

First Aid Training Provider Administrative Requirements for First Aid Training and Qualifications

- Emergency First Aid at Work (EFAW) (6 hours)**
- Emergency Paediatric First Aid (EPFA) (6 hours)**
- First Aid Annual Refresher (3 hours)**
- First Aid at Work (FAW) (18 hours)**
- First Aid at Work Requalification (FAWR) (12 hours)**
- Paediatric First Aid (PFA) (12 hours)**
- Basic First Aid for Sport (Wales) (3 hours)
- Basic Life Support + AED (3 hours)
- EFAW + EPFA (6 hours)
- EFAW + Forestry (8 hours)
- Emergency Outdoor First Aid (8 hours)
- FAW + PFA (22 hours)
- FAWR + PFA (16 hours)
- FAW + EPFA (12 hours)
- FAW + Forestry (20 hours)
- Forest School First Aid (16 hours)
- Outdoor First Aid (16 hours)
- Parents and Child Carers First Aid (2 hours)
- PFA + EFAW (12 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 3rd Party Certification with a United Kingdom Accreditation Service (UKAS) Accredited Certification Body and is recognised by the Health & Safety Executive.

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 under the Health & Safety (First-Aid) Regulations 1981 as well as Paediatric First Aid to the required standard.

The following guidance lays down the requirements for the approval to conduct a number of Basic Life Support courses (as listed on Page 18 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 (GIS3).

The HSE Guide for Employers (GIS 3, March 2018) **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"**.

FAIB will also provide information on their website including the names of our Approved Training Providers (in Geographical Areas) and a link to their website (if requested). This will make it easy for **Employers** to see which Training Providers are registered with us and are being Regulated by a Professional Trade Body.

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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 work place 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 FAIB Training Providers** who are Approved, Monitored and Regulated by the First Aid Industry Body (FAIB) and where **Full Due Diligence checks** have already been performed. **(See Due Diligence as required by an Employer Document).**

FAIB Monitoring and Quality Assurance

FAIB monitor and reviews the standards of all Approved Training Providers as detailed in this document. A 5 Year Certificate of Registration is provided to all Training Providers who meet the Qualifying Standards.

FAIB will apply a fee over the 5 year Certification period which **includes** the cost of **one Monitoring Visit**. The Monitoring will usually be a **Face to Face Monitoring by a FAIB Inspector** however **in exceptional circumstances it may be a Distance Monitoring conducted by FAIB Administration staff (where evidence will be requested)**. If a Training Provider requests an additional Face to Face Monitoring Visit by a FAIB Inspector then an additional fee will apply.

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

Please note that a Training Provider can pay the whole fee at the start of the 5 Year Registration or they can pay each year (on the anniversary of their approval) for each of 5 years. **However a Training Provider cannot 'opt out' during the 5 year payment period as the fees are inclusive of the Monitoring Visit(s) (whether face to face or distance), Quality Assurance checks and any Administration Reviews during the 5 year period.** The only exception to this will be if the Training Provider closes down for business where proof will be required. **(The Training Provider will sign a declaration for this purpose).**

A "one off" Registration fee will be charged to Training Providers. However the "one off" Registration fee **will not** be charged to Training Providers **at the start of the next 5 year charging period.**

At the end of each 5 Year Registration Period the same process and fee structure begins again.

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 with the GDPR Regulation 2016/679.

Gaining Approval from the First Aid Industry Body (FAIB)

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

FAIB Initial Approval Assessment

The Initial Approval Assessment form will be completed by the FAIB Administration Unit.

Information in relation to the portfolio of **All Trainers/Assessors** and a number of areas within your **Quality Assurance Procedures** including how course outcomes are achieved will be required (see **The Quality Assurance of Training Providers, Trainer & Assessor and The Quality Assurance Course Outcomes Document**). Following a satisfactory outcome, the FAIB will give the Training Provider Approval to provide FAW, EFAW and Paediatric First Aid training course, plus a number of other courses as indicated in the **Schedule of courses run under FAIB** and issue a Certificate of Approval for a period of five years.

FAIB will provide the content of every First Aid Training Course under its jurisdiction and you will be asked to show how you achieve the outcomes. FAIB does **not automatically** provide Lesson Plans/Schemes of work. This is the responsibility of the Training Provider and the course content is laid down by the Health & Safety Executive or the Department for Education. However for newly established Training Providers, FAIB can provide support on this issue and guidance at minimal cost.

