



Qualification Specification

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

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Change Mechanism

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The Regulated Qualifications Framework (RQF)

The Regulated Qualifications Framework (RQF) is the vehicle for regulating qualifications within Northern Ireland, England and Wales. The framework provides a single, simple system for cataloguing all qualifications regulated by CCEA Regulation by both level and size. (Scotland has its own qualification framework called the SCQF)

Qualifications on the Regulated Qualifications Framework (RQF) have both a level and a size allocated to them to support individuals, in making an informed choice, about the most appropriate qualification for them.

Each RQF qualification title contains the following:

- **The Level of the qualification (from entry level to level 8)**
- **The Size of the qualification (Award, Certificate or Diploma)**
- **Details indicating the content of the qualification**

Each qualification has a published structure, setting out what must be achieved by an individual, to demonstrate their knowledge and skills, to meet the required standard as part of the delivery and certification process.

Qualification Level

The level of a qualification relates to the complexity and difficulty associated with the development of the knowledge and skills of a particular subject. Qualification levels start at Entry Level and then progress from Level 1 through to Level 8

Qualification Size

The size of a qualification is an indication of the total amount of time a qualification will take to complete, indicated by using the term Total Qualification Time (TQT). Qualification sizes are expressed using the terms Award, Certificate or Diploma

Total Qualification Time (TQT)

Total Qualification Time (TQT) provides a guide, for the average time it takes to complete a qualification broken down into two types of activity:

Guided Learning (GL) - made up of activities completed by the candidate under the direct instruction or supervision of a lecturer, supervisor or tutor. This can be through physical presence or electronic means, provided as a measurement of time in hours

Total Qualification Time (TQT) - made up of the Guided Learning (GL) plus all other time taken in preparation, study or any other form of participation in education or training. However it should not be under the direct supervision of a lecturer, supervisor or tutor, provided as a measurement of time in hours.

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Introduction

This Qualification Specification is designed to outline information relating to the delivery and achievement of the qualification. If you have any further questions, please contact our staff at SafeCert Awards Ltd (SafeCert) contact details on page 2 of this document.

Qualification Title:

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

This qualification consists of one mandatory unit

- Unit 1: Emergency First Aid in the Workplace

Qualification Details

The SafeCert Level 3 Award in Emergency First Aid at Work is Accredited by CCEA Regulation. This qualification is part of the RQF and has the value of 1 credit. The Guided Learning hours are 6. The Total Qualification Time (TQT) is 7 hours which includes guided learning hours and assessment, based in the classroom. The learning and assessment can be split over 3 sessions and is carried out over a maximum of 6 weeks. This unit meets The Health and Safety (First Aid) Regulations 1981 in respect of Emergency First Aid at Work. This unit forms part of the Emergency First Aid at Work (EFAW) and First Aid at Work (FAW) qualifications.

Qualification Objective

To allow an individual to demonstrate the knowledge, understanding and skills required to deal with a range of emergencies requiring first aid in the workplace.

Emergency First Aid in the Workplace – Summary of Learning Outcomes

This unit has 7 Learning outcomes:

1. Understand the role and responsibilities of a first aider
2. Be able to assess an incident
3. Be able to provide first aid to an unresponsive casualty
4. Be able to provide first aid to a casualty who is choking
5. Be able to provide first aid to a casualty with external bleeding
6. Know how to provide first aid to a casualty who is in shock
7. Know how to provide first aid to a casualty with minor injuries

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Mode of Delivery and Assessment

Assessment by the tutor is ongoing with practical observation tests on practical skills culminating in a multiple choice question paper, with professional discussion. The professional discussion can then cover any areas not covered by the multiple choice assessment.

There are detailed requirements for the delivery and assessment, of these qualifications, specified in this document. Therefore delivery and assessment, must be undertaken in line with this guidance, regardless of the mode of delivery chosen.

External Documents Relating to the Qualification

There are a range of additional documents available, pertaining to this qualification. The main ones are as follows:

- Tutor/Assessor & IQA Support Guidance for this award. This is the assessment guidance together with the assessments. (This is only given to approved SafeCert centres for this award).
- Assessment Principles for Regulated First Aid Qualifications: This is requirement document from the First Aid Awarding Body Forum (see FAAOF on website links on last page of this document)
- Centre Handbook. (This is only for approved SafeCert centres).
- There are other policies such as appeals procedure and reasonable adjustments which can be seen in the about us page on the SafeCert website.

Centre's must be approved by SafeCert Awards, before they can provide any of the SafeCert Award qualifications. Qualifications approval can be included at initial approval. If a centre wishes to seek approval for further awards after the initial approval, they would complete and submit the additional awards approval form.

