

FAA REGISTRATION FORM

FAA LEVEL 1 AWARD IN AWARENESS OF FIRST AID FOR MENTAL HEALTH (RQF) AWARD IN AWARENESS OF FIRST AID FOR MENTAL HEALTH AT SCQF LEVEL 4

The Award in Awareness of First Aid for Mental Health that you are about to undertake is regulated in the UK and awarded by First Aid Awards Limited (FAA). FAA are an awarding organisation regulated by Ofqual and SQA Accreditation and the qualification sits on the Regulated Qualifications Framework (RQF) and the Scottish Credit and Qualifications Framework (SCQF).

Learner registration details



Name

(Please note this is as your name will be printed on the certificate)

Date of birth

Email

Course details (to be completed by the trainer/assessor)


Trainer/assessor name

Course date/s

Course reference number

FAA centre name/number

Distance Learning Registration Form completion

On this form are areas marked with  that you need to complete. After completion, the form must be **emailed back to your trainer/assessor with proof of your identity which can be by a passport/driving licence/work ID etc.**

Qualification resources and information

Before starting the qualification your trainer/assessor will supply you with this registration form and:

FAA Qualification Specification

This document gives you important information including the qualification structure, the learning outcomes and assessment criteria, entry requirements, certification and the assessment.

A qualification resources sheet, manual and trainer/assessor guidance

These are the resources that you need to work through, following the guidance given by your trainer/assessor.

Your trainer/assessor will arrange webinars during your learning. This will allow for teaching, discussion, question and answer sessions, and to monitor your progress, knowledge and understanding ensuring that the full syllabus is covered.

If you need additional guidance or support at any time, you should contact your trainer/assessor as agreed with them.

Your trainer/assessor may provide you with additional resources to improve your learning experience.

It is also beneficial for you to undertake additional independent learning for example, by doing your own research on the internet.

FAA Course Evaluation

You will be asked to complete a course evaluation at the end of the course. Course evaluations are an important source of quality assurance for both the FAA centre and FAA so please take the time to give us your valuable feedback.

Your assessment

The qualification is assessed by a professional discussion. This is a structured conversation between yourself and your trainer/assessor enabling them to gain a clear indication of your knowledge and understanding relating to the learning outcomes and assessment criteria for the qualification – [FAA Learning Outcomes and Assessment Criteria](#). Please allow up to 60 minutes for completion of the assessment.

Your trainer/assessor will inform you of your assessment date and how the assessment will be conducted.

The assessment will be evidenced by a recorded video call. We need your permission to record the assessment so please read and sign the declaration below.

Learner declaration

For regulatory and quality assurance purposes the assessment will be by a recorded video call. By signing the declaration, you agree to this recording. The recording will be kept following the [FAA Data Protection Policy](#) and will not be shared with any person except for quality assurance purposes by FAA, the FAA centre providing your training, and the regulatory bodies as required.

You will be required to introduce yourself at the start of the assessment to confirm attendance.

I agree to my assessment being recorded for quality assurance purposes for use by FAA, the FAA Centre and the regulatory bodies as required.



Name

Date

Reasonable adjustments

As part of our Equal Opportunities Policy, FAA and FAA centres are committed to ensuring that there is no discrimination in the provision of our services. A reasonable adjustment can be given to someone who has a disability, medical condition or learning need that may affect them during the course.

However, due to this being a distance learning qualification and the level of unsupervised learning required, a learner must have the literacy skills to be able to read and understand the manual and any additional resources.

If you have a disability, medical condition or learning need that you feel may affect you during the course please enter the details below ...





For trainer/assessor use only – please refer to the [FAA Reasonable Adjustments Policy](#) and detail any reasonable adjustment made for this learner ...

Complaints and appeals

If you are unhappy with any aspect of the course you should, in the first instance, take up the matter with the course trainer/assessor or the FAA centre. If this is not possible, or if you would prefer not to, you may refer the matter to First Aid Awards, Awards House, 10 Central Treviscoe, St. Austell, Cornwall PL26 7QW.

Telephone: 03458 333999 or email: enquiries@firstaidawards.com

The FAA Complaints and Appeals policies can be found on the FAA website: www.firstaidawards.com/policies

If you feel that your complaint or appeal has not been dealt with satisfactorily by the FAA centre and FAA, you may refer the matter to the appropriate regulatory body. Learners undertaking qualifications delivered by further education colleges, local authorities or any other public service body in Scotland may escalate a complaint to the Scottish Public Service Ombudsman (SPSO).

GOOD LUCK!

We hope you enjoy the course and gain valuable skills and knowledge. Your trainer/assessor is here to help you so if you have any questions or are unsure about anything please contact them for guidance and support.

Privacy Notice: First Aid Awards (FAA) (Data Controller) and the approved FAA Centre (Data Processor), will only process and store your personal data (or special category data if collected for a reasonable adjustment), for the purposes of the delivery, assessment and award of this FAA qualification. FAA and the approved Centre will not use your data for any other purpose or disclose your data to any other person or organisation outside of this purpose. For detailed information on how your data will be stored and processed please visit www.firstaidawards.com/policies and view FAA's Data Protection Policy or email enquiries@firstaidawards.com should you have any questions.