

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

**Annual report**

**1 January 2012 – 31 December 2012**



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# 1 Introduction

In 2009, SQA Accreditation entered into an initial regulatory arrangement with the Health and Safety Executive (HSE). In entering into this arrangement, SQA Accreditation agreed to assume regulatory responsibility for:

- ◆ approving awarding bodies seeking accreditation to offer the Emergency First Aid at Work (EFAW) qualification
- ◆ accrediting approved awarding bodies to offer the EFAW qualification
- ◆ carrying out audit activity on awarding bodies approved to offer EFAW in a three-year cycle (frequency dependent on the Quality Enhancement Rating (QER), see Appendix 1 [attached](#))
- ◆ carrying out annual centre/provider monitoring activity on those approved to offer EFAW through approved awarding bodies (across a pre-determined sample of centres/providers)
- ◆ ensuring that all approved awarding bodies are delivering EFAW in accordance with the HSE Training Standard

In line with the agreed terms of the arrangement, SQA Accreditation agreed to provide HSE with an annual report outlining its regulation of the EFAW qualification. This report outlines the regulatory activity undertaken between 1 January 2012 and 31 December 2012.

## 2 Awarding body approvals and accreditations

In the past year, no new awarding bodies were approved by the Accreditation Co-ordination Group (ACG) to offer the original version of the EFAW qualification.

The following awarding bodies (previously approved by ACG) were accredited to offer the original version of the EFAW qualification:

<b>Awarding body name</b>	<b>Date EFAW accredited</b>	<b>End accreditation date</b>	<b>End certification date</b>	<b>Group award code</b>
First Aid Awards Ltd- (FAAL)	29/09/2010	31/12/2012	31/03/2013	R099 04
ITC First Aid (ITC)	19/08/2009	31/12/2012	31/12/2013	R040 04
Safety Training Awards (STA)	18/11/2009	31/12/2012	31/12/2013	R056 04
Scottish Qualifications Authority (SQA)	08/04/2010	31/12/2012	31/03/2013	G9NN 45

### 3 Approved centres and providers

SQA Accreditation requests that all approved awarding bodies provide regularly updated lists of all providers and centres [that are](#) approved to deliver their accredited qualifications. From the information obtained, the following table outlines the numbers of centres/providers approved by each awarding body to offer the EFAW qualification. The figures reported at the end of 2011 have been included for reference. (Please note that the figures provided are cumulative from the point of qualification accreditation)

<b>Awarding body</b>	<b>Number of approved centres/providers (end Dec 2011)</b>	<b>Number of approved centres/providers (end Dec 2012)</b>
FAAL	28	30
ITC	28	50
SQA	11	15
STA	107	120

## 4 Registrations and certifications

SQA Accreditation requests that all approved awarding bodies provide statistics on the numbers of candidates who have been registered and certificated for SQA ~~Accredited~~-accredited qualifications on a quarterly basis. From the information obtained, the following table outlines the numbers of candidates who have been registered and certificated in the past year for the EFAW qualification. The figures reported at the end of 2011 have also been included for reference:

<b>Awarding body</b>	<b>Registrations (in 2011)</b>	<b>Certifications (in 2011)</b>	<b>Registrations (in 2011)</b>	<b>Certifications (in 2011)</b>
FAAL	37	37	87	87
ITC	1549	1538	1277	1276
SQA	208	201	290	281
STA	565	528	455	443

## 5 Awarding body audit and centre monitoring activity

SQA Accreditation carries 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 QER. Annual centre monitoring visits are also carried out at a sample of approved centres for each approved awarding body.

In April 2012, SQA Accreditation introduced the new *Regulatory Principles (2011)*, which were intended to replace the existing *Awarding Body Criteria (2007)*. During the first year of implementation, which was considered to be a transitional and developmental period, all approved awarding bodies were given the choice of being audited against the *Criteria* or the *Principles*.

HenceTherefore, when carrying out awarding body audits during 2012, SQA Accreditation looked to ensure that all approved awarding bodies were fully compliant with either:

### For ~~Criteria~~-based audits (and all centre monitoring visits)

- ◆ the Awarding Body Criteria (2007)
- ◆ the Centre Approval Criteria (2005)
- ◆ any other regulatory criteria ~~which~~ that are applicable to the qualifications the awarding body is accredited to offer (eg the HSE Training Standard for EFAW)

or

### For ~~Principle~~-Principles-based audits

- ◆ the Regulatory Principles (2011)
- ◆ the Regulatory Principles Directives
- ◆ any other regulatory criteria ~~which~~ that are applicable to the qualifications the awarding body is accredited to offer (eg the HSE Training Standard for EFAW)

When completing audit and centre monitoring visit reports on any activity, SQA Accreditation will identify any areas of non-compliance (or issues for principle-based audits) and make observations/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 non-compliances/issues which form the awarding body action plan. Progress against the plan is monitored by SQA Accreditation on an ongoing basis.

