



QUALIFICATION SPECIFICATION

LEVEL 2 AWARD IN EMERGENCY FIRST AID AT WORK (QCF) (EFAW)

National Qualification Number: 600/7725/6

Qualification Overview

This course is designed for anyone wanting to become an accredited emergency first aider or appointed person. This qualification provides learners with skills and knowledge to deal with first aid situations in low risk work environments.

Guided Learning Hours:8 (this qualification requires a minimum of 6 classroom hrs.)

The number of tutor-led contact hours required to support learner achievement of a unit/module or qualification.

Where this qualification is undertaken in less than 8 hrs, additional learner instruction may be undertaken through research (i.e. Internet), reading or work based activities.

Credit value: 2

Unit: Emergency First Aid in the Workplace (A/504/4517)

This qualification is made up of one unit and in the table below the learning outcomes and assessment criteria are detailed showing what method of assessment will be used to achieve each one.

| Learning Outcome | Assessment Criteria | Task controlled assessment (observation) | Multi Choice Questions |
|--|--|--|------------------------|
| 1. Understand the role and responsibilities of a first aider | 1.1 Identify the role and responsibilities of a first aider | | ✓ |
| | 1.2 Describe how to minimise the risk of infection to self and others | | ✓ |
| | 1.3 Identify the need for establishing consent to provide first aid | | ✓ |
| | 1.4 Complete an accident 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 Conduct a scene survey | | ✓ |
| | 2.2 Conduct a primary survey of a casualty | | ✓ |
| | 2.3 Give examples of when to call for help | | ✓ |
| 3. Be able to manage an unresponsive casualty who is | 3.1 Assess a casualty's level of consciousness | ✓ | |
| | 3.2 Open a casualty's airway and check | ✓ | |

| Learning Outcome | Assessment Criteria | Task controlled assessment (observation) | Multi Choice Questions |
|--|--|--|------------------------|
| breathing normally | breathing | | |
| | 3.3 Explain why it is important to place an unconscious casualty into the recovery position | | ✓ |
| | 3.4 Place an unresponsive casualty in the recovery position | ✓ | |
| | 3.5 Manage 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 Cardio Pulmonary Resuscitation | ✓ | |
| | 4.2 Demonstrate Cardio Pulmonary Resuscitation using a manikin | ✓ | |
| 5 Be able to recognise and assist a casualty who is choking | 5.1 Describe how to identify a casualty with <ul style="list-style-type: none"> • Partially blocked airway • Completely blocked airway | | ✓ |
| | 5.2 Administer first aid to a casualty who is choking | ✓ | |
| 6 Be able to manage a casualty with external bleeding | 6.1 Identify the types of external bleeding | | ✓ |
| | 6.2 Control external bleeding | ✓ | |
| 7 Be able to manage a casualty who is in shock | 7.1 Recognise shock | | ✓ |
| | 7.2 Administer first aid to a casualty who is in shock | | ✓ |
| 8 Be able to manage a casualty with a minor injury | 8.1 Administer first aid to a casualty with small cuts, grazes and bruises | | ✓ |
| | 8.2 Administer first aid to a casualty with minor burns and scalds | | ✓ |
| | 8.3 Administer first aid to a casualty with small splinters | | ✓ |

Learner Entry Requirements

None are required to access this qualification.

Learner ID Requirements

Centres must instruct each learner to bring identification and this must be validated by the trainer and recorded on the learner registration form. Also, centres must advise learners to bring their Unique Learner Number to the course if they have one. Further guidance on this can be found in the D13 manual.

It is the responsibility of the trainer to ensure learners undertaking the qualification is indeed the person they are claiming to be.

Assessment

Assessment for each learning outcome is defined under assessment criteria. Assessment is by the use of multi choice questions and task controlled assessment (observation). Assessments are recorded in the AoFAQ learner assessment answer sheet and observation matrix sheet.

To award this qualification, the Learner must:

- Achievement 100% pass in the task controlled assessment (observation) (See learner assessment by observation matrix sheet)
- Pass the exam paper by correctly answering 15 or more questions out of 20.

Learners must be made aware from the start of the course that there is on-going assessment.

The learner assessment answer paper is used to record summative assessment which is carried out at the end of the course.

Class controlled assessment (observation) can be reassessed following further instruction to the learner. This assessment process can be carried out at any time during the course. The learner must be notified that an assessment is taking place.

Successful learners receive a national qualification certificate. This qualification is valid for 3 years. Further guidance on assessment requirements can be found in the D13 manual.

Marking - preliminary check by trainer or assessor.

