Teaching, Assessment and Quality Assurance Principles for ITC Dog First Aid Qualifications

1. Introduction

1.1   This document has been produced by 'ITC First' and identifies the principles that must be applied when delivering regulated ITC Dog First Aid qualifications.

1.2   The qualifications are:
   a) ITC Emergency First Aid for Dogs (EFAD) – 3 hours.
   b) ITC First Aid for Dogs (FAD) – 6 hours.

1.3   This document deals with training, assessment and quality assurance requirements for these qualifications, i.e. delivery of these ITC qualifications.

2. Requirements for those involved in the delivery of ITC Dog First Aid (DFA)

2.1   The role of teacher and assessor of DFA will be undertaken by the same person, termed Dog First Aid Trainer (DFAT) in this document.

2.2   The DFAT will:
   a) Have successfully attended an ITC Dog First Aid Trainer event hosted by an approved ITC Centre. See 2.3.
   b) Hold an ITC DFAT Certificate.
   c) Have ITC website User access. See 2.4
   d) Have signed 2 x ITC DFAT undertaking agreement documents.

2.3   The Dog First Aid Trainer event provides knowledge and competency and is comprised of various elements:
   a) Hold an ITC FAD certificate by attending and passing as a candidate.
   b) Be provided with all teaching and assessment materials for E/FAD and appropriate training in their use.
   c) Be provided with assessment standards and evidence requirements for E/FAD and training in their use.
   d) Be provided with quality assurance methods and evidence requirements for E/FAD and training in their use.
   e) Recorded delivery of E/FAD. Either video record of 'spoof' delivery/assessment/QA at end of DFAT course or video record observation by qualified ITC representative on first course delivered by new DFAT.

2.4   ITC website User access to the ITC website (that allows courses and candidates to be registered) is granted by ITC Office team, when the following are provided to ITC:
   a) Copy of ITC DFAT Certificate.
   b) 2 signed copies of ITC DFAT undertaking agreement.
   c) Copy of current insurance certificate that is suitable for DFAT.
   d) Up to Date Curriculum Vitae (CV).

3.   Requirements for those involved in the quality assurance (QA) of ITC Dog First Aid (DFA)

3.1   Current ITC Centres delivering a range of ITC externally regulated qualifications will develop their current IQA provision to reflect the quality assurance requirements for DFA, taking into account requirements identified in 3.2.

3.2   For sole traders and businesses that only deliver ITC DFA then the following quality assurance requirements apply.

    a) Individual DFAT must hold ITC DFAT certificate (the course content includes QA of DFA).

    b) The first course organised by the new DFAT is to be observed by ITC External Quality Assurer (EQA) who will record video samples of assessment decisions. This EQA is normally the person who delivered the DFAT event.

    c) A valid alternative to (b) is for DFAT candidates to attend a 'spoof' training and assessment day whereby the EQA will record video samples of assessment decisions. Candidates will team teach and peer review teaching and assessment of elements of E/FAD qualifications.

    d) After initial approval each DFAT will be required to upload to ITC video samples of narrated assessment decisions made during course delivery. The minimum requirement will be for 3 different protocol standards to be recorded and narrated as real time assessment decisions are made during each calendar year.

These procedures ensure common interpretation of standards when teaching and assessing.

3.3   ITC will apply its External Quality Assurance (EQA) procedures to those delivering E/FAD qualifications.

    a) The delivery of DFAT events must have input by individuals approved by ITC for ITC EQA purposes. Normally a current active ITC EQA with occupational competence.

    b) As individuals delivering the E/FAD qualifications are unlikely to have access to IQA expertise, ITC EQA staff will undertake a role normally associated with IQA, by:

        i)   Recording and reviewing 'spoof' teaching and assessment activity. See 3.2b, 3.2c.

        ii) Reviewing recorded 'spoof' teaching and assessment activity on an annual basis as element of EQA report for that DFAT. See 3.2d.

    c) ITC will maintain consistency in interpretation between all DFATs (EQA role) by producing an annual review for each DFAT that will result in a DFAT risk rating. Outcomes may include:

        i)   Granting an annual approval to deliver ITC E/FAD qualifications with no action plan.

        ii) Granting an annual approval to deliver ITC E/FAD qualifications with an action plan requiring SMART outcomes.

        iii) Mandatory attendance at an ITC CPD event for DFAT.

    d) ITC will continue to plan EQA visits to courses (both announced and unannounced) according to risk.