



# EMERGENCY First Aid *at Work*

## FAQs

### Frequently Asked Questions

#### Why has First Aid changed?

Following a review of the Health and Safety (First-Aid) Regulations 1981, the HSE concluded that the regulations should not change, but that within this framework there should be a new training regime for first aiders in the workplace.

#### What is EFAW?

EFAW stands for Emergency First Aid at Work. This 1-day course has been introduced to satisfy the needs of employers. The new Risk Assessment of First Aid Needs issued by the HSE clearly identifies this qualification and HABC strongly recommends that all employers familiarise themselves with this table which came in to effect from 1<sup>st</sup> October 2009. EFAW courses delivered through an Awarding Body will be accredited by Ofqual. All successful students will be issued with an Emergency First Aid at Work Certificate which is valid for a period of 3 years, along with a wallet-sized plastic card detailing their qualifications.

#### Is there a requalification?

The qualification is valid for a period of 3 years after which time the Candidate will need to successfully re-take the course to gain another 3 year certificate. Also, the HSE strongly recommends that Candidates undertake an annual refresher course.

#### What is the assessment process?

Candidates will be assessed by ongoing practical assessment by the Tutor. There is no requirement for independent assessment.

#### What equipment do I need?

Equipment is needed to support all elements of the training. Tutors should also ensure good hygiene practices are followed where appropriate. There should be 1 CPR manikin to every 4 students. There should also be a sufficient quantity of dressings/bandages.

#### How do I register as a training provider for EFAW?

- Approved HABC Centres should follow the link on the main First Aid page. HABC will then update the Centre registration to include the First Aid qualifications selected.
- Non-Approved Centres will need to complete the HABC Centre Application form and gain Centre Approval before they are able to deliver courses leading to an HABC qualification. Please follow the 'Become a Centre' link on the HABC homepage.

## What are the costs to register for EFAW?

Registration for the EFAW qualification will be £20 + VAT. There is no charge for registering new Nominated Tutors or updating the details of existing Nominated Tutors.

## What will the assessment cost?

The assessment costs just £6.50 + VAT per candidate. In addition, discounts are available for larger numbers of candidate assessment bookings as follows:

1 - 99	£6.50	
100 - 249	£6.00	
250 - 499	£5.50	
500+	£5.00	Prices exclude VAT

## What are the requirements to teach EFAW?

Nominated Tutors must have sufficient expertise to speak with authority on the subject to be taught at the levels at which they wish to train. HABC require that Nominated Tutors have a formal teaching qualification, examples of which are provided below. Please note, the list is not definitive and is only a guide:

- Further and Adult Education Teachers Certificate
- Cert.Ed/PGCE/B.Ed/M.Ed
- PTLLS/CTLLS/DTLLS
- NVQ level 3 in Training and Development
- NVQ level 4 in Training and Development
- IHCD Instructional Methods
- IHCD Instructor Certificate
- First Aid at Work Trainer/Assessor Qualification
- Training Group A22,B22, C21, C23, C24

If the trainer has no formal qualification, then significant experience in a First Aid role may be considered.

Suitable subject area qualifications may include:

- A current and valid First Aid at Work certificate.
- Registration with the NMC or GMC
- A registered paramedic with the HPC

HABC will also accept proof of attendance on a Nuco Training 2-day instructor course (or equivalent first aid at work Trainer/Assessor qualification) together with relevant work experience. Nominated Tutors should also be able to demonstrate relevant experience and knowledge in a work context and provide evidence of engagement with the subject field and continuing professional development.

Nominated Tutors will also be monitored at least once a year and should keep a portfolio containing evidence of their teaching and professional qualifications, along with details of training they have provided and evidence of CPD.

## How do I update my Nominated Tutor information?

To update Nominated Tutor details please forward a copy of an in-date FAW certificate or evidence of registration with the NMC, GMC or HPC to your Centre Account Manager.

## Are there any industry guidelines that Centres need to adhere to?

Centres who deliver EFAW must abide by the Minimum Training Standard for the purposes of the Health and Safety (First-Aid) Regulations 1981. The document has been produced by the HSE and sets out a training standard that Awarding Bodies and HSE Centres alike must adhere to.

The Training Standard states that training centres must be assessed/monitored as part of the approval process to ensure the training standard is being met. The stages that require assessment are detailed as follows;

- *Pre-Approval Stage – to validate paperwork and administrative systems*

The HABC Centre Application asks for full details of the Centre's administrative systems and therefore meets the criteria for the Pre-Approval assessment. However, centre visits may be required to take place as part of the audit process. Pre-approval visits will be charged at £100. Centres required to have a pre-approval visit will be notified in advance. Please note, in light of the fact that all HABC Centres have recently been through our Centre Approval Application, Pre-Approval visits will not be required in most cases.

- *Immediate Post-Approval Stage – to evaluate trainers in relation to the teaching standards and to assess the equipment and premises used for training*

Post-Approval visits will be arranged with Centres in due course, at a very competitive rate of £100+VAT per Centre. Centres who have purchased 50 or more candidate assessments will be exempt from paying this post-approval fee. Where practicable, the Immediate Post-Approval visit will usually take place within 3 months of the Centre running their first course. All Centres will be required to have an immediate post-approval visit.

- *Ongoing Post-Approval Stage – to ensure the Training Standard is being maintained*

On-going Post-Approval visits will take place on or around 2 ½ years after gaining approval and subsequently at least once every 5 years thereafter. Post-Approval visits will be scheduled with Centres well in advance. Centre visits will be subject to a fee, which will be the same as the published Immediate Pre-Approval fee at the time (currently £100+VAT). However, Centres who have purchased 250 or more candidate assessments will be exempt from paying this fee. Visits during the Immediate and Ongoing Post-Approval Stages must include observation of training taking place.

All fees and offers are subject to change.