



First Aid at Work (FAW) and Emergency First Aid at Work (EFAW) regulation for the Health and Safety Executive (HSE)

Annual report

1 January 2016 – 31 December 2016

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1 Introduction

During 2012, SQA Accreditation signed a revised regulatory declaration with the Health and Safety Executive (HSE) which meant that SQA Accreditation would assume responsibility for ensuring that all approved awarding bodies accredited to offer the revised versions of the Emergency First Aid at Work (EFAW) and First Aid at Work (FAW) qualifications are compliant with the new *Assessment Principles for First Aid Qualifications*. The implementation date for the revised versions of EFAW and FAW was 1 January 2013.

In line with the regulatory arrangements, SQA Accreditation has agreed to continue to provide HSE with an annual report outlining its regulation of the EFAW and FAW qualifications. This report outlines the regulatory activity undertaken between 1 January 2016 and 31 December 2016 regarding approved awarding bodies accredited to offer EFAW and FAW.

In carrying out this regulatory activity, SQA Accreditation attempts to ensure that all approved awarding bodies are delivering EFAW and FAW in accordance with the Assessment Principles for First Aid Qualifications (V5 December 2016).

From 2017 SQA Accreditation will no longer provide this annual report to HSE on EFAW and FAW qualifications. However, in carrying out normal regulatory activity, SQA Accreditation will continue to ensure that approved awarding bodies are delivering first aid qualifications (including EFAW and FAW) in accordance with the unit specifications, Assessment Principles for First Aid Qualifications and all other regulatory requirements.

2 Awarding body approvals and accreditations

The following table displays details of awarding bodies accredited to offer the EFAW and FAW qualifications:

Awarding body name	Date accredited	Group Award Code
First Aid Awards Ltd. (FAAL)	FAW 19/12/2012	R269 04
	EFAW 19/12/2012	R270 04
ITC First (ITC)	FAW 05/12/2012	R262 04
	EFAW 05/12/2012	R263 04
Safety Training Awards (STA)	FAW 23/01/2013	R272 04
	EFAW 23/01/2013	R273 04
Scottish Qualifications Authority (SQA)	FAW 05/12/2012	GG23 46
	EFAW 05/12/2012	GG24 45
Future (Awards and Qualifications) Ltd (FAQ)	FAW 12/12/2012	R267 04
	EFAW 12/12/2012	R268 04
Highfield Awarding Body for Compliance (HABC)	FAW 13/03/2013	R283 04
	EFAW 13/03/2013	R282 04
Industry Qualifications (IQ)	FAW 29/05/2013	R319 04
	EFAW 29/05/2013	R320 04
Lantra	FAW 12/12/2012	R265 04
	EFAW 12/12/2012	R266 04
SafeCert Awards Ltd	FAW 17/04/2013	R308 04
	EFAW 17/04/2013	R309 04

It should be noted that no new awarding bodies were approved by SQA Accreditation to offer the EFAW and FAW qualifications between 1 January 2016 and 31 December 2016.

For all qualifications listed in the table above, the accreditation end date is 31 March 2017 and the certification end date is 31 March 2018.

3 Approved centres and providers

SQA Accreditation requests that all approved awarding bodies provide regularly updated lists of all centres/providers approved to deliver their accredited qualifications. From the information obtained, the following table outlines the numbers of centres/providers currently approved by each awarding body to offer the EFAW qualification. The figures reported at the end of 2015 have been included for reference. Figures marked with * are not necessarily all approved to deliver EFAW.

Emergency First Aid at Work

Awarding body	Number of centres/providers holding EFAW approval (end Dec 2015)	Number of centres/providers holding EFAW approval (end Dec 2016)
FAAL	9	13
FAQ	3	3
HABC	*21	8
IQ	4	4
ITC	*65	10
Lantra	0	0
SafeCert Awards Ltd	20	17
SQA	67	62
STA	*145	17

The following table outlines the numbers of centres/providers currently approved by each awarding body to offer the FAW qualification in Scotland. The figures reported at the end of 2015 have been included for reference. Figures marked with * are not necessarily all approved to deliver FAW.

