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| Title            | SIA parameters for accepting Emergency First Aid at Work certificates as a pre-requisite to licence-linked qualifications  |
| Description      | A paper to consider the EFAW certificates we will accept as a pre-requisite to licence-linked qualifications. Project Board members are asked to <i>consider and approve</i> the recommendation. |
| Owner            | Tracey Lilley  |
| Paper reference  |  |
| Agenda reference |  |
| Meeting date     |  |

**This paper invites the Committee to:**

Committee members wishing to request clarification should contact the paper's owner (preferably by email). Responses to such requests will be circulated to all committee members prior to, or at, the committee meeting.

**For completion by the author:**

Should this paper be considered for exemption under freedom of information? No

## First Aid Qualifications accepted by SIA

### Issue

1. The project board has considered a previous paper that outlined options for how we recognise achievement of the Emergency First Aid at Work requirement. This paper gives more information on the impact of each option.
2. The paper also outlined a case study to help illustrate where requirements have been developed and adopted by other bodies.

### Case Study: Department for Education

3. In 2016, the Department for Education (DfE) made emergency paediatric first aid (EPAF) or paediatric first (PFA) qualification a requirement in the Statutory Framework for the Early Years Foundation Stage (EYFS) for all newly qualified level 2 and level 3 entrants to the profession. The requirement included renewal every three years. The certificates are kept onsite and are looked at during inspections.
4. Their framework sets out the learning and development requirements which states that it is the early years centre's responsibility to find a suitable training provider which can be a:
  - a. provider of regulated qualifications
  - b. voluntary aid society (St John Ambulance, British Red Cross, St Andrew's First Aid)
  - c. training provider part of a voluntary accreditation scheme
  - d. training provider member of a trading body with an approval and monitoring scheme.
  - e. a training provider that operates outside such accreditation scheme. They do recommend referring to HSE's guidance about choosing a voluntary provider.
5. The DfE has also set their criteria in Annex A of the EYFS which goes beyond the HSE requirements on assessments and delivery.
6. The DfE does not want to exclude those with disabilities who otherwise would be capable of looking after children so they will include an exception on equal opportunities ground. Where possible, those unable are required to attend a PFA course, learn what they can and receive a certificate of attendance rather than the usual certificate of completion.

## Option 1 - Accept only regulated EFAW qualifications

### 7. Learner

#### *Positives*

- We have been unable to find reliable first aid market statistics, but our research indicates that there are over 60 awarding organisations (AOs) offering over 300 EFAW qualifications. It is therefore safe to assume learners will not struggle to access a regulated EFAW qualification.
- A learner will have assurance the training they undertake will be accepted as a pre-requisite for their licence linked course as well as be recognised by HSE and any current/potential employer.

#### *Negatives*

- Cost of training (financial in the main) may be more significant than some of the other options.
- Learners may not know how what a regulated qualification means and/or think the regulation comes from HSE and therefore doing an incorrect qualification.
- This will exclude other, well known and widely held certificates such as the St John's ambulance, which learners may have already paid for.-

### 8. Awarding Organisation

#### *Positives*

- They will have assurance that centres will be recognising approved qualifications
- For those that offer the EFAW certificate, this model assures them all an additional income stream.

#### *Negatives*

- This option disadvantages providers who operate outside the regulated qualification framework (RQF) including voluntary aid societies which the government including the HSE see as standard setting in the field of first aid training

### 9. Training provider

#### *Positives*

- There are 60 AOs offering over 300 EFAW qualifications that they can access.
- They are assured that those certifying the qualification are Ofqual approved and subject to their quality assurance procedures.
- A training provider can confirm the authenticity of a certificate using techniques such as checking watermark, Awarding Organisation Ofqual registration number, Centre Approval number, qualification code on the Ofqual register.

Negatives:

- Training providers may need to get approved by an AO to deliver a EFAW qualification, this will be at a cost to them.

10. Employer:

*Positives*

- All accredited programmes include the minimum requirements as stipulated by HSE (and those of devolved nations)
- The training provider delivering and awarding the qualifications will have been approved, have correctly trained tutors and appropriate quality assurance processes.

*Negatives*

- Not all employers use regulated qualifications for their employees. This would mean all employers that do not would have to get all their staff re-trained at considerable cost to them (both resourcing and financially)

11. SIA

*Positives*

- Regulated qualifications give us confidence as they must adhere to strict Ofqual and HSE requirements.

*Negatives*

- Security businesses could say we have placed unnecessary burden by restricting their choice of training provider beyond the recommendations made by HSE.

## Option 2 - Accepting both regulated and non-regulated qualifications

12. Accepting both regulated and non-regulated qualifications means that the qualification will be required to meet the following criteria stated by the HSE.

| <b>Certificates</b>  |
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| Do the certificates issued to students assessed as competent contain the name of the training organisation, the title of the qualification (eg FAW or EFAW), reference to the Health and Safety (First-Aid) Regulations 1981, the date of issue and confirmation the certificate is valid for three years?<br>(If training is neither FAW nor EFAW the certificate should also list the learning outcomes of the syllabus on which candidates have been assessed.) |

### 13. Learner

#### *Positives*

- In addition to the positives listed at option 1 the cost of training may be reduced due to a wider pool of providers being accessible and the need for providers to keep costs competitive to get business.

