

The Royal Environmental Health Institute of Scotland

REGULATIONS



Emergency First Aid at Work Course

1.0 **TO BECOME A PROVISIONAL ELEMENTARY TRAINING CENTRE**

- 1.1 Centres providing the Emergency First Aid at Work Course are required to meet REHIS's strict quality assurance requirements. Potential centres should seek provisional approval from REHIS by submitting one form EFAW1 for the centre. Form EFAW1 requests the potential centre to identify someone as centre contact. All correspondence from REHIS relating to Emergency First Aid at Work Courses will subsequently be directed to that person.
- 1.2 Each centre must have at least one REHIS approved presenter. A separate registration form EFAW2 should be submitted for each course presenter.
- 1.3 In applying for approval a potential centre is deemed to have accepted such regulations as REHIS make regarding the Emergency First Aid at Work Course.
- 1.4 Upon receipt of a request for provisional centre approval, REHIS will advise the potential centre if a pre-approval visit is required. If a pre-approval visit is required, provisional approval will be considered following the recommendation of the visiting REHIS officer to the Director of Training. Such a visit is charged at £200 plus expenses. If a pre-approval visit is not required by REHIS, the potential centre may immediately be awarded Provisional Elementary Training Centre status.

2.0 **PROVISIONAL ELEMENTARY TRAINING CENTRE**

- 2.1 REHIS will consider each application and notify its decision in writing. Provisional approval of a centre cannot be concluded until the annual centre enrolment fee has been received. Centres which required a pre-approval visit will be exempted from the first annual centre enrolment fee.
- 2.2 All Provisional Elementary Training Centres will normally receive a verification visit by a REHIS officer to at least one of their courses. Based on the recommendations of the visiting officer the centre may then be awarded Approved Elementary Training Centre status. If the visiting officer is not able to recommend Approved Elementary Training Centre status, provisional approval may be extended pending another round of visits or withdrawn.

3.0 **APPROVED ELEMENTARY TRAINING CENTRE**

- 3.1 All Provisional Training Centres will be allocated a login to the REHIS Website. Details of all regulations, syllabi, forms and fees are on the website. The facility to register courses and submit results are also available to Centres through this login.
- 3.2 Approved Elementary Training Centres will be entitled to use the 'REHIS Approved Training Centre' logo on appropriate stationery, and will be included under 'Elementary Food and Health Course Providers' in the REHIS Directory of Approved Training Centres.
- 3.2 Approved Elementary Training Centres will be subject to REHIS's quality assurance system which will monitor course administration, and occasionally a REHIS officer will monitor courses.
- 3.4 REHIS undertake to keep Approved Elementary Training Centres informed of developments by means of seminars and written updates. Approved Elementary Training Centres are also encouraged to contact the REHIS office with any queries or requests for guidance that they may have.

4.0 **NOTIFICATION OF CHANGES**

- 4.1 Provisional or Approved Elementary Training Centres must notify all changes regarding centre contacts and course presenters to REHIS. REHIS is under no obligation to accept any such changes, although in practice every effort will be made to accommodate reasonable changes.
- 4.2 Registration of a centre contact or course presenter under a centre has validity for that centre only. Centre contacts or course presenters moving to another centre must ensure that they are re-registered under the new centre before organising or presenting a course.

5.0 **WITHDRAWAL OF APPROVAL OF CENTRE STATUS**

- 5.1 Provisional or Approved Elementary Training Centre status could be suspended or withdrawn if:
- (a) the centre was found to be in breach of these or subsequent regulations
- or
- (b) the centre failed to satisfactorily resolve any problems identified by the REHIS quality assurance system
- or
- (d) the centre failed to pay the annual centre enrolment fee.

6.0 COURSE REGISTRATION

- 6.1 Emergency First Aid at Work Courses must be registered, using form EFAW3, with REHIS not less than fourteen days prior to the commencement of the course. Any subsequent changes to the details included on the registration must be notified immediately to REHIS for approval.
- 6.2 If a centre wishes to run a course and has insufficient time to register it, they must then contact REHIS for advice. REHIS reserve the right not to accept late course registrations.

