FAAOF
First Aid Awarding Organisation Forum

Delivery Standards for Regulated 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

For PFA/EPFA the total contact hours should be for a minimum of:

- Paediatric First Aid – 12 hours over two days
- Emergency Paediatric First Aid – 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 the following month), the contact hours may be reduced to 12 hours over 2 days. Beyond this period the AO can use the appropriate 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:

The table below sets out both minimum equipment requirements and circumstances where 'sufficient' equipment must be available. Trainers must ensure that adequate equipment is provided to enable all learners to learn, practise and be assessed within the GLH of the qualification. Larger learner groups, shorter delivery schedules or increased practical activity will require additional equipment.

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 reference materials which cover the topics included in the qualification. Reference materials should be comprehensive and in accordance with currently accepted first aid practice. Learners should have access to these reference materials for the validity of their certification.
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
Catastrophic (severe) bleeding training equipment	Sufficient catastrophic bleeding training equipment must be available to enable learners to practise the application of manufactured tourniquets, improvised windlass tourniquets and wound packing. This should include appropriate training tourniquets, triangular bandages or equivalent materials for improvised windlass techniques, wound-packing training materials and suitable training limbs or simulators.

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	Learning 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	7	2 hours	12:1	3 Years	Yes
Emergency First Aid at Work	6	N/A	4	2 hours	12:1	3 Years	Yes
Paediatric First Aid	12	2	7	2 hours	12:1	3 Years	Yes
Emergency Paediatric First Aid	6	N/A	4	2 hours	12:1	3 Years	Yes
Combined Emergency First Aid at Work and Emergency Paediatric First Aid	7	N/A	4	2 hours	12:1	3 Years (2 certificates)	Yes
Combined First Aid at Work and Paediatric First Aid	22	3	7	2 hours	12:1	3 Years (2 certificates)	Yes

NOTES BELOW REFER TO CLASSROOM BASED LEARNING

(See Blended Learning in First Aid Quality Assurance Standards document 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.