# Qualification Specification

# Guidance for Centres

## ITC Certificate in First Aid for Sport, Exercise & Fitness at SCQF Level 6

**Qualification Number: R767 04**

# ITC First

Trading Name for
ITC First Aid Ltd
Registered in England
Company Number 5750596
VAT Number 928779851

**Postal Address**
ITC First
Tranquility House
3rd Floor
Harbour Walk
Hartlepool
TS24 0UX

**Telephone** 0345 370 7610 (local rate from anywhere in UK)

**Ask for**
Chief Executive Officer for all queries regarding ITC operations.

**E-mail** mail@itcfirst.org.uk
**Website** www.itcfirst.org.uk

**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 Server |
|---|---|---|---|---|
| *x* | ☐ | ☐ | ☐ | ☐ |

# Contents


## 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 for this Qualification
2.3 Qualification Structure
2.4 Learning Outcomes
2.5 Qualification Assessment
2.6 Awarding

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

## Section 4
### Centre Staffing
4.1 Tutor Credentials
4.2 Assessor Credentials
4.3 Internal Quality Assurance Credentials

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

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

## Section 7
### Supporting Resources for Delivery
7.1 Website Support Resources List

## Section 8
### External Quality Assurance
8.1 Procedures
8.2 Visit Details

## Appendix Listing
Appendix 1 - Occupational Knowledge and Competence in First Aid
Appendix 2 - Acceptable Training/Assessing Qualifications
Appendix 3 - Qualifications suitable for Internal Quality Assurance

## Appendix Documents Listing

Hard copy documents go out of date.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

**Unit Specifications**

- UR36 04 Sport, Exercise and Fitness First Aid

**FASEF Delivery Resources**

- GS.61 FASEF Qualification Specification [This document]
- A1.61 Assessment Plan
- A4.61 FASEF Qualification Assessment Guidance
- A5.61 FASEF Qualification Assessment Programme
- CPE.61 Learner Pack Document List

**Internal Quality Assurance**

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

**Centre Approval**

- C9: Centre Agreement

**ITC Document Forms**

- C4: Access to Training & Assessment Request Form
- C7: Special Considerations Request Form
- F3: Malpractice & Misconduct Report Form
- 05: Replacement Certificate Request Form
- 02: Registration Form
- 06.61: End of Course Form

**ITC Policies**

- P1: Customer Charter
- P3: Fees Policy
- P5: Appeals Policy
- P6: Malpractice, Maladministration & Misconduct Policy
- P7: Language Policy
- P8: Equality, Diversity and Assessment Policy
- P9: Record Retention Policy
- P12: Automatic E-mail Policy - Removal from list
- P13: Conflict of Interest Policy
- 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

*Version 3.0 of this document refers to the qualification specification after re-accreditation in May 2022. Version 2.3 of this document is the old version of this qualification (end date 30 May 2022) and should no longer be used.*

# 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 Certificate in First Aid for Sport, Exercise and Fitness at SCQF Level 6.

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 have in order to deliver ITC First qualifications.

## 1.2 Documented Procedures

ITC is a regulated Awarding Body offering qualifications accredited by SQA Accreditation and credit-rated in line with the SCQF (Scottish Credit and Qualifications Framework). All who work with ITC are supported by a documented framework of policies and procedures updated regularly on the ITC website. To see ITC's policies 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

**ITC Certificate in First Aid for Sport, Exercise and Fitness at SCQF Level 6**

This qualification will enable an individual to undertake the role of an Emergency First Aider in a Sport or Leisure setting. This role may have been identified by a risk assessment and may satisfy due diligence requirements.

The qualification will also benefit all who need to be introduced to emergency first aid in the sports and leisure setting and is aimed at sports coaches, parents, volunteers and those involved with activity.

## 2.2 Learner Entry Requirements for this Qualification

a) **Previous qualification requirements for Learners of this qualification**
None.
However learners should receive pre-course information that informs them that they will be participating in an active course that involves some kneeling, rolling, laying and touching of others.

b) **Prior knowledge, skills or understanding which the Learner is required to have before taking the qualification**
None.

**c) Units which a Learner must have completed before the qualification will be awarded including any optional routes**
There is no requirement to have completed any units previously.

**d) Other requirements for a Learner to satisfy prior to assessment or awarding**
None.

This qualification is appropriate for learner ages of 16-18 years, and 19 years or older.

