



IQ Emergency First Aid at Work at SCQF Level 5

Specification

SQA Accreditation No: R320 04

Contents	Page
About Industry Qualifications (IQ)	3
The IQ Group	3
Contact Us	3
Introduction	3
Version Number	3
About this Qualification	4
Objective	4
Purpose	4
Sector	4
Structure	4
Delivery	4
Assessment	6
Claiming Competence	6
Re-Qualifying	6
Age Range and Geographical Coverage	7
Learner Entry Requirements	7
Progression	7
Tutor Requirements	7
Centre Requirements	7
Training Venue and Equipment Requirements	7
Unit 1: Emergency First Aid in the Workplace UB74 04	8
Unit 1 Guidance on Delivery and Assessment	10
Appendix A: Assessment Principles for Regulated First Aid Qualifications	11
Appendix B: Standards for Duration, Certification and Delivery of First Aid Qualifications	19
Appendix C: Frequently Asked Questions	20
Resources	22

About Industry Qualifications (IQ)

Industry Qualifications' (IQ) founding principle is to provide qualifications that are responsive to the needs of the vocational sector to ensure that learners are provided with a learning experience relevant to their industry. We aim to provide qualifications that are valued and recognised as being best in class by ensuring the highest levels of assessment integrity and customer service. We are approved by UK's regulators of qualifications: Ofqual, CCEA, Qualification Wales and SQA Accreditation.

The IQ Group

IQ Group of Companies seek to provide an internationally recognised mark of quality assurance for skills, management systems, products and services. IQ promotes quality, partnership and integrity through its group of companies spanning education, professional membership and standards certification markets. Our focus is on high growth, highly specialised sectors with potential for international growth.

Contact Us

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For guidance on any fees we charge for the services we provide, please see the IQ Price Guide:

www.industryqualifications.org.uk/centre-portal/iq-price-guide

Introduction

This specification is intended for trainers, centres and learners. General information regarding centre approval, registration, IQR (IQ's candidate management system), assessment papers, certification, reasonable adjustments, special consideration, appeals procedures, are available from the website. This document should be read in conjunction with the IQ QMS Centre guide available from the website.

Website: www.industryqualifications.org.uk

Enquiries: 01952 457452

Version Number

Please ensure that you have the latest and most up to date version of documents. Please check the website for the most up to date version. To check which version you have please see the footer which will give you the version number.

Changes from Previous Version:

- Page 4: Input the following sections: Objective, Purpose and Sector
- Page 4: Updated structure to incorporate updated minimum delivery time as per results of AO collaborative data
- Pages 4-5: Updated delivery section to reflect latest TOR (2016) and incorporation of blended learning
- Page 7: Updated routes of progression
- Page 8: Updated minimum delivery time to the values identified on page 4
- Page 10: Clarification with regards to CPR assessment requirements
- Appendix A: Updated Assessment Principles to latest version (V5)
- Appendix B: Updated to reflect latest TOR (2016) and incorporation of blended learning
- Appendix C: Updated to reflect latest TOR (2016) and CPR clarifications

About this Qualification

The IQ Emergency First Aid at Work at SCQF Level 5 meets The Health and Safety (First Aid) Regulations 1981 in respect of First Aid at Work. It is aimed at individuals who intend to develop and gain formal recognition of their knowledge, understanding and skills of first aid at work. The course duration is one day only.

As all employers are required by law to have first aid provision for their employees, this qualification is appropriate for all individuals working or intending to work at any organisational level.

Through completing the single mandatory unit, all learners will cover the essentials of emergency first aid at work. This includes: roles and responsibilities, incident assessment and managing and administering first aid to casualties in a variety of situations. These situations could relate to breathing, choking, bleeding, shock and minor injuries.

Objective

Supporting a role in the workplace

Purpose

D. Confirm occupational competence and/or 'licence to practice'

D2. Confirm the ability to meet a 'licence to practice' or other legal requirements made by the relevant sector, professional or industry body

Sector

1.3 – Health and Social Care

Structure

To achieve this qualification, learners must achieve the single mandatory unit.