7.0 COURSE PACKS

- 7.1. Course packs may be ordered when registering the course or by advance bulk order, using form EFAW5. Packs will be charged at the rate applicable on the date of receipt of the order by REHIS. In the event of a course handbook change, REHIS cannot be responsible for replacements however will endeavour to give as much notice of proposed changes as possible.

8.0 COURSE PRESENTATION

- 8.1 Centres must ensure that the entire current syllabus for the Emergency First Aid Course is covered in a minimum of **six** hours training time.
- 8.2 A combination of training techniques will be required for this course, using pre-course preparation and questionnaires, visual aids, group work and practical exercises including a CPR manikin. The widest range of other course material should also be used.
- 8.3 Emergency First Aid at Work Course presenters must be approved by REHIS before organising or presenting a course.

Emergency First Aid at Work Course presenters must normally possess:

A Current First Aid at Work Certificate acceptable to REHIS

(FAW qualification has been achieved within the past 3 years)

and be able to show acceptable qualifications and/or experience in training.

Guest speakers on Emergency First Aid at Work Courses need not be registered with REHIS but total guest speaker content may not account for more than 20% of a course, unless specifically approved by REHIS.

9.0 EXAMINATION & ASSESSMENTS

9.1 The assessment criteria for Emergency First Aid at Work comprises of two parts; a practical assessment and a multiple-choice examination. The assessment and examination criteria are set by REHIS.

9.2 The Assessments should be organised by the centre to take place during the course. Assessment sheets are included in each course pack issued by REHIS. Only assessments provided by REHIS must be used.

The examination should be organised by the centre to take place after the course. Course participants should be allowed up to thirty minutes to complete the examination paper. Please note that this time is **in addition** to the six hours minimum training time.

9.3 The examination must be held under examination conditions, invigilated by the centre, with each course participant having adequate space to work, and no course materials or other prompts accessible to the course participants.

9.4 Examination papers are included in each pack issued by REHIS. Only the examination paper provided by REHIS must be used. Photocopied or alternative papers are not acceptable. Course packs and examination papers must only be used for REHIS approved examinations and must not be used for any other purpose without the express consent of the Institute.

9.5 Examination papers should be marked by centres in accordance with the current REHIS marking scheme.

9.6 Course participants who fail the examination are permitted one re-sit opportunity. This must be taken within twelve months of the date of sitting the examination.

9.7 Special arrangements, including oral examinations, may be authorised where the standard examination would not be appropriate for a course participant. Centres are encouraged to contact REHIS for guidance on this, before submitting a request for authorisation.

9.8 Examination papers must be retained by the centre for a minimum period of three months from the date of an examination. During that time REHIS may require examination papers to be submitted for scrutiny.

10.0 **ISSUE OF CERTIFICATES**

- 10.1 Following the examination, course participants' details and results should be submitted to REHIS on form EFAW4. Centres are requested to ensure that the details entered on EFAW4 forms are legible and accurate.
- 10.2 REHIS will only issue certificates for courses which have been registered in accordance with the regulations.
- 10.3 REHIS will issue certificates to the centre for distribution to course participants.
- 10.4 Replacement certificates may be provided by REHIS subject to the appropriate fee.
- 10.5 Company certificates are available if requested on form EFAW4. Please note that only one company certificate may be issued for each EFAW4.

11.0 **GENERAL**

- 11.1 Copies of the current 'List of Fees' are available from REHIS. Approved Elementary Training Centres will be sent a revised copy each time there is an alteration to fees.
- 11.2 Copies of the current 'Emergency First Aid at Work Course Marking Scheme' are available from REHIS. Approved Elementary Training Centres will be sent a revised copy each time there is an alteration to the marking scheme.
- 11.3 REHIS may issue Supplements to these regulations to address certain issues. Supplements will be considered to have the same authority as regulations.
- 11.4 REHIS reserve the right to alter, amend or vary these regulations at any time. Any alterations, amendments or variations will be notified, in writing, to centres.

12.0 **BREACH OF REGULATIONS**

Any breach of the regulations may result in centre approval being withdrawn. The decision of REHIS is final on all matters relating to centre approval.