



Thinking & Learning Company

Course Booklet

2015

The suite of qualifications we have selected have been collated with the following workforce roles in mind: PE teachers, HLTAs, TAs, sports coaches, activity leaders, volunteers, sport development officers, ski instructors, ski leaders and so on. The First Aid and workforce compliance courses are open to any individual that is identified by their organisation's risk assessment.

**Equity
Inclusion
Excellence**





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Thinking & Learning Company

Welcome to af Thinking & Learning Company Ltd (afTLC Ltd)

Welcome

Welcome to af Thinking & Learning Company Ltd (afTLC Ltd) from the Company Directors Andrew Frapwell and Nicola Brant. We were inaugurated on 23rd December 2009 and we officially started trading as afTLC Ltd on 1st January 2010.

✓ What do we do?

We are an Education Services Company in the personalising thinking & learning business, supporting and developing organisations, groups or individuals within organisations to be more effective, efficient and economic. We are a company that seeks to establish, embed and enhance close working relationships with business and education. We focus on areas of activity where partnerships really can make a positive difference to transforming the workforce and this includes a focus on core business and effective communication within teams. We are continually seeking innovative and better ways of doing things to ensure sustainable improved practice in constantly changing times and achieving the best deal for clients.

✓ How are we organised?

There are three divisions to the company. The first division is the provision of professional learning for tutors, teachers, coaches and volunteers who are working in organisations concerned with the education and training of children, young people and adults. This was the natural development of a sole trader business run by Andrew Frapwell from 2004-2009, after his role at the University of Worcester in teacher training. The second division is the provision of Qualification and Credit Framework (QCF) courses in the education and training sector. We are an accredited centre approved by 1st4sport qualifications, Sports Leaders UK and ITCFirst Ltd. Finally we provide a conference and meeting venue for hire. This is a bespoke flexible training venue designed to meet client's varying needs.

✓ Our Principles

af Thinking & Learning Company is committed to a philosophy of promoting thinking & learning about better ways of doing things. This means:

- ensuring that improving processes of thinking & learning for higher standards are at the heart of all that we do
- inspiring, challenging and motivating individuals, teams and organisations to consistently seek to raise standards
- effectively monitoring and measuring improved outputs and outcomes



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✓ **Our values**

The ethos of being an integral part of the local and wider community is a core value of af Thinking & Learning Company Ltd.

- a commitment to the development and support for all staff to contribute effectively to our aims and to succeed in their roles
- a social conscience for openness, honesty and responsibility for our actions, and a full inclusive engagement for those who collaborate with us
- effective use of resources in providing value for money

✓ **Our aims**

af Thinking & Learning Company serves to give practical support to the transformation of schools, businesses, education and training by empowering and enabling high performing innovative individuals and teams. Specifically we want to:

- build and embed capacity within the system to improve effectiveness and performance
- foster an innovative enquiry-based approach to thinking and learning about improving practice
- establish positive relationships based on personal learning and thinking needs, relevant to local context

Andrew Frapwell, Company Director and owner



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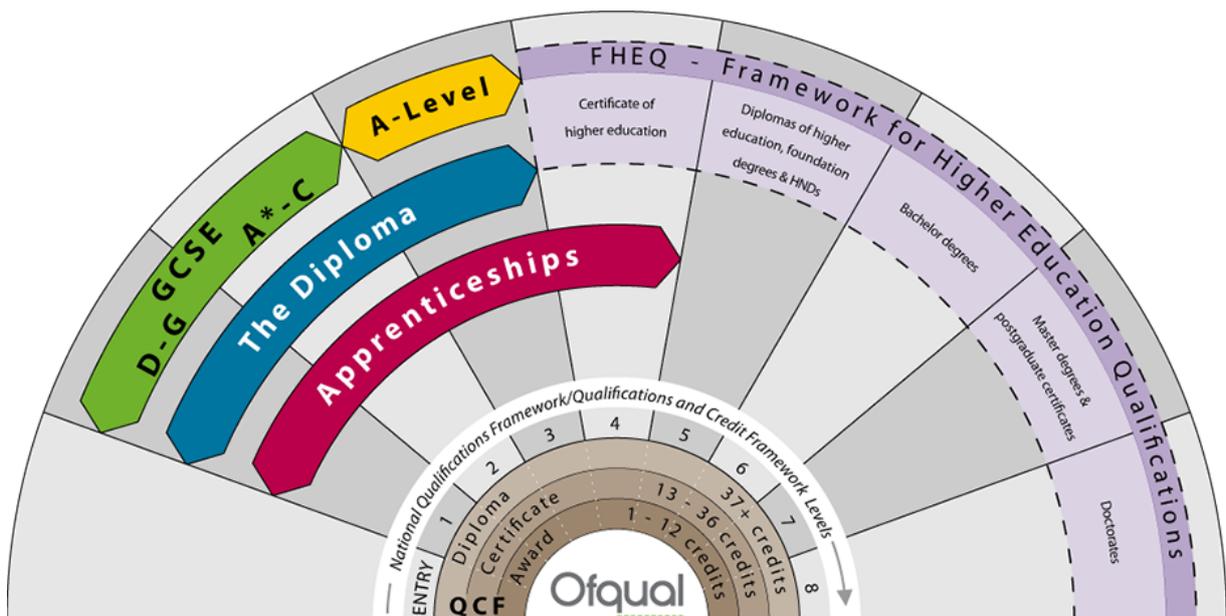
Why should you pick us for your training?

It was Oscar Wilde that wrote: *“Nowadays people know the price of everything but the value of nothing.”* Our prices are listed in each of the course outlines, but the following is our value commitment to you:

- ✓ The training is all about you; your needs, your learning and your achievement
- ✓ The courses run are QCF recognised
- ✓ The tutors used are all nationally recognised and many are internationally recognised
- ✓ Many of the courses offered have been authored by our staff
- ✓ All courses are resourced with a training manual or learner portfolio

What is QCF Recognition?

All of the qualifications we offer are part of the Qualification Credit Framework (QCF) regulated by Ofqual (the official regulator of qualifications in England, Wales and Northern Ireland). The Ofqual regulated qualifications and their equivalence are detailed below:



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We are an approved centre with three Awarding Body Organisations (ABOs). They are 1st4sport qualifications, ITC First and Sports Leaders UK. This means we meet the following requirements:

- ✓ appropriately qualified and experienced staff with your needs in mind;
- ✓ up to date and relevant centre policies assuring quality control for your peace of mind;
- ✓ adequate resources to support your learning and qualification achievement



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Systems training suite of courses for Physical Education

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The afTLC systems training suite of courses for Physical Education has been designed to help you know, understand and implement the transformational change that the system is requiring. A future of Assessing without Levels; planning for a curriculum that focuses on higher standards, inclusive learning and less content in greater depth; new Early Years expectations; new GCSE's, GCE AS and A Levels; and a new Ofsted inspection framework that follows this new agenda, allows you to approach the changing landscape with confidence and assured of quality.

The Suite includes:

- ✓ afTLC Assessing without Levels in Physical Education
- ✓ afTLC Planning for continuity, progression and higher standards in Physical Education
- ✓ afTLC Getting ready for Ofsted in Physical Education
- ✓ afTLC Developing the Early Years Foundation Stage within Schools and Settings
- ✓ afTLC Effective Teaching and Learning for higher standards in Examination Physical Education



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Assessing Without Levels in Physical Education

What is this course about?

The course was developed in response to government legislation in the form of statutory instrument 2232 which removed level descriptors from the education system. This was laid before parliament on 5th September 2013 and was made law on 11th September 2013 with effect from 1st September 2014. In particular a rationale for change as part of a system-wide transformational shift is explained that will lead to greater inclusive practice, more progress and higher standards.

What does this course cover?

The course will facilitate your exploration of the new NC 2014 PE programme of study aims, the standards expected at the end of each key stage and ideas for practice. Ideas for assessment information that is fit for purpose will be developed, focusing on a day to day, medium and long-term basis in order to deepen learning. This will lead to answers about how we demonstrate progress, the evidence we might use, information we might use internally and information we might use to recognise achievement and report progress. Myths surrounding the continued use of descriptive data linked to meaningless levelling practice will be busted.

Who is it suitable for?

This qualification is suitable for any physical education teacher, teaching assistant, coach, consultant, trainer or Ofsted inspector who is working with primary or secondary schools to raise the standard of physical education and school sport for children and young people.

What is the duration of the course?

The course is one full day from 9am for registration and refreshments for a 9.30am start through to 4pm.

How is it assessed?

Your needs are assessed throughout the day and responded to. There is no formal assessment required on your part. You will be provided with a colour bound course booklet and a 2GB memory stick with the PowerPoint used and numerous documents providing background reading.

How can I be confident of quality?

Andrew Frapwell has been involved in developing assessment practices nationally and internationally - most recently in Kosovo and England. He is the author of "Assessing without Levels" (Coachwise 2015). You will engage in interactive activities to encourage deep learning.

How much will this cost?

It will cost you £190+vat. This includes course administration, planning, delivery, photocopying, resources, certification, unlimited refreshment and a two-course luncheon.



