of each unit and this evidence must be authentic, reliable, valid and sufficient.

ITC template documents for assessment planning and recording are available in the support resources section of the ITC Website.

2.6 Awarding

After assessment by the Centre, evidence of achievement will be made available for moderation by ITC.

After moderation a list of outcomes [Pass/Not yet meeting standard] will be forwarded to the Centre along with any certificates.

The assessment result is pass, or not yet meeting standard, there is no grading.

ITC will award certificates according to the timescales in ITC Customer Charter. Awarding can only occur within the qualification lifespan.

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

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

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3. Centre Approval to Deliver ITC Qualifications

3.1 Centre Approval

Centres wishing to offer the ITC Level 1 Staying Safe in the Wind Turbine Industry Onshore and Offshore qualifications will need to complete:

a) Online Centre application;
b) Centre agreement – C9.

Centres will need to consider:

a) Sufficient resources for the delivery of the qualification – physical and staffing, listed in this document – section 3.6.
b) Learner access to sufficient resources for the award – learning centre, visual aids, textbooks and mentor.
c) Quality assurance procedures – internal assessment and internal quality assurance.

3.2 Teaching Programme

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 and advice documents to assist in the development of a teaching programme that can be supplied to Centres upon request.

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

Centres offering these qualifications must provide internal quality assurance that is standardised across individual assessors, assessment locations and learners.

The Centre must maintain evidence of all meetings, CPD events, standardisation activity in a Central File 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.

There should be a risk based quality assurance plan that monitors the skills of tutors at least annually, with evidence of standardisation maintained for external moderation.

The quality assurance plan should describe the internal quality assurance procedures and the evidence to be maintained for external quality assurance.

See section 4.1 for qualifications of staff involved with assessment and internal 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

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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.

A Centre complaints and appeals policy is to be made available to every learner upon registration.

3.6 Resource Requirements

Centres delivering this qualification will be expected to have the training resources required to deliver the qualification, including:

- Training facilities for teaching the electrical unit;
- Working at Height facilities;
- Marine Transfer capability.

4. Centre Staffing

4.1 Tutor Credentials

Centres are expected to have an appropriate number of suitable tutors with experience and a clear understanding of Renewable Energy and Wind Turbine content, who hold or are working towards a relevant teaching, assessing, quality assurance qualification appropriate for the course they are delivering.

Tutors
For the Level 1 Certificate in Staying Safe in the Wind Turbine Industry Onshore and Offshore, tutors are required to:

a) Hold a teaching qualification e.g. Level 3 Education and Training.
b) Should have up-to-date working knowledge and sector specific experience of best practice.

ITC's application for Centre approval process require Centres to identify:

a) A nominated individual to lead the qualification delivery team in the Centre.

Assessors

a) Should hold the qualification they are assessing and have assessed learners.
b) Should have up-to-date working knowledge and experience of best practice in assessment and quality assurance.
c) Should show current evidence of cpd in assessment and quality assurance.
d) Should hold one of the following qualifications or their recognised equivalent:
    i. One of the practice Level 3 qualifications in Assessing;
    ii. A1;
    iii. D32 & D33.

Internal Quality Assurance Staff

a) Should have up-to-date working knowledge and experience of best practice in assessment and quality assurance.
b) Should hold an appropriate assessor qualification [see above].
c) Should show current evidence of cpd in assessment and quality assurance.
d) Should hold one of the following qualifications or their recognised equivalent:
    i. One of the practice Level 4 qualifications in Internal Quality Assurance of Assessment Processes and Practice;
    ii. V1;
    iii. D34.

Staff must maintain evidence of continuing professional development in contemporary issues in education, assessment and quality assurance.

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5. Learner Registration

5.1 Selection of Learners

It is the responsibility of the Centre to provide guidance and advice to learners prior to the commencement of the programme.
The entry requirements for these qualifications are stated in section 2.2.
Prospective learners should be interviewed – confirming suitability of programme.

5.2 Information to Learners

Pre-course information should be provided to learners containing:

a) Joining details;
b) Literacy, numeracy, ICT requirements;
c) ID requirements;
d) Expectations of course members;
e) Outline of assessment assignment timelines;
f) Link to ITC policies and procedures on homepage of ITC website, including Appeals (P5) and Complaints (P16) procedures;
g) Information on how to request reasonable adjustment to assessment so that learners have a fair assessment opportunity;
h) Contact details for their course tutor or mentor.