Following the introduction of the FAIB National Register of Trainers/Assessors in 2016, it is a requirement for Training Providers to register all of their Trainers/Assessors on an Annual basis (see **FAIB National Register of Trainers/Assessors**).

FAIB Initial Monitoring Visit (Free of Charge)

A FAIB Monitoring Visit will take place in years 3 or 4 or 5 of your approval period. 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 Quality Assurance Compliance Monitoring (Free of Charge)

As part of our UKAS/ISO 9001 certification it will now be a requirement for every Training Provider to complete an Annual Report relating to one of the areas of Quality Assurance (relating to either Student Evaluation Form, Complaints Log, Premises Log or Maintenance of Equipment Log). **FAIB may request this information at any time during the 5 year period of Approval.**

2nd FAIB Monitoring Visit (if required) (Free of Charge)

The 2nd Monitoring visit (if required) can be a **Face to Face Monitoring by a FAIB Inspector or Distance Monitoring conducted by FAIB Administration staff** will take place between Year 4 and Year 5 of the 5 Year Approval period and will assess whether the Training/Assessing standard is being maintained or whether Quality Assurance processes are up to date.

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Monitoring Visit Procedure (Face to Face)

FAIB notifies our Inspector when your routine Monitoring visit is due. The Inspector will contact you to arrange a mutually convenient time for the visit. **The Inspector will complete a Report at the end of the visit which will be signed by both parties.** Following the visit, the Inspector will provide FAIB with a written report. FAIB will consider the findings and inform you of the outcome. If your organisation 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 this additional visit (see FAIB fees).** Following a satisfactory outcome, FAIB will confirm your organisation has met the required First Aid Training Standard.

Notifications of First Aid Training Courses

Initially FAIB **will not** require you to notify us of the First Aid courses you are conducting at this stage however you are required to this information within your Administration documents (this policy may be reviewed at any time in the future).

Cancellations

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

Certificate Renewals

FAIB will inform the Training Provider (**at least 1 month before the Expiry Date**).

Appeals about Certificate Renewals

You may appeal against a decision:

- not to issue your organisation with a Certificate of Approval training;
- to request an additional visit; or
- to revoke your Organisation's approval status.

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

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/Trainers/Assessors

FAIB will ask individuals making a verbal complaint about you or your organisation, to confirm it in writing. To investigate a formal, written complaint, an Inspector of FAIB may conduct an unannounced visit to your Organisation. There is a fee charged retrospectively for any such visit if the complaint is found

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to be justified. Alternatively, FAIB may ask you to provide written information on which to base its judgement.

Administrative Requirements for FAIB Training Providers

Training Providers will be required to 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.
- Trainer/Assessor Monitoring.
- Training Venue Standards.
- Training Equipment Standards.
- First Aid Standards for FAIB First Aid Training Courses.
- Assessment Procedures of Students.
- Quality Assurance Procedure.
- Equal Opportunity Policy.

Administrative Course Management Systems

Training Organisations 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:

- Course type.
- Course venue.
- Course date(s).
- Assessment date (where applicable).
- Details of Trainers and Assessors used.
- Signed statement to validate all course and assessment standards 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 **five years**.

Student Certificates

The certificates issued to successful students on satisfactory completion of the First Aid course should contain the following:

- full name of the approved Training Organisation;
- 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'.
- reference to the Health and Safety (First-Aid) Regulations 1981; (reference to Dept. For Education for Paediatric Courses)
- confirmation that the certificate is valid for three years from the date of issue;
- the approved training organisation's FAIB Certificate of Approval number;

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- a signature of an appropriately authorised person.

The Training Provider must not operate as a franchise on behalf of other First Aid Training Organisations e.g. issue First Aid certificates on their behalf.

Student Evaluation Form

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

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

Complaints Procedure

Should follow a process that covers the following in sequence:

- Firstly to the Trainer.
- If not resolved onto the Management of the Training Provider
- Finally if still not resolved onto the Regulator (FAIB):

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

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

Trainer/Assessor Requirements

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 deliver and assess training courses. It is a requirement that all Trainers/Assessors are registered on the FAIB National Register of Trainers/Assessors.

