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## Qualification Specification

# Highfield Level 2 Award in Basic Life Support and Safe Use of an Automated External Defibrillator (RQF)

Qualification Number: 601/8280/5

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## Highfield Level 2 Award in Basic Life Support and Safe Use of an Automated External Defibrillator (RQF)

### Introduction

This qualification specification is designed to outline all you need to know to offer this qualification at your centre. If you have any further questions, please contact your account manager.

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### Qualification regulation and support

The Highfield Level 2 Award in Basic Life Support and Safe Use of an Automated External Defibrillator (RQF) has been developed and is awarded by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF is a qualification framework regulated by Ofqual and CCEA Regulation. The qualification is also regulated by Qualifications Wales.

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### Key facts

<b>Qualification number:</b>	601/8280/5
<b>Learning aim reference:</b>	60182805
<b>Credit value:</b>	1
<b>Assessment method:</b>	Practical demonstration and multiple-choice theory assessment
<b>Guided learning hours (GLH):</b>	4
<b>Contact hours:</b>	4
<b>Total qualification time (TQT):</b>	5

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### Qualification overview and objective

The objective of this qualification is to allow learners to develop their knowledge and skills in basic life support to meet the needs of their role in work, or another setting, and allows progression into further first aid training. It is recommended for first-aiders in the workplace environment who have access to a defibrillator.

Learners gaining this qualification will know that cardiopulmonary resuscitation and automated external defibrillation form an essential part of the chain of survival. The topics covered are regarded by Skills for Health as being important in maintaining good practice in the safe, prompt and effective administration of cardiopulmonary resuscitation and automated external defibrillation. The qualification means learners should be able to safely and effectively use an automated external defibrillation machine.

In line with industry guidance, after 3 years it is recommended that they sit the course again.

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### Entry requirements

There are no specific entry requirements for this qualification however learners are advised to have a minimum of level 1 literacy.

There is no specific age restriction for this qualification however centres must assess the suitability of learners on completing the course and ensure they are able to effectively perform CPR prior to registration.

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### Delivery/assessment ratios

To effectively deliver and assess this qualification, centres are recommended not to exceed the ratio of 12 learners to 1 tutor/assessor in any one instance. If centres wish to increase this ratio, they must first request approval from Highfield.

### Centre requirements

To effectively deliver and assess this qualification, centres must have the following resources in place:

- One training defibrillator available for every 4 learners
- Resuscitation manikins, at a minimum ratio of 1 manikin for every 4 learners
- Sufficient procedures must be in place to ensure hygiene during the use of resuscitation manikins and other training equipment
- Sufficient audio-visual equipment and training aids should be available to facilitate learning using a variety of teaching methods
- Training rooms that have carpeted floors or mats/blankets provided, for use during practical sessions
- Training rooms must meet acceptable health and safety standards and be conducive to learning. They should be large enough and have sufficient seating and room to undertake practical exercises.

### Guidance on delivery

The total qualification time for this qualification is 5 however it has been agreed with the HSE that the qualification has a minimum contact time of 4 hours. Courses are likely to run over a period of a half day or 1 day, depending on course design by the centre.

TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming guided learning hours) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance.

This qualification may be delivered by blended learning where the following principles are adhered to:

- 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.
- A minimum of two-thirds of the training time should be face-to-face learning
- The practical content of the learning outcomes should be delivered and assessed face-to-face.

In addition, where learners are set work to complete that forms part of the assessment during any distance learning, centres must adhere to the principles below:

- Following completion of the distance element of learning, the learner must be assessed by a suitably qualified first aid assessor.
- The first aid assessor must be satisfied that all the assessment criteria for the content delivered by distance learning have been met and auditable evidence should be generated for this purpose.

- It is the centre's responsibility to confirm the identity of the learner and the authenticity of the evidence.
- The assessment should be quality assured.

The HSE requirements also state that this qualification may also be delivered over a maximum of a 3-week period, with the minimum duration of each training session being 2 hours.