Unit Number	Unit Title	Minimum Delivery Time*	Credit	SCQF Level
UB74 04	Emergency First Aid in the Workplace	6	1	5

Minimum Delivery Time*: For additional information, please refer to the delivery section below.

Delivery

Centres must adhere to the following conditions:

Condition(s)	Additional Information
Guided Learning Hours: 6	'Guided learning hours' refers to all times when a member of provider staff is present to give specific guidance towards the learning aim being studied on the programme.
Minimum Contact Hours: 6	'Contact hours' are defined as the time set aside for direct classroom teaching and assessing, excluding breaks. This requirement also applies to requalifying.
Minimum Days: 1	'Minimum days' refers to the minimum number of days over which the training should be delivered.

Maximum Weeks: 3	'Maximum weeks' refers to the maximum number of weeks over which the qualification can be attained. Special considerations may be taken into account to increase the duration if necessary.
Minimum Session: 2 hours	'Minimum session' refers to the minimum duration of any one training session.
Learner/ Trainer Ratio: A maximum of 12 learners to 1 trainer are permitted at any one time	'Learner/ trainer ratio' refers to the maximum number of learners per trainer or learners per assessor permitted at any one time
Certificate Validity: 3 years	Validity period of certificate to be calculated from the date of achievement of the final unit.
Annual Refresher: Recommended	Annual refresher courses are recommended to maintain learner acquired levels of knowledge and competence

Blended Learning: Is permitted under the following circumstances only:

1. The time taken to complete the first aid course should not be reduced. There may be a benefit in flexibility but blended learning should not reduce the overall time required to take the course.
2. The employer should provide paid time for the employee to undertake the training. The employee should not be required to take the distance-learning element of the course in their 'own' time.
3. Following completion of the distance element of learning, the learner must be assessed by a suitably qualified first aid assessor (who has qualifications and experience as described in the First Aid Assessment Principles document/GEIS 3: Appendix A). The first aid assessor must satisfy him/herself that all the assessment criteria for the learning outcomes delivered via distance learning have been met. Auditable evidence should be generated. It is the centres responsibility to confirm the identity of the learner and the authenticity of the evidence.
4. The assessment should be quality assured following national occupational standards (NOS).
5. A minimum of two-thirds of the training time should be face-to-face learning (e.g. **EFAW 4 hour's minimum face-to-face**).
6. The general practical elements of the training course are the learning outcomes that should be delivered and assessed face-to-face.

Lesson Plans: Centres should plan and deliver training in accordance with detailed lesson plans, detailing timetables for delivery, aims, outcomes and objectives for each session, learner and trainer activity. Training should be delivered to the principles set out in NOS 7 Facilitate Individual Learning and Development.

End of Course Evaluation: Centres should have an evaluation procedure, based on learner feedback, to evaluate the ability of trainer/assessors, the structure and content of the course, the equipment used and the training venue.

Internal Quality Assurance: In addition to monitoring assessments, IQA monitoring undertaken by centres should also verify the trainer's ability in teaching first aid.

Standards of First Aid Practice: Skills and knowledge must be taught and assessed in accordance with currently accepted first aid practice in the United Kingdom as laid down:

- By the Resuscitation Council (UK); and
- In other publications, provided that they are supported by a responsible body of medical opinion.

Assessment

Assessment of this qualification is by portfolio of evidence and practical demonstration/assignment which is quality assured by IQ. The achievement record workbook provided by IQ, and available to download from the website, should be used by centres to record all assessment. All assessment criteria must be met.

The demonstration of practical skills: These can be assessed during or after delivery, a record of the learner's performance must be completed by the assessor in the achievement record workbook. Internal verification must be carried out in accordance with centre procedures. All assessment is subject to external quality assurance by IQ.

The knowledge-based components: These can be assessed by written question and answer or by oral questioning; questions are available in the achievement record/workbook. If using written question and answer this should be internally marked by the assessor. If using oral questions and answer the answers should be recorded as well as marked by the assessor in the achievement record/workbook.