The Trainer may conduct a preliminary check of the completed exam papers to identify potential areas where the Learner has not met the requirements and hence is unlikely to be awarded the qualification.

Where the Learner has not met the requirements, the Trainer can re-instruct and re-assess the Learner using verbal questioning. Questions must relate to the Learning Outcomes in which the Learner has indicated the least understanding.

Questions together with the Learners' answers must be recorded on the Learner Answer or combined Question / Answer paper.

After the exam the Learner Answer sheets or combined Question / Answer papers must be marked by a Marker before claiming certificates.

Marking

All papers must be marked by a Marker before claiming for the certificates. The Marker cannot be the Trainer / Assessor who presented or assessed this course.

Markers and Claiming Certificates

Marker does not have to be competent or qualified in the subject they are marking. Markers, mark the multi choice exam papers against the answers supplied by AoFAQ.

Internal Quality Assurers

Centres are required to have Internal Quality Assurers to sample the work of Trainers. This must be clearly documented and will be monitored by AoFAQ. Further guidance is available from AoFAQ on the role of Internal Quality Assurers.

Progression

Learners have the opportunity to progress onto:

- Level 3 Award in First Aid at Work. Note: Fast Track: If completed within 10 weeks of receiving the Emergency First Aid at Work qualification, the Learner only needs to attend Unit 2, Recognition and Management of Illness and Injury in the Workplace (F/504/4518) course. - This is only available for regulated qualifications
- Level 2 Award in Paediatric First Aid
- Level 2 Award in Cardiopulmonary Resuscitation and Automated External Defibrillation

Recommended Training Materials

First Aid Now, AOFA

Occupational Competence Requirements

This is extracted from the Skills for Health Assessment Principles for First Aid Qualifications (October 2012 v1).

Trainers/Assessors must:

Be occupationally competent in the area of first aid. This can be evidenced by:

- 1) Holding a FAW certificate issued by either HSE or an Awarding Organisation/Body or having registration as a doctor with the General Medical Council (GMC) registration as a nurse with the Nursing and Midwifery Council (NMC) registration or as a paramedic with the Health and Care Professions Council (HCPC)
- 2) Be occupationally competent in the area of training and/or assessing in line with the Learning and Development NOS 9 Assess Learner Achievement.

This could be evidenced by holding a qualification such as:

- SQA Accredited Learning and Development Unit 9DI – Assess workplace competences using direct and indirect methods – replacing Units A1 and D32/33
- SQA Accredited Learning and Development Unit 9D - Assess workplace competence using direct methods – replacing Units A2 and D32
- QCF Qualifications based on the Learning and Development NOS 9 Assess Learner Achievement
- 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 or D32/D33
- A2 or D32
- 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

Trainers/Assessors should also be able to provide a detailed, chronological list of evidence to show that they have regularly provided EFAW/FAW assessments during the previous three years. If this is limited, evidence of other first-aid assessments may be provided.

No formal Trainer/Assessor qualifications

It is recognised that trainer/assessors may not hold formal qualifications but may have significant experience in undertaking these roles. It is expected that the trainer/assessors be registered and working towards formal qualifications within one year and that the qualifications are gained within two years.

During this period a portfolio should be maintained and include details of knowledge and experience gained and the time period over which they were applied, and any contributing training undertaken and the learning outcomes achieved. There should be evidence that the individual has conducted at least two practical and two theoretical first-aid training/assessing sessions under the supervision of a qualified assessor.

Internal Quality Assurers must:

- be occupationally competent in the area of first aid. This can be evidenced by:

holding a FAW certificate issued by either HSE or an Awarding Organisation/Body

or having

registration as a doctor with the General Medical Council (GMC)

registration as a nurse with the Nursing and Midwifery Council (NMC)

registration as a paramedic with the Health and Care Professions Council (HCPC)

have working knowledge of the requirements of the qualification they are quality assuring at the time any assessment is taking place

have a thorough knowledge and understanding of the role of assessors

visit and observe assessments and carry out other related internal quality assurance

Note: It is understood that not all IQA's will be qualified initially, and that sufficient time should be considered to achieve these qualifications. During this time centres should ensure that IQA's are

following the principles set out in the current Learning and Development NOS 11 Internally monitor and maintain the quality of assessment. This could be evidenced by holding a qualification such as:

- SQA Accredited Learning and Development Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment
- QCF Qualifications based on the Learning and Development NOS 11 Internally Monitor and Maintain the Quality of Assessment
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (QCF)
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (QCF)
- V1 or D34

Note: This list is not exhaustive.