



## **Qualification Specification**

### **Guidance for Centres**

## **ITC Level 2 Award in Safeguarding and Protecting Children and Young People**

**Qualification Number: 610/3101/X**

# ITC First

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

## Postal Address

ITC First  
Tranquility House  
3<sup>rd</sup> 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

### 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 for this Qualification
- 2.3 Qualification Structure
- 2.4 Learning Outcomes
- 2.5 Awarding
- 2.6 Age of Learners

#### Section 3

##### Centre Approval to Deliver ITC Qualifications

- 3.1 Centre Approval Documents
- 3.2 Teaching Programme
- 3.3 Internal Quality Assurance of Training Delivery
- 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

##### Learner 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 Units
- 6.2 Assessment Tasks
- 6.3 Internal Assessment
- 6.4 Internal Quality Assurance

#### Section 7

##### Supporting Resources for Delivery

- 7.1 Web Office 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Hard copy documents go out of date.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 access the Support Resources section of the ITC Web Office (Members section)

### Unit Specifications

M/650/6501 Safeguarding and Protecting Children and Young People

### SPChYP Delivery Resources

- G.???: SPChYP Qualification Specification [This document]
- SP MCQ: Multiple Choice Question and Answer Grid
- INVQ1: Invigilation of Multiple Choice Exams

### 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 Document 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: 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

## 1. General Information

### 1.1 Using this document

This document has been developed to provide guidance for Centre staff involved in the delivery of the ITC Level 2 Award in Safeguarding and Protecting Children and Young People (SPChYP). 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 have in order to deliver ITC First qualifications.

### 1.2 Documented Procedures

ITC is a regulated Awarding Organisation supporting 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

This ITC 2 Award in Safeguarding and Protecting Children and Young People is part of the Regulated Qualifications Framework (RQF).

It is suitable for learners working, or wishing to work, with children (aged below 16) and young people (aged between 16 and 18), including voluntary roles. The learning outcomes are based on the recommendations of:

- DoE Keeping Children Safe in Education 2022
- HM Government Prevent Strategy
- Children's Act 2004
- National and local safeguarding policies

This qualification supports learners to understand how to safeguard and protect children, young people and practitioners in the workplace as well as how to recognise the signs and symptoms and respond to evidence or concerns that a child or young person has been abused. The definition of a child is a person aged below 16 and young people are those aged between 16 and 18.

### 2.1 Qualification Objectives

The objective of this qualification is to develop learner's knowledge of their role and responsibilities, in line with current guidelines, how to safeguard children, young people and practitioners in the workplace and how to respond to evidence or concerns that a child or young person has been abused.

Successful completion of the course will result in knowledge and skills that have been identified by the HSE and Department for Education for the safe, effective and prompt treatment of injuries and illness in a school or college workplace.

## 2.2 Learner Entry Requirements for this Qualification

- a) **Previous qualification requirements for learners for this qualification**  
No formal entry requirement apart from being aged at least 16 years old on the first day of the training. We advise that learners have a minimum Level 1 in Literacy.
- 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 the learner to satisfy prior to assessment or awarding**  
Learners must complete all assessments in the unit successfully within the registration period to achieve the qualification. The maximum period to achieve this qualification, including any referrals is 4 weeks.

## 2.3 Qualification Structure

To meet the requirements of the qualification the learner must achieve the mandatory unit required for this qualification:

Unit title + reference number
Safeguarding and Protecting Children and Young People J/650/8147

Qualification title
ITC Level 2 Award in Safeguarding and Protecting Children and Young People
Qualification number
610/3101/X

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

Units Review date – 01 April 2028

Unit title: Safeguarding and Protecting Children and Young People  
 Unit number: J/650/8147  
 Unit level: 2  
 Unit credit: 1

Qualification GLH: 4  
 Qualification TQT: 5

The Award has a credit value of 1 [TQT of 5 hours].