Assessment must be reliable and robust, determine a learner's ability to act safely, promptly and effectively when an emergency occurs at work and must meet the requirements of the Assessment Principles for Regulated First Aid Qualifications (Appendix A). Assessment may take place at any time during the delivery of the qualification and does not need to be done as a final assessment. It is however a requirement for the learner to be aware that assessment is taking place. Please see 'Unit 1 Guidance on Delivery and Assessment' for further information.

All assessment criteria must be met to achieve this qualification and this qualification is not graded, successful learners achieve a pass.

Claiming Competence

The centre should enter the results for all units on IQR once they have been signed off by the assessor. Unit results may be entered individually as each unit is signed off by the assessor or as a whole once all necessary units have been completed and signed off by the assessor.

For centres with direct claim status: Qualification certificates will automatically be issued once pass results have been entered by the centre on IQR against all the relevant units (all the units necessary for the learner to achieve the qualification). Unit certificates will only be issued if requested by the centre on IQR, please note that there is a charge for unit certificates.

For centres who do not have direct claim status: An external verifier (EV) will be appointed once you have registered your first cohort of learners, in order to carry out IQ quality assurance procedures and report on your accredited qualification/s. They will make at least one visit to your centre each year and will issue an EV report form after each visit. Please note that learner certificates will not be issued until after the first EV visit has happened and your centre has been satisfactorily verified by the EV.

The EV communicates with IQ through the EV Report form, which ensures sufficient sampling of evidence in order to confirm that IQ quality standards are being applied before the issue of any certificates. In line with SQA Accreditation's requirements we ask you to ensure that all assessment records and tracking documentation are up to date and complete before each of the EV visits. All such records should be available to the EV and kept for a period of 2 years from the date of learner completion. Please ensure you keep, as a condition of this approval, a complete copy of the centre approval documentation you have issued to us, as from time to time the EV and other IQ personnel may wish to review such documentation.

Re-Qualifying

IQ Emergency First Aid at Work at SCQF Level 5 certificates are valid for 3 years. All learners must re-qualify prior to the expiry of their held qualification as if a workplace first aider's certificate expires, this individual will not be accepted as a first aider for the purposes of the First Aid at Work Regulations.

In order to re-qualify, learners must be assessed against all learning outcomes and assessment criteria in the unit. For further information, please refer to Appendices A and B.

Age Range and Geographical Coverage

This qualification is approved for learners 16 plus in Scotland.

Learner Entry Requirements

There are no formal entry requirements. However, learners should be able to work at SCQF level 4 or above and be proficient in the use of the English language.

Progression

Learners who achieve the IQ Emergency First Aid at Work at SCQF Level 5 can progress to other qualifications in the sector, including the First Aid at Work at SCQF Level 6.

Tutor Requirements

All trainers/assessors and internal verifiers delivering this qualification must meet the requirements as per the Assessment Principles for Regulated First Aid Qualifications (Appendix A).

Centre Requirements

Centres must be approved by IQ in order to offer this qualification and have access to the facilities and equipment necessary to train in first aid (see training venue and equipment requirements section below).

Training Venue and Equipment Requirements

Centres must ensure that they have the following:

<i>Resuscitation manikins</i>	Should be provided at a minimum ratio of 1 manikin per 4 learners. For paediatric first aid, 1 child manikin per 4 learners and 1 baby manikin per 4 learners should also be provided.
<i>Hygiene</i>	Sufficient procedures must be in place to ensure hygiene during the use of resuscitation manikins and other training equipment.
<i>AV equipment and training aids</i>	Sufficient Audio Visual equipment and training aids should be available to facilitate learning using varying teaching methods.
<i>Learning materials</i>	Learners should be provided with clear and accurate reference books/handouts covering the topics included in the qualification.
<i>AED trainers</i>	For qualifications that include training in the use of an AED, at least one AED trainer should be available per 4 learners. Where fewer AED trainers are provided, learning hours/lesson plans should be adjusted accordingly to ensure learners are not disadvantaged.
<i>Bandages and dressings</i>	Sufficient clean bandages, dressings and other items commonly found in a first aid kit must be available to facilitate training and assessment.
<i>Training venue</i>	The training venue must meet acceptable health and safety standards and be conducive to learning, with sufficient: Size, floor surfaces, seating, writing surfaces, toilet facilities, ventilation, lighting, heating, access, exits, cleanliness, absence of distracting noise.