5.3 Registration of Learners

Centres must meet the following requirements:

a) Learners must be registered with ITC upon enrolment on course start date.
b) Learner registration details must be entered into ITC WebOffice database within 10 working days of enrolment.
c) Centres are to keep original learner registration documents.
d) Centres must have procedures in place to confirm the identity of each learner before they undertake an assessment.

Individual learning plans should be developed between the mentor and each learner with information to allow the learner to complete the assessment portfolios. The plan should identify learning needs and a written plan to address these needs.

5.4 Learner Identity

Learners must be informed of the requirement to bring suitable identification to the training course.

5.5 Learner Progression

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Learning routes include:

- Progression to a higher level of study, for example the Level 2 Diploma;
- Employment opportunities.

6. Assessment

6.1 Assessment of Each Unit

Centre devised assessment tasks must provide sufficient evidence for all of the assessment criteria in the unit selected. These assessment tasks must be scrutinised and agreed by the Centre IQA or Centre Manager before implementation.

The Centre must provide:

- Description of the task set for each learner mapped to the assessment criteria.
- A declaration by the learner stating that all evidence is their own work.
- A complete portfolio for each learner for Internal Assessment, IQA and EQA purposes.

6.2 Assessment Tasks

Evidence for meeting all assessment criteria must be produced by the learner when completing the assessment tasks.

- Written work may be handwritten or generated digitally.
- Questioning must include question asked and learner response, recorded by audio, video recording or handwriting.
- Practical work must generate evidence for each learner that can be recorded by witness statement, annotated photograph, video or peer observation report.
- Product evidence must either be kept for the IQA & EQA or video evidence or annotated photograph.

6.3 Internal Assessment

Centres must have verification/moderation systems to ensure all assessment evidence is authentic, reliable, valid and sufficient and standardisation systems to ensure all staff can make consistent and fair assessment decisions.

Assignments and portfolios are to be marked by any appropriately qualified Centre Internal Assessor following the quality assurance procedures of the Centre, using documents and procedures either developed by the Centre and endorsed by the ITC External Quality Assurer or based upon documents provided by ITC.

Assessment results are to be recorded upon ITC documents listed below [or similar document approved by ITC EQA].

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:

- ACET1 Wind Turbine 1 Unit Tracking Document
- ACET1S Wind Turbine 1 Unit Tracking Summary Document

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- PDR L1 Professional Discussion Record to support Unit 8
- PT1 Individual Learning Plan Template
- PT2 Tutorial Template
- PT3 Reflective Journal Template
- PT4 Personal Summative Review Template
- PT6 Professional Discussion Record Template

Centres must keep assessment evidence for all units for each learner until the EQA visit. As stated in the signed ITC Centre agreement (C9) all learner assessment evidence must be made available to ITC upon request.

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 Assurer.

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

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

All IQA evidence must be maintained and archived for 3 years.

7. Supporting Resources for Delivery

7.1 Reading List

Textbooks:
To be developed

Websites:
www.itcfirst.org.uk

8. External Quality Assurance

8.1 Procedures

An External Quality Assurance event may include some or all of the following methods:

a) Initial Centre visit;
b) Ongoing Centre visit;
c) Desktop research;
d) Internet research;
e) Telephone or video interview;

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f) Unannounced visit to training event;
g) Action Plan evidence review;
h) Postal moderation;
i) Attendance at standardisation events.

The nature of the activity will depend upon the risk rated track record of the Centre.

Centres will be notified of proposed external quality assurance events twice per year. During the Centre visit all the completed learner assessment evidence will be made available for moderation. Moderation of learner assessment evidence will be on a sampling basis.

As well as sampling the external quality assurance event may include the following specific requests:

a) Confirmation of all policies and documented procedures;
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 moderations events including action plan evidence;
d) A review of documented draft assignment feedback by tutors;
e) A review of assessment evidence from any registered learner;
f) Any guidance required to administer or deliver the qualification.

8.2 Visit Details

Centres will be allocated a named External Quality Assurer who will normally contact the Centre prior to a visit. For each visit:

a) The Centre will be notified in advance to allow time to make suitable arrangements. Normally planned at the previous 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 and risk managed on a Centre by Centre basis.

8.3 Qualification Standardisation

Centres must provide samples of assessment evidence from units, assessment materials or learner evidence upon request from ITC.

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