

Qualification Specification

QNUK Level 3 Award in
First Aid at Work (RQF)

603/2453/3

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1. Introduction

Qualifications Network Limited (QNUK) is an Awarding Organisation recognised and regulated by the Office of Qualifications and Examinations (Ofqual) in England, the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland and Qualifications Wales.

This specification outlines key information required by users of the qualification to ensure they can make an informed decision about the suitability of the qualification they are taking or proposing to take for the purposes that they intend to use it.

2. Contact Us

Please get in touch if you need any advice or guidance with this qualification.

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3. Version Number

Centres should make sure they are using the most up to date document by checking the footer which will confirm the current version number.

Version 3: Dec 2021 – new qualification template applied

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4. Qualification Objective

This qualification develops the learner's knowledge, understanding and skills in delivering first aid in the workplace and will support a role in the workplace. This qualification meets 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.

5. Geographical Coverage of this Qualification

This qualification is available across the UK

6. Benefit for Learners

This qualification will provide learners with the skills, knowledge and understanding to support individuals carrying out a first aid role in the workplace.

7. Progression

Learners could progress to the:

- QNUK Level 3 Award in Responding to Incidents with an AED (RQF)

8. Recognition of Prior Learning

QNUK would welcome requests for recognition of prior learning (RPL) where a learner is able to provide sufficient, reliable and valid evidence, such as:

- Achievement of the Level 3 Award in Emergency First Aid at Work (RQF)

9. Complementary Courses

The QNUK Level 3 Award in Responding to Incidents with an AED (RQF) or the QNUK Award in Responding to Anaphylactic Reactions (RQF) could be delivered alongside this qualification; extra learning time is required to cover the additional content.

This qualification will complement any course, providing learners with an additional skillset enhancing their employability.

10. Qualification Information

Qualification Number (QN)	603/2453/3
Learning Aim	60324533
Total Qualification Time (TQT)	22
Guided Learning Hours (GLH)	18
Credit value	2
Level	3
Validity	3 years
Assessment	Invigilated MCQ paper and observed practical tasks
Achieving the qualification	Learners must achieve the 2 mandatory units

11. Qualification Structure

Unit No.	Unit Title	Level	Credit	GLH
Mandatory units				
K/616/4940	Emergency First Aid in the Workplace	3	1	6
T/616/4942	Recognition and management of illness and injury in the workplace	3	1	12

The learning outcomes for the qualification may be found in Appendix 1. The Assessment Guidance details the assessment criteria which are used to determine if a learner has met the requirements of the learning outcomes. Further depth of coverage is also provided in the Assessment Guidance.

12. Learner Entry Requirements

There are no specific recommended prior learning requirements for this qualification. Entry is at the discretion of the centre; however, learners should be aged 16 years and over who are able to undertake the responsibilities associated with being a workplace first aider.

Learners aged 14 - 16 may take the qualification; however, they should not be relied upon to be the sole first aider.

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.

There are no other pre-requisites for this qualification. However, learners should be able to work at level 2 and above.

13. Delivery

This qualification is delivered in a face-to-face setting over a three-day period. Learners should complete the qualification within 10 weeks.

Learners may complete the qualification over a two-day period where they hold a valid first aid certificate, or their current certificate has not expired by more than one month.

13.1. Venue Requirements

The training venue should be suitable for learning and meet all relevant Health and Safety requirements.

13.2. Equipment Requirements

Each centre offering this qualification should ensure the following are available:

- suitable presentation materials
- reference manual (Learners may be required to purchase these separately)
- suitable number of resuscitation manikins (one adult manikin per four learners)
- suitable manikin disinfectant wipes
- suitable number of AED training devices (one unit per four learners)
- first aid kits containing a range of equipment including dressings and bandages as appropriate for

- the work environment
- a range of adrenaline auto injector training devices which anaphylaxis is assessed
- other first aid equipment as appropriate for the individual setting

13.3. Blended Learning

Blended learning is acceptable for this qualification; however, the online system must meet the requirements outlined by the Health and Safety Executive, provided suitable controls are in place to ensure learners complete all elements.

A maximum of one third of the guided learning hours can be taken as blended learning.

