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| First Aid at Work Initial / Requalification Application form | |
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| To apply to undertake First Aid at Work Initial or Requalification training, please complete part A and email the form to your Line Manager and Budget Holder to complete Part B authorisation | |
| Please indicate if this application form is for:  First Aid at Work Training (Initial)  First Aid at Work Training (Requalification) | |
| **Part A - Applicant details** | |
| Name of the First Aid applicant: | Click or tap here to enter text. |
| Staff / Student number: Click or tap here to enter text. | Phone number (work): Click or tap here to enter text. |
| Directorate / School / Centre / Business Area: | Click or tap here to enter text. |
| Staff / Student Category: | Choose an item. |
| Work address: Click here to enter the address of your place of work or study | |
| Queen’s email address: Click here for your Queen's email address | |
| **Part B - Authorisation – to be completed by the applicant’s Line Manager and Budgetary Approver** | |
| Manager / Supervisor’s name: | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |
| Budgetary Approver: | Click or tap here to enter text. |
| Signature of Budgetary Approver:  Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Choose an item. |
| Authorisation | I confirm that the above-named staff-member or student is authorised by me to act as a First Aider at Work. |
| Project Code Click or tap here to enter text. | Against which will be re-charged:   * 50% of the cost of training * £150 per annum as an honorarium |

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| **Cancellation/transfers/course failure:**   * **Cancellations or transfers made within 5 working days will result in the course fee being recharged, in full, to the trainee’s department.** * **Should a candidate fail to complete the course, the course fee will be recharged, in full, to the trainee’s department.**   **Please note that if the First Aider is a PhD Student, and not on Salaries’ Payroll, your School / Centre / Directorate would need to make separate arrangements for their Annual Honorarium.** |
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**Please email the completed form to the University Safety Service at** [**safety@qub.ac.uk**](mailto:safety@qub.ac.uk)**. The University Safety Service will then provide the delegate with available training dates.**