



*Endorsed*

*Qualification*



## **ITG First Aid at Work Instructor**

**Qualification Specification**

Qualification Number: ITG/1009/FAWI

**ITG Instructor Training Limited**

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# ITG Instructor Training

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## Introduction



Welcome to **ITG Training**

ITG is a certifying organisation recognised for providing training and qualifications in England, UK and across the globe.

ITG offers qualifications designed in-house and qualifications which are regulated by Ofqual through TQUK, FutureQuals and Pearsons Edexcel. Our qualifications are carefully designed to meet industry standards and regulatory requirements giving every learner or user confidence that training meets HSE, Ofqual, UK & EU Resuscitation Council, Skills for Health, Ofsted and Skills for Care training standards.

Our unique approach to training delivery is designed to accommodate learning styles in all their forms, including online, classroom and blended formats. Our variety of delivery methods have been a preferred choice for many learners who require training through general interest and as part of their profession. Our training has been comprehensively designed to meet standards that fall within the boundaries of qualifications overseen by awarding organisations.

ITG's high standards include a robust training approach that meets strict specifications, quality assurance requirements and qualification standards. As a result of implementing a comprehensive quality assurance process, ITG online and classroom courses have been recognised as highly credible vocational qualifications for maintaining high organisational standards.

Our qualifications are designed to support and encourage learners to develop their knowledge and skills. This development may result in progression into employment or career development in the workplace. Our qualifications also allow learners to progress onto further qualifications.

For more information please visit [www.itg-instructor-training.co.uk](http://www.itg-instructor-training.co.uk) for news, updates and information on a variety of qualifications spanning into the First Aid world, Pet First Aid environment and Teaching & Assessing industry.

## Qualifications Specifications

ITG Instructor Training offers policies and guidelines for centres, organisations and individuals through this specification. Information in this specification will include the course curriculum, learning outcomes, units and general guidelines on how the course is delivered and assessed.

We aim to support our customers by providing guidance in this specification for a better understanding of how our courses are delivered and processed through ITG.

Our specifications document can be accessed on our website at [www.itg-instructor-training.co.uk](http://www.itg-instructor-training.co.uk) along with other specifications for respective qualifications listed under each sub-heading.

For more information please use our online chat service or contact our office on 01206 805 359. Alternatively, please email our support department at [info@itg-training.co.uk](mailto:info@itg-training.co.uk).

Please continue to read through this document for a detailed breakdown of this qualification to help identify whether this qualification is suitable for you and your workplace.

## ITG First Aid at Work Instructor

If you would like to deliver first aid at work courses and already hold a recognised teaching qualification, this first aid at work instructor training course is designed for you.

The course is ideal for delegates who already hold a teaching qualification such as the Level 3 Award in Education and Training. The course is designed to build first aid knowledge and confidence by focusing on first aid as a subject. Our friendly and professional tutors will teach you how to deliver and demonstrate first aid subjects in an effective and engaging way, that will ensure that the students you teach, will leave your courses ready to deal with any emergency that may arise.

In addition to learning all of the first aid skills included in the First Aid at Work course, during this course, you will also learn enhanced CPR skills including use of Bag Valve Masks and Oxygen.

If you would like to speak to one of our friendly advisors, call us now on 01206 805380 or alternatively you can enquire online via our contact form.

### Qualification Delivery

**Guided Learning Hours (GLH):** These hours are made up of real-time contact time, guidance or supervision of a learner by an instructor, supervisor, tutor or trainer.

GLH for this qualification is 24

**Total Qualification Time (TQT):** This is an estimate of the total length of time it is expected that a learner will typically take to achieve and demonstrate the level of attainment necessary for the award of the qualification i.e. to achieve all learning outcomes.

TQT for this qualification is 30

The ITG First Aid at Work Instructor course is taught over 4 days through classroom training and pre-study is completed through distance learning. This qualification will include practical and theoretical assessments.

### Brief Overview

**Course Duration:** 4 Days Classroom with online video-based e-learning

**Course Location:** Colchester, Essex

**Course Price:** £495 + VAT

Course available through ELCAS Enhanced Learning Credit Scheme

**Course Price:** If you have a suitable professional to observe your 3 teaching sessions: £795 + VAT

**Course Price:** If we provide a suitable professional to observe your 3 teaching sessions: £995 + VAT

### Prerequisites and Entry Requirements

Attendees must hold a valid or recognisable teaching & assessing qualification and learners must be aged 18 years and above.

### Certification

All successful students are awarded a verifiable and trackable training certificate from Training Qualifications UK who are regulated by Ofqual.