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Planning for continuity, progression and higher standards

What is this course about?

The curriculum changes, statutory for all state schools from 1st September 2014 and a reference point for Free Schools and Academies are transformational. This goes beyond incremental tweaks to our long medium or short term planning and focuses on the principles of effective curriculum design that can lead to higher standards. In particular the opportunities offered to teachers in designing a curriculum for all learners that moves away from an isolated activity led approach to an integrated purposeful approach are explored.

What does this course cover?

The course will reference the new National Curriculum 2014 physical education programme of study and allow you to apply the principles of effective curriculum design using our unique card system. You will leave with a curriculum architecture and approach to planning that promotes deep and engaging learning for all pupils. This will also include the writing of a unit of work.

Who is it suitable for?

This qualification is suitable for any physical education teacher, teaching assistant, coach, consultant, trainer or Ofsted inspector who is working in or with primary or secondary schools to raise the standard of physical education and school sport for children and young people and who is responsible for or who contributes to curriculum planning.

What is the duration of the course?

The course is one full day from 9am for registration and refreshments for a 9.30am start through to 4pm.

How is it assessed?

Your needs are assessed throughout the day and responded to. There is no formal assessment required on your part. You will be provided with a colour bound course booklet and a 2GB memory stick with the PowerPoint used and numerous documents providing background reading.

How can I be confident of quality?

Andrew Frapwell has been involved in developing curriculum practices nationally and internationally - most recently the physical education curriculum in Kosovo. He was part of a stakeholder group contributing ideas to shaping the National Curriculum Programme of Study for PE 2014. You will engage in interactive activities to encourage deep learning.

How much will this cost?

It will cost you £190+vat. This includes course administration, planning, delivery, photocopying, resources, certification, unlimited refreshment and a two-course luncheon.



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af Thinking & Learning Company Ltd *Getting ready for Ofsted in Physical Education*

What is this course about?

This course is about developing your effective practice in schools and will help you to prepare for a visit from Ofsted. In October 2014 Ofsted issued a list of things that its inspectors don't want to see in classrooms – as part of an effort to bust some of the myths surrounding make-or-break school inspections. Among the 15 bullet points was a blunt statement that ***“Ofsted does not award a grade for the quality of teaching for any individual lessons visited and it does not grade individual lessons.”*** This is a myth that has circulated for years despite efforts from Ofsted's chief inspector Sir Michael Wilshaw to dispel it. The course will dispel this and other myths to allay some of the fears about Ofsted.

What does this course cover?

The course will explore the new Ofsted framework and identify what is required for physical education provision and practice to help you to become outstanding. Delegates will be given the chance to observe a video of a PE lesson and use the Ofsted criteria for PE subject surveys. For primary colleagues consideration will be given as to how best to spend the PE premium.

Who is it suitable for?

This qualification is suitable for any physical education teacher, teaching assistant, coach, consultant, trainer or Ofsted inspector who is working in or with primary or secondary schools to raise the standard of physical education and school sport for children and young people and who might just have been told they have an inspection looming.

What is the duration of the course?

The course is one full day from 9am for registration and refreshments for a 9.30am start through to 4pm.

How is it assessed?

Your needs are assessed throughout the day and responded to. There is no formal assessment required on your part. You will be provided with a colour bound course booklet and a 2GB memory stick with the PowerPoint used and numerous documents providing background reading.

How can I be confident of quality?

Steven Caldecott is a qualified Ofsted inspector and has worked at all stages of education from primary through to higher education. He will provide an insight and a clarity to the inspection framework in particular focusing on what you can do to improve teaching to impact on progress in learning and standards and how assessment information might be used to achieve this. Steven has had glowing testimonials about his down to earth common sense approach; his attention to detail and an ability to not take himself too seriously.

How much will this cost?

It will cost you £190+vat. This includes course administration, planning, delivery, photocopying, resources, certification, unlimited refreshment and a two-course luncheon.



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Developing the Early Years Foundation Stage within Schools and Settings

What is this course about?

This course has been developed in response to the ever-changing educational landscape of the Early Years Foundation Stage. With the introduction of the Early Years Pupil Premium, the Baseline assessment and the changes to Ofsted inspection with regard to the Early Years Foundation Stage, practitioners and leaders need to be aware of both current and future expectations and how to meet them.

What does this course cover?

The course will reference the EYFS statutory Framework, detailing assessment requirements, learning and development requirements, and the safeguarding & welfare requirements. The course will disseminate the latest information regarding the forthcoming changes to the inspection framework for Early Years providers both in school and childcare, Early Years Pupil Premium. You will leave the course feeling positive regarding the implementation of these changes for your setting. You will gain confidence in evidencing progress in all aspects of the EYFS, ideas for documenting the changes you have made or intend to make for the benefit of children's learning which include transition, working with parents, the characteristics of effective learning and the enabling environment.

Who is it suitable for?

This course is suitable for any practitioner within the Early Years or Year 1, Early Years Phase leader or manager who is working in the a Primary School or Early Years Setting and wishes to make a positive impact upon the teaching and learning of children in their earliest years in education.

What is the duration of the course?

The course is one full day from 9am for registration and refreshments for a 9:30 start through to 4pm.

Who will be delivering the course?

Suzanne Dunn- Educational Consultant, Schools and Early Education Development Services.

How can I be confident of quality?

Suzanne Dunn is a trainer and consultant with extensive experience working with children and families across numerous sectors, including schools, children's centres and private provision. For four years she worked in a local authority curriculum quality advisory roles.

Suzanne has an interest in assessment within the Early Years and Key Stage 1, the role of physical development as a building block for education, the characteristics of effective learning and transition into and within the Primary School. She is currently a member of TCTYC, the association of Early Years Educators and 4children, the national charity all about children and families.

How much will it cost?

It will cost you £190+vat. This includes course administration, planning, delivery, photocopying resources, certificate of attendance, unlimited refreshments and a two-course luncheon.



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*Effective Teaching and Learning for higher standards in
Examination Physical Education*

What is this course about?

From April 2015, 31 new subject qualifications (GCSE and GCE) will be submitted to Ofqual by examination boards for accreditation. If accredited then these qualifications will be first taught in schools from 2016 with first examinations from 2016. This course has been developed in response to these changes which amongst the widely reported 9-1 grading system, a linear assessment system and content not divided into modules expect that students will understand the interrelationship between the different areas of study and develop an awareness they all have collectively on performance. This has implications for our pedagogical approach.

What does this course cover?

The course will provide a clear rationale for change and focus on the teaching of awarding organisation's specifications. In particular we will explore strategies in the short, medium and longer term that you can use to ensure higher standards. Relational teaching and learning will be showcased especially with regard to the type and nature of examination questions. The importance of using specifications to develop integral units of work will also be investigated.

Who is it suitable for?

This qualification is suitable for any secondary physical education teacher, delivering GCSE Physical Education in schools who is keen to raise the standard of achievement in the subject.

What is the duration of the course?

The course is one full day from 9am for registration and refreshments for a 9.30am start through to 4pm.

How is it assessed?

Your needs are assessed throughout the day and responded to. There is no formal assessment required on your part. You will be provided with a colour bound course booklet and a 2GB memory stick with the PowerPoint used and numerous documents providing background reading.

How can I be confident of quality?

Andrew Frapwell is a registered Ofqual subject expert who was involved in the quality assurance process developing the new GCSE in Physical Education. He is currently a Lead Reviewer for Ofqual for the GCE AS and A Level accreditation. He is the author of "Assessing without Levels" (Coachwise 2015). You will engage in practical activities to encourage deep learning.

How much will this cost?

It will cost you £190+vat. This includes course administration, planning, delivery, photocopying, resources, certification, unlimited refreshment and a two-course luncheon.



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Curriculum delivery suite of courses for Physical Education

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The afTLC Curriculum delivery suite of courses for Physical Education has been designed to help you know, understand and implement the transformational change of the National Curriculum programme of study (DfE 2013). There are no activity areas specified, but there is headline learning required that forms the new benchmark standard for Physical Education and a number of contexts that must be offered. Two of those contexts – Competitive Games and Outdoor and Adventurous Activities are explored as individual courses. Learning in and through Athletic Challenges, is explored as an area that can deliver headline learning in terms of what it is to be physically educated, not as a statutory area to be followed. Effective approaches to teaching and learning using these contexts as vehicles for inclusive and progressive learning is explored.

The Suite includes:

- ✓ afTLC Learning in and through Competitive activities and games
- ✓ afTLC Learning in and through Outdoor & Adventurous Activity Challenges
- ✓ afTLC Athletic Challenges: Citius, altius, fortius – higher, faster, stronger



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Learning in and through Competitive activities and games

What is this course about?

The course was developed in response to the DfE (2013) statutory programme of study for physical education which requires schools to include competitive activities and games in their curriculum offer to children at Key Stages 1, 2, 3 and 4. It provides you with ideas to promote learning aligned to the National curriculum requirements in Competitive activities, games and sports. We also provide you with a starter resource pack to support learning and progress towards higher standards.

What does this course cover?

