



QUALIFI

SUCCESS THROUGH LEARNING
RECOGNISED WORLDWIDE

Level 3 Award in Emergency First Aid at Work

Qualification Specification

December 2022

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About QUALIFI

QUALIFI is recognised and regulated by Ofqual (Office of Qualifications and Examinations Regulator). Our Ofqual reference number is RN5160. Ofqual regulates qualifications, examinations, and assessments in England.

As an Ofqual recognised Awarding Organisation, QUALIFI is required to conduct external quality assurance to ensure that centres approved for the delivery and assessment of QUALIFI's qualifications meet the required standards.

Why Choose QUALIFI Qualifications?

QUALIFI qualifications aim to support learners to develop the necessary knowledge, skills and understanding to support their professional development within their chosen career and or to provide opportunities for progression to further study.

Our qualifications provide opportunities for learners to:

- apply analytical and evaluative thinking skills
- develop and encourage problem solving and creativity to tackle problems and challenges
- exercise judgement and take responsibility for decisions and actions
- develop the ability to recognise and reflect on personal learning and improve their personal, social, and other transferable skills.

Employer Support for the Qualification Development

During the development of this qualification QUALIFI consults with a range of employers, providers, and existing centres (where applicable) to ensure rigour, validity, and demand for the qualification and to ensure that the development considers the potential learner audience for the qualification and assessment methods.

Equality and Diversity

QUALIFI's qualifications are developed to be accessible to all learners who are capable of attaining the required standard. QUALIFI promotes equality and diversity across aspects of the qualification process and centres are required to implement the same standards of equal opportunities and ensure teaching and learning are free from any barriers that may restrict access and progression.

Learners with any specific learning need should discuss this in the first instance with their approved centre who will refer to QUALIFI's Access to Fair Assessment Policy.

Qualification Title and Accreditation Number

This qualification has been accredited to the Regulated Qualification Framework (RQF) and has its own unique Qualification Accreditation Number (QAN). This number will appear on the learner's final certification document. Each unit within the qualification has its own RQF code. The QAN for this qualification is as follows:

QUALIFI Level 3 Award in Emergency First Aid at Work 610/1767/X

This qualification is valid for a period of 3 years.

Qualification Aims and Learning Outcomes

Aims of the QUALIFI Level 3 Award in Emergency First Aid at Work

The aim of the QUALIFI Level 3 Award in Emergency First Aid at Work is to provide learners with the skills, knowledge and understanding to support individuals carrying out an emergency first aid role in the workplace.

NB: This qualification must be renewed every three years.

This qualification develops the learner's knowledge, understanding and skills in delivering first aid in the workplace and will support their role in the workplace. This qualification looks to address the requirements for First Aid at Work as outlined in the Health and Safety (First Aid) Regulations 1981 and the Health and Safety (First Aid) Regulations (Northern Ireland) 1982.

Successful completion of the QUALIFI Level 3 Award in Emergency First Aid at Work provides learners with the opportunity to progress to further study or employment.

Learning outcomes of the QUALIFI Level 3 Award in Emergency First Aid at Work

The overall learning outcomes of the qualification are for learners to:

- understand the role and responsibilities of a first aider
- be able to assess an incident
- be able to provide first aid to an unresponsive casualty
- be able to provide first aid to a casualty who is choking
- be able to provide first aid to a casualty with external bleeding
- know how to provide first aid to a casualty who is in shock
- know how to provide first aid to a casualty with minor injuries.

The learning outcomes and assessment criteria for the unit are outlined in the unit specifications.

Delivering the Qualification

External Quality Assurance Arrangements

All centres are required to complete an approval process to be recognised as an approved centre. Centres must have the ability to support learners. Centres must commit to working with QUALIFI and its team of External Quality Assurers (EQAs). Approved Centres are required to have in place qualified and experienced tutors, all tutors are required to undertake regular continued professional development (CPD).

