

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

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Every Training Provider will have an Initial Approval Assessment meeting with FAIB (either face to face, zoom 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 Trainer(s)/Assessor(s) that will be used by the Training Provider.

All the areas of Quality Assurance required by the Training Provider will be provided by FAIB. **(see the tick list on Page 5)**

For the purpose of achieving consistency across all FAIB Training Providers you required to use FAIB Lesson Plans, Assessment Papers (Practical and Theory), PowerPoints and consequently FAIB books which link into the FAIB paperwork.

This will enable you to confirm that **ALL** the elements of Assessment for each FAIB Qualification you teach have been covered.

We would expect you to use FAIB Books (we will send you free samples) as the FASIB materials are linked to the books.

### **(1) Quality Assurance of the Trainer/Assessor**

A FAIB Trainer/Assessor must 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) (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**

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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. 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 (Provided by FAIB)**

However, the Training Provider must have a Designated Person (who has an FAW Certificate (unless exempt) and with an Assessing/Verifying/Internal Quality Assurance qualification and up to date First Aid knowledge to take overall responsibility for Quality Assurance.

Training Providers must be able to show quality assurance plans for the **4 Key Elements** of their First Aid business. The elements of this are as follows:

- **End of course Student Evaluation**
- **Complaints Procedure**
- **Training Venue Procedure**
- **Training Resources Procedure**

**(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).**

**Training Provider Requirements that should be sent into FAIB**

<b>Part 1 Trainer/Assessor Requirements</b>	
	<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).	

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<b>Part 2 Lesson Plans/Assessment Papers/Multiple Choice Questions/Powerpoints</b>	
Lesson Plans	<b>Provided by FAIB</b>
Practical Assessment Sheets	<b>Provided by FAIB</b>
Multiple Choice Questions	<b>Provided by FAIB</b>
PowerPoints	<b>Provided by FAIB</b>
<b>Part 3 Quality Assurance</b>	
End of course Student Evaluation Form	<b>Provided by FAIB</b>
Complaints Procedure	<b>Provided by FAIB</b>
Procedure for maintenance of Equipment	<b>Provided by FAIB</b>
Specification for a Training Room	<b>Provided by FAIB</b>
Annual Monitoring Report Form for Trainer(s)/Assessor(s)	<b>Provided by FAIB</b>
Specification for a Responsible Person for Quality Assurance	<b>Provided by FAIB</b>