

Summary

This document recommends the approach SIA should take to checking Emergency First Aid at Work (EFAW) certification for licence applicants.

Background

The new licenced- linked qualifications mandates that a licence applicant for either a DS or SG has a valid EFAW certificate. This requirement is likely to apply to those renewing a DS or SG licence.

We need to ensure that an applicant has the appropriate EFAW or equivalent qualification. There is no definitive external register or list of individuals that hold this licence.

Solution Options

There are three options identified or SIA:

- 1) SIA asks the applicant to send an electronic copy of their certificate through STeP and this could be checked at the checks-in-progress stage of the application by SIA Operations.
- 2) SIA asks the applicant to send a physical copy of their certificate to the IDC so SIA Operations can check the characteristics of the document.
- 3) SIA asks the applicant to self-declare their EFAW status on their licence application and SIA continue the obligation on the Training Providers to check the appropriate EFAW qualification for any qualification awarded.

Options Table

Option	Advantages	Disadvantages
1 Applicant sends e-copy of EFAW certificate	SIA can check the date validity on application, which may be some time later than qualification date.	<p>Extra staff costs – estimated at 120,000 documents with 7 FTE at £250,000+ per year</p> <p>STeP system changes will be significant as the qualification APC is anticipated be moved to checks-in-progress status</p> <p>SIA decisions staff will need training, so they can determine equivalent qualifications including validating any alternatives with HSE guidance.</p> <p>Extra staff are already needed by SIA Operations in June 2021 for EU Exit - to check revised right to work status.</p>
2 Applicant sends physical copy of EFAW certificate	SIA can more readily see authenticity of certificate.	<p>The SIA aim is to be fully digital IDC with regard to documents</p> <p>Delays to granting applications affecting SIA KPIs</p> <p>The other considerations in Option1 also apply in this case.</p>
3 Training Providers (TPs) checks EFAW	<p>TPs are already mandated to perform this check by SIA for new qualifications.</p> <p>TPs are experts at determining equivalent HSE EFAW skills</p> <p>Less complexity and faster processing for licence applicants.</p>	<p>There may be a delay between awarding the qualification and applying for an SIA licence. This can be mitigated by asking the application to self-declare their certification.</p>

Next steps

It is recommended that the option for the Training Providers to check EFAW is progressed.

In addition, it is recommended work should be undertaken to review how EFAW certification can be continued to be checked for licence holders and at the point of their next licence renewal in 2024.

Annex A – Draft extract from Get Trained

See below a draft extract from the document *Get Trained* for new qualifications. Get Trained is the SIA guidance which will be published on the SIA web site.

From 01 April 2021 learners taking their training for the first time will need to show that they have an emergency first aid qualification. This requirement is currently only for new licence-holders. It is an SIA requirement that training centres must confirm that each learner is sufficiently competent in first aid.

Learners should, as a minimum, have first aid skills that follow the HSE requirements equivalent to the following;

- *Level 3 (RQF/QCF) Level 6 (Level 6 SCQF) Emergency First Aid at Work (EFAW).*

Learners should present their valid first aid certificate to their training provider before they start training. This certificate must be valid for at least 12 months from course starting date.

Centres must consider the statement below to validate certificates, which has been taken directly from HSE guidance document guides.

It is the centre's responsibility to check the learners' first aid certificate and maintain relevant records of how a learner meets this requirement.

Training centres must retain this information for a minimum of three years in line with retention of assessment evidence requirements.

Training centres are permitted to deliver suitable first aid qualifications together with security qualifications as part of a training package. All first aid training must be completed and passed prior to the commencement of the security training.