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### Guidance on assessment

Highfield has created assessment paperwork for each component of the assessment, which are each graded pass/fail:

#### 1] Practical observation

The practical assessment is completed throughout the course delivery. This ongoing assessment requires learners to demonstrate practical first aid skills. The practical assessment will be recorded using the practical matrix within the Assessment Pack.

#### 2] Centre-marked multiple-choice theory assessment

Learners are required to answer a series of questions contained within theory question papers, available to download from the members' area of the website. Oral questioning may be used. In this case, the assessor should document the responses within the assessment pack.

Learners **must** achieve a pass in each element to pass the qualification.

Assessment must be undertaken in **controlled conditions**. This means:

- books and other training aids must not be accessed by the learners.
- at least one authorised member of staff must be present in the assessment area while the assessment is being carried out.
- learners may complete the theory assessment in more than one sitting however the centre must collect the paperwork and hold it securely until the assessment recommences.

For more information, please refer to the Highfield Qualifications Core Manual.

Sample assessment materials are included within appendix 3 of this qualification specification. A full explanation of how to use the Highfield assessment paperwork is provided in the **Tutor, Assessor and Internal Quality Assurance Support Pack**, available to download from the Members' Area of the Highfield website.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

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## Guidance on quality assurance

Highfield require centres to have in place a robust mechanism for internal quality assurance (IQA). IQA must be completed by an appropriately qualified person and that person must not have been involved in any aspect of the delivery or assessment of the course they are quality assuring.

IQA should monitor both the delivery and assessment of the qualification, including any distance learning, and can involve a number of different methods of monitoring such as observation of course delivery/assessment, sampling of course assessment material, learner interviews.

Once complete, this assessment paperwork and IQA paperwork must be stored by the centre for a minimum period of 3 years to allow for quality assurance checks.

Highfield will support centres by conducting ongoing engagements to ensure and verify the effective and efficient delivery and assessment of the qualification.

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## Recognition of prior learning (RPL)

As this qualification must be delivered and assessed within 3 weeks of registration, there are limited opportunities for RPL. After achievement of this qualification learners may wish to progress onto the Emergency First Aid at Work or First Aid at Work qualification and so may reduce the number of training hours, provided they are completed within the mandated number of weeks required for these qualifications. RPL can reduce training time but full assessment must still take place.

For further information on how centres can apply to use RPL as described above, please refer to the Highfield Qualifications Recognition of Prior Learning (RPL) policy in the members' area of the Highfield website. This policy should be read in conjunction with this specification and all other relevant Highfield documentation.

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## Tutor requirements

Highfield requires nominated tutors for this qualification meet the following:

1. Occupational knowledge and competence in **first aid\*** - evidenced by holding a first aid at work/medical qualification as detailed below:
  - Holding a current **First Aid at Work Certificate** (issued by an Ofqual/SQA/Qualifications Wales/CCEA Regulation recognised Awarding Organisation, a HSENI approved training provider or recognised equivalent\*)
  - or**
  - Current registration as:
    - a **Doctor** with the General Medical Council (GMC\*\*) **or**
    - a **Nurse** with the Nursing and Midwifery Council (NMC\*\*) **or**
    - a **Paramedic** with the Health and Care Professions Council (HCPC\*\*)
2. Knowledge and competency in **teaching/training**, evidenced by holding an acceptable teaching/training qualification as detailed in **Appendix 4**.
3. Knowledge and understanding of how to safely and effectively use an automated external defibrillation (AED) machine.