## 2.3 Qualification Structure

To meet the requirements of the qualification the Learner must achieve the mandatory unit required for the particular qualification:

| Unit title |
|---|
| Sport Exercise and Fitness First Aid |
| **Unit Reference number** |
| UR36 04 |

| Qualification title |
|---|
| ITC Certificate in First Aid for Sport, Exercise and Fitness at SCQF Level 6 |
| **Qualification number** |
| R767 04 |

The single mandatory unit must be completed in order for the qualification to be achieved.

**Qualification**
End of Accreditation Date - 31 May 2027
End of Certification Date - 30 September 2027

**Unit**
Unit Review date - 31 May 2027

Unit title: Sport Exercise and Fitness First Aid
Unit number: UR36 04
Unit level: 6
Unit credit: 1

Notional learning Hours (NLH): 10

The Award has a credit value of 1, (10 Notional Learning Hours) with 7 hours of this required to be teaching and tutor contact time (Guided Learning Hours).

The Notional Learning Hours are the Total Qualification Time, which is the notional time the average learner will take to complete the qualification.

## 2.4 Learning Outcomes

***Unit title: Sport Exercise and Fitness First Aid***

This unit is owned by ITC First and the qualification Learning Outcomes and Assessment Criteria are available to ITC Centres upon request.

The qualification covers various aspects of first aid in a sport or activity environment:

- duty of care requirements;
- basic life support;
- injury assessment to make a cease/return to play activity decisions;
- sudden occurrences/conditions requiring first aid.

## 2.5 Qualification Assessment

The assessment criteria for this course, and hence learning outcomes, are assessed by demonstration of practical performance.

The assessment documentation, including guidance and assessment plans, is available on the ITC WebOffice within the Support Resources section for Centres.

## 2.6 Awarding

After the assessment, evidence of achievement will be forwarded to ITC.

A list of outcomes [Pass/Not yet meeting standard] will be confirmed by ITC.

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 and passed.

Replacement Certificates are available. Learners must apply using the certificate request form 05. There is a small fee payable.

# 3. Centre Approval to Deliver ITC Qualifications

## 3.1 Centre Approval Documents

Centres wishing to offer the ITC qualifications will need to complete:

a) Digital Centre application form
b) Centre agreement – C9.

Centres will need to consider:

a) Sufficient resources for the delivery of the qualification – physical and staffing.
b) Learner access to sufficient resources for the award – learning centre, visual aids, course manual/handout and mentor.
c) Quality assurance procedures – internal assessment and internal moderation or verification.

## 3.2 Teaching Programme

The teaching programme is delivered according to guidance in the Assessment Principles for Regulated First Aid Qualifications.

a) Regulated first aid qualifications must not exceed a tutor : learner ratio of 1:12.
b) The minimum tutor contact learning hours value is 7 hours [excluding breaks].
c) This qualification must be delivered within 4 weeks and the minimum duration of each teaching session is 2 hours.

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, advice documents and teaching materials 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 (IQA) of Training Delivery

The Internal Quality Assurance of this qualification is to be completed by a suitably qualified person as described in the Assessment Principles for Regulated First Aid Qualifications.

The entire learner journey should be quality assured including both training delivery and assessment.

The Centre can employ different methods of monitoring such as observation, sampling, learner interview and must maintain evidence of all meetings, CPD events, standardisation activity in a Central File or similar readily accessible at any time by an ITC representative. ITC has various assessment and moderation template documents available to assist all Centres.

Each tutor/assessor must benefit from a monitoring visit whilst they are delivering and assessing at least once a year, although it is anticipated that new tutors/assessors will require more structured professional development and support.

There should be an agreed quality assurance plan that monitors the skills of assessors, with evidence of standardisation maintained for external quality assurance.

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

All IQA documents and evidence must be archived on the ITC website and hence will be available for desk based External 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.

Access to a Centre complaints and appeals policy is to be provided for every learner upon registration.

## 3.6 Centre Resources

Centres must have the following resources in place:

a) At least one CPR manikin for every four learners, but ITC recommends a ratio of one for every two learners.
b) At least one AED Trainer for every four learners, but ITC recommends a ratio of one for every CPR manikin.
c) Hygiene procedures for ensuring the safety of all learners, e.g. manikin face per learner or sterilisation procedure if shared, replacement airway/lung procedure.

d) Minimum of one wound dressing and ITC would recommend one pair of nitrile/vinyl gloves per learner.
e) Training venues suitable for learners lying and kneeling simultaneously, e.g. carpets or protective kneeling mats.
f) Learners must be issued with a course manual/handout that is approved by a registered healthcare professional. ITC would recommend that the learner is encouraged to take this away with them.

