

# **First Aid Training Providers Administrative Standards for Regulating First Aid Training and Qualifications**

**First Aid at Work (FAW)(18 hours)**

**First Aid at Work (Requalification) FAW (R) (12 hours)**

**Emergency First Aid at Work (EFAW) (6 hours)**

**Paediatric First Aid (PFA)(12 hours)**

**Emergency Paediatric First Aid (EPFA) (6 hours)**

**First Aid Annual Refresher (3 hours)**

FAW + PFA (22 hours)

FAW + EPFA (18 hours)

EFAW + EPFA) (7 hours)

PFA + EFAW (12 hours)

FAWR + PFA (16 hours)

Basic Life Support + AED (3 hours)

Outdoor First Aid (16 hours)

Emergency Outdoor First Aid (8 hours)

FAW + Forestry (19 hours)

EFAW + Forestry (7 hours)

Forest School First Aid (16 hours)

Emergency Forest School First Aid (8 hours)

Basic First Aid for Sport (Wales) (3 hours)

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## Introduction

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The First Aid Industry Body (FAIB) was founded in June 2012. The aim of FAIB is to ensure that the standards required of First Aid Training Providers remains at the highest possible level after the withdrawal of approvals from the Health & Safety Executive (HSE) in October 2013. This ultimately will ensure First Aiders know how to deal calmly, confidently and competently with any First Aid situation arising in the workplace.

**FAIB has 3<sup>rd</sup> Party Certification with a United Kingdom Accreditation Service (UKAS) Accredited Certification Body and is recognised by the Health & Safety Executive (HSE) for Adult First Aid certificates and by the Department for Education/OFSTED for Paediatric First Aid certificates.**

This document lays out the standards required by the First Aid Industry Body (FAIB) for First Aid Training Providers wishing to gain and maintain approval to teach First Aid for Adults under the Health & Safety (First-Aid) Regulations 1981 as well as Paediatric First Aid to the required standard by the Department for Education/OFSTED as provided by the current edition of the Early Years Foundation document

**It is important to know that the FAIB standards are firmly based upon the continuous competence and quality of its Trainers/Assessors.**

The following guidance lays down the requirements for the Accredited Training Provider to conduct a number of Basic Life Support courses (as listed on Page 1 of this guide).

This document should be used in conjunction with the HSE's publication The Health and Safety (First Aid) Regulations 1981. Approved Code of Practice and Guidance L74 along with the HSE Guidance for Employers (GEIS 3).

The HSE Guide for Employers (GEIS 3, February 2024) **clearly says "The guidance, however, does not promote, recommend or support any particular route to delivery. It does not comment on the quality of individual training courses or the service provided, nor does it provide an assessment of the quality assurance systems of any provider or class of provider". It is clear from HSE Guidance that FAIB first aid certificates are Equivalent to those of Ofqual/SQA or the Voluntary Aid Societies as there is No Hierarchy of first aid certificates.**

FAIB will also provide information on their website including the names of our Approved Training

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Providers (in Geographical Areas) and a link to their website. This will make it easy for **Employers** to see which Training Providers are registered with us and are being **Approved, Monitored and Regulated by a Professional Trade Body (The FAIB)**.

### Legislation Surrounding First Aid at Work

Health & Safety (First Aid) Regulations 1981 Regulation 3 Duty of Employer to make provision for First Aid.

- (1) An employer shall provide or ensure that there are provided such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to his employees if they are injured or become ill at work.**
- (2) an employer shall provide or ensure that there are provided, such number of suitable persons as is adequate and appropriate in the circumstances for rendering first aid to his employees if they are injured or become ill at work and for this purpose a person shall not be suitable unless he has undergone such training and has such qualifications as may be appropriate in the circumstances of that case.**

To ensure that Employers comply with the regulations, the workplace First Aider must hold a valid and current Certificate in either First Aid at Work or Emergency First Aid at Work or In-House training (provided by competent Trainers/Assessors) with elements of the course appropriate with FAW or EFAW and dependent on the workplace First Aid Assessment of Need.

#### FAIB Certificates

FAIB First Aid certificates are **Awarded and Issued by the FAIB Training Provider** who is Approved, Monitored and Regulated by the First Aid Industry Body (FAIB) where **Full Due Diligence checks** have already been conducted by FAIB. Please note FAIB first aid certificates are **EQUIVALENT** to those issued by Ofqual Awarding Organisations, the Scottish Curriculum Authority, Qualification Wales, Northern Ireland Council for the Curriculum Examinations and Assessment or the Voluntary Aid Societies as indicated by the HSE.

**FAIB First Aid certificates are fully recognised by HSE and Ofsted Inspectors. (See Due Diligence as required for an Employer Document) (App 2a).**

#### FAIB Monitoring and Quality Assurance

##### Training Providers

FAIB monitor and review the standards of all Approved Training Providers as detailed in this document. A Five Year Certificate of Accreditation is provided to all Training Providers who meet the Qualifying Standards. **However, a Certificate of Accreditation for a shorter period may be issued e.g. 6 months or a year or may be refused if certain areas of the approval have not been achieved at the initial stage.**

FAIB will apply a fee (each year or pro-rata) over the 5 year Accreditation period and the Training Provider will be required to pay the cost of a **minimum of one Monitoring Visit (depending on the size of the Training Provider) during the 5 year period.** The monitoring will usually be a **face-to-face monitoring by a FAIB Inspector** however in exceptional circumstances it may be conducted by distance monitoring (usually by Zoom) by a FAIB Inspector.

