



## QUALIFICATION SPECIFICATION

### LEVEL 3 AWARD IN FIRST AID AT WORK (QCF) (FAW)

National Qualification Number: 600/7726/8

#### Qualification Overview

This course is designed for anyone wanting to become an accredited first aider or appointed person. Particularly appropriate to companies where HSE guidelines recommend a trained first aider qualified in first aid at work.

**Guided Learning Hours:24** (this qualification requires a minimum of 18 classroom hrs.)

Where this qualification is undertaken in less than 24 hrs, additional learner instruction may be undertaken through research (i.e. Internet), reading or work based activities.

If the Learner holds a valid, or expired within 28 days, First Aid at Work Qualification awarded by a registered HSE approved training provider or Centre of an Ofqual /SQA recognised awarding organisation, this qualification may be undertaken in 16 Guided Learning Hours (minimum 12 classroom hrs). Where this qualification is undertaken in less than 16 hrs, additional learner instruction may be undertaken through research (i.e. Internet), reading or work based activities.

Note: In all cases the Learning Outcomes and Assessment criteria is the same.

**Credit value: 3**

#### Qualification Structure

This qualification is made up of two units 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.

#### Unit 1: Emergency First Aid in the Workplace (A/504/4517)

Learning Outcome	Assessment Criteria	Task controlled assessment (observation)	Questions MCQs
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	2.1 Conduct a scene survey		✓

Learning Outcome	Assessment Criteria	Task controlled assessment (observation)	Questions MCQs
incident	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 breathing normally	3.1 Assess a casualty's level of consciousness	✓	
	3.2 Open a casualty's airway and check 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"> <li>• Partially blocked airway</li> <li>• Completely blocked airway</li> </ul>		✓
	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		✓

### Unit 2: Recognition and Management of Illness and Injury in the Workplace (F/504/4518)

Learning Outcome	Assessment Criteria	Observed task	Multiple Choice
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,	2.1 Recognise suspected; <ul style="list-style-type: none"> <li>• Fractures</li> <li>• Dislocations</li> <li>• Sprains and strains</li> </ul>		✓ ✓ ✓

Learning Outcome	Assessment Criteria	Observed task	Multiple Choice
muscles and joints	2.2 Administer first aid for; <ul style="list-style-type: none"> <li>• Fractures</li> <li>• Dislocations</li> <li>• Sprains and strains</li> </ul>		✓ ✓ ✓
3. Be able to administer First Aid to a casualty with suspected head and spinal injuries	3.1 Recognise suspected; <ul style="list-style-type: none"> <li>• Concussion</li> <li>• Skull fracture</li> <li>• Cerebral compression</li> <li>• Spinal injury</li> </ul>		✓ ✓ ✓ ✓
	3.2 Administer first aid for suspected; <ul style="list-style-type: none"> <li>• Concussion</li> <li>• Skull fracture</li> <li>• Cerebral compression</li> <li>• Spinal injury</li> </ul>		✓ ✓ ✓ ✓
4. Be able to administer First Aid to a casualty with suspected chest injuries	4.1 Recognise the different types of chest injury		✓
	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"> <li>• Dry Heat</li> <li>• Wet Heat</li> <li>• Electricity</li> <li>• Chemicals</li> </ul>		✓ ✓ ✓ ✓
6. Be able to administer First Aid to a casualty with a eye injury	6.1 Give examples of common eye injuries		✓
	6.2 Administer first aid for eye injuries involving; <ul style="list-style-type: none"> <li>• Dust</li> <li>• Chemicals</li> <li>• Embedded objects</li> </ul>		✓ ✓ ✓
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		✓
8. Be able to administer First Aid to a casualty with anaphylaxis	8.1 Identify common triggers for anaphylaxis		✓
	8.2 Recognise anaphylaxis		✓
	8.3 Administer immediate first aid for a casualty suffering from anaphylaxis		✓
9. Be able to provide First Aid to a casualty with suspected major illness	9.1 Recognise major illnesses including; <ul style="list-style-type: none"> <li>• Heart attack</li> <li>• Stroke</li> <li>• Epilepsy</li> <li>• Asthma</li> </ul>		✓ ✓ ✓ ✓ ✓

Learning Outcome	Assessment Criteria	Observed task	Multiple Choice
	<ul style="list-style-type: none"> <li>Diabetes</li> </ul>		
	9.2 Administer first aid to a casualty suffering from major illnesses including; <ul style="list-style-type: none"> <li>Heart attack</li> <li>Stroke</li> <li>Epilepsy</li> <li>Asthma</li> <li>Diabetes</li> </ul>		<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>

### Learner Entry Requirements

- None are required to access this qualification.
- Learners who have successfully been award the Emergency First Aid at Work can progress their qualification to the First Aid at Work qualification by attending the Unit 2, Recognition and Management of Illness and Injury in the Workplace (F/504/4518) course. This unit must be completed within 10 weeks of completing the Emergency First Aid at Work (EFAW) qualification. Note. This is only available for regulated qualifications

### Learner ID Requirements

Centres must instruct each Learner to bring identification and this must be validated by the trainer and recorded. 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

**Note: Where training is delivered in Northern Ireland, HSENI require that the assessments by observation must be assessed by an independent assessor at the end of the course.**

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, all Learner must.

- Achieve 100% pass in the task controlled assessment by observation (See learner assessment by observation matrix sheet)
- Pass Unit 1 Emergency First Aid at Work (EFAW) by correctly answering 15 out of 20 questions.
- Pass Unit 2 Recognition and Management of Illness and Injury in the Workplace (FAW) by passing 30 out of 41 questions.

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

The learner assessment answer papers are 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. In order to re-qualify after 3 years, learners must be assessed against all learning outcomes and assessment criteria.

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 2 Award in Paediatric First Aid
- Level 2 Award in Cardiopulmonary Resuscitation and Automated External Defibrillation

### **Recommended Training Materials**

Equipment:

Handout – First Aid Now manual.

1 CPR Manikin to every 4 students\*

Typical practice materials per student:

CPR Face Shield Filter Type  
Medium Training Dressing  
Calico Triangular Bandage  
Nitrile Powder Free Gloves – Medium

\*Suitable hygiene procedures to minimise cross infection must be carried out in between training sessions and after completion of the training course.

## **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:
  - 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)
  
- 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.