



An Roinn Cosanta
Department of Defence



Recognition of Prior Learning Policy & Procedures

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Policy Owner	[Head of Academic Affairs and Governance]
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Approved by	Cep Carty, Principal, Civil Defence Branch
Further info	civildefence@defence.ie
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Policy Summary	It outlines the process when the Civil Defence Officer wants to have a volunteer who holds externally achieved instructor qualifications, recognised as a Civil Defence College approved instructor and subsequently have access to Civil Defence College training materials, assessments and certification.
Changes Made	This policy has been updated to include procedures

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PART ONE: POLICY

1. Background

Recognition of Prior Learning or Qualifications (RPL/RPQ) provides access to the education system for individuals who through formal acknowledgement of their prior knowledge, skills and competences may complete their studies in a shorter timeframe without having to revisit learning. RPL/RPQ is also used for the award of credit, or exemptions, for individual modules on programmes. RPL/RPQ is beneficial in that it allows an individual to demonstrate what they know already. (*QQI Recognition of Prior Learning in Irish Further Education and Training 2017*)

This policy outlines how certificates and training achieved through an external training provider or relevant experience, can be used to award a Civil Defence certificate and/or gain entry to a Civil Defence course. It is important to note that the CDO is not completed to accept all RPL Applications, their decision should be based on the unit requirement.

2. Purpose

The purpose of this policy is to ensure that volunteers who wish to gain entry to programmes or have gained qualifications externally, be recognised/accepted by the Civil Defence College. The procedures set out the steps involved in applying for qualifications to be recognised as well as the conditions under which the assessments are made. It will clarify and identify gaps in training and if additional modules are required to be completed. The policy also sets out the roles and responsibilities of each party during an assessment/recognition of prior knowledge.

3. What constitutes prior learning?

Accredited Learning – Learning that has been accredited by a recognised certifying agency or educational institution.

4. Scope

Qualification: Civil Defence College approved qualifications which relate directly to the services referenced in *Civil Defence Toward 2030*. This policy and associated procedures relate to Instructor and Responder programmes.

Recognition of Prior Learning (RPL)

Instructor RPL

Applications for RPL of Instructor programmes will be submitted by the volunteer to the CDO for approval, before being submitted to the Civil Defence College for familiarisation and if relevant monitoring by an Assessor, before being included in the College Faculty. The Civil Defence Officer decides to accept, reject or defer the application.

Responder RPL

Applications for RPL in respect of Responder programmes, will be approved by the CDO, the final step of validation of the certification will be completed by the Civil Defence College. The Civil Defence Officer decides to accept, reject or defer the application.

EMT RPL

Applications for EMT RPL are managed initially by the CDO who can request the applicant to undergo a series of training events and attend a number of duties – during which their EMT skills and knowledge can be observed. Following which the CDO decides to accept or reject the application. When the CDO approves the EMT RPL, the relevant certificates should be uploaded to VEMS (through the RPL process), the final step of validation will be completed by the Civil Defence College.

Recognition of Qualifications (RPQ)

Civil Defence College has a process called RPQ, which is Recognition of Qualifications achieved outside Civil Defence. This process is for qualifications relevant to Civil Defence activities, but, for which the Civil Defence College does not offer training. Currently, the RPQ process is used for Paramedic and Advanced Paramedic, Assistant Tutor, Tutor and Facilitator qualifications. The CDO must upload a copy of the relevant qualifications during the RPQ process. The Civil Defence Officer decides to accept, reject or defer the application.

5. When can RPL be used?

Recognition of Prior Learning (RPL) can be used to:

- Acknowledging an award achieved externally
- Achieving entry to a programme of study or course

Acknowledging an award:

Many Civil Defence volunteers join the organisation with relevant qualifications already obtained, while current volunteers may obtain qualifications through private training providers, through their employment. In both instances, the volunteer will submit an RPL application through their Local Authority CDO for approval, before being forwarded to the Civil Defence College for assessment and final approval. Gaining recognition for a previously held/obtained award can permit a volunteer to be deployed on Civil Defence duties in that field/area and/or be added to the relevant Instructor faculty.

Achieving entry to Civil Defence recognised course:

Entry to courses that the Civil Defence College offer to volunteers requires them to meet certain pre-determined criteria prior to acceptance. A volunteer may hold specific qualifications or experience which would allow them to fully or partially meet the requirements of a higher-level course.

6. Role of Civil Defence College in RPL/RPQ Process

- To implement fully, the RPL Policy to ensure access, transfer and progression of the application in a fair, consistent and transparent manner.
- Make the CDO and Volunteer aware of the outcome of the application
- The role of the assessor in the RPL process is to assess the evidence provided and make recommendations based on his/her findings.
- Protect all information provided in accordance with the Data Protection Act.
- Where appropriate, amend and adapt policies and procedures.
- Inform Local Authority CDO and Volunteer of requirements.

