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**Version 1.1 – Feb 2020**

**SafeCert Level 3 Award in Outdoor First Aid (RQF)**

**Qualification Number – 603/0432/7 includes**

**SafeCert Level 3 Award in Outdoor First Aid Emergency Action  
(RQF) – Qualification Number 603/0528/9**

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## Document Control

**Document Title:** Qual Spec – SafeCert Level 3 Award in Outdoor First Aid (QCF) which also includes SafeCert Level 3 Award in Outdoor First Aid Emergency Action (RQF)

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## Change History

Version	Date	Reason for change	Change by
0.1	13/04/2015	First draft	Paul Horsburgh
1.0	01/06/2016	Final Release for CCEA Accreditation	Paul Horsburgh
1.1	16/02/2020	Reasonable Adjustments, EQA visits, blended learning and required age	Paul Horsburgh

## Change Mechanism

Any person seeking to alter this document must consult the author before making any change.

SafeCert Awards Ltd Change Authority must endorse any alterations to the approved version of this document before any wider dissemination of the altered document.

The person making the alteration must indicate every change between the previous (approved) document version and the altered document version.

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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 in order 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 in order to demonstrate their knowledge and skills in order 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 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 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 whether 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 but not 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 this qualification. If you have any further questions, please contact our staff at SafeCert Awards Ltd (SafeCert) contact details page 2 in this document.

## Qualification Title:

**SafeCert Level 3 Award in Outdoor First Aid (RQF) which includes  
SafeCert Level 3 Award in Outdoor First Aid Emergency Action (RQF)**

This qualification is made up of two mandatory unit

- Unit 1: Outdoor First Aid Emergency Action
- Unit 2: Outdoor First Aid Incident Management

## Qualification Details

The SafeCert Level 3 Award in Outdoor First Aid (RQF) which includes the SafeCert Level 3 Award in Outdoor First Aid Emergency Action is Accredited by CCEA Regulation. This qualification is part of the RQF. The Guided Learning hours are 16. The Total Qualification Time (TQT) is 20 hours which included guided learning hours and assessment based in the classroom situation.

Candidates who successfully complete unit 1: Outdoor Emergency Action are eligible for the SafeCert Level 3 Award in Outdoor First Aid Emergency Action, those candidates who complete both units are eligible for the SafeCert Level 3 Award in Outdoor First Aid.

## Qualification Objective

This qualification is for those in the workplace who as part of their working duties have outdoor activities where first aid related to these activities is required and can be relied upon by employers. This award provides the knowledge and skills for first aiders in outdoor environments, where help is up to 2 hours away.

## Outdoor First Aid Emergency Action – Summary of Learning Outcomes

This unit has 7 Learning outcomes:

1. Understand the scope of first aid in the outdoors
2. Be able to interpret vital sign information whilst responding to an emergency incident in the outdoors
3. Be able to assess an emergency incident in the outdoors
4. Be able to respond to an incident involving an unresponsive casualty with normal breathing in the outdoors
5. Be able to respond to an incident involving an unresponsive casualty who is not breathing, in the outdoors

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6. Be able to respond to an incident involving choking casualty in the outdoors
7. Be able to respond to an incident involving blood loss in the outdoors

## Outdoor First Aid Incident Management – Summary of Learning Outcomes

This unit has 6 Learning outcomes:

1. Be able to apply incident management and casualty assessment principles in the outdoors
2. Be able to respond to an incident involving limb injury in the outdoors
3. Be able to respond to an incident involving a casualty with a head, neck or torso injuries in the outdoors
4. Be able to respond to an incident involving medical conditions or sudden illness in the outdoors
5. Be able to respond to an incident involving the effects of cold and heat in the outdoors
6. Be able to respond to an incident involving activity or environmental factors in the outdoors

## Mode of Delivery and Assessment

Assessment is on-going by the tutor with practical observation tests on practical skills culminating with a multiple choice question paper with professional discussion to 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](http://www.safecertawards.com)

