

# Portfolio of Evidence Required for all HSE Instructors and Assessors

The portfolio of evidence is needed by all First Aid at Work Instructors and assessors and should be kept up to date. It is the responsibility of the FAW centre to also make sure they have the required information. You the instructor/assessor must keep the original and keep the centre updated where necessary as they may not know what you have done outside the centre and the centre can then update their records as you teach courses for them. This information is an HSE standard for all instructors and assessors and if you and the centre fail to keep this information then you and the centre are breaking the HSE, EFR or FAI rules. For more information please contact EFR, FAI or the HSE as they can give you up to date information and clarification.

The below is taken from the HSE website as a guide to information required.

## TRAINER

Each trainer must have a personal portfolio which contains:

1. A current and valid First Aid at Work certificate, or alternatively an NMC or a GMC Certificate with evidence of current first aid knowledge;
2. A formal teaching or training qualification; and
3. A chronological list of evidence to show that the trainer has regularly provided First Aid at Work training during the previous three years. If only a small amount of First Aid at Work training has been completed then evidence of other first aid training experience is required i.e., are all the syllabus items for First Aid at Work covered in the trainer's experience?; or
4. For newly qualified trainers is evidence available that proves he/she has conducted **at least two practical and two theoretical** first aid training sessions under the supervision of a qualified assessor?

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## ASSESSOR

Each assessor must have a personal portfolio which contains:

1. A current and valid First Aid at Work certificate, or alternatively an NMC or a GMC Certificate with evidence of current first aid knowledge;
2. A formal assessing qualification; and
3. A chronological list of evidence to show that the assessor has regularly provided First Aid at Work assessing during the previous three years. If only a small amount of First Aid at Work assessing has been completed then evidence of other first aid assessments is required; or
4. For newly qualified assessors is evidence available that proves they have conducted **at least two practical and two theoretical** first aid assessments under the supervision of a qualified assessor?