#### *Negatives*

- The learner will not achieve a framework qualification.

### 14. Awarding Organisation

#### *Positives*

- No further positives from those listed above.

#### *Negatives*

- AO are more likely to prefer regulated qualifications to be used
- AOs offering regulated qualifications want to be able to offer those as an income stream. Unregulated qualifications do not allow them to do this.

### 15. Training provider

#### *Positives*

- In addition to the 60 AOs offering over 300 EFAW regulated qualifications that they can access there will be several other providers and non-Ofqual-regulated programmes available to them.
- We can accept qualifications from organisations known to be sector specialists Voluntary Aid Societies (like St John Ambulance and Red Cross).
- Training centres may have the ability to work in conjunction with a voluntary aid society who would send them certificate directly thus offering reassurance the learner actually attended and completed the course.

**Negatives:**

- They may not be able to confirm the authenticity of a certificate as easily due to the wide range of variances between providers and their certificates.
- Unless they delivered the EFAW themselves they cannot be fully assured of the quality assurance arrangements in place and the robustness of the certification. However, this can also be true for regulated qualifications they haven't delivered.

**16. Employer:***Positives*

- In addition to the positives listed at option 1 if employers ensure their internal training is mapped to the HSE requirements this will be accepted (this was a negative in option 1).
- We can work with employers to align in-house provision to the HSE syllabus if it currently does not map to it.

*Negatives*

- Not all employers will map their internal EFAW training to HSE requirements. They will deliver what their clients need. As such these will still not be acceptable, and this would mean those employers would still need to get all their staff re-trained at considerable cost to them (both resourcing and financially).

**17. SIA***Positives*

- Non-regulated qualifications give us a degree of confidence as they must adhere to strict HSE requirements, especially if they are delivered by a standard setting organisations or if the training provider is a member of a professional trade association backed by a strong quality monitoring.
- The SIA could set out first aid criteria based on HSE similarly to what the DfE has done.

*Negatives*

- Any unregulated qualification presented could be reviewed/mapped on a case by case basis to confirm content, quality assurance and standards of delivery and training. This would be an additional burden and costs and we would need to agree who would be responsible for this review. AOs have already suggested this should be the SIA for consistency.
- Those certificating the training are not regulated and as such we cannot be confident of any quality assurance procedures or correctly trained tutors being in place.

## Option 3 - Accepting any evidence if it conforms with HSE Requirements

18. Include a statement along the lines of the statement below (a similar statement is already in place for close protection first aid requirement):

*“If the learner does not have a formal First Aid qualification but can provide appropriate evidence that conforms to Appendix 6 of the HSE requirements at or above the required level they need to provide evidence of this to the centre before being allowed on the course.”*

19. Learner

### *Positives*

- Potential reduction in burden for individuals

### *Negatives*

- Learners could attend training that they thought met the requirements but on inspection by their training provider it does not. Learners would have to re-take additional training at more expense to themselves.

20. Awarding Organisation

### *Positives*

- No real positives for this option.

### *Negatives*

- No further negatives for this option.

21. Training provider

### *Positives*

- For those delivering the qualification it means any programme they deliver (if it covers HSE requirements) is acceptable.

### *Negatives:*

- Unless they delivered the EFAW themselves they cannot be fully assured of the quality assurance arrangements in place and the robustness of the certification.
- Training providers many find it difficult to confirm that the ‘appropriate evidence’ provided met the pre-requisite requirements. For ease they may just refuse it asking the learner to retake something they can verify.
- Training providers will want assurances they will not be held accountable should it transpire that fraud occurred as they were unable to authenticate certificates effectively (as above).

## 22. Employer:

### *Positives*

- In addition to the positives listed at option 1/2 it widens the scope of what we accept and will mean that all in-house first aid training delivered by employers (as long as it meets appendix 6 above can be accepted).
- In particular, it would allow us to recognise good in-house delivery of qualifications.

### *Negatives*

- Employers could assume their staff are appropriately qualified at EFAW and this may not be the case. This could impact the employer should their staff administer first aid and then be found not to be appropriately qualified.

## 23. SIA

### *Positives*

- Our introduction of this requirement will be better supported by industry in the first instance. We could change the quality requirement in time as this requirement is better understood by industry.

### *Negatives*

- We would need to consider how we express a validity requirement
- There is a chance that some of those accepted were delivered virtually will not be sufficiently robust to meet the pre-requisite needs. This could be mitigated if we set out expectations for some practical delivery.

## Reasonable Adjustments

24. There may be instances where a current licence holder or a new learner is unable to complete an EFAW qualification. This could be for several reasons such as:

- Inability to pass the assessments
- Physical or medical reasons that mean they are unable to complete elements of the training and assessment
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***Additional Decision Point:*** Are we going to give dispensation for legitimate reasons and what would the acceptable replacement be?

## Next steps

25. The project board are asked to state a preference from the options provided.