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Unit: Outdoor First Aid Emergency Action	
The purpose of this unit is to assess the knowledge, understanding and skills required to deal with a range of emergency first aid situations in the outdoors. This unit together with the second unit Outdoor First Aid Incident Management make up the SafeCert Level 3 Award in Outdoor First Aid	
Learning Outcome	Assessment Criteria
<b>1. Understand the scope of first aid in the outdoors</b>	1.1 Describe features of outdoor first aid 1.2 Identify first aid equipment for emergency incidents in the outdoors 1.3 Summon assistance during emergency incidents in the outdoors
<b>2. Be able to interpret vital sign information whilst responding to an emergency incident in the outdoors</b>	2.1 Describe the principles of casualty monitoring 2.2 Monitor a casualty who is in a safe airway position 2.3 Respond to changing vital signs 2.4 Respond to signs commonly shown by a casualty suffering from the following life threatening conditions: <ul style="list-style-type: none"> <li>• Asthma</li> <li>• Seizures</li> <li>• Hypothermia</li> </ul> 2.5 Prioritise first aid to a casualty who requires more than one emergency first aid intervention
<b>3. Be able to assess an emergency incident in the outdoors</b>	3.1 Conduct a scene survey 3.2 Minimise the risk of infection to self and others 3.3 Conduct a systematic primary survey of a casualty according to current guideline's 3.4 Conduct a systematic secondary survey on a casualty who is wearing activity kit
<b>4. Be able to respond to an incident involving an unresponsive casualty with normal breathing, in the outdoors</b>	4.1 Place an unresponsive casualty into a suitable position to maintain a safe airway 4.2 Consider environmental factors whilst administering first aid, including: <ul style="list-style-type: none"> <li>• Slope</li> <li>• Temperature</li> <li>• Wind direction</li> <li>• Strong sunlight</li> </ul> 4.3 Manage an unresponsive casualty when assistance is more than 30 minutes away
<b>5. Be able to respond to an incident involving an unresponsive casualty who is not breathing</b>	5.1 Administer Cardio Pulmonary Resuscitation (CPR) on a manikin 5.2 Describe the accepted modifications in CPR protocols for: <ul style="list-style-type: none"> <li>• An unresponsive non-breathing casualty after a drowning incident</li> </ul>

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normally, in the outdoors	<ul style="list-style-type: none"> <li>An unresponsive non-breathing child casualty</li> <li>An unresponsive non-breathing casualty who is remote from immediate medical help</li> <li>An unresponsive non-breathing lightning strike casualty</li> </ul> <p>5.3 Demonstrate when and how to remove outdoor activity equipment from an unresponsive non breathing casualty</p> <p>5.4 Demonstrate action for an unresponsive vomiting casualty</p>
6. Be able to respond to an incident involving a choking casualty in the outdoors	<p>6.1 Describe how to identify a casualty with a:</p> <ul style="list-style-type: none"> <li>Partially blocked airway</li> <li>Completely blocked airway</li> </ul> <p>6.2 Administer first aid for a casualty:</p> <ul style="list-style-type: none"> <li>Partially blocked airway</li> <li>Completely blocked airway</li> </ul>
7. Be able to respond to an incident involving blood loss in the outdoors	<p>7.1 Identify the severity of external bleeding</p> <p>7.2 Control external bleeding</p> <p>7.3 Recognise and manage a casualty with shock</p>

### Additional Information about the unit

GLH – (Guided Learning Hours)	8 Hours	TQT – (Total Qualification Time)	10 Hours
RQF Level	3	RQF Credit	1
Support for the unit from SSC or another appropriate body		Assessment requirements and guidance	This unit must be assessed in accordance with the current Tutor/Assessor/IQA Guidance document

### Additional Information about the award – Outdoor First Aid Emergency Action

Qualification Number	603/0528/9	RQF Level	3
GLH – (Guided Learning Hours)	6 Hours	RQF Credit	1
TQT – (Total Qualification Time)	10 Hours		
Support for the award from SSC or another body		Assessment requirements	This award must be assessed in accordance with the current Tutor/Assessor/IQA Guidance



## Unit: Outdoor First Aid Incident Management

The purpose of this unit is to assess the knowledge, understanding and skills required to manage and deal with a range of emergencies in outdoor settings.

This unit together with the Outdoor First Aid Emergency Action make up the Level 3 Award in Outdoor First Aid.

