

# Qualsafe at Home (QaH) Centre Application

## Introduction

QA approved Centres are required to ensure that, for all regulated qualifications, training delivery and Learner assessments are carried out in line with all applicable legislative and regulatory requirements. This application has been produced to ensure that all QA approved Centres who deliver any element of training through remote means or using the QaH e-Learning and e-Assessment platforms are aware of how to maintain compliance with all applicable requirements.

## Which qualifications can I apply for?

In order to apply to deliver specific QA qualifications through remote means, your Centre must already hold QA approval to deliver those qualifications. If your Centre does not currently have approval for any qualification you wish to deliver remotely, then you should contact QA to request qualification approval by initially e-mailing [info@qualsafeawards.org](mailto:info@qualsafeawards.org). Information on individual qualification approval requirements can be found in the qualification specifications available on the QA website.

Note: The application must be completed by the named Responsible Person for your Centre.

## How to apply to deliver First Aid using blended learning

To apply to deliver regulated first aid qualifications using blended learning, please read the [\*Blended Learning Policy for Regulated First Aid Qualifications\*](#) initially and then complete and submit the [\*Blended Learning Agreement for Regulated First Aid Qualifications\*](#) by e-mailing the completed Agreement to [info@qualsafeawards.org](mailto:info@qualsafeawards.org).

To apply for approval to deliver all other qualifications through remote means, please complete, sign (electronically) and submit this Centre Application to QA via email to [info@qualsafeawards.org](mailto:info@qualsafeawards.org). Where possible, approval for your Centre will be granted within 5 working days of receipt of the completed Centre Application.

## Centre Application

<b>Centre name:</b>		<b>Centre number:</b>	
<b>Responsible Person:</b>			
<b>Contact details:</b>			

<input type="checkbox"/> Mental Health First Aid Qualifications	<input type="checkbox"/> Remote training only <input type="checkbox"/> Remote training using QaH e-Assessment
<input type="checkbox"/> Prehospital Care Qualifications	<input type="checkbox"/> Remote training only
<input type="checkbox"/> Food Safety Qualifications	<input type="checkbox"/> Remote training only <input type="checkbox"/> Remote training using QaH e-Assessment <input type="checkbox"/> QaH e-Learning including e-Assessment (when available)
<input type="checkbox"/> Fire Safety Qualifications	<input type="checkbox"/> Remote training only <input type="checkbox"/> Remote training using QaH e-Assessment <input type="checkbox"/> QaH e-Learning including e-Assessment (when available)
<input type="checkbox"/> Manual Handling Qualifications	<input type="checkbox"/> Remote training only <input type="checkbox"/> Remote training using QaH e-Assessment
<input type="checkbox"/> Health and Safety Qualifications	<input type="checkbox"/> Remote training only <input type="checkbox"/> Remote training using QaH e-Assessment
<input type="checkbox"/> Education and Training Qualifications	<input type="checkbox"/> Remote training only
<input type="checkbox"/> Health and Social Care Qualifications	<input type="checkbox"/> Remote training only <input type="checkbox"/> Remote training using QaH e-Assessment
<input type="checkbox"/> Licensing Qualifications	<input type="checkbox"/> Remote training only <input type="checkbox"/> Remote training using QaH e-Assessment

Please provide further details on what training/assessment will take place remotely and how you will deliver this. Please include the following information:

- Qualification title(s) (list each qualification you wish to gain approval for)

- For blended learning courses (courses with a practical element, e.g. manual handling, prehospital care) specify:
  - Number of days of remote training
  - Number of days of classroom training

- Assessment procedures (only applicable if you are proposing remote assessment other than QaH e-Assessment)

- Video conferencing system to be used (e.g. Zoom, Skype, or similar)

- Technical support available to Learners and how you will meet Learners' needs and well-being, particularly when delivering sensitive topics (e.g. having an extra Trainer on standby should a Learner need support or the ability to private message)

- Facilitation of group activities (e.g. setting up breakout rooms for groups of Learners)

- Quality Assurance processes, specifying Internal Quality Assurance procedures for remote delivery/assessment – how will you make sure IQA activity still take place in the remote environment?

- If you are applying for **Education and Training qualifications**, please state:
  - How you will facilitate and assess the micro-teach sessions
  - How and when you will provide the workbooks to Learners and how they will return them to you

**Please tick to confirm you understand:**

- The normal course notification requirements still apply even when the course is being run remotely
- All micro-teach assessments completed remotely must be completed live and must be recorded and retained for quality assurance purposes
- Any assessments Trainee assessors are making judgements on must be recorded

- If you are applying for **Prehospital Care qualifications**, please make sure you have confirmed above how many days of remote training and how many days classroom training you will do for each qualification you have applied for.

