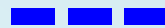




National Blue Light Users Conference



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CFOA
Chief Fire Officers
Association

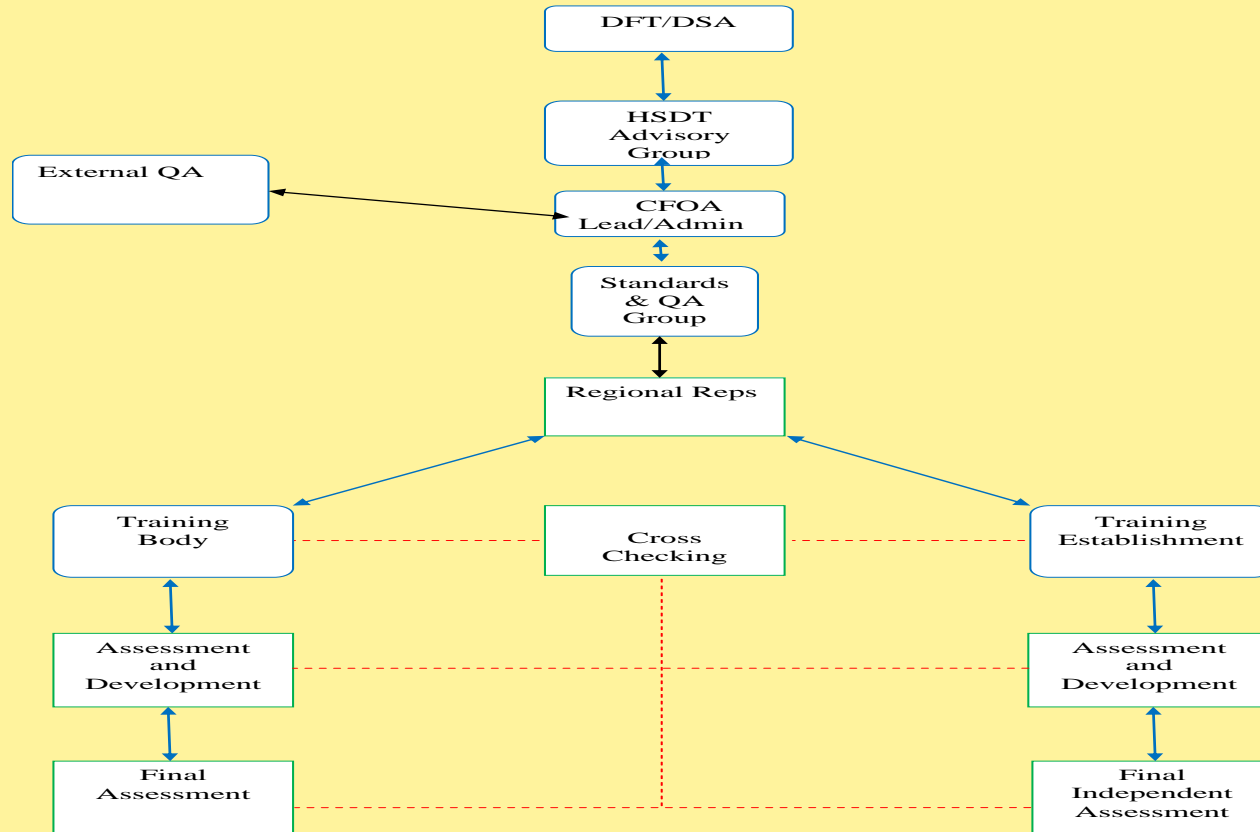
Quality Assurance Process

ERDT

Background

- As part of the HSDT suite of documents there is a requirement for a robust QA process.
- DfT will allow any emergency service to do this within the organisation, which is not used by any outside awarding body, if the organisation can show it has internal and external assessment at an acceptable level.

How it will work



Training Body/Establishment

- Notification of QA visit 3 months prior to date
- Issued copies of paperwork to allow for prep
- QA Team visit – Team of 2/1 day
- First visit will cover all elements- paperwork and dip-sample of training delivery
- Report sent to responsible person with agreed close-out actions and timings(if required)

Regional Reps (QA)

- Role - to be the lead on QA for Region(not own Service)
- 1-2 visits per year (after first round)
- Completion of visits and documentation
- Feedback to Standards Group - on all visits
- Attend two standardisation meetings with Standards Group per year

Standards Group

- Arrange dates for visit
- Meet quarterly to discuss visits and monitor trends.
- Collate reports and provide CFOA/Lead with feedback on visits
- Feedback to Regional Reps

CFOA/Lead ERDT

- Store all QA visit reports
- Meet with Standards Group to discuss trends and outcomes
- Meet with HSDT Group/DFT to provide evidence of trends and QA visits
- Liaise with external QA Team if required

FAQ

- Where are all the forms?

<https://communities.cfoa.org.uk/filemanager/109>

- Who can be a QA Rep?
- Who is on Standards Group?
- What happens if there is an action plan?

FAQ

- Can an FRS appeal if they feel that the decision of the QA Team was not fair and just?
- What if an FRS does not comply with CFOA process?