



First Aid at Work Annual Refresher

QUALIFICATION SPECIFICATION

This qualification specification provides information for Centres about the delivery of the First Aid at Work Annual Refresher and includes learning outcomes, methods and quality assurance arrangements.

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1. Qualification Overview

This qualification is based on the HSE training standard for delivery of Annual Refresher courses for the purposes of the Health and Safety (First-Aid) Regulations 1981.

1.1 Aim of Qualification

The aim of the qualification is to enable learners to refresh the knowledge and competencies needed to deal with a range of emergency first aid situations. Learners should be able to demonstrate the practical administration of safe, prompt, effective first aid in emergency situations with an understanding of the role of the first aider.

1.2 Structure of the Qualification

This qualification is currently 3 guided learning hours. The learning outcomes can be found in Appendix 1.

1.3 Intended Audience

The qualification is designed for qualified first aiders who have a specific responsibility at work, or in voluntary and community activities, to provide First Aid when dealing with an emergency situation, who need to refresh their skills as recommended by the HSE and to avoid “skill fade”.

1.4 Entry Requirements

There are no formal entry requirements but learners would be expected to have achieved the First aid at work qualification. Learners should possess communication skills sufficient to allow them to address the assessment requirements of the qualification.

1.5 Requalification Requirements

The Quallsafe Award for the Annual Refresher is only valid for a period of 1 year. At which point the learner would normally retake this qualification or repeat their FAW or EFAW qualification. This is in line with the requirements of the Health and Safety (First-Aid) Regulations 1981 as illustrated in Fig. 1 below.

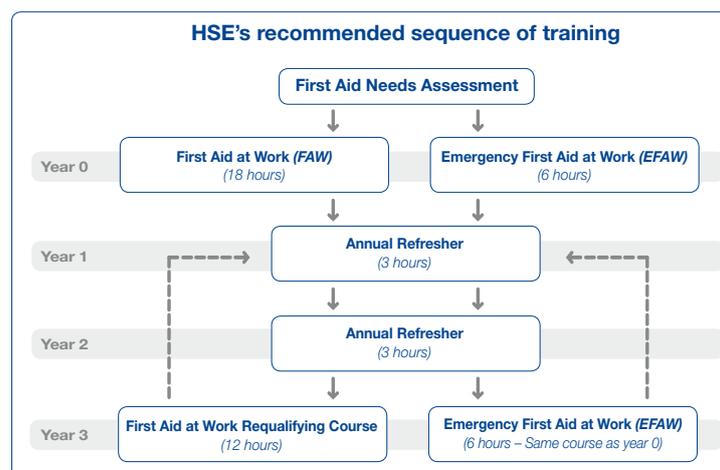


Fig. 1

1.6 Relationship with Other Related Qualifications

This qualification is designed to refresh the skills of the learner who has previously undertaken level 2 EFAW or level 3 FAW qualification. It may also be useful for any learner who has undertaken similar first aid qualification.



2. Qualification Delivery and Support

2.1 Trainer Requirements

All Trainers should have the skills to teach and be able to demonstrate first aid knowledge and experience. Each Trainer must be approved by Qualsafe Awards and have submitted a personal portfolio (including copies of any certificates) that contain:

- i. A current and valid:
 - First Aid at Work certificate; **OR**
 - NMC or a GMC Certificate with evidence of current first aid knowledge; **OR**
 - HPC registered Paramedic Certificate.
- ii. A formal teaching or training qualification (see table of acceptable qualifications below). *Note: First Aid at Work Trainers who do not hold a formal teaching qualification, but can demonstrate significant experience in this role may be considered on production of a chronological list of training delivered (see iii. below).*
- iii. A chronological list of training delivered that shows the Trainer has regularly provided First Aid at Work training during the previous 3 years, including copies of any verification records during that time. *Note: If the Trainer has delivered less than 6 EFAW, FAW or FAW requalification courses in the previous 3 years, evidence of other first aid training experience is required, i.e. copies of verification records covering at least two practical and two theoretical first aid training sessions, duly completed and signed by another suitably qualified Trainer or Assessor.*

2.2 Assessor Requirements

There is no requirement for a separate Assessor when delivering the annual refresher qualification. Once Trainers have been approved as competent to deliver this course, they will be able to conduct the assessment of the learners.

2.3 Teaching and Training Qualifications

The following qualifications are accepted for delivery and assessment of the Annual Refresher. If a Trainer's qualifications do not appear on this list, please let us have the details as they may still be acceptable.