The course will focus on the teaching of individual and team games with reference to some specific sports. It will focus on promoting headline learning in physical education through games. In particular the concept of teaching games for understanding (TGfU) will be explored including the research available that demonstrates this type of approach leads to significantly greater relational understanding and better skill performance than a traditional warm-up, skills and conditioned game lesson approach

Who is it suitable for?

This qualification is suitable for any physical education teacher, teaching assistant, coach, consultant, trainer or Ofsted inspector who is working with primary or secondary schools to raise the standard of physical education and school sport for children and young people.

What is the duration of the course?

The course is one full day from 9am for registration and refreshments for a 9.30am start through to 4pm.

How is it assessed?

Your needs are assessed throughout the day and responded to. There is no formal assessment required on your part. You will be provided with a colour bound course booklet and a 2GB memory stick with the PowerPoint used and numerous documents providing background reading. You will also receive a starter resource pack for your school.

How can I be confident of quality?

Andrew Frapwell has been involved in developing curriculum practices nationally and internationally - most recently in Kosovo and England. He is the author of "Assessing without Levels" (Coachwise 2015). You will engage in practical activities to encourage deep learning. Please wear appropriate clothing and footwear.

How much will this cost?

It will cost you £190+vat. This includes course administration, planning, delivery, photocopying, resources, certification, unlimited refreshment and a two-course luncheon. It also includes a school starter resource pack.



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Learning in and through Outdoor & Adventurous Activity Challenges

What is this course about?

The course was developed in response to the DfE (2013) statutory programme of study for physical education which requires schools to include outdoor and adventurous activities in their curriculum offer to children at Key Stages 2, 3 and 4. It provides you with ideas to promote learning aligned to the National curriculum requirements in outdoor and adventurous activity challenges. We also provide you with a starter resource pack to support learning and progress towards higher standards.

What does this course cover?

The course will focus on the teaching of orienteering and low-risk problem solving activities. Orienteering ideas will range from: Treasure Hunt activities, picture orienteering, star orienteering, star and line orienteering and line orienteering, to the use of a map and compass. Low risk problem-solving activities will provide ideas using minimum and everyday equipment that promote opportunity for physical and intellectual challenges that develop cooperation and trust.

Who is it suitable for?

This qualification is suitable for any physical education teacher, teaching assistant, coach, consultant, trainer or Ofsted inspector who is working with primary or secondary schools to raise the standard of physical education and school sport for children and young people.

What is the duration of the course?

The course is one full day from 9am for registration and refreshments for a 9.30am start through to 4pm.

How is it assessed?

Your needs are assessed throughout the day and responded to. There is no formal assessment required on your part. You will be provided with a colour bound course booklet and a 2GB memory stick with the PowerPoint used and numerous documents providing background reading. You will also receive a starter resource pack for your school.

How can I be confident of quality?

Andrew Frapwell has been involved in developing curriculum practices nationally and internationally - most recently in Kosovo and England. He is the author of "Assessing without Levels" (Coachwise 2015). You will engage in practical activities to encourage deep learning. Please wear appropriate clothing and footwear.

How much will this cost?

It will cost you £190+vat. This includes course administration, planning, delivery, photocopying, resources, certification, unlimited refreshment and a two-course luncheon. It also includes a school starter resource pack.



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Athletic Challenges: Citius, altius, fortius – higher, faster, stronger

What is this course about?

The course has been developed in response to the poor teaching of athletics in the school physical education curriculum, almost always entirely focused on an event specific approach. The course focuses on the DfE (2013) National Curriculum headline learning for physical education and demonstrates an approach that can develop running, jumping and throwing skills in discreet units or as integral to most activities. It is an approach that focuses on the processes that lead to improved learning and performances – citius, altius, fortius. A starter resource pack will be provided for all attendees to support pupil learning and progress towards higher standards.

What does this course cover?

The course will focus on the teaching of athletic challenges that promote headline learning and standards in physical education. Ideas will incorporate key skills of running, jumping and throwing in isolation and in combination and lead on to include advanced technique. The course will also cover how athletic challenges might be designed in the curriculum so that practice might move away from an athletic programme always scheduled after Easter.

Who is it suitable for?

This qualification is suitable for any physical education teacher, teaching assistant, coach, consultant, trainer or Ofsted inspector who is working with primary or secondary schools to raise the standard of physical education and school sport for children and young people.

What is the duration of the course?

The course is one full day from 9am for registration and refreshments for a 9.30am start through to 4pm.

How is it assessed?

Your needs are assessed throughout the day and responded to. There is no formal assessment required on your part. You will be provided with a colour bound course booklet and a 2GB memory stick with the PowerPoint used and numerous documents providing background reading. You will also receive a starter resource pack for your school.

How can I be confident of quality?

Andrew Frapwell has been involved in developing curriculum practices nationally and internationally - most recently in Kosovo and England. He is the author of "Assessing without Levels" (Coachwise 2015). You will engage in practical activities to encourage deep learning. Please wear appropriate clothing and footwear.

How much will this cost?

It will cost you £190+vat. This includes course administration, planning, delivery, photocopying, resources, certification, unlimited refreshment and a two-course luncheon. It also includes a school starter resource pack.



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Leadership suite of courses

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The afTLC Leadership suite of courses has been designed for Leaders to lead and manage transformational change effectively. The basic unit of change is each individual pupil. The people who implement this change are the teachers, and the people who lead, manage, influence and inspire the teachers are the middle and senior leaders in school. This particular course is designed for you to get to know yourself and the people you work with so that you may lead and manage more effectively.

The Suite includes:

- ✓ afTLC Understanding and Leading your Team: With Insights Discovery



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Understanding and Leading your Team: With Insights Discovery

What is this course about?

This course provides you with access to the internationally recognised Insights Discovery tool which will enable you to learn about your leadership preferences. Applied in conjunction with the latest approaches in transformational leadership, you will have the opportunity to relate the learning to your team and establish new strategies for leading and motivating people. You will be able to apply your learning in any setting where you have to communicate with others including Governors, Inspectors, Senior Managers, Colleagues and Parents.

What does this course cover?

You will be introduced to the theory behind Insights Discovery, various models in transformational leadership & management and theories of learning & development. These will enable you to determine how modeling great behaviours in the workplace, can help to change the culture of your team.

Who is it suitable for?

Ideal for managers and leaders – whether you are part of a senior leadership team, head of department/year or aspiring to any of these roles, this course will be excellent for your personal development.

What is the duration of the course?

The course is one full day from 9am for registration and refreshments for a 9.30am start through to 4pm.

How is it assessed?

It will not be formally assessed but you will be required to complete an on-line Evaluator Questionnaire before the course. This will be used to provide you with an Insights Discovery Profile which is a 16 page report examining your leadership preferences. The training will enable you to understand your profile, how your preferences impact those you lead and manage and provide information on your communication preferences.

How can I be confident of quality?

The training is delivered by a Licensed Practitioner in Insights Discovery – Elizabeth Gait, who also has a specialism in leadership and management. Liz is a Master Practitioner in NLP (Neuro Linguistic Programming) and Master's degree qualified in Business Administration and Human Resources. She has delivered management/leadership programmes within the public, private and voluntary sectors and has a passion for enabling leaders and managers to improve their talents in communicating and leading people.

How much will this cost?

It will cost you £270+vat. This includes an online discovery profile worth £80, Insights blocks resource worth £6, a course booklet, 2GB USB stick containing relevant files, course administration, planning, delivery, photocopying, certification, unlimited refreshments and a two-course luncheon.



Thinking & Learning Company

1st4sport Physical Education and School Sport Suite of Qualifications

The 1st4sport Physical Education and School Sport Suite (QCF) offer to you is a complete set of qualifications that can be used to qualify you to assist teaching / support the delivery of physical education and school sport with confidence. Achieve these qualifications and not only will you be meeting the minimum industry standards, but you will also be providing your learners with excellent quality assured learning opportunities in a school environment.

The Suite includes:

- ✓ 1st4sport Level 2 Certificate in Supporting Learning in Physical Education and School Sport (QCF)
- ✓ 1st4sport Level 3 Certificate in Supporting the Delivery of Physical Education and School Sport (QCF)
- ✓ 1st4sport Level 3 NVQ Diploma in Supporting the Delivery of Physical Education and School Sport (QCF)



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1st4sport Level 2 Certificate in:

Supporting Learning in Physical Education and School Sport (QCF)

What is this qualification about?

The qualification was developed in partnership with the Association for Physical Education (afPE), to provide learners with an introduction to a number of roles in a physical education and school sport (PESS) setting, including assisting teaching, activity leadership and coaching for young people.

What does this qualification cover?

The qualification provides learners with guidance on further opportunities, including how to contribute to PESS programmes as a sports leader, coach, volunteer and teaching assistant. You will learn about government education policy, national curriculum physical education, safe practice, health and fitness, childhood growth and development, the teaching/coaching process and how to plan and teach a small group of children within a class.

Who is it suitable for?

