

Ready for Life Terms and Conditions

Thank you very much for booking a Ready for Life programme with St Andrew's First Aid. Upon completion, participants receive two industry recognised qualifications which are valid for 3 years. These are the Emergency First Aid at Work (SCQF6) and First Aid for Mental Health Awareness (SCQF4) certificates.

Please see below the conditions for receiving a funded Ready for Life course.

1. Minimum age

Please remember that all participants must be at least 16 years of age by day 1 of the programme. There are no exceptions to the minimum age.

If participants are 15 or younger on day 1 of the course we cannot provide them certification for attending.

2. Supervision

There must be a member of your staff always present with our trainer.

3. Attendance/Minimum number of participants

- a. The Ready for Life programme is for a maximum of 12 people. The same 12 people need to attend on the first and second day. Attendees must successfully pass both days to receive certificates.

A minimum of 9 participants is required for the course to go ahead, and if you cannot have 9 participants then you need to let us know before day 1. By prior agreement a smaller group *may* be accepted.

This does not include Additional Support Need (ASN) settings where we ask for a minimum of 6 participants. If you are unsure of how many people will attend, have additional support needs which significantly impact on total numbers, or unable to fill 6 places, then you need to let us know before day 1. By prior agreement a smaller group *may* be accepted.

- b. Failure to meet minimum numbers will constitute as non-attendance. If you do not attend a course, and you have not provided St Andrew's First Aid with any notice for your reason for non-attendance, the full course fee (£900+vat, plus travel subsidy if applicable) remains payable.
- c. Funded courses: No empty spaces in any Ready for Life programme may be filled by members of staff from the school, organisation or community group placing the booking.

4. Funded provision: Courses per organisation

- a. Where possible we will always attempt to match a request for Ready for Life to any funded option that exists. Where funding is not available Ready for Life can be purchased at cost price via St Andrew's First Aid Community Engagement Team.
- b. At this point in time we are only able to support a maximum of two funded courses at any one organisation per year.
- c. Should you wish to have additional courses these can either be arranged at cost price via the charity (£950+VAT, plus travel subsidy if applicable), or we can explore the potential of supporting you with a funding application to support additional courses in your setting. Please contact us at community@firstaid.org.uk to discuss.



5. Registration form

At the start of the programme our trainer will take a register of participants, recording full name, year group, and SCN. Participant names are not required by us prior to day 1 of the course.

We would ask the organiser to check this before the end of the course, ensuring all spelling is correct. The organiser/school may be liable for fees incurred for correcting spelling on certificates at our discretion.

6. Feedback forms

As a requirement for receiving a fully funded Ready for Life course we need participants and organisers to fill in feedback at 3 key times. Without this feedback our ability to secure future funding may be impacted.

- At the end of each course - all participants to complete.
- Two days after the course - teacher/organiser to complete.
- Three months after the course – teacher/organiser to complete.
- If you have a case study of a young person who has used these skills, or where their qualifications have assisted them in gaining employment or further education, we would love to hear from you.

7. CV blurb

A CV blurb on qualification details will be provided to you after course completion. As we do not collect individual contact details for participants, we would ask that organisers pass this onto all participants and encourage them to add this onto their CV.

8. Suitable training room/space

Adequate classroom area, allowing a recommended space of approximately 7m x 7m (24ft x 24ft) for a class of up to twelve (12) candidates.

9. First Aid for Mental Health Awareness topics

Please be advised that the First Aid for Mental Health Awareness course covers the following topics: depression, anxiety, psychosis, eating disorders, self-harm, suicide. Please speak to the trainers on Day 1 if you know of any of the attendees having personal experience of any of these topics that may affect their ability to complete the course.

Participants are allowed to step out of the course briefly if a topic is too sensitive for them or to take a break. However, participants are required to attend the majority of the course and complete all assessment in order to qualify. Please take this into consideration when identifying participants for the course.

10. Cancellations and date changes

If you need to cancel/reschedule, then please let us know a minimum of 2 weeks prior to the course date or as soon as possible. As our standard cancellation and transfer policies regarding training at an agreed venue/customer premises apply. These costs will be directed to an organiser even when a funded course was selected, as failure to notify of changed plans in a timely manner prohibits us from offering the funded course elsewhere.

NOTE: Course cost = £950+vat, plus travel subsidy if applicable

- a. Change of date - Training delivered on customer premises or an agreed venue:-
If you need to transfer to another date the following charges will apply dependant on the notice period given:-



If less than two weeks notice: 50% of the full fee will be charged.
Between two and four weeks notice: 25% of the full fee will be charged.
More than four weeks notice: there will be no charge.

All transfers must be taken within a period of 6 months from original course start date, or by funding completion date.

b. Cancellations - For training on customers' own premises or an agreed venue:-

If less than two weeks notice: the full fee will be charged.
Between two and four weeks notice: 50% of the full fee will be charged.
More than four weeks notice: there will be no charge.
If no notice is given: the full cost of course will be charged.

- i. Cancellations made by you after a transfer has been made will be charged at the full course cost plus the transfer fee.
- ii. Any cancellations must be made in writing and received by St Andrew's First Aid Community Engagement Team before the Course Start Date and in accordance with the timescales outlined above.
- iii. If St Andrew's First Aid Community Engagement Team requires to cancel the course for any reason, you will be given as much notice as possible and you will be entitled to either a free transfer to another course or a full refund of the Price or Deposit paid.

Questions

If you have any questions at all, please contact us at community@firstaid.org.uk.

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