



## CENTRE APPLICATION FORM

### APPLICATION FOR FIRST AID AWARDS APPROVED CENTRE REGISTRATION

Awards House, 10 Central Treviscoe  
St Austell, Cornwall, PL26 7QW

**TEL** 03458 333999  
**EMAIL** enquiries@firstaidawards.com  
**WEB** www.firstaidawards.com

**Name of Company/Organisation**

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**Address** (For all correspondence)

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**Accounts address** (if different to above)

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**Telephone Number**

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**Website Address**

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**Centre Head email address** (For all FAA communication)

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**Company Registration Number**

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**Trading Style** (Please select)

Sole Trader

Limited Company

Public Sector

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**If Sole Trader, please enter Proprietors' name**

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**Name of Centre Head**

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**Name of Examinations Officer and email address** (If different from above)

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**Name of Accounts contact and email address** (If different from above)

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**Are you an Approved Centre for any other recognised Awarding Organisation?**

Yes

No

If yes, please detail the Awarding Organisation/s ...

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**Have you ever been refused approval by a recognised Awarding Organisation or had direct claims status or centre approval removed for any qualification or sector?**

Yes

No

If yes, please give details including the name of the Awarding Organisation/s and reasons for refusal or removal of approved Centre or direct claims status ...

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# CENTRE APPLICATION FORM

## TYPE OF ORGANISATION

Please tick the box/es that describes your organisation:

School - State maintained or independent

HM Forces

College or Higher Education Institution

Employer (in-house training)

Local Authority

Training Provider - Private

Central Government

Training Provider - Public

Training Provider - trust/charity

Other - Please specify \_\_\_\_\_

## ORGANISATIONAL STRUCTURE

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



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## FAA QUALIFICATIONS

Below is a list of FAA qualifications with the level rating for each Regulator. Please indicate the qualifications you would like to apply for and the relevant Regulatory Body.

The qualifications are regulated in the UK and awarded by First Aid Awards. FAA are an Awarding Organisation regulated by Ofqual and SQA Accreditation and the qualifications sit on the Regulated Qualifications Framework (RQF) and the Scottish Credit and Qualifications Framework (SCQF).

You can view the QUALIFICATION SPECIFICATION and LEARNING OUTCOMES/ASSESSMENT CRITERIA by clicking the link below each qualification.