Approved centres will be monitored by QUALIFI External Quality Assurers (EQAs) to ensure compliance with QUALIFI requirements and to ensure that learners are provided with appropriate learning opportunities, guidance, and formative assessment.

QUALIFI's guidance relating to invigilation, preventing plagiarism and collusion will apply to centres.

QUALIFI, unless otherwise agreed:

- sets all assessments
- moderates assessments prior to certification
- awards the final mark and issues certificates.

Internal Quality Assurance Requirements

Each centre must have access to a suitably qualified Internal Quality Assurer (IQA). The IQA cannot verify the delivery or assessment of individual learners or cohorts of learners where the IQA has been involved in the delivery or assessment of the qualification for those learners.

Learner Induction and Registration

Approved Centres should ensure all learners receive a full induction to their study programme and the requirements of the qualification and its assessment.

All learners should expect to be issued with the course handbook and a timetable and meet with their personal tutor and fellow learners. Centres should assess learners carefully to ensure that they are able to meet the requirements of the qualification and that, if applicable, appropriate pathways or optional units are selected to meet the learner's progression requirements.

Centres should check the qualification structures and unit combinations carefully when advising learners. Centres will need to ensure that learners have access to a full range of information, advice, and guidance to support them in making the necessary qualification

and unit choices. During recruitment, approved centres need to provide learners with accurate information on the title and focus of the qualification for which they are studying.

All learners must be registered with QUALIFI within the deadlines outlined in the QUALIFI Registration, Results and Certification Policy and Procedure.

Entry Criteria

There are no other pre-requisites for this qualification. Entry is at the discretion of the centre; however, learners should be able to work at Level 2 and above and should be aged 16 years and over.

Learners must demonstrate first aid procedures as part of their assessment, as they would in a real work environment, including providing CPR to a casualty on the floor. Therefore, learners must be physically capable of performing CPR on the floor.

Learners must have sufficient command of the English language to understand and undertake the recommended assessment methods for this qualification.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a method of assessment (leading to the award of credit) that considers whether learners can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and so do not need to develop through a course of learning.

QUALIFI encourages centres to recognise learners' previous achievements and experiences whether at work, home or at leisure, as well as in the classroom. RPL provides a route for the recognition of the achievements resulting from continuous learning. RPL enables recognition of achievement from a range of activities using any valid assessment methodology. Provided that the assessment requirements of a given unit or qualification have been met, the use of RPL is acceptable for accrediting a unit, units, or a whole qualification.

Evidence of learning must be valid and reliable. For full guidance on RPL please refer to QUALIFI's *Recognition of Prior Learning Policy*.

Data Protection

All personal information obtained from learners and other sources in connection with studies will be held securely and will be used during the course and after they leave the course for a variety of purposes and may be made available to our regulators. These should be all explained during the enrolment process at the commencement of learner studies. If

learners or centres would like a more detailed explanation of the partner and QUALIFI policies on the use and disclosure of personal information, please contact QUALIFI via email support@qualifi-international.com

Learner Voice

Learners can play an important part in improving the quality through the feedback they give. In addition to the on-going discussion with the course team throughout the year, centres will have a range of mechanisms for learners to feed back about their experience of teaching and learning.

Professional Development and Training for Centres

QUALIFI supports its approved centres with training related to our qualifications. This support is available through a choice of training options offered through publications or through customised training at your centre.

The support we offer focuses on a range of issues including:

- planning for the delivery of a new programme
- planning for assessment and grading
- developing effective assignments
- building your team and teamwork skills
- developing learner-centred learning and teaching approaches
- building in effective and efficient quality assurance systems.

Please contact us for further information.

Progression and Links to other QUALIFI Programmes

Completing the **QUALIFI Level 3 Award in Emergency First Aid at Work** will enable learners to progress to Employment in an associated profession – senior support workers, ass/deputy management, service managers, L and D professionals.