## 2.4 Learning Outcomes

### SPChYP Learning Outcomes and Assessment Criteria:

<b>Unit Title</b>	<b>ITC Level 2 Award in Safeguarding and Protecting Children and Young People</b>	
<b>Mandatory Unit (Yes/No)</b>	<b>Yes</b>	
<b>Unit purpose and aim(s)</b>	This unit will enable the learner to understand safeguarding and protection. The learner will also be able to identify signs and symptoms of abuse and possible contributory factors and know how to respond to suspected or alleged abuse.	
<b>Learning outcomes</b> <i>The learner will:</i>	<b>Assessment criteria.</b> <i>The learner can:</i>	
1. Understand safeguarding and protection	1.1	Define 'safeguarding'.
	1.2	State employee/volunteer and employer responsibilities.
	1.3	State relevant legislation, statutory guidance and national policies.
	1.4	Identify how legislation, statutory guidance and national policies assist in safeguarding and protection.
2. Understand abuse and neglect and the indicators for abuse and neglect	2.1	State the categories of abuse and neglect.
	2.2	Identify indicators of different types of abuse and neglect.
	2.3	Identify factors that make an individual more vulnerable to abuse.
3. Know how to respond to disclosure of, or suspected abuse and neglect	3.1	State procedures for reporting and recording abuse and neglect.
	3.2	Identify when disclosed information must be shared with others.
	3.3	Identify individuals and organisations to be who might need to know disclosed information.
	3.4	Identify what is meant by a person-centred approach to safeguarding and protection.

## 2.5 Awarding

After the assessment, the 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 ITC Customer Charter. Awarding can only occur within the qualification lifespan.

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

## 2.6 Age of Learners

The qualification is appropriate for learners of:

- a) 16+ years (at least 16 years old on the first day of training)

## 3. Centre Approval to Deliver ITC Qualifications

### 3.1 Centre Approval Documents

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

- a) [Online 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 manuals and mentor.
- c) Quality assurance procedures – internal assessment and internal moderation or verification.

### 3.2 Teaching Programme

ITC provides Centres with a complimentary course programme and guidance and advice documents, which are carefully designed to meet the objectives of this qualification and the needs of the learners', making sure learners are adequately prepared for the assessments.

- a) To maintain the quality of training and assessment an assessor to learner ratio of 1:12 is recommended.
- b) The minimum guided learning hours value is 4 hours, the minimum tutor contact hours for this qualification is at least 4 hours [excluding breaks].
- c) The total qualification time is 5 hours.
- d) This qualification must be delivered within 4 weeks and the minimum duration of each teaching session is 2 hours.

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 must employ different methods of monitoring such as observation, sampling, learner interview and 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.

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

There should be an agreed quality assurance plan that monitors the skills of tutors, 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.



All IQA documents and evidence must be archived on the ITC Web Office being 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) Sufficient AV equipment and training aids to facilitate learning using a variety of teaching methods.
- b) Training venues must meet acceptable health and safety standards and be appropriate to learning with a theory assessment space to allow learners to sit at least 1 metre apart to prevent collusion.
- c) Learners must be issued with clear and accurate reference material that cover the topics of this qualification.
- d) Learners taking part in a Blended Learning course must be supplied with electronic content that is approved by a registered healthcare professional. This content should cover the detailed qualification content set out in the A5.71 Qualification Assessment Programme. The content and style of delivery must be approved by the ITC Centre and evidenced as having been verified as having been considered to be effective.

## 4. Centre Staffing

### 4.1 Tutor Credentials

#### Introduction

Most Centres are anticipated to employ staff who are both tutors and assessors of the qualification.

ITC's online application requires Centres to identify:

- a) A nominated individual to lead the qualification delivery team in the Centre.
- b) Tutors with a teaching and occupational competency.
- c) Internal quality assurance staff who 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. Level 3 Award in Teaching and Assessing (equivalent or above)
  - ii. See appendices for a list of acceptable qualifications.
- b) Occupational area qualification:
  - i. Level 3 or higher Safeguarding qualification (advanced safeguarding training); **OR**
  - ii. Level 3 certificate or diploma in a related subject, which must have an element of safeguarding such as: Health & Social Care, Childcare or Playwork; **OR**
  - iii. Registered Social Worker, Doctor (with GMC), Nurse (with NMC) or Paramedic (with HCPC) with up-to-date safeguarding CPD; **OR**
  - iv. Suitable other qualification, which may include demonstration of higher level practical safeguarding experience – this can be from a volunteer role.
- c) 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 Log showing at least 6 hours of CPD per year with the subject area.

There must be evidence of meeting these requirements on the ITC Web Office for ITC/Regulators to view.