13.4. Trainer to Learner Ratio

The maximum trainer to learner ratio for this qualification is 1: 12

14. Centre Personnel Requirements

This qualification is delivered by suitably qualified trainers.

All those who deliver and assess this qualification must:

1. Hold a current First Aid at Work Certificate (issued by an Ofqual/SQA/Welsh Government recognised Awarding Organisation/Body, a First aid at work issued by a Recognised Voluntary Aids Society; or
2. Hold a regulated Pre-hospital care course at level 3 or above; or
3. Hold a current Offshore First Aid Certificate issued by a HSE approved training provider **or**
4. Have a current registration as a Doctor with the General Medical Council (GMC). **Or**
5. Have a current registration as a Nurse with the Nursing and Midwifery Council (NMC). **Or**
6. Have a current registration as a Paramedic with the Health and Care Professions Council (HCPC).
7. Hold one of the following qualifications or their recognised equivalent:
 - a. Cert Ed/PGCE/B Ed/M Ed
 - b. CTLLS/DTLLS
 - c. PTLLS (12 credits)
 - d. Further and Adult Education Teacher's Certificate
 - e. IHCD Instructional Methods
 - f. IHCD Instructor Certificate
 - g. S/NVQ level 3 in training and development
 - h. S/NVQ level 4 in training and development
 - i. TQFE (Teaching Qualification for Further Education)
 - j. English National Board 998
 - k. Nursing mentorship qualifications
 - l. NOCN Tutor Assessor Award
 - m. Level 3 Award in Education and Training (QCF/RQF)
 - n. Level 4 Certificate in Education and Training (QCF/RQF)
 - o. Level 5 Diploma in Education and Training (QCF/RQF)
8. If none of the above teaching/assessing qualifications are held, delivery staff must hold both a teaching qualification AND assessing qualification from the list below
 - a. Accredited Qualifications based on the Learning and Development NOS 7 Facilitate Individual Learning and Development (Teaching)
 - b. Training Group A22, B22, C21, C23, C24 (Teaching)
 - c. SQA Accredited Planning and Delivering Learning Sessions to Groups (Teaching)
 - d. A1 (D32/33) – Assess candidates using a range of methods (Assessing)

- e. A2 (D32) – Assess candidates’ performance through observation (Assessing)
- f. Regulated Qualifications based on the Learning and Development NOS 9 Assess Learner Achievement (Assessing)
- g. SQA Accredited Learning and Development Unit 9DI – Assess workplace competences using direct and indirect methods – replacing Units A1 and D32/33 (Assessing)
- h. SQA Accredited Learning and Development Unit 9D - Assess workplace competence using direct methods – replacing Units A2 and D32 (Assessing)
- i. SQA Carryout the Assessment Process (Assessing)
- j. Level 3 Award in Assessing Competence in the Work Environment (QCF/RQF) (Assessing)
- k. Level 3 Award in Assessing Vocationally Related Achievement (QCF/RQF) (Assessing)
- l. Level 3 Award in Understanding the Principles and Practices of Assessment (QCF/RQF) (Assessing)
- m. Level 3 Certificate in Assessing Vocational Achievement (QCF/RQF) (Assessing)
- n. Assessor/IQA CPD Day (Assessing)

9. Show current evidence of continuing professional development in teaching, assessment and the subject matter.

Internal Quality Assurance Requirements

Each centre must have access to a suitably qualified 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.

All those who are involved with the quality assurance of this qualification **internally** must:

1. have up-to-date working knowledge and experience of best practice in assessment and quality assurance;
2. meet the delivery staff requirements for this qualification:
3. hold one of the following internal quality assurance qualifications or their recognised equivalent:
 - a. Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (QCF/RQF); or
 - b. Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (QCF/RQF); or
 - c. V1 Conduct internal quality assurance of the assessment process; or
 - d. D34 Internally verify the assessment process; or
 - e. Have completed an assessor/ IQA CPD event from an Awarding Organisation
4. show current evidence of continuing professional development in assessment, quality assurance and the subject matter.