If a Training Provider requests an additional Monitoring Visit (at any time) by a FAIB Inspector then an additional fee will apply.

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### Trainers/Assessors

FAIB will apply a fee (each year) for the registration of all of the Trainer(s)/Assessor(s) used by the Training Provider. A Trainer/Assessor may work for a number of FAIB Training Providers however only one registration and only one registration fee will be required each year.

Please note that a Training Provider can pay the whole fee at the start of the 5 Year Registration **(at a reduced cost)** or they can pay each year (on the anniversary of their approval) for each of 5 years.

**A Training Provider cannot 'opt out' during the 5 year payment period and move to another Regulating Body as Quality Assurance checks (by distance) and any Administration changes during the 5 year period are included in the fees.**

The only exception to this will be if the Training Provider closes down for First Aid business where proof will be required. (The Training Provider must sign a declaration for this purpose).

A "one off" Registration fee will be charged to Training Providers at the start of the approval period.

**At the end of each 5 Year Registration Period the same process and fee structure begins again.** However the "one off" Registration fee **will not** be charged to Training Providers at the start of the next 5 year charging period.

### Data Protection Policy

FAIB is committed to upholding the eight Data Protection Principles of good information handling practice.

The Principles state that:

1. The information to be contained in personal data shall be obtained, and personal data shall be processed, fairly and lawfully.
2. Personal data shall be held only for one or more specified and lawful purposes.
3. Personal data held for any purpose or purposes shall not be used or disclosed in any manner incompatible with that purpose or those purposes.
4. Personal data held for any purpose or purposes shall be adequate, relevant and not excessive in relation to that purpose or those purposes.
5. Personal data shall be accurate and, where necessary, kept up to date.
6. Personal data held for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
7. An individual shall be entitled:
  - a. at reasonable intervals and without undue delay or expense –
    - i. to be informed by any Data User whether he holds personal data of which that individual is the subject;
    - ii. to have access to any such data held by a Data User; and
  - b. Where appropriate, to have such data corrected or erased.
8. Appropriate security measures shall be taken against unauthorised access to, or alteration, disclosure or destruction of, personal data and against accidental loss or destruction of personal data.

### General Data Protection Regulation (GDPR)

All information is held according to the GDPR Regulation 2016/679.

## Gaining Approval from the First Aid Industry Body (FAIB)

Every potential Training Provider will have a **Full Initial Approval Assessment Meeting** prior to Approval with FAIB (either face to face or by telephone or by zoom) covering the **background of the Training Provider**, information relating to the **Trainer(s)/Assessor(s)**, **Lesson Plans**, **Assessment processes**, **Course Outcomes** and the **Quality Assurance Procedures** required to register.

### FAIB Initial Approval Assessment (Free of Charge)

The Initial Approval Assessment form will be completed by the Head of FAIB or Deputy.

Information in relation to the portfolio of **All Trainers/Assessors** and a number of areas within your **Quality Assurance Procedures** (including the internal monitoring of Trainers/Assessors) will be required **(see The Quality Assurance standards of Training Providers and Trainer & Assessor document) (App 4)**. Following a satisfactory outcome, the FAIB will give the Training Provider Approval to provide FAW, EFAW, PFA and EPFA training courses, plus a number of other Basic Life Support courses as indicated in the **Schedule of courses run under FAIB** and issue a Certificate of Accreditation for a period of up to five years.

FAIB will provide the content of every First Aid Training Course under its jurisdiction. FAIB provides Lesson Plans, Assessment Papers (Practical and Theoretical), PowerPoints, all of which links into the FAIB Books. **The course content is laid down by the Health & Safety Executive or the Department for Education which must be followed.**

### Trainers/Assessors

In order to achieve National consistency of standards, it is a requirement that Training Providers **MUST** register all of their Trainers/Assessors on an Annual basis **(see FAIB Administrative Standards for Trainers/Assessors) (App 12b)**.

### Freelance Trainers/Assessors

FAIB also has a National register of Freelance Trainers/Assessors (these Trainers/Assessors may work for a number of FAIB Training Providers but it is their responsibility to maintain their portfolio to the standards required by FAIB).

### FAIB (Mid Term) Monitoring Visit (Fees are Applicable)

#### **FAIB Monitoring Visit (Face to Face where Fees are applicable)**

One (Mid Term) Monitoring Visit is **mandatory** and will take place usually in years 2, 3 or 4 of your approval period conducted by a FAIB Inspector. This visit will focus on your Trainer(s)/Assessor(s) in relation to teaching and assessing standards. It will also assess the equipment and premises used for training.

