



THE TRAINING FOX

The Training Fox's Health and Safety Executive First Aid Due Diligence

Employers should check...	Yes	No	Notes
Trainers/Assessors			
Do the trainers/assessors have a current First Aid at Work (FAW) certificate or qualify for an exception?	#		Steve's First Aid at Work certificate is due to expire in 2021, he renews his first aid at work under current guidelines every 3 years.
Do the trainers/assessors have an appropriate training/assessing qualification?	#		Steve has a teaching qualification as well as an assessing certificate. He also has many years' experience of teaching first aid.
Quality Assurance			
Is there a documented quality assurance plan designating an individual to take responsibility for quality assurance, including assessment of the performance of trainers/assessors at least annually?	#		There is a robust quality assurance plan in place, trainers are observed at least annually and have a desk-based review completed on their paperwork at least every 6 months.
Does the designated person have a current FAW certificate or qualify for an exemption?	#		Our Internal Quality Assurers have current in-date First aid at Work certificates, due for renewal in 2021, renewed every 3 years.
Does the designated person have an assessing/verifying qualification?	#		Our Internal Quality Assurers have a current qualification and attend standardisation meetings and seminars to keep their practice up to date.
Is there a documented course evaluation procedure?	#		At the end of every course, all learners are asked to complete a course evaluation form, these are then reviewed, and comments noted. We are careful to review all comments and take any necessary action.
Is there a documented complaints procedure?	#		We have a clearly documented complaints procedure, a summary of this is recorded on our learning commitment, which is clearly displayed on all our courses.
Teaching Currently Accepted First Aid Practice			
Is FAW/EFAW taught in accordance with current guidelines on adult basic life support published by the Resuscitation Council (UK), and for other aspects of first aid, in accordance with current guidelines published by the Voluntary Aid Societies or other published guidelines that are supported by a responsible body of medical opinion?	#		Yes, all our first aid courses meet current guidelines, currently the 2015 European Resuscitation Guidelines, as well as guidelines from the organisations named. Our trainers attend seminars and workshops to keep their skills up to date, we also work closely with our Awarding Body to ensure good practice. We also teach all our First aid courses to our own FIRST principles.





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Teaching Syllabus			
Does the course content adequately meet the needs of your workplace as indicated by your first-aid needs assessment?	#		Our courses meet the current Health and Safety Executive guideline's, however if your need assessment highlights a specific part of first aid you require, we are able to tailor a course to your needs.
For FAW, does the syllabus include the topics listed in Appendix 5 and does the course include at least 18 training and assessment contact hours, over three days?	#		Our course syllabus meets appendix 5 of the guidance. It can be taught over 3 full days or a period of weeks up to a maximum of 10 weeks.
For FAW requalification, does the syllabus include the topics listed in Appendix 5 and does the course last at least 12 training and assessment contact hours, over two days?	#		Our FAW Re-qualification course meets appendix 5 of the guidance. It is taught under the assumption that this course is a refresher course. you should consider taking this course within 1 month of your certificate's expiration date. It can be taught over 2 full days or over a period of weeks up to a maximum of 6 weeks.
For EFAW, does the syllabus include the topics listed in Appendix 6 and does the course last at least six training and assessment contact hours, over one day?	#		Our Emergency First Aid at Work course fully meets the requirements of appendix 6 in the guidance. It is taught to our FIRST Principles and high standards and over 1 full day or over a maximum of a 3-week period.
For EFAW requalification, does the syllabus include the topics listed in Appendix 6 and does the course last six training and assessment contact hours, over one day?	#		Our EFAW course fully meets the appendix 6 in the guidance. It is taught over 1 full day or can be taught in smaller segments up to a period of 3 weeks.
Certificates			
<p>Do the certificates issued to students assessed as competent contain:</p> <ul style="list-style-type: none"> • The name of the training organisation, • The title of the qualification (eg FAW or EFAW), • Reference to the Health and Safety (First-Aid) Regulations 1981, • The date of issue, and • Confirmation the certificate is valid for three years? <p>(If training is neither FAW nor EFAW the certificate should also list the learning outcomes of the syllabus on which candidates have been assessed.)</p>	#		Our course certificates are awarded by our Awarding Body and contain all of the information specified in the guidance. At present in addition to our full A4 certificates our Awarding Body provide a credit card sized certificate as standard. This is useful for you to carry around in your wallet or purse.