This qualification is suitable for any person who is working in a school environment with children and young people. While this qualification is delivered through the medium of PESS, the skills may be used by learners working in other sporting environments, under appropriate guidance. You should be at least 16 years of age to enrol.

What is the duration of the course?

The guided learning hours recommended are 158 and successful completion gives you 18 credits. The course can take approximately 10-12 weeks to complete, but you have up to two years to finish once you register. The *minimum* amount of days recommended tutor contact days required to deliver the course is 10.

How is it assessed?

It will be assessed by your tutor using a range of methods. You will be provided with a learner pack with assessment tasks detailed, employing a range of methods. These must all be completed satisfactorily to achieve the qualification. There will be two assessor observations of your teaching / coaching.

How can I be confident of quality?

We use a number of associate tutors who are qualified physical education teachers and who are working at a national level. Some tutors are Ofsted trained, others have worked on international education programmes and have experience training teachers. One of the tutors authored this qualification. All of our tutors have attended a national afPE/1st4sport induction training course to deliver this qualification.

How much will this cost?

It will cost you £895+vat. This includes your registration fee which we pay to 1st4sport on your behalf, planning, delivery, photocopying, resources, a course portfolio/learner pack, assessment, internal verification, two placement visits, course administration and certification.



Thinking & Learning Company



1st4sport Level 3 Certificate in:

Supporting the Delivery of Physical Education and School Sport (QCF)

What is this qualification about?

This qualification supports the achievement of the Government's school sport policy and lasting legacy of the 2012 Games. It qualifies you to deliver/support the delivery of *low risk activities* that contribute to a physical education and school sport programme through curriculum-based and/or extra-curricular activities; and prepares you for employment in a school sport setting through providing an introduction to opportunities for you to work as a physical education and school sport professional for: e.g. a higher level teaching assistant, teaching assistant, sports coach, sports development officer, sports volunteer or sports leader role. In March 2013 the Association for Physical Education stated that the minimum requirement for any adult working in a Physical Education or School Sport context must be working towards the Level 3 qualification by 2015. In addition to this qualification, where activities go beyond low risk, adults working in a school environment should also have a Level 2 National Governing Body Award qualification for each activity they deliver.

What does this qualification cover?

The qualification comprises eight units. These units require you to show that you can effectively plan, conduct and evaluate PESS activity programmes, which meet the requirements of the qualification. The first four units satisfy the Award of Learning Support Assistant (LSA) and the safeguarding unit included also satisfies workforce induction under the Safeguarding legislation 2014. Other units include Communication and professional relationships, Schools as Organisations, Child and Young Person Development and Assessment for Learning.

Who is it suitable for?

While it is delivered through the medium of PESS, the skills may be used by you to aspire to work in other sporting roles, such as coaching. Suitable prerequisites include the Level 2 PESS qualification, GCSE PE, Level 2 BTEC etc. You should be at least 16 years of age to enrol on the course.

What is the duration of the course?

The guided learning hours recommended are 164 and this amounts to 28 credits. It can take approximately 10-12 weeks to complete, but you have up to 2 years to complete once you register.

How is it assessed?

It will be assessed by your tutor using a range of methods. You will be provided with a learner pack with assessment tasks listed and these must all be completed. There will also be two assessor observations of your teaching / coaching.

How can I be confident of quality?

We use a number of associate tutors who are qualified physical education teachers and who are working at a national level. Some tutors are Ofsted trained, others have worked on international education programmes. One of the tutors was the author for this qualification and provides the national induction training for all tutors. All of our tutors have attended the induction training to deliver this qualification.

How much will this cost?

The course costs £895+vat. This includes your registration fee which we pay to 1st4sport on your behalf, planning, delivery, photocopying, resources, a course portfolio/learner pack, assessment, internal verification, two placement visits, course administration and certification.



Thinking & Learning Company



1st4sport Level 3 NVQ Diploma in:

Supporting the Delivery of Physical Education and School Sport (QCF)

What is this qualification about?

This qualification has been developed in partnership with the Association for Physical Education (afPE) and with the support of Compass – the association of sports and activity providers. It is a competence-based qualification that confirms occupational competency for those operating in a school sport setting and provides an introduction to further opportunities for you to work within physical education and school sport as higher level teaching assistant, teaching assistant, sports development officer, sports coach, volunteer or leader.

What does this qualification cover?

The qualification comprises twelve units of assessment. These units require you to show that you can effectively plan, conduct and evaluate PESS activity programmes, which meet the requirements of the qualification. The additional four units to the Level 3 Certificate include Organising and leading a sports event or competition, Preparing for the mentoring role, Supporting gifted and talented learners and Facilitating community-based sport and physical activity. These units are work-based. In 2013 the Association for Physical Education stated that the minimum requirement for any adult working in a Physical Education or School Sport context must be working towards the Level 3 certificate qualification by 2015. The Level 3 Diploma covers the certificate requirements.

Who is it suitable for?

While it is delivered through the medium of PESS, the skills may be used by you to aspire to work in other sporting roles, such as coaching. Suitable prerequisites include the Level 2 PESS qualification, GCSE PE, Level 2 BTEC and the Level 3 certificate in supporting the delivery of PESS etc. You should be at least 16 years of age to enrol on the course.

What is the duration of the course?

To qualify for the 1st4sport Level 3 NVQ Diploma in Supporting the Delivery of Physical Education and School Sport (QCF), you must successfully complete/have credit for all twelve units. These equate to 54 total credits and 283 guided learning hours (GLH). You have up to 2 years to complete the course.

How is it assessed?

It will be assessed by your tutor using a range of methods. You will be provided with a learner pack with assessment tasks listed and these must be completed. There will also be two assessor observations of your teaching / coaching.

How can I be confident of quality?

We use a number of associate tutors who are qualified physical education teachers and who are working at a national level. Some tutors are Ofsted trained, others have worked on international education programmes. One of the tutors was the author for this qualification and provides the national induction training for all tutors. All of our tutors have attended the induction training to deliver this qualification.

How much will this cost?

The course cost will be a minimum of £895+vat. Additional costs will depend on arrangements for the work-based units. Price on application.



Thinking & Learning Company

1st4sport Education and Training Suite of Qualifications **Qualifications**

The 1st4sport Education and Training Suite (QCF) offered to you is a complete set of qualifications that can be used to qualify you to tutor, assess, internally quality assure or mentor in total confidence. Achieve these qualifications and you will be providing your learners with excellent quality assured learning opportunities in any sector you have occupational competence in.

The Suite includes:

Delivery

- ✓ 1st4sport Level 3 Award in Education and Training (QCF)

Assessment

- ✓ 1st4sport Level 3 Award in Assessing Vocationally-Related Achievement (QCF)
- ✓ 1st4sport Level 3 Award in Assessing Competence in the Work Environment (QCF)
- ✓ 1st4sport Level 3 Certificate in Assessing Vocational Achievement (QCF)

Verification/Quality Assurance

- ✓ 1st4sport Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (QCF)

Mentoring

- ✓ 1st4sport Level 3 Award in Workforce Mentoring (QCF)



Thinking & Learning Company



1st4sport Level 3 Award in: *Education and Training (QCF)*

What is this qualification about?

The 1st4 sport Level 3 Award in Education and Training (QCF) has been developed by the Learning and Skills Improvement Service (LSIS), as an introduction to teaching. It replaces the 1st4sport Level 3 Award in Preparing to Teach in the Lifelong Learning Sector (QCF) (PTLLS). The qualification provides you with the knowledge and skills to plan, deliver, manage, facilitate, assess and review learning sessions and this acts as an introduction to teaching/training in the further education and skills sector or personnel who provide training within a workplace other than further education.

What does this qualification cover?

This course covers three units: understanding roles, responsibilities and relationships in education and training; understanding and using inclusive teaching and learning approaches in education; and understanding assessment in education and training.

Who is it suitable for?

This introductory, knowledge-based teaching qualification has no minimum teaching practice requirement. Therefore, it may be undertaken by individuals who are not currently in a teaching role. There is a minimum requirement to take part in microteaching. You must also be 19 years or over and be able to communicate effectively in English which includes listening, speaking, reading and writing. Those who complete this qualification and want to continue their professional development can become qualified assessors by completing any of our 1st4sport's assessing qualifications. Should you be interested in the Level 4 Certificate or the Level 5 Diploma in Education and Training please contact: andrew@afTLC.com or call Andy on 07803 603450.

What is the duration of the course?

The recommended guided learning hours are 61 which is equivalent to 12 credits. We run this course over a week. Many of our competitors squeeze this course into three or four days, which we think is too short a time to prepare the foundations for effective teaching. We prefer quality in greater depth in order to provide high quality teaching within the system.

How is it assessed?

This is a knowledge-based teaching qualification. There is, however, a minimum requirement to take part in microteaching. Microteaching is where trainee teachers prepare and deliver a short teaching and learning session to their peers and then evaluate their practice. The qualification is composed of one mandatory unit and two optional groups containing various optional units, of which one must be selected from each group.

How can I be confident of quality?

The tutors used to deliver this qualification have experience in teaching and in teacher training in the Higher Education sector.

How much will this cost?