7. Role of the Local Authority Civil Defence Officer in RPL/RPQ Process

Act as a mentor to the volunteer by helping with some or all of the following:

- Providing information to the volunteer about the RPL process and advising the volunteer on entry requirements, exemptions, etc.
- Assisting the volunteer with the determination of eligibility prior to the submission of a portfolio of evidence to the Civil Defence College.
- Advising the applicant on how to identify and gather appropriate evidence to support their application.
- Assisting the applicant in analysing the standards for an award in terms of his/her prior knowledge, skill and competence and the matching of these to the learning outcomes of the award.
- Confirm that the qualification has been provided by a PHECC ATI/RI
- Decide in respect of the applicant's application and if approved submit to the Civil Defence College for decision.
- Inform the volunteer of your decision

8. Role of the Volunteer/applicant in RPL Process

- Engage with your Civil Defence Officer, firstly to determine the process
- Complete the application and submit with certificates to Civil Defence Officer.
- If required, provide additional evidence (e.g. a Portfolio, certificates or other requirements) to support the application.
- Attend familiarisation training, workshops and any additional training deemed necessary
- Be available to be monitored when delivering a training course or to demonstrate his/her instructor skills and knowledge of the subject and relevant training standard.
- Be committed to working with the Civil Defence Officer and provide training to volunteers when possible.

9. Additional Evidence or Supporting information

In making an application for RPL, applicants may be required to submit additional information which may include:

- A clear and legible copy of the original certification/qualification
- Additional evidence demonstrating how they have achieved the learning outcomes of a particular course or how they meet the entry requirements of a programme of study.
- Detailed course information such as course content, project work, breakdown of modules, a portfolio, etc.
- Instructors will be asked to submit details of their experience as an instructor, including the number of courses they have delivered in the specific area.

10. Assessment Criteria

The following criteria will be considered by the Civil Defence College when processing an application for RPL:

- Approval and nomination of CDO
- Number of Instructors and Activity within the Local Authority
- Confirmation and validity of certification.
- The extent and scope of the prior learning acquired, the relevance of the additional evidence submitted (where relevant).
- The ability of the individual to prove learning associated with achievements and prove they have the required competencies as specified by the education and training standard or award. To present the evidence in the required format
- Number of courses delivered since qualified or any significant gaps in training.

11. Appeals

Decisions will be subject to appeal as per the Civil Defence Appeals Policy

PART TWO: PROCEDURES

Responder Level RPL Applications

- CFR Community
- CFR Advanced
- First Aid Response
- Emergency First Response

The volunteer may join Civil Defence with the qualification already attained or a current volunteer may attain the qualification through their employment or through another volunteer organisation they are involved with. The following procedures take place:

- Civil Defence Volunteer submits the certificate to the CDO
- CDO checks that the training provider is recognised by PHECC
- CDO decides whether to accept the certificate – note the CDO can consider the following:
 1. Is this volunteer active within the unit?
 2. Are additional volunteers needed at this level?
 3. The CDO can request the volunteer to attend a few training nights or deployments and arrange for supervision of knowledge, skills and standard by an experienced practitioner. Following discussion with the practitioner the CDO may accept the application and complete the process on VEMS or may ask the volunteer to attend the next training programme, to refresh their skills.

During the process the volunteer cannot practice within Civil Defence, however they can be paired with an experienced responder at their level or higher, where they may observe or assist. They may also undergo supervision (item 3 above) during this time.

Emergency Medical Technician

Since PHECC introduced CPC for EMTs there has been an increase of externally trained EMTs applying to join Civil Defence. There is a number of options when EMTs apply for RPL:

- A volunteer joining Civil Defence and already holds the EMT Qualification, obtained through a private training provider – but not currently employed as an EMT
- A volunteer joining Civil Defence who is working full-time with the Emergency Services and regularly uses their EMT Skills
- A Civil Defence volunteer who has decided to complete training through an external training provider. This volunteer may be well known to the CDO and has completed responder level training through Civil Defence.

The following procedures take place:

- Civil Defence Volunteer submits the certificate and evidence of CPG currency to the CDO
The application must include:
 - An outline of experience to date
 - Evidence of certification at NQEMT Emergency Medical Technical Level
 - Evidence of current CFR Advanced certification
 - Evidence of current Manual Handling and People Handling Certification
 - Evidence of current clinical updates as necessary, i.e., PHECC CPGs, at EMT level.
- CDO checks that the training provider is recognised by PHECC
- CDO decides whether to accept the certificate – note the CDO can consider the following:
 1. Is this volunteer active within the unit?
 2. Are additional volunteers needed at this level?
 3. The CDO can request the volunteer to attend a few training nights or deployments and arrange for supervision of knowledge, skills and standard by an experienced practitioner, Assistant Tutor or Tutor if available. Following discussion, the CDO may accept the application and complete the process on VEMS or may require the volunteer to attend refresher training.