Learning Outcome	Assessment Criteria
<b>1. Be able to apply incident management and casualty assessment principles in the outdoors</b>	1.1 Establish an incident history 1.2 Provide emotional support to a casualty 1.3 Manage a casualty who is wearing outdoor activity clothing or equipment 1.4 Justify when and how to move a casualty 1.5 Demonstrate incident management actions when accompanied by others
<b>2. Be able to respond to an incident involving limb injury in the outdoors</b>	2.1 Recognise and manage a casualty with an injured arm which;: <ul style="list-style-type: none"> <li>• The casualty can move</li> <li>• The casualty cannot move</li> <li>• Is not in its natural alignment</li> </ul> 2.2 Recognise and manage a casualty with an injured leg which;: <ul style="list-style-type: none"> <li>• The casualty can move</li> <li>• The casualty cannot move</li> <li>• Is not in its natural alignment</li> </ul>
<b>3. Be able to respond to an incident involving a casualty with a head, neck or torso injuries in the outdoors</b>	3.1 Recognise and manage a responsive casualty with: <ul style="list-style-type: none"> <li>• A head injury</li> <li>• A spinal injury</li> <li>• A chest injury</li> <li>• An abdominal injury</li> <li>• A pelvic injury</li> </ul> 3.2 Recognise and manage a unresponsive casualty with: <ul style="list-style-type: none"> <li>• A head injury</li> <li>• A spinal injury</li> <li>• A chest injury</li> <li>• An abdominal injury</li> <li>• A pelvic injury</li> </ul>
<b>4. Be able to respond to an incident involving medical conditions or sudden illness in the outdoors</b>	4.1 Recognise and manage a casualty with the signs of: <ul style="list-style-type: none"> <li>• Short-term diabetic complications</li> <li>• Chest pain</li> <li>• Stroke</li> <li>• Anaphylaxis</li> </ul>

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<b>5. Be able to respond to an incident involving the effects of cold and heat in the outdoors</b>	<b>5.1 Recognise and manage a casualty with the signs of:</b> <ul style="list-style-type: none"> <li>• Shivering</li> <li>• Hypothermia</li> <li>• Frostbite</li> <li>• Dehydration</li> <li>• Heat exhaustion</li> <li>• Hyperthermia</li> </ul>
<b>6. Be able to respond to an incident involving activity or environmental factors in the outdoors</b>	<b>6.1 Recognise and manage a casualty with the signs of:</b> <ul style="list-style-type: none"> <li>• Splinters</li> <li>• Blisters</li> <li>• Minor burns/scalds</li> <li>• Animal bites</li> <li>• Stings</li> <li>• Poisoning</li> <li>• Objects in eyes</li> <li>• Bright light eye injury</li> </ul>

### Additional Information about the unit

<b>GLH – (Guided Learning Hours)</b>	<b>8 Hours</b>	<b>TQT – (Total Qualification Time)</b>	<b>10 Hours</b>
<b>RQF Level</b>	<b>3</b>	<b>RQF Credit</b>	<b>1</b>
<b>Support for the unit from SSC or other appropriate body</b>		<b>Assessment requirements and guidance</b>	This unit must be assessed in accordance with the current Tutor/Assessor/IQA Guidance document

### Additional Information about the award – Outdoor First Aid (both units)

<b>Award Approval Date</b>	<b>603/0432/7</b>	<b>RQF Level</b>	<b>3</b>
<b>GLH – (Guided Learning Hours)</b>	<b>16 Hours</b>	<b>RQF Credit</b>	<b>2</b>
<b>TQT – (Total Qualification Time)</b>	<b>20 Hours</b>		
<b>Support for the award from SSC or other appropriate body</b>		<b>Assessment requirements and guidance</b>	This award must be assessed in accordance with the current Tutor/Assessor/IQA Guidance document

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## Guidance Notes on Delivery

The qualification has a minimum contact time of 12 hours, over a period of 2 days for both units. These same requirements also state that the qualification can be delivered over a maximum of a 6 week period, with a minimum duration of each training session being 2 hours.

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 prior to their 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](http://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.

## Prerequisites

**Age** - Candidates must be 16 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 is made up of two mandatory units, the details of which are included from page 5 of this document.

This qualification is typically delivered in three days in a classroom setting or other combinations, but each teaching session must be a minimum of 2 hours completed within a 4 week period.