FAIB notifies a FAIB Inspector when a routine Monitoring visit is due. The Inspector will contact the Training Provider to arrange a mutually convenient time for the visit which must be during a First Aid course. **The Inspector will complete the Internal Monitoring Report form (App 8) at the end of the visit**

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**which will be signed by both parties.** Following the visit, the Inspector will provide FAIB with the report. FAIB will consider the findings and inform the Training Provider of the outcome. If the Training Provider needs to make minor improvements, FAIB will indicate what is required. Minor improvements are normally resolved through correspondence. If Major improvements are needed, FAIB may instruct the Inspector to carry out an additional visit once you have notified FAIB you have made those improvements. **There is a fee charged retrospectively for any additional visit (see FAIB fees).** Following a satisfactory outcome, FAIB will confirm your organisation has met the required First Aid Training Standard.

A Training Provider can request additional Annual Monitoring visits during the five year accreditation period at their own cost.

### **Additional FAIB Monitoring Visit (usually following a complaint) (Fees are applicable)**

Additional Monitoring visits **by a FAIB Inspector may** will take place at any time during the 5 Year Approval period if a serious complaint is raised and if FAIB feel it is necessary to conduct a face-to-face visit. An example of where this could happen would be if a serious complaint has been raised about the standard of training.

### **FAIB Quality Assurance (Annual) Compliance Monitoring (Free of Charge)**

As part of our UKAS/ISO 9001 (2015) certification it is **mandatory** for every Training Provider to complete an **Annual Report (APP 17a)** covering a 12 month period and relating to all areas of Quality Assurance (the Student Evaluation Form, the Complaints Log, the Premises Log, the Maintenance of Equipment Log, Maintenance of Trainer/Assessor portfolios, Numbers of courses conducted, Number of students trained and number of failures). The return **must** be completed by date that we specify. A percentage of Training Providers will be requested to provide further information each year (course outcomes and the Trainer/Assessor portfolio(s) relating to a particular course (chosen at random by FAIB).

### **Notifications of First Aid Training Courses**

FAIB **will not** require the Training Provider to notify us of the First Aid courses you are conducting at this stage however you are required to maintain this information within your Administration documents (this policy may be reviewed at any time in the future). However, as part of the Annual Quality Assurance Compliance Monitoring (**App 17a**) a Training Provider may be asked for dates of courses conducted in that particular year.

### **Cancellations**

You should notify the Inspector and FAIB if you intend to cancel a FAIB Inspector Monitoring Visit, giving at least five working days' notice before the start date of the training course. You will be charged the full visit fee if you do not give enough notice.

### **FAIB Accreditation (for Training Providers) and Accreditation Renewals**

FAIB have the right to refuse an application for the initial Accreditation or Accreditation Renewal.

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### **Appeals about Accreditation and Accreditation Renewals**

FAIB will thoroughly review every application to issue an initial Accreditation or Accreditation Renewal **using Due Diligence** and may decide that it is not appropriate to issue an Initial Accreditation or renew an Accreditation.

You may appeal against a decision:

- to revoke the Training Providers approval status.
- not to issue the Training Provider with an initial Accreditation or Accreditation Renewal;
- if FAIB request an additional visit at your cost;

If you wish to appeal, you should make representation to:

**The Chair of the First Aid Industry Body Advisory Panel,  
4 Ashdown Avenue,  
Woodley  
Stockport,  
SK6 1LL**

You should make such representation **within three months** of receiving formal notice of the decision. It should be accompanied by full supporting documentary evidence.

### **Complaints about FAIB Training Providers or Trainers/Assessors**

FAIB will ask an organisation or individual making a complaint about the Training Provider or your Trainer(s)/Assessor(s), to follow the complaints procedure (where Stage 3 of the complaints procedure will involve FAIB).

## **Administrative Standards for FAIB Training Providers**

FAIB will provide detailed information in relation to the following areas:

- Administrative Course Management Systems.
- Standards for FAIB First Aid Certificates.
- Student Evaluation Form.
- Complaints Procedure.
- Qualifications and Standards of Trainers/Assessors.
- Internal Trainer/Assessor Monitoring.
- Training Venue Standards.
- Training Equipment Standards.
- First Aid Standards for FAIB First Aid Training Courses.
- Quality Assurance Procedure.
- Equal Opportunity Policy and Diversity Policy.

### **Administrative Course Management Systems**

Training Providers should have a Course Management System for the purposes of overseeing training being carried out within their organisation. This system may be manual or electronic but must demonstrate the management of the following data for each course:



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- Course type.
- Course venue.
- Course date(s).
- Assessment date (where applicable).
- Details of Trainers/Assessors used.
- Information to show that all course assessment criteria have been met.
- Names of students.
- Assessment pass/fail data.
- Requalification dates of students.

For the purposes of FAIB Registration, the information should be retained for **a minimum of three and maximum of five years.**

### **Student Certificates**

FAIB will provide a template regarding the information required on FAIB First aid certificates that will be issued to successful students on satisfactory completion of the First Aid course and will contain the following:

- full name of the approved Training Provider (the name that is on the Accreditation Certificate)
- The title 'First Aid at Work, 'First Aid at Work Requalification', 'First Aid at Work Annual Refresher', 'Emergency First Aid at Work', 'Paediatric First Aid' or 'Emergency Paediatric First Aid' or other courses approved by FAIB
- reference to the Health & Safety (First-Aid) Regulations 1981 or Health & Safety (First Aid) Regulations (Northern Ireland) 1982; (reference to Department for Education for Paediatric Courses)
- confirmation that the certificate is valid for three years from the date of issue;
- the approved Training Providers Certificate of Accreditation number;
- a signature of an appropriately authorised person.