During the process the volunteer cannot practice within Civil Defence, however they can be paired with an experienced responder at their level or higher, where they may observe or assist. They may also undergo supervision (item 3 above) during this time.

PHECC Responder Instructors

Recognition of Prior Learning for Cardiac First Response (Community and Advanced), First Aid Response, and Emergency First Response Instructors.

A Civil Defence volunteer who is already an instructor with another PHECC Recognised Institution (RI) or Approved Training Institution (ATI) may be eligible to apply to the Civil Defence College for recognition of their experience and qualifications to become members of the Civil Defence Faculty, without having to complete a Civil Defence Instructor programme. Each volunteer must apply for recognition through their Local Authority Civil Defence Officer and onward to the Civil Defence College. Each application will be considered on a case-by-case basis.

The application must include:

- An outline of experience to date
- Evidence of certification to include the type of Responder Instructor
- Evidence of CFR Instructor/ FAR Instructor /EFR Instructor certification
- Confirmation from an RI or ATI of their inclusion as faculty within that Institution
- Evidence of clinical updates as necessary, i.e., PHECC CPGs, at the respective Responder level.

The Civil Defence College Principal and Facilitator will consider the application. The applicant may be required to submit further information regarding their application. The application may be progressed to the next stage, which will include the following:

1. Confirmation of Knowledge: Complete an MCQ at the appropriate level
2. Confirmation of Presentation Skills; College appointed Tutor or Facilitator reviewing their teaching practice on an appropriate Civil Defence programme using the Civil Defence assessment and evaluation forms*
3. Familiarisation: Attend a familiarisation workshop, where access to the Learning Support Platform and Civil Defence course materials will be introduced

*After this review, the application may be forwarded to the College Head of Academic Affairs for approval or additional supervised practice (participation in no more than two additional courses), after which a decision will be made to accept or refuse the application to join the Civil Defence Faculty. Recognised Institutions reserve the right to refuse RPL applications **Error!**
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Familiarisation and Monitoring

RPL Familiarisation workshops will be held twice each year; March/April and September/October the dates will be published in the College Programme. The familiarisation process will include online (LSP) modules, in-person workshops.

Recognition of Prior Qualification (RPQ), for Practitioner Educators (Assistant Tutors, Tutors and Facilitators).

There are two types of application for each Practitioner Educator level for which RPQ may be applied.

The first is for a practitioner already included on the PHECC database as a certified Assistant Tutor, Tutor or Facilitator and working with another Recognised Institution or Approved Training Institution (ATI).

The second route for RPL is for a volunteer who believes that their current qualification in teaching, learning and education meets or exceeds the current PHECC Educational requirement of the Teaching Faculty Framework. In this instance, the applicant would need to demonstrate how their qualifications meet or exceed the PHECC standards, which is outlined in the PHECC Teaching Faculty Framework, and includes a minimum of three years as a PHECC Registrant. The applicant compares their qualifications with the Standard and identifies any gaps or training needs required to meet the Standard. It is the responsibility of the volunteer to approach a PHECC Facilitator to have their qualifications recognised and submitted to PHECC for certification.

Following this process of comparability, the volunteer then submits their application through their Civil Defence Officer, as outlined below.

Assistant Tutor

The PHECC Assistant Tutor award is made to those who have acquired the body of knowledge, skills and attitudes of the Assistant Tutor standard (both theoretical instruction AND supervised teaching practice), whether by recognition of prior learning (RPL) or new-entrant training.

The RPL can only be availed of for the theoretical instruction (Instructional Methods); the supervised teaching practice at the NQEMT level is mandatory. Courses of training and the RPL process must be run under the governance of a PHECC Facilitator.

A Civil Defence volunteer who is already a certified Assistant Tutor with another RI, or who has relevant educational awards comparable to the Assistant Tutor Standard, may apply to become a member of the Civil Defence Faculty, following consideration by the Civil Defence QA Team and approval by the Civil Defence College Head of Academic Affairs.

Each volunteer must apply for recognition through their local Authority Civil Defence Officer and onward to the Civil Defence College. Each application will be considered on a case-by-case basis.