Unit 1: Emergency First Aid in the Workplace UB74 04

Minimum Delivery Time: 6
 SCQF Level: 5

Unit Description: This unit covers the knowledge, understanding and skills required to effectively deal with a range of first aid requiring emergencies in the workplace.

Learning Outcome - 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	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 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	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 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 a: <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

Unit 1 Guidance on Delivery and Assessment

Delivery

The purpose of this unit is to assess the knowledge, understanding and skills required to deal with a range of emergencies requiring first aid in the workplace. This unit meets The Health and Safety (First Aid) Regulations 1981 in respect of Emergency First Aid at Work.

Assessment

This unit must be assessed in accordance with the Assessment Principles for Regulated First Aid Qualifications (Appendix A).

For the demonstration of practical skills at the outset of this unit, assessment can be during or after delivery.

Please Note: For assessment criteria 4.2: An assessment in Cardio Pulmonary Resuscitation (CPR) must include:

- Places AED pads correctly; and
- Follows AED instructions

All knowledge-based learning outcomes in this unit must be assessed using methods appropriate to the assessment of knowledge and understanding; these can be assessed by a variety of methods including:

- Question and answer test.
- Multiple choice questions.
- Question and answer verbal (ensure records are kept).
- Essay.
- Other.

Centres are encouraged to use the achievement record workbook. However, centres are permitted to use their own documentation/assessment materials, provided this is agreed with the EV prior to the commencement of any assessment.

Simulation is allowed for this unit. Please refer to Appendix A for further guidance.

Appendix A: Assessment Principles for Regulated First Aid Qualifications November 2016: V5

Publication of these Assessment Principles

Skills for Health is the guardian of the assessment principles and the document will be published on the SfH website. These will be updated from time to time based on best practice requirements.

These principles must be applied in addition to the generic criteria and regulations that Ofqual/SQA/Qualifications Wales/CCEA Regulation require Awarding Organisations/Bodies meet for the delivery of regulated/accredited qualifications.

Awarding Organisations/Bodies who follow these First Aid Assessment Principles should also participate in the First Aid Awarding Organisation Forum (FAAOF) in line with the FAAOF Terms of Reference.

Introduction

These Assessment Principles have been produced by Awarding Organisations/Bodies in cooperation with the Health and Safety Executive (HSE) and Qualification Regulators and are supported by Skills for Health. This document relates to First Aid Qualifications including but not limited to:

- **First Aid at Work (FAW)**
- **Emergency First Aid at Work (EFAW)**
- **Paediatric First Aid (PFA)**
- **Emergency Paediatric First Aid (EPFA)**

This document deals with training, assessment, evidence and quality assurance under the following headings:

- Roles and responsibilities of those involved in the training, assessment and quality assurance processes
- Assessment and sources of evidence

Roles and Responsibilities of those involved in the Training, Assessment and Quality Assurance Processes

This document details the requirements of Trainers and Assessors separately. It is accepted, however, that both roles may be performed by the same person, providing the qualifications and experience requirements for both roles are met.

