

International First Aid Attestation (IFAA) IFAA process description

Welcome to the International First Aid Attestation (IFAA) process and congratulations already for getting involved in IFAA!

This document is intended to help National Societies' staff members, and more specifically national first aid coordinators or managers and their respective teams while they navigate within the IFAA process. We advise to read the whole document before starting up, as well as to get back to it from time to time or some specific information during the process.

We at GFARC have conceived the IFAA so that it is a clear and transparent process as well as a useful tool for National Societies. Therefore, we hope this process description will help.

In any case, you can always contact us at GFARC at first.aid@ifrc.org

Terms and expressions **in bold and underlined** are defined in the "IFAA glossary".

1. Getting prepared for the IFAA process / Before entering the process

Read all the IFAA process related documents and tools, accessible on the GFARC platform at <https://www.globalfirstaidcentre.org/>

- Familiar yourself with the **IFAA** process budget template so you get to know in advance what will be the average budget of the process for your National Society.
- Identify the colleagues you would like to involve in the IFAA process. We expect several National Society's first aid staff to participate in the process, from strategic management to field staff such as first aid trainers and trainers of trainers. Indeed, you will need to have a detailed knowledge of the applicant first aid training programme as well as a strategic vision of first aid education within your National Society.
- Among your team, identify who will be your **National Society IFAA Focal Person**. This person will have to dedicate part of their working time to the IFAA process during the upcoming months:
 - o Part time during stage 1 (**IFAA self-assessment**) and the preparation of stage 2 (**IFAA Monitoring & Evaluation field visit**),
 - o Full time during the IFAA Monitoring & Evaluation field visit itself (usually one-week time),
 - o If required, part time during the finalisation of the **IFAA action plan**.
- With the support of the IFAA related documents and tools, identify for which one of your National Society's first aid training programmes you wish to apply for IFAA:
 - o Make sure this first aid training includes **lay people** amongst its targeted audience as this is one of the requirements;
 - o Ensure this first aid training is in accordance with the **IFAA frame of reference** (document accessible amongst the IFAA related documents and tools). Indeed, the

I FAA will only be awarded to the training if it is in accordance with this frame of reference.

- If this first aid training is not in accordance with the I FAA frame of reference and your National Society wishes to maximise your chance of success for I FAA, modify the training plan, curriculum, methodology and/or tools to align them with the I FAA frame of reference. Please bear in mind that this work could take several months. The GFARC team can support you on this matter, don't hesitate to contact us! This is essential to ensure you make this first check yourself, as it will allow your National Society to save time and money during the I FAA process itself.

2. Enrolling for the I FAA process

Your I FAA documents and tools for this step: budget and timeline documents

- Once you think you are ready to enter the process, contact GFARC at first.aid@ifrc.org and your IFRC regional office health focal point/person to express the wish of your National Society to apply for I FAA for a specific training.
- Your National Society I FAA Focal Person is expected to be the one communicating with the GFARC team and IFRC regional office health focal person with regards to the I FAA process.
- Within one month after you contacted GFARC, you will receive an answer proposing you a tentative timeline for the I FAA process. You can ask for timeline modification if needed. Please be advised that this timeline will be subject to change if your first aid training programme does not pass stage 1 or stage 2 of the process.
- The tentative budget and timeline documents, agreed on between your National Society and GFARC, should be finalised before the I FAA process starts.

3. Stage 1 – Self-assessment and feedbacks

Your I FAA documents and tools for this step: I FAA frame of reference, I FAA self-assessment form

- We advise you to take enough time to complete the self-assessment form and to gather all the required documents related to the first aid training programme for which you apply.
- We encourage you to complete this self-assessment form along with colleagues involved in the I FAA process, including strategic management and field staff such as first aid trainers and trainers of trainers.
- We recommend including branches/regional delegation specificities if any.
- Don't forget to have the required documents translated in English if needed (please see self-assessment form for details)
- Bear in mind that sections in grey within the self-assessment form are intended to be completed by the **I FAA Representative** as feedbacks to the self-assessment.
- Once completed, send the self-assessment form and annexed documents to GFARC and the I FAA Representative – all contact details will be indicated in the I FAA process framework document and during the first emails exchanges.

- Upon reception date, the IFAA Representative and GFARC will have 45 days to review your self-assessment and complete the feedbacks section. During this time, they can contact your National Society IFAA Focal Person for specific questions. When contacted, please try to answer questions within one week, otherwise the 45 days deadline will have to be extended.