The application must include:

- An outline of experience to date
- Evidence of Assistant Tutor certification
- OR, evidence of comparable qualifications, e.g., Certificate, Diploma, Master in Education, post-graduate certificate in Education, or Health Professions Education (PG-Cert, Diploma, MSc.) and evidence of at least three years post-registration as a PHECC Practitioner (and their documentation of comparability to the Assistant Tutor Standard)
- Evidence of CFR Instructor certification
- Confirmation from an RI or ATI of their inclusion as faculty within that Institution
- Evidence of clinical updates as necessary, i.e., PHECC CPGs, at the respective Practitioner level.
- A Portfolio of evidence supporting their current certification as an Assistant Tutor OR, evidence to support their application to progress to certification as an Assistant Tutor.

The Civil Defence QA Team will review the application and determine whether it meets the current PHECC standard or identify any additional requirements the applicant must meet. The applicant will be notified of any additional requirements, including further information. The applicant will require a review of their teaching practice on a relevant NQEMT programme by a Faculty Tutor or Facilitator using Civil Defence assessment/evaluation forms.

The Civil Defence Team will determine if the application should progress **Error! Bookmark not defined.**, and the applicant will be recommended to the College Head of Academic Affairs for:

- Consideration to be added to the faculty
- The application is to be forwarded to PHECC, with supporting documentation for the Award of Assistant Tutor, by the Civil Defence Facilitator, in accordance with the standards outlined in the Teaching Faculty Framework **Error! Bookmark not defined.**
- The applicant is to be offered additional support to meet the requirements of a Civil Defence Assistant Tutor and to re-submit their application.

Tutor

The Tutor is a progression from Assistant Tutor. The Tutor award is made to those who have acquired the body of knowledge, skills and attitudes of the Tutor standard, both theoretical instruction and supervised practice. RPL can only be availed of for the theoretical instruction (Instructional Methods and Tutor Qualifying). The supervised practice at NQEMT course level is mandatory. Courses of training and the RPL process must be run under the governance of a PHECC Facilitator.

A Civil Defence volunteer who is already a certified Tutor with another RI, or who has relevant educational awards comparable to the Tutor Standard, may apply to become a member of the Civil Defence Faculty, following consideration by the Civil Defence Facilitator and approval by the Civil Defence College Principal.

Each volunteer must apply for recognition through their local Authority Civil Defence Officer and onward to the Civil Defence College. Each application will be considered on a case-by-case basis.

The application must include:

- An outline of experience to date
- Evidence of Tutor certification
- OR, evidence of comparable qualifications, e.g., Certificate, Diploma, Master in Education, post-graduate certificate in Education, or Health Professions Education (PG-Cert, Diploma, MSc.) and evidence of at least three years post-registration as a PHECC Practitioner (and their documentation of comparability to the Tutor Standard)

- Evidence of CFR Instructor certification
- Confirmation from an RI or ATI of their inclusion as faculty within that Institution
- Evidence of clinical updates as necessary, i.e., PHECC CPGs, at the respective Practitioner level.
- A Portfolio of evidence supporting their current certification as a Tutor OR, evidence to support their application to progress to certification as a Tutor.

The Civil Defence Facilitator will review the application and determine whether it meets the current PHECC standard or identify any additional requirements the applicant must meet. The applicant will be notified of any additional requirements, including further information. The applicant will require a review of their teaching practice on a relevant NQEMT programme by a Faculty Tutor or Facilitator using Civil Defence assessment/evaluation forms.

The Civil Defence Facilitator will determine if the application should progress **Error! Bookmark not defined.**, and the applicant will be recommended to the College Principal for:

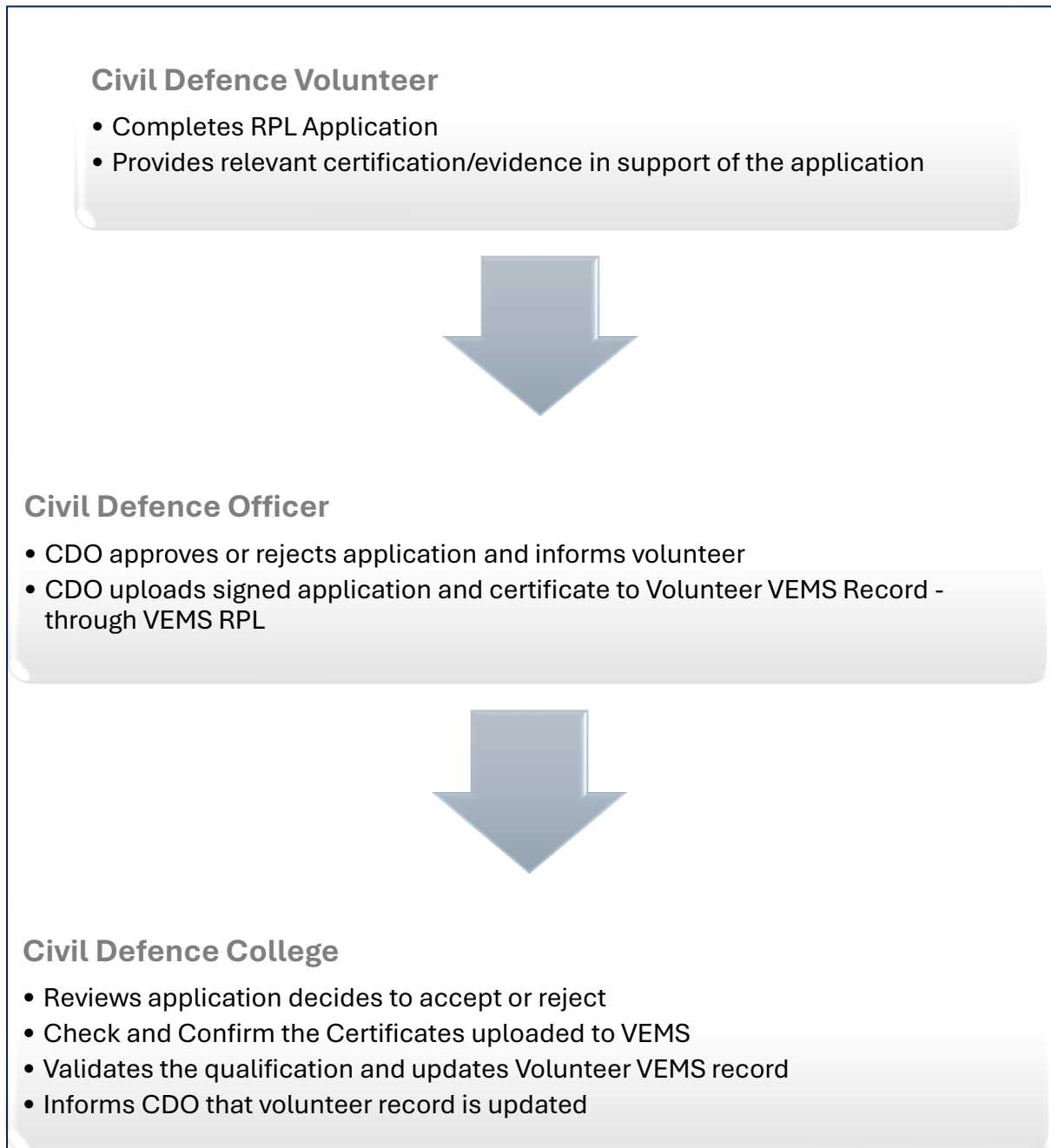
- Consideration to be added to the faculty
- The application is to be forwarded to PHECC, with supporting documentation for the Award of Tutor, by the Civil Defence Facilitator, in accordance with the standards outlined in the Teaching Faculty Framework **Error! Bookmark not defined.**
- The applicant is to be offered additional support to meet the requirements of a Civil Defence Tutor and to re-submit their application.

Facilitator

There are typically few Facilitator applications, and the Civil Defence College do not provide Facilitator programmes. However, an application for Facilitator through the RPL process may be considered by the Civil Defence College Head of Academic Affairs, the QA Team and the Civil Defence Branch Principal Officer, on a case-by-case basis and dependent on the requirements of the Civil Defence College.

Flow charts

RPL Responder Application steps *(this will be completed through VEMS)*



RPL Instructor Application steps *(this will be completed through VEMS)*

Civil Defence Volunteer/Instructor

- Completes RPL Application
- Provides relevant certification/evidence in support of the application



Civil Defence Officer

- CDO approves or rejects application and informs volunteer
- CDO submits approved application to Civil Defence College



Civil Defence College

- Reviews application, makes the final decision and informs CDO
- Arranges workshop and if required, monitoring