### **Franchise Operations**

**The FAIB Training Provider must not operate as a franchise or similar scheme on behalf of another Training Provider or Business. E.g. allow First Aid certificates to be issued with a Training Provider or Business name that is different to the name that is on the licence.**

### **Student Evaluation Form**

**The end of course Student Evaluation (should include questions regarding):**

- the Trainer/Assessor
- the standard of Training.
- the Resources used.
- the Training Venue.

### **Complaints Procedure (3 Stages)**

Should follow a process that covers the following in sequence:

- Firstly to the Trainer.
- Secondly, If not resolved onto the Management of the Training Provider or other person linked to the Training Provider)

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- Finally, if still not resolved onto FAIB (address details below) who regulate the Training Provider.

**The First Aid Industry Body**  
**4 Ashdown Avenue**  
**Woodley**  
**Stockport**  
**SK6 1LL**

**Tel: 0161 494 9045 or e mail: [info@faib.co.uk](mailto:info@faib.co.uk)**

**This 3 stage process must be followed.**

### **Trainer/Assessor Standards**

Approved Training Providers should have a minimum of 1 Trainer/Assessor and 1 Assessor (**if using an assessor on a First Aid at Work or Requalification course**) to teach and assess training courses. It is a requirement that all Trainers/Assessors (who train for FAIB Training Providers) are registered on the FAIB Register of Trainers/Assessors (**there are no exceptions to this rule**).

### **Trainer(s)/Assessor(s)**

A FAIB Trainer/Assessor should have a portfolio that contains:

- A current and valid First Aid at Work Course certificate **and** a Paediatric First Aid certificate (if also registering for that type of training). Other certificates (instead of FAW or PFA) 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 Professionals Council and in all cases evidence must be produced of current basic 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**).
- A detailed, chronological list of evidence to show that the Trainer/Assessor has regularly conducted FAW/EFAW/PFA or EPFA training courses 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 (**see Table 2 for Assessor Qualifications**). **Please note that FAIB has its own Verification of Trainers/Assessors course to improve the standards 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 Monitoring Form (App 8) or similar)**. Records have to be kept over the last 3 years.
- 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)**.

The up-to- date Trainer/Assessor portfolio(s) will be held by the approved Training Provider and there must also be evidence that these portfolios are annually reviewed by the Training Provider as part of their Quality Assurance procedures.

### Formal Teaching/Assessing Qualifications

FAIB accepts the qualifications that cover **Training and Assessing** shown in Table 1, this list is **not exhaustive** and other Qualifications will be considered.

**Examples of Acceptable Trainer and Assessor Qualifications (Table 1)**

<b>Trainer</b>	<b>Assessor</b>
<b>Cert. Ed</b> (Certificate in Education)	<b>Cert. Ed</b> (Certificate in Education)
<b>PGCE</b> (Post Graduate Certificate in Education)	<b>PGCE</b> (Post Graduate Certificate in Education)
<b>B. Ed</b> (Bachelor of Education)	<b>B. Ed</b> (Bachelor of Education)
<b>M. Ed</b> (Master of Education)	<b>M. Ed</b> (Master of Education)
<b>CTLLS</b> (Certificate in Teaching in Lifelong Learning Sector)	<b>CTLLS</b> (Certificate in Teaching in Lifelong Learning Sector)
<b>DTLLS</b> (Diploma in Teaching in Lifelong Learning Sector)	<b>DTLLS</b> (Diploma in Teaching in Lifelong Learning Sector)
<b>PTLLS (with unit 'Principles and Practice of Assessment')</b> (Preparing to Teach in Lifelong Learning Sector)	<b>PTLLS (with unit 'Principles and Practice of Assessment')</b> (Preparing to Teach in Lifelong Learning Sector)
<b>Further and Adult Education Teachers' Certificate</b>	<b>Further and Adult Education Teachers' Certificate</b>
<b>IHCD Instructional Methods</b> (Institute of Health and Care Development)	<b>IHCD Instructional Methods</b> (Institute of Health and Care Development)
<b>IHCD Instructor Certificate</b> (Institute of Health and Care Development)	<b>IHCD Instructor Certificate</b> (Institute of Health and Care Development)
<b>NVQ Level 3 in Training and Development</b> (National Vocational Qualification)	<b>NVQ Level 3 in Training and Development</b> (National Vocational Qualification)

