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SafeCert Level 2 Award in Activity First Aid
Qualification Number – SC24 21

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Change Mechanism

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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 2 Award in Activity First Aid

This qualification consists of two mandatory units as follows:

- Unit 1: First Aid Essentials
- Unit 2: Management of Illness and Injury in Activities

Qualification Details

The SafeCert Level 2 Award in Activity First Aid is accredited by SafeCert Awards. The Minimum Learning hours are 12 hours, which includes the assessment which is classroom-based.

Candidates who successfully complete unit 1: First Aid Essentials are eligible for the SafeCert Level 2 Award in First Aid Essentials, those candidates who complete both units are eligible for the SafeCert Level 2 Award in Activity First Aid.

Qualification Objective

This qualification is for workplace employees, for whom the main role, is activity based. This award provides the knowledge and skills for First Aiders, specifically in workplaces, where help, is up to 2 hours away.

First Aid Essentials – Unit 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 emergency situation safely
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 suffering from shock
7. Know how to provide first aid to a casualty with minor injuries

Management of Illness and Injury in Activities – Summary of Learning Outcomes

This unit has 10 Learning outcomes:

1. Be able to conduct a secondary survey
2. Be able to provide first aid to a casualty with suspected injuries to bones, muscles and joints
3. Be able to provide first aid to a casualty with suspected head and spinal injuries
4. Know how to provide first aid to a casualty with suspected chest injuries
5. Know how to provide first aid to a casualty with an eye injury
6. Be able to provide first aid to a casualty with anaphylaxis
7. Be able to provide first aid to a casualty with bites or stings
8. Know how to provide first aid to a casualty suffering from extremes of the heat or cold
9. Know how to provide first aid to a casualty with suspected major illness

Mode of Delivery and Assessment

Assessment is ongoing and is tutor-led. Throughout the duration of the course, the tutor observes the practical skills of the candidates. Then at the end of each unit, there is a multiple-choice question paper, followed by assessor feedback.

There are detailed requirements for the delivery and assessment of these qualifications, guidance on which is 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).
- 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.

Centres 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: First Aid Essentials

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

This unit together with the second unit Management of Illness and Injury in Activities make up the SafeCert Level 2 Award in Activity First Aid.

Learning Outcome	Assessment Criteria	Indicative Content
1. Understand the role and responsibilities of a first aider	1.1 Identify the role and responsibilities of a first aider	<p>Identification of the roles and responsibilities of a first aider may include:</p> <ul style="list-style-type: none"> • Preventing cross infection • Recording incidents and actions • Safe use of available equipment • Assessing an incident • Summoning appropriate assistance • Prioritising treatment • Dealing with post incident stress
	1.2 Identify how to minimise the risk of infection to self and others	<p>Minimising the risk of infection may include:</p> <ul style="list-style-type: none"> • Personal Protective Equipment (<i>PPE</i>) • Hand hygiene • Disposal of contaminated waste • Using appropriate dressings • Barrier devices during rescue breaths • Covering own cuts <p>Others may include casualties or other assistants or volunteers.</p>
	1.3 Identify the need for consent to provide first aid	<p>Identifying the need to gain consent may include:</p> <ul style="list-style-type: none"> • Gaining consent • Implied consent
2. Be able to assess an emergency situation safely	2.1 Conduct a scene survey	<p>Conducting a scene survey may include:</p> <ul style="list-style-type: none"> • Checking for further danger • Identifying the number of casualties • Evaluating what happened • Prioritising treatment • Delegating tasks
	2.2 Conduct a primary survey of a casualty	<p>The primary survey sequence may include:</p> <ul style="list-style-type: none"> • Danger • Response • Airway • Breathing • Circulation

