



# CIEH Level 2 Award in Emergency First Aid at Work Annual trainer evaluation procedure

In order to meet the HSE minimum training standards, all trainers delivering the CIEH Level 2 Award in Emergency First Aid at Work will need to undergo an annual trainer evaluation. This must be carried out using the Annual Trainer Evaluation Form (ATEF). The annual trainer evaluation can be conducted by any CIEH registered or HSE approved first-aid trainer.

Trainers who are registered and work at the same centre can carry out the annual trainer evaluation on their colleagues.

Trainers who work alone can have their initial annual trainer evaluation completed by the External Verifier (EV) as part of the first EV visit. There will be no charge for this service. The trainer should then log on to CIEH CourseFinder to find CIEH registered centres in his/her geographical area so he/she can arrange for another registered trainer to conduct the next annual trainer evaluation.

If a trainer is unable to make suitable arrangements for the annual trainer evaluation, he/she should email **externalevaluations@cieh.org** to request an EV to revisit to complete the annual trainer evaluation. **Please note:** there will be a charge for this service.

When the annual trainer evaluation has been completed, a copy of the ATEF must be added to the trainer's portfolio to provide evidence of the evaluation. Trainers must act on any recommendations for improvements and keep a record of the actions taken for review at the next annual trainer evaluation.

If when the CIEH EV visits there is no evidence of annual trainer evaluation, centre and trainer registration will be suspended. Registration will only be restored when evidence of annual trainer evaluation is provided.



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