Teaching Qualifications	
Further Education Teachers Certificate	Vocational Trainer
B.Ed / M.Ed	Workplace Trainer
PGCE / PCET / Cert Ed	Direct Trainer
NVQ Level 3 in Learning and Development	IHCD Instructional Methods
NVQ Level 4 in Learning and Development	IHCD Instructor Certificate
PTTLS, CTLLS, DTLLS	First Aid at Work Lay Instructor Certificate
Skills Trainer	



2.4 Venue and Equipment Requirements

Quality training involves using premises which are conducive to learning and it is a Centre's responsibility to ensure that all premises used for training and assessment purposes are suitable and adequate – whether these are hired or in-house training rooms. They must also comply with all current legislation. The minimum standards for venues are:

Area:	Requirements:
Room Size	Each learner should have a minimum of 1.25 sq metres, e.g. a minimum room size of 4 x 4 metres for 12 learners.
Toilets	Separate, clean facilities for male and female learners.
Ventilation	Should be adequate.
Lighting	Suitable for reading.
Heating	The room temperature should maintain a 'shirt sleeve' environment.
Access/Exits	Should be safe, well lit and cater for people with special needs.
Floor coverings	Should be clean and carpeted or mats/blankets provided for use during practical sessions.
Cleanliness	Should maintain a clean, tidy and hygienic environment.
Noise	The training environment should be sufficiently quiet to allow learners to hear the trainer clearly and not distract from the learning activities (such as frequent tannoy announcements).

In addition, it is important that there is a wide range of resources and that these are appropriate to the active process of learning. The minimum standards required for equipment and other resources are:

Area:	Requirements:
Seating	1 per learner.
Writing surfaces	Adequate for each learner to take notes (resting on a book is sufficient but we recommend clip boards as a minimum).
Learning materials	Flipcharts, PowerPoint, OHPs etc. should be available and appropriate to the lesson plan and the aims, objectives and outcomes. A current reference book or handout should be provided for each learner to keep after the course.
Audio-visual equipment	An OHP, slides, PowerPoint, and other audio-visual equipment appropriate to the lesson plan/objectives.
CPR Manikins	A minimum of 1 manikin to ever 4 learners (as per the European Resuscitation Council guidelines).
Dressings/Bandages	1 per learner is recommended.
Hygiene	There should be effective procedures in place for maintaining hygiene when using equipment, particularly CPR manikins.



2.5 Learning Materials

Whilst Qualsafe Awards do not insist that Centres use specific publications during the delivery of qualifications, we do make recommendations for publications that most closely follow the lesson plans and learning outcomes for each qualification. Should a Centre wish to use alternative publications or learning materials, they must first submit a copy of this to Qualsafe Awards for approval prior to use.

2.6 Ongoing Support

Qualsafe Awards Centres should provide appropriate levels of support to learners, before, during and following the training. The purpose of the support is to:

- Assess knowledge and competence in relation to learning outcomes and the detailed assessment criteria of the unit within the qualification;
- Give learners feedback on their progress and how they might be able to improve.

2.7 Learner to Trainer Ratio

In order to ensure that classes are of a size that Trainers can effectively deliver and invigilate the practical assessments for this qualification, the learner to Trainer ratio should not exceed 12:1.

3. Centre Requirements

3.1 Delivery Plan

Centres are required to submit a delivery plan prior to delivering this qualification (unless the Centre opts to use the plans provided by Qualsafe Awards). The delivery plan should show a course timetable, showing that the required subjects are covered and the minimum 3 direct contact teaching hours are met.

3.2 Access to Assessment

Centres should ensure that all learners have access to assessment and are given equal opportunities to demonstrate their competence. Learners should be informed of the availability of appeals procedures and how they can access these. If a learner has special requirements for assessment, the Centre may need to obtain approval from Qualsafe Awards about any variation in assessment arrangements that are being proposed to meet the needs of particular learners. Centres should refer to the Qualsafe Awards *Access to Assessment Policy*.

Specific Equality Issues Relevant to this Qualification

By necessity, First Aid qualifications require the learner to be assessed performing practical tasks such as CPR. To pass the assessment, the learner must demonstrate the required practical skills.

When choosing who should become a first aider in the workplace, the HSE provide the following advice for employers:

When selecting someone to take up the role of a first aider, a number of factors need to be taken into account, including an individual's:

- (a) reliability, disposition and communication skills;*
- (b) aptitude and ability to absorb new knowledge and learn new skills;*



(c) *ability to cope with stressful and physically demanding emergency procedures;*

(d) *normal duties. These should be such that they may be left to go immediately and rapidly to an emergency.*

It is important that no learner is turned away from a training course due to a physical impairment. To assess competence and gain certification however, the learner will need to demonstrate certain practical skills:

CPR Assessment

The learner must demonstrate CPR on a resuscitation manikin on the floor. If the learner has difficulty kneeling on the floor, they may practise with the manikin on a table or chair if it is safe to do so. Padding may be provided to kneel on. In real life of course, the casualty is likely to fall to the floor, so the learner must demonstrate CPR as per *Qualsafe Awards Assessment Guidance* at least once, which requires the manikin to be placed on the floor. Padding such as a folded coat may be provided to kneel on during the assessment.

