

Blended Learning Agreement for Regulated First Aid Qualifications

Introduction

QA approved Centres are required to ensure that, for all regulated first aid qualifications, training delivery is carried out in line with all applicable legislative and regulatory requirements. This agreement has been produced with a view to ensuring that all QA approved Centres who deliver any element of first aid training through remote means are able to do so whilst maintaining compliance with all applicable requirements.

Centre Agreement

Centre Name: _____ Centre Number: _____

First Aid Qualification Name/s (only)

Select a Remote Delivery Method:

- Virtual classroom
- E-learning

If using virtual classroom, please indicate which video conferencing facility you are using, for example, Zoom, Microsoft Teams or any other platforms:

If using e-learning, please indicate which software you are using, for example, your own, a platform from an Awarding Organisation or any other platforms:

Note: QA requires you to inform us immediately should you change your software or the method of remote delivery annotated above.

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As the Responsible Person for this QA approved Centre, I agree to comply with the QA Blended Learning *Policy for Regulated First Aid Qualifications* and the following conditions which will apply when delivering any element of training through remote means in relation to the above specified first aid qualifications.

Compliance with the Following Blended Learning Principles

I will ensure that:

- The amount of Guided Learning Hours (GLH) delivered via blended learning is fully compliant with the restrictions outlined in the current and future updated versions of the *Blended Learning Policy for Regulated First Aid Qualifications* document
- The overall GLH associated with the qualification must not be reduced unless permitted to do so by Qualsafe Awards. Blended learning offers more flexibility but should not reduce the overall time or days required to take the qualification.
- The general practical elements of the associated qualification must be delivered and assessed face-to-face in a classroom environment
- All Learner assessments associated with the qualification must be completed face to face in the classroom and conducted by a suitably qualified First Aid Assessor (who has qualifications and experience as described in the *Assessment Principles for Regulated First Aid Qualifications* document)
- The employer is aware that paid time is required for the employee to undertake the distance learning. The employee should not be required to take the distance learning element of the course in their own time

Note: The above blended learning principles are designed to comply with the First Aid Awarding Organisation Forum, Health and Safety Executive and Department for Education requirements in relation to blended learning.

Prior to Remote Course Delivery Element

I will ensure that:

- All Learners will be informed in advance of the intention to deliver any element of first aid training remotely (e.g. through e-learning software, Skype, Zoom or similar functionality) and clear explanation will be provided as to how this remote delivery will be facilitated and carried out
- All Learners will be made aware that they may be recorded or monitored through the remote means employed for the purposes of obtaining authentication and/or internal/external quality assurance activity
- If any Learner requires learning materials for the purposes of supporting learning outcomes, I will ensure that they have this in place prior to the start date of the course
- All Learners needs are assessed prior to course delivery to ensure that the remote means employed does not disadvantage any Learner or does not create an adverse effect (please refer to the QA *Malpractice and Maladministration Policy for definitions*)
- I complete and submit a Reasonable Adjustment Form for any Learner that meets the definition of disability and who requires any adjustment to course delivery relating to the remote means employed (please refer to the QA *Access to Assessment Policy* for further details)
- All Trainers/Assessors and IQAs are fully aware of what elements of first aid training will be taking place remotely for the course and how this should be carried out in line with all applicable requirements

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- All necessary equipment is available to facilitate remote training delivery:
 - If using virtual classroom sessions; I will ensure adequate connectivity on site and that cameras are set up appropriately in the base classroom environment to enable Learners to fully view all aspects of training delivery
 - If using e-learning software, I will ensure that Learners fully understand the software operating system requirements and have been provided all required access information to begin the e-learning element

During Remote First Aid Training Element

I will ensure that for any virtual classroom delivery:

- Trainers will present accepted forms of identification clearly to the camera prior to training delivery taking place to verify their identity to Learners and External Quality Assurers
- Learners will be asked to present accepted forms of photographic identification clearly to camera prior to delivery being undertaken and Learners will be made aware that further checks may be made to ensure the identification presented is genuine

I will ensure that for e-learning software delivery:

- Monitoring measures are implemented to identify each Learner, track each Learner's progress and validate the minimum number of hours and topics have been successfully completed
- Evidence of Learner participation and completion of the e-learning session is stored appropriately for 3 years and in line with the requirements of the Data Management Contract. I agree and am fully aware that this evidence may be used for both internal and external quality assurance purposes (including possible review by the qualification regulators)

I will ensure that:

- Adequate means of communication are established to support each Learner through the remote delivery session. For example, the functionality for:
 - Learners to ask questions
 - Trainers to offer comment and feedback
- Topics are delivered to the same duration and standard found in the associated QA course overview, lesson plan, recommended course reference material and PowerPoint presentation
- All necessary steps are taken to minimise the possibility of Learner malpractice occurring in the form of plagiarism, cheating or collusion
- Learners are aware that any confirmed cases of malpractice may lead to removal from the course and/or Learner sanctions being imposed by Qualsafe Awards (please see the *QA Sanctions Policy* for further details)

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Post Remote First Aid Training Delivery Element

I will ensure that:

- Authentic evidence is generated and provided to each Learner to verify successful completion of the distance learning element
- Unless a special consideration has been granted by QA, the overall qualification is completed by Learners within the published Learner registration period. For example, 4 weeks for Emergency First Aid at Work and 10 weeks for First Aid at Work. Note: the registration time period begins from the course start date
- Upon beginning the face to face classroom session, trainers will take sufficient steps to identify each Learner and verify their attendance and completion of the distance learning element

Responsible Person Name _____

Signature _____

Date _____