



Terms of Reference

Background:

The remit of the forum is to **collaborate** on best practice and **maintain quality** to ensure the integrity and currency of regulated First Aid qualifications, ensuring that they meet the needs of the sector.

Membership:

Membership is open to Awarding Organisation/Bodies that are recognised/accredited to offer regulated First Aid qualifications; including but not limited to:

- **First Aid at Work (FAW)**
- **Emergency First Aid at Work (EFAW)**
- **Paediatric First Aid**
- **Emergency Paediatric First Aid**

Membership is to be reviewed on an ongoing basis.

The forum will meet a minimum of 2 times per year; more as required.

The ethos of the membership is to **actively participate** in meetings and contribute as appropriate to decisions made. Members should attend **at least** 1 meeting per year to retain their membership; those who do not may be removed from the group.

The HSE actively encourage participation and for Awarding Organisations/Bodies to follow the shared standards related to the delivery, assessment and quality assurance of First Aid qualifications agreed by this group in order to ensure standard consistency for First Aid at Work/Emergency First Aid at Work qualifications is maintained.

Remit:

The group will maintain the integrity of First Aid qualifications through:

- Safeguarding the **quality** of assessment by raising concerns and seeking solutions where issues have been identified which may threaten the reputation and integrity of the qualifications.
- **Collaborating** with appropriate stakeholders on the design, development, quality and consistency of First Aid qualifications and agree on the best ways to communicate and disseminate these in a timely manner.
- **Influencing** the development and operation of robust, valid and effective assessment of First Aid qualifications through input to the development of assessment requirements.
- **Discussing** issues concerning quality and interpretation of standards and agree a consistent and standardised approach.
- Collaboratively **reviewing** and **developing** units and qualification structures.

Operational Guidelines:

- The chair will be held on an annual rotating basis with the group identifying and agreeing people, dates and places at the first meeting of each year except where changes of group membership require that decision to be amended.
- Hosting of the meetings will be shared between members on a rotational basis. Attendance at meetings should be confirmed in advance with the host.
- Each Awarding Organisation/Body can, in addition to its regular members, invite representatives to give specialist support, as required, subject to available space at meeting venues.
- Where voting on an issue is required, the rule is **one vote per Awarding Organisation/Body** rather than one vote per attendee.
- A meeting/decision will be **quorate** if one third of the membership is present/vote. Significant decisions (such as amendments to these *Terms of Reference*) require at least half of the membership to participate in the vote.
- Any decisions that are made where members are absent will be circulated to all members and will require a response/feedback within a stated time scale.
- There should always be the opportunity for members to withdraw or amend their vote after they have discussed the action with their organisation. Members should notify the whole group within 7 days if they amend their vote, otherwise the action will be deemed to have been carried.
- All actions that require a decision need to have timeframes for responses from members.
- Where appropriate, the Forum will **invite** other stakeholders to meetings.
- Minutes will be taken by the host/secretariat and should include timescales for actions.