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Glasgow Kelvin College  
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123 Flemington Street  
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*The Board of Management of Glasgow Kelvin College is a Scottish Registered Charity. Registration no. SC021207*

LC: 1270219

5 February 2019

Dear

Thank you for your request for information under the Freedom of Information (Scotland) Act (2002).

I now respond to your request as follows:

1. Does your organisation use internal trainers to run first aid courses?

Yes.

2. Does your organisation buy in external providers to deliver first aid courses?

External training providers are not used for internal training. However, the College Business Development team may use external providers if required by customers to meet demand.

If the answer to Question 2 is yes, what criteria are used to select the training provider? Accreditation type and suitability for customer sector/industry.

The College would consider the criteria listed below:

- Cost/value for money
- Availability
- Location of training

3. Does your organisation have any contracts/tenders relating to first aid training?

No. There is insufficient volume for tender or contract.

If the answer to Question 3 is YES are these contracts/tenders relating to first aid training part of a larger contracts/tender?



4. If you have any tenders relating to first aid training what is the value of these tenders, particularly the first aid element of these contracts/tenders?

Not Applicable.

5. What areas of first aid training are covered? First Aid at Work / Emergency First Aid at Work / AED training / Paediatric First Aid / Sports First Aid / Refresher training

- First Aid at Work
- Emergency First Aid
- Refresher

6. If you have any contracts/tenders relating to first aid training, where are these tenders advertised?

Not Applicable

7. For each of the contracts/tenders which include first aid training, what is the renewal date for the tender process?

Not Applicable

I trust the above response meets your request for information in full.

Should you be unhappy with the College's response you are entitled to seek a review of the response. To seek a review, you should apply, in writing, to Alan Sherry, Principal, stating the grounds for seeking a review.

I also wish to advise you that the Scottish Information Commissioner has launched an online appeals service via their website – the link is as follows:

[www.itspublicknowledge.info/appeal](http://www.itspublicknowledge.info/appeal).

Other contact information for the Scottish Information Commissioner is listed below:

Tel: 01334 464610

Email: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

Thank you for your interest in the College.

Yours sincerely

**Director of Corporate Services**

