



# Qualification Specification

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## Qualification Specification

**SafeCert SCQF Level 6 Award in First Aid at Work**

# SafeCert – The Safe Awarding Body

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## Document Control

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## Change Mechanism

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

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## Qualification: SCQF Level 6 Award in First Aid at Work

This qualification forms part of two mandatory unit

- Unit 1: Emergency First Aid in the Workplace
- Unit 2: Recognition and Management of Illness in the Workplace

### Introduction

This Qualification Specification is designed to outline all you need to know in order to achieve this qualification. If you have any further questions, please contact your account manager at Safe Cert.

### Qualification Details

The SafeCert SCQF Level 6 Award in First Aid at Work is Accredited SQA Accreditation. This qualification is part of the SCQF and has the value of 3 credit. This is a 3 day course (minimum 18 hours) based in the classroom. The course can be taught over 9 sessions of 2 hours, but the minimum time on each session must be 2 hours or a maximum period of 4 weeks.

### Qualification Structure

The purpose of this unit is to assess the knowledge, understanding and skills required to deal with a range of emergencies requiring first aid in the workplace. 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.

### Emergency First Aid in the Workplace - Unit Summary of Learning Outcomes

This unit has 8 Learning outcomes:

1. Understand the role and responsibilities of a first aider
2. Be able to assess an incident
3. Be able to manage an unresponsive casualty who is breathing normally
4. Be able to manage an unresponsive casualty who is not breathing normally
5. Be able to recognise and assist a casualty who is choking
6. Be able to manage a casualty with external bleeding
7. Be able to manage a casualty who is in shock
8. Be able to manage a casualty with a minor injury

### Recognition and Management of Illness and Injury in the Workplace – Summary of Learning Outcomes

This unit has 9 Learning outcomes:

1. Be able to conduct a secondary survey
2. Be able to administer first aid to a casualty with injuries to bones, muscles and joints
3. Be able to administer First Aid to a casualty with suspected head and spinal injuries

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4. Be able to administer First Aid to a casualty with suspected chest injuries
5. Be able to administer First Aid to a casualty with burns and scalds
6. Be able to administer First Aid to casualty with an eye injury
7. Be able to administer First Aid to a casualty with sudden poisoning
8. Be able to administer First Aid to a casualty with anaphylaxis
9. Be able to provide First Aid to a casualty with suspected major illness

### Mode of Delivery & Assessment

Assessment is on-going by the tutor, 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 Document

Qualification specification, assessment strategy set by the sector skills council guidance, SQA regulation guidelines, access to appeals and reasonable adjustments.

More Information about your course can be found on our website: [www.safecertawards.com](http://www.safecertawards.com)

Unit: Emergency First Aid in the Workplace	
<p>The purpose of this unit is to assess the knowledge, understanding and skills required to deal with a range of emergencies requiring first aid in the workplace. 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.</p>	
Learning Outcome	Assessment Criteria
<b>1. Understand the role and responsibilities of a first aider</b>	1.1 Identify the role and responsibilities of a first aider 1.2 Describe how to minimise the risk of infection to self and others 1.3 Identify the need for establishing consent to provide first aid 1.4 Complete an accident report form 1.5 Identify the first aid equipment that should be available in a workplace 1.6 Describe the safe use of first aid equipment
<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 Give examples of when to call for help
<b>3. Be able to manage an unresponsive casualty who is breathing normally</b>	3.1 Assess a casualty's level of consciousness 3.2 Open a casualty's airway and check breathing 3.3 Explain why it is important to place an unconscious casualty into the recovery position 3.4 Place an unresponsive casualty in the recovery position 3.5 Manage a casualty who is in seizure
<b>4. Be able to manage an unresponsive casualty who is not breathing normally</b>	4.1 Recognise the need to commence Cardio Pulmonary Resuscitation 4.2 Demonstrate Cardio Pulmonary Resuscitation using a manikin
<b>5. Be able to recognise and assist a casualty who is choking</b>	5.1 Describe how to identify a casualty with a <ul style="list-style-type: none"> <li>• partially blocked airway</li> <li>• completely blocked airway</li> </ul> 5.2 Administer first aid to a casualty who is choking
<b>6. Be able to manage a casualty with external bleeding</b>	6.1 Identify the types of external bleeding 6.2 Control external bleeding
<b>7. Be able to manage a casualty who is in shock</b>	7.1 Recognise shock 7.2 Administer first aid to a casualty who is in shock
<b>8. Be able to manage a casualty with a minor injury</b>	8.1 Administer first aid to a casualty with small cuts, grazes and bruises 8.2 Administer first aid to a casualty with minor burns and scalds 8.3 Administer first aid to a casualty with small splinters