The course costs £399+vat. This includes your registration fee which we pay to 1st4sport on your behalf, planning, delivery, photocopying, resources, a course portfolio/learner pack, assessment, internal verification, course administration and certification.



Thinking & Learning Company



1st4sport Level 3 Award in:

Assessing Vocationally-Related Achievement (QCF)

What is this qualification about?

This course assesses learning and development of practitioners' performances in carrying out assessments of vocational skills, knowledge and understanding in environments other than the work environment such as a workshop, classroom or other training environment. The qualification is transferable to any sector you have occupational competence in, and provides a national benchmark of good practice for England.

What does this qualification cover?

The qualification is recognised as the industry standard vocational skills assessing qualification for the further education and skills sector by the Education & Training Foundation. It covers two main areas: Understanding the principles and practices of assessment and Assessing vocational skills, knowledge and understanding.

Who is it suitable for?

You must be a minimum 18 years of age and should have an appropriate vocational or competency-based qualification at least one level above the qualification you will be assessing. You must also have access to assessment opportunities in their own specialist area. This qualification is designed to provide learning and development practitioners with a qualification to confirm competency in assessment practice when assessing vocational skills, knowledge and understanding in environments other than the workplace. If you wish to progress to the 1st4sport Level 3 Certificate in Assessing Vocational Achievement (QCF), then you can take advantage of Credit Accumulation Transfer (CAT) or recognition of prior learning (RPL) as some of the units in the qualification will already have been achieved or generated. In addition you may wish to continue their professional development by up-skilling to become an internal verifier by completing the 1st4sport Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (QCF).

What is the duration of the course?

The recommended guided learning hours are 54 which gives you 9 credits

How is it assessed?

Competence must be evidenced via performance in the method highlighted in bold plus two others and the remaining evidenced by performance or other methods in the relevant assessing non-work environment: **Assessments of the learner in simulated environments**; Skills tests; Oral and written questions; Assignments; Projects; Case studies; Recognising prior learning

How can I be confident of quality?

Your tutor will have worked in a school and Further/Higher Education work environment. Many of our tutors have national and international assessment experience. One of the tutors is the afPE National Lead for Assessment.

How much will this cost?

The course costs £349+vat. This includes your registration fee which we pay to 1st4sport on your behalf, planning, delivery, photocopying, resources, a course portfolio/learner pack, assessment, internal verification, course administration and certification.



Thinking & Learning Company



1st4sport Level 3 Award in:

Assessing Competence in the Work Environment (QCF)

What is this qualification about?

The 1st4sport Level 3 Award in Assessing Competence in the Work Environment (QCF) assesses learning and development of practitioners' performances in carrying out assessments of occupational competence, in an individual's work environment. The qualification is transferable to any sector you have occupational competence in, and provides a national benchmark of good practice for England.

What does this qualification cover?

The qualification is recognised as the industry standard work environment assessing qualification for the further education and skills sector by the Education & Training Foundation. It covers two main areas: Understanding the principles and practices of assessment and Assessing occupational competence in the work environment.

Who is it suitable for?

You must be a minimum 18 years of age and should have an appropriate vocational or competency-based qualification at least one level above the qualification they will be assessing. You must also have access to assessment opportunities in your own specialist area. If you achieve this award and wish to progress to the 1st4sport Level 3 Certificate in Assessing Vocational Achievement (QCF) you can take advantage of Credit Accumulation Transfer (CAT), as some of the units in the qualification will already have been achieved. You can also take advantage of recognition of prior learning (RPL) as some of the knowledge required to achieve the Certificate may have already been generated. In addition you may wish to continue your professional development by up-skilling to become an internal verifier by completing the 1st4sport Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (QCF).

What is the duration of the course?

The guided learning hours are 54 which gives you 9 credits.

How is it assessed?

Competence in the highlighted bold items must be demonstrated in performance and the remaining evidenced by performance or other methods in the relevant assessing environment: **Observation of performance in the work environment; Examining products of work; Questioning the learner;** Discussing with the learner; Use of others (witness testimony); Looking at learner statements; Recognising prior learning.

How can I be confident of quality?

Your tutor will have experience of assessing teacher training either in the school or other work environment. Many of our tutors have national and international assessment experience in this field. One of the tutors is the afPE National Lead for Assessment.

How much will this cost?

The course costs £349+vat. This includes your registration fee which we pay to 1st4sport on your behalf, planning, delivery, photocopying, resources, a course portfolio/learner pack, assessment, internal verification, course administration and certification.



Thinking & Learning Company



1st4sport Level 3 Certificate in: *Assessing Vocational Achievement (QCF)*

What is this qualification about?

This course is intended for those who assess in the work environment *and* in other training environments such as workshops or classrooms. The qualification is recognised as the industry standard assessing qualification covering all environments for the further education and skills sector by the Education & Training Foundation.

What does this qualification cover?

This qualification covers understanding the principles and practices of assessment, assessing occupational competence in the work environment and assessing vocational skills, knowledge and understanding.

Who is it suitable for?

You will need to be working as an assessor as you are required to demonstrate competence in both knowledge and skills. You should be at least 19 years old. The qualification is transferable to any sector you have occupational competence in. You may wish to continue your professional development by up-skilling to become an internal verifier by completing the 1st4sport Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (QCF).

What is the duration of the course?

The recommended guided learning hours are 84 which gives you 15 credits. You can usually complete the course in 6 months or less.

How is it assessed?

It will be assessed by your tutor or assessor using a range of methods. You must also carry out at least two assessments of two candidates' occupational competence. Competence in the work environment must be evidenced via performance where highlighted in bold and the remaining evidenced by performance or other methods in the relevant assessing environment: **Observation of performance in the work environment, Examining products of work, Questioning the learner, Discussing with the learner, Use of others (witness testimony), Looking at learner statements, Recognising prior learning.**

Competence for the non-work environment must be evidenced via performance where highlighted in bold plus two others, and the remaining evidenced by performance or other methods in the relevant assessing environment: **Assessments of the learner in simulated environments, Skills tests, Oral and written questions, Assignments, Projects, Case studies, Recognising prior learning.**

How can I be confident of quality?

Your tutor will have experience of assessing teacher training either in the school or other work environment. Many of our tutors have national and international assessment experience in this field. One of the tutors is the afPE National Lead for Assessment.

How much will this cost?

The course costs £549+vat. This includes your registration fee which we pay to 1st4sport on your behalf, planning, delivery, photocopying, resources, a course portfolio/learner pack, assessment, internal verification, course administration and certification.



Thinking & Learning Company



1st4sport Level 4 Award in:

The Internal Quality Assurance of Assessment Processes and Practice

What is the qualification about?

Designed for experienced assessors, the course provides the knowledge and skills needed to perform the key activities of internally quality assuring assessment. Holders can gain employment as an internal verifier. The qualification is transferable to any sector learners have occupational competence in and provides a national benchmark of good practice for England.

What does this qualification cover?

Our learning programmes include: an induction to the qualification and your programme of learning and assessment; a learning programme that meets your needs, focusing on the theory and practice of internal verification; a programme of assessment, spread throughout the course, including observations of your internal verification practice by an appropriately qualified assessor.

Who is it suitable for?

This qualification is intended for those who maintain the quality of assessment from within an organisation or assessment centre.

What is the duration of the course?

The recommended guided learning hours are 90 and this gives you 12 credits. Our learning programmes will usually be designed to meet the needs of the learners. They may, therefore, vary in length and format. Depending on your needs and circumstance, we can offer intensive courses or a series of learning events, over a period of weeks or months.

How is it assessed?

Performance is assessed specifically in the following:

- ✓ demonstrate an appropriate knowledge and understanding of the internal quality assurance of assessment, which will be assessed via performance, tasks and questioning
- ✓ utilise an internal quality assurance strategy and sampling plan
- ✓ plan, carry out and review an internal quality assurance intervention with an assessor and two learners
- ✓ plan, carry out and review an internal quality assurance intervention with a different assessor and two learners, observed by an appropriately qualified assessor
- ✓ carry out evaluations of two internal quality assurance interventions for two assessors (four in total)

How can I be confident of quality?

Your tutor will have experience of assessing teacher training either in the school or other work environment. Many of our tutors have national and international assessment experience in this field. One of the tutors is the afPE National Lead for Assessment and another is a qualified Ofsted inspector currently inspecting in the FE Sector.

How much will this cost?

The course costs £549+vat. This includes your registration fee which we pay to 1st4sport on your behalf, planning, delivery, photocopying, resources, a course portfolio/learner pack, assessment, internal verification, course administration and certification.



Thinking & Learning Company



1st4sport Level 3 Award in: *Workforce Mentoring (QCF)*

What is this qualification about?

Mentoring is a powerful tool, particularly in the education and development of those involved in sport at all levels.

What does this qualification cover?

Learners are provided with an introduction to the principles and practice of mentoring a workforce whether paid or voluntary. The two units included are: Preparing for the Mentoring Role and Organising and Undertaking Supervised Mentoring in the Workplace

Who is it suitable for?

