**First Person on Scene and Ambulance Suite**

**Guidance for Centres**

**Introduction**

This guidance is designed to help support a centre through the procedures required to become a Pearson approved centre and to maintain the award once the centre approval has been recommended. It gives you step by step instructions on what is required for each stage of the approval process for every award offered by the “IHCD” suite of awards, which are essentially the awards that were developed for first responders originally developed to be delivered by the NHS Ambulance Service but now available to other centres that fulfil the criteria to offer the awards.

**Background**

The IHCD Awards have been used by the NHS Ambulance Service since the mid 1970s where the then Technician and Driving awards were being introduced and standardised for the UK Ambulance Services. It had the advantage of ensuring all clinical and driving skills within the Ambulance Service were transferable and identical. This has been the case to the present day - although the Technician level is being phased out of the Ambulance Service, the Driving Awards are still being used within all 11 UK Ambulance Services.

The IHCD (Institute of Health and Care Development) evolved from the former National Health Service Training Authority (NHSTA) and the National Health Service Training Directorate (NHSTD). This evolved into the Institute of Health and Care Development (IHCD) with a partnership with the Open University (OU) in 1995.

It was a small Awarding Body that was part of the NHS that offered awards that were designed for the NHS such as ODP and the Ambulance Suite of awards. In 1999, the IHCD was acquired by Edexcel where the awards available jointly titled BTEC and adopted standard BTEC practice in addition to the specific IHCD requirements. In 2005, Pearson became the parent company, of which the IHCD awards sit outside the mainstream NQF/QCF BTEC awards, being known as “Customised” awards. Although this arrangement is still in place, there are plans to accredit the IHCD awards to a regulated in the future.

**The IHCD suite**

The IHCD Awards that are available to centres are as follows:

* First Person on Scene Basic
* First Person on Scene Intermediate
* First Person on Scene Enhanced
* Ambulance Aid (Technician)
* Ambulance Paramedic (approval from the Health Care Professions Council is also required to offer this)
* Ambulance Driving (D1)
* Ambulance Emergency Driving (D2)
* Ambulance Clinical Tutor
* Ambulance Driving Tutor

**First Person on Scene (FPOS)**

The FPOS awards were first introduced in 2001 endorsed by the Faculty of Pre-hospital Care (FPHC) through the Royal College of Surgeons Edinburgh (RCS Edinburgh). The originators of the award were the NHS Ambulance Services who were looking for ways to improve the response times particularly in remote locations.

The services would train the residents in a remote location and supply them with a basic set of equipment. If a resident required an Ambulance, a request for an FPOS trained person would be sent at the same time as responding an Ambulance.

As the resident would normally arrive ahead of the Ambulance, the response times would improve with the advantage that the location had an element of skill whilst waiting for the Ambulance to arrive. The award was offered to a wider customer base such as the Fire Service as an alternative to the First Aid at Work award, as the FPOS has added skills such as Oxygen Therapy.

There are 3 levels to the FPOS:

**FPOS Basic** - this level requires 3 hours of pre learning followed by 10 hours delivery and at least 2 hours assessment time. The recommended times to deliver at this level is a minimum 2 day programme as one block or can be delivered over several smaller modules. As an example, a centre can deliver several two hour sessions at a night school over several weeks

Assessment - True/False and MCQ papers followed by a set of at least 6 practical examinations - both the theory and practical assessments are downloadable from the Edexcel secure website

**FPOS Intermediate** - this level requires 3 hours of pre learning followed by 30 hours delivery and at least 2 hours assessment time. The recommended times to deliver at this level is a 5 day programme or can be delivered over several smaller modules. As an example, a centre can deliver several two hour sessions at a night school over several weeks

Assessment - True/False and MCQ papers followed by a set of at least 6 practical examinations - both the theory and practical assessments are downloadable from the Edexcel secure website

**FPOS Enhanced** - this level requires 3 hours of pre learning followed by 100 hours delivery and at least 2 hours assessment time. The recommended times to deliver at this level is a 4 weeks programme followed by 20 hours undertaking clinical decisions and treating patients on a front line Ambulance

Assessment - True/False and MCQ papers followed by a set of at least 6 practical examinations, all to be produced by the centre. Both assessment processes are required to be set by the centre at the FPOS Enhanced level

Assessment processes for the “on the road” clinical placement module, (undertaken for a period following the 100 hour theory module) such as a portfolio of the clinical decisions made independently (though under supervision), a log of the jobs dealt with and any other evidence such as reflective practice and witness testimonies.