## Included in this Course

- TQUK Level 3 Award in First Aid at Work (RQF)
- ITG First Aid at Work Instructor
- ITG Paediatric First Aid Instructor
- ITG AED Instructor
- Eight months of access to online instructor preparation course
- Comprehensive ITG Instructor Manual

## More about the Instructor Course

The course is delivered over 5 days, the first day is completed online, at a time convenient for you. This covers the theory for the Level 3 Award in First aid at Work and provides six hours of video-based training, where many of the skills are demonstrated, you complete quizzes on the subjects that you have covered. This can be completed in one sitting or if you prefer you stop and start the training to fit in with your other commitments. You can review the course content and videos as many times as you like and will have access to the course for up to eight months, even after you have passed the course.

Please be aware that the online modules for the course must be completed before you attend the classroom session.

When you arrive at the classroom you will be able to practice the skills you have learned online, the tutor will complete the rest of the modules for the first aid at work course and will teach you how to demonstrate the skills that you will be teaching your students. Towards the end of the training, you will prepare a session plan and deliver a presentation based on a first aid subject and partake in other assessing and teaching sessions.

To ensure that you can deliver a range of courses, you will also gain [Paediatric First Aid Instructor](#) and [AED Instructor](#), AED use is now part of the Emergency First Aid at Work and First Aid at Work curriculum and is now becoming more popular as a stand-alone course due to the higher number of AEDs that are now used in a number of businesses. The Paediatric and AED modules are covered in your online training and will also be part of your classroom training.

ITG has taught thousands of individuals to teach first aid over the past 11 years. Our training system has been created to make sure that you have the skills and qualifications you need to provide first aid training to your customers, employees or co-workers. If you choose us, you are choosing to train with a professional organisation and professional trainers who have years of experience in delivering first aid trainer qualifications.

Becoming a first aid instructor is just the start. It is important that you keep up to date with regulations, CPD and updates. If you would like to work with an organisation that provides you with all of the training materials, forms, updates and regulations we highly recommend that you consider registering with ProTrainings. There are a number of choices for you to register to deliver first aid courses, none will offer you the comprehensive support and materials that you get when you are a ProTrainings instructor.

## Starting Your Own Business or Freelance

If you are considering starting your own first aid business, ProTrainings have a website where you can list your courses free of charge. Customers can contact you through the site and book online, all payments are made directly to you and there are no fees. You can also register for day-rate work for other ProTrainings instructors, with ProTrainings you get so much more than certificates.

## Delivering Courses In-house

If you are an employer and would like your training to be in-house, ProTrainings offer full support and an online training portal, this will keep a record of all employee training that is completed through ProTrainings, you can check progress and all of your employees can choose to receive weekly video updates, to keep skills fresh and a reminder when their training needs to be renewed.



## Requirements to teach ITG First Aid at Work Instructor

The instructor course is not available to deliver as a satellite centre as ITG do not supply this service. However, this qualification accompanied with a teaching and assessing certificate can be used to deliver a suite of first aid courses through ProTrainings Europe Limited (sister company). For more information on how this is possible please visit [www.protrainings.uk](http://www.protrainings.uk) or contact ProTrainings on 01206 805 359.

Instructors must hold the relevant qualifications, experience and occupational competence to qualify for approval. A detailed portfolio providing descriptive dates, CPD log and meeting/passing IQA reviews is required for approval.

Supporting evidence which clearly outlines where instructors qualify to teach this course must be emailed to ProTrainings compliance manager at [compliance@protrainings.uk](mailto:compliance@protrainings.uk).

## Endorsed Qualification

The ITG First Aid at Work Instructor course is endorsed by Training Qualifications UK an Ofqual Regulated Awarding Organisation and upon successful completion, you will receive an endorsed certificate.

## Learner Access

ProTrainings host the online module of this qualification on a highly sophisticated and supportive platform. Their online system offers the learner a uniquely designed portal where there is access to a free student manual, CPD credit statement, evidence-based learning document, optional weekly refresher videos and an area for downloadable content with a suite of supporting evidence relevant to the qualification the learner completes.

ITG and ProTrainings after service add clarity to teaching, promote continuous learning and encourage learners to revisit and revise subjects they have been taught online.

## Complaints

**Scope of Complaints Procedure:** The procedure deals with complaints arising from:

- Delivery (or lack of delivery) of services for education and training including teaching, course content, tutoring, assessment, feedback on progress and learner support during learning programmes
- Incorrect or misleading information about services provided by the Centre
- Delivery (or lack of delivery) of support services provided by the Centre including administration of fees, enrolment processes, Centre accommodation, health and safety and learner resource services
- Unacceptable actions or behaviour by Centre staff and/or other learners in the Centre

## How to complain

Complaints should initially be made in writing to the Head of Centre or to your designated tutor. This can be completed by emailing [info@itg-training.co.uk](mailto:info@itg-training.co.uk).

Support can be made available for all those involved in a complaint including:

- Representation: parent, guardian, friend or supporter
- Help with completing the written complaint

The induction will provide further details regarding this process.

