

Additional Evidence for Non-HSE Approved Organisations

Criteria:	Evidence to be provided:	Portfolio page reference:
<p>1. Do you have accreditation from another external quality monitoring organisation (such as QCA, ISO 9001 etc.)</p>	<p>If so, please provide details. Note: this is not a mandatory requirement.</p>	
<p>2. Sufficient suitably-qualified* trainers are available to cover the planned training programme. *See 'Acceptable Qualifications and Experience of Trainers' information.</p>	<p>Criterion 3 and 4 of our main approval application requires you to submit details of the trainers you will use. You must have a minimum of two suitably qualified trainers available to carry out the training.</p>	N/A
<p>3. An acceptable system is in place to regularly monitor and evaluate the quality of training, trainers and assessments. The system should have an element of Continual Professional Development for trainers. Evidence of such monitoring and evaluation should be kept on file for examination by PFAA if requested. N.B. This criteria is not referring to 'end of course evaluations' completed by students, which is covered by separate criteria in our approval application.</p>	<p>Detailed explanation of how you will monitor, evaluate and achieve this, including samples of any forms or records you will keep.</p>	
<p>4. Premises used for training meet relevant health and safety standards and are suitable for first aid training purposes.</p>	<p>Explanation of the standards you will set and how you will ensure that training premises meet this standard.</p>	
<p>5. The training organisation teaches in accordance with acceptable first aid guidelines.</p>	<p>Details of which guidelines you will use (e.g. resuscitation council, VAS manual, JRCALC etc.).</p>	
<p>6. System(s) are in place to ensure that the training organisation and its trainers keep up-to-date with and teach up-to-date first aid practices. As a member we will endeavour to keep you informed with changes in practice; however we expect you to take a proactive stance on keeping yourself informed about the latest medical evidence and changes. You should make every effort to become an expert in what you teach.</p>	<p>Detailed explanation of how you will keep your organisation and trainers informed of changes in first aid practice.</p>	
<p>7. An effective complaints procedure is in place.</p>	<p>Details of your complaints procedure/policy.</p>	
<p>8. An effective health and safety policy is in place and is regularly reviewed.</p>	<p>Details of your health and safety policy.</p>	