



## Level 2 Award in the Safe Use of an Automated External Defibrillator (QAR)

# QUALIFICATION SPECIFICATION

This qualification specification provides information for Centres about the delivery of the Level 2 Award in the Safe Use of an Automated External Defibrillator (QAR) and includes the details of the learning outcomes, assessment methods and quality assurance arrangements.

Key Qualification Information	
Operational Start Date	01/12/2012
Qualification Review Date	31/11/2014
Guided Learning Hours (GLH)	3 or 11/2 (As a bolt on) (See Section 1.2)
Assessment Methods	Practical Assessment completed throughout the course

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## Contents

Page

<b>Part 1. Qualification Overview .....</b>	<b>03</b>
1.1 Aim of Qualification .....	03
1.2 Structure of the Qualification.....	03
1.3 Intended Audience .....	03
1.4 Entry Requirement.....	03
1.5 Requalification Requirements .....	03
<b>Part 2. Qualification Delivery and Support.....</b>	<b>04-06</b>
2.1 Trainer Requirements.....	04
2.2 Assessor Requirements .....	04
2.3 Teaching and Training Qualifications.....	04-05
2.4 Venue and Equipment Requirements.....	05-06
2.5 Learning Materials .....	06
2.6 Ongoing Support.....	06
2.7 Learner to Trainer Ratio .....	06
<b>Part 3. Centre Requirements .....</b>	<b>06-08</b>
3.1 Delivery Plan .....	06
3.2 Access to Assessments .....	06-07
3.3 Registering Learners .....	07
3.4 Centre Internal Quality Assurance.....	07
3.5 Qualsafe Awards External Quality Assurance.....	08
3.6 Certification.....	08
<b>Part 4. Qualification Assessment.....</b>	<b>08-09</b>
4.1 Assessment Overview .....	08
4.2 Assessment Methods.....	08
4.3 Other Units.....	09

## Appendix 1 – The Units for the Qualification



## 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 the use of an Automated External Defibrillation (AED). Learners should be able to demonstrate the practical administration of safe use of the AED in emergency situations.

### 1.2 Structure of the Qualification

This qualification is based on 3 or 1.5 hours guided learning hours \* (see further information below). The details of the learning outcomes covered in the qualification can be found in Appendix 1.

\*The guided learning hours are provided as a guide to the estimated hours an average Learner would study to gain the qualification. We recommend that the minimum face to face time that the Level 2 Safe Use of an Automated External Defibrillator (QAR) qualification should be delivered in is 3 hours as a stand alone course (including break) or 1½ hours (excluding breaks) as a bolt on to other first aid training that covers/ assesses Adult CPR.

### 1.3 Intended Audience

The qualification is designed for people who have a specific responsibility at work, or in voluntary and community activities, to 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. If the training is being delivered as a “bolt on”, evidence of Adult CPR competency must be obtained during an adjacent Qualsafe Awards 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), otherwise the CPR Practical Assessment record must still be completed.

### 1.5 Requalification Requirements

The Level 2 Safe use of an Automated External Defibrillation (QAR) 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 Qualsafe 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 AED 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 AED. 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 safe use of an AED 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 CPR and AED qualification. 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 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:
<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).
<b>Learning materials</b>	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.
<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 Qualsafe Awards 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 and theory assessments for this qualification, the Learner to Trainer ratio should not exceed 12:1. Please note that due to the practical nature of this qualification it is the Trainer's responsibility to ensure sufficient time is allowed so that all Learners can practise and be assessed on the safe use of an AED. Therefore you may need to increase the guided learning hours dependant on the number of Learners in the cohort.

# 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 4 direct contact teaching hour is 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

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 (if required see section 1.4)**

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 Qualsafe 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.

### **Automated External Defibrillation (AED)**

The Learner must demonstrate the use of an AED on an appropriate 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 AED as per Qualsafe Awards *Guide to Assessing First Aid Qualifications* at least once, which requires the AED and manikin to be placed on the floor. Padding such as a folded coat may be provided to kneel on during the assessment.

### **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 Qualsafe Awards certificate in the safe use of an AED.

## **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 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 (e.g. External Verifiers) on request. Full details of the Centre's requirements for Internal Verification 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 Verification process. Centres will be provided with login details and guidance on how to use the Customer Portal when they are approved to deliver qualifications accredited by Qualsafe Awards.

## 4. Qualification Assessment

### 4.1 Assessment Overview

The Safe use of an AED should be taught and assessed in accordance with Resuscitation Council (UK) Guidelines.

### 4.2 Assessment Methods

There is only one method of assessment, to be used to ensure that Learners have gained the required knowledge, skills and understanding relating to the use of an 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 provided by Qualsafe Awards, 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 AED skills qualification.





## Qualification Unit

<b>Title:</b>	Safe use of an AED
<b>Unit ref:</b>	-
<b>GLH:</b>	3 hours Stand Alone or 1½ hours bolt on
<b>Level:</b>	2
<b>Credit value:</b>	-
<b>Learning outcomes</b> <i>The Learner will:</i>	<b>Assessment criteria</b> <i>The Learner can:</i>
<b>1 Be able to demonstrate CPR and the safe use of an AED.</b>	1.1 Demonstrate CPR 1.2 Demonstrate the safe use of an AED 1.3 Describe the differences when using an AED on a child
<b>2. Understand safety considerations when using an automated external defibrillator.</b>	2.1 Identify the safety considerations when using an AED