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

Annual report

1 January 2013 – 31 December 2013

SQA Accreditation

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1 Introduction

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 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.

In line with the new regulatory arrangements, SQA Accreditation has agreed to continue to provide HSE with an annual report outlining its regulation of the EFAW and FAW qualifications. This report outlines the regulatory activity undertaken between 1 January 2013 and 31 December 2013 and includes details of:

- existing approved awarding bodies accredited to offer EFAW and FAW
- newly approved awarding bodies accredited to offer EFAW and FAW
- audit activity carried out on awarding bodies approved to offer EFAW and FAW in a three-year cycle (frequency dependent on the Quality Enhancement Rating (QER), see Appendix 1 attached)
- annual centre/provider monitoring activity carried out on those approved to offer EFAW and FAW through approved awarding bodies (across a pre-determined sample of centres/providers)

In carrying out this regulatory activity, SQA Accreditation attempts to ensure that all approved awarding bodies are delivering EFAW and FAW in accordance with the new *Assessment Principles for First Aid Qualifications*.

2 Awarding body approvals and accreditations

The following table displays details of awarding bodies accredited to offer the original version of EFAW, which then obtained accreditation in 2013 to offer the revised version of the **EFAW** and **FAW** qualifications:

Awarding body name	Date accredited	Group award code
First Aid Awards Ltd. (FAAL)	FAW 01/01/2013	R269 04
	EFAW 01/01/2013	R270 04
ITC First Aid (ITC)	FAW 01/01/2013	R262 04
	EFAW 01/01/2013	R263 04
Safety Training Awards (STA)	FAW 23/01/2013	R272 04
	EFAW 23/01/2013	R273 04
Scottish Qualifications Authority (SQA)	FAW 01/01/2013	GG23 46
	EFAW 01/01/2013	GG24 45

The following table displays details of the awarding bodies not previously accredited to offer the original version of EFAW but which were accredited by ACG in 2013 to offer the revised versions of the **EFAW** and **FAW** qualifications.

Awarding body name	Date accredited	Group award code
Future (Awards and Qualifications) Ltd. (FAQ)	FAW 01/01/2013	R267 04
	EFAW 01/01/2013	R268 04
Highfield Awarding Body for Compliance (HABC)	FAW 13/03/2013	R283 04
	EFAW 13/03/2013	R282 04
Industry Qualifications (IQ)	FAW 29/05/2013	R319 04
	EFAW 29/05/2013	R320 04
Lantra	FAW 01/01/2013	R265 04
	EFAW 01/01/2013	R266 04
Safe Cert Awards Ltd. (SCAL)	FAW 17/04/2013	R308 04
	EFAW 17/04/2013	R309 04

*****For all qualifications listed in the two tables above, the accreditation end date is **31/03/2017** and the certification end date is **31/03/2018**.

3 Approved centres and providers

SQA Accreditation requests that all approved awarding bodies provide regularly updated lists of all providers and centres approved to deliver their accredited qualifications. From the information obtained, the following table outlines the numbers of centres/providers approved by each awarding body in the past year to offer the **EFAW** qualification. Where applicable, the figures reported at the end of 2012 have been included for reference. (Please note that the figures provided are cumulative from the point of qualification accreditation)

Awarding body	Number of centres/providers holding EFAW approval (end Dec 2012)	Number of centres/providers holding EFAW approval (end Dec 2013)
FAAL	30	12
FAQ	n/a	2
HABC	n/a	*TBC
IQ	n/a	0
ITC	50	38
Lantra	n/a	0
SCAL	n/a	0
SQA	15	38
STA	120	*TBC

*At the time of this report being produced, SQA Accreditation had yet to receive updated centre/provider approval figures from the awarding body.

The following table outlines the numbers of centres/providers approved by each awarding body in the past year to offer the **FAW** qualification.

Awarding body	**Number of centres/providers holding FAW approval (end Dec 2013)**
FAAL	12
FAQ	2
HABC	*TBC
IQ	0
ITC	2
Lantra	0
SCAL	0
SQA	38
STA	*TBC

*At the time of this report being produced, SQA Accreditation had yet to receive updated centre/provider approval figures from the awarding body.

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 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. Where applicable, the figures reported at the end of 2012 have also been included for reference:

Awarding body	Registrations (in 2012)	Certifications (in 2012)	Registrations (in 2013)	Certifications (in 2013)
FAAL	87	87	781	781
FAQ	n/a	n/a	0	0
HABC	n/a	n/a	34	34
IQ	n/a	n/a	0	0
ITC	1277	1276	1863	1858
Lantra	n/a	n/a	0	0
SCAL	n/a	n/a	0	0
SQA	290	281	482	457
STA	455	443	298	244

The following table outlines the numbers of candidates who have been registered and certificated in the past year for the **FAW** qualification.

