ITC Level 2 Diploma in Safe Working Practice in the Wind Turbine Industry

Qualification Number 601/5386/6

G101

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
Learner 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Hard copy documents go out of date.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

- M/506/9186 Health and Safety in the Wind Turbine Industry
- T/506/9187 Introduction to Working with Electrics and Electronics in the Wind Turbine Industry
- A/506/9188 Working at Heights in the Wind Turbine Industry
- D/506/9362 First Aid in the Wind Turbine Industry
- T/506/9190 Manual Handling in the Wind Turbine Industry
- M/506/9589 Fire Safety Awareness in the Wind Turbine Industry
- F/506/9192 Working in Medium Risk Confined Spaces in the Wind Turbine Industry
- J/506/9193 Marine Safety and Sea Survival in the Wind Turbine Industry
- R/506/9195 Employment Fundamentals for the Wind Turbine Industry

Delivery Resources

- G101 Centre Guidance [This document]
- ACET2 Wind Turbine 2 Unit Tracking Document
- ACET2S Wind Turbine 2 Unit Tracking Summary Document
- PDR L2 Professional Discussion Record to support Units
- 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

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- P17 Invoice Policy
- P19 Recognition of Prior Learning
- 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 Level 2 Diploma in Safe Working Practice in the Wind Turbine Industry.

Qualification Number: 601/5386/6

It explains the administration, assessment and quality assurance requirements for these qualifications.

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 First is a regulated Awarding Organisation supporting externally 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 the 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 and 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. Learners are expected to undertake internet research, self directed study, portfolio development and be able to deliver short presentations to the group.

Level 2 Literacy and Numeracy is advisable. The Centre should interview and undertake a Centre devised diagnostic assessment of learners to confirm suitability.

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2.3 Qualification Structure

Qualification details:

Title	Number
ITC Level 2 Diploma in Safe Working Practice in the Wind Turbine Industry	601/5386/6

Unit details:
The qualification is derived from 9 mandatory units:

ITC Code	Unit Title	Unit Number	Credit	Level	GLH	TQT
DU1	Health and Safety in the Wind Turbine Industry	M/506/9186	9	2	80	84
DU2	Introduction to Working with Electrics and Electronics in the Wind Turbine Industry	T/506/9187	5	2	45	48
DU3	Working at Height in the Wind Turbine Industry	A/506/9188	5	2	45	48
DU4	First Aid in the Wind Turbine Industry	D/506/9362	5	2	45	48
DU5	Manual Handling in the Wind Turbine Industry	T/506/9190	5	2	45	48
DU6	Fire Safety Awareness in the Wind Turbine Industry	M/506/9589	5	2	45	48
DU7	Working in Medium Risk Confined Spaces in the Wind Turbine Industry	F/506/9192	5	2	45	48
DU8	Marine Safety and Sea Survival in the Wind Turbine Industry	J/506/9193	5	2	45	48
DU9	Employment Fundamentals for the Wind Turbine Industry	R/506/9195	6	2	55	60
Total			50		450	480

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

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2.4 Learning Outcomes and Assessment Criteria

a) Health and Safety in the Wind Turbine Industry (Level 2, Credit 9, GLH 80)

Learning Outcomes *The learner will:*
1. Understand how current health and safety legislation and regulations are applied in the wind turbine workplace
2. Understand how risk is assessed and controlled in the wind turbine workplace onshore and offshore
3. Understand the principles of safe working systems in the wind turbine workplace
4. Hold the regulatory safety passport

b) Introduction to Working with Electrics and Electronics in the Wind Turbine Industry (Level 2, Credit 5, GLH 45)

Learning Outcomes *The learner will:*
1. Understand the reasons for safe working practice in electrics and electronics onshore and offshore
2. Understand electrical theory
3. Understand safety features when working with electrical equipment
4. Understand the systems of wind turbines
5. Understand minor and major cabling in a wind turbine
6. Be able to use the tools for minor and major cabling in a wind turbine
7. Be able to build simple electrical circuits
8. Be able to design and build simple electrical devices

c) Working at Height in the Wind Turbine Industry (Level 2, Credit 5, GLH 45)