More Information about your qualification can be found on our website: www.safecertawards.com

Unit: Emergency First Aid in the Workplace	
Purpose of the unit is for the learner to attain knowledge and practical competences required to deal with a range of workplace first aid situations	
Learning Outcome	Assessment Criteria
1. Understand the role and responsibilities of a first aider	1.1 Identify the role and responsibilities of a first aider 1.2 Identify how to minimise the risk of infection to self and others 1.3 Identify 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 Identify when to administer Cardio Pulmonary Resuscitation 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 Identify 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 Identify when choking is: <ul style="list-style-type: none"> • Mild • 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 Identify 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 Recognise a casualty who is suffering from shock 6.2 Identify 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 Identify how to administer first aid to a casualty with: <ul style="list-style-type: none"> • Small cuts • Grazes • Bruises • Small splinters 7.2 Identify how to administer first aid to a casualty with minor burns and scalds

Additional Information about the award			
QAN Number	603/0551/4	RQF Level	3
GLH – (Guided Learning Hours)	6 Hours	RQF Credit	1
TQT – (Total Qualification Time)	7 Hours	Assessment requirements and guidance	This award is assessed by practical observation and a multiple-choice theory assessment together with a professional discussion.
Support for the award from SSC or another appropriate body	First Aid Awarding Organisation Forum		

Guidance Notes on Delivery

This qualification is designed for any employee who may need to provide emergency first aid in the workplace. The qualification has a minimum contact time of 6 hours; it can be completed in 1 day.

There are detailed requirements for the delivery and assessment of these qualifications specified in this document. Therefore delivery and assessment, must be undertaken, in line with this guidance, regardless of the mode of delivery chosen.

Any training materials used for assessment purposes, must either be endorsed by SafeCert beforehand or approved by the SafeCert external quality adviser before usage, in line with this document. Where SafeCert– endorsed materials are available by training providers they will be listed on our website www.safecertawards.com

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 learning outcomes 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.

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Prerequisites

Age - Candidates must be 14 years and above.

These qualifications are available to anyone who is capable of reaching the required standards.

There are no formal requirements for entry to these qualifications.

Qualification Structure

This qualification consists of one mandatory unit, the details of which are included on page 5 of this document.

This qualification is typically delivered in one day in a classroom setting or it can be completed over 3 sessions, each a minimum of 2 hours, completed within a 6 week period.

The validity of each certificate will expire after three years. After this it needs to be renewed. It is also strongly advised, to do annual refresher training, as per HSE/HSENI guidance, to keep up to date with CPR and other practical skills.

Opportunity for Progression

Successful completers can progress to:

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

Pre-Qualification Procedures

The qualification is designed to be delivered free from any barriers which may restrict access or progression, thereby promoting equal opportunities.

ID Checking

All candidates must be instructed to bring photographic identification to the assessment. This will be checked by the assessor. This instruction should be given ahead of the course/assessment, when the candidate registers or with any pre-course materials.

It is the responsibility of the Centre, to have systems in place, to ensure that the person taking an examination/assessment is indeed the person they are reporting to be. All Centres are therefore required, to ensure that each candidate's photographic identification, is checked before they are allowed to undertake the examination/assessment. Assessors should write the type of photo identification provided by each candidate on the Candidate List under "Identification provided".

Initial Assessment

All centres need to carry out an initial assessment that identifies, what competence and knowledge, a candidate has already, so that this can be taken into account. This should be recorded so that centres can identify any associated special requirements and record this in appropriate plans.

SECTION 2 – ASSESSMENT OVERVIEW

Delivery /Assessment Ratios

To deliver and assess this qualification, it is recommended that centres do not exceed the ratio of 1 qualified tutor/assessor to 12 candidates. It is essential, that all candidates get the teaching practice and support requirement, which would be extremely difficult if the number of candidates increased to more than 12. If a centre wishes to increase this ratio, they must first request approval and state how they would support candidate needs.

Please note, a student cannot assume responsibility in the workplace, until they reach the age of 16, and then it is the employer's responsibility, to ensure that the student is suitable for that role.

Guidance on Assessment

SafeCert has worked with subject specialists, to develop a robust and streamlined, assessment process which includes the following:

1. Multiple Choice Assessment – Candidates are assessed with a multiple choice assessment in addition to a professional discussion. Together these cover all the learning outcomes for the award.
2. Practical Skills Assessment - Candidates are assessed on all practical skills during the course, which are outlined in the tutor/assessor/IQA guidance document.

Full details and assessment materials, are recorded in the Tutor/Assessor/IQA Guidance support information.