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<b>SVQ Level 3 in Training and Development</b> (Scottish Vocational Qualification)	<b>SVQ Level 3 in Training and Development</b> (Scottish Vocational Qualification)
<b>SVQ Level 4 in Training and Development</b> (Scottish Vocational Qualification)	<b>SVQ Level 4 in Training and Development</b> (Scottish Vocational Qualification)
<b>TQFE</b> (Teaching Qualification for Further Education)	<b>TQFE</b> (Teaching Qualification for Further Education)
<b>ENB 998</b> (English National Board)	<b>ENB 998</b> (English National Board)
<b>Nursing Mentorship Qualifications</b>	<b>Nursing Mentorship Qualifications</b>
<b>NOCN Tutor Assessor Award</b> (National Open College Network)	<b>Continued</b> <b>NOCN Tutor Assessor Award</b> (National Open College Network)
<b>Level 3 Award in Education and Training</b>	<b>Level 3 Award in Education and Training</b>
<b>Level 4 Award in Education and Training</b>	<b>Level 4 Award in Education and Training</b>
<b>Level 5 Award in Education and Training</b>	<b>Level 5 Award in Education and Training</b>

## Formal Assessing Qualifications

FAIB accepts the qualifications that cover **Assessing** shown in Table 2, this list is **not exhaustive** and other qualifications will be considered.

### Examples of Acceptable Assessor Qualifications (Table 2)

<b>Assessor</b>
<b>A1 (D32/D33)</b> (Assess candidates using a range of methods)
<b>A2 (D32)</b> (Assess candidates performance through observation)
<b>Learning and Development Unit (9D)</b> (Assess workplace competence using direct and indirect methods)
<b>Learning and Development Unit (9D1)</b> (Assess workplace competence using direct and indirect methods)

## Trainer/Assessor Monitoring

Must be conducted **at least once every year** by a person who has a current and valid First Aid at Work certificate or equivalent with up to date First Aid knowledge, and an Assessment Qualification.

**Examples of Acceptable Assessor Qualifications (Table 3)**

<b>Assessor</b>
Cert Ed. Certificate in Education
L3 Education & Training
PGCE Post Graduate Certificate in Education
A1 (D32/D33) (Assess candidates using a range of methods)
A2 (D32) (Assess candidates performance through observation)
Learning and Development Unit (9D) (Assess workplace competence using direct and indirect methods)
Learning and Development Unit (9D1) (Assess workplace competence using direct and indirect methods)

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 of the Trainer/Assessor).

**See FAIB Trainer & Assessor Monitoring Report Form (App 8)**

**Teaching/Assessing Standards (including Lesson Plans)**

FAIB have its own Lesson Plans, Practical Assessment Papers and Multiple-Choice Question Papers and Power Points (which link into the FAIB Books) and are provided to all FAIB approved Training Providers.

**Training Providers must have evidence of achieving an outcome on every subject of the course for every student they teach.**

**(1)Preparation and Planning**

**Is the classroom conducive to effective teaching and learning?**

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All students require their own working area. They should be able to hear and see the trainer at all times. There should be adequate space for theory and practical work to facilitate effective learning.

### **(2)Effective Delivery**

#### **Is there an effective introduction to each topic?**

The trainer should introduce each topic effectively. This will enable the student to understand the objectives of each session.

#### **Is the lesson plan followed?**

It is important to follow the lesson plan. Every student group has different learning needs and abilities. The trainer should be aware of this and make allowances when applying the constraints of the lesson plan.

#### **Are there adequate and sufficient training aids for the course?**

Training aids should be appropriate and clearly contribute towards achievement of the stated objectives. All students should benefit from the training aids used.

#### **Is the overall timetable followed?**

The trainer should ensure that all training follows the specified timescales. Session times should follow the lesson plans and course syllabus. Overrunning may affect subsequent sessions and proper delivery of their content.

### **(3)Trainer and Student Interaction (Is training producing a good level of interaction?)**

The trainer should encourage and ensure full participation and involvement of all students in all aspects of the training.

#### **Are the students encouraged to participate?**

Students may not have volunteered to attend the training course. Their management may have asked them to attend. This should be taken into account when observing class activity and interest. The trainer/assessor should recognise student interest early and take necessary steps to deal with the lack of motivation if required.

#### **Does the trainer ensure that every student achieves the stated outcomes?**

Assessments are continuous for practical subjects to make sure the student has gained the relevant knowledge, skills and understanding relating to each element of the course. Only when they can demonstrate this, should they move to the next subject area. Assessments for theoretical subjects may include theory tests or question and answer techniques, as appropriate.

### **(4)Independent Assessors (for FAW and FAW courses) (If they are used)**

It is the responsibility of the Training Provider to ensure that the Assessor has the competence, experience and qualifications to perform that role. Each Assessor should have a portfolio that contains:

- a current and valid First Aid at Work certificate.
- a formal Assessing qualification; and either a detailed, chronological list of evidence to show the Assessor has regularly provided FAW assessments during the previous 3 years. If this is limited, evidence of other First Aid assessments that demonstrates competence; or

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- for **New Assessors** evidence to show the Assessor has conducted at least 2 practical and 2 theoretical First Aid assessments under the supervision of a Qualified Assessor.
- evidence to show that the Assessor has been monitored by a Qualified Assessor every 12 months.

## Training Venue Standards

All courses must be conducted on suitable premises. The classroom must be large enough to accommodate the number of students, taking into account the fact that a large proportion of the course involves practical work. The classroom must be properly equipped with teaching aids and have access to catering and toilet facilities.