# ITG First Aid at Work Instructor

ITG/1009/FAWI

## Course Summary

### Unit 1: Emergency First Aid in the Workplace (credit can be given in some cases if already completed recently)

- Understand the role and responsibilities of a first aider
- Be able to assess an incident
- Be able to provide first aid to an unresponsive casualty
- Be able to provide first aid to a casualty who is choking
- Be able to provide first aid to a casualty with external bleeding
- Know how to provide first aid to a casualty who is in shock
- Know how to provide first aid to a casualty with minor injuries

### Unit 2: Recognition and Management of Illness and Injury in the Workplace

- Be able to conduct a secondary survey
- Be able to provide first aid to a casualty with suspected injuries to bones, muscles and joints
- Be able to provide first aid to a casualty with suspected head and spinal injuries
- Know how to provide first aid to a casualty with suspected chest injury
- Know how to provide first aid to a casualty with burns and scolds
- Know how to provide first aid to a casualty with an eye injury

### Unit 1: Emergency Paediatric First Aid

- Understand the role and responsibilities of the paediatric first aider
- Be able to assess an emergency situation safely
- Be able to provide first aid for an infant and a child who are unresponsive
- Be able to provide first aid for an infant and a child who is choking
- Be able to provide first aid to an infant and a child with external bleeding
- Know how to provide first aid to an infant or a child who is suffering from shock
- Know how to provide first aid to an infant or a child with bites, stings and minor injuries

### Unit 2: Managing paediatric illness, injuries and emergencies

- Be able to provide first aid to an infant or a child with suspected injuries to bones, muscles and joints
- Be able to provide first aid to an infant or a child with suspected head and spinal injuries
- Know how to provide first aid to an infant or a child with conditions affecting the eyes, ears and nose
- Know how to provide first aid to an infant or a child with an acute medical condition or sudden illness
- Know how to provide first aid to an infant or a child who is experiencing extremes of body temperature
- Know how to provide first aid to an infant or a child who has sustained an electric shock
- Know how to provide first aid to an infant or a child with burns and scalds
- Know how to provide first aid to an infant or a child with suspected poisoning
- Be able to provide first aid to an infant or a child with anaphylaxis

### Unit 2: Be able to recognise and manage Heart attacks and use of an AED

- |             |  |                 |
|-------------|--|-----------------|
| • AED Intro | • Live AED units and the different types | • AED Batteries |
| • AED Demo  | • AED Maintenance                        | • AED Locations |
| • AED Setup | • AED Pads                               |                 |
| • Child AED |  |                 |

# Learning Outcomes – ITG/1009/FAWI



These learning outcomes are mapped to meet a ITG First Aid at Work Instructor criterion. Each learning outcome presents a knowledge, skill or assessment to help students understand the curriculum in finer detail.

Learning Outcomes (LO) The learner will:	LO
<b>UNIT – 1</b>	
<b>Understand the role and responsibilities of a first aider and a paediatric first aider</b>	<b>LO1</b>
Identify the role and responsibilities of a first aider	1.1
Identify how to minimise the risk of infection to self and others	1.2
Identify the need for consent to provide first aid	1.3
Differentiate between an infant and a child for the purposes of first aid treatment	1.4
<b>Be able to assess an incident - Infant, Child &amp; Adult</b>	<b>LO2</b>
Conduct a scene survey	2.1
Conduct a primary survey of a casualty	2.2
Summon appropriate assistance when necessary	2.3
<b>Be able to provide first aid to an unresponsive Casualty - Infant, Child &amp; Adult</b>	<b>LO3</b>
Identify when to administer Cardio Pulmonary Resuscitation (CPR) – Infant, Child & Adult	3.1
Demonstrate CPR using a Manikin (including the use of an AED) - ★ – Infant, Child & Adult	3.2
Justify when to place a casualty into the recovery position – Infant, Child & Adult	3.3
Demonstrate how to place a casualty into the recovery position – Infant, Child & Adult	3.4
Demonstrate continual monitoring of breathing for an infant and a child whilst they are in the recovery position	3.5
Identify how to administer first aid to a casualty who is experiencing a seizure – Infant, Child & Adult	3.6
<b>Be able to provide first aid to a casualty who is choking - Infant, Child &amp; Adult</b>	<b>LO4</b>
Identify when choking is: • Mild • Severe	4.1
Demonstrate how to administer first aid to a casualty who is choking – Infant, Child & Adult	4.2
<b>Be able to provide first aid to a casualty with external bleeding - Infant, Child &amp; Adult</b>	<b>LO5</b>
Identify the severity of external bleeding – Infant, Child & Adult	5.1



