

First Aid Compliance Declaration

All CIEH recognised Training Accounts delivering our First Aid at Work training programmes are subject to an annual compliance declaration.

The declaration will be held by CIEH and may be used for external quality assurance purposes or as evidence should CIEH receive a complaint regarding training delivery. We ask you to confirm that your declaration is accurate and has been approved and signed by the Accountable Officer responsible for the Training Account.

The following table captures your evidence to us that you are competent to deliver first-aid training and have the relevant quality assurance systems in place.

Evidence	Compliant (✓)
1) Trainers/assessors	
1.1: The trainers/assessors have a current First Aid at Work certificate.	
1.2: The trainers/assessors have appropriate training/assessing qualification.	
2) Quality Assurance	
2.1: There is a documented quality assurance plan for each First at Work training programme	
2.2: The Accountable Officer is responsible for the quality assurance plan	
2.3: Performance of trainers/assessors is assessed annually	
2.4: There is a documented course evaluation procedure	
2.5: There is a documented complaints procedure	
3) Training	
3.1: The CIEH programme is/will be delivered in its entirety	
3.2: Training consists of sufficient, minimum contact training time	
3.3: Training and assessment is designed in accordance with the programme guidelines	
3.4: The equipment provided is suitable and sufficient	
3.5: Class sizes are appropriate and take account of the needs and capabilities of those undertaking the training	
3.6: Training records are maintained	

I declare that *Training Account Name* is fully compliant against the evidence above and confirm Trainers/Assessors are measured for suitability against the **Assessment Principles for Regulated First Aid Qualifications December 2016 v5** from Skills for Health.

Accountable Officer: _____

Date: _____