The workplace practice is part of the FPoS Enhanced qualification and is therefore the aspect that some private training providers find difficult to fulfil as in order to do so it usually means accompanying a working ambulance or first responder unit. In England that would mean that the responder unit would have to registered with the Care Quality Commission\*. PTPs rarely have the CQC registered status therefore cannot technically be approved to deliver the qualification as they do not have the capacity to complete the mentoring and assessment of the practical element.

**Rules and Regulations for the FPOS Awards**

There are strict approval criteria for FPoS delivery that are stipulated in the FPoS Rules and Regulations (2011) which range from equipment lists to tutor/assessor qualification requirements and recommended practical assessment ratio of tutors to learners etc. Please do not submit an approval application without referring and assessing against the criteria in the Rules and Regulations.

The Rules and Regulations for the FPOS Awards are due to be revised during 2014 (scheduled for April 2014) - these changes will include:

* The 2 hours assessment times are being increased to take into account the assessments required for the FPOS Award
* There will be recommended programme duration times for the awards
	+ 2 days including assessments for the FPOS Basic
	+ 5 days including assessments for the FPOS Intermediate
	+ 4 weeks including assessments for the FPOS Enhanced
* The on the road assessment period for the FPOS Enhanced is being increased to 40 hours
* The requirements of the clinical and teaching skills of the Tutor and Assessor for the Basic and Intermediate awards is being revised
* Additional guidance on distance learning and assessment, VLE for the knowledge element of the awards

Background notes for the FPOS Basic and Intermediate are available in the FPoS Manual (A5 spiral bound - white with a deep red stripe down the centre) which can be ordered from Pearson Publications department,

 <http://www.edexcel.com/Aboutus/contact-us/Pages/publications-resources.aspx>

**Pearson provides for Basic and Intermediate:**

**FPoS Syllabus**

**FPoS Manual (charges apply)**

**Assessment (Written and Practical)**

**For Enhanced**

**FPoS Syllabus**

**FPoS Manual**

**Practical Assessment**

* **For centres who are delivering exclusively in the devolved nations they may have an equivalent agency to the CQC for primary care for which they must be registered.**

**Ambulance Suite (owned by Pearson and the Association of Ambulance Chief Executive (AACE))**

**Ambulance Aid Award (Technician)**

This award was the benchmark clinical qualification for NHS Ambulance staff since the 1970s but now being phased out. Although a number of non NHS Ambulance centres continue to offer the award. To gain the Technician award, the learner needs to achieve the following:

* Classroom based clinical training of at least 6 weeks duration covering Units D, E and F. (D, E and F modules - this follows on from the Patient Transport Service A, B and C modules - see IHCD Ambulance Pathway for further details)
* 750 hours on the road experience involving making clinical decisions on a range of patients in a range of conditions
* Undertake periodic assessments during the first 12 months probationary period (sometimes referred to as the “Technician 80” period

Examination process - True/False and MCQ papers, short answer essays followed by a set of practical examinations. All assessment papers are downloadable from Edexcel secure web-site - For Ambulance Aid only, the theory assessment papers are provided by Pearson.

Assessment processes for the on the road suitable clinical placement module, such as a portfolio of the clinical decisions made, a log of the jobs dealt with and any other evidence such as reflective practice and witness testimonies. This is a separate module to that of the classroom based theory sessions.