*\*recognised First Aid at Work certificate equivalents that are not listed above, must be submitted to Highfield with a comprehensive mapping. Please speak to your Account Manager for further information.*

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

**Note: In addition to the above, tutors are required to keep a log of courses that they have been involved with and any continuous professional development they have undertaken.**

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### Assessor requirements

Highfield requires nominated assessors for this qualification meet the following:

1. Occupational knowledge and competence in **first aid\*** - evidenced by holding a first aid at work/medical qualification as detailed below:
  - Holding a current **First Aid at Work Certificate** (issued by an Ofqual/SQA/Qualifications Wales/CCEA Regulation recognised Awarding Organisation, a HSENI approved training provider or recognised equivalent\*)  
**or**
  - Current registration as:
    - a **Doctor** with the General Medical Council (GMC\*\*) **or**
    - a **Nurse** with the Nursing and Midwifery Council (NMC\*\*) **or**
    - a **Paramedic** with the Health and Care Professions Council (HCPC\*\*)
2. Knowledge and competency in **assessing**, evidenced by holding an acceptable assessing qualification or CPD Training as detailed in **Appendix 4**.
3. Knowledge and understanding of how to safely and effectively use an automated external defibrillation (AED) machine.

*\*recognised First Aid at Work certificate equivalents that are not listed above, must be submitted to Highfield with a comprehensive mapping. Please speak to your Account Manager for further information.*

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

**Note: In addition to the above, assessors are required to keep a log of courses that they have been involved with and any continuous professional development they have undertaken.**

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### Internal quality assurance (IQA) requirements

Highfield requires internal quality assurers for this qualification meet the following:

1. Occupational knowledge and competence in **first aid\*** - evidenced by holding a first aid at work/medical qualification as detailed below:
  - Holding a current **First Aid at Work Certificate** (issued by an Ofqual/SQA/Qualifications Wales/CCEA Regulation recognised Awarding Organisation, a HSENI approved training provider or recognised equivalent\*)  
**or**
  - Current registration as:

- a **Doctor** with the General Medical Council (GMC\*\*) *or*
  - a **Nurse** with the Nursing and Midwifery Council (NMC\*\*) *or*
  - a **Paramedic** with the Health and Care Professions Council (HCPC\*\*)
2. Knowledge and competency in **internal quality assurance**, evidenced by holding a qualification or CPD training as detailed in **Appendix 5**.
  3. Knowledge and understanding of how to safely and effectively use an automated external defibrillation (AED) machine.

*\*recognised First Aid at Work certificate equivalents that are not listed above, must be submitted to Highfield with a comprehensive mapping. Please speak to your Account Manager for further information.*

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

**Note: In addition to the above 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.

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### Countersigning strategy

While it is a minimum requirement for centres to have the appropriately qualified workforce in place, it is understood that centres may have new personnel who are working towards those requirements. During this period, centres are required to have a robust countersigning strategy in place that supports and validates unqualified assessment/quality assurance decisions, until the point where they meet the requirements as detailed above.

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### Reasonable adjustments and special considerations

Highfield has measures in place for learners who require additional support. Please refer to Highfield Qualifications' Reasonable Adjustments Policy for further information/guidance.

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### ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment. Highfield Qualifications recommends the following as proof of a learner's identity:

- a valid passport (any nationality)
- a signed UK photocard driving licence
- a valid warrant card issued by HM forces or the police
- another photographic ID card, e.g. employee ID card, student ID card, travel card etc.

If a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identification containing a signature, for example, a credit card. Identification by a third-party representative, such as a line manager, human resources manager or invigilator, will also be accepted.

For more information on learner ID requirements, please refer to Highfield Qualifications' Core Manual.

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### Progression opportunities

On successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:

- Highfield Level 3 Award in Emergency First Aid at Work (RQF)
  - Highfield Level 3 Award in First Aid at Work (RQF)
  - Highfield Level 3 Award in Emergency Paediatric First Aid (RQF)
  - Highfield Level 3 Award in Paediatric First Aid (RQF)
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### Useful websites

- Health and Safety Executive: [www.hse.gov.uk](http://www.hse.gov.uk)
  - The Resuscitation Council: [www.resus.org.uk](http://www.resus.org.uk)
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### Recommended training materials

The following resources have been reviewed by Highfield and are recommended training materials for users of this qualification:

- Morley, J. & Sprenger, C. (2018) BLS and AED Handbook. Highfield Products
  - Morley, J. & Sprenger, C. (2018) BLS and AED PowerPoint. Highfield Products
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## Appendix 1: Qualification structure

To complete the Highfield **Level 2 Award in Basic Life Support and Safe Use of an Automated External Defibrillator (RQF)**, learners must complete the following mandatory unit.