You must be at least 18 years of age to enrol on this course. The knowledge and skills gained from this qualification will allow you to qualify in any sector you have occupational competence in. To achieve the qualification, you (the trainee mentor) will need the support of an organisation that will give you access to two members of its workforce in paid or voluntary roles to be mentored over a minimum of three months each. The organisation must also provide an appropriate supervisor for you. The mentees can be from different organisations if necessary.

What is the duration of the course?

The recommended guided learning hours is 21 which give you 7 credits. There will be 3 tutored days in total - 2 delivery days and 1 day observing practical performance.

How is it assessed?

A variety of assessment methods are used including a portfolio of evidence, practical demonstration / assignment and a practical examination

How can I be confident of quality?

Your tutor will have experience of assessing teacher training either in the school or other work environment. Many of our tutors have national and international assessment experience in this field. One of the tutors is the afPE National Lead for Assessment and another is a qualified Ofsted inspector currently inspecting in the FE Sector.

How much will this cost?

The course costs £175+vat. This includes your registration fee which we pay to 1st4sport on your behalf, planning, delivery, photocopying, resources, a course portfolio/learner pack, assessment, internal verification, course administration and certification.



Thinking & Learning Company



First Aid Suite of Qualifications

The Suite includes:

- ✓ ITC Level 2 Award in: Cardiopulmonary Resuscitation and Automated External Defibrillation (QCF)
- ✓ ITC Level 2 Award in: Emergency First Aid at Work (QCF)
- ✓ ITC Level 2 Award in: First Aid at Work (QCF)
- ✓ ITC Level 2 Award in: Activity First Aid (QCF)
- ✓ ITC Level 2 Award in: Paediatric First Aid (QCF)

We also offer the ITC SCQF qualifications, which are part of the Scottish Credit and Qualifications Framework [SCQF]. These qualifications are regulated in Scotland by the external regulators of qualifications – Scottish Qualifications Authority. The qualifications are supported by the Sector Skills Council for Health; Skills for Health and acceptable throughout the UK.

- ✓ ITC Level 5 Certificate in: Emergency First Aid at Work (SCQF)
- ✓ ITC Level 6 Certificate in: First Aid at Work (SCQF)
- ✓ ITC Level 5 Certificate in: Outdoor First Aid (SCQF)
- ✓ ITC Level 5 Certificate in: First Aid for Sport, Exercise and Fitness (SCQF)

Note:

Prices are based on a tutor / candidate ratio of 1:12 for all of the ITC First courses. Discounts are available for companies who wish to receive the training in-house for 12 employees.



Thinking & Learning Company



ITC Level 2 Award in: *Cardiopulmonary Resuscitation and Automated External Defibrillation (QCF)*

What is this qualification about?

ITC has developed a training programme and accredited qualification, following the current Resuscitation Council (UK) guidelines. Electrical defibrillation is well established as the effective therapy for cardiac arrest, the most important determinant of survival being the time from collapse to delivery of the first shock. Today the widespread deployment of Automated External Defibrillators (AED's) is considered a realistic strategy for reducing death rates due to heart disease.

What does this qualification cover?

A brief historical introduction; vital signs and basic life support; BLS scenarios; chain of survival; heart rhythms; AED scenarios; assessment; dealing with aftermath and evaluation.

Who is it suitable for?

No previous experience is necessary, although it would be useful to have had some basic first aid training. This qualification is suitable for anyone wishing to develop their basic life support skills.

What is the duration of the course?

1 day initial training or 3 hours if you are revalidating.

How is it assessed?

Ongoing practical assessment. You will each be provided with an easy to follow course manual. The course is certificated with a valid lifetime of 3 years. Regular refresher training is strongly advised.

How can I be confident of quality?

We use an accredited ITC tutor who delivers these courses nationally

How much will this cost?

The course costs £75+vat per person and this will include a two-course luncheon and unlimited tea and coffee. It also includes your registration fee which we pay to ITC First on your behalf, planning, delivery, photocopying, resources, a course manual, assessment, internal verification, course administration and certification.



Thinking & Learning Company



ITC Level 2 Award in: *Emergency First Aid at Work (QCF)*

What is this qualification about?

Employers have to risk assess their workplace first aid requirements, and the 1-day Emergency First Aid at Work (EFAW) qualification is one of the statutory qualifications for this purpose.

With modern mobile communication, modern emergency service response times and the changing face of UK employment from a manufacturing to a service economy, first aid need have changed.

What does this qualification cover?

Understanding the role of the first aider including reference to:

- the importance of preventing cross infection;
- the need for recording incidents and actions;
- use of available equipment;

Assessing the situation and circumstances in order to act safely, promptly and effectively in an emergency; administering first aid to a casualty who is unconscious (including seizure); administering cardiopulmonary resuscitation CPR; administering first aid to a casualty who is choking; administering first aid to a casualty who is wounded and bleeding; administering first aid to a casualty who is suffering from shock; providing appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).

Who is it suitable for?

No previous experience is necessary to enrol on the course. If the risk assessment is that employees may be faced with life-threatening incidents where they have to manage the casualty for 10 minutes, or very minor incident that will not require medical assistance, then the EFAW is the course that meets your needs. For other potential first aid circumstances the employee can phone for help and medical assistance.

What is the duration of the course?

The EFAW is a 6-hour programme

How is it assessed?

Assessment is ongoing and the candidate must demonstrate competence in scenario situations

How can I be confident of quality?

We use an accredited ITC tutor who delivers these courses nationally

How much will this cost?

The course costs £75+vat per person and this will include a two-course luncheon and unlimited tea and coffee. It also includes your registration fee which we pay to ITC First on your behalf, planning, delivery, photocopying, resources, a course manual, assessment, internal verification, course administration and certification.



Thinking & Learning Company



ITC Level 3 Award in: *First Aid at Work (QCF)*

What is this qualification about?

Employers have to risk assess their workplace first aid requirements and the 3-day First Aid at Work (FAW) qualification is one of the statutory qualifications for this purpose.

What does this qualification cover?

The first part of this qualification covers the content of the ITC Level 2 Award in Emergency First Aid at Work course (EFAW). A further 12 hours content for FAW includes: administering first aid to a casualty with injuries to bones, muscles and joints, including suspected spinal injuries; chest injuries; burns and scalds; eye injuries; sudden poisoning; anaphylactic shock; and recognising the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes).

Who is it suitable for?

Any suitable employee identified as a result of the workplace risk assessment. No previous experience is required.

What is the duration of the course?

All candidates must attend the full 18-hours contact time in order to fulfil the qualification 'license to practice' requirement.

How is it assessed?

As well as full attendance each candidate is continually assessed on each section of the programme. The first 6-hours content of the course will cover the EFAW revalidation. The full First Aid at Work qualification is revalidated by completing a 12-hour Revalidation First Aid at Work (FAWR) course, providing the FAW certificate is within its valid lifetime.

How can I be confident of quality?

We use an accredited ITC tutor who delivers these courses nationally

How much will this cost?

The course costs £215+vat per person and this will include a two-course luncheon each day and unlimited tea and coffee. It also includes your registration fee which we pay to ITC First on your behalf, planning, delivery, photocopying, resources, a course manual, assessment, internal verification, course administration and certification.



Thinking & Learning Company



ITC Level 2 Award in: *Activity First Aid (QCF)*

What is this qualification about?

This qualification is aimed at the person who requires first aid training that contains additional illness and injury content to that found on a typical one day course.

What does this qualification cover?

The course covers two units: First Aid Essentials and Management of Illness and Injury in Activities. The training is modular and progressive.

Who is it suitable for?

As always this will be determined as a result of the work place risk assessment, but it would be suitable specifically for physical education teachers, teaching assistants, coaches, activity leaders and volunteers. No prior knowledge or experience is required, but you should be at least 16 years of age.

What is the duration of the course?

Each of the two units is normally delivered per day making this a two-day course. In responding to your needs this can also be delivered in combination of two or three hour twilight sessions, midweek or weekend courses. The maximum time to deliver is six weeks if one twilight session is run per week.

How is it assessed?

The practical training is interactive and hands on. Each individual receives an ITC course booklet, which acts as a portfolio log book which must be maintained. Both units have to be passed and this is through practical assessment of performance. The Award is valid for three years.

How can I be confident of quality?

We use an accredited ITC tutor who delivers these courses nationally.

How much will this cost?

The course costs £150+vat per person and this will include a two-course luncheon each day and unlimited tea and coffee. It also includes your registration fee which we pay to ITC First on your behalf, planning, delivery, photocopying, resources, a course manual, assessment, internal verification, course administration and certification.



Thinking & Learning Company



ITC Level 2 Award in: *Paediatric First Aid (QCF)*

What is this qualification about?

This qualification meets the statutory requirements for the Early Years Foundation Stage framework which requires at least one person who has a current paediatric first aid certificate to be on the premises or outings at all times when children are present.

What does this qualification cover?

The course covers two units: Paediatric Emergency First Aid and Managing Paediatric Illness and Injury. According to EYFS guidance for effective paediatric training:

- ✓ Training is designed for workers caring for children in the absence of their parents
- ✓ Resuscitation and other equipment includes baby and junior models, as appropriate
- ✓ Training covers appropriate contents of a first aid box for babies and children
- ✓ Training should include recording accidents and incidents

Who is it suitable for?

