

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

Annual report

1 October 2009 – 31 December 2010



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1 Introduction

In 2009, SQA Accreditation entered into a 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 October 2009 and 31 December 2010.

2 Awarding body approvals and accreditations

In the past fifteen months, the following organisations have been approved as an awarding body by the Accreditation Co-ordination Group (ACG) to offer the EFAW qualification:

Awarding body name	Date approved	Date EFAW accredited	Re-accreditation date	Finish date	Group award code
Safety Training Awards (STA)	26/06/2009	18/11/2009	31/12/2012	31/12/2013	R056 04
First Aid Awards Ltd. (FAAL)	29/09/2010	29/09/2010	31/12/2012	31/03/2013	R099 04

The following awarding bodies, previously approved, have also been accredited to offer the EFAW qualification in the past fifteen months:

Awarding body name	Date EFAW accredited	Re-accreditation date	Finish date	Group award code
Scottish Qualifications Authority (SQA)	08/04/2010	31/12/2012	31/03/2013	G9NN 45
ITC First Aid (ITC)	19/08/2009	31/12/2012	31/12/2013	R040 04

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 to offer the EFAW qualification. (Please note that the figures provided are cumulative from the point of qualification accreditation.)

Awarding body	Number of approved centres/providers
SQA	7
ITC	96
STA	738
FAAL	1

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:

Awarding body	Registrations	Certifications
SQA	57	22
ITC	107	107
STA	329	322
FAAL	0	0

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. When carrying out awarding body audits and centre monitoring visits, SQA Accreditation are looking to ensure that all approved awarding bodies are fully compliant with:

- ◆ the *Awarding Body Criteria* (2007)
- ◆ the *Centre Approval Criteria* (2005)
- ◆ any other regulatory criteria which 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 and make observations on any areas where business operation could be improved. Action is required by the awarding body to close out any non-compliances 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. 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).

Given that the regulatory agreement between SQA Accreditation and HSE is in its infancy, there has been minimal audit and centre monitoring activity completed so far. However, to date the audit and centre monitoring activity carried out by SQA Accreditation has revealed no recurring or serious issues about the administration and delivery of the EFAW qualification.

6 Statement of compliance with the HSE Training Standard

SQA Accreditation can confirm that the evidence from awarding body audits and centre monitoring activity for the period indicates that all 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 are operating using the same standardised Unit specification and SCQF credit rating (one SCQF credit point at SCQF level 5).

Appendix 1

Quality Enhancement Rating

The QER is calculated twice each year for each SQA-approved awarding body and the calculation is based on

- ◆ non-compliances assigned at audit
- ◆ non-compliances 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:

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 then be amended twice each year, dependent on any further alteration made to the QER on recalculation.

Appendix 2

Awarding body audits

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
SQA	10/02/2010	7	6	0	0	6	0
ITC	16/09/2010	0	0	0	0	3	0
STA	02/03/2010	3	0	0	0	2	0
FAAL*	n/a	n/a	n/a	n/a	n/a	n/a	n/a

* FAAL will be audited for the first time in 2011.

Appendix 3

Centre monitoring visits

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
SQA	6	30/03/2010	2	2	0	0	4	0
ITC*	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
STA*	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
FAAL+	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

* Centre monitoring activity is underway for this year but incomplete within the timeframe of the report.

+ FAAL has yet to approve any centres to offer EFAW.