



# CENTRE APPLICATION FORM

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## APPLICATION FOR FIRST AID AWARDS APPROVED CENTRE REGISTRATION

**Name of Company/Organisation**

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**Address** (For all correspondence)

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**Billing Address**

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**Telephone Number**

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**Website Address**

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**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** (If different from above)

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

Yes

No

If yes, please give details ...

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



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## 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 <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	2	5	✓	✓	<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>	
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)

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
	<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**

On approval you will be expected to have other documented Centre policies/procedures in line with FAA policies.



# CENTRE APPLICATION FORM

## 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
- IQA qualification evidence
- Equal Opportunities Policy
- Public Liability Insurance Certificate
- Trainer/Assessor qualification evidence
- Health & Safety Policy
- Data Protection 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.