Civil Defence Volunteer

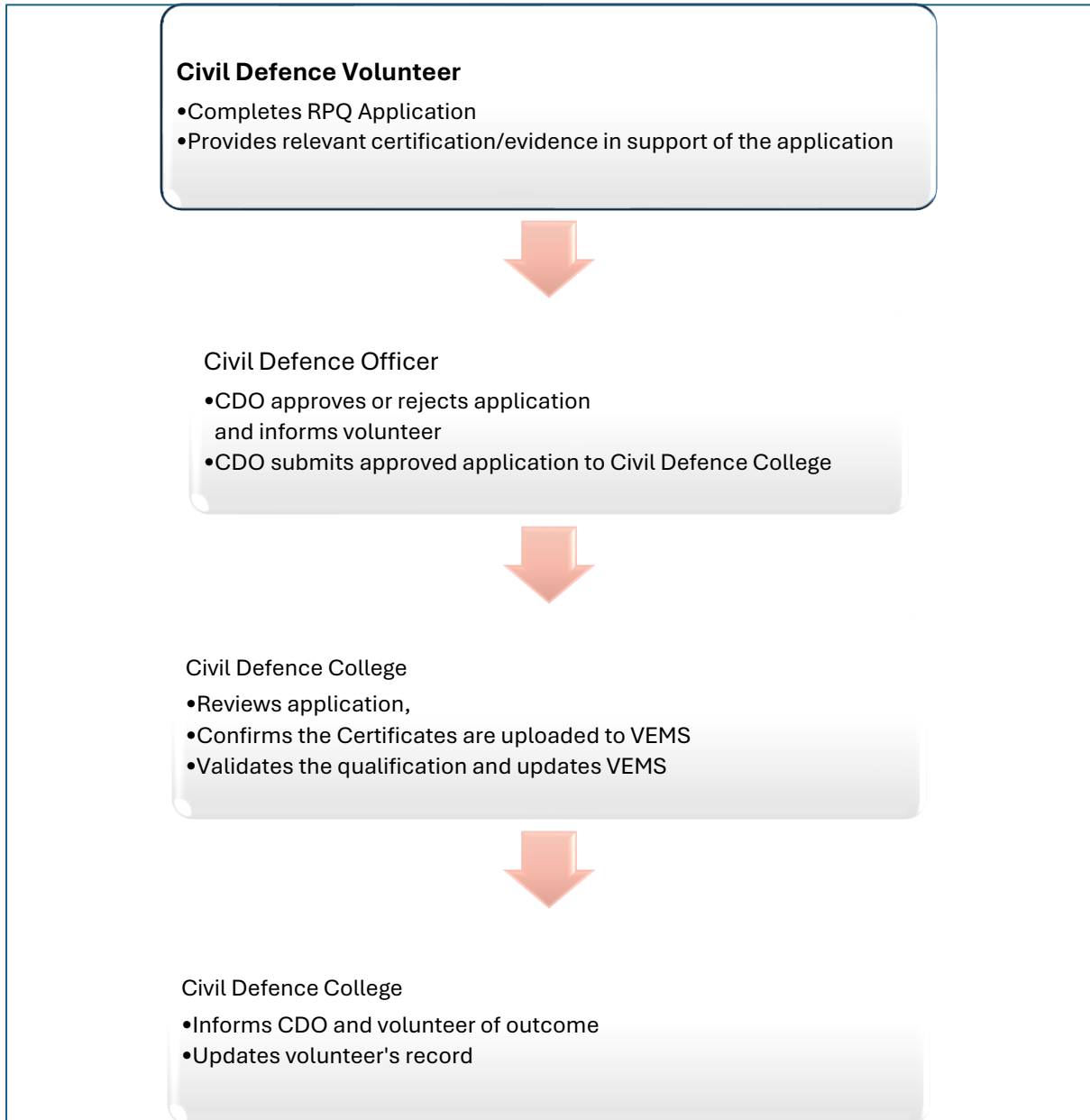
- Submits additional evidence or supporting information - if requested
- Attends training/workshop and if required, monitoring/demonstrating of skills



Civil Defence College

- Informs CDO and volunteer of outcome
- Updates volunteer's record

RPQ Application steps *(this will be completed through VEMS)*
RPQ Application steps *(this will be completed through VEMS)*



Application to for Recognition of Prior Learning 2026					
Volunteer Name				Volunteer Signature	
Local Authority				Volunteer No.	
Qualification/s Applied for:					
Please list Instructor qualifications relevant to RPL sought					
Qualification	Awarding Body	Date of Award	Expiry Date	Number of Courses delivered <i>(Using current certification)</i>	Certificate attached <i>(tick box below)</i>
<p>Attach copies of all <u>current</u> Certification with application – and /or course delivery details. If relevant (EMT Applications) CFR Advanced, People Handling certificates and evidence of CPG Currency Additional Information which may be relevant to the application for example experience within Civil Defence or externally – Please submit on a separate page.</p>					
<p>I, as the Civil Defence Officer, nominate the above-named volunteer to be approved/recognised as a _____ Instructor/Responder</p> <p>Signed: _____ CDO Date: _____</p>					
<p><i>The Department of Defence will treat personal data that you provide as confidential, in accordance with the General Data Protection Regulation and Data Protection legislation. Full details of the Department of Defence Data Protection Policy can be found on our website at www.defence.ie; by email from dataprotection@defence.ie or in writing from Data Protection Office, Department of Defence, Station Road, Newbridge, Co. Kildare W12 AD93.</i></p>					

For Official Use Only	Date Received in Civil Defence College :		
Forwarded to Course Director for decision:	Name	Date	
Local Authority CDO and Volunteer informed of requirements; Yes/No		Date of email:	
Requirements completed	Date:	Successful:	Not Successful:
Appeal submitted: Date received from LA:		Final Decision of RPL Process:	
Appeal Process completed:			
Local Authority CDO and Volunteer notified of decision and given access to Instructor Materials where relevant. Volunteer Record updated and Instructor added to Faculty		Comments:	
RPL Application Process closed: Date:			

Scenarios

PHECC Responder Instructor RPL

Scenario 1 – PHECC Instructor holds an External Instructor Certificate which he will be continuing to use for external course delivery.

