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Recognised Institution/Approved Training Institution Application and Renewal Supporting Documentation Checklist

Mission Statement

“The Pre-Hospital Emergency Care Council protects the public by independently specifying, reviewing, maintaining and monitoring standards of excellence for the safe provision of quality pre-hospital emergency care”

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Published by:

Pre-Hospital Emergency Care Council

September 2019

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Version History

(Please visit the [PHECC website](http://www.phecc.ie) to confirm current version.)

Name: LIS022_Recognised Institution/Approved Training Institution Application and Renewal Supporting Documentation Checklist		
Version: 1	Date: February 2017	Details: New document
Version: 2	Date: September 2019	Details: Updated following the revision of the Quality Review Framework

You are directed to carefully read the updated Quality Review Framework (QRF) (2019) suite of documents which provide comprehensive detailed information for PHECC's quality assurance processes with our education and training providers. ([link](#) to documents):

- Quality Review Framework (QRF) Overview
- Quality Review Framework (QRF) Continuous Quality Improvement Toolkit
- Quality Review Framework (QRF) Self-Assessment Toolkit (SAT) (*this is completed by the approved RI/ATI*)
 - Theme 1: Organisational Structure and Management
 - Theme 2: The Learning Environment
 - Theme 3: Human Resource (HR) Management
 - Theme 4: Course Development, Delivery and Review
- Quality Review Framework (QRF) Compliance Report (this is completed by PHECC)
- Quality Review Framework (QRF) Composite Report (will be completed by PHECC QRF Assessors)

The following tables list the various documents, including policies and procedures, which form part of the application and renewal processes for:

- Recognised Institution/Approved Training Institution (RI/ATI) status
- Course approval at responder (CFR, CFR and MLO, FAR, EFR and EFR BTEC)
- Course approval at practitioner (EMT, P and AP) levels.

Please be aware that each document must be uploaded as part of the online application.

Failure to comply or explain the reason for omitting the requested document may result in delays for processing and assessment.

The supporting QRF document tables are structured as follows:

- The first column lists the specific document(s) required
- The second column links the document(s) with the relevant section of the webform you will need to complete
- The third column provides the link between the requested document(s) and the relevant QRF Themes, Standards and Components as detailed in the Self-Assessment Toolkit. Note there may be cross over where some of the documents are applicable to several standards and components with the Quality Review Framework.

Example:

Supporting Document, Policy and/or Procedure	Relevant Section of the Web Form	Related QRF sections from Self-Assessment Toolkit document e.g <ul style="list-style-type: none">• Theme section• Quality Standards (QS) section• Components (C) section
Information/Record Management Policy and Procedures	Section 2 QRF Organisational Structure and Management	Theme 1 QS 1.2: Management Systems & Organisational Processes Examples of C. 1.2.3, 1.2.4 and 1.4.3

Apply to become a Recognised Institution/Approved Training Institution – Web Form

Supporting Document, Policy and/or Procedure	Relevant Section of the Web Form	Related QRF sections from Self-Assessment Toolkit document e.g <ul style="list-style-type: none"> • Theme section • Quality Standards (QS) section • Components (C) section
Brief Description of the Organisation	Section 1 Institution Details	
Organisational Chart	Section 2 Institution Criteria	Theme 1 QS 1.1: Governance C. 1.1.1
Roles, descriptors and responsibilities within the organisation (such as internal verifier, quality assurance)	Section 2 QRF Organisational Structure and Management	Theme 1 QS 1.1: Governance C. 1.1.3 and 1.1.4
Information/Record Management Policy and Procedures	Section 2 QRF Organisational Structure and Management	Theme 1 QS 1.2: Management Systems & Organisational Processes Examples of C. 1.2.3, 1.2.4 and 1.4.3
Data Protection Policy and Procedures	Section 2 QRF Organisational Structure and Management	Theme 1 QS 1.2: Management Systems & Organisational Processes C. 1.2.5