* Evidence of periodic assessments during the 750 hours on the road experience: Learner Outcomes for the Technician award are downloadable from Edexcel
* The Basic Training Manual for the Technician award is available (A5 or A4 ring bound - white with a green stripe down the centre)

**Ambulance Paramedic**

This awards was introduced around 1987 and was the next stage of modules (G,H and I) following completion of the Technician award. This award is being phased out in favour of the University degree route and will not be recognised by the Health Care Professionals Council (HCPC) from 2014. However, the newly formed Pearson College are developing a Paramedic programme that is due to be launched around September 2014 that may supersede this programme. To gain the Paramedic award, the learner needs to achieve the following:

* Successfully completed the Technician award
* Gained at least 18 months on the road experience as a Technician
* Classroom based clinical training of at least 5 weeks duration (G, H and I modules)
* Hospital placement period of at least 4 weeks duration (ICU, Operating Theatres and A+E)
* Completion of workbook to confirm the skills performed during the 4 weeks and signed off by trained professionals

Assessment - True/False and MCQ papers, short answer essays followed by a set of practical examinations. All assessment papers are downloadable from Edexcel secure site.

Assessment processes for the clinical placement module. The workbook that is required to be completed is available from Edexcel and includes an overview of skills performed as assisted and non assisted skills such as intubation and cannulation of real patients

* Learner Outcomes for the Paramedic award are downloadable from Edexcel
* The Training Manual for the Paramedic award is available (A4 ring bound - blue with a white stripe down the centre)

**Ambulance Driving**

The driving awards are in two parts - the non emergency (D1) and emergency (D2) modules. This award has been offered since the late 1970s and is used by every NHS Ambulance Service. Some Services offer the D1 as a stand alone programme for their non emergency staff, allowing them to progress to the D2 within 12 months if required. The D1 is based at CQF BTEC Level 2 and the D2 is based at CQF BTEC Level 3.

To gain the Ambulance Driving award, the learner needs to achieve the following:

* Classroom based training to obtain the theory aspects of the driving award
* Driving vehicles that are appropriate to Ambulance Driving
* Course programme that is at least one week (D1) and a further two weeks (D2)
* Recommended to have the C1 category on the driving licence (D2)
* Undergo a driving assessment with an independent assessor that has not delivered the training - this can be another tutor that has had another group of learners who can “swap” a group with the other Tutor
* Undertake a theory examination of true/false and multi-choice questions
* Recommended to undertake a Road Signs assessment paper

Note - new Department for Transport (DfT) rules state that anyone who delivers training in cars or non C1 category vehicles must hold an Approved Driving Instructor (ADI) award in addition to the IHCD Driving Tutor award.

* Learner Outcomes for the Driving award are downloadable from Edexcel
* Background notes for the Driving award is available (A5 booklet - white with a green stripe down the centre)

Key to Centres achieving approval to deliver this programme is that their Driving Instructors must be IHCD qualified: there are no equivalencies.

**Ambulance Clinical Tutor**

This award forms part of the IHCD Tutor Pathway and was the accepted route to be able to teach any of the IHCD Clinical programmes. There are several stages to gaining the award, starting with a recommended interview process followed by classroom based programmes interspersed with development periods. For more details of the pathway and the process of the stages, please refer to the IHCD Pathway Guidance Notes.

To gain the Clinical Tutor award, the learner needs to achieve the following:

* 2 weeks Instructional Methods programme (IM)
* 4 weeks development process
* 2 weeks Instructor Qualifying programme (IQ)
* 4 weeks development programme
* Completion of the Tutor portfolio with all sections completed and signed off

Background notes for the Clinical Tutor award is available (A5 ring binder - gold with a white stripe down the centre).

**Ambulance Driving Tutor**

This award also forms part of the IHCD Tutor Pathway and was the accepted route to be able to teach any of the IHCD Driving programmes. There are several stages to gaining the award, starting with a recommended interview process followed by classroom based programmes interspersed with development periods. For more details of the pathway and the process of the stages, please refer to the IHCD Pathway Guidance Notes.

To gain the Driving Tutor award, the learner needs to achieve the following:

* 2 weeks Instructional Methods programme (IM)
* 4 weeks development process
* 2 weeks Potential Driving Instructor programme (PDI)
* 6 weeks development programme
* 3 weeks Driving Instructor Qualifying programme (DIQ)
* 6 weeks development programme
* Completion of the Tutor portfolio with all sections completed and signed off

**Recognition of Prior Learning**

In some programmes, there may be a parallel pathway for learners to accredit any relevant training they have undertaken in the past to add to the programme they are registering for either wholly or partly – this is known as the RPL process (Recognition of Prior Learning).