Please tick to confirm you understand the normal course notification requirements still apply even when the course is being run remotely

As the Responsible Person for this QA approved Centre and should approval be granted, I agree to the following conditions which will apply when delivering any element of training through remote means and/or using QaH e-Assessments for regulated qualifications:

### **Prior to Course Delivery**

- Ensure Trainer/Learner ratios for arranged e-Assessment sessions will not exceed a ratio of 1:8
- All policies and course documents will be shared with Learners (e.g. Training Commitment, Learner Agreement, Plagiarism Policy, Appeals and Complaints procedures, etc.)
- All Learners will be informed, in advance, of the intention to deliver any element of training remotely (e.g. through Skype, Zoom or similar) and/or that assessments will be taken online using QaH e-Assessment and a clear explanation as to how this remote delivery/online assessment will be facilitated and carried out will be provided
- All Learners will be made aware that they will be recorded through the remote means employed for the purposes of obtaining assessment evidence and/or internal/external quality assurance activity
- All Learners will have all necessary equipment required for the purposes of training delivery and/or undertaking assessment in place prior to the start date of the course (please refer to the *QaH e-Assessment Information for Learners*)
- All Learner needs are assessed prior to course delivery to ensure that the remote means employed do not disadvantage any Learner and do not create an adverse effect (please refer to the *QA Malpractice and Maladministration Policy* for definitions)
- A Reasonable Adjustment Form is submitted for any Learner that meets the definition of disability and who requires any adjustment to course delivery or Learner assessment in advance of the course start date
- All Trainers/Assessors and IQAs are fully aware of what elements of training and/or Learner assessment will be taking place remotely for the course and how this should be carried out in line with all applicable requirements
- All necessary equipment is available to facilitate remote connectivity on site and at the Learner's location and that any cameras are set up appropriately in the classroom environment to enable Learners to fully view all aspects of training delivery
- For remote learning with QaH e-Assessment, all Learners will activate their QaH e-Assessment account before the day of the assessment

## Training Delivery and Learner Assessment

- Ensure Learners are content that any agreed Reasonable Adjustments have been made appropriately and in are in place prior to training delivery and/or assessment taking place
- All Trainers/Assessors present accepted forms of identification clearly to the camera at the start of the course to verify their identity to Learners and External Quality Assurers
- Where e-Learning has taken place, Centres must ensure that Learners have completed all required e-Learning modules prior to undertaking assessment
- All Learners present accepted forms of photographic identification clearly to the camera prior to assessment being undertaken and are made aware that further checks may be made to ensure the identification presented is genuine
- Trainers/Assessors and Internal Quality Assurers take all necessary steps to ensure the security of all assessment materials and the Learner assessment process at all times. This includes taking all necessary steps to minimise the possibility of Learner malpractice occurring in the form of plagiarism, cheating or collusion
- All Learners are aware that any suspected malpractice may mean that reassessment is necessary and any confirmed malpractice may lead to removal from the course and/or Learner sanctions being imposed by QA (please see the *QA Sanctions Policy* for further details)
- Learner assessments that are carried out remotely are recorded and these recordings are stored appropriately in line with the requirements of the Data Management Contract. I agree and I am fully aware that these recordings may be used for both internal and external quality assurance purposes (including possible review by the qualification regulators). Failure to record the e-Assessment will result in Learners having to retake the assessment
- Recordings of live assessment will be made available to QA and stored in line with QA requirements
- As per the *QaH Qualifications Incorporating Learner e-Assessment – Requirements for Direct Claims Status (DCS)*, video recordings of the Learner e-Assessments that are carried out for at least the first three qualifications courses will be submitted to QA for moderation purposes. After six courses have been delivered, if DCS can still not be awarded and further moderation is required, QA will charge an additional administration fee of £15.00 per course until such time as the Centre can be granted DCS (see the *QaH Qualifications Incorporating Learner e-Assessment – Requirements for Direct Claims Status (DCS)* for further details)
- Learner assessment paperwork will be completed and submitted to QA (where applicable)
- Learner assessments carried out remotely are invigilated appropriately and the Trainer/Invigilator is able to view Learners clearly and continuously throughout the assessment process to minimise the possibility of Learner malpractice or adverse effects occurring (please refer to the *QA Plagiarism Policy* for details)
- QA will be invited to observe live delivery and/or assessments as and when required
- Special Consideration Forms will be completed and submitted to QA when required
- Internal Quality Assurance will take place in line with QA requirements to ensure that remote delivery and assessment procedures are followed correctly

Responsible Person name:

Signature:

Date:

## Appendix

The below table indicates which type of remote training/assessment is available for each QA qualification.

