

## Checklist for evaluating the competence of first-aid training organisations

Trainers/assessors	HERS – HESA Approved Training Orgs	Compliant with HSE Guidance
Do the trainers/assessors have a current FAW certificate or qualify for an exemption?	All Trainers approved to deliver First Aid training have a current First Aid at Work (FAW) qualification	✓
Do the trainers/assessors have an appropriate training/assessing qualification?	All have PTLLS (Preparing to Teach in the Lifelong Learning Sector) qualification as a minimum. From 1st Oct 2015, all those holding PTLLS will also have an A1 / AQA Assessor qualification if they wish to deliver this training	✓
<b>Quality assurance</b>		
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?	All HESA Approved Training Organisations have to comply with the Training Organisation requirements and have a documented quality assurance plan. They are audited annually	✓
Does the designated person have a current FAW certificate or qualify for an exemption?	All Trainers approved to deliver First Aid training have a current First Aid at Work (FAW) qualification	✓
Does the designated person have an assessing/verifying qualification?	This is verified with HESA ATO's on demand / audit. Those centres without this can elect to use HESA to provide this service (costs apply)	✓
Is there a documented course evaluation procedure?	All HESA Approved Training Organisations have to comply with the Training Organisation requirements and have a documented course evaluation procedure. They are audited annually	✓
Is there a documented complaints procedure?	All HESA Approved Training Organisations have to comply with the Training Organisation requirements and have a documented complaints procedure. They are audited annually	✓
<b>Teaching currently accepted first-aid practice</b>		
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?	HESA Approved Training Organisations use standard course material developed from recognised and widely accepted information and good practice including the Resuscitation Council guidelines	✓
<b>Training syllabus</b>		
Does the course content adequately meet the needs of your workplace as indicated by your first aid needs assessment?	All HESA Approved Training Organisations have to comply with the Training Organisation requirements and follow the documented Highway Electrical Training Specification syllabus for Emergency First Aid. They are audited annually	✓
For FAW, does the syllabus include the topics listed in Appendix 1 and does the course include at least 18 training and assessment contact hours, over three days?	n/a	n/a
For FAW requalification, does the syllabus include the topics listed in Appendix 1 and does the course last at least 12 training and assessment contact hours, over two days?	n/a	n/a