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# Qualification Specification

## Highfield Level 3 Award in Emergency First Aid at Work (RQF)

Qualification Number: 603/2133/7

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## Highfield Level 3 Award in Emergency First Aid at Work (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 3 Award in Emergency First Aid at Work (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>	603/2133/7
<b>Learning aim reference:</b>	60321337
<b>Credit value:</b>	1
<b>Assessment method:</b>	Practical assessment and multiple-choice theory assessment
<b>Contact hours*:</b>	6
<b>Guided learning hours (GLH):</b>	6
<b>Total qualification time (TQT):</b>	7

\*See Guidance on Delivery section for more information

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### Qualification overview and objective

The objective of this qualification is to support learners in becoming emergency first aiders in the workplace. The content of the qualification meets the Health and Safety Executive (HSE) requirements for training emergency first-aiders in those organisations that have identified that staff need to be trained to this level within their first-aid needs assessment.

The qualification covers knowledge such as the roles and responsibilities of the first aider and how to assess an incident. The qualification also covers first aid skills in cardiopulmonary resuscitation (CPR) and use of an automated external defibrillator (AED), providing first aid to a casualty who is choking and dealing with external bleeding and hypovolaemic shock.

In line with guidance provided by the HSE, the qualification supports/approves work place emergency first aiders for a period of 3 years, after which point learners will need to retake the course. In addition to this, it is recommended that learners refresh their knowledge annually.

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### Entry requirements

We recommend learners are a minimum of 14 years of age. However, Centres will need to assure themselves that learners, whatever their age, are physically capable of completing the practical assessment.

It is also advised that learners have a minimum of Level 1 in English.

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### Delivery/assessment ratios

To effectively deliver and assess this qualification, centres must not exceed the ratio of 1 tutor or assessor to 12 learners.

### Centre requirements

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

- a minimum of 1 Resuscitation manikin between a maximum of 4 learners
- safety procedures in place for manikin faces e.g. facilities to sterilise the manikin faces at the end of each course OR one disposable face shield per learner OR manikin face wipes to be used after each learner's demonstration
- replacement airways and lungs for each resuscitation manikin to be changed at the end of each course
- a minimum of 1 training defibrillator between a maximum of 4 learners\*
- a minimum of 1 disposable training dressing per learner
- a minimum of 1 pair of disposable gloves (not latex) per learner
- a minimum of 1 first aid kit
- training rooms that have carpeted floors or mats/blankets provided, for use during practical sessions
- adequate training and assessment facilities to accommodate maximum number of learners on course
- a training room which is safe, that has adequate ventilation, lighting sufficient for learners to read easily, and temperature suitable to maintain a 'shirt sleeve' environment. It is also required that training rooms are able to cater for people with special needs (where appropriate).

*\*Where fewer AED trainers are provided, learning hours/lesson plans should be adjusted accordingly to ensure learners are not disadvantaged.*

### Guidance on delivery

The total qualification time (TQT) for this qualification is 7 and of this 6 are guided learning hours. This aligns with the Health & Safety Executive (HSE) stipulated minimum contact hours for this qualification, excluding breaks, that should be for a minimum period of 6 hours over 1 day.

The 'Assessment Principles for First Aid Qualifications' also states that this qualification can also be delivered over a maximum of a 4-week period, with the minimum duration of each training session being 2 hours.

#### Use of blended learning

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 qualification should be delivered and assessed face-to-face. Distance learning must only cover theory.

Following the distance element of learning, learners' skills and knowledge must be assessed in full during the face-to-face part of the course, in accordance with the qualification specification.

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. However, contact hours **must** be met.

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## Guidance on assessment

Highfield has created assessment paperwork for each element of 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 in order 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)

The unit Emergency First Aid in the Workplace is contained within the following two qualifications:

- Highfield Level 3 Award in Emergency First Aid at Work (RQF)
- Highfield Level 3 Award in First Aid at Work (RQF)

Learners may transfer achievement of Emergency First Aid to the Highfield Level 3 Award in First Aid at Work (RQF), provided both are achieved within a 10-week period.

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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 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:

- Level 3 Award in First Aid at Work
  - Level 3 Award in First Aid Response
  - Level 3 Award in Paediatric First Aid
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## Useful websites

- Health and Safety Executive [www.hse.gov.uk](http://www.hse.gov.uk)
  - The Resuscitation Council (UK) [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. (2017) First Aid at Work Handbook. Highfield Products
  - Morley, J. & Sprenger, C. First Aid at Work Presentation. Highfield Products
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## Appendix 1: Qualification structure

To complete the *Highfield Level 3 Award in Emergency First Aid at Work (RQF)* learners must complete the following **mandatory unit**.