# 4. Centre Staffing

## 4.1 Tutor Credentials

**Introduction**
It is anticipated that most Centres will employ staff who are both tutors and assessors of the qualification.

The ITC requires Centres to identify:

a) a nominated individual to lead the qualification delivery team in the Centre;
b) tutors with teaching and occupational competency;
c) internal quality assurance staff that are competent at moderation/verification. Evidence of competence is provided either by holding a Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice or equivalent - see appendices for a list of acceptable qualifications.

**Individual requirements**
Centres are expected to have an appropriate number of suitable tutors with:

a) teaching / assessing experience who hold a teaching qualification:
    i. SVQ Learning and Development at Levels 3 or 4 or above; or
    ii. level 3 PTLLS, Level 3 Award in Education and Training or Level 3 Award in Teaching and Assessing First Aid Qualifications (all on the Register of Regulated Qualifications) or above; or
    iii. other equivalent qualification - see appendix 2 for a list of acceptable qualifications.
b) occupational area qualification:
    i. holding a current First Aid at Work qualification certificate (issued by a Centre of Ofqual, SQA Accreditation, Qualifications Wales or other regulated Awarding Body).
    ii. holding a current Offshore First Aid certificate (issued by an HSE approved training provider).
    iii. current registration as a Doctor (with GMC), Nurse (with NMC), or Paramedic (with HCPC).
c) subject specific requirements:
    i. have held the Level 3 Award in First Aid for Sport, Exercise and Fitness (FASEF) certificate (or equivalent).
d) portfolio logbooks must be maintained:
    i. training Log normally showing at least 6 hours of training in the last six months and/or 36 hours of training in the last three years;
    ii. continuous professional development (CPD) log showing at least 6 hours of CPD per year.
e) for Centres without staff with a track record of delivering FASEF:
    i. nominated staff to attend an ITC FASEF induction event or equivalent.

There must be evidence of meeting these requirements on the ITC Website for ITC and/or the Regulator to view.

## 4.2 Assessor Credentials

**Individual requirements**
Centres are expected to have an appropriate number of suitable assessors with:

a) assessing experience who hold an acceptable assessing qualification (if assessment is not covered within their teaching qualification):
   i. level 3 Award in Teaching and Assessing First Aid Qualifications or equivalent or above; or
   ii. one of the PDA or SVQ Units of Assess Workplace Competence Using Direct Methods or Assess Workplace Competence Using direct and Indirect Methods at SCQF Levels 7 or 8; or
   iii. an experienced assessor who has attended an Awarding Body CPD event; or
   iv. holds another acceptable assessing qualification - see appendix 2 for a list of acceptable assessing qualifications.
b) occupational area qualification:
   i. holding a current First Aid at Work qualification certificate (issued by a Centre of Ofqual, SQA Accreditation, Qualifications Wales or other regulated Awarding Body); or
   ii. holding a current Offshore First Aid certificate (issued by an HSE approved training provider); or
   iii. current registration as a Doctor (with GMC), Nurse (with NMC), or Paramedic (with HCPC).
c) subject specific requirements:
   i. have held a Level 3 Award n First Aid for Sport, Exercise and Fitness (FASEF) certificate (or equivalent).
d) portfolio logbooks must be maintained:
   i. training log normally showing at least 6 hours of assessing in the last six months and/or 36 months of assessing in the last three years.
   ii. continuous professional development (CPD) log showing at least 6 hours of CPD per year.
e) for Centres without staff with a track record of delivering FASEF:
   i. nominated staff to attend ITC FASEF induction event or equivalent.

There must be evidence of meeting these requirements on the ITC website for ITC and/or the Regulator to view.

