



**PHYSICAL SKILLS TUTORS AWARD
Case study guidance Form
2008**

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The Institute of Conflict Management (ICM) is the national body for the prevention and management of challenging behaviours and work related violence. It was the ICM that provided the catalyst in 2000 that led to the development of the National Occupational Standards "Preventing & Managing Work Related Violence".

Incorporated in 1997 the ICM has been at the forefront of the development of standards and guidance in this area. Working with other sector specific organisations, the ICM has been involved in many national projects.

ICM PHYSICAL SKILLS TUTOR CASE STUDY

Each applicant applying for the status of **ICM Physical Skills Tutor** must complete a **ICM Physical Skills Tutor Case Study** which is designed to establish: the applicants knowledge and understanding of risk assessment; training needs analysis; course construction (aims and objectives); ability to design development and lesson plans; course management and health and safety; training review process; refresher training arrangements.

The case study should be based on a real-life training project, although we do not require the actual name of commissioning organisation or company. This will enable the ICM Physical Skills Tutor Award Assessment Panel to examine the evidence presented and give the applicant the benefit of having direct knowledge of the full process used to arrive at the training programme.

Training needs analysis:

Please enter the details of how you arrived at the training needs of the learner/s. This should identify their current level of knowledge and the additional knowledge required to assist them in managing the risks identified by the risk assessment process.

Course construction:

Please list the course aims and objectives based on the training needs analysis and how these will be delivered to the learners.

Development and lesson plans:

Please provide details and copies of the development and lesson plans designed to deliver the course content and meet the aims and objectives. This should include the assessment of knowledge process e.g. verbal questioning/written exams/physical assessment.

Details of the course health & safety management process:

Please enter the details of your process for managing the health & safety of the venue/training area and the safety and wellbeing of the learners during training/teaching

Details of the first aid arrangements/policy:

Please see the ICMQAC guidance notes for details of the minimum requirements.

Review of training:

Please describe the process you use to review the training. This should include on-going risk assessments to establish the impact of the training. Any recommended changes to the control measures and how this impacts on the training requirement.

Refresher/recurrent training provision:

Please describe your recommendations for reviewing the learners competency levels and updating knowledge and understanding.