



## COURSE INFORMATION SHEET

# ASSESSOR & INTERNAL QUALITY ASSURANCE CONTINUAL PROFESSIONAL DEVELOPMENT TRAINING

### PROGRAMME OUTLINE

CPD Title:	<b>Assessor Workshop</b>
CPD Title:	<b>Internal Quality Assurance Workshop</b>
CPD Point Value:	7

### DESCRIPTION

This is an excellent 1-Day CPD workshop that covers both assessing and internal quality assurance (IQA) and has been designed to meet the Assessment Principles for Regulated First Aid Qualifications.

### ASSESSING

Within the Assessment Principles there is a requirement that all Trainers must hold an assessing qualification or have attended a suitable assessing CPD workshop to be able to assess learners on regulated First Aid qualifications.

The CPD Workshop has been created to allow Trainers that hold a teaching qualification that does not include an assessing module (such as the 6-credit Level 3 PTLLS) or Trainers that do not hold an assessing qualification to easily meet the Assessment Principles for Regulated First Aid Qualifications.

### QUALITY ASSURANCE

The Workshop is also suitable for persons wishing to conduct the monitoring of First Aid Trainer/Assessors and the quality assurance of regulated course paperwork.

The Assessment Principles require those involved in the quality assurance of First Aid qualifications to hold an IQA qualification or have attended suitable CPD training. This Workshop meets that requirement and allows persons, who do not already hold an IQA qualification, to conduct quality assurance procedures for regulated First Aid qualifications.

### DURATION

The programme is a 7-hour classroom based course, split into a morning session of 4 hours for the Assessment Guidance and an afternoon session of 3 hours for the Internal Quality Assurance Guidance. It is mandatory to attend the full day.

### PREREQUISITES TO ATTEND

Attendees must hold a First Aid at Work qualification or hold a current medical registration as a Doctor, Nurse or Paramedic.

### SYLLABUS

The course is made up of theoretical sessions delivered by the Instructor who will provide a detailed course programme. A range of subjects are covered that will enable you to understand:

#### Morning Session

- Role and responsibilities of the Assessor(s)
- Principles of assessment
- The importance of the assessment cycle
- Audit trail and record keeping for QA purposes
- Provide an overview of the Awarding Organisation (AO) specific assessment approach/design
- Provide examples of AO assessment paperwork
- Guidance on how to prepare and complete assessments
- Practical exercises/activities on conducting first aid assessments of both practical and theory

#### Afternoon Session

- Role and responsibilities of the Internal Quality Assurer and the External Quality Assurer
- Principles of internal quality assurance
- Observing first aid training activity and providing feedback
- Leading the standardisation process
- Provide an overview of the AO's internal and external quality assurance approach/design/strategy/procedure
- Provide examples of AO internal quality assurance paperwork
- Practical exercises/activities on conducting first aid internal quality assurance

### CERTIFICATION

You will receive a CPD attendance certificate from First Aid Awards for this CPD event.