## 4.3 Internal Quality Assurer Credentials

**Individual requirements**
Centres are expected to have an appropriate number of suitable internal quality assurers with:

a) internal quality assurance experience who hold an acceptable internal quality assurance qualification:
   i. internal quality assurance award or equivalent – see appendix 3 for appropriate qualifications; or
   ii. an experienced internal quality assurer who has attended an Awarding Body CPD event.
b) occupational area qualification:
   i. holding a current First Aid at Work qualification certificate (issued by a Centre of Ofqual, SQA Accreditation, Qualifications Wales or other regulated Awarding Organisation/Body); or
   ii. holding a current Offshore First Aid certificate (issued by an HSE approved training provider); or
   iii. current registration as a Doctor (with GMC), Nurse (with NMC), or Paramedic (with HCPC).
c) portfolio logbooks must be maintained:
   i. training/assessing/IQA log.
   ii. continuous professional development log.
d) for Centres without staff with a track record of delivering FASEF:
   i. nominated staff to attend ITC FASEF induction event.

There must be evidence of meeting these requirements on the ITC Website for ITC and/or the Regulator to view.

Internal quality assurance requires the nominated individuals to have:

a) current knowledge of the requirements of the qualification they are quality assuring;
b) knowledge and understanding of the role of assessors;
c) monitor all teaching and assessing staff regularly - minimum 6 hours annually by maintaining an IQA plan;
d) perform or lead other IQA activity, e.g. deliver/organise standardisation events, develop and maintain sampling plans.

Centres cannot register these courses on the ITC First website without first having suitably qualified staff. The Centre Manager must inform ITC First of any staffing changes associated with the delivery of these qualifications as the qualification is being delivered.

# 5. Learner Registration

## 5.1 Selection of Learners

There are no prerequisite entry requirements (literacy, numeracy or ICT) for this qualification. The suggested appropriate level of literacy for this qualification is the ability to read and understand straightforward ideas and information in writing in order to be able to answer questions based on their content (based on SCQF L4 Literacy Unit).

Centre staff and prospective learners can view sample assessment materials, indicating the level of literacy, in Section 6 of this document. The sample assessment materials provide an indication of the type and wording of assessment.

Each Centre should have, and implement, a reasonable adjustment and special consideration policy. These systems and the resulting data must be made available for quality assurance purposes.

## 5.2 Information to Learners

Pre-course information should be provided to learners containing:

a) joining details;
b) ID requirements;
c) expectations of course members, including taking part in kneeling, rolling, laying on carpet having physical contact with other course members;
d) outline of assessment methods;
e) link to ITC policies and procedures on homepage of ITC website, including Appeals (P5) and Complaints (P16) procedures;
f) information on how to request reasonable adjustment to assessment so that learners have a fair assessment opportunity;
g) contact details for the Centre.

## 5.3 Registration of Learners

Centres must meet the following requirements:

a) learners must be registered with ITC within 10 working days of the course completion date;
b) learner registration details must be entered onto the ITC Web Office database;

c) Centres must have procedures in place to confirm the identity of each Learner before they undertake an assessment.

## 5.4 Learner Identity

Learners must be informed of the requirement to bring suitable photographic identification to the training course [and assessment if not assessed on the day of the course].

## 5.5 Learner Progression

- Other ITC First Aid qualifications.

# 6. Assessment

## 6.1 Assessment of the Unit

The learning outcomes and assessment criteria specify the skills and knowledge that are to be assessed in this unit. Evidence of meeting each assessment criteria is required. The assessment evidence is generated by practical examination throughout the course by the assessor.

## 6.2 Assessment Tasks

**Skills**
The skills of each learner are continuously assessed by practical examinations throughout the course. Learners must perform all the **practica**l techniques described in the learning outcomes/assessment criteria for this unit to pass the unit, and hence, the qualification. Simulation is permitted.

## 6.3 Internal Assessment + Invigilation

Centres must have internal quality assurance systems to ensure all assessment evidence is authentic, reliable, valid and sufficient with standardisation systems to ensure all staff can make consistent and fair assessment decisions.

Practical competency is to be recorded by the internal assessor on the ITC A1.61 assessment plans produced by ITC or similar Centre generated document approved by ITC external quality assurer.

Assessment results are to be recorded upon ITC A1.61 document or similar Centre generated document approved by ITC external quality assurer.

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 WebOffice. Including:

- A1.61 FASEF Assessment Plan.

- A4.61 FASEF Qualification Assessment Guidance.
- A5.61 FASEF Qualification Assessment Programme.

If learners do not meet the standard, the Centre will make arrangements to allow the learner a referral opportunity. This must be completed within 4 weeks of the original course start date.