Unit reference	Unit title	Level	GLH	Credit
D/616/0271	Emergency First Aid in the Workplace	3	6	1

## Appendix 2: Qualification content

### Unit 1: Emergency First Aid in the Workplace

Unit number: D/616/0271

Credit: 1

GLH: 6

Level: 3

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
<b>1. Understand the role and responsibilities of a first aider</b>	1.1 Identify the <b>role and responsibilities</b> of a first aider 1.2 Identify how to minimise the risk of infection to self and <b>others</b> 1.3 Identify the need for <b>consent</b> to provide first aid
<b>2. Be able to assess an incident</b>	2.1 Conduct a scene survey 2.2 Conduct a primary survey of a casualty 2.3 Summon appropriate assistance <b>when necessary</b>
<b>3. Be able to provide first aid to an unresponsive casualty</b>	3.1 Identify <b>when to administer Cardio Pulmonary Resuscitation (CPR)</b> 3.2 Demonstrate <b>CPR</b> using a manikin 3.3 Justify when to place a casualty into the <b>recovery position</b> 3.4 Demonstrate how to place a casualty into the recovery position 3.5 Identify how to <b>administer first aid</b> to a casualty who is experiencing a <b>seizure</b>
<b>4. Be able to provide first aid to a casualty who is choking</b>	4.1 Identify when choking is: <ul style="list-style-type: none"> <li>• Mild</li> <li>• severe</li> </ul> 4.2 Demonstrate how to administer first aid to a casualty who is choking
<b>5. Be able to provide first aid to a casualty with external bleeding</b>	5.1 Identify the severity of external bleeding 5.2 Demonstrate how to control external bleeding
<b>6. Know how to provide first aid to a casualty who is in shock</b>	6.1 Recognise a casualty who is suffering from <b>shock</b> 6.2 Identify how to administer first aid to a casualty who is suffering from shock
<b>7. Know how to provide first aid to a casualty with minor injuries</b>	7.1 Identify how to administer first aid to a casualty with: <ul style="list-style-type: none"> <li>• small cuts</li> <li>• grazes</li> <li>• bruises</li> <li>• small splinters</li> </ul> 7.2 Identify how to administer first aid to a casualty with minor burns and scalds.

### Amplification

**Simulation is permitted in this unit.**

#### Further assessment requirements

The following ACs **must** be assessed by practical demonstration: 2.1, 2.2, 3.2, 3.4, 4.2, 5.2

**Role and Responsibilities:** this should be the role/responsibilities of a typical first-aider and could include reference to: preventing cross infection; the need for recording incidents and actions; safe use of available equipment; assessing an incident; summoning assistance; prioritising treatment; dealing with post incident stress.

**Others** may include: Casualty receiving first aid; work colleagues; other people within the workplace environment.

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

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

**When to administer Cardio Pulmonary Resuscitation:** must include agonal gasps.

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

**Recovery Position:** a position that maintains a stable open draining airway.

**Administer first aid:** Provide appropriate help to a casualty, manage the situation and seek appropriate assistance when necessary.

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

**Shock:** including hypovolaemic shock (resulting from blood/fluid loss)

### Additional assessment guidance

- Unit should be delivered, assessed and quality assured in accordance with *Assessment Principles for Regulated First Aid Qualifications*
- First Aid at Work Health and Safety (First Aid) Regulations 1981 *Guidance on Regulations (L74)*
- Resuscitation Council (UK) Guidelines
- First Aid at Work Health and Safety (First Aid) Regulations 1982 (Northern Ireland)

### Appendix 3: Sample assessment material

Highfield provides centres with a practical assessment matrix and learner theory packs 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 <b>must</b> 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.
DRABC	✓												
CPR	✓												
AED	✓												
Recovery position	✓												

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

## Appendix 4: Acceptable Training/Assessing Qualifications

The following list provides details of acceptable qualifications to undertake the separate roles of trainer and assessor:

Qualification	Train	Assess*
<b>CURRENT QUALIFICATIONS</b> <i>(available for new trainers/assessors to undertake):</i>		
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>		
CTLTS/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:

Qualification	IQA*
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.