This course is for those who might have to identify and manage emergency situations or manage minor everyday occurrences when looking after young children. This qualification meets Ofsted requirements for those working in early years settings and uses the criteria for effective paediatric first aid training found in Appendix 1 of The Early Years Foundation Stage (EYFS) Practice Guidance document.

What is the duration of the course?

Each of the two units is normally delivered per day making this a two-day course. In responding to your needs this can also be delivered in combination of two or three hour twilight sessions, midweek or weekend courses. The minimum time training is 12 hours. The maximum time to deliver is over six weeks if one twilight session is run per week.

How is it assessed?

The practical training is interactive and hands on. You will receive an ITC course booklet, which acts as a portfolio log book which must be maintained. Both units have to be passed and this is through practical assessment of performance. The Award is valid for three years and should be renewed.

How can I be confident of quality?

We use an accredited ITC tutor who delivers these courses nationally.

How much will this cost?

The course costs £150+vat per person and this will include a two-course luncheon each day and unlimited tea and coffee. It also includes your registration fee which we pay to ITC First on your behalf, planning, delivery, photocopying, resources, a course manual, assessment, internal verification, course administration and certification.



Thinking & Learning Company



ITC Level 5 Certificate in: *Emergency First Aid at Work (SCQF)*

What is this qualification about?

Employers have to risk assess their workplace first aid requirements, and the one-day Emergency First Aid at Work (EFAW) qualification is one of the statutory qualifications for this purpose.

What does this qualification cover?

The course develops the knowledge and skills that have been identified by the HSE for the safe, effective and prompt treatment of injuries and illness in the workplace. It includes understanding the role of the first aider with reference to: the importance of preventing cross infection; the need for recording incidents and actions; and use of available equipment. It also involves: Assessing the situation and circumstances in order to act safely, promptly and effectively in an emergency; administering first aid to a casualty who is unconscious (including seizure); administering cardiopulmonary resuscitation cpr; administering first aid to a casualty who is choking; administering first aid to a casualty who is wounded and bleeding; administering first aid to a casualty who is suffering from shock; providing appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).

Who is it suitable for?

The qualification will benefit all who need to be introduced to emergency first aid in the workplace and those who require requalification training in emergency first aid in the workplace. If the risk assessment indicates that employees may be faced with life-threatening incidents where they have to manage the casualty for up to 10 minutes, or deal with very minor incidents that will not require medical assistance, then the EFAW is the course that meets this need. Candidates do not need prior experience and can enrol on the course if younger than 16 years of age.

What is the duration of the course?

The guided learning hours recommended are 8 hours which gives you one credit. The minimum tutor contact time on the EFAW is 6 hours, a one day course.

How is it assessed?

There is just one unit that is assessed and you must attend the full 6-hours contact time in order to fulfil the qualification 'license to practice' requirement. As well as a full attendance requirement you are continually assessed on each section of the programme

How can I be confident of quality?

We use an accredited ITC tutor who delivers these courses nationally.

How much will this cost?

The course costs £75+vat per person and this will include a two-course luncheon and unlimited tea and coffee. It also includes your registration fee which we pay to ITC First on your behalf, planning, delivery, photocopying, resources, a course manual, assessment, internal verification, course administration and certification.



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ITC Level 6 Certificate in: *First Aid at Work (SCQF)*

What is this qualification about?

Employers have to risk assess their workplace first aid requirements and the 3-day First Aid is at Work (FAW) qualification is one of the statutory qualifications for this purpose.

What does this qualification cover?

In addition to the EFAW candidates will cover administering first aid to a casualty with: injuries to bones, muscles and joints, including suspected spinal injuries; chest injuries; burns and scalds; eye injuries; sudden poisoning; anaphylactic shock; and recognising the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes).

Who is it suitable for?

If the risk assessment indicates that employees may be faced with life-threatening incidents or where they might have to manage illness, injury, poisoning or burns, then the FAW is the course that meets this need.

What is the duration of the course?

The duration is 18 hours, which is a three-day programme. The first 6 hours is the EFAW programme, followed by a further 12 hours content for FAW. The course must be completed within 10 weeks of starting and the minimum session length is 2 hours. FAW requalification requires taking the full FAW qualification again. Provided the candidates FAW certificate has not expired by more than 1 calendar month the contact time may be reduced to 12 hours over 2 days.

How is it assessed?

All candidates must attend the full 18-hours contact time in order to fulfil the qualification 'license to practice' requirement. As well as full attendance each candidate is continually assessed on each section of the programme through observation of your performance and three brief Multiple Choice Questionnaires.

How can I be confident of quality?

We use an accredited ITC tutor who delivers these courses nationally.

How much will this cost?

The course costs £215+vat per person and this will include a two-course luncheon and unlimited tea and coffee. It also includes your registration fee which we pay to ITC First on your behalf, planning, delivery, photocopying, resources, a course manual, assessment, internal verification, course administration and certification.



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ITC Level 5 Certificate in *Outdoor First Aid (SCQF)*

What is this qualification about?

This qualification is built by combining 2 mandatory units of assessment in one coherent training package. This is the only Outdoor First Aid qualification that is externally regulated and meets the standards to appear upon a national qualifications framework.

What does this qualification cover?

The qualification comprises of two units: First Aid in the Workplace, which can lead to a qualification suitable for Emergency First Aid at Work (SCQF) purposes and this additional certificate will be provided by request at the end of the course delivery; and First Aid for Outdoor Incident Management

Who is it suitable for?

This course is designed to meet the needs of those working away from professional emergency assistance (more than 10 minutes) such as staff in outdoor centres, ski instructors or ski leaders, teachers on skiing trips, teachers or coaches delivering orienteering sessions in woodland for example, coaches delivering sessions in remote settings and so on. Comparing and contrasting what is different in the urban context when appropriate, will give you a clear understanding of your first aid roles in urban and outdoor settings. For those of you with Outdoor National Governing Body Instructor awards, passing this course will maintain your 'license to practice'. No prior experience is necessary and you need to be at least 14 years of age to access the course.

What is the duration of the course?

The guided learning hours are 18 for the two units which gives you 2 credits. The tutor contact is 16 hours which can be programmed over two days. The qualification must be delivered over a minimum of 9 weeks and the minimum session duration is 2 hours.

How is it assessed?

The qualification is composed of 2 units for assessment, although the content from both units is typically delivered together, integrated throughout the course so that the course is relevant for, and aimed at, the outdoor worker from the moment you walk through the door. The delivery is practical and is assessed through continual practical performance using observation, worksheets and scenarios.

How can I be confident of quality?

We use an accredited ITC tutor who delivers these courses nationally.

How much will this cost?

The course costs £150+vat per person and this will include a two-course luncheon and unlimited tea and coffee. It also includes your registration fee which we pay to ITC First on your behalf, planning, delivery, photocopying, resources, a course manual, assessment, internal verification, course administration and certification.



Thinking & Learning Company



ITC Level 5 Certificate in Sport, Exercise and Fitness (SCQF)

What is this qualification about?

This qualification indicates an individual can undertake the role of Emergency First Aider in the Sport or Leisure setting that may have been identified by a risk assessment, and may satisfy due diligence requirements. As well as the basic life support and illness management topics included in most first aid courses, this qualification includes key sports related incident management topics.

What does this qualification cover?

This course includes key sports topics such as return to play decisions, managing specialist sports kit such as gum shields, when to and not to use ice, and sports specific first aid such as managing winding, blows to testicles, dead leg, possible compartment syndrome and other sports related first aid concerns.

Who is it suitable for?

This qualification is suitable for a sports person, sports coach, teacher, teaching assistant, fitness coach, involved spectator or other involved adult working with individuals or teams. There is no requirement to have any experience or have completed any units previously. The minimum age for enrolment is 16.

What is the duration of the course?

The guided learning hours are 8 giving you 1 credit. The course can be delivered over 1 or 2 days. The minimum length of a session is 2 hours and the course has to be completed within 5 weeks. We can deliver convenient midweek or weekend courses.

How is it assessed?

The course is assessed by continual observation of candidate performance and a brief Multiple Choice Questionnaire. The certificate is valid for three years.

How can I be confident of quality?

We use an accredited ITC tutor who delivers these courses nationally.

How much will this cost?

The course costs £75+vat per person and this will include a two-course luncheon and unlimited tea and coffee. It also includes your registration fee which we pay to ITC First on your behalf, planning, delivery, photocopying, resources, a course manual, assessment, internal verification, course administration and certification.



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Workplace Compliance Suite of Qualifications

These qualifications indicate that an individual can undertake a specific role in the workplace and that may be relied upon by employers.

The Suite includes:

- ✓ ITC Level 2 Award in: Health & Safety in the Workplace (QCF)
- ✓ ITC Level 2 Award in: Fire Safety (QCF)
- ✓ ITC Level 2 Award in: Safe Moving & Handling (QCF)



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ITC Level 2 Award in: *Health & Safety in the Workplace (QCF)*

What is this qualification about?