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<b>Additional information about this unit</b>	
<b>Unit Approval Date</b>	tbc
<b>Unit Review Date</b>	tbc
<b>Unit Available From</b>	tbc
<b>Unit Code</b>	tbc
<b>SCQF Level</b>	2
<b>SCQF Credit</b>	1
<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.

## Unit: Recognition and Management of Illness and Injury in the Workplace

The purpose of this unit is to assess the knowledge, understanding and skills required to deal with a range of illnesses and injuries in the workplace. This unit together with the Emergency First Aid in the Workplace meets The Health and Safety (First Aid) Regulations 1981 in respect of First Aid at Work.

Learning Outcome	Assessment Criteria
<b>1. Be able to conduct a secondary survey</b>	1.1 Identify the information to be collected when gathering a casualty history 1.2 Conduct a head to toe survey
<b>2. Be able to administer first aid to a casualty with injuries to bones, muscles and joints</b>	2.1 Recognise suspected; <ul style="list-style-type: none"> <li>• Fractures</li> <li>• Dislocations</li> <li>• Sprains and strains</li> </ul> 2.2 Administer first aid for: <ul style="list-style-type: none"> <li>• Fractures</li> <li>• Dislocations</li> <li>• Sprains and Strains</li> </ul>
<b>3. Be able to administer First Aid to a casualty with suspected head and spinal injuries</b>	3.1 Recognise suspected; <ul style="list-style-type: none"> <li>• Concussion</li> <li>• Skull fracture</li> <li>• Cerebral compression</li> <li>• Spinal injury</li> </ul> 3.2 Administer first aid for suspected; <ul style="list-style-type: none"> <li>• Concussion</li> <li>• Skull fracture</li> <li>• Cerebral compression</li> <li>• Spinal injury</li> </ul>
<b>4. Be able to administer First Aid to a casualty with suspected chest injuries</b>	4.1 Recognise the different types of chest injury 4.2 Administer first aid for a chest injury
<b>5. Be able to administer First Aid to a casualty with burns and scalds</b>	5.1 Recognise the factors that affect the severity of burns and scalds 5.2 Administer first aid for burns involving; <ul style="list-style-type: none"> <li>• Dry heat</li> <li>• Wet heat</li> <li>• Electricity</li> <li>• Chemicals</li> </ul>
<b>6. Be able to administer First Aid to a casualty with an eye injury</b>	6.1 Give examples of common eye injuries 6.2 Administer first aid for eye injuries involving; <ul style="list-style-type: none"> <li>• Dust</li> <li>• Chemicals</li> <li>• Embedded objects</li> </ul>
<b>7. Be able to administer First Aid to a casualty with sudden poisoning</b>	7.1 Identify the routes that poisons can take to enter the body 7.2 Administer immediate first aid to a casualty affected by sudden poisoning



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	7.3 Identify sources of information for treating those affected by sudden poisoning
<b>8. Be able to administer First Aid to a casualty with anaphylaxis</b>	8.1 Identify common triggers for anaphylaxis 8.2 Recognise anaphylaxis 8.3 Administer immediate first aid for a casualty suffering from anaphylaxis
<b>9. Be able to provide First Aid to a casualty with suspected major illness</b>	9.1 Recognise major illnesses including; <ul style="list-style-type: none"> <li>• Heart Attack</li> <li>• Stroke</li> <li>• Epilepsy</li> <li>• Asthma</li> <li>• Diabetes</li> </ul> 9.2 Administer first aid to a casualty suffering from major illnesses including; <ul style="list-style-type: none"> <li>• Heart Attack</li> <li>• Stroke</li> <li>• Epilepsy</li> <li>• Asthma</li> </ul> Diabetes