15. Assessment Requirements

Learners are assessed for this qualification through:

15.1. Multiple-Choice Question Paper

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

Language of assessment	English
Duration	60 minutes
Pass mark	70% (28/40)

Grading

Pass/Fail

Example MCQs are included at Appendix 2.

15.2. Practical Tasks

Learners are assessed completing several practical first aid tasks.

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

16. Moderation

The level of external moderation required for this qualification will be risk based and in line with the Centre Assessment Standards Scrutiny Strategy applicable to this qualification.

There may be situations within the centre devised assessment methodology that require observations, in these situations QNUK EQA Department will also require to conduct verification visits to ensure the accuracy and consistency of assessment decisions.

QNUK EQA Department will advise the centre of the required levels of moderation/verification to anticipate for this qualification upon centre approval for delivery.

17. Reasonable Adjustments

Learners are required to complete the assessments in a manner appropriate to the purpose of the qualification.

This qualification requires learners to be able to perform relevant practical first aid tasks, some of which may be on the floor, during the summative assessment. It is a mandatory requirement for all learners to be able to demonstrate these activities and no adjustments or considerations can be made for this.

The prescribed assessment methods for this qualification should not unfairly disadvantage learners who would otherwise be able to demonstrate competence in line with the purpose of the qualification. Learners should contact their centre to discuss reasonable adjustment if they feel the prescribed assessment methods would disadvantage them.

18. Results

The centre is required to submit learner results within 10 working days of assessment to Qualifications Network UK for moderation. We will issue verified results and appropriate certification to the approved centre within 7 working days of receiving the results. Centres will forward results and/or certificates to learners, who can expect to receive them within 20 working days of taking the assessment. If learners have not received results and/or certificates within 25 working days, they should contact the centre in the first instance.

Appendix 1: Units

Unit 1 Emergency First Aid in the Workplace (K/616/4940)

Unit Summary

The learner will develop the skills, knowledge and understanding to deal effectively with a range of emergencies in the workplace requiring first aid.

1. The learner will: Understand the role and responsibilities of a first aider		
Assessment Guidance		Types of Evidence
1.1	The learner must identify 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 identify 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 identify 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 appropriate assistance from bystanders or the emergency services.	Observation

3. The learner will: Be able to provide first aid to an unresponsive casualty		
Assessment Guidance		Types of Evidence
3.1	The learner must identify 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 identify 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
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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 identify 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 current 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 identify 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 identify how to recognise a casualty who is suffering from shock including the common recognition features of a casualty in hypovolaemic shock.	MCQ
6.2	The learner must identify how to administer first aid to a casualty who is suffering from shock including the recommended first aid treatment for hypovolaemic 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 identify 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 identify 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

Unit 2 Recognition and Management of Illness and Injury in the Workplace (T/616/4942)

Unit Summary

The learner will develop the skills, knowledge and understanding to deal effectively with a range of advanced emergencies in the workplace requiring first aid.

1. The learner will: Be able to conduct a secondary survey		
Assessment Guidance		Types of Evidence
1.1	The learner must identify the information to be collected when gathering a casualty history including signs and symptoms; allergies; medication; past medical history; last meal/drink; events that have led to this.	MCQ
1.2	The learner must demonstrate how to conduct a head to toe survey on an unresponsive casualty and know how to perform top-to-toe on a conscious casualty.	MCQ

2. The learner will: Be able to provide first aid to a casualty with suspected injuries to bones, muscles and joints		
Assessment Guidance		Types of Evidence
2.1	The learner must identify how to recognise suspected fractures, dislocations, sprains and strains of a limb or digits.	MCQ
2.2	The learner must identify how to administer first aid for fractures, dislocations, sprains and strains including how to support limbs or digits.	MCQ
2.3	The learner must demonstrate how to apply a support sling and an elevated sling using a recognised technique.	Observation

3. The learner will: Be able to provide first aid to a casualty with suspected head and spinal injuries		
Assessment Guidance		Types of Evidence
3.1	The learner must identify how to recognise suspected head and spinal injuries including common signs and symptoms of mild and severe head injuries; suspected spinal injury in a conscious casualty.	MCQ
3.2	The learner must identify how to administer first aid for a suspected head injury including management of the injury; casualty position; when the emergency services should be contacted.	MCQ
3.3	The learner must demonstrate how to administer first aid for a suspected spinal injury including correct management of a casualty who is conscious; unconscious and breathing; unconscious and not breathing; perform a spinal log roll as part of a team.	Observation