If the referral is not passed then the learner will have to redo the training course.

### 6.4 Internal Quality Assurance

Assignment evidence is to be internally quality assured following ITC centrally produced procedures or procedures agreed with ITC external quality assurance staff.

To assist Centres in this function the following documents are available on the Centre WebOffice:

- A1.61 Assessment Plan;
- PR6 Annual Review of Tutor/Assessor (Appraisal & Verification Evidence);
- FAAAS First Aid Annual Assessors Summary (Appraisal & Verification Evidence);
- IQA1 Internal Quality Assurance Process;
- IQA2 Centre Standardisation Records;
- IQA3 Internal Quality Assurance Sampling Record;
- IQA4 Internal Quality Assurance Sampling Report Record;
- IQA5 Internal Quality Assurance Record Form.

## 7. Supporting Resources for Delivery

### 7.1 Website Support Resources List

These are available via Centre Login to Centre ITC WebOffice space.

## 8. External Quality Assurance

### 8.1 Procedures

Centres will be notified of proposed external quality assurance events/visits, except for the regime of unannounced visits.

As well as viewing assessment procedures and judgements, the visit will include:

a) confirmation of all policies and documented procedures after initial pre-visit desk research;
b) a review of the evidence of Centre internal quality assurance and staff development events;
c) a review of Centre Policy implementation evidence including pre-course information and reasonable adjustments/special consideration records. This review to include a review of Centre IQA of these procedures;
d) a review of the evidence generated from previous external quality assurance events, including action plan evidence;
e) a review of learner assessment evidence;
f) any guidance required to administer or to deliver the qualification.

## 8.2 Visit Details

Centres will be allocated an External Quality Assurer (EQA). For each visit:

a) the Centre will normally be notified in advance to allow time to make suitable arrangements. Normally planned at the previous external quality assurance 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.

Centre visits will usually be planned to coincide with qualification delivery and assessment and the ITC EQA will observe teaching, assessing, internal quality assurance activity as appropriate.

Centre visits report will be archived on the ITC WebOffice for all Centre staff to review and meet any action plan deadlines.

## Occupational Knowledge and Competence in First Aid Appendix 1

All trainers, assessors, internal quality assurers and external quality assurers must have occupational knowledge and competence in first aid.

**This may be evidenced by:**

- Holding a qualification issued by an Ofqual/SQA Accreditation/Qualifications Wales/CCEA Regulation recognised Awarding Organisation/Body (or equivalent[1]) as follows:

| **Qualification delivered:** | **Minimum qualification to be held by the Trainer/Assessor/IQA/EQA:** [1] |
|---|---|
| First Aid at Work or<br>Emergency First Aid at Work | First Aid at Work |
| Paediatric First Aid or<br>Emergency Paediatric First Aid | Paediatric First Aid or First Aid at Work |

***Or***

- Current registration as a Doctor with the General Medical Council (GMC)[2]

***Or***

- Current registration as a Nurse with the Nursing and Midwifery Council (NMC)[2]

***Or***

- Current registration as a Paramedic with the Health and Care Professions Council (HCPC)[2].

[1] if the trainer/assessor/IQA/EQA holds a non-regulated first aid qualification the awarding organisation/body should undertake due diligence to ensure current occupational knowledge and competence.

[2] registered healthcare professionals must act within their scope of practice and therefore have current expertise in first aid to teach/assess the subject.

## Acceptable Training/Assessing Qualifications Appendix 2

This list is **not exhaustive** but provides a guide to acceptable training and/or assessing qualifications. Trainers who also assess learner competence must hold a qualification (or separate qualifications) to enable them to perform both functions.

