



worksafe
TRAINING SYSTEMS

Registration and Approval

Guidance notes for new instructors and training centres

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Introduction

Thank you for your interest in registering as an instructor and/or training centre to deliver programmes awarded by WorkSafe Training Systems.

Please read all sections before completing the forms enclosed within this registration pack.

These guidance notes will:

- Provide information on the WorkSafe Instructor approval process
- Provide information on the WorkSafe Assessor approval process
- Assist you with registering as a WorkSafe approved Instructor or Assessor
- Assist you in registering your organisation as a WorkSafe approved training centre

To become an instructor approved to deliver WorkSafe training programmes you must complete the WorkSafe instructor application form enclosed. This form is required in all cases and must be supported with a portfolio of experience and existing qualifications. Further guidance on the approval process is contained throughout this pack.

If your application is accepted you will be issued an 'Instructor Action Plan'. The plan will detail action the applicant needs to undertake to achieve approved status with WorkSafe Training Systems.

Approved instructors will be able to deliver training for any WorkSafe approved training centre. Alternatively you may register as an approved centre in your own or company name. To register as an approved training centre to deliver WorkSafe programmes you will need to complete the WorkSafe training centre registration form enclosed and meet criteria for approved training centres. The WorkSafe Approved Training Centre Handbook, ATC1 will provide further information on the approval process.

All forms should be completed in BLOCK CAPITALS using black ink.

Instructor Approval Process

To become an approved instructor with WorkSafe Training Systems, you need to do the following:-

- Complete the approved instructor application form
- Prepare a portfolio of experience and qualifications (a pro-forma is enclosed to assist with this)
- Return the above to WorkSafe Training Systems for approval

On receipt of these documents WorkSafe Training Systems will consider the application by looking at the instructor's experience in the field and/or teaching experience. WorkSafe will then issue an instructor action plan to the applicant, which will outline additional requirements needed prior to approval.

Information for instructors already approved by another training organisation who want to deliver WorkSafe training programmes

The action plan will include payment of the registration fee and may request additional evidence to support the initial application. WorkSafe instructor materials will be despatched on receipt of payment. The fee includes a verification visit to issue final approval and you will be required to notify WorkSafe of the first six programmes that you deliver using WorkSafe material to ensure a visit can be scheduled.

The visit will take place during a teaching session and enables WorkSafe to verify that our programmes are being delivered to the approved syllabus and in line with WorkSafe guidance. This visit also gives instructors the opportunity to provide feedback on WorkSafe materials and we can also offer guidance on effective use of WorkSafe programmes.

A pro-forma invoice will be issued with the action plan for the registration fee and will need to be paid in full prior to any materials being despatched.

Information for instructors with limited experience of teaching first aid

The action plan may include either further detailed guidance from WorkSafe or notification that the applicant will need to attend an Instructor Training Programme. The instructor training programme consists of a minimum of two days training and is designed to provide an introduction to WorkSafe training programmes, basic presentation skills and example delivery of WorkSafe programmes. Further information is available on our website.

After completion of an instructor training programme, we will conduct a verification visit during an early teaching session to ensure WorkSafe programmes are being delivered in line with our rules and regulations and to give guidance where required.

A booking form for an instructor training programme will be issued with the action plan. Course dates, cost and location information is available on our website.

On completion of all items on the action plan a **Certificate of Approval** will be issued to the instructor to confirm approval in the specified subjects. This certificate will be valid initially for two calendar years and only while the instructor maintains the specified qualification(s).

FAW Assessor Approval Process

To become an approved First Aid at Work Assessor with WorkSafe Training Systems, you need to do the following:-

- Complete the instructor/assessor application form
- Prepare a portfolio of evidence (a pro-forma is enclosed to assist with this)
- Return the above to WorkSafe Training Systems for approval

On receipt of these documents WorkSafe Training Systems will consider the application by looking at the assessor's experience of first aid and of assessing. WorkSafe will then issue a detailed 'action plan,' which will outline any additional requirements needed prior to approval.

The minimum qualification for Assessors of First Aid at Work is;

- HSE First Aid at Work, or recognised exemption
- Experience of first aid in the workplace

The recommendations for Assessors of First Aid at Work are;

- Nationally recognised assessing award (e.g. NVQ A1)
- Experience of assessing

Please note: FAW Instructors will automatically qualify as FAW Assessors.

For assessors currently assessing with other organisations

The action plan typically includes payment of the assessor registration fee and self-study of the WorkSafe Assessor Materials. Materials will be despatched on receipt of payment.

The assessor will receive moderation visits during the initial two year approval period. Visits will be made during an assessment session and may include a second assessor – appointed by WorkSafe Training Systems – who will assess both students and the assessor.

A pro-forma invoice will be issued with the action plan for the assessor registration fee and must be settled in full prior to any materials being despatched and approval given.

