

Table 1 Checklist for evaluating the competence of first-aid training organisations

CHECK	YES	NO	NOTES
Trainers/assessors			
Do the trainers/assessors have a current FAW certificate or qualify for an exemption?	✓		Trainers are qualified to :
Do the trainers/assessors have an appropriate training/assessing qualification?	✓		Trainers have a minimu
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?	✓		Life Saving Training's Lead Trainer and Assessor, Ian Blackburn is responsible for implementing the centre's Internal Quality Assurance Policy. Policy is available upon request.
Does the designated person have a current FAW certificate or qualify for an exemption?	✓		Ian Blackburn is qualified to FREC Level 4 which is two levels above FAW.
Does the designated person have an assessing/verifying qualification?	✓		An IQA qualification.
Is there a documented course evaluation procedure?	✓		Available upon request.
Is there a documented complaints procedure?	✓		Available upon request.
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?	✓		Life Saving Training ensu
Training syllabus			
Does the course content adequately meet the needs of your workplace as indicated by your first-aid needs assessment?			Every employer needs to
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?	✓		
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?	✓		
For EFAW , does the syllabus include the topics listed in Appendix 2 and does the course last at least six training and assessment contact hours, over one day?	✓		
For EFAW requalification , does the syllabus include the topics listed in Appendix 2 and does the course last at least six training and assessment contact hours, over one day?	✓		
Certificates			
Do the certificates issued to students assessed as competent contain 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? (If training is neither FAW nor EFAW the certificate should also list the learning outcomes of the syllabus on which candidates have been assessed.)	✓		Example certificates can be viewed in advance if necessary and are available upon request.