



## QA Level 2 Award in Cardiopulmonary Resuscitation and Automated External Defibrillation(QCF)

### Qualification Specification

This qualification specification provides information for Centres about the delivery of the QA Level 2 Award Cardiopulmonary Resuscitation and Automated External Defibrillation (QCF) and includes the unit information, assessment methods and quality assurance arrangements.

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## Key Qualification Information

Qualification Accreditation Number (QAN):	600/7150/3
Guided Learning Hours (GLH):	6
Contact Learning Hours (CTH):	4 ¾
Credit Value:	1
Number of Units:	1 mandatory unit
Assessment Methods:	Practical assessment: completed throughout the course Theory assessment: 1 x20 multiple choice question paper (minimum score 14)



## 1. Qualification Overview

This qualification, and the learning outcomes covered thereby, are based on the recommendations of the Resuscitation Council (UK) and the Skills for Health Assessment Principles for First Aid Qualifications.

### 1.1 Aim of Qualification

The aim of the qualification is to enable Learners to attain the knowledge and competencies needed to deal with Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED). Learners should be able to demonstrate the practical administration of safe, prompt, effective CPR and use of an AED in emergency situations.

### 1.2 Structure of the Qualification

This qualification is based on 6 minimum guided learning hours \* (see further information below). The unit details can be found on Appendix 1.

Mandatory unit

Unit Number	Unit Title	Level	Credit Value	Guided Learning Hours*
J/503/1186	Cardiopulmonary Resuscitation and Automated External Defibrillation	2	1	6

There are no optional units in this qualification.

\*Guided learning hours are provided as a guide to the estimated hours an average learner would study to gain the unit. This does not have to be face to face instructional time and can include self directed study at home, such as reading course handouts and further self study. We recommend that the minimum face to face time that the CPR and AED qualification should be delivered in is 3 hours 55 minutes contact teaching (excludes breaks).

### 1.3 Intended Audience

The qualification is designed for people who have a specific responsibility at work, or in voluntary and community activities, to provide First Aid and/or use an AED when dealing with an emergency situation.

### 1.4 Entry Requirements

There are no formal entry requirements but in order to benefit from the learning, Learners should possess communication skills sufficient to allow them to address the assessment requirements of the qualification. It is also preferable if the Learner has recently attended a suitable First Aid course and gained a qualification such as the QA Level 2 Award in Emergency First Aid at Work (QCF) or the QA Level 3 Award in First Aid at Work (QCF) or equivalent.

### 1.5 Requalification Requirements

The QA Level 2 Award in Cardiopulmonary Resuscitation and Automated External Defibrillation (QCF) is only valid for a period of 1 year, within which time the Learner will need to re-take the course and the assessment in order to remain qualified.



## 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 Quallsafe Awards and have submitted a personal portfolio (including copies of any certificates) that contains:

- 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.*

The Resuscitation Council (UK) recommends that those who train others in CPR and the use of AEDs should be appropriately qualified. They must have read and be fully conversant with the contents of “CPR/AED Made Easy” book by Nigel Barraclough and the safe use of AEDs. Provided that they are skilled in teaching, and able to demonstrate competency in CPR and the use of an AED, the following people are suggested: doctors, nurses, resuscitation officers, community defibrillation officers, paramedics, statutory ambulance service trainers, voluntary aid society and voluntary rescue organisation trainers, and other individuals such as accredited first aid trainers. This list is not exhaustive.

### 2.2 Assessor Requirements

There is no requirement for a separate Assessor when delivering the QA Level 2 Award in Cardiopulmonary Resuscitation and Automated External Defibrillation (QCF) 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 QA Level 2 Award in Cardiopulmonary Resuscitation and Automated External Defibrillation (QCF). If a Trainer’s qualifications do not appear on this list, please let us have the details as they may still be acceptable.

- Further and Adult Education Teachers Certificate
- Cert Ed/PGCE/B Ed/M Ed
- PTLLS/CTLLS/DTLLS
- S/NVQ level 3 in Training and Development
- S/NVQ level 4 in Training and Development



- IHCD Instructional Methods
- IHCD Instructor Certificate
- English National Board 998
- Training Group A22, B22, C21, C23, C24
- TQFE (Teaching Qualification for Further Education)
- NOCN Tutor Assessor Award

Note: This list is not exhaustive.

## 2.4 Venue and Equipment Requirements

Quality training involves using premises that 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:
<b>Room Size</b>	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.
<b>Toilets</b>	Separate, clean facilities for male and female Learners.
<b>Ventilation</b>	Should be adequate.
<b>Lighting</b>	Suitable for reading.
<b>Heating</b>	The room temperature should maintain a 'shirt sleeve' environment.
<b>Access/Exits</b>	Should be safe, well lit and cater for people with special needs.
<b>Floor coverings</b>	Should be clean and carpeted or mats/blankets provided for use during practical sessions.
<b>Cleanliness</b>	Should maintain a clean, tidy and hygienic environment.
<b>Noise</b>	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:
<b>Seating</b>	1 per Learner.
<b>Writing surfaces</b>	Adequate for each Learner to take notes (resting on a book is sufficient but we recommend clip boards as a minimum and where possible A4 folding clipboards that open to A3 size, so that the Learner can view the Question Paper alongside their Answer Paper during the multiple choice assessment).
<b>Learning materials</b>	Flip charts, 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.
<b>Audio-visual equipment</b>	An OHP, slides, PowerPoint, and other audio-visual equipment appropriate to the lesson plan/objectives.
<b>CPR Manikins and the AED</b>	A minimum of 1 manikin to every 3 Learners (as per the European Resuscitation Council guidelines). The amount of AED trainers required will vary depending on number of Learners attending the course but it is recommended one AED trainer per 3 Learners as a minimum. It is important that all Learners have lots of hands on time using an AED trainer, so you may need more AED trainers if there are large numbers of Learners or delivery times are reduced.
<b>Hygiene</b>	There should be effective procedures in place for maintaining hygiene when using equipment, particularly CPR manikins.