Demonstrate control of external bleeding – Infant, Child & Adult	5.2
<b>Know how to provide first aid to a casualty who is in shock - Infant, Child &amp; Adult</b>	<b>LO6</b>
Recognise a casualty who is suffering from shock (Hypovolaemic)	6.1
Identify how to administer first aid to a casualty who is suffering from shock	6.2
<b>Know how to provide first aid to a casualty with minor injuries - Infant, Child &amp; Adult</b>	<b>LO7</b>
Identify how to administer first aid to a casualty with: • Small cuts • Grazes • Bruises • Small splinters	7.1
Identify how to administer first aid to a casualty with minor burns and scalds	7.2
<b>UNIT – 2</b>	
<b>Be able to conduct a secondary survey - Infant, Child &amp; Adult</b>	<b>LO1</b>
Identify the information to be collected when gathering a casualty history	1.1
Demonstrate how to conduct a head to toe survey	1.2
<b>Be able to provide first aid to a casualty with suspected injuries to bones, muscles and joints - Infant, Child &amp; Adult</b>	<b>LO2</b>
Recognise suspected: - Fractures and dislocations - Sprains and strains	2.1
Identify how to administer first aid for: Fractures and dislocations - Sprains and strains	2.2
Demonstrate how to apply: a support sling - an elevated sling	2.3
<b>Be able to provide first aid to a casualty with suspected head and spinal injuries - Infant, Child &amp; Adult</b>	<b>LO3</b>
Recognise a suspected: - Head injury - Spinal injury	3.1
Identify how to administer first aid for a suspected head injury	3.2
Demonstrate how to administer first aid for a suspected spinal injury	3.3
<b>Know how to provide first aid to a casualty with suspected chest injuries - Infant, Child &amp; Adult</b>	<b>LO4</b>
Recognise a suspected: - Flail chest and Penetrating chest injury	4.1
Identify how to administer first aid for a: - Flail chest - Penetrating chest injury	4.2
<b>Know how to provide first aid to a casualty with burns and scalds - Infant, Child &amp; Adult</b>	<b>LO5</b>
Identify the factors that affect the severity of burns and scalds	5.1
Identify how to administer first aid for burns involving: Dry heat - Wet heat - Electricity - Chemicals	5.2
Identify how to administer first aid for an infant or a child who has suffered an electric shock	5.3
<b>Know how to provide first aid to a casualty with an eye injury - Infant, Child &amp; Adult</b>	<b>LO6</b>
Identify how to administer first aid for eye injuries involving: - Dust - Chemicals - Embedded objects	6.1

Identify how to administer first aid for an infant or a child with a foreign body in the: Eye, Ear & Nose	6.2
<b>Know how to provide first aid to a casualty with sudden poisoning - Infant, Child &amp; Adult</b>	<b>LO7</b>
Identify the routes that poisons can take to enter the body	7.1
Identify how to administer first aid to a casualty affected by sudden poisoning	7.2
Identify sources of information for treating those affected by sudden poisoning	7.3
<b>Know how to provide first aid to a casualty with anaphylaxis - Infant, Child &amp; Adult</b>	<b>LO8</b>
Identify common triggers for anaphylaxis	8.1
Recognise suspected anaphylaxis	8.2
Identify how to administer first aid for a casualty suffering from anaphylaxis	8.3
Demonstrate the use of a 'training device' adrenaline auto-injector	8.4
<b>Know how to provide first aid to a casualty with suspected major illness - Infant, Child &amp; Adult</b>	<b>LO9</b>
Recognise suspected: - Heart Attack - Stroke - Epileptic seizure - Asthma attack - Diabetic emergency - Allergic reaction - Meningitis & Febrile convulsions	9.1
Identify how to administer first aid to a casualty suffering from: Heart Attack Stroke - Epileptic seizure - Asthma attack - Diabetic emergency - Diabetic emergency - Allergic reaction - Meningitis & Febrile convulsions	9.2
<b>Know how to provide first aid to an infant or a child who is experiencing extremes of body temperature - Infant, Child &amp; Adult</b>	<b>LO10</b>
Recognise when an infant or a child is suffering from: extreme cold & extreme heat	9.1
Identify how to administer first aid for an infant or a child who is suffering from: extreme cold & extreme heat	9.2
<b>Be able to recognise and manage Heart attacks and use of an AED - Infant, Child &amp; Adult</b>	<b>LO11</b>
Understand the chain of survival	11.1
Recognise the approaches of call First and Call Fast	11.2
Demonstrate understanding of the heart, signs and symptoms of a heart attack, treatment of a heart attack and use of an AED	11.3
Describe the differences when using an automated external defibrillator on a child and on an adult	11.4
Identify when a defibrillator battery requires changing	11.5
Identify when electrode pads need replacing	11.6
Demonstrate how to troubleshoot problems if the automated external defibrillator does not function correctly	11.7
Describe the safety considerations when using AED	11.8
<b>Summary</b>	



## **ITG Instructor Training**

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