

# Training Provider

## Quality Assurance of a **Trainer/Assessor**

### Administrative Requirements

## THE FIRST AID INDUSTRY BODY (ADMINISTRATIVE) REGISTRATION REQUIREMENTS FOR A TRAINER/ASSESSOR)

Every Training/Assessor that works for a FAIB Training Provider must be registered on the FAIB Trainer/Assessor register.

FAIB will require the Trainer/Assessor (for the initial approval) to complete the application form and be able to provide the documentation that is explained on the following pages and summarised with the tick list on Page 4.

You should also be familiar with and be able to use FAIB Lesson Plans, FAIB Assessment Papers and FAIB question Papers. You should be able to confirm that you cover ALL the elements of Assessment for each FAIB Qualification you teach.

We would expect you to use FAIB Books as well as the Powerpoints linked to the books.

A FAIB Trainer/Assessor and consequently the FAIB Training Provider should have a portfolio that contains the following:

- A current and valid First Aid at Work (FAW) and a Paediatric First Aid (PFA) certificate (if also registering for that type of training). Other certificates (instead of FAW) may be acceptable e.g. FPOS so long as the range of First Aid subjects are covered within these courses.

Or if exempted, a current Nursing and Midwifery Council (NMC) registration certificate or proof of membership of the General Medical Council (GMC) or a Paramedic currently registered with the Health Professions Council (HPC) and in all cases evidence must be produced of current First Aid knowledge.

- A formal teaching or training and/or assessing qualification (**see examples of acceptable Teaching and Trainer/Assessor Qualifications in Tables 1 and 2 of the FAIB Administrative Standards document**).
- A detailed chronological list of evidence to show that the Trainer/Assessor has regularly conducted FAW, EFAW, PFA or EPFA training during the previous 3 years (FAIB would expect a minimum of 6 First Aid courses per year). If this is limited, evidence of other first aid training that demonstrates all the elements of the FAW or PFA syllabus are covered by the trainer's experience or;
- New Trainers/Assessors should have evidence to show they have conducted at least 2 practical and 2 theoretical First Aid training/assessing sessions under the supervision of a Qualified Assessor (**for Assessor qualifications see Table 2 of the FAIB Administrative Standards document**). **(Please note that FAIB has introduced its own Verification of Trainers/Assessors 1 day course to improve the standard of new Trainers/Assessors).**

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- Evidence to show that the Trainer/Assessor has been monitored by a Qualified Assessor every 12 months (**using the FAIB Trainer/Assessor (Internal) Monitoring Form or similar**). Records have to be kept over the last 3 years.
- The Qualified Assessor must have a current and valid First Aid at Work certificate or equivalent with up to date First Aid knowledge, an Assessment Qualification and with current First Aid Assessment experience at least once every year.
- The following areas should be covered during a monitoring visit.
  - Trainer/Assessor Standards (Planning).
  - Trainer/Assessor Standards (Effective Delivery-Learning Environment).
  - Trainer/Assessor Standards (Effective Delivery-Communication).
  - Trainer/Assessor Standards (Effective Delivery-Delivery of Content).
  - Trainer/Assessor Standards (Assessment-What is Included).
  - Trainer/Assessor Standards (Evaluation).
  - Trainer/Assessor Standards (The Portfolio)
- Copy of current Insurance Certificate covering Professional Indemnity and Public Liability (**or information to show they are covered by the Training Provider for whom they are working**).

**There must also be evidence that these portfolios are annually reviewed by the Training Provider as part of their Quality Assurance procedures.**

**Please see tick list of Trainer/Assessor requirements on next page.**

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**Tick List of Trainer/Assessor Requirements**

	<b>Yes/No</b>
<b>First Aid Certificate</b>	
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).	
<b>Teaching Qualification</b>	
A formal Teaching/Training qualification and an Assessing qualification (if not already covered by the Teaching qualification.	
<b>Assessing Qualification</b>	
A formal assessing qualification (if not already covered by the teaching qualification)	
<b>Number of Courses Taught</b>	
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.	
<b>Annual Monitoring</b>	
Monitoring Report each year over the past 3 years.	
<b>Insurance</b>	
Insurance Certificate (covering Professional Indemnity and Public Liability).	