This involves a mapping process to align the skills already gained with the previous learning against an IHCD programme. In some cases, such as the Technician programme, a Comparator table is available to match the skills and to create a gap analysis if required.

If this route is selected, the learner must register with an IHCD centre and produce a portfolio demonstrating the skills gained against the skills of the award applied for. Any skills that have not been covered can be delivered as a training programme to fill any gaps in the training Evidence supplied needs to be relevant, current (usually within 2 years) authentic and sufficient.

A booklet of how to undertake the RPL process is available on request. A good example of this process is the Police Conversion programme, which converts Police Driving Instructors to IHCD Driving Tutors over a one week conversion programme.

Once the portfolio has been completed, this needs to be submitted to Edexcel. From here, a report will be generated that will give an analysis and make a recommendation on the evidence seen and if the mapping is complete, a certificate can be issued for the award applied for. Please note that there is a charge for this service

**E-Learning**

In some cases, centres may wish to produce a secure web based learning module. This is possible as long as the learning fulfils the criteria of time related and relevant. If this is the intention (for example, one centre delivers e learning for much of the theory aspects of the FPOS intermediate and backs this up with a 3 day practical based programme) the e-learning will need to be sampled on the Approval visit to ensure it is relevant, timely and secure.

**Gaining Centre Approval**

If the intention is to gain approval to deliver any of the IHCD awards, the initial process is identical in all cases. Your initial contact with Edexcel will usually be via a Business Development Manager or Regional Account Managers who will give you initial advice on the award you intend to offer. This booklet should have been made available from an early stage to give you the details of what is required for the award. The approval process is generally in 3 parts:

**Stage 1 - Qualification Approval Form and Guidance**

This is the form that you are required to complete as the first stage of your approval, usually with the help of the BDM. This stage asks for evidence that you can support a learner when they are attending the programme you intend to deliver in theory. You will be asked to complete the Centre Approval form and submit any evidence to support your application. You will need to supply the items listed below as either electronic attachments or as hard copies through the post.

**Stage 2 - The briefing process**

Once the qualification approval form is completed, this is sent to a Briefer who will look through the evidence sent and will make a recommendation - this will be one of two results - they will either recommend that your centre can progress to the next stage or generate a Request for Further Information (RFI) before they can recommend progress. The usual RFIs will ask for further clarification on your submission or they may ask you to send further details on an area that needs evidence. In all submissions, the Briefer will need the following information for the Briefers report:

* CVs of all the Tutors and assessors with the relevant qualifications (usually a teaching and topic related as detailed in the relevant rules and regulations such as clinical or driving awards) and the correct number of Tutors (at least two are required - one to deliver the training and one to serve as the independent assessor
* A course programme that is of the minimum duration, contains all the relevant topics and has the correct ratio of theory to practical
* A list of equipment that contains all the items to be able to deliver all the topics on the programme - please refer to the Rules for details of equipment required
* The correct ratio of Tutors to learners - for clinical programmes this would be 1 Tutor to 12 learners for theory sessions, 1 to 6 for practical sessions and 1 to 3 for Driving

The Briefer should keep in contact with the centre and provide support, especially when RFIs have been generated. However, it is the responsibility of the centre to provide the evidence when requested

Note - If RFIs have been generated it is advisable to contact the Briefer only when all the evidence has been collated, for example if 3 RFIs have been generated only contact the Briefer when all 3 RFIs are being completed, as a centre only has two further attempts to satisfy the RFIs before having to re apply for the award

**Stage 3 – Approval**

Once the Briefers report has been approved (all RFIs have been satisfied) the next stage is the approval process. If you are already an Edexcel centre (you will have a 5 figure centre number) this may not require a centre visit - however, if this is your first application, you will probably need a centre approval visit

This centre visit aims to confirm that all the evidence sent in the approval process is in place to ensure a learner will be supported throughout the learning process for the award you have applied for - for example, the list of equipment you sent for the Briefing will now need to be seen on the visit, together with all the other resources required.