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	2.3 Summon appropriate assistance when necessary	Summoning appropriate assistance may include: <ul style="list-style-type: none"> • Shouting for help • Calling 999/112 via speakerphone or bystander • Leaving the casualty to call 999/112 • Calling an NHS emergency helpline such as 111
3. Be able to provide first aid to an unresponsive casualty	3.1 Identify when to administer Cardio Pulmonary Resuscitation (CPR)	Identifying when to administer CPR must include: <ul style="list-style-type: none"> • When the casualty is unresponsive and: <ul style="list-style-type: none"> ○ Not breathing ○ Not breathing normally/agonal breathing
	3.2 Demonstrate adult CPR using a manikin	Demonstrating CPR must include: <ul style="list-style-type: none"> • 30 chest compressions <ul style="list-style-type: none"> ○ Correct hand positioning ○ 5-6cm compression depth ○ 100-120 per minute • 2 rescue breaths <ul style="list-style-type: none"> ○ Correct rescue breath positioning ○ Blowing steadily into mouth (<i>about 1 sec to make chest rise</i>) ○ Taking no longer than 10 seconds to deliver 2 breaths • AED (<i>Defibrillator</i>) <ul style="list-style-type: none"> ○ Correct placement of AED pads ○ Following AED instructions <p>CPR – minimum demonstration time of 2 minutes at floor level</p>
	3.3 Demonstrate child CPR using a manikin	Demonstrating CPR must include: <ul style="list-style-type: none"> • 5 Initial Breaths • 30 chest compressions <ul style="list-style-type: none"> ○ Correct 1 or 2 hand positioning ○ 1/3 chest depth compression depth ○ 100-120 per minute • 2 rescue breaths <ul style="list-style-type: none"> ○ Correct rescue breath positioning ○ Blowing steadily into mouth (<i>about 1 sec to make chest rise</i>) ○ Taking no longer than 10 seconds to deliver 2 breaths ○ If you don't have a phone, give 1 minute of CPR before going for help <p>CPR – minimum demonstration time of 2 minutes at floor level</p>

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	3.4 Identify how to perform CPR for victims of drowning	This award only covers the rescue breaths of victims after suspected drowning and after they have been removed from the water. Modifications to Drowning; CPR for 1 minute before 999 call where there is a duty to respond
	3.5 Identify when to place a casualty into the recovery position	Identifying when to place the casualty into the recovery position should include when the casualty has lowered levels of response and: <ul style="list-style-type: none"> • Does not need CPR • Is breathing normally • Is uninjured An injured casualty may be placed in the recovery position if the airway is at risk (<i>e.g. fluids in the airway or you need to leave the casualty to get help</i>)
	3.6 Demonstrate how to place a casualty into the recovery position	Placing a casualty into the recovery position may include: <ul style="list-style-type: none"> • Placing in a position that maintains a stable, open, draining airway at floor level • Continually monitoring airway and breathing • Turning the casualty onto the opposite side every 30 minutes • Placing heavily pregnant casualty on their left side
	3.7 Demonstrate continual monitoring of breathing whilst the casualty is in the recovery position	Continually monitoring airway and breathing includes: <ul style="list-style-type: none"> • Continual checking for normal breathing to ensure that cardiac arrest can be identified immediately
	3.8 Identify how to administer first aid to a casualty who is experiencing a seizure	Administering first aid to a casualty having a generalised seizure may include: <ul style="list-style-type: none"> • Keeping the casualty safe (<i>removing dangers</i>) • Noting the time and duration of the seizure • Opening airway and checking breathing post seizure • Determining when to call 999/112
4. Be able to provide first aid to a casualty who is choking	4.1 Identify when a casualty is choking	Identifying mild choking may include recognising the casualty is able to: <ul style="list-style-type: none"> • Speak • Cough • Breathe Identifying severe choking may include recognising the casualty is: <ul style="list-style-type: none"> • Unable to cough effectively • Unable to speak • Unable or struggling to breathe

		<ul style="list-style-type: none"> • In visible distress • Unconscious
	4.2 Demonstrate how to administer first aid to a casualty who is choking	<p>Administering first aid for choking should include the following:</p> <p>Adults</p> <ul style="list-style-type: none"> • Encouraging to cough • Up to 5 back blows • Up to 5 abdominal thrusts • Calling 999/112 when required • CPR if unconscious <p>Children</p> <ul style="list-style-type: none"> • Encouraging to cough • Up to 5 back blows • Up to 5 abdominal thrusts • Calling 999/112 when required • CPR if unconscious
5. Be able to provide first aid to a casualty with external bleeding	5.1 Identify whether external bleeding is life-threatening	<p>Identifying the severity of arterial bleeding may include recognising the blood:</p> <ul style="list-style-type: none"> • Is under pressure • spurts in time with the heartbeat <p>Recognition that arterial bleeding is a life-threatening emergency</p> <p>Identifying the severity of venous bleeding may include recognising the blood:</p> <ul style="list-style-type: none"> • Volume in veins is comparable to arteries • Flows profusely from the wound <p>Recognition that venous bleeding is a life-threatening emergency</p> <p>For context - identifying capillary bleeding may include recognising that blood trickles from the wound. Capillary bleeding is not a life-threatening emergency</p>
	5.2 Demonstrate how to administer first aid to a casualty with external bleeding	<p>Administering first aid for external bleeding may include:</p> <ul style="list-style-type: none"> • Maintaining aseptic technique • Siting or laying the casualty • Examining the wound • Applying direct pressure onto (<i>or into</i>) the wound • Dressing the wound

