

APPENDIX B - Shared Standards Related to the Delivery, Assessment and Quality Assurance of First Aid Qualifications

Certificates

The date of certification should be based on the achievement of the final unit. The validity period of the qualification, as specified in **Table 2**, should be calculated from that date.

Certificates issued for *Emergency First Aid at Work* or *First Aid at Work* Qualifications must contain the following:

- Reference to the Health and Safety (First-Aid) Regulations 1981;
- Confirmation that the certificate is valid for three years from the date of achievement of the final unit;
- The name of the training organisation (where permissible by the qualification regulator)

Duration of Training

The minimum duration of contact hours (time set aside for direct teaching and assessing excluding breaks) for each qualification is set out in **Table 2**.

For FAW/EFAW the total contact hours should be for a minimum of:

- First Aid at Work - 18 hours over three days.
- First Aid at Work Re-qualifying* - 12 hours over two days.
- Emergency First Aid at Work - 6 hours over one day.

*FAW Re-qualifying

Learners who have previously attained the FAW qualification should re-qualify by undertaking the full qualification again. Providing the learner's FAW certificate has not expired by more than 1 calendar month (e.g. expired on 5th, started course on or before 4th of following month), the contact hours may be reduced to 12 hours over 2 days. Beyond this period the AO can use their special considerations policy in deciding if the contact hours can be reduced. Learners must be assessed against all learning outcomes and assessment criteria in the units. To attend the shorter re-qualification course, learners should provide evidence of their previous FAW qualification.

AOs, Centres and employers should be aware that if a workplace first aider's certificate expires, they will not be accepted as a first aider for the purposes of the First Aid at Work Regulations until they have re-taken the qualification.

Lesson plans

Centres should plan and deliver training in accordance with detailed lesson plans, detailing timetables for delivery, aims, outcomes and objectives for each session, learner and trainer activity. Training should be delivered to the principles set out in NOS 7 Facilitate Individual Learning and Development.

End of Course Evaluation

Centres should have an evaluation procedure, based on learner feedback, to evaluate the ability of trainer/assessors, the structure and content of the course, the equipment used and the training venue.

Internal Quality Assurance

In addition to monitoring assessments, IQA monitoring undertaken by centres should also verify the trainer's ability in teaching first aid.

Table 1 – Training Venue and Equipment Requirements:

Resuscitation manikins	Should be provided at a minimum ratio of 1 manikin per 4 learners. For paediatric first aid, 1 child manikin per 4 learners and 1 baby manikin per 4 learners should also be provided.
Hygiene	Sufficient procedures must be in place to ensure hygiene during the use of resuscitation manikins and other training equipment.
AV Equipment and training aids	Sufficient Audio Visual equipment and training aids should be available to facilitate learning using varying teaching methods.
Learning materials	Learners should be provided with clear and accurate reference books/handouts covering the topics included in the qualification.
AED Trainers	For qualifications that include training in the use of an AED, at least one AED trainer should be available per 4 learners. Where fewer AED trainers are provided, learning hours/lesson plans should be adjusted accordingly to ensure learners are not disadvantaged.
Bandages and dressings	Sufficient clean bandages, dressings and other items commonly found in a first aid kit must be available to facilitate training and assessment
Training Venue	The training venue must meet acceptable health and safety standards and be conducive to learning, with sufficient: Size, floor surfaces, seating, writing surfaces, toilet facilities, ventilation, lighting, heating, access, exits, cleanliness, absence of distracting noise.

Table 2 – Standards for Duration, Certification and Delivery of First Aid Qualifications

Qualification	Minimum Contact Hours ¹	Minimum Days ²	Maximum Weeks ³	Minimum Session ⁴	Learner/Trainer Ratio ⁵	Certificate Validity ⁶	Annual Refresher ⁷ Recommended
First Aid at Work	18	3	10	2 hours	12:1	3 Years	Yes
First Aid at Work (Requalification)	12	2	6	2 hours	12:1	3 Years	Yes
Emergency First Aid at Work	6	N/A	3	2 hours	12:1	3 Years	Yes

NOTES BELOW REFER TO CLASSROOM BASED LEARNING

(See 'Blended Learning in First Aid – Quality Assurance Standards' for amendments regarding blended learning).

1. Time set aside for direct classroom teaching and assessing excluding breaks
2. Minimum number of days over which the training should be delivered
3. Maximum number of weeks over which the qualification can be attained. Special considerations may be taken into account to increase this duration if necessary.
4. Minimum duration of any one training session.
5. Maximum number of learners per trainer or learners per assessor at any one time.
6. Validity period of certificate to be calculated from the date of achievement of the final unit.
7. Indicated if annual refreshers are recommended for the qualification in the years between re-qualifying. It is accepted that not all IT systems will allow, but if possible, AOs should indicate that annual refreshers are recommended on certificates, ideally indicating the month/years in which the annual refreshers should take place, along with the date before which full re-qualification should be undertaken.

Blended Learning in First Aid – Quality Assurance Standards

1. The time taken to complete the first aid course should not be reduced. There may be a benefit in flexibility but blended learning should not reduce the overall time required to take the course.
2. The employer should provide paid time for the employee to undertake the training. The employee should not be required to take the distance-learning element of the course in their 'own' time.
3. Following completion of the distance element of learning, the learner must be assessed by a suitably qualified first aid assessor (who has qualifications and experience as described in the Skills for Health First Aid Assessment Principles document/GEIS 3). The first aid assessor must satisfy him/herself that all the assessment criteria for the learning outcomes delivered via distance learning have been met. Auditable evidence should be generated. It is the centres responsibility to confirm the identity of the learner and the authenticity of the evidence.
4. The assessment should be quality assured following national occupational standards (NOS).
5. A minimum of **two-thirds** of the training time should be **face-to-face** learning (e.g. EFAW 4 hours minimum face-to-face).
6. The general practical elements of the training course are the learning outcomes that should be delivered and assessed face-to-face.