Here, two options:

- ✓ *Either your first aid training programme does not pass the IFAA stage 1 – self-assessment*
- ✓ *Or it succeeds to IFAA stage 2 – M&E field visit*

➤ **If your first aid training programme does not pass IFAA stage 1:**

Your IFAA documents and tools for this: *IFAA action plan template*

- Don't be disappointed since IFAA is mainly a way for your training programme to get improved with the support of GFARC!
- Carefully read the feedbacks to your self-assessment to understand the reasons why your first aid training programme did not pass stage 1.
- Take some time to work on a tentative **IFAA action plan** for your first aid training programme along with the IFAA Representative and the GFARC team. The objective of this action plan will be to align your training programme with the IFAA frame of reference. We estimate it should take one month with several back-and-forth between your National Society IFAA Focal Person and the IFAA Representative and GFARC to agree on an action plan.
- This will be your National Society responsibility to find financial support to fund this action plan, but don't forget: you can at rely on the budget you had planned for IFAA process stage 2 and which has not been used. However, additional funds may be needed.
- We advise you to take some time to complete your action plan before applying again for IFAA for your first aid training programme. This may take some months but is worth the try!

4. Stage 2 – Monitoring & Evaluation (M&E) field visit

Your IFAA documents and tools for this: *IFAA frame of reference, IFAA M&E field visit ToRs, IFAA M&E field visit report template, IFAA action plan template*

- Your first aid training programme has passed the IFAA first stage, well done!
- This is very important to carefully prepare the IFAA M&E field visit based on the related Terms of Reference (ToRs), and especially the field visit training locations, schedule and budget. We expect this would take one month for the IFAA Representative and your National Society IFAA Focal Person to finalise the preparatory documents.
- If a field visit cannot be planned due to specific reasons, the IFAA Representative and/or your National Society IFAA Focal Person should contact GFARC as soon as possible for further guidance.
- Please make sure that your National Society IFAA Focal Person is available and can support the IFAA Representative all along the field visit. A National Society IFAA Focal Person is not expected to fill in the IFAA M&E field visit report, however they are a key observatory and resource person for the IFAA Representative all along the visit and after it.

- The M&E field visit schedule includes meetings with management staff, don't forget to plan them in advance and include them in your schedule (please see ToRs for further details).
- At the end of the M&E field visit, a meeting should be held for the IFAA Representative to communicate the main conclusions of the visit and to draft the IFAA action plan if needed and wished by your National Society. We strongly encourage key strategic/management first aid programme staff from your National Society to participate in this meeting, including the National Society IFAA Focal Person.
- Following the M&E field visit, the IFAA Representative and GFARC have one month to finalise the field visit report and share it with the National Society IFAA Focal Person.

Here, two options:

- ✓ *Either your first aid training programme does not pass the IFAA stage 2 – M&E field visit*
- ✓ *Or it succeeds and is therefore awarded IFAA*

➤ **If your first aid training programme does not pass IFAA stage 2:**

Your IFAA documents and tools for this: IFAA action plan template

- Don't be disappointed since IFAA is mainly a way for your training programme to get improved with the support of GFARC!
- Carefully read the M&E field visit report to understand the reasons why your first aid training programme did not pass stage 2.
- Take some time to work on a tentative action plan for your first aid training programme along with the IFAA Representative and the GFARC team. The objective of this action plan will be to align your training programme with the IFAA frame of reference. We estimate it should take one month with several back-and-forth between your National Society IFAA Focal Person and the IFAA Representative and GFARC to agree on an action plan.
- Please note that this will be National Societies' responsibility to find financial support to fund this action plan.
- We advise you to take some time to complete your action plan before applying again for IFAA for your first aid training programme. This may take some months but is worth the try!

5. IFAA award and action plan

Your IFAA documents and tools for this: IFAA M&E field visit report and IFAA action plan

- Congratulations, your first aid training programme has been awarded IFAA!!
- If needed, please take some additional time to finalise the action plan you drafted during the field visit since this plan will be annexed to the **IFAA award letter**. The GFARC team is here to support. It should not take more than one month.
- The GFARC will send you the IFAA award letter for the awarded first aid training programme as well as the **IFAA stamp** to be included on the related training certificate.
- If your National Society wishes to organise a ceremony to celebrate the IFAA award, this is of course possible, however please note that such ceremony is not considered as part of the IFAA process.

- During the upcoming five years, the IFAA action plan can guide the strengthening of first aid education for your National Society and with the support of GFARC.

