QUALIFICATION SPECIFICATION

FAA LEVEL 3 AWARD IN FIRST AID AT WORK (RQF)
AWARD IN FIRST AID AT WORK AT SCQF LEVEL 6

Where a workplace first aid risk assessment identifies a need for a First Aider in the Workplace, this three-day qualification meets the requirements of the Health and Safety (First Aid) Regulations 1981 and the Health and Safety (First Aid) Regulations (Northern Ireland) 1982.

The learner will attain knowledge and the practical competence required to deal with a range of workplace first aid situations.

QUALIFICATION SPECIFICATION

Qualification structure

This qualification is regulated in the UK and awarded by First Aid Awards. FAA are an Awarding Organisation regulated by Ofqual and SQA Accreditation. The qualification sits on the Regulated Qualifications Framework (RQF) and the Scottish Credit and Qualifications Framework (SCQF).

The qualification is delivered, assessed and quality assured in accordance with the Assessment Principles for Regulated First Aid Qualifications.

The qualification is delivered in accordance with the protocols set by the latest Resuscitation Council Guidelines.

The qualification consists of two units which learners must successfully complete to achieve the full qualification. Learners completing just unit 1 can be certificated with the FAA Award in Emergency First Aid.

FAA LEVEL 3 AWARD IN FIRST AID AT WORK (RQF)			Credit value	Level	GLH	TQT
QAN	**603/2081/3**		**2**	**3**	**18**	**22**
Unit number	**Unit title**	**URN**				
1	Emergency First Aid in the Workplace	Y/615/8504	1		6	7
2	Recognition and Management of Illness and Injury In the Workplace	M/615/8508	1		12	15

AWARD IN FIRST AID AT WORK AT SCQF LEVEL 6			Credit value	Level	GLH	TQT
QAN	**R528 04**		**3**	**6**	**18**	**22**
Unit number	**Unit title**	**URN**				
1	Emergency First Aid in the Workplace	UL20 04	1		6	7
2	Recognition and Management of Illness and Injury In the Workplace	UL21 04	2		12	15

QAN – Qualification Accreditation Number URN – Unit Reference Number GLH – Guided Learning Hours TQT – Total Qualification Time

Entry requirements

The qualification is available to learners aged 14 or over but a learner is unable to act as a First Aider in the workplace until they reach the age of 16.

Due to the practical nature of the first aid assessment there are physical demands and learners must be able to demonstrate their skills as in a real-life situation. An example of this would be to demonstrate CPR on a manikin at floor level.

It is recommended that learners should hold a minimum of Level 1 in literacy or equivalent to undertake this qualification.

It may be possible to allocate a reasonable adjustment to a learner who has a disability, medical condition or learning need; learners should contact their training provider to discuss. Any reasonable adjustments granted must be in line with the FAA Reasonable Adjustments Policy.

Qualification delivery

The qualification has 18 assigned guided learning hours (GLH) and 22 hours total qualification time (TQT). GLH indicates the number of classroom contact hours that the learner will undertake. TQT includes GLH but also takes into account any unsupervised learning and is an estimate of how long the average learner will take to complete the qualification.

The minimum classroom contact time of 18 hours must be delivered over a minimum of 3 days. The course can be spread over a maximum of 10 weeks, ensuring that each session is a minimum of two hours.

The class ratio for this qualification is a maximum of 12 learners to 1 Trainer/Assessor.

Certification

The qualification is valid for three years from the date of achievement. It is strongly recommended by the Health and Safety Executive that the learner attends annual refresher training.

Progression

Learners who achieve this qualification may progress on to other related qualifications within first aid. FAA also offer qualifications in health & safety, food safety and safeguarding should learners wish to diversify.

Requalification

The HSE guidance states that on expiry of their qualification a First Aider is no longer considered competent to act as a First Aider in the workplace. It is advisable to arrange requalification before expiry to ensure that a workplace is not left with a shortfall of qualified First Aiders.

To requalify for the First Aid at Work qualification, learners can attend a shortened 12 hour 2-day requalification course but must meet the conditions stated in the table below.