All rooms and buildings must comply with all relevant Health and Safety legislation. The Trainer /Assessor will be responsible for ensuring that all arrangements for the course comply with relevant legislation and regulations. The Trainer/Assessor will also be responsible for the Health and Safety of all persons involved in the course or others who may be affected. At the start of each course or session, the Trainer/Assessor will carry out a risk assessment of all facilities in order to identify particular hazards or health and safety issues which should be reported to the person in charge of the premises for rectification.

FAIB will provide the standards required for a Training Room which the Training Provider must follow including:

- **Room Size:** the room must be of an adequate size (approximately 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, good lighting 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.

## Training Equipment Standards

Training resources are a vital part of training and should facilitate the learning styles of all delegates.

As a minimum FAIB would expect the Training Provider to have:

- **A First Aid Manual:** We would expect Training Providers to use FAIB First Aid books as the paperwork that FAIB supply to every Training Provider links directly to the books .
- **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.

**Please note that whilst Covid is still around extra hygiene precautions need to be taken including, social distancing, the use of Personal Protective Equipment and whether extra manikins are required.**

## First Aid Standards for FAIB First Aid Training Courses

FAIB accepts the First Aid Management of injuries and illness in relation to the above named courses as required :

- by the Resuscitation Council (UK);
- by information within the FAIB First Aid publications, which are in line with the above.

## Course Outcomes for FAIB Regulated First Aid Qualifications

Training Providers should use Lesson Plans with Course Outcomes provided by FAIB for the FAIB First Aid Courses they provide (First Aid at Work, First Aid at Work (Requalification), Emergency First Aid at Work, First Aid at Work Annual Refresher **(as laid down by the Health & Safety Executive in the Health & Safety (First Aid) Regulations 1981 Approved Code of Practice)**. For Paediatric First Aid and Emergency Paediatric First Aid **(as laid down by the Dept. for Education, Early Years Foundation Stage in England and Wales)**).

## First Aid at Work Course (FAW)

### Duration

The First Aid at Work Course should last for at least 18 contact hours. This includes the time for the final course assessment. 'Contact hours' refers to teaching time and does not include lunch and other breaks. The course hours are split over a minimum of 3 days. However, it is acceptable to run the course over a longer period however this should not be more than 10 weeks (each session lasting for a minimum of 2 hours).

### FAW Course Outcomes

**See Course Outcomes and Course Outcomes Results Documents (App 4a and App 4b).**

#### FAW Certificates

On successful completion of the course and having met all course learning outcomes (which are held on record by the Training Provider), delegates are awarded a certificate of competence which is valid for a period of 3 years.

**See sample certificate (available from FAIB).**

### The Final 3 Months of the 3 Year First Aid at Work Certification Period

Training Providers should encourage students to attend a First Aid at Work (Requalification) course during the final 3 months of the 3 year certification period. In doing so, the new First Aid at Work (Requalification) certificate can be issued from the old expiry date of the old First Aid at Work certificate. Consequently the student would not lose any of the 3 year certification period.



## ISO 9001 (2015) OP APPENDIX (2)

### First Aid at Work Certificate Guidance

- A student is allowed to attend a FAW Requalification course up to 1 month beyond expiry of the 3 year certification Period. The new certificate is then dated from when the requalification course is completed.
- The 1 month dispensation only allows a First Aider to attend a 2 day FAW requalification rather than the full 3 day FAW course.

Once the certificate has expired (as stated by HSE), the First Aider is no longer considered to be competent.

### First Aid at Work (Requalification) Course (FAWR)

#### Duration

The First Aid at Work Requalification Course should last for at least 12 contact hours. This includes the time for the final course assessment. 'Contact hours' refers to teaching time and does not include lunch and other breaks.

The course hours are split over a minimum of 2 days. However, it is acceptable to run the course over a longer period however this should not be more than 7 weeks (each session lasting for a minimum of 2 hours).

#### FAW Requalification Course Outcomes

**See Course Outcomes and Course Outcomes Results Documents (App 4a and 4b).**

The FAW Requalification Course should cover the topics as contained in the full FAW Course in sufficient detail to ensure students are competent on completion. It should also cover any updates since the last course.

#### Validation of Certification

The Training Providers are required to demonstrate that they have a system to ensure that student certificates are valid prior to attendance on a First Aid at Work Requalification Course.

The Training Provider must show that they communicate details regarding certificate validation to those wishing to book onto Requalification Courses. This may be in the form of pre-course communications or a paper or computer system where previous clients can be validated as having in date certification.

In cases where a student claims to have a valid Full First Aid at Work qualification, but is not able to provide such evidence, they may still be accepted to attend the course, but their certificate should be withheld until such time as they are able to satisfy the above requirement.

#### FAW Requalification Certificates

## **ISO 9001 (2015) OP APPENDIX (2)**

On successful completion of the course and having met all course learning outcomes, delegates are awarded a certificate of competence which is valid for a period of 3 years.

**See sample certificate (available from FAIB).**

Training Organisations **must not** combine the FAW Course with the FAW Requalification course.

## **Emergency First Aid at Work Course (EFAW)**

### **Duration**

The Emergency First Aid at Work Course should last for at least 6 contact hours. 'Contact hours' refers to teaching time and does not include lunch and other breaks.

