

First Aid Training Provider Quality Assurance Standards for Regulating Training Provider and Trainer(s)/Assessor(s)

ISO 9001 (2015) OP APPENDIX (4)

Every Training Provider will have an Initial Approval Assessment meeting with FAIB (either face to face or by telephone) regarding the background of the Training Provider, the Trainer(s)/Assessor(s) and the Quality Assurance requirements to register with FAIB.

Once this has been completed FAIB will then require the Training Provider to provide FAIB with all the information relating to: the Quality Assurance of Trainer(s)/Assessor(s) and Quality Assurance of Training Provider. (see the tick list on Page 5)

You are also required to use FAIB Lesson Plans and use the FAIB Assessment Papers and FAIB Question Papers or others of a similar standard. You should also 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 (we will send you free samples) as the Powerpoints are linked to the books.

(1) Quality Assurance of the Trainer/Assessor

- 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**) (**App 2**).
- 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 with 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**).
- 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.

ISO 9001 (2015) OP APPENDIX (4)

- 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 the Trainer/Assessor 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)**.

(2) Quality Assurance of Training Provider

The Training Provider must have a Designated Person (who has an FAW Certificate (unless exempt) and with an Assessor/Verifier qualification and up to date First Aid knowledge and recent assessing background) to take overall responsibility for Quality Assurance.

Training Providers must be able to show quality assurance plans for the **5 Key Elements** of their First Aid business. The elements of this are as follows:

(1) End of course Student Evaluation (should include questions regarding:)

- the Trainer/Assessor and the Training.
- the Resources used.
- the Training Venue.

(2) Complaints Procedure (should follow a process:)

- firstly to the Trainer/Assessor.
- if not resolved onto the Management of the Training Provider.
- finally if still not resolved onto the Regulator:

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4 Ashdown Avenue
Woodley
Stockport
SK6 1LL**

Tel: 0161 494 9045 or e ail: info@faib.co.uk

ISO 9001 (2015) OP APPENDIX (4)

(3) Training Venue Procedure

- **Room Size:** the room must be of an adequate size (approx 1.25 square metres per student) or a minimum room size of 4 metres x 4 metres for 12 students.
- **Toilets:** separate facilities for male and female students
- **Ventilation:** should be adequate
- **Lighting:** suitable for reading
- **Heating:** the room temperature should maintain a 'shirt sleeve' environment
- **Access/Exits:** should be safe, well lit and cater for people with special needs
- **Floor Coverings:** should be carpeted or mats provided for use during practical sessions
- **Cleanliness:** should maintain a clean, tidy and hygienic environment
- **Noise:** consider whether there is any noise that may distract students from training.

(4) Training Resources Procedure

- **A First Aid Manual (preferably a FAIB manual)** : to match the course being delivered: FAIB however does accept other First Aid publications that is in line with standards as laid down by the Resuscitation Council (UK) and backed up by empirical medical research from responsible medical bodies.
- **Audio Visual Equipment:** to facilitate the use of PowerPoint or any other media deemed as appropriate in Lesson Plans.
- **Training Manikins:** there should be 1 manikin available for every group of 4 students.
- **Bandages and Dressings:** 1 per student.
- **First Aid Kit:** at least 1 for demonstration purposes.
- **Hygiene:** there must be items to manage hygiene during courses e.g. cleaning wipes for manikins, anti-bacterial soap in bathrooms and tissues.
- **Maintenance of Equipment:** there must be documented evidence of the maintenance of equipment for example, records to show how often manikin lungs are changed.

(3) Outcomes of FAIB Courses

The content of First Aid courses is laid down by the Health and Safety Executive (HSE) for First Aid at Work (FAW), First Aid at Work Requalification (FAWR), Emergency First Aid at Work (EFAW) and First Aid Annual Refresher courses. The content is laid down by the Department for Education/Ofsted for Paediatric First Aid (PFA) and Emergency Paediatric First Aid (EPFA).

Every FAIB course has a Quality Assurance (Outcome) document which the Training Provider uses to show they have achieved an outcome against every subject on that course.

As a FAIB Training Provider you are required to keep a record of all the assessments conducted for every Student against every outcome (for a minimum of 3 years) should they ever be legally required. (FAIB may ask for this information at any time during your Approval Period).

ISO 9001 (2015) OP APPENDIX (4)

Tick List of Training Provider Requirements that should be sent into FAIB

Part 1 Trainer/Assessor Requirements	
	Yes/No
First Aid Certificate	
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).	
Teaching Qualification	
A formal Teaching/Training qualification and an Assessing qualification (if not already covered by the Teaching qualification).	
Assessing Qualification	
A formal assessing qualification (if not already covered by the teaching qualification)	
Number of Courses Taught	
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.	
Annual Monitoring	
Monitoring Report each year over the past 3 years.	
Insurance	
Insurance Certificate (covering Professional Indemnity and Public Liability).	
Part 2 Lesson Plans/Assessment Papers/Multiple Choice Questions/Powerpoints	
Lesson Plans	Provided by FAIB
Practical Assessment Sheets	Provided by FAIB
Multiple Choice Questions	Provided by FAIB
Powerpoints	Provided by FAIB
Part 3 Quality Assurance	
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	

Please note: there may be an extra cost for Lesson Plans, Assessment Sheets, Multiple Choice Questions and Powerpoints.