FAW qualification is in date or not expired by more than 1 month	FAW qualification is expired by more than 1 month but not longer than 3 months	FAW qualification is expired by more than 3 months
Can attend a 2-day FAW requalification course.	To be eligible for the 2-day requalification course learners will need to evidence to the training provider that they are suitably experienced. Experience can be evidenced by having held multiple FAW qualifications, attending annual refresher training, being an active First Aider, etc. Evidence should include a letter from their employer if relevant. The Centre must retain evidence.	Not eligible to attend the 2-day FAW requalification course. Must attend a full 3-day FAW course.
In all instances, learners must provide a copy of their previous regulated First Aid at Work certificate.		

The 2-day requalification course covers all learning outcomes and assessment criteria of the 3-day course. A learner must attend a specific 2-day FAW requalification course and cannot attend 2 days of the 3-day course.

QUALIFICATION SPECIFICATION

Learning outcomes and assessment criteria

A regulated qualification has set learning outcomes and assessment criteria. The learning outcomes describe the skills and knowledge a learner will gain by successfully completing the qualification. The assessment criteria state the skills, knowledge and competence a learner will be required to demonstrate during the course assessment. A learner must successfully achieve all assessment criteria to be awarded the qualification.

UNIT 1	EMERGENCY FIRST AID IN THE WORKPLACE
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 a first aider **1.2** Identify how to minimise the risk of infection to self and **others** **1.3** Identify the need for **consent** to provide first aid
2. Be able to assess an incident	**2.1** Conduct a scene survey **2.2** Conduct a primary survey of a casualty **2.3** Summon appropriate assistance **when necessary**
3. Be able to provide first aid to an unresponsive casualty	**3.1** Identify **when to administer cardiopulmonary resuscitation** (CPR) **3.2** Demonstrate **CPR** using a manikin **3.3** Justify when to place a casualty into the **recovery position** **3.4** Demonstrate how to place a casualty into the recovery position **3.5** Identify how to **administer first aid** to a casualty who is experiencing a **seizure**
4. Be able to provide first aid to a casualty who is choking	**4.1** Identify when choking is: • mild • severe **4.2** Demonstrate how to administer first aid to a casualty who is choking
5. Be able to provide first aid to a casualty with external bleeding	**5.1** Identify the severity of external bleeding **5.2** Demonstrate how to control external bleeding
6. Know how to provide first aid to a casualty who is in shock	**6.1** Recognise a casualty who is suffering from **shock** **6.2** Identify how to administer first aid to a casualty who is suffering from shock
7. Know how to provide first aid to a casualty with minor injuries	**7.1** Identify how to administer first aid to a casualty with: • small cuts • grazes • bruises • small splinters **7.2** Identify how to administer first aid to a casualty with minor burns and scalds

Additional information

Role and responsibilities – may include reference to: preventing cross infection, the need for recording incidents and actions, safe use of available equipment, assessing an incident, summoning assistance, prioritising treatment, dealing with post incident stress.

Others may include a casualty receiving first aid, work colleagues, other people within the workplace environment.

Consent - learners should be aware of the need for consent on a continual basis when providing first aid. Implied consent can be assumed when treating an unresponsive casualty.

When necessary – learners should be able to evaluate a situation to determine when to summon further assistance and what type of assistance to request.

When to administer cardiopulmonary resuscitation – must include agonal gasps.

CPR must include 'correct placement of AED pads' and 'follows AED instructions'.

Recovery position – a position that maintains a stable open draining airway.

Administer first aid – provide appropriate help to a casualty, manage the situation and seek appropriate assistance when necessary.

Seizure – relates to a generalised seizure. *First aiders should be suspicious of cardiac arrest in any casualty presenting with seizure.*

Shock – hypovolaemic shock (resulting from blood loss).