Trainer(s)/Assessor(s)

Each 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 teaching Paediatric First Aid courses..
- a formal Training/Assessing qualification; and
- a detailed, chronological list of evidence to show the trainer has regularly provided FAW training during the previous 3 years. If this is limited, evidence of other First Aid training that demonstrates all the elements of the FAW syllabus are covered by the Trainer/Assessors experience; or
- for **New Trainers/Assessors** evidence to show the Trainer has conducted at least 2 practical and 2 theoretical First Aid training sessions under the supervision of a Qualified Assessor.
- evidence to show that the Trainer/Assessor has been monitored by a Qualified Assessor every 12 months.

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

Exemptions from the requirement to hold an FAW certificate

All Trainers/Assessors should have a valid First Aid at Work certificate. The following are exempt from this requirement:

- Doctors registered with the General Medical Council (GMC);
- Nurses registered with the Nursing and Midwifery Council (NMC);
- Paramedics registered with the Health and Care Professions Council (HCPC).

For these exemptions to apply, the Trainer/Assessor **must** demonstrate current experience (within the previous 3 years) of First Aid skills by producing sufficient evidence in their portfolio.

Teaching Standards (including Lesson Plans)

All Trainers/Assessors should produce their own Lessons Plans through the Training qualifications that they have obtained. We will check a sample of individual Lesson Plans as part of the Initial Approval Process. However if assistance is required in producing Lesson Plans a FAIB Inspector can provide this service (**a fee will be charged**) as Lesson Plans should be taught as part of the Teaching qualification.

Preparation and Planning

Is the classroom conducive to effective teaching and learning?

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.

Are lesson plans of sufficient quality and detail?

If a lesson plan has no strict format, FAIB recommends it includes:

- time allocated for each session;
- learning objectives (a statement to show what the student is expected to achieve by the end of the session);
- trainer and student activities during the session;
- teaching methods and equipment to be used;
- a method of assessing the student's understanding.

Are the Aims, Objectives and Outcomes of the Lesson Plans clearly stated?

Lesson Plans should provide all the necessary stages that the student needs to go through in order to achieve the objectives of the lesson.

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.

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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.

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 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 should be continuous 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. Assessment methods recorded in lesson plans may include theory tests, practical work or question and answer sessions, as appropriate.

Independent Assessors (for FAW courses)

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
- 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.

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)

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)
TQFE (Teaching Qualification for Further Education)	TQFE (Teaching Qualification for Further Education)
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)

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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

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)

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)

Trainer/Assessor Monitoring

Must be conducted by a person who has a current and valid First Aid at Work certificate with up to date First Aid knowledge, an Assessment Qualification and with current First Aid Assessment experience.

Trainer/Assessor Monitoring

- 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)

(See FAIB Trainer & Assessor Monitoring Report Form)

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.

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

- **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:** to match the course being delivered: FAIB accepts 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.

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First Aid Standards for FAIB First Aid Training Courses

The course contents which make up First aid at Work (including Requalification); Emergency First Aid at work and First Aid Annual Refresher syllabus are laid down by the Health & Safety Executive in the Health & Safety (First-Aid) Regulations 1981 Approved Code of Practice and Paediatric First Aid as laid down by the Dept. for Education (Early Years Foundation Stage in England and Wales).

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 First Aid publications, provided they are in line with the above and/or backed up by empirical medical research from responsible medical bodies.

Course Outcomes for FAIB First Aid Qualifications

Please Note: All FAIB First Aid Course Outcomes will be consistent with those indicated by the Health and Safety Executive or the Department for Education.

Training Providers should have Lesson Plans with Course Outcomes 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, Paediatric First Aid and Emergency Paediatric First Aid courses).

See Quality Assurance of Training Providers document.

A combination of practical work and questioning in the form of individual and group work will help the Trainer/Assessor to know each student's understanding of a given topic.

Evidence of student continuous assessment and outcome methodology should be included in the Lesson Plans.

FAIB recommends that the Lesson Plans include:

- **Timings:** The time allocated for each session.
- **Course Outcomes:** What the student is expected to achieve by the end of the session.
- **Activities during lesson:** The Trainer/Assessor and student activities during the session.
- **Assessment:** Assessment methods and resources to be used.

Every Approved Training Provider will confirm to FAIB that all the elements of Assessment have been completed for each FAIB qualification the Training Provider intends to use and HOW it is achieved. You are also required to keep a record of all the assessments conducted against each outcome should they ever be legally required. (FAIB may ask for this information at any time during your approval period).