Qualification Structure and Requirements

Credits and Total Qualification Time (TQT)

The QUALIFI Level 3 Award in Emergency First Aid at Work is made up of 1 credit which equates to 10 hours of TQT and 6 hours of GLH.

Total Qualification Time (TQT): is an estimate of the total amount of time that could reasonably be expected to be required for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.

Examples of activities that can contribute to Total Qualification Time includes: guided learning, independent and unsupervised research/learning, unsupervised compilation of a portfolio of work experience, unsupervised e-learning, unsupervised e-assessment, unsupervised coursework, watching a pre-recorded podcast or webinar, unsupervised work-based learning.

Guided Learning Hours (GLH): are defined as the time when a tutor is present to give specific guidance towards the learning aim being studied on a programme. This definition includes lectures, tutorials, and supervised study in, for example, open learning centres and learning workshops, live webinars, telephone tutorials or other forms of e-learning supervised by a tutor in real time. Guided learning includes any supervised assessment activity; this includes invigilated examination and observed assessment and observed work-based practice.

Rules of Combination for QUALIFI Level 3 Award in Emergency First Aid at Work

The unit is mandatory.

Unit Reference	Mandatory Units	Level	TQT	Credit	GLH
R/650/4839	Emergency First Aid in the Workplace	3	10	1	6
Total			10	1	6

Achievement Requirements

Learners must demonstrate they have met all learning outcomes and assessment criteria for all the required units to achieve this qualification. QUALIFI will issue certificates to all successful learners via their registered centres.

Awarding Classification/Grading

This qualification grading is **Pass/Fail**.

All units will be internally assessed through written assignment, internally marked by the QUALIFI approved centre and subject to external quality assurance by QUALIFI.

Assessment Strategy and Methods

Learner assessments will be internally marked by the approved centre and will be subject to external quality assurance by QUALIFI prior to certification.

Learners are assessed for this qualification through:

Multiple-Choice Questions

The MCQ paper will be taken under examination conditions, i.e., learners will sit a minimum of 1.25m from the next learner, will not confer during the examination and no electronic devices (such as mobile phones) or books, including dictionaries, will be permitted.

Theory Assessment

Language of assessment	English
Duration	30 minutes
Pass mark	75% (12/16)

Practical Tasks

Learners are assessed completing several practical first aid tasks.

Language of assessment	English
Duration	As required
Pass mark	100%
Grading	Pass/Fail

Unit Specifications

Unit EFAW301 Emergency First Aid in the Workplace

Unit code: R/650/4839

RQF Level: 3

Unit Aim:

The aim of this unit is to allow the learner to develop the skills, knowledge and understanding required to deal effectively with a range of emergencies in the workplace requiring first aid.

Learning Outcomes and Assessment Criteria

Learning Outcomes When awarded credit for this unit, a learner will:	Assessment Criteria Assessment of this learning outcome will require a learner to demonstrate that they can:
1. Understand the role and responsibilities of a first aider	1.1 Describe the role of the first aider and their key responsibilities.
	1.2 Describe how to minimise the risk of infection to self and others.
	1.4 Describe 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 Recognise when to administer Cardio-Pulmonary 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 Describe 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 Recognise when choking is mild or 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 Recognise 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 Describe how to recognise a casualty who is suffering from shock.
	6.2 Describe 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 Describe how to administer first aid to a casualty with small cuts, grazes, bruises, and small splinters.
	7.2 Describe how to administer first aid to a casualty with minor burns and scalds.

Assessment Guidance

For the assessment of knowledge and understanding criteria, learners are required to provide written responses to the questions in this workbook, providing examples drawn from the workplace or case studies where possible. It is a requirement that learners are able to analyse and demonstrate their understanding by use of theories, principles and models that are relevant to the subject matter.