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6. Know how to provide first aid to a casualty who is suffering from shock	6.1 Recognise when a casualty is suffering from shock	Shock: hypovolaemic shock (<i>resulting from blood loss</i>) Hypovolaemic shock recognition may include: <ul style="list-style-type: none"> • Pale, clammy skin • Fast, shallow breathing • Rise in pulse rate • Cyanosis • Dizziness/passing out when sitting or standing upright
	6.2 Identify how to administer first aid to a casualty who is suffering from shock	Administering first aid for hypovolaemic shock may include: <ul style="list-style-type: none"> • Treating the cause • Casualty positioning • Keeping the casualty warm • Calling 999/112
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 • Nosebleeds 	Administering first aid for small cuts and grazes may include: <ul style="list-style-type: none"> • Irrigation • Dressing Administering first aid for bruises may include: <ul style="list-style-type: none"> • Cold compress for 10 minutes Small splinter removal may include the following steps: <ul style="list-style-type: none"> • Cleaning of area • Remove with tweezers • Dress Administering first aid for a nosebleed may include: <ul style="list-style-type: none"> • Sitting the casualty down, head tipped forwards • Pinching the soft part of the nose • Telling the casualty to breathe through their mouth
	7.2 Identify how to administer first aid to a casualty with minor burns and scalds	Administering first aid for minor burns and scalds may include: <ul style="list-style-type: none"> • Cooling for 20 minutes • Removing jewellery and loose clothing • Covering the burn • Determining when to seek advice

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Additional Information about the unit			
Unit Code	AFA	Award Code	SC24 21
Minimum Learning Hours	6 Hours		
Level	2	Credit	1
Support for the unit from SSC or another appropriate body	SafeCert	Assessment requirements and guidance	This unit must be assessed in accordance with the current Assessment Guidance document

Unit: Management of Illness and Injury in Activities

The purpose of this unit is to assess the knowledge, understanding and skills required to deal with a range of illnesses and injuries in Activity First Aid. This unit together with the First Aid Essentials together consists of the SafeCert Level 2 Award in Activity First Aid Award.

Learning Outcome	Assessment Criteria	Indicative Content
1. Be able to conduct a secondary survey	1.1 Identify the information to be collected when gathering a casualty history	Information to be collected when gathering a casualty history may include: <ul style="list-style-type: none"> • Signs and symptoms • Event history • Allergies • Past medical history • Last meal • Medication
	1.2 Demonstrate how to conduct a head-to-toe survey	Performing a systematic check of the casualty may include: <ul style="list-style-type: none"> • Head and neck • Shoulders and chest • Abdomen • Legs and arms <p>Head to toe survey: must be conducted on a casualty with a continually monitored or protected airway (e.g. a conscious casualty or a casualty placed in the recovery position).</p>
2. Be able to provide first aid to a casualty with suspected injuries to bones, muscles and joints	2.1 Recognise a suspected: <ul style="list-style-type: none"> • Fracture or dislocation • Sprain or strain 	Recognising fractures, dislocations, sprains and strains may include: <ul style="list-style-type: none"> • Pain • Loss of power • Unnatural movement • Swelling or bruising • Deformity • Irregularity • Crepitus • Tenderness
	2.2 Identify how to administer first aid for a casualty with suspected: <ul style="list-style-type: none"> • Fracture or dislocation • Sprain or strain 	Administering first aid for fractures and dislocations may include: <ul style="list-style-type: none"> • Immobilising / keeping the injury still • Calling 999/112, or • Arranging transport to hospital Administering first aid for sprains and strains may include: <ul style="list-style-type: none"> • Rest • Ice • Compression/comfortable support