Trainers

Those involved in the training of these qualifications must have knowledge and competency in first aid as well as knowledge and competency to train based on qualifications and experience. An acceptable portfolio must show:

- Occupational knowledge and competence in first aid - evidenced by:**
 - Holding a first aid at work qualification/medical registration as detailed in Appendix 1
- Knowledge and competency in teaching/training first aid - evidenced by:**
 - Holding an acceptable teaching/training qualification as detailed in Appendix 2

AND either:

- Providing an acceptable log of teaching first aid within the last 3 years **or**
- Providing an acceptable record of competently teaching theoretical and practical first aid sessions under the supervision of a suitably qualified Trainer/Assessor

Assessors

Those involved in the assessment of these qualifications must have knowledge and competency in first aid as well as knowledge and competency to assess based on qualifications and experience. An acceptable portfolio must show:

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

- Holding a first aid at work qualification/medical registration as detailed in Appendix 1

ii. **Knowledge and competency in assessing first aid - evidenced by:**

- Holding an acceptable assessing qualification/CPD Training as detailed in Appendix 2

AND either:

- Providing an acceptable log of first aid assessments conducted within the last 3 years **or**
- Providing an acceptable record of competently assessing theoretical and practical first aid qualifications under the supervision of a suitably qualified assessor.

Internal Quality Assurance

Those involved in the internal quality assurance of these qualifications (IQA's) must have knowledge and competency in first aid as well as knowledge and competency in internal quality assurance. An acceptable portfolio must show:

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

- Holding a first aid at work qualification/medical registration as detailed in Appendix 1

ii. **Knowledge and competency in internal quality assurance – evidenced by:**

- Holding an acceptable internal quality assurance qualification/completing CPD training as detailed in Appendix 3

Internal Quality Assurers must:

- Have knowledge of the requirements of the qualification they are quality assuring at the time any assessment is taking place.
- Have knowledge and understanding of the role of assessors.
- Visit and observe assessments.
- Carry out other related internal quality assurance.

External Quality Assurance

Those involved in the external quality assurance of these qualifications (EQA's) must have knowledge and competency in first aid as well as knowledge and competency in external quality assurance. An acceptable portfolio must show:

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

- Holding a first aid at work qualification/medical registration as detailed in Appendix 1

ii. **Knowledge and competency in external quality assurance – evidenced by:**

- Holding an acceptable external quality assurance qualification as detailed in Appendix 4

External Quality Assurers must:

- Have knowledge of the requirements of the qualification they are quality assuring at the time any assessment is taking place.
- Have knowledge and understanding of the role of Assessors and Internal Quality Assurers.

Assessment and Sources of Evidence

Assessment Centres: Assessment Centres will be responsible for maintaining up-to-date information on trainers, assessors and Internal Quality Assurers and for ensuring the currency of the competence of all those involved in the assessment and internal quality assurance process.

Simulation: Simulation is permitted – Each unit details what may be simulated

Assessment: The assessment should determine a learner's ability to act safely, promptly and effectively when an emergency occurs at work and to deal with a casualty. All learning outcomes in the unit(s) must be achieved. Assessment may take place at any time during the delivery of the qualification and does not need to be done as a final assessment. It is however a requirement for the learner to be aware that assessment is taking place.

Standards of first aid practice: Skills and knowledge must be taught and assessed in accordance with currently accepted first aid practice in the United Kingdom as laid down:

- By the Resuscitation Council (UK); **and**
- In other publications; provided that they are supported by a responsible body of medical opinion.

**Appendix 1:
Occupational Knowledge and Competence in First Aid**

All trainers, assessors, internal quality assurers and external quality assurers must have occupational knowledge and competence in first aid.

This may be evidenced by:

- Holding a qualification issued by an Ofqual/SQA/Qualifications Wales/CCEA Regulation recognised Awarding Organisation/Body (or equivalent¹) as follows:

Qualification delivered:	Minimum qualification to be held by the Trainer/Assessor/IQA/EQA: ¹
First Aid at Work or Emergency First Aid at Work	First Aid at Work
Paediatric First Aid or Emergency Paediatric First Aid	Paediatric First Aid or First Aid at Work

Or

- Current registration as a Doctor with the General Medical Council (GMC)²; **Or**
- Current registration as a Nurse with the Nursing and Midwifery Council (NMC)²; **Or**
- Current registration as a Paramedic with the Health and Care Professions Council (HCPC)².

¹ If the trainer/assessor/IQA/EQA holds a non-regulated first aid qualification the awarding organisation should undertake due diligence to ensure current occupational knowledge and competence.