Unit 1: Emergency First Aid in the Workplace

1. The learner will: Understand the role and responsibilities of a first aider		
Assessment Guidance		Types of Evidence
1.1	The learner must describe the role of the first aider and their key responsibilities including : managing hazards; prioritising casualties, identifying possible injuries; identifying and knowing how to use appropriate first aid equipment found in the workplace; principles of effective casualty communication.	MCQ
1.2	The learner must describe how to minimise the risk of infection to self and others through using sterile equipment correctly; correct disposal of used, disposable first aid equipment; importance of handwashing and the reasons for this.	MCQ
1.3	The learner must describe the need for consent to provide first aid including why consent should be obtained from the patient; when it should be obtained; when consent can be presumed.	MCQ

2. The learner will: Be able to assess an incident		
Assessment Guidance		Types of Evidence
2.1	The learner must conduct a scene survey demonstrating their awareness of the environment, including other hazards that could affect themselves, potential casualties, and bystanders; identify available first aid equipment.	Observation
2.2	The learner must conduct a primary survey of a casualty demonstrating their awareness of dangers, response, open airway, and a breathing check.	Observation
2.3	The learner must summon appropriate assistance when necessary , demonstrating this on completion of the primary survey and requesting	Observation

	appropriate assistance from bystanders or the emergency services.	
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3. The learner will: Be able to provide first aid to an unresponsive casualty		
Assessment Guidance		Types of Evidence
3.1	The learner must recognise when to administer Cardio-Pulmonary Resuscitation (CPR) differentiating between casualties who require resuscitation and those who should be placed in the recovery position.	Observation
3.2	The learner must demonstrate CPR using a manikin in accordance with current Resuscitation Council (UK) guidelines.	Observation
3.3	The learner must justify when to place a casualty into the recovery position differentiating between casualties who require resuscitation and those who should be placed into the recovery position.	Observation
3.4	The learner must demonstrate how to place a casualty into the recovery position in accordance with current Resuscitation Council (UK) guidelines.	Observation
3.5	The learner must describe how to administer first aid to a casualty who is experiencing a seizure including actions to take whilst a casualty is in seizure; management of the casualty once the seizure has stopped; know when it is recommended to call the emergency services.	MCQ

4. The learner will: Be able to provide first aid to a casualty who is choking		
Assessment Guidance		Types of Evidence
4.1	The learner must describe when choking is mild or severe and demonstrate how to recognise the features of a mild and a severe obstruction of the airway.	Observation
4.2	The learner must demonstrate how to administer first aid to a casualty who is choking following the treatment protocol for choking casualties in accordance with the Resuscitation Council (UK) guidelines.	Observation
5. The learner will: Be able to provide first aid to a casualty with external bleeding		
Assessment Guidance		Types of Evidence

5.1	The learner must describe the severity of external bleeding and the characteristics of capillary, venous and arterial bleeding.	Observation
5.2	The learner must demonstrate how to control external bleeding managing a casualty with a bleed; dressing common wounds to the head, arm, hand, and leg.	Observation

6. The learner will: Know how to provide first aid to a casualty who is in shock		
Assessment Guidance		Types of Evidence
6.1	The learner must describe how to recognise a casualty who is suffering from shock including the common recognition features of a casualty in hypovolemic shock.	MCQ
6.2	The learner must describe how to administer first aid to a casualty who is suffering from shock including the recommended first aid treatment for hypovolemic shock: position of the casualty; keeping them warm; nil by mouth; moisten their lips; reassure them; refer to the emergency services.	MCQ

7. The learner will: Know how to provide first aid to a casualty with minor injuries		
Assessment Guidance		Types of Evidence
7.1	The learner must describe how to administer first aid to a casualty with small cuts, grazes, bruises, and small splinters following the recommended treatment for such injuries according to current accepted first aid practice and manuals.	MCQ
7.2	The learner must describe how to administer first aid to a casualty with minor burns and scalds following the recommended treatment for such injuries according to current accepted first aid practice and manuals.	MCQ

Contact Details

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