Qualification Name	RQF Level	SCQF Level
<b>First Aid at Work</b> <a href="#">QUALIFICATION SPECIFICATION</a> <a href="#">LEARNING OUTCOMES</a>	3 <input type="checkbox"/>	6 <input type="checkbox"/>
<b>Emergency First Aid at Work</b> <a href="#">QUALIFICATION SPECIFICATION</a> <a href="#">LEARNING OUTCOMES</a>	3 <input type="checkbox"/>	6 <input type="checkbox"/>
<b>Paediatric First Aid</b> <a href="#">QUALIFICATION SPECIFICATION</a> <a href="#">LEARNING OUTCOMES</a>	3 <input type="checkbox"/>	6 <input type="checkbox"/>
<b>Emergency Paediatric First Aid</b> <a href="#">QUALIFICATION SPECIFICATION</a> <a href="#">LEARNING OUTCOMES</a>	3 <input type="checkbox"/>	6 <input type="checkbox"/>
<b>Activity First Aid</b> <a href="#">QUALIFICATION SPECIFICATION</a> <a href="#">LEARNING OUTCOMES</a>	3 <input type="checkbox"/>	6 <input type="checkbox"/>
<b>Cardiopulmonary Resuscitation &amp; Automated External Defibrillation</b> <a href="#">QUALIFICATION SPECIFICATION</a> <a href="#">LEARNING OUTCOMES</a>	2 <input type="checkbox"/>	5 <input type="checkbox"/>
<b>Basic Life Support and Safe Use of an Automated External Defibrillator</b> <a href="#">QUALIFICATION SPECIFICATION</a> <a href="#">LEARNING OUTCOMES</a>	2 <input type="checkbox"/>	5 <input type="checkbox"/>
<b>Oxygen Therapy Administration</b> <a href="#">QUALIFICATION SPECIFICATION</a> <a href="#">LEARNING OUTCOMES</a>	3 <input type="checkbox"/>	6 <input type="checkbox"/>
<b>Immediate Management of Anaphylaxis</b> <a href="#">QUALIFICATION SPECIFICATION</a> <a href="#">LEARNING OUTCOMES</a>	3 <input type="checkbox"/>	6 <input type="checkbox"/>
<b>First Aid Risk Assessment – Principles and Practice</b> <a href="#">QUALIFICATION SPECIFICATION</a> <a href="#">LEARNING OUTCOMES</a>	2 <input type="checkbox"/>	5 <input type="checkbox"/>
<b>Health &amp; Safety in the Workplace</b> <a href="#">QUALIFICATION SPECIFICATION</a> <a href="#">LEARNING OUTCOMES</a>	1 <input type="checkbox"/>	4 <input type="checkbox"/>
<b>Health &amp; Safety in the Workplace</b> <a href="#">QUALIFICATION SPECIFICATION</a> <a href="#">LEARNING OUTCOMES</a>	2 <input type="checkbox"/>	5 <input type="checkbox"/>
<b>Manual Handling – Principles and Practice</b> <a href="#">QUALIFICATION SPECIFICATION</a> <a href="#">LEARNING OUTCOMES</a>	2 <input type="checkbox"/>	5 <input type="checkbox"/>
<b>Fire Safety Awareness</b> <a href="#">QUALIFICATION SPECIFICATION</a> <a href="#">LEARNING OUTCOMES</a>	1 <input type="checkbox"/>	4 <input type="checkbox"/>
<b>Fire Safety</b> <a href="#">QUALIFICATION SPECIFICATION</a> <a href="#">LEARNING OUTCOMES</a>	2 <input type="checkbox"/>	5 <input type="checkbox"/>
<b>Food Safety in Catering</b> <a href="#">QUALIFICATION SPECIFICATION</a> <a href="#">LEARNING OUTCOMES</a>	2 <input type="checkbox"/>	5 <input type="checkbox"/>
<b>Good Nutrition</b> <a href="#">QUALIFICATION SPECIFICATION</a> <a href="#">LEARNING OUTCOMES</a>	2 <input type="checkbox"/>	5 <input type="checkbox"/>
<b>Principles of Safeguarding Children, Young People and Vulnerable Adults</b> <a href="#">QUALIFICATION SPECIFICATION</a> <a href="#">LEARNING OUTCOMES</a>	3 <input type="checkbox"/>	
<b>Forestry First Aid</b> <a href="#">QUALIFICATION SPECIFICATION</a> <a href="#">LEARNING OUTCOMES</a>	3 <input type="checkbox"/>	



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## TRAINER/ASSESSOR QUALIFICATIONS

The table below details qualifications a Trainer/Assessor must hold to be able to teach a qualification. You can click on 'Teaching Qualifications' and 'Assessing Qualifications' to view a list of acceptable qualifications. If you click on 'Subject knowledge' details are given of the supporting qualifications also required.

Some first aid and related qualifications require a teaching log/ monitoring report to evidence competency in teaching first aid as stated in [The Assessment Principles for Regulated First Aid Qualifications](#). A Trainer/Assessor should evidence delivery of 36 hours (6 x 6 hour days) of teaching first aid within the last 3 years OR provide an acceptable record of competently delivering theoretical and practical first aid sessions under the supervision of a suitably qualified Trainer/Assessor conducted within the previous 12 months for the following minimum duration:

New trainers – 6 hours (full day)