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		<ul style="list-style-type: none"> Elevation
	<p>2.3 Demonstrate how to apply:</p> <ul style="list-style-type: none"> A support sling An elevated sling 	<p>Demonstrating the application of a sling must include:</p> <ul style="list-style-type: none"> A support sling An elevated sling
<p>3. Be able to provide first aid to a casualty with suspected head and spinal injuries</p>	<p>3.1 Recognise a suspected:</p> <ul style="list-style-type: none"> Head Injury Spinal Injury 	<p>Recognising concussion, compression and fractured skull may include:</p> <ul style="list-style-type: none"> Mechanism of injury Signs and symptoms Conscious levels <p>Recognising spinal injury may include:</p> <ul style="list-style-type: none"> Mechanism of injury Pain or tenderness in the neck or back <p>Head injury: includes concussion, compression and skull fracture. The learner is not expected to differentiate between these conditions.</p>
	<p>3.2 Identify how to administer first aid for a suspected head injury</p>	<p>Administering first aid for a head injury may include:</p> <ul style="list-style-type: none"> Determining when to call 999/112 Maintaining airway and breathing Monitoring response levels Dealing with fluid loss
	<p>3.3 Demonstrate how to administer first aid for a casualty with a suspected spinal injury</p>	<p>Administering first aid for spinal injuries may include:</p> <ul style="list-style-type: none"> Calling 999/112 Keeping the head and neck in-line <p>Safe method(s) of placing the casualty into a recovery position whilst protecting the spine (<i>if the airway is at risk</i>).</p>
<p>4. Know how to provide first aid to a casualty with suspected chest injuries</p>	<p>4.1 Identify how to administer first aid for suspected:</p> <ul style="list-style-type: none"> Fractured ribs Penetrating chest injury 	<p>Administering first aid for suspected rib fracture may include:</p> <ul style="list-style-type: none"> Calling 999/112 Casualty positioning Supporting the injury <p>Administering first aid for a penetrating chest injury may include:</p> <ul style="list-style-type: none"> Calling 999/112 Casualty positioning Controlling bleeding around the wound (<i>without covering the wound</i>) Leaving a sucking chest wound open to fresh air

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<p>5. Know how to provide first aid to a casualty with an eye injury</p>	<p>5.1 Identify how to administer first aid to a casualty with:</p> <ul style="list-style-type: none"> • Eye Injury • Foreign body in the eye 	<p>Administering first aid for eye injury may include:</p> <ul style="list-style-type: none"> • Irrigation with clean water • Ensuring the water runs away from the good eye <p>Administering first aid for an embedded object in the eye may include:</p> <ul style="list-style-type: none"> • Covering the injured eye • Ensuring the good eye is not used (<i>cover if needed</i>) • Calling 999/112 or arranging transport to hospital
<p>6. Be able to provide first aid to a casualty with anaphylaxis</p>	<p>6.1 Recognise suspected anaphylaxis</p>	<p>Recognising anaphylaxis may include rapid onset and rapid progression of a life-threatening airway, breathing and circulation problem:</p> <ul style="list-style-type: none"> • Airway – Swelling of the tongue, lips or throat • Breathing – Difficult, wheezy breathing or tight chest • Circulation - <ul style="list-style-type: none"> ○ Dizziness, feeling faint or passing out ○ Pale, cold clammy skin and fast pulse ○ Nausea, vomiting, stomach cramps or diarrhoea <p>There may also be skin rash, swelling and/or flushing.</p>
	<p>6.2 Identify how to administer first aid for a casualty with suspected anaphylaxis</p>	<p>Administering first aid for anaphylaxis may include:</p> <ul style="list-style-type: none"> • Calling 999/112 • Correct casualty positioning • Assisting to use their adrenaline auto-injector • Resuscitation if required
	<p>6.3 Demonstrate <u>the use of a 'training device' auto-injector</u></p>	<p><u>The use of a 'training device' adrenaline auto-injector:</u> must be demonstrated using a training device and NOT a live auto-injector</p>
<p>7. Be able to provide first aid to a casualty with bites or stings</p>	<p>7.1 Identify how to administer first aid for:</p> <ul style="list-style-type: none"> • Bites • Stings 	<p>Administering first aid for bites may include:</p> <ul style="list-style-type: none"> • Irrigation, dressing and seeking medical advice <p>Administering first aid for stings may include:</p> <ul style="list-style-type: none"> • Scraping off the sting • Applying an ice pack • Giving sips of cold water (if the sting is in the mouth) • Monitoring for allergic reaction
<p>8. Know how to provide first aid to a casualty suffering from extremes of the heat or cold</p>	<p>8.1 Identify how to administer first aid for a casualty suffering from extremes of the heat</p>	<p>Heat conditions include:</p> <ul style="list-style-type: none"> • Heat exhaustion • Heat stroke <p>Recognition of heat exhaustion may include:</p> <ul style="list-style-type: none"> • High temperature • Headache, dizziness • Signs of shock • Cramp

