

## Becoming an ITC first aid trainer

### Is being a first aid trainer for me?

We run our first aid courses, and this induction with ITC as our awarding organisation.

Becoming an ITC trainer may not be the “quick and dirty” route into first aid training - but we believe that this is also its greatest strength – you get excellent quality train the trainer courses, ongoing support and robust, respected certification. We also believe the ITC course structure is excellent with well thought through teaching methods.

We provide a lot of support to our trainees in order to ensure we maintain the high standards of training that our business is known for, as well as that of ITC.

### So, what exactly do I need to do?

- You will need some experience and an active interest in first aid and the time and inclination to practice and learn.
- Then you need to meet the initial criteria to deliver - key qualification criteria:
  - A) Current CV
  - B) Current First Aid at Work certificate from any HSE approved organisation
  - C) Have, or verifiably intend, to gain an adult education qualification – eg PTTLs, City and Guilds etc... the new PTTLs allows you to get an assessment qualification in one day if you don't have anything like this.
- If that's you - sign up for this 2 day induction course. This course is primarily focused on explaining and getting you to practice the ITC methodology. It is focused on developing excellent trainers, and understanding the powerful assessment and teaching methods used. **This course and all materials are covered in the cost of the induction course - £490.**
- After that it's up to you to study and practice – supported by your tutor – we will be happy to provide support as part of the cost of the induction course (obviously within reason!).
- You must then set up and run your own course – find a venue, process all the paperwork, find some clients (even if this means a group of family and friends) and run a course.
- This course will be assessed by a Fieldskills trainer – if you are good, slick and prepared – you could be signed off first time. Alternatively you may be deferred and have to be assessed again. We won't defer people for the sake of it – but at the same time it's clearly not in anyone's interests to be signing off trainers who aren't ready.
- This assessed course must be run within 3 months of your induction course. **It costs a further £125. If you require additional assessments these will be charged at £350.** We would ask that you coordinate with us when setting the dates and venues for your observed course to ensure we have a trainer available to attend. We'd ask that you discuss with us “reasonable locations” where we can reach to assess you!
- Please note you can join forces with another trainee and split the costs of this assessment by setting up a course together.
- Then – once you are signed off you will be able to deliver your own **Emergency First Aid at Work courses** – ie the 6 hour, office focused courses. If you want to get signed off to deliver other specialist courses (eg sports or outdoor first aid) you just work through a process of observing, teaching your own and getting signed off. This normally doesn't cost anything other than your time, though you may need to pay an assessor to come and sign you off.

- After that....? You can run and administer your own courses – you just have to undertake some on-going CPD, attend ITC training and group meetings to keep you up to date and once a year you have to be assessed by another ITC trainer.

## How long does all this take?

- Really that is up to you – if you come with good knowledge, work hard to pick up the course structure, get your course set up quickly, prepare well and get signed off first time you could be up in running in a month and signed off for other courses a month later.
- 2 months is more common, longer is not uncommon. You progress at whatever pace suits your lifestyle and commitments.

## Looking for work?

- We are looking to take on a couple of trainers to work with Fieldskills on future courses – this would be a on freelance basis and wouldn't stop you running your own courses as well – but would be a great way to get up and running – and you could do much of your on-going training and sign offs through our courses.
- We are particularly keen to find trainers with extensive outdoors and overseas fieldwork experience.
- There will be time in the evening or lunch hours of courses to discuss this possibility.

## Location

**Skipton Area – full details on venue to follow.**

## Course content and timetable

The course will run from **09.00 to 18.00** each day – the course essentially follows the 6 hour Emergency First Aid at Work course through – but looking at each stage at how it is run, administrated and assessed.

So you will take it in turns to be students on a first aid course – watching how it is delivered, and then teaching sessions yourself.

## Things to do before the course

Ensure you are signed up on the ITC website to be officially registered on the course via the following link:-

<http://www.itcfirstaid.org.uk/courses-details.asp?coursetypeID=34&courseID=5651>

Once this has been done, ITC will give us a Trainer ID and we will pass this on to you to upload copies of CV, FAW cert, PTTLS or other training qualifications (if you have them).

## What to bring on the course

Please bring with you a memory stick with plenty of space - there will be lots of documents you can take away on the day.

You may also find bringing a laptop useful to make notes and start writing your schemes of work.

We also suggest you bring your diary / calendar to help discuss possible dates for future courses etc

## Terms and Conditions

Payment of the full course fee is required to secure the booking.

In case of client cancellation:

- More than one month prior to the course Fieldskills is able to provide a 50% refund.
- Less than a month before no refund is possible.

## Food

The cost of the course includes a simple lunch on both days

Kind Regards

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