



QA Level 3 Award in **First Aid at Work (QCF)**

Qualification Specification

This qualification specification provides information for Centres about the delivery of the QA Level 3 Award in First Aid at Work and includes unit information, assessment methods and quality assurance arrangements.

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Key Qualification Information

Qualification Accreditation Number (QAN):	600/7621/5
Guided Learning Hours (GLH):	24
Contact Learning Hours (CTH):	18
Credit Value:	3
Number of Units:	2 mandatory units
Assessment Methods:	Practical assessment: completed throughout the course Theory assessment: 1 x 20 multiple choice question paper (minimum score 14) Theory assessment: 1 x 25 multiple choice question paper (minimum score 18)

1. Qualification Overview

This qualification is based on the HSE training standard for delivery of First Aid at Work 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 attain 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 comprised of two mandatory units with a total value of 3 credits and 24 guided learning hours* (see further information below). Full details of these units can be found on Appendix 1.

***Minimum contact teaching hours apply to this qualification** (to comply with HSE/Skills for Health guidance):

- **Initial training** should be delivered in no less than **18 hours (3 days)** excluding breaks.
- **Requalification training** should be delivered in no less than **12 hours (2 days)** excluding breaks.

To attend a requalifying course, learners must produce a copy of a First Aid at Work Certificate that is either HSE approved or Ofqual/SQA regulated. This certificate must not have expired by more than 3 months.

On initial and requalification courses, all practical and theoretical assessments must be passed to gain the qualification.

Note – When a first aider's certificate has expired, that person will not be accepted as a workplace first aider under the Health & Safety (First Aid) Regulations 1981, so employers should be encouraged to requalify their first aiders early.

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 when dealing with an emergency situation.

1.4 Entry Requirements

There are no formal entry requirements but to benefit from the learning, learners should possess communication skills sufficient to allow them to address the assessment requirements of the qualification.

1.5 Requalification Requirements

This QA Level 3 Award in First Aid at Work is valid for a period of 3 years, within which time the learner will need to re-take the course and the assessments in order to remain qualified (please refer to 1.1 above for further details).

1.6 Relationship with Other Related Qualifications

Unit 1 of the QA Level 3 Award in First Aid at Work (QCF) also appears in the Level 2 Award in Emergency First Aid at Work offered by ourselves and other awarding organisations. Therefore, learners who have achieved Unit 1 (Emergency First Aid in the Workplace) can use this under Recognition of Prior Learning towards the QA Level 3 Award in First Aid at Work, providing they take the assessments for Unit 2 within 10 weeks of achieving Unit 1 due to the expiration of these certificates.

1.7 Progression

The QA Level 3 Award in First Aid at Work (QCF) cannot be used towards any other qualifications. The underlying units are restricted to being used for the following qualifications offered by ourselves and other awarding organisations:

- Level 2 Award in Emergency First Aid at Work
- Level 3 Award in First Aid at Work

2. Qualification Delivery and Support

2.1 Trainer/Assessor Requirements

Each Trainer/Assessor must be pre-approved by Qualsafe Awards to ensure they have the appropriate skills, knowledge and experience to teach and assess this qualification. To gain approval, an acceptable portfolio must be submitted that shows:

i. **Occupational knowledge and skills in first aid - evidenced by:**

- Holding a First Aid at Work certificate (issued by an Awarding Organisation or HSE approved provider)

or

- Registration as a doctor with the General Medical Council (GMC).

or

- Registration as a nurse with the Nursing and Midwifery Council (NMC).

or

- Registration as a paramedic with the Health and Care Professions Council (HCPC).

ii. **Competency in teaching first aid - evidenced by:**

Holding an acceptable teaching qualification (see section 2.2).

and either:

- Provide an acceptable log of first aid courses taught in the last 3 years.

or

- Provide an acceptable record of competently teaching first aid sessions under the supervision of a suitably qualified Trainer/Assessor.

iii. **Competency in assessing first aid - evidenced by:**

Holding an acceptable assessing qualification or teaching qualification incorporating assessing theory (see section 2.2).

and either:

- Provide an acceptable log of first aid assessments conducted in the last 3 years. The log can include the role of assessor on HSE First Aid at Work courses and the role of a Trainer/Assessor on courses such as Emergency First Aid at Work and Paediatric first aid.

or

- Provide an acceptable record of competently assessing first aid sessions under the supervision of a suitably qualified assessor.