## 4.2 Assessor Credentials

### Individual requirements

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

- a) Teaching / assessing experience who hold a teaching qualification:
  - i. Level 3 Award in Teaching and Assessing (equivalent or above)
  - ii. See appendix 1 for a list of acceptable qualifications.
- b) Occupational area qualification:
  - i. Level 3 or higher Safeguarding qualification (advanced safeguarding training); **OR**
  - ii. Level 3 certificate or diploma in a related subject, which must have an element of safeguarding such as: Health & Social Care, Childcare or Playwork; **OR**
  - iii. Registered Social Worker, Doctor (with GMC), Nurse (with NMC) or Paramedic (with HCPC) with up-to-date safeguarding CPD; **OR**
  - iv. Suitable other qualification, which may include demonstration of higher level practical safeguarding experience – this can be from a volunteer role.
- c) 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 Log showing at least 6 hours of CPD per year with the subject area.

There must be evidence of meeting these requirements on the ITC Web Office for ITC/Regulators 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.
  - ii. Experienced Internal Quality Assurer who has attended an Awarding Body CPD event.
  - iii. See appendix 2 for a list of acceptable internal quality assurance qualifications.

- b) Occupational area qualification:
  - i. Level 3 or higher Safeguarding qualification (advanced safeguarding training)
  - ii. Level 3 certificate or diploma in a related subject, which must have an element of safeguarding such as: Health & Social Care, Childcare or Playwork.
- c) Portfolio logbooks must be maintained:
  - i. Training/Assessing/IQA Log.
  - ii. Continuous Professional Development Log.

There must be evidence of meeting these requirements on the ITC Web Office for ITC/Regulators 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.
- d) Perform or lead other IQA activity, e.g. deliver/organise standardisation events, develop and maintain sampling plans.

## 5. Learner Registration

### 5.1 Selection of Learners

There are no prerequisite entry requirements for this qualification.

Prospective learners are to be advised that they should have literacy and numeracy competency appropriate for the qualification.

It is the responsibility of the Centre to provide guidance and advice to learners prior to the commencement of the programme.

### 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 supporting and transporting loads.
- 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 their course tutor or mentor.

### 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 into 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

The ITC Level 2 Award in Safeguarding and Protecting Children, Young People will allow learners to progress to other qualifications within the health and social care sector, and/or other sectors which will require an element of safeguarding and protection, for example sport, early years or relevant apprenticeships.

# 6. Assessment

## 6.1 Assessment of the Units

- Knowledge and understanding of each candidate is assessed in this unit.
- Evidence of meeting each learning outcome is required.
- The assessment evidence is generated by an MCQ.

## 6.2 Assessment Tasks

The knowledge and understanding of each learner is assessed by an end of unit multiple choice question examination. There is one paper for each learner and learners should answer all the questions under 'examination' conditions.

- Duration: 30 minutes
- Pass mark: 15 out of 20 to be considered for an overall 'Pass'

There are 2 possible grades available of Pass or Fail. All mandatory areas of assessment must individually meet or exceed the required pass criteria/mark for the learner to achieve the qualification.

## 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.

Knowledge and understanding are assessed by completion of a multiple choice question examination using the examination documents provided by ITC.

Examination documents are to be opened by the learners at the venue, at the time of assessment. Examination questions and answers are to be returned to ITC within 5 working days of completion.

If learners do not meet the standard the Centre will be informed and will require arrangements to be made to allow the learner a referral opportunity. Within 1 month of the original course.

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

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 ITC WebOffice, including:

SPChYP MCQ Q&A Learner's SPChYP MCQ Question and Answer sheet  
 SPChYP MCQ Ans Assessor's SPChYP MCQ Answer sheet

## 6.4 Internal Quality Assurance of Assessment

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 Assurance.

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

- PR6 Annual Review of Tutor/Assessor (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 Web Office Support Resources List

Please see the resources available on the ITC WebOffice Support Resources section for this qualification.

## 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 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.
- c) A review of the evidence of Centre internal quality assurance and staff development events.
- 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 deliver the qualification.

## 8.2 Visit Details

Centres will be allocated an External Quality Assurer. 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.

Centres 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 Web Office for all Centre staff to review and meet any action plan deadlines.

## Acceptable Training/Assessing Qualifications

## Appendix 1

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*
<b>CURRENT QUALIFICATIONS (available for new trainers/assessors to undertake):</b>		
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)		✓
<b>OTHER ACCEPTABLE QUALIFICATIONS:</b>		
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 2

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

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