



Application for First Aid Awards Approved Centre Registration

Name of Company/Organisation

Address
(For all correspondence)

Billing Address

Telephone Number

Website Address

Email Address
(For all FAA communication)

Company Registration Number

Trading Style (Please select)

Sole Trader

Limited Company

Public Sector

If Sole Trader, please enter
Proprietors' name

Name of Centre Head

Name of Examinations Officer
(If different from above)

Have you been refused approved
Centre status in the past 5 years?

YES

NO

If yes, please give details.....

Type of Organisation

Please tick the box/es that describes your organisation:

School – State maintained or independent	<input type="checkbox"/>	HM Forces	<input type="checkbox"/>
College or Higher Education Institution	<input type="checkbox"/>	Employer (in-house training)	<input type="checkbox"/>
Local Authority	<input type="checkbox"/>	Training Provider – Private	<input type="checkbox"/>
Central Government	<input type="checkbox"/>	Training Provider – Public	<input type="checkbox"/>
Training Provider – trust/charity	<input type="checkbox"/>	Other – please specify	<input type="text"/>

Organisational Structure

Please provide brief details of your organisational structure relating to qualification delivery. If preferred please attach an organisational chart.

Qualifications Required

Please see all qualifications that are available through FAA listed in the table below. Please indicate in the column if you wish to apply for the qualification and also for which Regulator.

Ofqual regulate qualifications within England, Wales and Northern Ireland, while SQA Accreditation regulates qualifications in Scotland.

You can view the course product sheet or learning outcomes for any qualification by clicking the link below each title in the table. The level rating for each Regulator is stated in the appropriate column.

Qualification Name	Ofqual	SQA Accreditation
First Aid at Work COURSE PRODUCT SHEET LEARNING OUTCOMES	3	6
Emergency First Aid at Work COURSE PRODUCT SHEET LEARNING OUTCOMES	2	5
Paediatric First Aid COURSE PRODUCT SHEET LEARNING OUTCOMES	3	6
Emergency Paediatric First Aid COURSE PRODUCT SHEET LEARNING OUTCOMES	3	6
Activity First Aid COURSE PRODUCT SHEET LEARNING OUTCOMES	2	5
Cardiopulmonary Resuscitation & Automated External Defibrillation COURSE PRODUCT SHEET LEARNING OUTCOMES	2	5
Basic Life Support and Safe Use of an Automated External Defibrillator COURSE PRODUCT SHEET LEARNING OUTCOMES	2	5
Oxygen Therapy Administration COURSE PRODUCT SHEET LEARNING OUTCOMES	3	6
Immediate Management of Anaphylaxis COURSE PRODUCT SHEET LEARNING OUTCOMES	3	6
First Aid Risk Assessment – Principles and Practice COURSE PRODUCT SHEET LEARNING OUTCOMES	2	5
Health & Safety in the Workplace COURSE PRODUCT SHEET LEARNING OUTCOMES	1	4
Health & Safety in the Workplace COURSE PRODUCT SHEET LEARNING OUTCOMES	2	5
Manual Handling – Principles and Practice COURSE PRODUCT SHEET LEARNING OUTCOMES	2	5
Fire Safety Awareness COURSE PRODUCT SHEET LEARNING OUTCOMES	1	4
Fire Safety COURSE PRODUCT SHEET LEARNING OUTCOMES	2	5
Food Safety in Catering COURSE PRODUCT SHEET LEARNING OUTCOMES	2	5
Good Nutrition COURSE PRODUCT SHEET LEARNING OUTCOMES	2	5
Principles of Safeguarding Children, Young People and Vulnerable Adults COURSE PRODUCT SHEET LEARNING OUTCOMES	3	

Trainer/Assessor Details

The table below details the qualifications that are required by a Trainer/Assessor to deliver a qualification through FAA. You can click on 'Teaching Qualifications' and 'Assessing Qualifications' to view a list of acceptable qualifications, along with each individual link under 'Subject Knowledge' to view the support qualifications required.

Qualification Name	Ofqual Level	SQA Accreditation Level	Teaching Qualification CLICK HERE TO VIEW ACCEPTABLE QUALS	Assessing Qualification CLICK HERE TO VIEW ACCEPTABLE QUALS	Subject Knowledge CLICK ON EACH INDIVIDUAL LINK TO VIEW ACCEPTABLE QUALS	Teaching Log
First Aid at Work	3	6	✓	✓	LINK	✓
Emergency First Aid at Work	2	5	✓	✓	LINK	✓
Paediatric First Aid	3	6	✓	✓	LINK	✓
Emergency Paediatric First Aid	3	6	✓	✓	LINK	✓
Activity First Aid	2	5	✓	✓	LINK	✓
Cardiopulmonary Resuscitation & Automated External Defibrillation	2	5	✓	✓	LINK	✓
Basic Life Support and Safe Use of an Automated External Defibrillator	2	5	✓	✓	LINK	✓
Oxygen Therapy Administration	3	6	✓	✓	LINK	✓
Immediate Management of Anaphylaxis	3	6	✓	✓	LINK	✓
First Aid Risk Assessment – Principles and Practice	2	5	✓		LINK	
Health & Safety in the Workplace	1	4	✓		LINK	
Health & Safety in the Workplace	2	5	✓		LINK	
Manual Handling – Principles and Practice	2	5	✓		LINK	
Fire Safety Awareness	1	4	✓		LINK	
Fire Safety	2	5	✓		LINK	
Food Safety in Catering	2	5	✓		LINK	
Good Nutrition	2	5	✓		LINK	
Principles of Safeguarding Children, Young People and Vulnerable Adults	3		✓		LINK	