The course hours are run over one day, however, it is acceptable to run the course over a longer period, however this should not be more than 4 weeks (each session lasting for a minimum of 2 hours).

### **EFAW Course Outcomes**

**See Course Outcomes and Course Outcomes Results Documents (App 4c and 4d).**

### **EFAW Certification**

On successful completion of the course and having met all course learning outcomes (which are held on record by the Training Provider), students are awarded a certificate of competence which is valid for a period of 3 years.

**See sample certificate (available from FAIB).**

### **Combining FAW and EFAW**

It is acceptable for Training Providers to combine a FAW with an EFAW course as Day 1 of the FAW course has the same content as that of the EFAW course.

## **First Aid Annual Refresher Course**

### **Duration**

The Emergency First Aid at Work Course should last for at least 3 contact hours. 'Contact hours' refers to teaching time and does not include lunch and other breaks.

The course hours are run over one day.

### **First Aid Annual Refresher Course Outcomes**

**See Course Outcomes and Course Outcomes Results Documents (App 4i and 4j).**

## **ISO 9001 (2015) OP APPENDIX (2)**

To ensure the standards of first aiders remain current, FAIB strongly recommend that first aiders undertake First Aid Annual Refresher Course training. It is recommended that these courses are taken annually within the 3 year certification period of FAW or EFAW Course.

The First Aid at Work Annual Refresher Courses is **NOT** mandatory and any Training Provider offering The First Aid at Work Annual Refresher Course training should not imply in any way that this is a legal requirement.

**The First Aiders does not have to provide evidence of having completed the First Aid at Work Annual Refresher Course training in order to undertake an FAW Requalification courses.**

### **First Aid Annual Refresher Certificates**

On successful completion of the course and having met all course learning outcomes (which are held on record by the Training Provider), students are awarded a certificate of competence which is valid for a period of 1 year.

**See sample certificate (available from FAIB)**

## **Paediatric First Aid (PFA)**

### **Duration**

The Paediatric First Aid course should last for at least 12 hours.

The course hours are run over two days, however, it is acceptable to run the course over a longer period, however this should not be more than 7 weeks (each session lasting for a minimum of 2 hours).

### **Paediatric First Aid Course Outcomes**

**See Course Outcomes and Course Outcomes Results Documents App 4e and 4f).**

### **Paediatric First Aid Certification**

On successful completion of the course and having met all course learning outcomes (which are held on record by the Training Provider), students are awarded a certificate of competence which is valid for a period of 3 years.

**See sample certificate (available from FAIB).**

## **Emergency Paediatric First Aid (EPFA)**

### **Duration**

The Emergency Paediatric First Aid course should last for at least 6 hours.

## ISO 9001 (2015) OP APPENDIX (2)

The course hours are run over 1 day, however, it is acceptable to run the course over a longer period, however this should not be more than 4 weeks (each session lasting for a minimum of 2 hours).

### Emergency Paediatric First Aid Course Outcomes

**See Course Outcomes and Course Outcomes Results Document (App 4g and 4h).**

### Emergency Paediatric First Aid Certification

On successful completion of the course and having met all course learning outcomes (which are held on record by the Training Provider), students are awarded a certificate of competence which is valid for a period of 3 years.

**See sample certificate (available from FAIB).**

It is acceptable for Training Providers to combine a Paediatric First Aid course with an Emergency Paediatric Course as Day 1 of the Paediatric First Course has the same content as that of the Emergency Paediatric course.

### Other FAIB Regulated First Aid Courses

The individual elements of the FAIB courses listed below are part of either FAW courses or PFA courses and therefore as a registered Training Provider you are allowed not only to conduct these courses but also include your FAIB approval number.

Course	Contact Hours
<b>Combined courses</b>	
First Aid at Work + Paediatric First Aid	22 Hours
First Aid at Work + Emergency Paediatric First Aid	18 Hours
Emergency First Aid at Work + Emergency Paediatric First Aid	6 Hours
Basic First Aid for Sport (Wales)	3 Hours
Basic Life Support + Automatic External Defibrillator (AED)	3 Hours
<b>Other courses</b>	
First Aid Annual Refresher	3 Hours
Basic Life Support + AED	3 Hours
Outdoor First Aid	16 Hours
Emergency Outdoor First Aid	8 Hours
First Aid at Work + Forestry	19 Hours
Emergency First Aid at Work + Forestry	7 Hours
Outdoor First Aid	16 Hours
Emergency Outdoor First Aid	8 Hours
Forest School First Aid	16 Hours
Emergency Forest School First Aid	8 Hours
Doctor Basic Life Support	3 Hours

**See Course Outcomes and Course Outcomes Results Documents.**

## Trainer/Assessor and Student Ratio

FAIB First Aid courses including FAW, FAW (R), FAW Annual Refresher, EFAW, Paediatric First Aid, Emergency Paediatric First Aid and the other FAIB First Aid listed courses must not have more than 12 students per Trainer/Assessor.

## FAIB First Aid (Blended Learning)

### What is Blended Learning?

Blended learning is a combination of distance and face to face classroom learning.

