



CENTRE APPLICATION FORM

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

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

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 ...



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.



CENTRE APPLICATION FORM

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.

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



CENTRE APPLICATION FORM

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	RQF Level	SCQF Level	Teaching Qualification Click here to view acceptable qualifications	Assessing Qualification Click here to view acceptable qualifications	Subject Knowledge Click on each individual link to view acceptable qualifications	Teaching Log
First Aid at Work	3	6	✓	✓	LINK	✓
Emergency First Aid at Work	3	6	✓	✓	LINK	✓
Paediatric First Aid	3	6	✓	✓	LINK	✓
Emergency Paediatric First Aid	3	6	✓	✓	LINK	✓
Activity First Aid	3	6	✓	✓	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	



CENTRE APPLICATION FORM

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](#).

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 and view FAA's Data Protection Policy or email enquiries@firstaidawards.com should you have any questions.

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 or by post to **First Aid Awards Limited**, Awards House, 10 Centre Treviscoe, St. Austell, Cornwall PL26 7QW.