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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****. The University Safety Service will then provide the delegate with available training dates.**