### Mandatory group

Learners must achieve **all units** in this group

Unit reference	Unit title	Level	GLH	Credit
L/507/9966	Basic life support and safe use of an automated external defibrillator	2	4	1

Effective from 1st August 2018

## Appendix 2: Qualification content

### Unit 1: Basic Life Support and Using an Automated External Defibrillator

Unit number: L/507/9966

Credit: 1

GLH: 4

Level: 2

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
1. Be able to manage an unresponsive casualty who is breathing normally.	1.1 Assess the scene for danger 1.2 Assess a casualty's level of consciousness 1.3 Demonstrate how to open a casualty's airway and check for breathing 1.4 Demonstrate how to place an unresponsive casualty in the recovery position
2. Be able to manage an unresponsive casualty who is not breathing normally.	2.1 Recognise the need to commence cardiopulmonary resuscitation 2.2 Perform cardiopulmonary resuscitation on a manikin
3. Know how to safely use an automated external defibrillator.	3.1 Identify safety considerations when using an automated external defibrillator 3.2 List differences in the procedure when using an automated external defibrillator on a child
4. Be able to safely use an automated external defibrillator.	4.1 Demonstrate the correct placement of AED electrode pads on a manikin 4.2 Follow AED voice prompts accurately 4.3 Demonstrate how to combine the use of an automated external defibrillator with minimal interruptions in cardiopulmonary resuscitation using a manikin 4.4 Demonstrate the safe delivery of AED shock 4.5 State the procedures if the casualty shows signs of life and starts to breathe normally 4.6 Identify the information required when handing over the casualty

#### Amplification

Simulation is permitted in this unit.

#### Further assessment requirements

The following ACs **must** be assessed by practical demonstration:

1.1, 1.2, 1.3, 1.4, 2.2, 4.1, 4.2, 4.3 and 4.4

### Appendix 3: Sample assessment material

Highfield provides centres with a practical assessment matrix and a learner theory pack to be used to assess the qualification.

The **theory question papers** contain multiple-choice questions that meet the knowledge requirements of the qualification. A sample of these questions is below:

1. Which of the following is a responsibility of a first aider?
a) Ensure the business complies with the Health and Safety (First Aid) Regulations
b) Undertake the first aid needs assessment
c) Ensure available first aid equipment is fit for purpose
d) Implement controls of identified hazards

2. In which of the following situations must you place a casualty into the recovery position?
a) An unconscious casualty who is breathing normally
b) A casualty suffering from a stroke
c) A casualty suffering from a heart attack
d) A conscious casualty that has received an electric shock

The **practical assessment matrix** is used to capture whether the assessor has seen learners demonstrate each skill to the appropriate standard. A sample of the matrix is below:

Learner Name (in capitals)	EXAMPLE NAME	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
Assess the scene for danger	✓												
Assess the casualty's level of consciousness	✓												

Assessment guidance outlining what the appropriate standard is for each skill and task is contained within the Tutor, Assessor and IQA (TAI) Support Pack, available to download from the Highfield website.

## Appendix 4: Acceptable Training/Assessing Qualifications

The following list provides details of qualification required to undertake the separate roles of trainer and assessor:

Qualification	Train	Assess*
<b>CURRENT QUALIFICATIONS</b> (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)		✓
<b>OTHER ACCEPTABLE QUALIFICATIONS:</b>		
CTLIS/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)		✓
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 a recognised Awarding Organisation.

## Appendix 5: Acceptable Internal Quality Assurance Qualifications

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:** IQAs who do not hold a formal IQA qualification may alternatively attend Internal Quality Assurance CPD Training with a recognised Awarding Organisation.

Effective from 1st August 2018