Unconscious Casualty Assessment

The learner must demonstrate the treatment of an unconscious casualty who is on the floor as per *Qualsafe Awards Assessment Guidance*. The learner does not necessarily have to kneel on the floor to achieve this, but must perform the required skills without assistance from a third party.

Wounds Bleeding and Shock Assessment

The learner must demonstrate the treatment of bleeding including the application of a bandage and positioning of a conscious casualty suffering from shock. The learner must perform the skill without assistance from a third party as per *Qualsafe Awards Assessment Guidance*.

Informal Record of Achievement

If a physically impaired learner cannot perform one or more of the practical tasks required, it may be possible for the Centre to provide a letter recording the learning outcomes that the learner achieved. For example, a learner may be able to demonstrate 'chest compression only CPR', instruct a third party how to place a casualty in the recovery position and pass the theoretical assessments. The letter should clearly state that "this record of achievement does not constitute a Level 2 Award for the Annual Refresher and does not meet the requirement of the HSE for the purposes of the First Aid at Work regulations".

3.3 Registering Learners

Learners should be registered with Qualsafe Awards in accordance with the guidance in the *Centre Handbook*.

There must be an efficient administrative system for recording, storing and retrieving training and assessment information. This information should be retained for a minimum of 5 years. Records should include:

- Course dates including the names of Trainers used;
- Names and details of learners;
- Requalification dates of learners;
- Proof of achievement of learning outcomes (assessment records).



3.4 Centre Internal Verification

The Centre is required to have in place arrangements for sampling a reasonable amount of assessments as part of the quality assurance of the qualification. This standardisation of assessment across learners and Trainers is to ensure that there is fairness and consistency in assessment practices. The arrangements for this should be described in the Centre's approved Internal Verification Policy. Centres should retain all learner documents and records for a period of five years and ensure these are made available for review by Qualsafe Awards or their representatives (e.g. External Verifiers) on request. Full details of the Centre's requirements for Internal Verification can be found in the Qualsafe Awards *Internal Verification Guidelines* document.

3.5 Qualsafe Awards External Verification

Qualsafe Awards operates a regional model of External Verification on a rolling basis. Centres are selected for verification on a random basis combined with a risk assessment process. Additional External Verification may be undertaken following feedback from third parties. Further details of the Qualsafe Awards External Verification policy and procedures can be found in the *Centre Handbook*.

3.6 Certification

Centres must enter all learners' details and assessment results via the Customer Portal on www.qualsafeawards.org, indicating when a learner has successfully completed a unit or qualification shown through the assessment and Internal Verification process. Centres will be provided with login details and guidance on how to use the Customer Portal when they are approved to deliver a QCF qualification.

4. Qualification Assessment

4.1 Assessment Overview

The Annual Refresher skills and knowledge should be taught and assessed in accordance with currently accepted first aid practice in the UK.

4.2 Assessment Methods

There are three practical assessment scenarios to be used to ensure that learners have gained the required knowledge, skills and understanding relating to the Annual Refresher

- Practical assessment – this is observed by the Trainer throughout the course, with the results of each learning outcome recorded on the Practical Assessment paperwork provided by Qualsafe Awards, as specified in the Qualsafe Awards *Assessment Guidance* document.

4.3 Other Units

There are no other units which can be combined to count towards the Annual Refresher qualification.



Qualification Unit

Title:	Annual Refresher
Unit ref:	
GLH:	3
Level:	
Credit value:	
Learning outcomes The Learner will:	Assessment criteria The learner can:
1. Know how to assess an incident.	1.1 Conduct a primary survey of a casualty.
2. Manage an unresponsive casualty who is breathing normally.	2.1 Demonstrate how to open a casualty's airway and check breathing. 2.2 Explain the importance of the recovery position. 2.3 Demonstrate how to place an unconscious casualty into the recovery position. 2.4 Describe how to treat a casualty who is in seizure.
3. Manage an unresponsive casualty who is not breathing normally.	3.1 Identify the need to commence CPR. 3.2 Demonstrate how to administer effective Cardio Pulmonary Resuscitation using a manikin.
4. Manage a casualty who is wounded and bleeding.	4.1 Identify types of external bleeding. 4.2 Demonstrate the management of a casualty with external bleeding.
5. Manage a casualty who is in shock.	5.1 Recognise the signs and symptoms of shock. 5.2 Demonstrate the management of a casualty in shock.