For assessors with limited assessment experience

The action plan may include either further guidance from WorkSafe or a request to attend an Assessor Development Programme. The Development Programme consists of a one day training sessions and is designed to give an introduction to WorkSafe training programmes, the assessment process and provide basic knowledge of assessment skills.

Further information on the Assessor Development Programme will be issued with the action plan and the course must be completed prior to approval being given.

On completion of all items on the action plan a **Certificate of Approval** will be issued to the assessor. This certificate will be valid initially for two years and only while the assessor maintains the required qualification for First Aid at Work or a recognised exemption.

Approved Instructor/Assessor Application Form Guidance Notes

Please use the following guidance notes to help you complete the application forms provided in this pack.

Section 1: Instructor/Assessor contact details

Please provide full contact details. This information will be recorded on our instructor database as your primary contact details. All information, programme updates, newsletters and other relevant information will be sent to this address. Your email address will be used for access to the WorkSafe website instructors area.

Section 2: Training Centre

Please provide details of the main WorkSafe training centre you will be working with. Once registered, instructors and assessors can work for any approved training centre or register a centre in their own name. If the centre is not already received or approved, a training centre application form will be required.

Section 3: Qualification Approvals

Please indicate the WorkSafe qualifications for which you are seeking approval. Applicants seeking only registration and approval as an assessor for First Aid at Work should tick the First Aid Assessor Only option.

Section 4: Supporting Information

Applicants are required to submit a portfolio of supporting information to supplement their application, which provides evidence of prior experience and qualifications. This information will be verified and will form the basis of your application's approval. Following verification WorkSafe will issue an Instructor Action Plan which may request attendance on a WorkSafe Instructor Development Programme, payment of the registration fee or additional activity.

Assessor only applicants will be granted initial approval or be required to attend an Assessor Development Programme to ensure awareness of WorkSafe's assessment methods and materials. Further information can be found in the FAW Assessor Approval Process on page 5 of this pack.

Section 5: Declaration

Applicants should read the terms and conditions about approved instructors and if in agreement sign and date the application form.

Approved Training Centre Application Form Guidance Notes

Please use the following guidance notes to help you complete the application forms provided in this pack.

Section 1: Main Company/Centre Contact Details

Please enter the company or organisation name that will be registered with WorkSafe Training Systems. The contact name, department and address should be the main contact where general administration, programme updates, newsletters and other information will be sent.

Section 2: Training Centre Type

WorkSafe Training Systems approves training centres dependant on the type of courses you will be running. WorkSafe Approved Training Centres are categorised as either Independent or Corporate. A description of each type is included on the form. Only one box should be ticked.

Section 3: Accounts Department

Please enter contact details for any separate accounts department where credit account enquiries should be made.

Section 4: WorkSafe Website Entry

All WorkSafe approved training centres will be entered onto the training centre directory of our website. Only details provided in this section will be visible to visitors of the site. If you do not wish you details to be visible please leave this section blank.

Section 5: Declaration

The declaration should be signed by a director or other authorised official of the company or organisation making the application.

Completed Applications

Completed applications should be returned to WorkSafe Training Systems at the address below.

Make sure you have completed all the required parts to your application and have included all the required information by ticking the checklist below:

Does your application include:

- Approved Instructor/Assessor Application form
- Instructor/Assessor Portfolio
- Approved Training Centre Application Form

Please send all completed applications to:



WorkSafe Training Systems

159 Hinckley Road

Nuneaton

Warwickshire

CV11 6LJ

Tel: 0844 414 2297

Fax: 0871 528 8595



Instructor ID No.
WorkSafe Use Only

Approved Instructor/Assessor Application Form

Section 1

Full Name: Title:

Address:

Town/City:

County: Postcode:

Email: (work)

Email: (personal)

Telephone: (work) Mobile:

Telephone: (home) Fax:

Section 2

Training Centre/Company Name :

Note: A training centre application is required if your company are not a registered WorkSafe training centre.

Section 3

I wish to apply for Approved Status with WorkSafe Training Systems as:

Emergency First Aid Instructor (BLS, PBLs & EFAW)

AED Instructor

First Aid at Work Instructor & Assessor

First Aid at Work Assessor Only

Other (Please Specify below):
.....

FAW and AED Instructor available by attendance on upgrade programme only

Section 4

I enclose the following information to support my application: (please tick)

Copy of current FAW certificate/Pin Registration FAW/PIN Expiry Date

Curriculum Vitae Evidence of qualifications Experience Record

Section 5

WorkSafe Training Systems will process your request subject to the following terms and conditions:

1. I understand all WorkSafe training programmes, materials and resources are subject to copyright laws and may not be copied, reproduced or amended.
2. I agree to conduct all training within the guidance issued to all approved instructors in the instructor handbook and guidance for assessors issued by WorkSafe Training Systems.
3. I have read, understood and agree to abide by the Rules & Regulations placed on approved instructors and training centres as issued by WorkSafe Training Systems.
4. I agree to undertake an initial approval verification visit by a representative of WorkSafe Training Systems to obtain full approval status as a WorkSafe instructor/assessor.