Appendices 2 and 3 show the audit and centre monitoring activity carried out in the past year on those awarding bodies approved to offer the EFAW qualification.

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In the table relating to centre monitoring activity, it should be noted that the total number of provider/centre monitoring visits sampled for any awarding body includes visits to both EFAW-approved providers/centres and those approved to offer other qualifications (eg Scottish Vocational Qualifications).

To date, the audit and centre monitoring activity carried out by SQA Accreditation has revealed no recurring or serious issues regarding the administration and delivery of the EFAW qualification.

## **6 Statement of compliance with the HSE Training Standard**

SQA Accreditation can confirm that the evidence obtained from awarding body audits and centre monitoring activity for the year 2012 indicates that all four awarding bodies approved to offer the EFAW qualification are compliant with the HSE Training Standard for delivery.

SQA Accreditation can also confirm that all awarding bodies approved to offer the qualification during 2012 used the same standardised Unit specification and SCQF credit rating (one SCQF credit point at SCQF level 5).

## 7 Revised Regulatory Arrangements

During 2012 SQA Accreditation signed a revised regulatory declaration with the HSE which meant that SQA Accreditation would assume responsibility for ensuring that all approved awarding bodies accredited to offer the revised versions of the 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 01 January 2013. ~~and the~~ The following table displays details of the awarding bodies approved/accredited to offer these qualifications (accurate at the time this report was compiled).

Awarding body name	Date EFAW/FAW accredited	End accreditation date	Group award code
Future Awards Qualifications (FAQ)	01/01/2013	31/03/2017	R268 04 (EFAW) R267 04 (FAW)
First Aid Awards Ltd. (FAAL)	01/01/2013	31/03/2017	R270 04 (EFAW) R269 04 (FAW)
ITC First Aid (ITC)	01/01/2013	31/03/2017	R263 04 (EFAW) R262 04 (FAW)
Safety Training Awards (STA)	23/01/2013	31/03/2017	R272 04 (EFAW) R273 04 (FAW)
Scottish Qualifications Authority (SQA)	01/01/2013	31/03/2017	GG24 45 (EFAW) GG23 46 (FAW)
Lantra	01/01/2013	31/03/2017	R266 04 (EFAW) R265 04 (FAW)

# Appendix 1

## Quality Enhancement Rating

The QER is calculated for each SQA-approved awarding body on an ongoing basis and the calculation is based on

- ◆ non-compliances/issues assigned at audit
- ◆ non-compliances/issues assigned through centre monitoring activity
- ◆ information obtained through the process of investigating complaints
- ◆ information obtained from various other sources (eg information shared with other qualification regulators)

There are three categories of overall QER – low, medium and high – and each awarding body will be assigned a rating based on the overall total scoring derived from the contributing factors. The scoring assigned to any particular non-compliance is dependent on the perceived risk to qualification delivery. The ratings are as follows:

<b>Rating</b>	<b>Score</b>
Very Low	2
Low	4
Medium	8
High	16
Very High	32

Approved awarding bodies will then be assigned an overall QER based on the total score produced from any outstanding non-compliances using the following scale:

<b>Total Score</b>	<b>QER</b>
0 – 20	Low
21 – 40	Medium
41+	High

Awarding body audits are then scheduled based on the assigned categories as follows:

- ◆ low rated – audit scheduled within the next three years
- ◆ medium rated – audit scheduled within the next two years
- ◆ high rated – audit scheduled for the following year

The audit schedule can be amended at any point should an awarding body QER change for any reason. All approved awarding bodies will be subject to audit at least every three years regardless of the QER.

## Appendix 2

### Awarding body audits (2012)

Awarding body name	Audit date	Total non-compliances identified	Total outstanding non-compliances	Non-compliances relating to EFAW	Outstanding non-compliances relating to EFAW	Observations	Observations relating to EFAW
FAAL	21/03/2012	4	0	0	0	2	0
ITC*	n/a	n/a	n/a	n/a	n/a	n/a	n/a
SQA*	n/a	n/a	n/a	n/a	n/a	n/a	n/a
STA	02/10/2012	4	2	1	0	5	0

\*SQA and ITC were not scheduled for audit in 2012.

## Appendix 3

### Centre monitoring visits (2012)

Awarding body name	Total no. of providers or centres sampled	Final CMV date	Total non-compliances identified	Total outstanding non-compliances	Non-compliances relating to EFAW	Outstanding non-compliances relating to EFAW	Observations	Observations relating to EFAW
FAAL	2	04/07/2012	7	2	2	0	3	0
ITC	5	06/11/2012	0	0	0	0	6	0
SQA	5	26/10/2012	1	1	0	0	6	0
STA*	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC

\*At the time of the production of this report, STA monitoring visits were still ongoing.