Guidance on Internal Quality Assurance

SafeCert centres require a robust internal quality assurance system. The Internal Quality Assurance, must be completed by a suitably qualified person, who has not been involved in the delivery or assessment of the award.

The Internal Quality Assurers Role, is to monitor not only the assessment of the qualification but also how it is delivered. This can be completed in a number of ways, such as observing a course delivery/assessment, sampling assessments, candidate interviews either in person or by telephone etc.

All assessment materials, must be kept at the centre for a minimum of 3 years and made available for any quality assurance checks.

Guidance on External Quality Assurance

SafeCert approved centres are required to be externally quality assured. This is to support centres in the implementation and management of the award and also to ensure the validity and value of the qualification.

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SafeCert Awards employs a risk-based model to decide the frequency of EQA visits and each approved Centre will receive at least 1 EQA visit within a 3-year cycle. In addition to the EQA Visits SafeCert Awards will also conduct the following:

- Sample Desktop EQA Spot Checks on Assessment – This is where we will ask a sample of centres each year to send in all assessment paperwork so we can conduct an EQA desktop approval on assessment
- Sample EQA Centre Visits on Observation of Assessment – This is where we will conduct a sample of visits to monitor assessments during the assessment process at the centre.

SafeCert centres, must provide access to all records, for any EQA visits. Full details can be seen in the Centre Handbook.

Reassessment Procedures

Candidates who are unsuccessful in any aspect of the assessment process, will be offered one further opportunity to be reassessed, in the appropriate component of the assessment. Ideally this should be within the timeframe allocated. Candidates should be aware, that there may well be an additional charge, for conducting reassessments.

Plans for assessment and assignment tasks, must be approved by SafeCert before the first assessment is undertaken by the candidate. This approval process, will be carried out by the EQA, either electronically (or using other forms of correspondence), or at an initial quality assurance visit. Materials for approval, can be sent directly to SafeCert's office manager, who will ensure it is passed to the appropriate person. A standard SafeCert observation Performa, is available for use by centres.

Grading

Assessment is pass, reassessment or fail.

Unit Certification

Due to the qualification consisting of just one unit, **all** assessment components must be completed by the candidate and they must pass the centre quality assurance process to be certificated.

Centre Examination Procedures

SafeCert requires centres to monitor assessments in place:

- Assessor must keep all assessment papers in secure locked area until the start of the assessment
- Assessor will ensure no candidates, have any written notes or other reference material during the assessment
- Assessor will ensure the assessment room is in a quiet area and the room has an Exam Notice – "Please keep quiet during the assessment".
- Assessor will make sure there is no talking during the assessment
- Assessor will ensure there is a suitable distance between candidates, to prevent copying of answers

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- All candidates will need to sit at their desk and remain quiet until the full assessment period is complete
- All candidates must stop writing as soon as the assessor has indicated, that the assessment time is now completed
- All question papers and answer sheets, should then be marked by the assessor. This is then sent to IQA for internal quality assurance of results and then held in secure locked area, for at least the duration of the validity of the award. SafeCert will then request full assessment materials sent in, if you are a new centre or for periodic EQA desktop spot checks on assessment. If you have direct claims, then only the registration and results are required to be sent in, unless otherwise requested. During external quality assurance visits, the EQA will need access to all assessment and IQA documents. SafeCert Awards will also conduct EQA observation of assessment visits to a sample of centres each year.

Facilities/Resources/Safety Considerations

Any training or assessment site must meet the requirements of health and safety and accepted safe practice, in the delivery of SafeCert Qualifications.

Training and assessment centres, must be suitable as a teaching area/environment conducive to candidates' learning. It should be well lit, well ventilated and of adequate size as per above requirements.

Reasonable Adjustments

Awarding organisations and centres are only required by law to do what is 'reasonable' regarding giving access. What is reasonable will depend on the individual circumstances, the practicality and effectiveness of the adjustment. Other factors, such as the need to maintain competence standards and health and safety, must also be taken into consideration.

A reasonable adjustment, is any action that helps to reduce the effect of a disability or difficulty that places the candidate at a substantial disadvantage in the assessment situation.

Reasonable adjustments must not affect the integrity of what needs to be assessed, but may involve:

- changing standard assessment arrangements, for example allowing a candidate extra time to complete the assessment activity
- adapting assessment materials, such as providing materials in large print
- providing access for facilitators during the assessment, such as a sign language interpreter or a reader
- re-organising the assessment room, such as removing visual stimuli for an autistic candidate.

Reasonable adjustments, are approved and agreed before the assessment activity takes place. They constitute an arrangement to give the candidate access to the assessment activity. The use of a reasonable adjustment will not be taken into consideration during the assessment of a candidate's work.