² Registered healthcare professionals must act within their scope of practice and therefore have current expertise in first aid to teach/assess the subject.

Appendix 2: Acceptable Training/Assessing Qualifications

This list is **not exhaustive** but provides a guide to acceptable training and/or assessing qualifications. Trainers who also assess learner competence must hold a qualification (or separate qualifications) to enable them to perform both functions.

Qualification	Train	Assess*
CURRENT QUALIFICATIONS (available for new trainers/assessors to undertake):		
Level 3 Award in Education and Training	✓	✓
Level 4 Certificate in Education and Training	✓	✓
Level 5 Diploma in Education and Training	✓	✓
Level 3 Award in Teaching and Assessing in First Aid Qualifications (RQF)	✓	✓
Cert Ed/PGCE/B Ed/M Ed	✓	✓
SVQ 3 Learning and Development SCQF Level 8	✓	✓
SVQ 4 Learning and Development SCQF Level 9	✓	✓
TQFE (Teaching Qualification for Further Education)	✓	✓
Planning and Delivering Learning Sessions to Groups SCQF Level 6 (SQA Unit)	✓	✓
SCQF Level 6 Award in Planning and Delivering Learning Sessions to Groups (SQA Accredited)	✓	✓
L&D Unit 6 Manage Learning and Development in Groups SCQF Level 8 (SQA Accredited)	✓	
L&D Unit 7 Facilitate Individual Learning and Development SCQF Level 8 (SQA Accredited)	✓	
L&D Unit 8 Engage and Support Learners in the Learning and Development Process SCQF Level 8 (SQA Accredited)	✓	
Carry Out the Assessment Process SCQF Level 7 (SQA Unit)		✓
Level 3 Award in Assessing Competence in the Work Environment		✓
Level 3 Award in Assessing Vocationally Related Achievement		✓
Level 3 Award in Understanding the Principles and Practices of Assessment		✓
Level 3 Certificate in Assessing Vocational Achievement		✓
L&D Unit 9DI Assess Workplace Competence Using Direct and Indirect Methods SCQF Level 8 (SQA Accredited)		✓
L&D Unit 9D Assess Workplace Competence Using Direct Methods SCQF Level 7 (SQA Accredited)		✓
OTHER ACCEPTABLE QUALIFICATIONS:		
CTLLS/DTLLS	✓	✓
PTLLS with unit 'Principles and Practice of Assessment' (12 credits)	✓	✓
Further and Adult Education Teacher's Certificate	✓	✓
IHCD Instructional Methods	✓	✓
IHCD Instructor Certificate	✓	✓
English National Board 998	✓	✓
Nursing mentorship qualifications	✓	✓
NOCN Tutor Assessor Award	✓	✓
S/NVQ level 3 in training and development	✓	✓
S/NVQ level 4 in training and development	✓	✓
PDA Developing Teaching Practice in Scotland's Colleges SCQF Level 9 (SQA Qualification)	✓	✓
PDA Teaching Practice in Scotland's Colleges SCQF Level 9 (SQA Qualification)	✓	
PTLLS (6 credits)	✓	
Regulated Qualifications based on the Learning and Development NOS 7 Facilitate Individual Learning and Development or NOS 6 Manage learning and development in groups	✓	
Training Group A22, B22, C21, C23, C24	✓	
Learning and Teaching – Assessment and Quality Standards SCQF Level 9 (SQA Unit)		✓

QMS: R320 04 Specification

A1 Assess Candidates Using a Range of Methods or D33 Assess Candidates Using Differing Sources of Evidence		✓
Conduct the Assessment Process SCQF Level 7 (SQA Unit)		✓
A2 Assess Candidate Performance through Observation or D32 Assess Candidate Performance		✓
Regulated Qualifications based on the Learning and Development NOS 9 Assess Learner Achievement		✓

***Assessors who do not hold a formal assessing qualification may alternatively attend First Aid Assessor CPD Training with an Awarding Organisation/Body.**

Appendix 3
Qualifications Suitable for Internal Quality Assurance

This list is not exhaustive but provides a guide to acceptable IQA qualifications:

L&D Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment SCQF Level 8 (SQA Accredited)
Regulated 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
Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
Internal Quality Assurance of the Assessment Process or D34 Internally Verify the Assessment Process.
Internally Verify the Assessment Process SCQF Level 8 (SQA Unit)

NOTE:

IQA's who do not hold a formal IQA qualification may alternatively attend Internal Quality Assurance CPD Training with an Awarding Organisation/Body.

