

Checklist for evaluating the competence of MGM Training Limited

CHECK	YES	NO	NOTES
1. Trainers/Assessors			
1.1 Do the trainers/assessors have a current FAW certificate or qualify for an exemption?	√		All our trainers/assessors hold a valid, in-date, certificate for the subject they teach/assess regardless of qualifying for exemption
1.2 Do the trainers/assessors have an appropriate training/assessing qualification?	√		95% of our trainers/assessors hold accredited teaching/assessing qualifications. 5% who hold the First Aid at Work Trainer/Assessor qualification are working towards accredited teaching/assessing qualifications
2. Quality Assurance			
2.1 Is there a documented quality assurance plan designating an individual to take responsibility for quality assurance, including assessment of the performance of trainers/assessors at least annually?	√		We operate by our Policy – Quality Assurance and Policy – Portfolios
2.2 Does the designated person have a current FAW certificate or qualify for an exemption?	√		Holds a current First Aid at Work certificate
2.3 Is there a documented course evaluation procedure?	√		Yes, please see Policy – Quality Assurance
2.4 Is there a documented complaints procedure?	√		Yes, please see Policy – Complaints
3. Teaching currently accepted first-aid practice			
3.1 Is FAW/EFAW taught in accordance with current guidelines on adult basic life support published by the Resuscitation Council (UK) and for other aspects of first aid, in accordance with current guidelines published by the Voluntary Aid Societies or other published guidelines that are supported by a responsible body of medical opinion?	√		Yes – we teach the techniques published in the joint voluntary aid societies (St. John Ambulance, St. Andrew’s Ambulance Association and British Red Cross) First Aid Manual, which in turn uses techniques for resuscitation from the Resuscitation Council (UK)

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4. Training Syllabus			
4.1 Does the course content adequately meet the needs of your workplace as indicated by your first-aid needs assessment			<i>Only you, the customer, can complete this box!</i>
4.2 For FAW , does the syllabus include the topics listed in Appendix 1 and does the course include at least 18 training and assessment contact hours over three days	√		Yes, we follow Appendix 1 and split the course into sessions over three days or more but no more than over a one month period
4.3 For FAW requalification , does the syllabus include the topics listed in Appendix 1 and does the course include at least 12 training and assessment contact hours over two days	√		Yes, we follow Appendix 1 and split the course into sessions over two days or more but no more than over a one month period
4.4 For EFAW , does the syllabus include the topics listed in Appendix 2 and does the course include at least 6 training and assessment contact hours over one day	√		Yes, we follow Appendix 2 and split the course into sessions over one day or more but no more than over a one month period
4.5 For EFAW requalification , does the syllabus include the topics listed in Appendix 2 and does the course include at least 6 training and assessment contact hours over one day	√		Yes, we follow Appendix 2 and split the course into sessions over one day or more but no more than over a one month period
5. Certificates			
5.1 Do the certificates issued to students assessed as competent contain the name of the training organisation, the title of the qualification (eg FAW or EFAW), reference to the Health and Safety (First-Aid) Regulations 1981, the date of issue and confirmation the certificate is valid for three years? (If training is neither FAW nor EFAW the certificate should also list the learning outcomes of the syllabus on which candidates have been assessed)	√		Yes, our certificates require all information required

Notes:

1.1 & 1.2 We hold a short CV for all our Trainers which include copies of their Subject Qualification and teaching/assessing certificates.

2.1, 2.3 & 2.4 Copies of our policies can be requested for your information

5.1 An example certificate can be requested for your information