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All awarding organisations and centres have a responsibility to ensure that the process of assessment is robust and fair, while allowing the candidate to show what they know and can do, without compromising the assessment criteria.

Adjustments to assessments:

- should not invalidate the assessment requirements of the qualification
- should not give the candidates an unfair advantage
- should reflect the candidate's normal way of working
- should be based on the individual need of the candidate.

SafeCert has a Reasonable adjustments policy which can be found on our website

<http://www.safecertawards.com/pdf/ReasonableAdjustmentsPolicy.pdf> or you can obtain a copy by e-mailing SafeCert at info@safecertawards.com.

SECTION 3

Centre Staffing

Centres should ensure that there are a sufficient number of people either trained or qualified, to assess the number of candidates they register. They must also ensure that there are a sufficient number of people either trained or qualified to internally quality assure, the number of candidates and assessors held at the centre.

Quality assurance systems need to be in place, so that all assessments are valid, reliable, authentic and sufficient. Training should be sufficient and up-to-date for the IQAs identified, as being responsible for quality assurance.

Centres need to ensure that there is a system of standardisation in place to ensure that all assessments are consistent and fair. Any one undertaking the role of quality assurance and assessment should maintain their skills, knowledge, and understanding, regarding assessment and quality assurance and hold a current qualification.

The occupational expertise of those undertaking the roles of assessment and internal verification is one of the key factors underpinning valid, fair and reliable assessment. The integrity of assessments and verifications is of paramount importance. Centres must ensure that there is sufficient time, to conduct effective assessment and internal verification.

Criteria for Trainer/Assessors

SafeCert require that a Nominated Trainers/Assessors have teaching experience and hold qualify in the relevant subject area.

Suitable Subject Area Qualifications may include:

- Accredited First Aid at Work Certificate
 - FPOS Intermediate
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- RLSS Pool Lifeguard
- Doctor / Nurse or Paramedic are exempt from having to hold FAW certificate

Suitable teaching or assessing qualification may include.

Teaching

- PTTLS Teaching Award
- Level 3 Award in Education and Training
- Planning and Delivering Learning Sessions to Groups SCQF Level 6

Assessing

- TAQA Assessor Awards (or D32/D33/A1, A2)
- SQA Assess Work based Competence using Direct Methods
- SQA Assess Work based Competence using Direct and Indirect Methods
- Planning and Delivering Learning Sessions to Groups SCQF Level 6
- Regulated FAW Assessing CPD Certificate from Awarding Body

As well as the subject knowledge and competence the trainer/assessor should also have one or more as required of the approved teaching/assessing awards as listed on the next page

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

Criteria for Internal Quality Assurers

SafeCert requires that a Nominated IQA for an approved centre must hold a qualification in the relevant subject area.

Suitable Subject Area Qualifications may include:

- Accredited First Aid at Work Certificate
- FPOS Intermediate
- Doctor / Nurse or Paramedic are exempt from having to hold FAW certificate

As well as the subject knowledge and competence the IQA must also have one of the approved IQA qualifications as listed below.

Qualification	IQA*
V1 or D34	✓
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	✓
Regulated Qualifications based on the Learning and Development NOS 11 Internally Monitor and Maintain the Quality of Assessment	✓
SQA Accredited Learning and Development Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment	✓

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SQA Internally Verify the Assessment Process	✓
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***. IQAs who do not hold a formal IQA qualification may alternatively attend Internal Quality Assurance CPD Training with a recognised Awarding Organisation**

Internal Quality Assurance

Internal quality assurance, is essential to ensuring that the assessment of evidence for awards is of a consistent and appropriate quality. Those carrying out internal quality assurance, must be occupationally knowledgeable in the area they are assuring and be qualified to make quality assurance decisions.

Delivery

The qualification must be delivered using a programme of training, that is approved by SafeCert Awards to ensure that the learning outcomes have been met. A qualification can be approved with initial centre approval form or after with an additional awards application form, these can be downloaded from www.safecertawards.com, or you can contact SafeCert for more information.

The programme may be flexible to suit candidate’s needs and local circumstances; facilitators/assessors are encouraged to repeat sessions, that candidates have not fully grasped or introduce additional sessions, to ensure understanding and competence. It is recommended that where possible, the theoretical sessions are interspersed with practical aspects.

Useful Websites

Company	Website
HSE	www.hse.gov.uk/
HSENI	www.hseni.gov.uk
First Aid Awarding Organisation Forum - FAAOF	www.firstaidqualifications.org.uk
Resuscitation Council (UK)	www.resus.org.uk