4. The learner will: Know how to provide first aid to a casualty with suspected chest injuries		
Assessment Guidance		Types of Evidence
4.1	The learner must identify how to recognise a suspected flail chest and penetrating chest injury ensuring all recognition features are covered.	MCQ
4.2	The learner must identify how to administer first aid for a suspected flail chest and penetrating chest injury in accordance with current, approved first aid	MCQ

	guidance.	
5. The learner will: Know how to provide first aid to a casualty with burns and scalds		
Assessment Guidance		Types of Evidence
5.1	The learner must identify the factors that affect the severity of burns and scalds including size; cause; age of casualty; location of the burn; depth of burn.	MCQ
5.2	The learner must identify how to administer first aid for burns involving dry heat, wet heat, electricity and chemicals in accordance with current British Burns Association guidelines.	MCQ

6. The learner will: Know how to provide first aid to a casualty with an eye injury		
Assessment Guidance		Types of Evidence
6.1	The learner must identify how to administer first aid for eye injuries involving dust, chemicals or embedded objects in accordance with current, approved first aid guidance.	MCQ

7. The learner will: Know how to provide first aid to a casualty with sudden poisoning		
Assessment Guidance		Types of Evidence
7.1	The learner must identify the routes that poisons can take to enter the body including injection; ingestion; inhalation; absorption.	MCQ
7.2	The learner must identify how to administer first aid to a casualty affected by sudden poisoning involving common poisons including chemicals; over the counter medications; food; plants.	MCQ
7.3	The learner must identify the sources of information for treating those affected by sudden poisoning including common sources of information such as product labels and COSHH data sheets.	MCQ

8. The learner will: Know how to provide first aid to a casualty with anaphylaxis		
Assessment Guidance		Types of Evidence
8.1	The learner must identify common triggers for anaphylaxis including peanuts; tree nuts such as almonds, walnuts, cashews, brazils; fish and shellfish; dairy products and eggs; wasp or bee stings; natural latex (rubber); penicillin and other drugs or injections.	MCQ
8.2	The learner must identify how to recognise suspected anaphylaxis according to current accepted first aid practice and manuals including casualty appearing anxious; swelling of the throat, mouth and face; flushed, blotchy skin; distressed breathing; rapid weak pulse; if reaction is severe the casualty may become unconscious and stop breathing.	MCQ
8.3	The learner must identify how to administer first aid to a casualty suffering from anaphylaxis including scene management; current practice on casualty positioning; when to contact the emergency services; administration of adrenaline auto injector (AAI).	MCQ

9. The learner will: Know how to provide first aid to a casualty with suspected major illness		
Assessment Guidance		Types of Evidence
9.1	<p>The learner must identify how to recognise a suspected:</p> <ul style="list-style-type: none"> • Heart attack • Stroke • Epileptic seizure • Asthma attack • Diabetic emergency <p>including features in accordance with current, approved first aid guidance.</p>	MCQ
9.2	<p>The learner must identify how to administer first aid to a casualty suffering from:</p> <ul style="list-style-type: none"> • Heart attack • Stroke • Epileptic seizure • Asthma attack • Diabetic emergency <p>including scene management, reducing the effects of the event, suitable positioning, and when the emergency services should be contacted.</p>	MCQ

Appendix 2: Specimen Assessment Material

1. At what point should an ambulance be called for a casualty who is having a seizure?

- A Immediately in all cases
- B If the seizure lasts longer than normal
- C Only if the casualty has never had a seizure before
- D Only if the casualty is a child

2. Which **one** of the following is a treatment for a casualty suffering from shock?

- A Allow a drink of warm sweet tea
- B Allow sips of a suitable sports drink
- C Give nothing to eat or drink
- D Provide small amounts of water

3. Which of the following items should **NOT** be found in a first aid kit?

- A Dressings
- B Ice pack
- C Safety pins
- D Paracetamol