Appendix 4
Qualifications Suitable for External Quality Assurance

This list is not exhaustive but provides a guide to acceptable EQA qualifications:

L&D Unit 12 Externally Monitor and Maintain the Quality of Workplace Assessment SCQF Level 9 (SQA Accredited)
Regulated qualifications based on the Learning and Development NOS 12 Externally Monitor and Maintain the Quality of Assessment
Level 4 Award in the External Quality Assurance of Assessment Processes and Practice
Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice
Conduct External Verification of the Assessment Process SCQF Level 9 (SQA Unit)
V2 – Conduct External Quality Assurance of the Assessment Process or D35 Externally Verify the Assessment Process
Externally Verify the Assessment Process SCQF Level 9 (SQA Unit)

It is understood that not all EQA's will be qualified initially, and that sufficient time should be considered to achieve these qualifications. During this time Awarding Organisations/Bodies must ensure that EQA's are following the principles set out in the current Learning and Development NOS 12 *Externally monitor and maintain the quality of assessment*.

Appendix B: Standards for Duration, Certification and Delivery of First Aid Qualifications

Qualification	Minimum Contact Hours ¹	Minimum Days ²	Maximum Weeks ³	Minimum Session ⁴	Learner/Trainer Ratio ⁵	Certificate Validity ⁶	Annual Refresher ⁷ Recommended
First Aid at Work	18	3	10	2 hours	12:1	3 Years	Yes
First Aid at Work (Requalification)	12	2	6	2 hours	12:1	3 Years	Yes
Emergency First Aid at Work	6	N/A	3	2 hours	12:1	3 Years	Yes
Paediatric First Aid	12	2	6	2 hours	12:1	3 Years	Yes
Emergency Paediatric First Aid	6	N/A	4	2 hours	12:1	3 Years	Yes

The following key refers to classroom based learning only. Please refer to 'Blended Learning in First Aid' section below for amendments relating to blended learning.

1. Time set aside for direct classroom teaching and assessing excluding breaks.
2. Minimum number of days over which the training should be delivered.
3. Maximum number of weeks over which the qualification can be attained. Special considerations may be taken into account to increase this duration if necessary.
4. Minimum duration of any one training session.
5. Maximum number of learners per trainer or learners per assessor at any one time.
6. Validity period of certificate to be calculated from the date of achievement of the final unit.
7. Indicated if annual refreshers are recommended for the qualification in the years between re-qualifying. It is accepted that not all IT systems will allow, but if possible, AOs should indicate that annual refreshers are recommended on certificates, ideally indicating the month/years in which the annual refreshers should take place, along with the date before which full re-qualification should be undertaken.

Blended Learning in First Aid – Quality Assurance Standards

1. The time taken to complete the first aid course should not be reduced. There may be a benefit in flexibility but blended learning should not reduce the overall time required to take the course.
2. The employer should provide paid time for the employee to undertake the training. The employee should not be required to take the distance-learning element of the course in their 'own' time.
3. Following completion of the distance element of learning, the learner must be assessed by a suitably qualified first aid assessor (who has qualifications and experience as described in the First Aid Assessment Principles document/GEIS 3). The first aid assessor must satisfy him/herself that all the assessment criteria for the learning outcomes delivered via distance learning have been met. Auditable evidence should be generated. It is the centres responsibility to confirm the identity of the learner and the authenticity of the evidence.
4. The assessment should be quality assured following national occupational standards (NOS).
5. A minimum of **two-thirds** of the training time should be **face-to-face** learning (e.g. EFAW 4 hours minimum face-to-face).
6. The general practical elements of the training course are the learning outcomes that should be delivered and assessed face-to-face.