Trainer/Assessor Registration

You must have a minimum of at least three qualified Trainer/Assessors to register as an approved Centre.

Please list the names of all Trainer/Assessors that you would like to register under your Centre. Please note that supporting evidence will be required by FAA on application.

Centres must retain portfolios containing evidence of all qualifications and experience for each Trainer/Assessor and IQA. The portfolios must be made available at all times for quality assurance purposes. Centres must ensure that Trainer/Assessors and IQA's are made aware of and will follow all FAA policies and procedures.

TRAINER/ASSESSOR NAME	First Aid	Defibrillation	Oxygen	Anaphylaxis	Health & Safety	Fire Safety	Manual Handling	Food Safety	Good Nutrition	Safeguarding

Sector Skills Councils

Sector Skills Councils are employer led Organisations that cover specific industry areas and detail rules and requirements for all regulated qualifications to standardise quality.

Skills for Health is the Sector Skills Council that covers First Aid and they set out the requirements for the qualifications and experience that Trainer/Assessor's must hold.

Please [click here](#) to view the Skills for Health Assessment Principles for First Aid.

Centre Internal Quality Assurer (IQA)

A FAA Centre must register at least one fully qualified IQA. The IQA will need to hold a quality assurance qualification, as well as a subject certificate in the qualifications they will be quality assuring i.e. a current FAW Level 3 certificate, a valid Health & Safety certificate. The IQA must be independent of the training meaning that they cannot teach and conduct the quality assurance of the same course.

[Please click here to view a list of IQA qualifications](#)

Please register below the Centre IQA/s. Evidence of all qualifications will be required to be submitted with the application.

IQA NAME	First Aid	Defibrillation	Oxygen	Anaphylaxis	Health & Safety	Fire Safety	Manual Handling	Food Safety	Good Nutrition	Safeguarding

Policy Documents

Please tick to confirm that copies of the relevant policies and documents have been included with the Application:

Health and Safety Policy

Equal Opportunities Policy

Data Protection Policy

Public Liability Insurance Certificate

On approval you will be expected to have policies relating to Enquiries, Complaints & Appeals which should be in line with the FAA policies. The Centre will also need to have in place a documented Internal Quality Assurance strategy.

Partnership Arrangements

Please provide details of any partnership arrangements that you have:

Pricing and Billing

For a breakdown of fees from FAA please see our pricing policy which can be accessed by [clicking here](#).

All goods and services must be paid for before being sent or actioned unless an account for credit facilities is in place. Should you wish to apply for a credit account then please complete the application form which can be [found here](#).

Centre Agreement - Terms and Conditions

Should approval be offered to your Centre you will be required to work inline with the terms and conditions contained within the FAA Centre Agreement. The FAA Centre Agreement forms a contract between FAA and the Centre and must be completed as part of the application process for approved Centre status.

The FAA Centre Agreement can be found by [clicking here](#)

Please read the agreement carefully and you are required to complete your Centre details at the top of page 1 and the signed declaration at the bottom of page 6. Please note that a basic 'typed' signature is sufficient to legally sign the agreement.

Appeals

Should you wish to appeal against the decision for registration as an approved Centre with FAA, this will be dealt with inline with the FAA Appeals Policy, which can be [found here](#).

Declaration

On behalf of the Applicant, I declare that we fully understand and accept the conditions set out above and that, if our application is approved, it will form the basis of a contract between the Applicant and FAA.

I accept that failure to comply with these conditions may lead to non certification of learners, suspension or removal of recognition status.

I further declare that I am authorised by the Applicant to supply the information given above and, at the date of signing, the information provided is a true and accurate record to the best of my knowledge.

Name

Position

Signature

Date

Please return the completed Application with the following:

- FAA Centre Agreement
- Trainer/Assessor qualification evidence
- IQA qualification evidence
- Health & Safety Policy
- Equal Opportunities Policy
- Data Protection Policy
- Public Liability Insurance Certificate
- Credit Application Form (if requesting a credit account)

The application can be returned by email to enquiries@firstaidawards.com or by post to First Aid Awards Limited, Awards House, 10 Centre Treviscoe, St. Austell, Cornwall PL26 7QW.