2.2 Acceptable Teaching/Assessing Qualifications

If a teaching/assessing qualification does not appear below, please contact us with details as it may still be acceptable.

- Further and Adult Education Teachers Certificate
- Cert Ed/PGCE/B Ed/M Ed
- PTLLS/CTLLS/DTLLS
- S/NVQ level 3 or Level 4 in Training and Development
- IHCD Instructional Methods/Instructor Certificate
- English National Board 998
- Training Group A22, B22, C21, C23, C24
- TQFE (Teaching Qualification for Further Education)
- Level 3 Award in Assessing Competence in the Work Environment (QCF)
- Level 3 Award in Assessing Vocationally Related Achievement (QCF)
- Level 3 Award in Understanding the Principles and Practices of Assessment (QCF)
- Level 3 Certificate in Assessing Vocational Achievement (QCF)
- A1/A2/D32/D33
- SQA Accredited Learning and Development Unit 9DI or Unit 9D
- NOCN Tutor Assessor Award

Note: A Trainer/Assessor without an acceptable qualification will be expected to register for an appropriate qualification within one year and achieve it within two years.

2.3 Venue and Equipment Requirements

High quality training involves using premises which are conducive to learning and it is the Centre's responsibility to ensure that the premises used for all 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	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.
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 every 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.

2.4 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:

- First Aid Made Easy (written by Nigel Barraclough)

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

2.5 Ongoing Support

Quallsafe 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.

2.6 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

The qualification will appear on the QCF and therefore 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 18 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.

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 sling, dressings and shocked casualty positioning. The learner must perform the skill without assistance from a third party as per Qualsafe Awards *Assessment Guidance*.

Secondary Survey Assessment

The learner must demonstrate a secondary survey on a casualty who is on the floor. In real life of course, the casualty is likely to fall to the floor, so the learner must demonstrate the secondary survey as per Qualsafe Awards *Assessment Guidance* at least once, which requires the simulated casualty to lay the floor. Padding such as a folded coat may be provided to kneel on during the assessment.

Fractures Assessment

The learner must demonstrate the application of a support and elevation sling and Manual Inline

Stabilisation for suspected spinal injury. The assessment for Manual Inline Stabilisation (MILS) can be performed using the learners themselves; however as in real life the casualty will most likely be on the floor so the learner must demonstrate the skill on the floor at least once. 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 Qualsafe Level 3 Award in First Aid at Work 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 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 Quality Assurers) on request. Full details of the Centre’s requirement 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. Centres are selected randomly for a Quality Assurance 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, 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.

The learner will receive two certificates on achieving the qualification. One will detail the qualification itself, whilst the other will list the units that make up the qualification. Centres will also have the option of having wallet sized plastic cards printed, which include a brief pictorial guide to CPR and details of when refresher and requalification courses should be undertaken by the learner.

The date of certification is based on the achievement of the final unit and the validity will be three years from that date.

4. Qualification Assessment

4.1 Assessment Overview

First Aid at Work (FAW) 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 two methods of assessment, to be used to ensure that learners have gained the required knowledge, skills and understanding relating to FAW:

- Practical assessment – this is observed by the Trainer throughout the course, with the results for each learning outcome recorded on the Practical Assessment paperwork provided by Quallsafe Awards, as specified in the Quallsafe Awards *Assessment Guidance* document.
- Theoretical assessment – Prior to the course the Centre must download the multiple choice written assessment paper for both Unit 1 and Unit 2. Each learner should answer all of the questions for both units under ‘examination’ conditions, as specified in the Quallsafe Awards *Assessment Guidance* document.

4.3 Mandatory Units

The FAW qualification consists of 2 units, both of which are mandatory in order for the full qualification to be achieved.

4.4 Other Units

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

Appendix 1

Qualification Unit 1

The QA Level 3 Award in First Aid at Work has two units that learners are required to complete in order to achieve the qualification.