The basic requirements for the approval visit would be the following:

* CVs and original certificates of the tutors and assessors for the awards being applied for. Normally, there needs to be at least two staff required for this - one to deliver the training and another to independently assess.
* Lesson Plans and Learner Outcomes - in some cases these are available to download from Edexcel but may need to be designed in house for awards such as FPOS Enhanced. This is to ensure that all the topics are included and to the correct depth. If in doubt, it is highly recommended that a handbook for the award being applied for is purchased to ensure this is in place. Please note that a summary of the Learner Outcomes becomes available to download by a centre once centre approval has been given.
* Selection of tutor support materials - these are the presentations used in the delivery of the centre programme. As in above, they should contain all the information on the topics being delivered and to the correct depth. Also as above, it may be useful to link the reference points of the background notes within the handbook for easy reference for the learners
* Equipment levels and stock - these should be all the items required to deliver the award(s) applied for and have the correct levels of stock - for example, if the intention is to deliver to groups of 12 learners, there will need to be enough equipment (and staff) to a ratio of 1:6, which means there is a need for at least 2 of all items of equipment.
* If the intention is to deliver the optional units, the equipment levels need to be in place but not if the optional units are not being delivered.
* If the equipment is not in place, a centre will need to provide evidence that the items have been ordered, such as an order form or an invoice from a supplier.
* For the Driving Awards, the centre needs to have the appropriate vehicles to deliver the training - in the case of the D2 award, they will need to be marked up vehicles with blue lights and sirens. There also needs to be evidence that the vehicles are insured to be used on blue light driver training.
* The Venue - this is the site where the training is being delivered. This is where the approval visit takes place, but in the case where the centre intends to deliver at more than one venue or deliver at a clients venue, there is the option to visit more than one centre or if this is not possible, pictures of the intended venue will need to be submitted. At each venue, the training facilities will need to be seen - this would include chairs and desks, projectors, location, refreshment facilities, training aids and general items that make the learning experience conducive
* Policies and Procedures - a full set will need to be seen on the visit - this would include Appeals, Moving & Handling, Equal Opportunities and Complaints (please refer to the attached for a full list of required policies). Most of these are in a standard format that can be amended for a centre, but care must be taken to ensure that all the required information is included and followed by learners clearly. A set of policies will also cover a centre in case learners fail a programme.
* Assessment Documentation - in most cases, these are downloaded from Edexcel, but there needs to be confirmation of how the assessments will take place. For example, for the FPOS Intermediate, at least 6 practical assessments need to take place - this can be done as 6 separate assessments, blended together to form a number of assessments or set the scene for a full scenario involving all 6 or more practical assessments.
* In the case of FPOS Enhanced, the centre must produce a set of assessment documents involving True/ False /MCQ and practical assessments to the level of FPOS Enhanced.
* In the case of FPOS Enhanced and Technician, there needs to be documentation of how the on the road assessments take place, including Log Books, Assessment documentation, list of assessors and portfolios that ensure the learner has made clinical decisions in an appropriate environment - please note that clinical decisions made solely at events or on urgent transfers will not be accepted, as the clinical decision needs to be made on a wider range of patients and conditions than can be covered on events. In addition, clinical decisions need to be made on patients “as found” as opposed to patients that have already been triaged as in urgent transfers
* For the Paramedic award, there needs to be evidence of the hospital placements, including venue, support mechanisms and signatures of the mentors that are signing off the workbook. For the driving, there needs to be details of modules such as the venue for skid correction and arrangements to deliver blue light training.
* Handouts and Learner Support - any support materials that are given to the learner whilst undertaking the training. This would include issue of the background notes, confirmation papers, joining instructions, any pre learning requirements, practical procedures and other support materials supplied to the learners. In addition, there needs to be refreshment facilities available to learners and adequate toilet facilities
* Administration and Security - the requirement is for a secure place where question papers are secured once downloaded and the staff that undertake this task. Usually, the request is for at least two names to access the Edexcel secure site but not too high a number. There also needs to be administration procedures in place such as registration and certification of learners and a point of contact who sends out joining instructions and welcome packs. The Administration Office should be separate to the classrooms to prevent the possibility of learners accessing any question papers. This person may also be responsible for the upkeep of learner records and training files