### Health & Safety Executive (HSE) Guidance for FAW and EFAW

The HSE make clear that Blended Learning is perfectly acceptable For FAW and EFAW First Aid courses.

The HSE First Aid Guidance document (GEIS 3) states that the Blended First Aid courses must have a face-to-face practical element.

**See Blended First Aid Guidance Document**

### First Aid Courses under the Department for Education (DfE)

The Department for Education (DfE) guidance states that the Paediatric First Aid (PFA) course can be split 50/50 so that one day is distance and one day is in the classroom.

DfE also state that the Emergency Paediatric Course (EPFA) **cannot** be conducted as a Blended course.

Please remember that Blended learning is only an option for Training Providers, some may continue to run face to face courses. It is up to Training Providers to decide (by consulting with their Client) which way they wish to provide First Aid training.

However FAIB are aware of the high costs involved in creating your own Blended First Aid course (particularly for a small Training Provider).

**Any FAIB Training Provider can produce its own Blended First Aid course which will be vetted by FAIB (fees are applicable). The Training Provider it can then use the Blended Package for its own training courses.**

## Assessment of Students

The assessment of students on any FAIB First Aid training course (**FAW, FAW(R), EFAW, FAW Annual Refresher, Paediatric First Aid, Emergency Paediatric First Aid and the other FAIB First Aid listed courses**) is an essential part of ensuring the standards of both the Training Provider, the Trainer/Assessor and the Competence and Confidence of the trained First Aider.

## **ISO 9001 (2015) OP APPENDIX (2)**

The assessment of students during FAIB First Aid courses should be continuous to ensure that the student has gained the relevant knowledge, skills and understanding relating to each element of the course.

Only when students can demonstrate this, should they move to the next subject area. Assessment methods recorded in Lesson Plans may include practical work, theory tests or question and answer sessions, as appropriate.

The Trainer/Assessor must achieve an outcome for every student on each of the subjects of the First Aid course.

The Training Provider will have Course Outcome evidence for every FAIB First Aid course that they use.

The Training Provider should have a process to deal with student referral.

The Training Provider should have an Appeals Procedure.

### **End of course Independent Assessment FAW and FAW (R) (if required)**

An Independent Assessor can be used on a First Aid at Work course (and the First Aid at Work Requalification Course).

For courses where there will be an Independent Assessor (Final Assessment) this should determine the students ability to act appropriately and effectively if an emergency occurs.

Students on these courses must demonstrate effective treatment of a casualty who:

- requires cardio pulmonary resuscitation
- is unconscious
- is wounded or bleeding

There must be a waiting area away from the location of the assessment for students to wait.

The assessor(s) should not have been involved in any part of the training.

The assessor(s) decide whether a student has demonstrated competency and consequently whether the Training Provider should issue a certificate.

**During the final assessment students are allowed to be casualties once they have been assessed.**

**It is for the Training Provider to decide whether they use 1 or 2 assessors.**

## **Quality Assurance Procedures (Internal)**

**The Training Provider must have a Designated Person(s) (who have a current and valid First Aid at Work certificate (unless exempt) with up to First Aid knowledge and an Assessing/Verifying/Internal Quality Assurance qualification to take overall responsibility for Quality Assurance.**

**The Training Provider may appoint the same person to perform this role or may choose 1 person whose role is to monitor Trainers/Assessors and another person who monitors the areas of Quality Assurance.**

## ISO 9001 (2015) OP APPENDIX (2)

Training Providers must be able to show Quality Assurance plans for the **5 key elements** of their business. The main elements of this are as follows:

- End of course Student Evaluation
- Complaints Procedure
- Training Venue Procedure
- Training Resources Procedure
- Trainer/Assessor Monitoring

**The Training Provider will also hold the completed assessment paperwork for every student that has attended a First Aid course under FAIB. The paperwork must be held (manually or electronically) for a minimum of 3 years.**

### Quality Assurance Procedures (External)

Every Training Provider will have a **minimum** of 1 face-to-face monitoring visit within each 5 year cycle conducted by a FAIB Inspector. This visit will cover monitoring a Trainer/Assessor in action, the lesson plans, the assessment paperwork and checking the Training Room and Training Equipment.

In addition, each year Training Providers will be asked to complete an Annual Compliance Return. The annual return will include all areas of Quality Assurance (the Student Evaluation Form, the Complaints Log, the Premises Log, the Maintenance of Equipment Log, Maintenance of Trainer/Assessor portfolios. It will also include the number of courses conducted, number of students and number of failures.

The return **MUST** be completed each year on a date set by FAIB. A percentage of Training Providers will be requested to provide further information each year (including course outcomes and the Trainer/Assessor portfolio(s) relating to a particular course (chosen at random by FAIB).

### Equal Opportunities and Diversity Policy

FAIB seeks to ensure that all Registered Training Providers should have robust equality and diversity procedures. You may be asked to provide a copy of this during the approval process.

Registered Training Providers will be expected to demonstrate their commitment to Equal Opportunities principles and will be encouraged to challenge behaviour which is unacceptable, in particular on the grounds of gender, race, colour, nationality, ethnic or national origin, disability, religion, sexual orientation or marital status.