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		<p>Recognition of heat stroke may include:</p> <ul style="list-style-type: none"> • Headache and dizziness • Flushed, warm and dry skin • Slow response • Rapid pulse <p>Administering first aid for heat exhaustion may include:</p> <ul style="list-style-type: none"> • Moving casualty if able to shelter • Remove excessive clothing • Casualty positioning • Rehydration <p>Administering first aid for heat stroke may include:</p> <ul style="list-style-type: none"> • Moving casualty away from the heat • Calling 999 • Rapid cooling
	<p>8.2 Identify how to administer first aid for a casualty suffering from extremes of the cold</p>	<p>Cold conditions include:</p> <ul style="list-style-type: none"> • Frost bite • Hypothermia <p>Recognition of frost bite may include:</p> <ul style="list-style-type: none"> • Pins and needles sensation • Loss of colour, or blue colour • Stiffening of the skin • Blackened skin if gangrene has set in. <p>Recognition of hypothermia may include:</p> <ul style="list-style-type: none"> • Pale, cold skin • Shivering that will stop as the condition develops • Slow breathing • Slow pulse rate • Low levels of response • Confusion <p>Administering first aid for frost bite may include:</p> <ul style="list-style-type: none"> • Protection from environment • Warm up gently • Cover with a dressing <p>Administering first aid for hypothermia may include:</p> <ul style="list-style-type: none"> • Sheltering • Replacing wet with dry clothing • Cover with blankets to keep warm including head • Giving a warm drink if they can swallow easily

		<ul style="list-style-type: none"> • Maintaining airway and breathing • If unconscious, place in recovery position ensuring insulation underneath and around them to protect from cold • Calling 999
<p>9. Know how to provide first aid to a casualty with suspected major illness</p>	<p>9.1 Recognise suspected:</p> <ul style="list-style-type: none"> • Heart Attack • Stroke • Epilepsy seizure • Asthma attack • Diabetic hypoglycaemic emergency 	<p>Recognising a heart attack may include:</p> <ul style="list-style-type: none"> • Sudden onset • Crushing chest pain • Skin appearance (<i>for e.g. pale, grey, sweaty</i>) • Variable pulse, • Shortness of breath <p>There are now many elderly persons getting into fitness so we have included Stroke for this reason. Recognising stroke may include performing the FAST test:</p> <p>F: Face A: Arms S: Speech T: Time to call 999/112</p> <p>Other stroke symptoms include sudden problems with balance, walking, dizziness, coordination, vision and severe headache.</p> <p>Recognising an epileptic seizure may include the following patterns:</p> <ul style="list-style-type: none"> • Aura • Tonic phase • Clonic phase • Recovery phase <p>Recognising an asthma attack may include:</p> <ul style="list-style-type: none"> • Difficulty breathing and speaking • Wheezy breathing • Pale and clammy skin • Cyanosis • Use of accessory muscles <p>Recognising a diabetic hypoglycaemic emergency may include:</p> <ul style="list-style-type: none"> • Fast onset • Lowered levels of response • Pale, cold and sweaty skin • Normal or shallow breathing • Rapid pulse

