

A2E First Aid Training Induction Policy

Only experienced trainers/assessors are currently used by A2E. They will: have a thorough knowledge of the courses they are to deliver and the assessment criteria set by the Awarding Organisation; be known to deliver courses on a regular basis; be known to A2E through previous direct observation or high recommendation.

Trainers will need to provide copies of their qualifications along with copies of, or access to, their training and cpd records and most recent internal or external verification reports.

New Trainers will be expected to familiarise themselves with key policy documents relevant to course delivery, IQA, welfare and customer services. Thus as a minimum, copies of the following A2E policies and documents will be sent to new trainers: A2E Health and Safety Policy; A2E Safe Practice Policy; Course booking conditions. Trainers also need to understand the Appeals and Complaints processes. Newly appointed trainers will be expected to sign to say that documents have been read and understood. They will also be expected to complete an annual Conflicts of Interest Declaration.

New trainers will sign an agreement to keep their training and cpd logs up to date and to inform the A2E Centre Manager at least one month ahead, or prior to engagement on a course, of any upcoming expiries. Also, that they will send to A2E copies of any new qualifications or renewals and that they will attend at least one standardisation event each year.

The document 'A2E Trainers Terms and Conditions' will be given to each new trainer re payment and contracts for course delivery.

Before delivery of their first course for A2E new Trainers will be reminded of the assessment evidence and standards expected by the AO for the course they deliver. Course resources such as Powerpoints can be sent in advance for familiarisation should they be needed. New trainers will also be sent examples of A2E Risk Assessment forms and Accident Forms which are to be completed during courses and returned with the course documents. New trainers/ assessors will be reminded of their obligation to keep candidates' personal information such as on registration forms safe and secure at all times on the course and until it is sent to A2E. Candidates information must not be passed on to third parties.

Trainers are to be made aware that they must not promote their own or any other first aid training organisation other than A2E First Aid Training or ITC – this includes branded clothing, fliers, powerpoints and spoken word.

Trainers appointed by A2E will be encouraged to contact the Centre Manager, Cara Allison, at any time should they wish to discuss an issue. Face to face meetings and telephone conversations are to be encouraged.

Cara Allison

January 2014

Reviewed and amended March 2015

Next review March 2016

Reviewed March 2016

Next review March 2017

Reviewed April 2017

Next review March 2018

Reviewed February 2018

Next review due March 2018

Reviewed March 2018

Next review due March 2019

Reviewed and amended March 2019 (additions re data protection)

Next review due March 2020

Reviewed Feb 2020

Next review due when necessary