

CHECKLIST OF INFORMATION TO BE SENT TO EMAS

HAVE YOU INCLUDED:

1. AT1 – application form;
2. AT2 – signed undertaking;
3. FAW approval - original questionnaire
4. Portfolios for trainers and assessors to include:
 - (a) application to register each first aid at work trainer/assessor (AT4);
 - (b) information on their qualifications, skills and experience of first aid in the workplace;
 - (c) current FAW certificates or GMC/NMC/Health Professionals Council registration;
 - (d) training and assessing qualifications; and
 - (e) the results of internal or external monitoring;
5. Course syllabus: detailing all topics to be taught, their time allocation and duration;
6. Lesson plans: These should spell out the details of how candidates on First Aid at Work courses will acquire the necessary underpinning knowledge and skills to practise competently and safely. The information required should be presented in something like the format below:
 - (a) TOPIC of lesson, e.g. Burns (please note that larger topics should be broken down into smaller subtopics with a lesson plan for each);
 - (b) AIM, e.g. the student will be fully competent in the management of different types of burns;
 - (c) OBJECTIVE, e.g. at the end of the session the student will:
 - (i) understand the physiology of the skin;
 - (ii) know the different types of burns and their possible causes;
 - (iii) classify burns according to their depth of skin damage;
 - (iv) identify burns that need hospital treatment;
 - (v) understand the management for minor burns and scalds;
 - (vi) understand the management for severe burns and scalds;
 - (vii) know and explain management for burns to the airway, electrical burns, chemical burns and flash burns to the eye;
 - (d) METHODOLOGY, e.g. how each of the objectives are to be achieved, including:
 - (i) Details of how the instructor will teach the objectives;
 - (ii) Reference to handouts, first aid manuals, equipment, learning aids, visual aids or practical demonstrations used;
 - (iii) e.g. “the trainer will explain ... using ... then demonstrate ... by ... then show a 20-minute video (title) ... “ etc;

- (iv) Details and time spent ensuring underpinning knowledge including group exercises, practical work, question sessions, competency tests, e.g. “the student will then practise ... using ... for ... until ... “ etc.
 - (e) LEARNING OUTCOMES, e.g. at the end of this lesson students should be able to state, demonstrate, perform, do etc;
- 7. Examination plan: Full details of how the final assessment is to be conducted should be given (not just what it will cover or the room accommodation arrangements), including:
 - (a) How long will each assessment take – written, oral and practical?
 - (b) How long will candidates be assessed as being competent in carrying out CPR and what criteria will be used to judge they are competent?
 - (c) How will they be assessed in the control of bleeding?
 - (d) What other topics will be assessed and how – what will be the pass or fail criteria for each?
 - (e) If a multi-choice style approach is to be used then how – what will be the criteria for pass or failure in using the questionnaire?;
- 8. Descriptions of the training methods to be used;
- 9. Details of how you are going to assess the students;
- 10. Details of how you are going to evaluate and monitor the quality of your training, trainers and assessors;
- 11. Details of how you will make sure the premises are up to standard;
- 12. Details of the training equipment and materials which you will use and hygiene arrangements where appropriate;
- 13. Samples of the training records which you are going to use;
- 14. Samples of basic 3-day and 2-day refresher and 1-day emergency first-aid at work certificates to be issued to trainees who have demonstrated competency in the final assessment;
- 15. Copies of the lesson plans and handout materials you will use; and
- 16. Indicate how many FAW 3-day/refresher/emergency first-aid at work and other courses you intend to run in any twelve-month period.
- 17. Copies of any power point presentation used.

Please note we require sections 1 to 17 above in hard copy and also sections 4 to 17 in e copy.