See Course Outcomes Document

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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 Quality Assurance Outcomes (FAW & EFAW) Document.

FAW Certificates

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.

Please Note: Training Providers should encourage students to attend the Requalification course during the final 3 months of the 3 year certification period. In doing so then the new certificate will be issued from the expiry date of the 3 year certificate and so the student would not lose any of 3 year period.

Please Note: 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.

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 Quality Assurance Outcomes (FAW & EFAW) Document.

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.

Please Note: It is acceptable to allow a student onto a requalification course up to 1 month beyond the expiry date of the original certificate. The new certificate will then be issued from the date of completion of the requalification course and NOT the date of expiry of the original certificate.

Also be aware that Training Providers should encourage students to attend the Requalification course during the final 3 months of the 3 year certification period. In doing so then the new certificate will be issued from the expiry date of the 3 year certificate and so the student would not lose any of 3 year period.

FAW Requalification Certificates

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.

Please Note: Training Organisations must not combine the FAW Course training with FAW Requalification course training.

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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).

The EFAW course is a component of the FAW Course and in the delivery of EFAW courses, Training Providers should adopt the same standards of those expected in FAW courses.

EFAW Course Outcomes

See Quality Assurance Outcomes (FAW & EFAW) Document.

EFAW Certification

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

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

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First Aid Annual Refresher Course

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.

Duration

The length of this course is at least contact 3 hours.

First Aid Annual Refresher Course Outcomes

See Quality Assurance (First Aid Annual Refresher) Document.

First Aid Annual Refresher Certificates

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 1 year.

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Paediatric First Aid (PFA)

Duration

England, Wales and Northern Ireland

The Paediatric First Aid course (**in England, Wales and Northern Ireland**) 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).

Scotland

The Paediatric First Aid course (**in Scotland**) usually lasts for at least 6 hours and is accepted by the **Care Inspectorate**.

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).

Paediatric First Aid Course Outcomes

See Quality Assurance (PFA & EPFA) Document.

Paediatric First Aid Certification

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

Blended Paediatric First Aid

It is also acceptable to offer a **Blended** 12 hour Paediatric First Aid Course but NOT for the 6 hour Emergency Paediatric Course. (The 12 hour Paediatric First Aid Course includes 6 hours in the classroom and 6 hours distance learning (**the content and structure of distance learning must be fully checked by FAIB and a cost may be incurred for this extra work**).

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Emergency Paediatric First Aid (EPFA)

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

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 Quality Assurance (PFA & EPFA) Document.

Emergency Paediatric First Aid Certification

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

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

Other FAIB First Aid Courses

Course	Contact Hours
Basic First Aid for Sport (Wales)	3 Hours
Basic Life Support + Automatic External Defibrillator (AED)	3 Hours
Emergency First Aid at Work + Emergency Paediatric First Aid	6 Hours
Emergency First Aid at Work + Forestry Additions	8 Hours
First Aid at Work + Emergency Paediatric First Aid	18 Hours
First Aid at Work + Paediatric First Aid	22 Hours
First Aid at Work Requal + Paediatric First Aid	16 Hours
First Aid at Work + Forestry Additions	20 Hours
Forest School First Aid	16 Hours
Outdoor First Aid	16 Hours
Parents and Child Carers First Aid	2 Hours
Paediatric First Aid + Emergency First Aid at Work	12 Hours

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.

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Assessment of Students

The assessment of students on any FAIB First Aid training course (**FAW, FAW (R), 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.

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 theory tests, practical work or question and answer sessions, as appropriate.

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

The Training Provider will provide FAIB with the Course Outcomes 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)

FAIB strongly recommend that an Independent Assessment is used on a First Aid at Work course (and First Aid at Work Requalification Course). **If not then evidence must be produced to show that a stringent process of continuous assessment has taken place where outcomes have been achieved on every subject against every student.**

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.

Please note: It is for the Training Provider to decide whether they use 1 or 2 assessors or whether they use a continuous assessment process.

Quality Assurance Procedure

The Training Provider must have a Designated Person (who has a current and valid First Aid at Work certificate (unless exempt) with up to First Aid knowledge and an Assessment qualification with current First Aid assessment experience to take overall responsibility for Quality Assurance.

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 **(See Trainer & Assessor Monitoring Report Form)**

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Equal Opportunities 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.

The First Aid Industry Body.