Memorandum of Understanding (MOU) / Service Level Agreement <i>**note this refers only to any relationship relevant to education & training activities**</i>	Section 2 QRF Organisational Structure and Management	Theme 1 QS 1.2: Management Systems & Organisational Processes C. 1.2.6 and Theme 2 QS 2.4: Internship/Clinical Placement C. 2.4.1 and 2.4.2
Joint Working Group for affiliations or partnership and its Terms of Reference	Section 2 QRF Organisational Structure and Management	Theme 1 QS 1.2: Management Systems & Organisational Processes C. 1.2.6
Quality Policy and Procedures	Section 2 QRF Organisational Structure and Management	Theme 1 QS 1.3: Continuous Quality Improvement C. 1.3.1 and 1.3.2
Administration Policy and Procedures	Section 2 QRF Organisational Structure and Management	Theme 1 QS 1.1: Governance C. 1.1.4
Admissions Policy and Procedures	Section 2 QRF Learning Environment	Theme 4 QS 4.3: Course Assess, Transfer and Progression C. 4.3.1

Communication Policy and Procedures	Section 2 QRF Learning Environment	Theme 2 QS 2.2: Student Support C. 2.2.2, 2.2.4 and 2.2.5
Recognition of Prior Learning Policy and Procedures	Section 2 QRF Learning Environment	Theme 4 QS 4.3: Course Access, Transfer and Progression C. 4.3.3 and 4.3.4
Equality and Diversity Policy and Procedures	Section 2 QRF Learning Environment	Theme 2 QS 2.3: Equality and Diversity C. 2.3.1 to 2.3.6
Complaints Policy and Procedures	Section 2 QRF Learning Environment	Theme 1 QS 1.2: Management Systems & Organisational Processes C. 1.2.10
Codes of Conduct for Staff, Faculty and Other Stakeholders	Section 2 QRF Learning Environment	Theme 2 QS 2.3: Equality and Diversity C. 2.3.4
Appeals Policy and Procedures	Section 2 QRF Learning Environment	Theme 4 QS 4.5: Assessment and Awards C. 4.5.13
Student Handbook	Section 2 QRF Learning Environment	Theme 2 QS 2.2: Student Support C. 2.2.2
Health and Safety Statement & Policy and Procedures	Section 2 QRF Learning Environment	Theme 2 QS 2.1: Training Infrastructure C. 2.1.1

Premises Selection Criteria	Section 2 QRF Learning Environment	Theme 2 QS 2.1: Training Infrastructure C. 2.1.2 and 2.1.3
Equipment and Maintenance Checklists	Section 2 QRF Learning Environment	Theme 2 QS 2.1: Training Infrastructure C. 2.1.4, 2.1.5 and 2.1.6
Faculty Recruitment, Management and Development Policy and Procedures	Section 2 QRF Human Resource (HR) Management	Theme 3 QS 3.1: Organisational Staffing C. 3.1.1, 3.1.2, 3.1.4 and 3.1.5
Faculty Role Descriptions	Section 2 QRF Human Resource (HR) Management	Theme 3 QS 3.1: Organisational Staffing C. 3.1.7
Communications Policy and Procedures	Section 2 QRF Human Resource (HR) Management	Theme 3 QS 3.3: Personnel Management C. 3.3.1
Safeguarding Policy and Procedures	Section 2 QRF Human Resource (HR) Management	Theme 1 QS 1.2: Management Systems and Organisation Processes C. 1.2.11 and Theme 3 QS 3.1: Organisational Staffing C. 3.1.6
Garda Vetting Policy and Procedures	Section 2 QRF Human Resource (HR) Management	Theme 1 QS 1.2: Management Systems and Organisational C. 1.2.11

		and Theme 3 QS 3.1: Organisational Staffing C. 3.1.6
Course Design and Development Policy and Procedures	Section 2 QRF Course Development, Delivery & Review	Theme 4 QS 4.1: Course Development and Approval C. 4.1.1
Course Approval Policy and Procedures	Section 2 QRF Course Development, Delivery & Review	Theme 1 QS 1.1: Governance C. 1.1.2 and Theme 4 QS 4.1: Course Development and Approval C. 4.1.6

