

New training Provider Information Received Checklist

We cannot proceed with your application until we have all the information mentioned in the checklist below from you

Document
Current First Aid at Work (FAW) Certificate or Equivalent (e.g.FPOS).
Exemption to having FAW Certificate(e.g. Doctor, Nurse or Paramedic) Registered with their relevant Body. For any exemptions of the above to apply the person must have evidence of current First Aid knowledge.
Paediatric First Aid (PFA) Certificate (if offering Paediatric First Aid training).
<u>Teaching Qualification -</u> A formal Teaching/Training qualification and an Assessing qualification (if not already covered by the Teaching qualification.
<u>Assessing Qualification</u> - A formal assessing qualification (if not already covered by the teaching qualification)
<u>Number of Courses Taught -</u> List of First Aid courses taught each year over the past 3 years (FAW, EFAW, PFA & EPFA) Should be a minimum of 6 First Aid courses. If a New Trainer you should have evidence to show they have conducted up to 2 practical and 2 theoretical training/assessing sessions under a qualified assessor.
<u>Annual Monitoring -</u> Monitoring Report each year over the past 3 years.

Insurance -

Insurance Certificate (covering Professional Indemnity and Public Liability).

Quality Assurance – Please provide evidence of the following

End of course Student Evaluation Form
Complaints Procedure
Procedure for maintenance of Equipment
Specification for a Training Room
Annual Monitoring of Trainer(s)/Assessor(s)
Responsible Person for Quality Assurance