

Selecting a first aid training provider.

A guide for Employers.
(Taken from HSE website)



CHECK	YES	NO	NOTES
Trainers / assessors			
Do trainers / assessors have a current FAW certificate or qualify for exemption?	X		FAW certificate valid until May 2019.
Do trainer / assessors have an appropriate training / assessing qualification?	X		PTTLS Level 3 Award (Includes assessing).
Quality assurance			
Is there a documented quality assurance plan designating an individual to take responsibility for quality assurance, including assessment of the performance of trainers / assessors at least annually?	X		YES. This is available on the webpage.
Does the designated person have a current FAW certificate or qualify for exemption?	X		FAW certificate valid until May 2019.
Does the designated person have a assessing / verifying qualification?	X		PTTLS Level 3 Award (Includes assessing).
Is there a documented course evaluation procedure?	X		YES. This is available on the webpage.
Is there a documented complaints procedure?	X		YES. This is available on the webpage.
Teaching currently accepted first aid practiced	X		Teaching is in keeping with 2015 guidelines issued by Resuscitation Council (UK). Other guidelines are in keeping of our Awarding Organisation.
Is FAW / EFAW taught in accordance with current guidelines on adult basic life support published by Resuscitation Council (UK), and other aspects of first aid, in accordance with current guidelines published by the Voluntary Aid Societies or published guidelines that are supported by a responsible body of medical opinion?.	X		Teaching is in keeping with 2015 guidelines issued by Resuscitation Council (UK). Other guidelines are in keeping of our Awarding Organisation.

CHECK	YES	NO	NOTES
Training Syllabus			
Does the course content adequately meet the needs of your workforce as indicated by your first aid needs?.	X		The course that you choose to undertake depends on your first aid assessment, risk assessment, and any national or local legislation (or both) that will have an impact on your business.
For FAW, does the syllabus include topics in Appendix 1, and does the course include at least 18 training and assessment contact hours, over three days.	X		We follow the guidance issued by the Resuscitation Council (UK) and the syllabus issued by HSE
For FAW requalification, does the syllabus include topics in Appendix 1, and does the course include at least 12 training and assessment contact hours, over two days.	X		We follow the guidance issued by the Resuscitation Council (UK) and the syllabus issued by HSE
For EFAW, does the syllabus include topics in Appendix 2, and does the course include at least six training and assessment contact hours, over one day.	X		We follow the guidance issued by the Resuscitation Council (UK) and the syllabus issued by HSE
For EFAW requalification , does the syllabus include topics in Appendix 2 , and does the course include at least six training and assessment contact hours, over one day .	X		We follow the guidance issued by the Resuscitation Council (UK) and the syllabus issued by HSE
Certificates			
Do the certificates issued to students assessed as competent contain the name of the training organisation, the title of the qualification (eg. FAW or EFAW), reference to Health and Safety (First Aid) Regulations 1981, the date of issue and confirmation that the certificate is valid for 3 years. (If training is neither FAW nor EFAW the certificate should also list the learning outcomes of the syllabus on which the candidate have been assessed).	X		Course certificates are issued by Ofqual regulated Awarding Organisation.