Course Review Policy and Procedures	Section 2 QRF Course Development, Delivery & Review	Theme 4 QS 4.4: Course Review C. 4.4.1
Assessment Policy and Procedures	Section 2 QRF Course Development, Delivery & Review	Theme 4 QS 4.1: Course Development and Approval C. 4.1.5 QS 4.5: Assessments and Awards C. 4.5.9 and Theme 1 QS 1.2: Management Systems & Organisational Processes C. 1.2.6 and Theme 2 QS 2.4: Internship/Clinical Partnership C. 2.4.4
Internal Verification Policy and Procedures	Section 2 QRF Course Development Delivery & Review	Theme 1 QS 1.4: Transparency & Accountability C. 1.4.1 and Theme 4 QS 4.5: Assessment and Awards C. 4.5.10
External Authentication Policy and Procedures	Section 2 QRF Course Development Delivery & Review	Theme 4 QS 4.5: Assessment and Awards C. 4.5.11

Results Approval Policy and Procedures	Section 2 QRF Course Development Delivery & Review	Theme 4 QS 4.5: Assessment and Awards C. 4.5.12
Tax Clearance Certificate	Section 2 Financial Management	Theme 1 QS 1.2: Management Systems and Organisational Processes C. 1.2.7
Insurances – Public Liability, Employer, Indemnity	Section 2 Financial Management	Theme 1 QS 1.2: Management Systems and Organisational Processes C. 1.2.8
Auditor's Statement	Section 2 Financial Management	Theme 1 QS 1.2: Management Systems and Organisational Processes C. 1.2.7
<p>If your organisation is a relevant service as listed in the Children First Act 2016 you are required to provide details for the following:</p> <ul style="list-style-type: none"> • Child Protection Policy and Procedures • Child Safeguarding Statement • Identification of person with responsibility for safeguarding 	Section 2 Institution Criteria	<p>Theme 1 QS 1.2: Management Systems and Organisational Processes C. 1.2.11</p> <p>and</p> <p>Theme 3 QS 3.1: Organisational Staffing C. 3.1.6</p>

Application for Courses at Responder Level Only – Web Form

You are advised to carefully review the relevant Education and Training Standard(s) for the course(s) you are applying for, along with the Teaching Faculty Framework.

Criteria	Relevant Section of Responder Level Web Form
Details of how course delivery and associated activities will be monitored and reviewed	Section Operational Details
Details of how course resources are managed e.g. equipment allocation and maintenance	Section Operational details
Entry Criteria	Section Course Detail
Lesson Plans	Section Course Detail
Course Content to include Timetable and Material/Resources	Section Course Detail
Assessment Schedule	Section Course Detail
Learner Supports	Section Course Detail
Recognition of Prior Learning Policy and Procedure (if applicable)	Section Course Detail

Application for Courses at Practitioner Level Only - Web Form

You are advised to carefully review the relevant Education and Training Standard(s) for the course(s) you are applying for, along with the Teaching Faculty Framework.

Criteria	Relevant Section of Practitioner Level Web Form
Description of educational facilities	Web form first page
Details of contractual arrangements and agreed quality assurance procedures with affiliates	Section Faculty and Affiliate Management
Details of course delivery and associated activities – monitoring and review	Section 1 Faculty and Affiliate Management
Entry Criteria	Section 2 Course Details
Practitioner Curriculum	Section 2 Course Details
Lesson Plans	Section 2 Course Details
Course Content to include timetable and resources	Section 2 Course Details
Assessment Schedule to include internship periods	Section 2 Course Details

