

# PHECC Recognised Institutions and Affiliation with organisations and faculty

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## Introduction

The question of affiliation or cooperation between PHECC Recognised Institutions with other organisations and faculty/instructors has recently been asked by:

- Recognised Institutions (RIs)
  - Education and training organisations (including those applying for RI status)
  - Instructors/faculty for
    - PHECC First Aid Response (FAR)
- and
- Health and Safety Authority (HSA) Occupational First Aid (OFA) courses.

The recognition and changeover to PHECC's FAR Standard, by the HSA for first aid in the workplace is a main reason for our stakeholders seeking clarification about affiliation arrangements. Also during our onsite reviews with RIs for the Quality Review Framework the topic of affiliation was raised.

We are providing some examples about affiliation and related advertising. This is followed by guidance and direction to our RIs about what is acceptable practice for affiliation arrangements.

## Example 1

This is a situation within the health and safety training sector where companies may cooperate in planning, advertising and providing training to mutual clients.

X Company provides a broad range of health and safety courses, (such as fire, forklift, chemical safety, safepass etc.). The company wants to offer First Aid Response courses to its clients, but:

- It is not a PHECC RI
- Does not have First Aid Response faculty instructors.

Y Company (a PHECC RI) provides First Aid Response courses regularly.

X Company partners with Y Company, who manage the entire administration and delivery of the PHECC First Aid Response course. X Company advertises on its own website the delivery of the course by Y Company.

In this scenario X Company is not a recognised institution, and in line with Council Rules it has no authority to advertise the course, being conducted by Y Company.

Note: Under Council Rules it is not permissible for non RIs to advertise PHECC courses.

## Example 2

Represents the RI's use of external faculty/instructors. PHECC acknowledges that RIs will have to expand their faculties to meet the increased demand for responder level courses. Especially now as FAR becomes the sole recognised workplace national standard accepted by the HSA.

ABC Company (a PHECC RI) has its in-house faculty. However it wants to advertise for instructors to become external faculty to deliver PHECC courses. ABC Company provides the following support:

- Contract Agreement
- Transparent registration costs for instructors
- Provision of PHECC course material and resources, including lesson plans, PowerPoint presentations and assessment materials
- Assistance in managing student records
- Monitoring and mentoring arrangements as per its Quality Assurance policies and procedures.

ABC Company should be aware of Council Rules, the Teaching Faculty Framework (TFF) and the Quality Review Framework (QRF) to ensure it meets the minimum requirements for governance and quality management and provides the necessary support for its faculty.

When these essential requirements are in place, then it is appropriate to have external faculty.

## **Context for our Guidance**

A key PHECC function is to recognise, in accordance with Council rules, institutions providing education and training to persons pursuing the award of the national qualification in emergency medical technology (NQEMT) at the level of competence of Emergency Medical Technician, Paramedic or Advanced Paramedic. These rules also set out the procedure for recognition which apply to all institutions providing education and training to persons pursuing a responder (PHECC) level award.

PHECC has established rules, supported by policies and frameworks that form the basis for RIs' quality management and assurance responsibilities for faculty and affiliation arrangements in the delivery of PHECC courses. We have highlighted these key elements which define acceptable and appropriate practices for RIs.

## **Council Rules**

[Council Rules](#) (2014) sets the basis for faculty management:

The ***criteria for recognition*** requires the applicant to:

- Demonstrate appropriate governance, management and decision-making structures, appropriate training premises and equipment, have a ***reliable compliment of faculty members***
- Have sufficient corporate governance arrangements and structures to be able to satisfactorily comply with Council's Quality Review Framework
- Have met the standards contained in the [Teaching Faculty Framework](#) (2015) and carry out periodic review and monitoring of all faculty members to satisfy themselves that those teaching students on PHECC approved courses are qualified and competent to do so.

***Post recognition requirements*** in Council Rules:

- The RI is to maintain an up-to-date record of every member of faculty (teaching staff) i.e. tutors, instructors and instructor trainers including their qualifications and PHECC certification.
- The annual report to Council must disclose faculty membership.
- Permission must be sought and retained from each faculty member named by the recognised institution, cognisant that this information will be in the public domain.

Council supports a '***distributed campus***' approach. If satisfactory monitoring arrangements are in place and Council Rules and Standards are fully complied with, then faculty members can operate remotely.

## **Quality Review Framework**

The [Quality Review Framework \(QRF\)](#) (2015) gives direction for RI faculty recruitment, development and management. Section 3 of the QRF provides detailed guidance which includes:

- RIs may affiliate instructors as faculty.
- There must be appropriate contractual arrangements in place.
- This means that a written and signed contract is in place.
- Agreed quality assurance standards between the RI and the affiliated instructor should be evident in the contract.

The QRF reference to collaborative provision (Quality area 3.7) speaks to arrangements between individual instructors and the specific recognised institution.

## **Teaching Faculty Framework**

Additional guidance for RI faculty management is provided for in the Teaching Faculty Framework (TFF). The RI is responsible for ensuring that its quality assurance procedures actively monitor the quality of teaching PHECC approved courses. The course director has primary role in this regard.

## **PHECC Logo Usage Policy**

The RI's use of the PHECC logo is addressed in the [policy](#) as follows:

*“The PHECC logo may be used only by organisations/institutions who are granted approval and are in current good standing, provided that the prescribed text accompanying the logo reflects their status and purpose accurately.*

*PHECC academic recognition indicates a standardised quality of training provision, and entitles training institutions to advertise and run PHECC approved courses as well as to award co-branded PHECC certification. PHECC recognition also assures prospective clients that the institution or organisation they are engaged with has reached a sufficiently high standard to have been accredited to the statutory EMS regulator.*

*The appearance of the PHECC logo on third-party materials indicates affiliation, sponsorship, endorsement, certification, accreditation or approval of a particular initiative.*

*It is strictly confined to for this purpose and should not be used to imply any other commercial gain, advantage or opinion.”*

## **Statutory Declaration**

The [Statutory Declaration](#) which is appended to the Council Rules for RIs requires the applicant to confirm:

- that it accepts all Council Rules, standards in the Teaching Faculty Framework and course approval criteria to monitor and manage the quality of every approved courses delivered including teaching staff (faculty members)
- ensure full compliance with Council's [Quality Review Framework](#) (QRF)
- and compliance with Council's [logo usage policy](#).

## **Conclusion**

There are many challenges and opportunities for RIs within the current education training and health and safety sectors and for future developments. It is critical that RIs engaging with external faculty/instructors adhere to Council Rules about arrangements for affiliation and faculty management. This requires your understanding and compliance with the QRF, TFF and relevant Education and Training Standards. This is to ensure that PHECC quality standards for pre-hospital emergency care training and education are maintained. This is for the protection of the student/learner, organisations and employers seeking PHECC programmes for their staff, employees and volunteers.

Useful Links: [First Aid Response Standard](#)

[Frequently asked Questions FAR](#)