

The First Aid Industry Body (FAIB) National Register of Trainers/Assessors with Professional Code of Conduct.

Background

The Löfsted review of 2011 concluded that the Health and Safety Executive (HSE) would no longer Approve and Monitoring First Aid Training in England, Scotland and Wales, this change occurred on 1 October 2013.

As a consequence the First Aid Industry Body (FAIB) feel that the standard of Trainers/Assessors across the First Aid Industry now appears to have dropped significantly.

In order to improve these standards FAIB has introduced a National Register of Trainers/Assessors with Professional Code of Conduct. **This register is open to Trainers/Assessors within FAIB Training Providers and Trainers/Assessors from non-FAIB Training Providers so long as they work to FAIB standards.**

It is a requirement under the FAIB terms and conditions that every Trainer/Assessor **MUST** have an Internal Annual Monitoring Visit (whilst teaching a First Aid course) conducted by a Qualified Assessor (see **Qualified Assessor Requirements**) in order to ensure that acceptable standards of Training/Assessing are being achieved.

Where a Trainer/Assessor works for a number of Training Providers then only **ONE** Internal Annual Monitoring Visit and Report is required. FAIB has produced its own National Monitoring Report Form (see **FAIB Trainer/Assessor (Internal) Monitoring Form**) the generic content of the Monitoring Form can be used by and is transferable within the FAIB Training Providers network.

It is also a requirement that every FAIB Trainer/Assessor must conduct a minimum of 6 First Aid courses every year in order to remain competent.

FAIB Register of Trainers/Assessors (Renewed Annually)

FAIB will hold a Central Register of **ALL** Trainers/Assessors offering FAIB First Aid courses across the United Kingdom.

Our Quality Management system at FAIB achieved **3rd Party Certification via a United Kingdom Accreditation Service (UKAS) Accredited Certification Body** in November 2015 which covered Training Providers and Trainers/Assessors.

The Register will have 2 parts however the standards required will be exactly the same.

Please Note: The name of the Trainer/Assessor will ONLY be shown on the FAIB database within the geographical area they reside (OPEN REGISTER) or where the Training Provider is located (CLOSED REGISTER).

The Open Register

The **OPEN** part of the register indicates that the Trainer/Assessor is available for additional work as a First Aid Trainer/Assessor. Their qualification and competency details and contact information (an e

mail address) **ARE** accessible by any Training Provider in the United Kingdom that wishes to access them.

The Closed Register

The **CLOSED** part of the register indicates the Trainer/Assessor is NOT available for additional work as a Trainer/Assessor consequently their contact details **ARE NOT** accessible.

Trainers/Assessors Removed from FAIB Register

Information will also be held by FAIB on Trainers/Assessors who have been removed.

The Appeal Process

2 Members of the FAIB Advisory Panel and one of the Medical Advisers (if required) will form the Appeals committee.

The Information of Trainer/Assessor Held on Register

A FAIB Trainer/Assessor will 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).
- 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 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 Trainer/Assessor Qualifications in Tables 1, 2 and 3**)
- A detailed chronological list of evidence to show that the Trainer/Assessor has regularly conducted First Aid Training/Assessing during the previous year (the Trainer/Assessor has to keep records over the last 3 years).
- New Trainers with evidence to show you have conducted two practical and two theoretical First Aid training/assessing sessions under the supervision of a qualified assessor (**see Qualified Assessor Requirements**).
- A Monitoring Report (**using the FAIB Trainer/Assessor (Internal) Monitoring Form or similar**) showing Internal Monitoring (whilst teaching a First Aid course) by a Qualified Assessor (**see Qualified Assessor Requirements**) within the previous year (the Trainer/Assessor has to keep records 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 work**).

Please note that ALL this information MUST be sent to FAIB for the initial registration.

Code of Professionalism and Conduct

Within the FAIB Register of Trainers/Assessors will be a Professional Code of Conduct in order to establish an acceptable Standard of conduct by all FAIB Registered Trainers/Assessors.