Criteria	Relevant Section of Practitioner Level Web Form
Student Supports	Section 2 Course Details
Recognition of Prior Learning Policy and Procedures	Section 2 Course Details
Student Attendance	Section 2 Course Details
Proposal for Quality Assurance activities & outcomes for the development of learning environments approved for clinical placement/internship sites	Section 3 Clinical Placements/Internship Sites
Quality Assurance system for each clinical placement and internship site	Section 3 Clinical Placements/Internship Sites
Student Learning Portfolio	Section 3 Clinical Placements/Internship Sites
Proposal for Continuous Competence Assessment during intern/post grad periods	Section 3 Clinical Placements/Internship Sites

RENEWAL Application for Recognised Institutions/Approved Training Institutions – Web Form

Supporting Document, Policy and/or Procedure	Relevant Section of the Web Form	Related QRF sections from Self-Assessment Toolkit document e.g <ul style="list-style-type: none"> • Theme section • Quality Standards (QS) section • Components (C) section
Organisational Chart	Section 2 Organisation Structure and Management	Theme 1 QS 1.1: Governance C. 1.1.1
Roles, descriptors and responsibilities within the organisation (such as internal verifier, quality assurance)	Section 2 QRF Management Policies & Procedures	Theme 1 QS 1.1: Governance C. 1.1.3 and 1.1.4
Information/Record Management Policy and Procedures	Section 2 QRF Management Policies & Procedures	Theme 1 QS 1.2: Management Systems & Organisational Processes examples of C. 1.2.3, 1.2.4 and 1.4.3
Data Protection Policy and Procedures	Section 2 QRF Management Policies & Procedures	Theme 1 QS 1.2: Management Systems & Organisational Processes C. 1.2.5
Memorandum of Understanding (MOU) / Service Level Agreement <i>**note this refers only to any relationship relevant to education & training activities**</i>	Section 2 QRF Management Policies & Procedures	Theme 1 QS 1.2: Management Systems & Organisational Processes C. 1.2.6

		Theme 2 QS 2.4: Internship/Clinical Placement C. 2.4.1 and 2.4.2
Joint Working Group for affiliations or partnership and its Terms of Reference	Section 2 QRF Management Policies & Procedures	Theme 1 QS 1.2: Management Systems & Organisational Processes C. 1.2.6
Quality Policy and Procedures	Section 2 QRF Management Policies & Procedures	Theme 1 QS 1.3: Continuous Quality Improvement C. 1.3.1 and 1.3.2
Administration Policy and Procedures	Section 2 QRF Management Policies & Procedures	Theme 1 QS 1.1: Governance C. 1.1.4
Admissions Policy and Procedures	Section 2 QRF Learning Environment	Theme 4 QS 4.3: Course Access, Transfer and Progression C. 4.3.1

Communication Policy and Procedures	Section 2 QRF Learning Environment	Theme 2 QS 2.2: Student Support C. 2.2.2, 2.2.4 and 2.2.5
Recognition of Prior Learning Policy and Procedures	Section 2 QRF Learning Environment	Theme 4 QS 4.3: Course Access, Transfer and Progression C. 4.3.4
Equality and Diversity Policy and Procedures	Section 2 QRF Learning Environment	Theme 2 QS 2.3: Equality and Diversity C. 2.3.1 to 2.3.6
Complaints Policy and Procedures	Section 2 QRF Learning Environment	Theme 1 QS 1.2: Management Systems and Organisational Processes C. 1.2.10
Codes of conduct to for staff faculty and other stakeholders	Section 2 QRF Learning Environment	Theme 2 QS 2.3: Equality and Diversity C. 2.3.4
Appeals Policy and Procedures	Section 2 QRF Learning Environment	Theme 4 QS 4.5: Assessment and Awards C. 4.5.13
Student handbook	Section 2 QRF Management Policies & Procedures	Theme 4 QS 4.1: Course Development and Approval C. 4.1.4