I have read and accept the above conditions:

Signature: Date:

I wish my instructor/assessor contact details above to be available to other WorkSafe instructors on the WorkSafe website secure instructors area. (please tick)

Portfolio Pro-forma

The submission and maintenance of an up to date portfolio is required for initial and ongoing approval as an instructor and/or assessor of WorkSafe training programmes.

The information we require follows a similar format to that required by the HSE for First Aid at Work Instructors. The information you submit may be inspected by the HSE contractor if you are a First Aid at Work Instructor or Assessor during a HSE moderation visit of WorkSafe Training Systems.

To assist in the process of preparing your portfolio we have compiled a list of what is required. The portfolio should be prepared and sent to WorkSafe Training Systems in the supplied folder for initial approval. Please only send copies of qualification certificates.

To submit your portfolio ensure you have the following (tick when complete)

- Current HSE Approved First Aid at Work Certificate or approved exemption(if applying for instructor of first aid programmes)
- Curriculum Vitae that details previous relevant work experience related to the type of training you are seeking approval for. Past teaching and assessing experience should also be detailed here.
- Copies of qualification certificates relevant to subject. This includes all health & safety related training you have undertaken and teaching/assessing qualifications such as A1 and C&G 7302, Cert Ed, PGCE etc.
- Experience record – This should form a list of all the courses you have delivered (if any) related to health, safety and first aid over the last three years. The list must include course type, approx number of students, awarding body and role (e.g. instructor or assessor).

It remains the duty of the instructor or assessor to maintain a copy of your portfolio for inspection during a moderation visit by either WorkSafe Training Systems or HSE's contractor for FAW instructors and assessors. WorkSafe Training Systems will contact every instructor and assessor at a period not exceeding 2 years for updates to the portfolio. An instructor or assessors FAW qualification must be maintained at all times and copies of renewed certificates should be forwarded to WorkSafe Training Systems as soon as re-qualified.



Approved Training Centre Application Form

Section 1

Company/Organisation Details:

Please enter details for the main contact for the approved training centre. This will be recorded as the Training Centre Coordinator on our system and should be the person all correspondence relating to training centre operations be directed.

Training Centre/Company Name:

Contact Name:

Department:

Address:

.....

Town/City:

County: Postcode:

Email:

Telephone: Facsimile:

Section 2

Training Centre Type: Please read notes below to ensure your application is correctly processed and tick one box only.

Independent Corporate

WorkSafe Training Systems approves training centres for the type of courses you will be running. WorkSafe Approved Training Centres are categorised as either Independent or Corporate.

Independent Training Centres will offer training generally for commercial gain to individuals, companies and other organisations. Further Education establishments will be categorised as independent training centres.

Corporate Training Centres will offer training within an organisation generally for staff and employees of that organisation. The WorkSafe approved instructor will normally be an employee of the organisation that registers as the approved training centre.

Section 3

Accounts Department Contact Details:

If you are a small business and your accounts details are the same as above please tick here

Contact Name:

Address:

Town/City: Postcode:

Email address:

Telephone: Facsimile:

Credit Account Application:

If you wish to apply for a credit account with WorkSafe please complete the Credit Account Application Form. A credit account will normally only be offered to businesses with prior trading history exceeding twelve months.

If you wish to apply for a credit account and have enclosed the account application form please tick here

WorkSafe Training Systems

Credit Account Application Form

Company details:

Company Name		Main Phone/ Switchboard	
Co. Registration No.		Fax No.	
Main Sales Contact		Contact Phone No. & Email	
Main Accounts Contact		Contact Phone No. & Email	
Accounting / Invoice Address		Delivery Address	
Anticipated Monthly Credit Required	£	Turnover last FY	£

Bank details:

Name of Bank	
Bank Address	
Bank Telephone Number	
Account Number	
Sort Code	

Trade References:

Full name, address and contact details of two trade

Company Name		Company Name	
Address		Address	
Contact name		Contact name	
Telephone No.		Telephone No.	

DECLARATION: I hereby submit the above information for the sole purpose of opening a Credit Account with WorkSafe Training Systems. I acknowledge that all orders are accepted by WorkSafe Training Systems in accordance with their terms and conditions and agree that my company shall be bound by them in all transactions. Goods shall remain the property of WorkSafe Training Systems until paid for in full.

PLEASE DON'T FORGET TO SIGN THE APPLICATION BEFORE RETURNING IT TO WORKSAFE

Print Name		For Office Use	
Signed			Account Manager
Position			Account Number
Date			Credit Limit