## 2.5 Learning Materials

All Learners should be provided with a suitable reference book that covers the lesson plans and learning outcomes for this qualification. We recommend:

- CPR/AED Made Easy by Nigel Barraclough

Centres are free to choose alternative books or other learning materials but these must be approved by Quasafe Awards prior to use.

## 2.6 Ongoing Support

Quasafe 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 and theory 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 Quasafe Awards). The delivery plan should show a course timetable, showing that the required subjects are covered and sufficient contact teaching hours.

## 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 Quasafe Awards about any variation in assessment arrangements that are being proposed to meet the needs of particular Learners. Centres should refer to the Quasafe 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

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 and AED Assessment

The Learner must demonstrate CPR as part of the AED assessment on a resuscitation manikin on the floor. If the Learner has difficulty kneeling on the floor, they may practice 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 Quasafe Awards *Guide to Assessing First Aid Qualifications* 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 *Guide to Assessing First Aid Qualifications*. 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.

## The Choking Casualty Assessment

The Learner must demonstrate the management of a choking casualty as per Resuscitation Council (UK) guidelines using another Learner as the casualty and using the training choking vest as per Qualsafe Awards *Guide to Assessing First Aid Qualifications*. The Learner must be physically able to demonstrate back, abdominal and chest thrusts and must perform the required skills without assistance from a third party.

## 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 use the AED and pass the theoretical assessments. The letter should clearly state that "this record of achievement does not constitute a QA Level 2 Award in Cardiopulmonary Resuscitation and Automated External Defibrillation (QCF) certificate".

## 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 3 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 Quality Assurance

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 Quality Assurance 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 on request. Full details of the Centre's requirements for Internal Quality Assurance can be found in the Qualsafe Awards *Internal Quality Assurance Guidelines* document.

## 3.5 Qualsafe Awards External Quality Assurance

Qualsafe Awards operates a regional model of External Quality Assurance on a rolling basis. Centres are selected for verification on a random basis combined with a risk assessment process. Additional External Quality Assurance may be undertaken following feedback from third parties.

Further details of the Qualsafe Awards External Quality Assurance 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](http://www.qualsafeawards.org), indicating when a Learner has successfully completed a unit or qualification shown through the assessment and Internal Quality Assurance 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

CPR and use of AED skills and knowledge should be taught and assessed in accordance with Resuscitation Council (UK) Guidelines.

### 4.2 Assessment Methods

There are two methods of assessment, to be used to ensure that Learners have gained the required knowledge, skills and understanding relating to CPR and the use of the AED:

- Practical assessment – this is observed by the Trainer throughout the course, with the results of each learning outcome recorded on the Practical Assessment paperwork which should be downloaded from the Customer Portal prior to the course, as specified in the *Qualsafe Awards Guide to Assessing First Aid Qualifications* document.
- Theoretical assessment – this consists of a multiple choice written assessment paper, which a Centre must download from the Qualsafe Awards Customer Portal prior to the course. There is one paper for each Learner and Learners should answer all of the questions under 'examination' conditions, as specified in the *Qualsafe Awards Guide to Assessing First Aid Qualifications* document.

### 4.3 Other Units

There are no other units which can be combined to count towards the QA Level 2 Award in Cardiopulmonary Resuscitation and Automated External Defibrillation (QCF).



## Appendix 1

### Qualification Unit

The QA Level 2 Award in Cardiopulmonary Resuscitation and Automated External Defibrillation Skill (QCF) has one unit that learners are required to complete in order to achieve the qualification.

<b>Title:</b>	Cardiopulmonary Resuscitation and Automated External Defibrillation Skills
<b>Unit ref:</b>	J/503/1186
<b>GLH:</b>	6
<b>Level:</b>	2
<b>Credit value:</b>	1
<b>Learning outcomes The Learner will:</b>	<b>Assessment criteria The Learner can:</b>
<b>1 Understand basic life support requirements.</b>	1.1 Describe the principles that underpin basic life support. 1.2 Explain the circumstances under which resuscitation is performed. 1.3 Explain why early intervention is necessary. 1.4 Describe the different types of Cardiopulmonary Resuscitation (CPR).
<b>2. Be able to demonstrate CPR techniques, AED and the recovery position in line with current national guidelines.</b>	2.1 Demonstrate CPR. 2.2 Demonstrate compression only resuscitation. 2.3 Demonstrate the use of resuscitation barrier devices. 2.4 Demonstrate how to manage a choking casualty. 2.5 Demonstrate the safe use of an AED. 2.6 Describe the differences when using an AED on a child.
<b>3. Understands post resuscitation guidelines.</b>	3.1 Demonstrate how to place a casualty in the recovery position. 3.2 Identify the risks when placing a casualty in the recovery position. 3.3 Describe handover and reporting procedures.
<b>4. Carry out basic user maintenance and troubleshoot problems with an AED.</b>	4.1 Identify when a defibrillator battery needs replacing. 4.2 Identify when electrode pads need replacing. 4.3 Describe how to troubleshoot problems if the AED does not function correctly.
<b>5. Understand the safe use of an AED.</b>	5.1 Describe the safety considerations when using AEDs.



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