The qualification is about introducing people to identifying and understanding the nature of hazards in the workplace.

What does this qualification cover?

The course covers understanding roles and responsibilities for health, safety and welfare in the workplace; understanding how risk assessments contribute to health and safety; understanding how to identify and control the risks from common workplace hazards; and knowing the procedures for responding to accidents and incidents in the workplace.

Who is it suitable for?

The qualification will benefit all who need to be introduced to identifying and understanding the nature of hazards in the workplace and those who require refresher training in maintaining a safe working environment. Previous experience isn't necessary and the prior completion of units is not required. Candidates can enrol on this course prior to the age of 16.

What is the duration of the course?

The guided learning hours are 10 and this gives you 1 credit. The course can be delivered over 1 or 2 days. The minimum length of a session is 2 hours.

How is it assessed?

Knowledge only is assessed in this unit. Evidence of meeting each assessment criteria is required and this will be through evidence generated by the tutor and an end of course 30 question multiple choice examination. The examination is 45 minutes and the pass mark is 20 out of 30.

How can I be confident of quality?

We use an accredited ITC tutor who delivers these courses nationally.

How much will this cost?

The course costs £75+vat per person and this will include a two-course luncheon and unlimited tea and coffee. It also includes your registration fee which we pay to ITC First on your behalf, planning, delivery, photocopying, resources, a course manual, assessment, internal verification, course administration and certification.



Thinking & Learning Company



ITC Level 2 Award in: *Fire Safety (QCF)*

What is this qualification about?

The qualification will benefit those involved in the management of fire safety in the workplace. It provides you with knowledge of fire safety principles relevant to any workplace.

What does this qualification cover?

The course covers the hazards and risks associated with fire in the workplace; the fire triangle; how fire risk is controlled in the workplace; the principles and practice of fire safety management at work; and the role of the nominated fire warden.

Who is it suitable for?

It is particularly useful for employees who have a designated responsibility for workplace fire safety, for example as fire wardens or fire marshals, and provides the knowledge that will allow you to carry out duties relating to fire safety and emergency procedures. Previous experience isn't necessary and the prior completion of units is not required. Candidates can enrol on this course prior to the age of 16.

What is the duration of the course?

The guided learning hours for this course is 9 which gives you 1 credit. The course can be delivered over 1 or 2 days. The minimum length of a session is 2 hours.

How is it assessed?

Knowledge only is assessed in this unit. Evidence of meeting each assessment criteria is required and this will be through evidence generated by the tutor and an end of course 30 question multiple choice examination. The examination is 45 minutes and the pass mark is 20 out of 30.

How can I be confident of quality?

We use an accredited ITC tutor who delivers these courses nationally.

How much will this cost?

The course costs £75+vat per person and this will include a two-course luncheon and unlimited tea and coffee. It also includes your registration fee which we pay to ITC First on your behalf, planning, delivery, photocopying, resources, a course manual, assessment, internal verification, course administration and certification.



Thinking & Learning Company



ITC Level 2 Award in: *Safe Moving & Handling (QCF)*

What is this qualification about?

Incorrect manual handling, trips and slips are the most common causes of injury at work. This qualification will satisfy employers that their employees are sufficiently informed and trained in accordance with the Manual Handling Operations Regulations, 2002, in correct techniques for manual handling and moving safely around the workplace. Each workplace has its own unique risks and this qualification is suitable for all.

What does this qualification cover?

This qualification is designed to provide essential manual handling skills. Topics include; roles & responsibilities, hazards, risk assessment, safe movement, manual handling, servicing.

Who is it suitable for?

The qualification will benefit all who need to be introduced to safe moving and handling in the workplace and those who require refresher training. Previous experience isn't necessary and the prior completion of units is not required. Candidates can enrol on this course prior to the age of 16.

What is the duration of the course?

The learning time is 20 hours of which 10 guided learning hours are required. This gives you 2 credits. The minimum tutor contact time is 6 hours and the minimum session time is 2 hours. The course can be run in a day. Courses must be completed within 3 weeks of starting.

How is it assessed?

The course is assessed by observation of candidate performance and a brief Multiple Choice Questionnaire.

How can I be confident of quality?

We use an accredited ITC tutor who delivers these courses nationally.

How much will this cost?

The course costs £75+vat per person and this will include a two-course luncheon and unlimited tea and coffee. It also includes your registration fee which we pay to ITC First on your behalf, planning, delivery, photocopying, resources, a course manual, assessment, internal verification, course administration and certification.



Thinking & Learning Company



Primary School Physical Education

The Suite includes:

- ✓ Level 5 Certificate in: Primary School Physical Education Specialism
- ✓ Level 6 Award in: *Primary School Physical Education Subject Leadership*



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SLUK Level 5 Certificate in: *Primary School Physical Education Specialism*

What is this qualification about?

This qualification aims to develop professional practice in order to improve the overall delivery of the physical education curriculum within primary schools and raise standards.

What does this qualification cover?

The qualification includes understanding the requirements of the primary school physical education curriculum, the links between the principles of pedagogy and child development and how using a range of activities can impact on 'good or better' teaching and learning. Specifically you will develop plans for units of work and use assessment to impact on learning and progress. You will deliver, teach, evaluate and review the plans for units of work and use assessment information about pupil progress towards the unit outcomes to inform future planning.

Who is it suitable for?

The course is suitable to teachers, higher level teaching assistants, teaching assistants (TAs) and coaches (who assist teachers in their PE teaching). TAs and coaches should have extensive experience across year groups and pupil groups and play an integral part in assisting the raising of standards within primary school education. Delegates are not required to have Qualified Teacher Status (QTS) or General Teaching Council for Scotland (GTCS) accreditation.

What is the duration of the course?

The notional learning time is 96 hours. The guided learning hours are 45 and this equates to a 6 day course programme. A course programme is usually completed in the equivalent of a school academic year. Inter-sessional tasks including background reading and applied vocational learning make up the notional learning time.

How is it assessed?

Evidence of meeting each assessment criteria is required to pass the qualification and this will be demonstrated through your collation of a portfolio of assessment evidence including planning documentation, evaluations and reflection as well as evidence generated by tasks during your tutor contact time. Your portfolio can also count towards your performance management related to the Teachers' Standards. Where evidence of improved outcomes for children are used, this can also form part of contributory case studies towards effective use of the PE and School Sport Premium Funding.

How can I be confident of quality?

The course will be delivered by a team of tutors. Our tutors have all had comprehensive experience in delivering high quality teacher training in University environments. Many are nationally and internationally recognised. One of our tutors is Ofsted qualified and another was one of the Level 5/6 qualification authors.

How much will this cost?

The course fee is £975+vat. This includes: your registration fee of £175 which we pay to Sports Leaders UK on your behalf; course planning; delivery; photocopying; resources; a course portfolio/learner pack; assessment; internal verification; course administration; and certification. We will also provide you with a free lunch each day.



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SLUK Level 6 Award in: *Primary School Physical Education* *Subject Leadership*

What is this qualification about?

The Level 6 Award in Primary School Physical Education Subject Leadership is a recognised qualification that aims to develop subject leader practice in primary schools in order to improve the sustainability of high quality physical education curriculum within primary schools.

What does this qualification cover?

This qualification builds on the learning of the Level 5 Certificate in Primary School Physical Education Specialism by engaging in how to lead sustainable development within primary school physical education. This includes understanding the roles and responsibilities of a physical education subject lead, being able to determine the quality of provision, and being able to design, lead the implementation of, review and revise a targeted strategy to develop primary school physical education and its sustainability.

Who is it suitable for?

The course is suitable for anyone who has Qualified Teacher Status (QTS) or General Teaching Council for Scotland (GTC) accreditation. You must also have successfully completed the Level 5 Certificate in Primary School Physical Education Specialism.

What is the duration of the course?

The notional learning time is 20 hours. The guided learning hours are 18 and this equates to a 2 day tutored programme. The course programme can usually be completed over a period of 12 weeks due to the nature and scope of the assessment tasks. Inter-session tasks including background reading and applied vocational learning make up the notional learning time.

How is it assessed?

Evidence of meeting each assessment criteria is required to pass the course and this will be demonstrated through your collation of a portfolio of assessment evidence including planning documentation, evaluations and reflection as well as evidence generated by tasks during your tutor contact time. Your portfolio of evidence can also count towards performance management and achievement of the Teachers' Standards. Where evidence of improved outcomes for children are used, this can also form part of contributory case studies towards effective use of the PE and School Sport Premium Funding.

How can I be confident of quality?

The course will be delivered by a team of tutors. Our tutors have all had comprehensive experience in delivering high quality teacher training in University environments. Many are nationally and internationally recognised. One of our tutors is Ofsted qualified and another was one of the qualification authors.

How much will this cost?

The Level 6 Award costs £325+vat. This includes: course planning; delivery; photocopying; resources; a course portfolio/learner pack; assessment; internal verification; course administration; and certification. We will also provide you with a free lunch each day. The total for the Level 5/6 qualification is £1300+vat.