

The logo for Worksafe Training Systems features the word "worksafe" in a large, bold, black sans-serif font. Below it, the words "TRAINING SYSTEMS" are written in a smaller, all-caps, black sans-serif font. The text is positioned to the left of a large, stylized yellow triangle that has a rough, hand-painted appearance. The triangle is oriented with one vertex pointing upwards and slightly to the right.

worksafe
TRAINING SYSTEMS

Instructor Registration and Approval

Guidance notes and application form for new instructors

Contents

Introduction	3
Instructor Approval Process	4
Assessor Approval Process	5
Approved Instructor/Assessor application form guidance	6
Completed applications return details	7

Appendices

Approved Instructor/Assessor application form
Instructor Portfolio of Qualifications pro-forma

Introduction

Thank you for your interest in registering as an Approved Instructor 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
- Give guidance on registering as a WorkSafe approved training provider or establishing an independent 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.

All WorkSafe training programmes must be delivered through a verifiable organisation, division, body or training company for which a separate application is required. Several approval structures are in place to enable the provider to meet specific criteria laid down by the HSE First Aid Approvals and Monitoring Service. Further information on training provider or independent centre approval can be found in the Approved Training Provider and Centre Handbook which should be studied prior to progressing this application.

If you are registering to deliver WorkSafe training programmes working with an established training provider or training centre then only this instructor application is required.

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 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 is the normal route to approval and consists of a minimum of two days training 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 via the instructor course brochure download.

After completion of a 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 course should normally be scheduled not longer than three months from date of initial approval.

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

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

Your action plan will include attendance on the WorkSafe Crossover programme to provide standardisation and verification of your skills. Prior to attendance you will be issued with a subject from a typical first aid course for which you will be required to deliver a short 20-30 minute presentation whilst attending the crossover programme.

Further information on the WorkSafe Crossover programme is available from our website via the instructor course brochure download.

Following initial approval a verification visit will be scheduled during one of the first WorkSafe programmes

On completion of all WorkSafe instructor training programmes certification is issued which is valid for 3 years. Ongoing approval during this period is also subject to the instructor meeting ongoing approval criteria.

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.

If the assessor can provide documented evidence of recent monitoring visits from another HSE approved provider WorkSafe will verify and accept this evidence as a verification visit.

Where the existing assessor cannot provide evidence of previous monitoring the higher assessor fee will apply.

For assessors with limited assessment experience

The action plan will include attendance initially on a WorkSafe FAW programme followed by an assessor standardisation session. Where the assessor does not hold a nationally recognised assessor award (eg NVQ A1) this will be added to the action plan for obtaining during the first 12 months of approval.

On completion of the assessor approval process certification is issued which is valid for 3 years. Ongoing approval during this period is also subject to the assessor meeting ongoing approval criteria.

Approved Instructor/Assessor Application Form Guidance Notes

Please use the following guidance notes to help you complete the application form 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 and where possible should be your home address. All information, 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: Instructor Directory / Data Protection

The WorkSafe website contains an instructor and assessor directory which can be accessed only by approved instructors and assessors who may be seeking assessors etc. If you wish your contact details to be visible in this area please indicate by ticking this box.

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. A pro-forma to assist with compilation of this portfolio is included in the appendices.

A Statement of Intent should be included in the portfolio to provide information to WorkSafe on the purpose of the application and the field or client group the applicant intends to train.

Section 5: Training Delivery

Following successful approval, instructors and assessors must deliver training or assessment via an approved organisation, company or body. Several structures for approval exist which require a separate application process if no established agreement exists. Full information is provided in the WorkSafe Training Provider and Centre Handbook. Applicants should indicate here if they will submit a new application or work within an existing agreement.

Section 5: Declaration

Applicants should read the terms and conditions of application and indicate acceptance via a dated signature.

Completed Applications

Completed applications should be returned to WorkSafe Training Systems.

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

Does your application include:

- Approved Instructor/Assessor Application form
- Instructor/Assessor Portfolio

Please send all completed applications to:



WorkSafe Training Systems

159 Hinckley Road

Nuneaton

Warwickshire

CV11 6LJ

Tel: 0844 414 2297

Fax: 0844 414 2298

Email: info@worksafetraining.co.uk

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: 0844 414 2298



Instructor ID No.
WorkSafe Use Only

Approved Instructor/Assessor Application Form

Section 1

Full Name: Title:

Home Address:

Town/City:

County: Postcode:

Email: (work)

Email: (personal)

Please note a valid email address is required for access to the instructor area of our website

Telephone: (work) Mobile:

Telephone: (home) Fax:

Section 2

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

Section 3

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

- | | |
|--|---|
| <input type="radio"/> Emergency First Aid Instructor (BLS, PBLIS & EFAW) | <input type="radio"/> AED Instructor |
| <input type="radio"/> First Aid at Work Instructor & Assessor | |
| <input type="radio"/> First Aid at Work Assessor Only | <input type="radio"/> Other <i>(Please Specify)</i> : |

Section 4

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

- Copy of current FAW certificate/Pin Registration FAW/PIN Expiry Date
- CV Evidence of qualifications Experience Record Statement of Intent

Section 5

Training delivery – Applicants should indicate how they will deliver training/assessment following approval: *Reference should be made to the training provider/centre handbook if not working with an existing approved provider/centre*

- Via existing WorkSafe provider/centre Organisation/Centre/Company Name:
- New application to be submitted

Section 5

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

- I understand all WorkSafe training programmes, materials and resources are subject to copyright laws and may not be copied, reproduced or amended.
- 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.
- 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.
- I agree to undertake initial and ongoing verification visits by a representative of WorkSafe Training Systems to maintain my approval status.
- I agree to deliver/assess at least 1 training programme within 3 months of gaining approval with WorkSafe.

I have read and accept the above conditions:

Signature: Date:

Portfolio Pro-forma

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

The information we require follows a format identical to that required by the HSE for first aid instructors and assessors. The information you submit may be inspected by the HSE contractor during any 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 with the application form to WorkSafe for initial verification. 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 proof of qualifying exemption (e.g. NMC Pin number)
- Curriculum Vitae or similar document that details previous relevant first aid experience. Past teaching and assessing experience should also be detailed here.
- Copies of qualification certificates relevant to subject. This includes all health, safety and first aid related training you have undertaken and teaching/assessing qualifications such as C&G 7302, PTLLS, Cert Ed, PGCE, NVQ A1 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).
- Statement of Intent – A brief summary of who you intend to deliver training to when qualified (e.g. Employees, commercial training, charity organisation).

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. The approved instructor or assessor is responsible for updates to your portfolio on an annual basis. A short reminder on the need to update your portfolio will be sent out by WorkSafe near the anniversary of your approval date.

An FAW qualification (or qualifying exemption) must be maintained at all times and copies of renewed certificates should be forwarded to WorkSafe Training Systems as soon as re-qualified.