| Qualification | Train | Assess* |
|---|---|---|
| **CURRENT QUALIFICATIONS** *(available for new trainers/assessors to undertake):* | | |
| Level 3 Award in Education and Training | ✓ | ✓ |
| Level 4 Certificate in Education and Training | ✓ | ✓ |
| Level 5 Diploma in Education and Training | ✓ | ✓ |
| Level 3 Award in Teaching and Assessing in First Aid Qualifications (RQF) | ✓ | ✓ |
| Cert Ed/PGCE/B Ed/M Ed | ✓ | ✓ |
| SVQ 3 Learning and Development SCQF Level 8 | ✓ | ✓ |
| SVQ 4 Learning and Development SCQF Level 9 | ✓ | ✓ |
| TQFE (Teaching Qualification for Further Education) | ✓ | ✓ |
| Planning and Delivering Learning Sessions to Groups SCQF Level 6 (SQA Unit) | ✓ | ✓ |
| SCQF Level 6 Award in Planning and Delivering Learning Sessions to Groups (SQA Accredited) | ✓ | ✓ |
| L&D Unit 6 Manage Learning and Development in Groups SCQF Level 8 (SQA Accredited) | ✓ | |
| L&D Unit 7 Facilitate Individual Learning and Development SCQF Level 8 (SQA Accredited) | ✓ | |
| L&D Unit 8 Engage and Support Learners in the Learning and Development Process SCQF Level 8 (SQA Accredited) | ✓ | |
| Carry Out the Assessment Process SCQF Level 7 (SQA Unit) | | ✓ |
| Level 3 Award in Assessing Competence in the Work Environment | | ✓ |
| Level 3 Award in Assessing Vocationally Related Achievement | | ✓ |
| Level 3 Award in Understanding the Principles and Practices of Assessment | | ✓ |
| Level 3 Certificate in Assessing Vocational Achievement | | ✓ |
| L&D Unit 9DI Assess Workplace Competence Using Direct and Indirect Methods SCQF Level 8 (SQA Accredited) | | ✓ |
| L&D Unit 9D Assess Workplace Competence Using Direct Methods SCQF Level 7 (SQA Accredited) | | ✓ |
| **OTHER ACCEPTABLE QUALIFICATIONS**: | | |
| CTLLS/DTLLS | ✓ | ✓ |
| PTLLS with unit 'Principles and Practice of Assessment' (12 credits) | ✓ | ✓ |
| Further and Adult Education Teacher's Certificate | ✓ | ✓ |
| IHCD Instructional Methods | ✓ | ✓ |
| IHCD Instructor Certificate | ✓ | ✓ |
| English National Board 998 | ✓ | ✓ |
| Nursing mentorship qualifications | ✓ | ✓ |
| NOCN Tutor Assessor Award | ✓ | ✓ |
| S/NVQ level 3 in training and development | ✓ | ✓ |
| S/NVQ level 4 in training and development | ✓ | ✓ |
| PDA Developing Teaching Practice in Scotland's Colleges SCQF Level 9 (SQA Qualification) | ✓ | ✓ |
| PDA Teaching Practice in Scotland's Colleges SCQF Level 9 (SQA Qualification) | ✓ | |
| PTLLS (6 credits) | ✓ | |
| Regulated Qualifications based on the Learning and Development NOS 7 Facilitate Individual Learning and Development or NOS 6 Manage Learning and Development in Groups | ✓ | |
| Training Group A22, B22, C21, C23, C24 | ✓ | |
| Learning and Teaching – Assessment and Quality Standards SCQF Level 9 (SQA Unit) | | ✓ |
| A1 Assess Candidates Using a Range of Methods or D33 Assess Candidates Using Differing Sources of Evidence | | ✓ |
| Conduct the Assessment Process SCQF Level 7 (SQA Unit) | | ✓ |
| A2 Assess Candidate Performance through Observation or D32 Assess Candidate Performance | | ✓ |
| Regulated Qualifications based on the Learning and Development NOS 9 Assess Learner Achievement | | ✓ |

***Assessors who do not hold a formal assessing qualification may alternatively attend *First Aid Assessor CPD Training* with an Awarding Organisation/Body.**

## Qualifications suitable for Internal Quality Assurance Appendix 3

This list is **not exhaustive** but provides a guide to acceptable IQA qualifications:

| |
|---|
| L&D Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment SCQF Level 8 (SQA Accredited) |
| Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice |
| Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice |
| Conduct the Internal Verification Process SCQF Level 8 (SQA Unit) |
| Regulated Qualifications based on the Learning and Development NOS 11 Internally Monitor and Maintain the Quality of Assessment |
| V1 Conduct Internal Quality Assurance of the Assessment Process or D34 Internally Verify the Assessment Process |
| Internally Verify the Assessment Process SCQF Level 8 (SQA Unit) |

**NOTE:**
**IQA's who do not hold a formal IQA qualification may alternatively attend *Internal Quality Assurance CPD Training* with an Awarding Organisation/Body.**

Appendices taken from Assessment Principles for Regulated First Aid Qualifications – July 2017