

First aid courses using external providers

This new approach is designed to reduce administration for volunteers, local areas, and the region verifier team, while ensuring a clear and consistent process for due diligence.

Local Girlguiding teams may arrange for external first aid providers to deliver training for members. These courses must be pre-approved by a first aid verifier.

- The course must cover the full 1st Response syllabus.
- Providers must use their own course materials, not Girlguiding's 1st Response resources.
- The external provider is responsible for the content, quality, and certification issued.
- A Girlguiding trainer does not need to attend, and Girlguiding is not responsible for delivery of the session.

How to do it

- If a local team wishes to organise a training, they should first contact their country/region to check for any pre-approved providers.
- If a suitable provider is available, they can book directly with them.
- If not, the team can work with the region verifier team to approve a provider.

The verifier will:

- Confirm the provider is appropriately accredited
- Obtain written confirmation that the full 1st Response syllabus will be covered
- Once approved, the provider will be added to the country/region's pre-approved list.
- Countries/regions should re-confirm agreements with approved providers every two years (or whenever the syllabus changes).
- After completion, the course can be added directly to GO as 'First Aid – External Course', without requiring verification through the platform.

As this is new guidance, we don't currently have any external courses pre-approved by the region verifying team. We do know that there are some

excellent external providers delivering 1st response equivalent courses already, and we would like to invite them to submit their accreditation to become pre-approved.

At the end of the document there is a simple form for this, along with the most up-to-date syllabus. This should be returned to the region office by emailing, learning@girlguiding-anglia.org.uk along with copies of the providers' accreditation, and a copy of the certificate that they are planning to issue to participants. We would expect approval to take 2-4 weeks depending on the amount of clarification, if any, required. Please do ask us if you have further questions about this.

A reminder that any 1st Response-equivalent courses provided by an external provider that is not approved will require all participants to submit their certificates via the Learning platform.

Agreement for Pre-Approval of First aid course by external provider

Name of trainer/company:

Qualifications:

Expiry date of qualification:

I confirm that I am qualified to deliver a first aid course covering all the elements of the Girlguiding 1st Response course as described on the attached syllabus. These will use my own resources and certificates.

I understand that Girlguiding Anglia will keep a copy of my qualifications and Girlguiding Anglia will be responsible for notifying me of changes to the syllabus or any other relevant updates.

This agreement will remain in place for either:

1. 2 years
2. Until the expiry date of my qualifications
3. Girlguiding update their requirements for courses provided by an external trainer, including changes to the syllabus.

I _____ confirm I have provided a copy of the proposed certificate and copies of my qualifications.

Signed _____ Trainer Date _____

Signed _____ on behalf of District/Division/County

Signed _____ Lead volunteer for 1st Response

Date _____

Chief commissioner: Karen Johnson / Executive manager: Fiona Hunter

Girlguiding Anglia is an operating name of Anglia Region of the Guide Association
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