Application Form for approval to deliver a PHECC course

Application format:

- This *application form* can be used to assist you to organise and submit the correct information. The application may be typed but ensure the numbering is used to present clear and sequential information.
- A hardcopy application must be submitted in an appropriate sized A4 2 Ring Binder. Please ensure a full application is made as incomplete applications will be returned and cause unnecessary delays.
- Every application for recognition must include: a signed complete *application form* (Parts I, II and III as required) including appendices, remittance notice including fee/s and a cover letter.
- The various policies and associated procedure documents must be supplied. Such information may be extracted from corporate documents as relevant and inserted as appendices and referenced in the *application form*. Providing references to page numbers in corporate documents will not be accepted.

Application procedure:

- If you are making a first application, you may submit a draft application by email for feedback. Please contact the office by phone to discuss this option further. If requested an officer will review and provide guidance about submission requirements or check for completeness.
- Only complete applications will be assessed against Council Rules including course approval criteria.
- Successful Applicants will be informed in writing after 1-3 months.
- Unsuccessful Applicants will be informed in writing and feedback will be provided. Unsuccessful applications will be retained by PHECC for a period of 3 months only after which they will be shredded. Any subsequent reapplication will warrant repayment of fees.
- An officer of PHECC may request a meeting prior to the assessment of an application or to discuss feedback following an unsuccessful assessment.

The applicant/recognised institution is requested to provide information under the headings below to Council's satisfaction. One form is required for each named PHECC course. Please attach copies of current policies, procedures and/or supporting documentation.

	Course Details	
2.1	**Title/name** *Give the full name of the PHECC course*	
2.2	**Aims** *Provide a statement of the aims of the course, including the identification of the appropriate competencies that the student should develop as a result of the course.*	Not required for CFR courses (except CFR Instructor) Supporting documentation attached ☐
2.3	**Methods of theoretical and clinical instruction** *Give details of the methods of theoretical and clinical instruction to deliver the course.*	Not required for CFR courses (except CFR Instructor) Supporting documentation attached ☐
2.4	**Recognition of Prior Learning procedure** *Give details of the particulars of the RPL procedures for this course. If no RPL will be offered this must be clearly stated.*	Supporting documentation attached ☐
2.5	**Quality Assurance procedure** *Describe how the institution will monitor and evaluate the quality of this course. Include theoretical and clinical instruction components as relevant.*	Supporting documentation attached ☐
2.6	**Lesson plans** Lesson plans must contain all the required information for session delivery including tutor and student activity with reference to the modules of the relevant Education & Training Standards. A standard format sample is available on request. For responder level courses- provide 4 theory and 4 practical sample lesson plans.	Not required for CFR Community, Advanced, and CFR and Medications for Listed Organisation courses* * For CFR and Medication for Listed Organisations courses the instructor course pack including standardised lesson plans must be used. Instructors may supplement the course pack as appropriate.

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		For NQEMT level courses- provide at least 10 theory and 10 practical sample lesson plans. Electronic copies of additional lesson plans may be sought by PHECC during the application process or later.	Lesson plans attached ☐
2.7	**Timetable** Give a detailed timetable, mapped clearly against the respective education and training standard, including a breakdown of the time to be devoted to each subject, the teaching methods to be employed and the faculty title assigned to each subject.	Not required for CFR courses (except CFR Instructor) Supporting documentation attached ☐
2.8	**Materials** Give a list of textbooks prescribed/ recommended for use by students including pre-attendance reading/workbooks etc.	Supporting documentation attached ☐ The PHECC CFR text books and DVD will be used ☐
2.9	**Additional Teaching Faculty** Named Faculty Forms are submitted with the application form for recognition of institution**.** A second named faculty form is only required when a subsequent course application is made.	Named faculty form(s) attached ☐ Not applicable ☐
2.10	**Instructor: student ratio** Give the instructor/student ratio responder level courses only.	Supporting documentation attached ☐ Not applicable ☐
2.11	**Assessment and awards procedure** For responder level courses- give details of the course specific assessment methodology to be used. If PHECC MCQs and skill sheets are to be used then this should be stated. Any other approach must be adequately explained**.** For NQEMT courses- give a schedule of assessments for the duration of the entire course including the internship periods. . For Instructor level courses- give details of the course specific assessment methodology to be used. A teaching critique form must also be provided.	Supporting documentation attached ☐

The next item is required for EMS Call-taker/Dispatcher courses only			
2.12	**Supervised work placements** *Give a list of all supervised work placement sites proposed for student EMS Call-taker/ Dispatchers. Specific information for every site submitted is required and is set out in course approval criteria.*	Supporting documentation attached	☐

Signed:	Title:	Date:
Course applications at NQEMT level must be co-signed by the facilitator. A key role of the named facilitator is to quality assure the delivery of NQEMT courses.		
Signed:	Title: Facilitator	Date:

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Part III provides Council with information about the management of clinical placement/ internship sites which support the delivery of high quality learning environments. Part III application form is required when applying for approval to deliver an NQEMT course only.

		Internship Details	
3.1	**National Vetting Bureau (Children and Vulnerable Persons) Act 2012** *Give an account of how the institution adheres to the Act for persons (staff and students) while on clinical placement/ internship.*	Supporting documentation attached ☐
3.2	**List of clinical placement/ Internship sites** *Give a list of all clinical placement/internship sites proposed.*	Supporting documentation attached ☐
3.3	**QA in place for clinical placement/ Internship sites** *Evidence to support every proposed site is required to reassure Council that a QA system is operating to ensure high quality learning environments. In brief:* a) *Formal agreements* b) *Set of learning outcomes* c) *Available clinical supervisors* d) *Available mentors* e) *Procedure to monitor the quality of learning experiences for interns/students.*	Supporting documentation for <u>every site</u> attached ☐
3.3	**The Learning Portfolio** *Provide a sample learning portfolio. Specific principles must be observed.*	Sample learning portfolio attached ☐

Signed:	Title:	Date:
Course applications at NQEMT level must be co-signed by the facilitator. A key role of the named facilitator is to quality assure the delivery of NQEMT courses.		
Signed:	Title: Facilitator	Date:

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PHECC Schedule of Fees (non-refundable)

NQEMT courses	Application/renewal fee for recognition of institution at NQEMT level (3 year renewal period)	€3,000	☐
	Course application fee per NQEMT course (once only fee)	€600	☐
EFR, EFR-BTEC, EMS Call-Taker/Dispatcher courses	Application/renewal fee for recognition of institution at EFR, EFR-BTEC, EMS Call-Taker, EMS- Dispatcher (3 year renewal period)	€1,200	☐
	Course application fee per EFR, EFR-BTEC, EMS Call-Taker and EMS Dispatcher courses (once only fee)	€600	☐
CFR and FAR Courses	Application/renewal fee for recognition of institution at CFR and FAR level (3 year renewal period)	€300	☐
	Course application fee per CFR course (once only fee)	€100	☐
	Course application fee per FAR course (once only fee)	€250	☐
	Total €		

Payment Method		
	PayPal at www.phecc.ie	☐
Full remittance must be paid at time of application.	**By Cheque (enclosed)**	☐

Name of Institution: _____

PHECC Office Use

Payment Received: _____

Version History

Version	Date	Details
1		This form replaces LIS003 V6
2	August 2016	To facilitate new CFR training courses