John – a Civil Defence Volunteer submits a EFR Instructor Certificate to his CDO. John explains that he provides training for the External Training provider, and he also wishes to deliver training as a volunteer for Civil Defence. The instructor certificate has an expiry date of May the following year.

The CDO needs an additional EFR Instructor and is satisfied that John will deliver training for Civil Defence

The External Provider is listed on the PHECC Website as an ATI /RI

John confirms that he will be recertified by the External Training Provider – he does not wish to have an EFR Instructor certificate issued through Civil Defence College as he will be recertified through the external provider.

CDO confirms that the certificate has been issued through a PHECC RI/ATI

The CDO approves and submits the EFR Instructor certificate – through the RPL Process

The Civil Defence College will review the number of EFR Instructors and the activity, numbers within the unit. The College decides to accept or reject the application

Reject: Inform CDO of decision and reason for decision.

Accept: The CD College invites John to complete the RPL Monitoring and Civil Defence course Familiarisation Workshop

When John successfully completes the RPL process – he will be added to the EFR Instructor Faculty – using his external certificate.

The expiry date of his external certificate will be on his VEMS competency record

Requirements

The Civil Defence College must be satisfied that John uses Civil Defence Training materials when delivering training on behalf of Civil Defence.

John will be included in Civil Defence Instructor Quality Assurance procedures

John is required to attend/engage with Civil Defence instructor CPD and remain upskilled to CD Instructor requirements.

Recertification

In September/October - John will be invited to engage in the Civil Defence Instructor recertification processes – this is to ensure standardisation of training delivery by all Civil Defence EFR Instructors - John will not be issued a Civil Defence EFR Certificate, as his external certificate is still in date until May the following year

When John's EFR Instructor certificate expires, he will need to resubmit his new certificate through the RPL Process, if he has been through the RPL Process during the previous 24-months and has attended Familiarisation and attended Instructor recertification process

The following process will take place:

If he has delivered training to Civil Defence volunteers and engaged with the Civil Defence Instructor recertification process, the new instructor certificate will be accepted, and John will not have to undergo monitoring

or

If John has not delivered training to Civil Defence volunteers and/or did not engage with the Civil Defence Instructor recertification process, the CDO will be asked to submit a business case, explaining why the Civil Defence College should accept the RPL, considering that he did not engage during the previous certification period.

If the Civil Defence College approves the second RPL- John will have to undergo monitoring and familiarisation

The Civil Defence College can refuse an instructor RPL application – if the instructor does not engage with the process

** Should the Civil Defence College complete the Instructor RPL Process during regular PHECC Responder Instructor recertification only - or is once a year too little??*

PHECC Responder RPL

Scenario 2 – PHECC Responder holds an External FAR Certificate which she provides to the CDO

Mary submits a FAR Certificate to her CDO.

The External Provider is listed on the PHECC Website as an ATI /RI

Mary confirms that she was recertified by the External Training Provider (through her work) she does not need to have an FAR certificate issued through Civil Defence College

CDO confirms that the certificate has been issued through a PHECC RI/ATI

CDO needs to consider the following:

How long has Mary been a member of Civil Defence?

Are you confident that Mary has a good standard of FAR skills & knowledge?

Has Mary a CFR Community qualification (pre-requisite for FAR)

Consider the recertification date of the certificate – based on planned FAR Courses

CDOs options:

Ask a Volunteer Instructor (FAR or above) to assess some of Mary's skills and knowledge, then decide if Mary meets the standard or Mary needs to:

Undergo FAR assessment by FAR Instructor – depending on the outcome:

1. CDO accepts the qualification
2. Mary is asked to observe on the next FAR Course – then be reassessed

If the local instructor is not satisfied that Mary meets the standard:

She is invited to attend a full FAR Course and be issued a Civil Defence FAR Certificate

If options 1 or 2 are successful, the CDO approves and submits the FAR certificate – through the RPL Process and uploads the certificate to VEMS competency

CD College:

Will receive notification on VEMS

Confirm that the certificate has been uploaded to VEMS

Validate the volunteer competency with expiry date on certificate

PHECC EMT RPL

Scenario 3 – PHECC EMT holds a PHECC EMT Qualification - needs to be privileged to EMT level

Rory – a Civil Defence Volunteer submits a EMT Licence to his CDO. Rory explains that he works for one of the private ambulance companies, and he also wishes to volunteer as a EMT for Civil Defence.