Qualification	Remote training only	Remote training using QaH e-Assessment	QaH e-learning including e-Assessment
<b>Mental Health First Aid</b>			
QA Level 2 Award in Understanding Mental Health in the Workplace (RQF)	✓	✓	✗
QA Level 3 Award in Mental Health First Aid in the Workplace (RQF)	✓	✓	✗
<b>Food Safety</b>			
QA Level 2 Award in Food Safety in Catering (RQF)	✓	✓	✓
QA Level 2 Award in Food Safety for Retail (RQF)	✓	✓	✓
QA Level 2 Award in Food Safety for Manufacturing (RQF)	✓	✓	✓
QA Level 2 Award in Food Safety (Refresher) (RQF)	✓	✓	✗
QA Level 3 Award in Food Safety Supervision for Manufacturing (RQF)	✓	✓	✗
QA Level 3 Award in Food Safety Supervision for Retail (RQF)	✓	✓	✗
QA Level 3 Award in HACCP for Food Manufacturing (RQF)	✓	✓	✗
QA Level 3 Award in Supervising Food Safety in Catering (RQF)	✓	✓	✗
<b>Fire Safety</b>			
QA Level 1 Award in Fire Safety Awareness (RQF)	✓	✓	✓
QA Level 2 Award in Fire Safety (RQF)	✓	✓	✓
<b>Manual Handling</b>			
QA Level 2 Award in Principles of Manual Handling (RQF)	✓	✓	✗
QA Level 2 Award in Moving People Safely (RQF)	✓	✗	✗
QA Level 2 Award in Principles and Practice of Moving People Safely (RQF)	✓	✗	✗
QA Level 2 Award in Safe Moving and Handling (RQF)	✓	✗	✗
<b>Health and Safety</b>			
QA Level 1 Award in Health and Safety in a Construction Environment (RQF)	✓	✓	✗
QA Level 1 Award in Health and Safety in the Workplace (RQF)	✓	✓	✗
QA Level 2 Award in Health and Safety in the Workplace (RQF)	✓	✓	✗
QA Level 2 Award in Principles of COSHH (RQF)	✓	✓	✗
QA Level 2 Award in Principles of Risk Assessment (RQF)	✓	✓	✗
QA Level 2 Award in Health and Safety in Health and Social Care (RQF)	✓	✓	✗
QA Level 2 Award in Working at Height (RQF)	✓	✓	✗
QA Level 3 Award in Health and Safety in the Workplace (RQF)	✓	✓	✗
QA Level 3 Award in Risk Assessment (RQF)	✓	✓	✗

Qualification	Remote training only	Remote training using QaH e-Assessment	QaH e-learning including e-Assessment
<b>Health and Social Care</b>			
QA Level 2 Award in Safeguarding and Protecting Children, Young People and Adults at Risk (RQF)	✓	✓	✗
QA Level 2 Award in Infection Prevention and Control (RQF)	✓	✓	✗
QA Level 2 Award in Principles of Safe Handling and Administration of Medication (RQF)	✓	✓	✗
<b>Licensing</b>			
QA Level 2 Award for Personal Licence Holders (RQF)	✓	✓	✗
<b>Prehospital Care</b>			
QA Level 3 Certificate in First Response Emergency Care (RQF)	✓	✗	✗
QA Level 4 Certificate in First Response Emergency Care (RQF)	✓	✗	✗
QA Level 2 Award for Community First Responders (RQF)	✓	✗	✗
QA Level 3 Award for Emergency First Responders (RQF)	✓	✗	✗
QA Level 3 Award in Administering Emergency Medical Gases (RQF)	✓	✗	✗
QA Level 4 Award in Immediate Life Support (RQF)	✓	✗	✗
QA Level 4 Award in Mentoring Ambulance and Emergency Services Personnel (RQF)	✓	✗	✗
<b>Education and Training</b>			
QA Level 3 Award in Education and Training (RQF)	✓	✗	✗
QA Level 3 Certificate in Assessing Vocational Achievement (RQF)	✓	✗	✗
QA Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (RQF)	✓	✗	✗
QA Level 3 Award in Assessing Competence in the Work Environment (RQF)	✓	✗	✗
QA Level 3 Award in Assessing Vocationally Related Achievement (RQF)	✓	✗	✗
QA Level 3 Award in Understanding the Principles and Practices of Assessment (RQF)	✓	✗	✗
Qualification	Remote training only	Remote training using QaH e-Assessment	QaH e-learning including e-Assessment
QA Level 4 Award in Understanding Internal Quality Assurance of Assessment Processes and Practice (RQF)	✓	✗	✗
QA Level 4 Certificate in Leading Internal Quality Assurance of Assessment Processes and Practice (RQF)	✓	✗	✗