Experienced trainers – 4 hours

Qualification Name	RQF Level	SCQF Level	Teaching Qualification <a href="#">Click here to view acceptable qualifications</a>	Assessing Qualification <a href="#">Click here to view acceptable qualifications</a>	Subject Knowledge <a href="#">Click on each individual link to view acceptable qualifications</a>	Teaching Log
First Aid at Work	3	6	✓	✓	<a href="#">LINK</a>	✓
Emergency First Aid at Work	3	6	✓	✓	<a href="#">LINK</a>	✓
Paediatric First Aid	3	6	✓	✓	<a href="#">LINK</a>	✓
Emergency Paediatric First Aid	3	6	✓	✓	<a href="#">LINK</a>	✓
Activity First Aid	3	6	✓	✓	<a href="#">LINK</a>	✓
Cardiopulmonary Resuscitation & Automated External Defibrillation	2	5	✓	✓	<a href="#">LINK</a>	✓
Basic Life Support and Safe Use of an Automated External Defibrillator	2	5	✓	✓	<a href="#">LINK</a>	✓
Oxygen Therapy Administration	3	6	✓	✓	<a href="#">LINK</a>	✓
Immediate Management of Anaphylaxis	3	6	✓	✓	<a href="#">LINK</a>	✓
First Aid Risk Assessment – Principles and Practice	2	5	✓	✓	<a href="#">LINK</a>	✓
Forestry First Aid	3		✓	✓	<a href="#">LINK</a>	✓
Health & Safety in the Workplace	1	4	✓		<a href="#">LINK</a>	
Health & Safety in the Workplace	2	5	✓		<a href="#">LINK</a>	
Manual Handling – Principles and Practice	2	5	✓		<a href="#">LINK</a>	
Fire Safety Awareness	1	4	✓		<a href="#">LINK</a>	
Fire Safety	2	5	✓		<a href="#">LINK</a>	
Food Safety in Catering	2	5	✓		<a href="#">LINK</a>	
Good Nutrition	2	5	✓		<a href="#">LINK</a>	
Principles of Safeguarding Children, Young People and Vulnerable Adults	3		✓		<a href="#">LINK</a>	





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## CENTRE INTERNAL QUALITY ASSURER (IQA) REGISTRATION

An FAA Centre must register at least one fully qualified IQA. The IQA will need to hold an internal quality assurance qualification and a subject certificate for the qualifications they will be quality assuring such as a current FAW Level 3 certificate or 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
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 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**
- Maladministration and Malpractice Policy** (should follow the [FAA Maladministration and Malpractice Policy](#))

On approval a Centre will be required to have the following documented Centre policies/procedures in line with FAA requirements which will be checked during the first External Quality Assurance Centre visit. The Centre policies should follow the FAA policies (see links):

**Complaints Policy** ([FAA Enquiries and Complaints Policy](#))

**Appeals Policy** ([FAA Appeals Policy](#))

**Centre Internal Quality Assurance Policy**

## FAA PRICING POLICY

Please click [here](#) to view the FAA Pricing Policy.

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



# CENTRE APPLICATION FORM

## CENTRE AGREEMENT - TERMS AND CONDITIONS

If approval is offered to your Centre you will be required to work in line with all terms and conditions contained in 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. 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.

## PRIVACY NOTICE

First Aid Awards (FAA) will only collect, process and store personal data for the purpose of the administration and award of FAA qualifications. FAA will not use the personal data for any other purpose or disclose the personal data to any other person or organisation outside of this purpose. For detailed information on how personal data is stored and processed please visit [www.firstaidawards.com/policies](http://www.firstaidawards.com/policies) and view FAA's Data Protection Policy or email [enquiries@firstaidawards.com](mailto:enquiries@firstaidawards.com) should you have any questions.

Under GDPR FAA is required to have a written contract with Centres which includes details on how a learner's data is to be collected, stored, processed and disposed of. Please click [here](#) to view the [FAA GDPR Contract](#) which you must sign and return with your application.

## DECLARATION

- I confirm that I am authorised to supply the information and sign the application on behalf of the Centre
- I confirm that I fully understand and accept the conditions set out in the FAA Centre Agreement and that, if the application is approved, it will form the basis of a contract between the Centre and FAA
- I accept that failure to comply with these conditions may lead to suspension or removal of Centre approval status
- I confirm that the information provided is a true and accurate record
- I confirm that I have read and will ensure that the Centre follows all requirements as stated in the following FAA Policies:

[FAA Conflict of Interest Policy](#)

[FAA Disclosure \(Whistleblower\) Policy](#)

[FAA Reasonable Adjustments Policy](#)

[FAA Special Considerations Policy](#)

[FAA Plagiarism and Collusion Policy](#)

[FAA Sanctions Policy](#)

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**
- **FAA GDPR Contract**
- **Public Liability Insurance Certificate**
- **Maladministration and Malpractice Policy**
- **Credit Application Form** (if requesting a credit account)

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