The External Provider (Private Ambulance Company) is listed on the PHECC Website as an ATI /RI and CPG Licence Holder

The CDO can request the EMT to attend a number of duties and attend a number of training sessions, where an Assistant Tutor, Tutor or Facilitator can observe and inform the CDO of their opinion. The CDO decides if the EMT needs to attend further training or if they will accept the application

If the application is accepted, CDO requests the following:

- EMT NQEMT – at EMT level Certificate – this is required to confirm when the volunteer qualified as a EMT and is specifically relevant in relation to CPG currency. *(If Joe has just qualified – it is likely that he will have completed the current CPGs as part of his training. If he qualified as a paramedic before the current CPGs were published – he will need to provide evidence of CPG currency)*
- Confirmation (certificate or letter) of CPG currency (if relevant)
- CFRA certification
- People Handling

The above is in addition to MTS

The CDO selects Emergency Medical Technician RPL Competency on VEMS and uploads Certificate – the expiry date for the EMT qualification must be entered for the following March – **this is the expiry date on the EMT Licence**

CD College validates the competency on VEMS

When these steps have been completed – the volunteer can apply for privileging to EMT through VEMS

PHECC Paramedic/Advanced Paramedic RPQ

Scenario 4 – PHECC Paramedic holds a PHECC Paramedic Qualification - needs to be privileged to Paramedic level

Joe – a Civil Defence Volunteer submits a Paramedic Licence to his CDO. Joe explains that he works for NAS, and he also wishes to volunteer as a paramedic for Civil Defence.

The Local Authority must be included on the Civil Defence HPRA Registration

The External Provider is listed on the PHECC Website as an ATI /RI

CDO requests the following:

- Paramedic NQEMT – at Paramedic level Certificate – this is required to confirm when the volunteer qualified as a paramedic and is specifically relevant in relation to CPG currency. *(If Joe has just qualified – it is likely that he will have completed the current CPGs as part of his training. If he qualified as a paramedic before the current CPGs were published – he will need to provide evidence of CPG currency)*
- Confirmation (certificate or letter) of CPG currency (if relevant)
- CFRA certification
- People Handling

The above is in addition to MTS

The CDO selects Paramedic RPQ Competency on VEMS and uploads Certificate – the expiry date for the Paramedic qualification must be entered for the following July – **this is the expiry date on the Paramedic Licence**

CD College validates the competency on VEMS

When these steps have been completed – the volunteer can apply for privileging to paramedic through VEMS

PHECC Tutor/Assistant Tutor/Facilitator RPQ

Scenario 4 – Volunteer holds a PHECC Tutor – wants to be available to Civil Defence as a Tutor

Anne – a Civil Defence Volunteer submits a PHECC Tutor qualification to her CDO. Ann explains that she wishes to volunteer as a Tutor for Civil Defence.

The External Provider is listed on the PHECC Website as an ATI /RI

CDO requests the following:

- PHECC Tutor Certificate
- CFR Advanced Instructor Certificate
- Evidence of CPG Currency

The CDO selects Tutor RPQ Competency on VEMS and uploads Certificate – the expiry date for the Tutor qualification must be entered on VEMS

CD College validates the competency on VEMS

Manual Handling Instructor RPL

Scenario 5 – Volunteer provides an External QQI Manual Handling Instructor Certificate which he will be continuing to use for external course delivery.

Peter – a Civil Defence Volunteer submits a Manual Handling Instructor Certificate to his CDO. Peter explains that he provides training for the External Training provider, and he also wishes to deliver training as a volunteer for Civil Defence. The instructor certificate has an expiry date of October the following year.

The External Provider is listed as a QQI Training Provider

Peter confirms that he will be recertified by the External Training Provider – he does not need to have an Manual Handling Instructor certificate issued through Civil Defence College

CDO confirms that the certificate has been issued through a QQI and informs Peter that he will need to attend a Manual Handling Instructor Workshop, before gaining access to the Civil Defence Manual Handling Training materials

The CDO approves and submits the Manual Handling Instructor certificate – through the RPL Process

The CD College invites Peter to complete a Manual Handling Workshop and Civil Defence course Familiarisation

When John successfully completes the workshop – he will be added to the Manual Handling Instructor Faculty *

Peter will receive a Civil Defence Manual Handling Instructor certificate with an expiry date

Requirements

The Civil Defence College must be satisfied that John uses Civil Defence Training materials when delivering training on behalf of Civil Defence.

John will be included in Civil Defence Instructor Quality Assurance procedures

John is required to attend/engage with Civil Defence instructor CPD and remain upskilled to CD Instructor requirements.

The same process is required for People Handling Instructor RPL – the applicant must hold a current Civil Defence Manual Handling Instructor Qualification.