Additional Information about the award			
<b>Award Approval Date</b>	17 Apr 2013	<b>Award Available From</b>	17 Apr 2013
<b>Review Date</b>	31 Mar 2017	<b>Group Award Code</b>	R308 04
<b>Minimum Learning Hours</b>	<b>6 Hours</b>		
<b>SCQF Level</b>	<b>6</b>	<b>SCQF Credit</b>	3
<b>Mapping to National Occupational Standards</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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## Candidates with proven Special Consideration

The SafeCert procedures can be found in the Guidance on Reasonable Adjustments and Special Consideration document which is on the Safe Cert website [www.safecertawards.com](http://www.safecertawards.com)

## Guidance notes on delivery

This is excellent course designed for all employees to provide safety awareness in the workplace. The qualification has a minimum contact time of 18 hours, so it can be completed in 3 days.

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 moderator 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)

## Prerequisites

### Age ranges

The qualification is open to candidates 16 years and above.

### Qualification Structure

This qualification consists 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, each session must be a minimum of 2 hours over 3 sessions within a 4 week period.

This qualification will expire after 3 years and needs to be renewed and it is strongly advised to do annual refresher training as per HSE guidance to keep up to date with CPR and other practical skills..

## Opportunities for progression

Successful completers can progress to:

Progression and further learning routes include:

- SafeCert SCQF Level 6 Award in Oxygen Administration

## Pre-course procedures

These qualifications are available to anyone who is capable of reaching the required standards. They have been developed free from any barriers that restrict access or progression thereby promoting equal opportunities.

There are no formal requirements for entry to these qualifications.

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## Interview procedure & ID checking

All centre staff involved in the assessment or delivery of these qualifications should understand the requirements of the qualification and match them to the needs and capabilities of individual candidates before entering them as candidates for one of these qualifications

All candidates must be instructed to bring photographic identification to the assessment to be checked by the invigilator/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"

## Criminal Records Checks

Centres should note that it is now a requirement for teachers in further education to undergo Criminal Records Bureau checks.

## 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 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 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 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. SafeCert will provide support with External Verifier visits as well as desktop based reviews. SafeCert centres must provide access to all records for any EQA visits.

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## 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 external moderator either electronically (or using other forms of correspondence), or at an initial moderation visit. Materials for approval can be sent directly to the Qualifications Manager. 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 SCQF Level 5 Award in Emergency First Aid

## Centre Examination Procedures

SafeCert requires centres to monitor assessments in place:

- Assessor must keep all assessment papers in a 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 a Exam Notice – Please keep quiet during the assessment
- Assessor will make sure there is no talking during the assessment
- Assessor will ensure candidates are either at their own desks or at a suitable distance between candidates in order they could not copy other student 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, sent to IQA for internal verification of results and then kept in a 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 external verification. If you have direct claims then only the registration and results are required to be sent in, unless otherwise requested. During EQA visits the EQA will need access to all assessment and IQA documents.

## 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 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.

## 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 verify for the number of candidates and assessors

Put verification systems and internal verifiers in place to ensure that all assessments are valid, reliable, authentic and sufficient and provide quality assured training for those people identified as being responsible for verification

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 verification and assessment maintain their skills, knowledge and understanding regarding assessment and verification 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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- 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 (SCQF)
- SQA Accredited Planning and Delivering Learning Sessions to Groups

### 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 Health and Safety CPD Training with a recognised Awarding Organisation**

### Criteria for Internal Quality Assurer

SafeCert requires that Nominated IQA for the 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 (SCQF)	✓
Level 4 Certificate in Leading the internal Quality Assurance of Assessment Processes and Practice (SCQF)	✓
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	✓

**\*. 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 approval application form 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.

## Useful Websites

Company	Website
HSE ROSPA	<a href="http://www.hse.gov.uk/">www.hse.gov.uk/</a> <a href="http://www.rospa.com">www.rospa.com</a>