

The following HSE checklist should be used when evaluating the competence of any training organisations and demonstrated how IMS adhere to these guidelines, enabling you to make an informed decision.

Check	Yes	No	Notes
Trainers/Assessors			
Do the trainers/assessors have a current FAW certificate or qualify for an exemption?	✓		IMS only employees Paramedics, Ambulance Technicians, EMTs and First Aiders as instructors, who all hold the required qualifications.
Do the trainers/assessors have an appropriate training/assessing qualification?	✓		IMS only employs instructors who hold a minimum of a PTLLS/L3 AET qualification.
Quality Assurance			
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?	✓		IMS is a is accredited by ITC First for the delivery of First Aid. The Training Manager is the designated person.
Does the designated person have a current FAW certificate or qualify for an exemption?	✓		The Training Manager and all instructors hold a current FAW certificate or qualify for professional exemption.
Does the designated person have an assessing/verifying qualification?	✓		The Training Manager holds a qualification in Internal Quality Assurance and all instructors hold a minimum of a PTLLS/L3 AET qualification.
Is there a documented course evaluation procedure?	✓		Available to all attendees.
Is there a documented complaints procedure?	✓		Available to all attendees.
Teaching currently accepted first-aid practice			
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?	✓		IMS always delivers its training to the guidelines given by the HSE First Aid at Work regulations 1981, the UK Resuscitation Council and the UK Ambulance Service (JRCALC) guidelines.
Training syllabus			
Does the course content adequately meet the needs of your workplace as indicated by your first aid needs assessment?	✓		IMS will work with its clients to ensure they receive the appropriate training which by law will include AED, or other specialist training.
For FAW , does the syllabus include required topics and does the course include at least 18 training and assessment contact hours, over three days?	✓		IMS training syllabus fully complies with the required topics and will be delivered over 18 hours over 3 days.
For FAW requalification , does the syllabus include the required topics and does the course last at least 12 training and assessment contact hours, over two days?	✓		IMS training syllabus fully complies with the required topics and will be delivered over 12 hours over 2 days.
For EFAW , does the syllabus include the required topics and does the course last at least six training and assessment contact hours, over one day?	✓		IMS training syllabus fully complies with the required topics and will be delivered over 6 hours over 1 days.
For PFAW , does the syllabus include required topics and does the course include at least 18 training and assessment contact hours, over three days?	✓		IMS training syllabus fully complies with the required topics and will be delivered over 12 hours over 2 days.
For EPFAW , does the syllabus include required topics and does the course include at least 18 training and assessment contact hours, over three days?	✓		IMS training syllabus fully complies with the required topics and will be delivered over 6 hours over 1 days.
Certificates			
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), 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.)	✓		Certificates issued by IMS will contain the information required by Regulation 3 in the First Aid at Work Regulations 1981 (2013).



Due Diligence

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