Appendix C: Frequently Asked Questions

Internal Quality Assurance

- Q1) How often should Internal Quality Assurance Observations take place?
- A. Most AOs implement a risk based approach to meeting regulatory requirements for quality assuring. In [GEIS3](#), the HSE do specify that each trainer/assessor should have at least **one IQA monitoring visit per year**, which the forum accepted as a **minimum** recommendation. Trainer/assessors who are considered to be higher risk or who train/assess larger numbers of learners are likely need monitoring more frequently than this.

Trainer / Assessor Experience Requirements

- Q2) What is an “acceptable log of teaching first aid within the last 3 years”?
- A. A trainer should have delivered 36 hours (6 x 6 hour days) of teaching first aid within the last 3 years.
- Q3) What is an “acceptable log of first aid assessments conducted within the last 3 years”?
- A. An assessor should have performed assessments on 6 first aid courses in the past three years.
- Q4) What is an “acceptable record of competently teaching theoretical and practical first aid sessions under the supervision of a suitably qualified trainer/assessor”?
- A. A trainer should hold a record of an observation, conducted within the previous 12 months, during which practical and theoretical topics were delivered competently for the following minimum duration:
- New trainers – 6 hours (full day)
 - Experienced trainers – 4 hours

First Aid At Work Equivalents

- Q5) Relating to Appendix 1 of the First Aid Assessment Principles, which alternatives to the First Aid at Work Qualification have already been “mapped” as an acceptable equivalent?
- A. AOs have agreed to update this list as equivalents are mapped:
- Pearson First Person on Scene (FPOS)
 - Level 2 Award in Pool Lifeguarding, Intervention, Supervision and Rescue (QCF)
 - St John Ambulance First Aid at Work Certificate
 - St Andrew’s Ambulance First Aid at Work Certificate
 - QA Level 3 Certificate in First Response Emergency Care
 - QA Level 4 Certificate in First Response Emergency Care
 - QA Level 5 Diploma in First Response Emergency and Urgent Care

Miscellaneous

- Q6) Can a 3 day first aid at work course be combined with a 2 day requalification course? (e.g. learners on the requalification course just attend days 1 and 2)
- A. No.
- Q7) HSE Northern Ireland –are independent assessors required if the FAW qualification is delivered in Northern Ireland?
- A. Yes. There is still the requirement at the final practical assessment that two suitably qualified assessors, who have not been involved in the teaching, must conduct the final assessment for each student. However, it is acceptable to use one assessor when the number of students on a course is no greater than six provided the quality of the assessment is not compromised.
- Q8) RC(UK) have integrated AED use as a standard part of CPR. To what level should this be assessed?
- A. It was agreed that an assessment in Cardio Pulmonary Resuscitation (or CPR) must include:
- **Places AED pads correctly; and**
 - **Follows AED instructions**

It was agreed that the above is **not designed to replace more in-depth AED training**, but to give a first aider the confidence to use an AED if one is available.

It was agreed that it is possible include AED use to the above depth without adding further time to the qualification, therefore TQT will not be affected.

Resources

Training

Centres may use their own, or published learner support materials in delivering the qualification. Whatever support materials centres choose to use, they should ensure that their delivery methodology adequately prepares the learner for assessment.

IQ endorses published training resources and learner support materials by submitting the materials to a rigorous and robust quality assurance process, thus ensuring such materials are relevant, valid and appropriately support the qualification.

Useful Websites

The Scottish Qualifications Authority (SQA)	www.sqa.org.uk
Skills for Health (Sector Skills Council)	www.skillsforhealth.org.uk
Office of Public Sector Information	www.legislation.gov.uk
Health and Safety Executive Scotland	www.hse.gov.uk/scotland
The Scottish Government	home.scotland.gov.uk/home
The Scottish Parliament	www.scottish.parliament.uk
Equality and Human Rights Commission Scotland	www.equalityhumanrights.com/scotland