Title:	Emergency First Aid in the Workplace
Unit ref:	A/504/4517
GLH:	8
Level:	2
Credit value:	1
Learning outcomes The Learner will:	Assessment criteria The Learner can:
1. Understand the role and responsibilities of a first aider.	1.1 Identify the role and responsibilities of an emergency first aider. 1.2 Describe how to minimise the risk of infection to self and others. 1.3 Identify the need of establishing consent to provide first aid. 1.4 Describe how to complete an accident report form. 1.5 Identify the first aid equipment that should be available in a workplace. 1.6 Describe the safe use of first aid equipment.
2. Be able to assess an incident.	2.1 Describe how to conduct a scene survey. 2.2 Describe how to make a primary survey of a casualty. 2.3 Identify when and how to call for help.
3. Be able to manage an unresponsive casualty who is breathing normally.	3.1 Demonstrate how to assess a casualty's level of consciousness. 3.2 Demonstrate how to open a casualty's airway and check breathing. 3.3 Explain the importance of the recovery position. 3.4 Demonstrate how to place an unconscious casualty into the recovery position. 3.5 Describe how to treat a casualty who is in seizure.
4. Be able to manage an unresponsive casualty who is not breathing normally.	4.1 Recognise the need to commence Cardiopulmonary Resuscitation. 4.2 Demonstrate how to administer effective Cardiopulmonary Resuscitation using a manikin.
5. Recognise and assist a casualty who is choking.	5.1 Describe how to identify a casualty with a partially and completely blocked airway obstruction. 5.2 Describe how to treat a casualty who is choking.
6. Manage a casualty who is wounded and bleeding.	6.1 Identify the types of external bleeding. 6.2 Demonstrate how to control severe external bleeding.
7. Manage a casualty who is in shock.	7.1 Describe signs and symptoms of shock. 7.2 Demonstrate how to manage a casualty who is in shock.
8. Understand how to manage a casualty with a minor injury.	8.1 Describe how to manage a casualty with small cuts, grazes and bruises. 8.2 Describe how to manage a casualty with minor burns and scalds. 8.3 Describe how to manage a casualty with small splinters.

Appendix 1

Qualification Unit 2

The QA Level 3 Award in First Aid at Work has two units that learners are required to complete in order to achieve the qualification.

Title:	Managing Illness and Injury in the Workplace
Unit ref:	F/504/4518
GLH:	16
Level:	3
Credit value:	2
Learning outcomes The Learner will:	Assessment criteria The Learner can:
1. Be able to conduct a secondary survey.	1.1 Identify the information to be collected when gathering a casualty history. 1.2 Conduct a head to toe survey.
2. Be able to administer first aid to a casualty with injuries to bones, muscles and joints.	2.1 Recognise suspected; <ul style="list-style-type: none"> • Fractures • Dislocations • Sprains and strains 2.2 Administer first aid for; <ul style="list-style-type: none"> • Fractures • Dislocations • Sprains and strains
3. Be able to administer first aid to a casualty with suspected head and spinal injury.	3.1 Recognise suspected; <ul style="list-style-type: none"> • Concussion • Skull Fracture • Cerebral Compression • Spinal Injury 3.2 Administer first aid for suspected; <ul style="list-style-type: none"> • Concussion • Skull fracture • Cerebral Compression • Spinal Injury
4. Be able to administer first aid to a casualty with a suspected chest injury.	4.1 Recognise the different types of chest injuries. 4.2 Administer first aid for a chest injury.
5. Be able to administer first aid to a casualty with burns and scalds.	5.1 Recognise the factors that affect the severity of burns and scalds. 5.2 Administer first aid for burns involving; <ul style="list-style-type: none"> • Dry heat • Wet heat • Electricity • Chemicals
6. Be able to administer first aid to a casualty with an eye injury.	6.1 Identify examples of common eye injuries. 6.2 Administer first aid for eye injuries involving; <ul style="list-style-type: none"> • Dust • Chemicals • Embedded
7. Be able to administer first aid to a casualty with sudden poisoning.	7.1 Identify the routes that poisons can take to enter the body. 7.2 Administer immediate first aid to a casualty affected by sudden poisoning. 7.3 Identify sources of information for treating those affected by sudden poisoning.

<p>8. Be able to administer first aid to a casualty with anaphylaxis.</p>	<p>8.1 Identify common triggers for anaphylaxis. 8.2 Recognise anaphylaxis. 8.3 Administer immediate first aid for a casualty.</p>
<p>9. Be able to provide first aid to a casualty with suspected major illness.</p>	<p>9.1 Recognise major illnesses including;</p> <ul style="list-style-type: none"> • Heart Attack • Stroke • Epilepsy • Asthma • Diabetes <p>9.2 Administer first aid to a casualty suffering from major illnesses including;</p> <ul style="list-style-type: none"> • Heart Attack • Stroke • Epilepsy • Asthma • Diabetes



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