The approval visit may or may not be carried out by the same person that reviewed the Briefers Report. However, they will usually contact you to arrange a visit in good time and at a mutually suitable date - this will normally allow a centre time to prepare for the areas to be sampled listed above on the day. The centre is free to communicate before the Approval visit to ask advice or to clarify points.

**External Quality Assurance**

**Stage 4 - First Standards Verification visit**

Following the centre approval visit or Briefer’s qualification approval, the Briefer’s report will be submitted to Pearson for final sign off. A letter confirming approval of the centre and/or qualifications applied for will be sent to the centre’s account manager. Once centre has received confirmation of approval, the centre can deliver their programme and register learners.

Learners will need to be registered with Edexcel - you will be sent details of how to do this, together with a password to gain access to the Edexcel Secure website which allows the downloading of examination papers, if applicable.

Once the training you are delivering has taken place, a centre can download the examination papers, which are copied in front of a witness and the relevant examination paper security form completed and signed.

When these papers have been completed and marked, the successful learners’ certificates can be applied for. If this is the first training delivered, the first learner registration with Edexcel will generate a Certificate Block. This is standard procedure and will alert the Allocations Team to allocate your centre with a Standards Verifier (SV). If are no major issues with your centre, the block will be lifted

**The Standards Verification visit**

The Standards Verifier (SV) will contact the centre to arrange the first SV visit.

This will consist of the first of the required minimum annual visit that will take place, to ensure that the training and assessment are being consistently delivered to the stipulated standard and that learners are receiving appropriate support.

For the first visit, the emphasis will be on the examinations, where the SV will need to sample all the papers that have been produced on the first examinations. This will include assessment decisions, assessment methods, secondary marking on short answer essays and Internal Verification systems. The centre will need to hold back all assessment documents for the sampling process (please note that under normal circumstances, all assessment documents should be destroyed following the examination)

If there are no issues with the centre, an SV Report will be generated that will recommend that the certificate block be lifted. From here, the centre is free to deliver as many programmes as they wish, as long as they fulfil the criteria.

The SV will serve as a point of advice and help during the period after the visit and until the next SV visit.

**Annual External Quality Assurance - Subsequent Standards Verifier visits**

Once the initial SV visit has been done, the subsequent SV visits happen every year. If this visit does not take place, there is a risk that the certificate block will again be placed on a centre.

The SV is allocated to the centre around September of every year. Soon after this date, they should contact a centre to arrange a visit during the year, usually as near to 12 months after the first SV visit as explained above. This would be a mutually agreed date but in most cases, this would be when learners are at the centre if possible. This allows the SV to speak to the learners and ideally to see some assessments take place. If the centre is delivering training at more than one venue, the SV may request a visit to a centre that is different to one that was visited the previous year that would be mutually agreed, sometimes doing this over several visits if the centre has more than two venues

The evidence that needs to be seen at the other venues would be expected to be the same as that of the main centre. They will again generate a report that states what evidence they have seen - please refer to Annexe for a sample of the SV report.

In some cases, Action Points may be generated. These are generated when evidence cannot be seen on the day, or when areas may need amending. Depending on the urgency of the Action, a date will be stated against it, ranging from immediately to next visit in 12 months. In most cases, as long as the Actions are addressed in the agreed timescale, the visit will be agreed for the year after. The certificate block that was present on the initial SV visit will remain lifted and a centre can continue delivering the award for another year and have the support of the SV within this time

However, if the Actions are more severe, the SV may place a certificate block on the centre until the Actions are addressed. This would be in extreme circumstances and the SV would need to report the matter to Edexcel for a final decision on this. If this is the case, the centre would be explained in detail the reasons why the Actions have led to the certificate block on the day of the visit and the steps to be taken following this decision, which in most cases will be lifted once the Actions have been addressed

