

Table 1 Checklist for evaluating the competence of first-aid training organisations <https://www.hse.gov.uk/pubns/geis3.pdf>

CHECK	YES	NO	NOTES
Trainers/assessors			
Do the trainers/assessors have a current FAW certificate or qualify for an exemption?	x		All St Thomas Training first aid trainers hold a minimum of a Level 3 First Aid qualification and are registered and qualified with Nuco Training Ltd to deliver full range of Level 3 Adult and Paediatric First Aid (Level 6 in Scotland).
Do the trainers/assessors have an appropriate training/assessing qualification?	x		
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?	x		St Thomas Training has a Quality Assurance Policy for all training topics which is reviewed annually. All first aid trainers are also required to be annually reviewed by Nuco Training Internal Quality Assurance for accredited courses.
Does the designated person have a current FAW certificate or qualify for an exemption?	x		The Head of First Aid Training at St Thomas Training holds a current Level 3 FAW qualification, FAW Instructor qualification and First Aid Assessor and Internal Quality Assurance CPD Training certificate.
Does the designated person have an assessing/verifying qualification?	x		There is a feedback form for every course which is analysed carefully and shared with the customer. There is also a complaints policy in place should there be a discrepancy.
Is there a documented course evaluation procedure?	x		Other STT policies in place (reviewed annually):
Is there a documented complaints procedure?	x		<ul style="list-style-type: none"> • Equal Opportunities and Diversity Policy • Privacy Policy • Health & Safety Policy • Confidentiality and Data Control Policy • Complaints Policy • Business Continuity Policy
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?	x		Both the First Aid at Work and Emergency First Aid at Work courses are 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.

Training syllabus			
Does the course content adequately meet the needs of your workplace as indicated by your first-aid needs assessment?	x		All content meets the requirements specified by the Health and Safety (First Aid) Regulations 1981 covering a range of specific injuries and illnesses. We are also able to adapt non-accredited courses to match your specific needs.
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?	x		All courses (accredited and non-accredited) cover the required topics included in the HSE syllabus and last the required training and assessment contact hours. For accredited FAW courses, there is a minimum syllabus.
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?	x		
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?	x		
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?	x		
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.	x		For accredited courses, successful participants will receive either an electronic or paper Ofqual competent certificate awarded by First Aid Awards Ltd and will include: 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. For non-accredited courses, successful participants will receive a St Thomas Training attended certificate which will be handed to the individual on the day.