Health and Safety Statement & Policy and Procedures	Section 2 QRF Learning Environment	Theme 2 QS 2.1: Training Infrastructure C. 2.1.1
Premises Selection Criteria	Section 2 QRF Learning Environment	Theme 2 QS 2.1: Training Infrastructure C. 2.1.2 and 2.1.3
Equipment and Maintenance Checklists	Section 2 QRF Learning Environment	Theme 2 QS 2.1: Training Infrastructure C. 2.1.4 – 2.1.5 and 2.1.6
Faculty Recruitment, Management and Development Policy and Procedures	Section 2 QRF Human Resource (HR) Management	Theme 3 QS 3.1: Organisational Staffing C. 3.1.1 – 3.1.2 – 3.1.4 and 3.1.5
Faculty Role Descriptions	Section 2 QRF Human Resource (HR) Management	Theme 3 QS 3.1: Organisational Staffing C. 3.1.7
Communications Policy and Procedures	Section 2 QRF Human Resource (HR) Management	Theme 3 QS 3.3: Personnel Management C. 3.3.1
Safeguarding Policy and Procedures	Section 2 QRF Human Resource (HR) Management	Theme 1 QS 1.2: Management Systems and Organisational Processes C. 1.2.11

		and Theme 3 QS 3.1: Organisational Staffing C. 3.1.6
Garda Vetting Policy and Procedures	Section 2 QRF Human Resource (HR) Management	Theme 3 QS 3.1: Organisational Staffing C. 3.1.6
Course Development, Delivery and Review policy & procedures	Section 2 QRF Course Development, Delivery & Review	Theme 4 QS 4.4: Course Review C. 4.4.1
Course Approval Policy and Procedures	Section 2 QRF Course Development, Delivery & Review	Theme 1 QS 1.1: Governance C. 1.1.2 and Theme 4 QS 4.1: Course Development and Approval C. 4.1.6

Course Review Policy and Procedures	Section 2 QRF Course Development, Delivery & Review	Theme 4 QS 4.4: Course review C. 4.4.1
Assessment Policy and Procedures	Section 2 QRF Course Development, Delivery & Review	Theme 4 QS 4.1: Course Development and Approval C. 4.1.5 QS 4.5: Assessments and Awards C. 4.5.9 and Theme 1 QS 1.2: Management Systems & Organisational Processes C. 1.2.6 and Theme 2 QS 2.4: Internship/Clinical Partnership C. 2.4.4
Internal Verification Policy and Procedures	Section 2 QRF Course Development Delivery & Review	Theme 1 QS 1.4: Transparency and Accountability C. 1.4.1 and Theme 4 QS 4.5: Assessment and Awards C. 4.5.10
External Authentication Policy and Procedures	Section 2 QRF Course Development Delivery & Review	Theme 4 QS 4.5: Assessment and Awards C. 4.5.11
Results Approval Policy and Procedures	Section 2 QRF Course Development Delivery & Review	Theme 4 QS 4.5: Assessment and Awards C. 4.5.12

Tax Clearance Certificate	Section 2 Financial Management	Theme 1 QS 1.2: Management Systems and Organisation Processes C. 1.2.7
Insurances – Public Liability, Employer, Indemnity	Section 2 Financial Management	Theme 1 QS 1.2: Management Systems and Organisation Processes C. 1.2.8
Auditor's Statement	Section 2 Financial Management	Theme 1 QS 1.2: Management Systems and Organisation Processes C. 1.2.7
<p>If your organisation is a relevant service as listed in the Children First Act 2016 you are required to provide details for the following:</p> <ul style="list-style-type: none"> • Child Protection Policy and Procedures • Child Safeguarding Statement • Identification of person with responsibility for safeguarding 	Section 2	<p>Theme 1 QS 1.2: Management Systems and Organisation Processes C. 1.2.11</p> <p>and</p> <p>Theme 3 QS 3.1: Organisational Staffing C. 3.1.6</p>