Awarding body	Registrations (in 2013)	Certifications (in 2013)
FAAL	323	323
FAQ	6	6
HABC	24	24
IQ	0	0
ITC	73	69
Lantra	0	0
SCAL	0	0
SQA	359	349
STA	229	164

5 Awarding body audit and centre monitoring activity

SQA Accreditation attempts (where possible) to carry 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/provider monitoring visits are also carried out at a sample of approved centres/providers for each approved awarding body.

In April 2012, SQA Accreditation introduced the new *Regulatory Principles (2011)* which replaced the existing *Awarding Body Criteria* (2007). Hence, when carrying out awarding body audits, SQA Accreditation looked to ensure that all approved awarding bodies were fully compliant with:

- the *Regulatory Principles (2011)*
- the *Regulatory Principles Directives*
- any other regulatory criteria which are applicable to the qualifications the awarding body is accredited to offer (eg the *Assessment Principles for First Aid Qualifications*)

When completing audit and centre/provider monitoring visit reports on any activity, SQA Accreditation will identify any issues and make 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 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/provider monitoring activity carried out in the past year on those awarding bodies approved to offer the EFAW and FAW qualifications. In the table relating to centre/provider monitoring activity, it should be noted that the total number of centre/providers monitoring visits carried out for any awarding body includes visits to both EFAW/FAW-approved centres/providers and those approved to offer other qualifications (eg Scottish Vocational Qualifications).

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

6 Statement of compliance with the Assessment Principles for First Aid Qualifications

SQA Accreditation can confirm that, at the time of producing this report, the evidence obtained from awarding body audits and centre monitoring activity for the year 2013 indicates that seven of the nine awarding bodies approved to offer the EFAW and FAW qualifications are compliant with the Assessment Principles for First Aid Qualifications for delivery. The two awarding bodies that have outstanding issues will be required to carry out the necessary actions to ensure full compliance.

SQA Accreditation can also confirm that all awarding bodies approved to offer the qualifications during 2013 used the same standardised Unit specifications and SCQF Credit Rating for EFAW (one SCQF credit point, SCQF level 5) and FAW (three SCQF credit points, SCQF level 6).

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

- issues assigned at audit
- issues assigned through centre/provider 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:

Rating	**Score**
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:

Total Score	**QER**
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 (2013)

Awarding body name	Audit date	Total issues identified	Total outstanding issues	Issues relating to EFAW/FAW	Outstanding Issues relating to EFAW/FAW	Total Recommendations made	No of Recommendations made relating to EFAW/FAW
FAAL	n/a	n/a	n/a	n/a	n/a	n/a	n/a
FAQ	n/a	n/a	n/a	n/a	n/a	n/a	n/a
****HABC***	04/07/2013 & 04/09/2013	1	0	0	0	4	2
IQ	n/a	n/a	n/a	n/a	n/a	n/a	n/a
+ITC	23/10/2013	4	4	2	2	1	0
Lantra	n/a	n/a	n/a	n/a	n/a	n/a	n/a
SCAL	n/a	n/a	n/a	n/a	n/a	n/a	n/a
+SQA	30 & 31/07/2013	4	4	2	2	3	0
STA	n/a	n/a	n/a	n/a	n/a	n/a	n/a

***Second date required due to awarding body system failure on first audit date.**

+At the time this report was being produced, the audit report and associated action plan yet to be signed by awarding body

Appendix 3

Centre/Provider Monitoring Visits (2013)

Awarding body name	Total no. of providers or centres sampled	Final Monitoring Visit date	Total issues identified	Total outstanding issues	Issues relating to EFAW/FAW	Outstanding issues relating to EFAW/FAW	Total Recommendations made	Recommendations made relating to EFAW/FAW
***FAAL**	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
FAQ	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
+HABC	5	11/10/2013	5	5	0	0	3	0
IQ	1	21/02/2013	1	0	0	0	0	0
ITC	2	26/09/2013	4	4	1	1	2	0
Lantra	1	17/05/2013	1	0	0	0	1	0
SCAL	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
***SQA**	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
STA	4	27/08/2013	4	0	2	0	2	0

+Monitoring report and associated action plan yet to be signed by awarding body

***At the time this report was being produced, monitoring visits for 2013-14 had yet to be completed**