

# First Aid Awarding Organisation Forum

## Regulated First Aid Qualifications Assessor and Internal Quality Assurance CPD Training

### Programme Outline (CPD point value – 7)

Morning Session (4 Hours)

#### 1. Speaker Introduction

In addition to the speaker introduction this section should now include confirmation to delegates that the orientation will be recorded (video or audio) in line with regulatory requirements.

#### 2. House Keeping

#### 3. Introduction to Awarding Organisation

#### 4. Qualification(s) Overview:

- Target Audience
- Framework (e.g. QCF, SCQF)
- Supporting Organisations (e.g. SSC/Bs, industry bodies eg HSE)
- Rules of Combination and first aid units
- Delivery Overview Guidance (e.g. recommend XX days delivery)
- Assessment Overview Guidance (e.g. assessment method eg Practical Demonstration/Assignment etc)
- Quality Assurance Overview Guidance (e.g. internally quality assured, external quality assurance)

#### 5. Approval Requirements:

- Centre Requirements
- Workforce Requirements
- Maintaining CPD
- Any further specific guidance (e.g. approval visit required)

#### 6. Qualification Delivery Guidance:

- Role and responsibilities of the Trainer
- Provide an overview of a recommended delivery programme(s)
- Guidance on any additional requirements (e.g. minimum contact days/time), see appendix B of the first aid AO forum terms of reference

#### 7. Qualification Assessment Guidance:

- Role and responsibilities of the Assessor(s) – including independent assessment for centres offering in NI
- Principles of assessment – ensuring assessments are valid, reliable, authentic, current, sufficient, fair and made against specified assessment criteria
- Importance of the assessment cycle e.g. plan, do, review
- Audit trail and record keeping for QA purposes
- Provide an overview of the AO specific assessment approach/design
- Provide examples of AO assessment paperwork – where appropriate (**Important Note: this should not include any live examples of confidential assessments, for example those externally set/externally marked**)
- Guidance on how to prepare and complete assessment(s) following AO requirements
- Practical exercises/activities on conducting first aid assessments of both practical and theory

Afternoon Session (3 hours)

**8. Qualification Internal Quality Assurance Guidance:**

- Role and responsibilities of the Internal Quality Assurer
- Principles of internal quality assurance – sampling of assessor work, providing a support function for assessors and sharing good practice
- Observing first aid training activity and providing feedback
- Leading the standardisation process
- Provide an overview of the AO's exemplar internal quality assurance approach/design (where appropriate)
- Provide examples of AO internal quality assurance paperwork – where appropriate
- Practical exercises/activities on conducting first aid internal quality assurance

**9. Qualification External Quality Assurance Guidance:**

- Role and responsibilities of the External Quality Assurer
- Provide an overview of the AO's external quality assurance strategy/procedure

**10. Evaluation and Feedback – CPD Certification.**