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The validity of each certificate will expire after 3 years after which it needs to be renewed and it is strongly advised to do annual refresher training as per HSE/HSENI guidance to keep up to date with CPR and other practical skills.

### Opportunities for Progression

Successful candidates can progress to the following award:

- SafeCert Level 3 Award in First Aid at Work

### Pre-Qualification Procedures

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

### ID Checking

All candidates must be instructed to bring photographic identification to the assessment to be checked by the assessor. This instruction should be given ahead of the course/assessment when the candidate registers and/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 purporting 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 and 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

In order to effectively 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 all candidates get the teaching practice and support requirement which would be extremely difficult if the number of candidates is increased 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 which together covers 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 having in place a robust internal quality assurance system. The Internal Quality Assurance must be completed by a suitably qualified person who has also not been involved with 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 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 to support centres in the implementation and management of the award and 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 1 further opportunity to be reassessed in the appropriate component of the assessment, ideally 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 prior to the first assessment being undertaken by the candidates. 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 /fail. There is no grading.

### Unit Certification

Candidates who only complete unit one can gain the SafeCert Level 3 Award in Outdoor First Aid Emergency Action (RQF). Candidates who complete both units can gain SafeCert Level 3 Award in Outdoor First Aid (RQF)

### 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

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- Assessor will ensure there is a suitable distance between candidates to prevent copying of answers
- 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 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 Awards Qualifications.

Training and assessment must be able to provide a suitable teaching area/environment conducive to candidates' learning i.e. 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' in terms of 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](mailto:info@safecertawards.com).

## SECTION 3

### Centre Staffing

Ensure that there are a sufficient number of people either trained or qualified to assess the number of candidates they anticipate to register. Ensure that there are a sufficient number of people either trained or qualified to internally quality assure for the number of candidates and assessors

Put quality assurance systems in place to ensure that all assessments are valid, reliable, authentic and sufficient while providing sufficient training and updating for the IQAs identified as being responsible for quality assurance.

Ensure that there is a system of standardisation in place to ensure that all assessments are consistent and fair and those undertaking the roles of quality assurance and assessment maintain their skills, knowledge and understanding regarding assessment and quality assurance and the associated 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 requires that Nominated Trainers/Assessors have teaching experience and hold a qualification in the relevant subject area.

*Suitable Subject Area Qualifications may include:*

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

Suitable teaching or assessing qualification may include.

### Teaching

- PTLLS 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
- 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 Paediatric First Aid CPD Training with a recognised Awarding Organisation**

### Criteria for Internal Quality Assurers

SafeCert requires the 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
- Paediatric First Aid

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	✓
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 key to ensuring that the assessment of evidence for units 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 safe cert having been checked 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](http://www.safecertawards.com), or you can contact SafeCert for more information.

The programme may be applied flexibly, in accordance with candidates' 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.

### Centre Equipment Requirements

SafeCert requires centres involved in the delivery of this qualification to have the following resources in place:

- 1 child resuscitation manikin between a maximum of 4 candidates, and 1 baby manikin between a maximum of 4 candidates
- Safety procedures in place to sterilise manikin faces at end of each course, OR one disposable face shield per candidate OR manikin face wipes to be used after each candidate
- Replacement airways and lungs for each resuscitation manikin to be changed at end of each course
- Minimum of 1 disposable training dressing and 1 pair disposable gloves per candidate
- Training room that has carpeted floors and if not mats/blankets provided, for use during practical sessions
- Adequate size of training room to accommodate maximum number of candidates
- Training room must be safe and have adequate ventilation, lighting and temperature that are suitable for current health and safety requirements.

## SafeCert – The Safe Awarding Body

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### Useful Websites

Company	Website
Skills for Health	<a href="http://www.skillsforhealth.org.uk">www.skillsforhealth.org.uk</a>
Skills for Care and Development	<a href="http://www.skillsforcareanddevelopment.org.uk">www.skillsforcareanddevelopment.org.uk</a>
First Aid Awarding Organisation Forum - FAAOF	<a href="http://www.firstaidqualifications.org.uk">www.firstaidqualifications.org.uk</a>
Resuscitation Council (UK)	<a href="http://www.resus.org.uk">www.resus.org.uk</a>
SafeCert Awards Ltd	<a href="http://www.safecertawards.com">www.safecertawards.com</a>