First Aid at Work

Awarding body	Number of centres/providers holding FAW approval (end Dec 2015)	Number of centres/providers holding FAW approval (end Dec 2016)
FAAL	9	13
FAQ	3	3
HABC	*21	8
IQ	3	3
ITC	*65	10
Lantra	0	0
SafeCert Awards Ltd	20	15
SQA	64	64
STA	*145	18

4 Registrations and certifications

SQA Accreditation requests that all approved awarding bodies provide statistics on the numbers of learners who have been registered and certificated for SQA Accredited qualifications on a quarterly basis. From the information obtained, the following table outlines the numbers of learners who have been registered and certificated in the past year for the EFAW qualification. The figures reported at the end of 2015 have also been included for reference:

Emergency First Aid at Work

Awarding body	Registrations (in 2015)	Certifications (in 2015)	Registrations (in 2016)	Certifications (in 2016)
FAAL	2569	2528	2820	2773
FAQ	4	4	105	104
HABC	827	827	976	974
IQ	23	34	0	0
ITC	2077	2067	1862	1854
Lantra	0	0	0	0
SafeCert Awards Ltd	358	358	478	478
SQA	3513	3449	3908	3826
STA	498	498	625	625

The following table outlines the numbers of learners who have been registered and certificated in the past year for the FAW qualification. The figures reported at the end of 2015 have also been included for reference:

First Aid at Work

Awarding body	Registrations (in 2015)	Certifications (in 2015)	Registrations (in 2016)	Certifications (in 2016)
FAAL	857	850	903	895
FAQ	2	2	33	21
HABC	263	262	258	258
IQ	0	0	0	0
ITC	103	102	245	233
Lantra	0	0	0	0
SafeCert Awards Ltd	86	86	151	151
SQA	2425	2281	2281	2281
STA	310	322	259	259

5 Awarding body audit and centre monitoring activity

SQA Accreditation attempts (where possible) to carry out a full awarding body audit within six months of the date of approval of any new awarding body and, from that point onwards, on a three-year cycle dependent on the Quality Enhancement Rating (QER). Annual centre/provider monitoring visits are also carried out at a sample of approved centres/providers for each approved awarding body.

In December 2014, SQA Accreditation updated the *Regulatory Principles (2014)* originally introduced in April 2014. Hence, when carrying out awarding body audits, SQA Accreditation looked to ensure that all approved awarding bodies were fully compliant with:

- ◆ the Regulatory Principles (2014)
- ◆ the Regulatory Principles Directives
- ◆ any other regulatory criteria which are applicable to the qualifications the awarding body is accredited to offer (eg the Assessment Principles for First Aid Qualifications).

When completing audit and centre/provider monitoring visit reports on any activity, SQA Accreditation will identify any issues and make recommendations on any areas where it is perceived that business operation could be improved. Action is required by the awarding body to close out any issues which form the awarding body action plan. Progress against the plan is monitored by SQA Accreditation on an ongoing basis.

To date, the audit and centre/provider monitoring activity carried out by SQA Accreditation has revealed no recurring or serious issues regarding the administration, delivery and quality assurance of the EFAW or FAW qualifications.

6 Statement of compliance with the Assessment Principles for First Aid Qualifications

SQA Accreditation can confirm that, at the time of producing this report, the evidence obtained from awarding body audits and centre/provider monitoring activity for the year 2016 indicate that awarding bodies approved to offer the EFAW and FAW qualifications were compliant with the Assessment Principles for First Aid Qualifications (V5 December 2016). There are currently no outstanding issues.

SQA Accreditation can also confirm that all awarding bodies approved to offer the qualifications during 2016 used the same standardised unit specifications and SCQF credit rating for EFAW (SCQF level 5, 1 SCQF credit point,) and FAW (SCQF level 6, 3 SCQF credit points).