This establishes a 'Set of Rules' by which all FAIB Registered Training Providers and consequently Trainers/Assessors would operate under and adopt as First Aid Industry Standards.

FAIB Training Providers adopt the following standards:

- Equality Standards regarding perceived discrimination on grounds of race, sexuality, religion, ethnicity and gender.
- Professionalism in not undertaking any Training/Assessing position where none or limited expertise in the field of knowledge is known (unless supervised).
- Integrity (not using another Training Provider Intellectual Property Rights for their own gain).
- Data Protection awareness.
- Transparency and disclosure regarding existing infringements of conduct likely to cause concern.
- Awareness of any other conduct likely to bring FAIB and the First Aid Training Industry into disrepute. (Including unacceptable language, sexually inappropriate comment, attitude and preventable lateness).
- Demonstrate Continuing Professional Development.

FAIB Trainer/Assessor Annual Monitoring Form

A FAIB generic National Annual Monitoring Report Form is available for use.

Qualifications of the Assessor

The assessor should have the following:

- A current and valid First Aid at Work certificate.
- 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 and in all cases evidence must be produced of current First Aid knowledge.
- An in-depth knowledge of First Aid and First Aid training.
- A formal Training/Assessing or Assessing qualification (see examples of acceptable Trainer/Assessor Qualifications in Tables 1 and 3).

Examples of Acceptable Trainer/Assessor Qualifications (Table 1)

Trainer	Assessor
Cert. Ed (Certificate in Education)	Cert. Ed (Certificate in Education)
PGCE (Post Graduate Certificate in Education)	PGCE (Post Graduate Certificate in Education)
B. Ed (Bachelor of Education)	B. Ed (Bachelor of Education)
M. Ed (Master of Education)	M. Ed (Master of Education)
CTLLS (Certificate in Teaching in Lifelong Learning Sector)	CTLLS (Certificate in Teaching in Lifelong Learning Sector)
DTLLS (Diploma in Teaching in Lifelong Learning Sector)	DTLLS (Diploma in Teaching in Lifelong Learning Sector)
PTLLS (with unit 'Principles and Practice of Assessment') (Preparing to Teach in Lifelong Learning Sector)	PTLLS (with unit 'Principles and Practice of Assessment') (Preparing to Teach in Lifelong Learning Sector)
Further and Adult Education Teachers' Certificate	Further and Adult Education Teachers' Certificate
IHCD Instructional Methods (Institute of Health and Care Development)	IHCD Instructional Methods (Institute of Health and Care Development)
IHCD Instructor Certificate (Institute of Health and Care Development)	IHCD Instructor Certificate (Institute of Health and Care Development)
NVQ Level 3 in Training and Development (National Vocational Qualification)	NVQ Level 3 in Training and Development (National Vocational Qualification)
SVQ Level 3 in Training and Development (Scottish Vocational Qualification)	SVQ Level 3 in Training and Development (Scottish Vocational Qualification)
SVQ Level 4 in Training and Development (Scottish Vocational Qualification)	SVQ Level 4 in Training and Development (Scottish Vocational Qualification)
ENB 998 (English National Board)	ENB 998 (English National Board)
Nursing Mentorship Qualifications	Nursing Mentorship Qualifications
NOCN Tutor Assessor Award (National Open College Network)	NOCN Tutor Assessor Award (National Open College Network)
Level 3 Award in Education and Training	Level 3 Award in Education and Training
Level 4 Award in Education and Training	Level 4 Award in Education and Training
Level 5 Award in Education and Training	Level 5 Award in Education and Training

Examples of Acceptable Trainer Qualifications (Table 2)

Trainer
PTLLS (6 credits) (Preparing to Teach in Lifelong Learning Sector)
Training Group A22
Training Group B22
Training Group C21
Training Group C23
Training Group C24
SQA Accredited Planning and Delivering Learning Sessions to Groups (Scottish Qualifications Authority)
Accredited Qualifications based on the Learning and Development NOS 7 (Facilitate Individual Learning and Development)

Examples of Acceptable Assessor Qualifications (Table 3)

Assessor
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)