In the case of the on the road experience elements of the FPOS Enhanced and Ambulance Aid (Technician) programmes, the centre will need to provide evidence of how this is done. Evidence would include the qualifications of the assessors and mentors (clinical and assessing experience), the fact that clinical decisions are being undertaken on a range of real patients in real situations “as found” requiring a clinical decision being made. As a result, decisions made at events or in urgent transfers would not be deemed in this category, as these patients have already been triaged or the breadth of patient conditions would not be in the range required

Most clinical decisions should be made on a front line Ambulance to provide the range and conditions required to undertake the module. In addition, there will need to be samples of the evidence generated during this module, such as log books, anonymous Patient Report Forms (PRF), reflective practice and witness testimonies should be included. There should also be evidence of clinical decisions being assessed in a structured way by a qualified assessor. This in turn should be internally verified to ensure standardisation.

**Delivery - Teaching and Subject Specific Qualifications**

As stated previously, there are certain minimum requirements a centre needs to have in place before a centre can deliver the IHCD Customised Awards. In addition to the minimum requirements listed above, the following requirements are essential to be able to teach and/or assess the awards applied for.

The minimum numbers are 2 for each award, one to be able to teach and another to provide independent assessment.

The following is a brief list of the minimum requirements to be able to teach on the following awards

**FPOS Basic and Intermediate - current requirements**

Teaching - IHCD Instructional Methods/CTLLS/DITS

Occupational Competence - IHCD Technician award/CMT 1/Clinical or A&E Nursing

**FPOS Basic and Intermediate - after new Rules are introduced (April 2014)**

Teaching - CTLLS / DITS/ at least 30 hours of teacher training

Occupational Competence - Successful completion of the FPOS Enhanced / Ambulance ECA / CMT 1 / at least 100 hours of clinical training as a learner

**FPOS Enhanced**

Teaching - IHCD Instructor Qualifying / Cert Ed / PGCE / DTLLS

Occupational Competence- IHCD Technician / Clinical or A&E Nurse / CMT 1

Other - Evidence of assessment systems to allow a learner to make clinical decisions on a range of patients and conditions under supervision for 20 hours (40 hours after new FPOS Rules have been introduced) and evidence they can access a front line Ambulance (in England this would be a CQC Approved centre but to show an equivalent in Wales, Scotland, Northern Ireland and International)

**IHCD Ambulance Aid (Technician)**

Teaching - IHCD Instructor Qualifying / Cert Ed / PGCE / DTLLS

Occupational Competence- IHCD Technician / Clinical or A&E Nurse / CMT 1

Other - Evidence of systems to allow a learner to make clinical decisions on a range of patients and conditions under supervision for 750 hours and evidence they can access a front line Ambulance (in England this would be a CQC Approved centre but to show an equivalent in Wales, Scotland, Northern Ireland and International)

**IHCD Ambulance Driving**

Teaching - IHCD Instructional Methods or equivalent

Occupational Competence- IHCD Driving Tutor / Police Conversion

Other - If using non C1 vehicles, the Tutor will need to hold the ADI award in addition to the qualifications above/suitable vehicles/insurance to be able to use the vehicles for blue light driver training

**IHCD Paramedic**

Teaching - IHCD Clinical Tutor / Cert. Ed / PGCE

Occupational Competence- IHCD Paramedic / HCPC Paramedic / Medical Doctor

**Ambulance Clinical Tutor**

Teaching - IHCD Clinical Tutor and IHCD Facilitator

Occupational Competence- no additional requirements

**Ambulance Driving Tutor**

Teaching - IHCD Driving Tutor and IHCD Facilitator

Occupational Competence – no additional requirements though it would an advantage to hold the ADI award

Other Requirements

In the case of the FPOS awards, specific requirements to be able to deliver the award can be found in the FPOS Rules and Regulations. For the Technician and Paramedic awards, these can be found in the relevant Guidance Notes.

If you have any questions on FPoS please contact Mary Weir in the first instance on 07545 941746 or at mary.weir@pearson.com.