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	<p>9.2 Identify how to administer first aid to a casualty suffering from:</p> <ul style="list-style-type: none"> • Heart Attack • Stroke • Epilepsy seizure • Asthma attack • Diabetic hypoglycaemic emergency 	<p>Administering first aid for a heart attack may include:</p> <ul style="list-style-type: none"> • Correct casualty positioning • Calling 999/112 • Calming and reassurance • Assisting to take an aspirin if indicated <p>Administering first aid for a stroke may include:</p> <ul style="list-style-type: none"> • Maintain airway and breathing • Correct casualty positioning • Calling 999/112 <p>Administering first aid for an epileptic seizure may include:</p> <ul style="list-style-type: none"> • Removing dangers and safely protect the head • Noting the time and duration of the seizure • Loosening tight clothing around the neck • Determining when to call 999/112 • Post seizure care, including monitoring of airway and breathing <p>Administering first aid for an asthma attack may include:</p> <ul style="list-style-type: none"> • Correct casualty positioning • Assisting a casualty to take their reliever inhaler and use a spacer device • Calming and reassurance • Determining when to call 999/112 <p>Administering first aid for a diabetic hypoglycaemic emergency may include:</p> <ul style="list-style-type: none"> • Giving 15-20g of glucose for conscious casualties (<i>subject to sufficient response levels</i>) • Providing further food or drink if casualty responds to glucose quickly • Determining when to call 999/112
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Additional Information about the unit			
Unit Code	MAFA	Award Code	SC24 21
Minimum Learning Hours	6 Hours		
Level	2	Credit	1
Support for the award from SSC or other appropriate body	SafeCert	Assessment requirements and guidance	This unit must be assessed in accordance with the current Assessment Guidance document

Additional Information about the award			
Award Code	SC24 21	Includes Unit Codes:	tbc
Minimum Learning Hours	12 Hours		
Level	2	Credit	2
Support for the award from SSC or other appropriate body	SafeCert	Assessment requirements and guidance	This unit must be assessed in accordance with the current Assessment Guidance document

Guidance Notes on Delivery

It has been agreed that the qualification has a minimum contact time of 12 hours, over a period of 2 days. These same requirements also state that the qualification can be delivered over a maximum of a 4 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

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 two mandatory units, the details of which are included from page 5 of this document.

The validity of each certificate will expire after 3 years after which it needs to be renewed.

SafeCert Awards is a member of the First Aid Awarding Organisation Forum who agree the content of first aid qualifications, based on the recommendations of the Resuscitation Council (UK) and the Assessment Principles for Regulated First Aid Qualifications.

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 which can 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 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. 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

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 an adequate amount of contact time each and this would prove difficult, if the number of candidates exceeded 12. If a centre wishes to increase this ratio, they must first request approval and state how they would support candidate needs.

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. One multiple choice assessment for each unit, therefore two in total. If the candidate fails to cover, all the assessment criteria. The multiple-choice assessment is externally set by SafeCert Awards and internally marked.
1. 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 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 assurer's 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.

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:

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- 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 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 proforma, is available for use by centres. for use by centres.

Grading

Assessment is pass or fail.

Unit Certification

Candidates who only complete unit one can gain the SafeCert Level 2 Award in Essential First Aid. Candidates who complete both units can gain SafeCert Level 2 Award in Activity First Aid.

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
- All candidates will need to sit at their desk and remain quiet until the full assessment period is complete

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- 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. 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 at Work Act 1974 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 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 the 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 include:

- 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.

There is a detailed list of Reasonable Adjustments listed in the Reasonable Adjustments and Special Considerations Policy on the SafeCert website on the link below, that the centre can apply without prior approval from SafeCert and these would be recorded on the candidate registration and assessment tracking record. Any other reasonable adjustment not listed must be applied for using Form RA1 in Appendix 2 and agreed upon 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.

SafeCert has a Reasonable Adjustments and Special Considerations Policy which can be found on our website at the following link:

<https://www.safecertawards.com/pdf/ReasonableAdjustmentsandSpecialConsiderationsPolicy.pdf>

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or you can obtain a copy by e-mailing SafeCert at info@safecertawards.com.

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 needs of the candidate.

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 should also ensure that there are a sufficient number of people either trained or qualified to internally quality assure, for the number of candidates and assessors

Quality assurance systems need to be in place to ensure 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 also need to ensure that there is a system of standardisation in place, so that all assessments are consistent and fair. Anyone 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 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
- Activity First Aid or Outdoor First Aid Award
- 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 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
- Planning and Delivering Learning Sessions to Groups Level 6

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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 a 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
- Activity First Aid or Outdoor First Aid Award
- 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 Qualification 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 essential 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 SafeCert, 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.

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The programme may be flexible to suit 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 adult resuscitation manikin between a maximum of 4 candidates, and 1 aed trainer 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.

Useful Websites

Company	Website
<ul style="list-style-type: none"> • First Aid Awarding Organisation Forum • The Resuscitation Council (UK) • Health and Safety Executive • SafeCert Awards 	<ul style="list-style-type: none"> www.firstaidqualifications.org.uk www.resus.org.uk www.hse.gov.uk www.safecertawards.com