

HABC News Update – November 2009

Following the successful launch of the HABC Level 2 Award in Emergency First Aid at Work, HABC would like to update Centres with some important information in relation to this qualification.

Training Standard

Centres who deliver EFAW must abide by the document, Minimum Training Standards for Delivery of Emergency First Aid at Work Courses 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. It is a condition that all Approved Centres delivering the HABC Level 2 Award in Emergency First Aid at Work adhere to the Training Standard.

Please [click here](#) to access the Training Standard.

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*

In light of the fact that all HABC Centres have recently been through our stringent Centre Approval Application, Pre-Approval visits will not be required in most cases. As you are aware, the HABC Centre Application asks for full details of the Centre's administrative systems and therefore meets the criteria for the Pre-Approval assessment. Centres subject to a Pre-Approval visit will be notified in advance. Pre-Approval visits will be charged at £100+VAT.

- *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*

Ongoing Post-Approval visits will take place on or around **2½ 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.

Nominated Tutors

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 that 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, providing 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.

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