QUALIFICATION SPECIFICATION

UNIT 2	RECOGNITION AND MANAGEMENT OF ILLNESS AND INJURY IN THE WORKPLACE
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** Demonstrate how to conduct a **head to toe survey**
2. Be able to provide first aid to a casualty with suspected injuries to bones, muscles and joints	**2.1** **Recognise** suspected: • fractures and dislocations • sprains and strains **2.2** Identify how to **administer first aid** for: • fractures and dislocations • sprains and strains **2.3** Demonstrate how to apply: • a support sling • an elevated sling
3. Be able to provide first aid to a casualty with suspected head and spinal injuries	**3.1** Recognise a suspected: • **head injury** • spinal injury **3.2** Identify how to administer first aid for a suspected head injury **3.3** Demonstrate how to administer first aid for a suspected spinal injury
4. Know how to provide first aid to a casualty with suspected chest injuries	**4.1** Recognise a suspected: • flail chest • penetrating chest injury **4.2** Identify how to administer first aid for a: • flail chest • penetrating chest injury
5. Know how to provide first aid to a casualty with burns and scalds	**5.1** Identify the factors that affect the severity of burns and scalds **5.2** Identify how to administer first aid for burns involving: • dry heat • wet heat • electricity • chemicals
6. Know how to provide first aid to a casualty with an eye injury	**6.1** Identify how to administer first aid for eye injuries involving: • dust • chemicals • embedded objects
7. Know how to provide first aid to a casualty with sudden poisoning	**7.1** Identify the routes that poisons can take to enter the body **7.2** Identify how to administer first aid to a casualty affected by sudden poisoning **7.3** Identify sources of information for treating those affected by sudden poisoning
8. Know how to provide first aid to a casualty with anaphylaxis	**8.1** Identify common triggers for anaphylaxis **8.2** Recognise suspected anaphylaxis **8.3** Identify how to administer first aid for a casualty suffering from anaphylaxis
9. Know how to provide first aid to a casualty with suspected major illness	**9.1** Recognise suspected: • heart attack • stroke • epileptic seizure • asthma attack • **diabetic emergency** **9.2** Identify how to administer first aid to a casualty who is suffering from: • heart attack • stroke • epileptic seizure • **asthma attack** • **diabetic emergency**

Additional information

Head to toe survey – must be conducted on a casualty with a continually monitored or protected airway e.g. a responsive casualty or a casualty placed in the recovery position.

Recognise – to include signs and/or symptoms of the condition and/or where appropriate, mechanism of injury.

Administer first aid – provide appropriate help to a casualty, manage the situation and seek appropriate assistance when necessary.

Head injury includes concussion, compression and skull fracture. The learner is not expected to differentiate between these conditions.

Asthma attack may include assisting a casualty to use a spacer device and to take their own inhaler.

Diabetic emergency should focus on the condition of hypoglycaemia.

QUALIFICATION SPECIFICATION

ASSESSMENT INFORMATION

The qualification is assessed through practical demonstration, oral questioning and written assessment.

A learner must successfully pass both the written and practical assessments to achieve the qualification. There is no grading of the assessment; learners pass or are referred.

Practical assessment

Scenarios will be set to enable a learner to demonstrate their knowledge and practical skills. During the practical assessment, the learner will be asked supporting questions by the Trainer/Assessor.

The practical assessment is ongoing throughout the course but the Trainer/Assessor will make learners aware of when they are being assessed.

Learners will be assessed on:

- Primary survey and the recovery position
- Cardiopulmonary resuscitation and the safe use of an Automated External Defibrillator
- Choking
- Major bleeding and shock
- Major seizure
- Minor injuries
- Secondary assessment (top to toe survey)
- Injured limbs
- Head and spinal injuries
- Chest injuries
- Major illness
- Burns and scalds
- Eye injuries
- Poisoning
- Anaphylaxis
- Diabetes
- Epilepsy

The learner must satisfactorily complete each scenario to successfully pass the practical assessment.

Written assessment

A Workbook is completed throughout the course by a learner. Questions will be asked covering the theoretical assessment criteria to ensure that the learner has gained the required knowledge. An example of this would be 'What first aid treatment would you provide for a casualty suffering from anaphylaxis?'

Learners will need to successfully answer all questions contained in the Workbook.

Trainer/Assessors may also ask a learner additional questions if felt necessary to confirm their knowledge and understanding.