Learning Outcomes *The learner will:*
1. Understand working at principles in the wind turbine industry onshore and offshore
2. Understand the safety principles when working at height in the wind turbine industry
3. Be able to apply safe working at height principles in the wind turbine industry

d) First Aid in the Wind Turbine Industry (Level 2, Credit 5, GLH 45)

Learning Outcomes *The learner will:*
1. Understand the role and responsibilities of a first aider in the wind turbine industry
2. Be able to assess an incident in the wind turbine industry
3. Be able to manage an unresponsive casualty who is breathing normally
4. Be able to manage an unresponsive casualty who is not breathing normally
5. Be able to recognise and assist a casualty who is choking
6. Be able to manage a casualty with external bleeding
7. Be able to manage a casualty who is in shock
8. Be able to administer first aid to a casualty with injuries in the wind turbine industry
9. Be able to administer first aid to a casualty with burns and scalds
10. Understand how to administer first aid to a casualty who has been shocked by electricity
11. Understand how to administer first aid to a casualty who is experiencing the effects of extreme heat or cold
12. Be able to administer first aid to a casualty with sudden poisoning
13. Be able to administer first aid to a casualty with anaphylaxis
14. Be able to provide first aid to a casualty with suspected major illness.

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e) Manual Handling in the Wind Turbine Industry (Level 2, Credit 5, GLH 45)

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

f) Fire Safety Awareness in the Wind Turbine Industry (Level 2, Credit 5, GLH 45)

Learning Outcomes *The learner will:*
1. Understand the reasons for fire safety in the wind turbine industry
2. Understand the principles of fire risk control in the wind turbine industry
3. Understand practical fire safety in the wind turbine industry
4. Apply fire safety principles in the wind turbine industry

g) Working in Medium Risk Confined Spaces in the Wind Turbine Industry (Level 2, Credit 5, GLH 45)

Learning Outcomes *The learner will:*
1. Understand the reasons for working safely in medium risk confined spaces
2. Understand risk assessment in the context of working in confined spaces
3. Be able to make preparations for the safe entry and exit of a medium risk confined space
4. Be able to follow safe procedures for working in medium risk confined spaces
5. Be able to deal with emergencies in medium risk confined spaces
6. Understand the use of emergency breathing apparatus (EBA)

h) Marine Safety and Sea Survival in the Wind Turbine Industry (Level 2, Credit 5, GLH 45)

Learning Outcomes *The learner will:*
1. Understand the legislation governing maritime safety
2. Understand how to react to incidents at sea
3. Have knowledge of the life saving appliances and personal protective equipment required for safe marine transfer
4. Be able to apply the principles of marine transfer and sea survival

i) Employment Fundamentals for the Wind Turbine Industry (Level 2, Credit 6, GLH 50)

Learning Outcomes *The learner will:*
1. Understand wind farm operation at all stages of its lifecycle
2. Understand the impacts of wind farms on the environment
3. Understand the employment opportunities in the wind turbine sector
4. Be able to seek employment in the wind turbine sector

2.5 Qualification Assessment

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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 and quality assurance by the Centre, evidence of achievement will be made available for moderation by ITC.

Each candidate 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 moderation a list of outcomes [pass or 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 the 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.

3. Centre Approval to Deliver ITC Qualifications

3.1 Centre Approval

Centres wishing to offer the ITC Level 2 Diploma in Safe Working Practice in the Wind Turbine Industry qualifications will need to complete:

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

Centres will need to consider:

a) Sufficient resources for the delivery 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, physical resources (working at height, in confined space and aquatic facilities);
c) Quality assurance procedures – internal assessment and internal quality assurance.

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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.
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

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.

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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 2 Diploma in Safe Working Practice in the Wind Turbine Industry, 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 current practice.

ITC application process to become a Centre 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.

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.

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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

Learning routes include:

- Progression to a higher level of study;
- 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:

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- 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:

- ACET2 Wind Turbine 2 Unit Tracking Document
- ACET2S Wind Turbine 2 Unit Tracking Summary Document
- PDR L2 Professional Discussion Record to Support Units
- 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

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Assignment evidence is to be internally quality assured following ITC centrally produced procedures or procedures agreed with a 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;
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;

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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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