

www.safecertawards.com



Version 1.0 – June 2024
(For use in England, Scotland and Wales or Abroad)

SafeCert Level 3 Award in First Aid at Work
Qualification Number – SC24 01

SafeCert – The Safe Awarding Body

Document Control

Document Title: Qual Spec – SafeCert Level 3 Award in First Aid at Work

Document Number: QS-FAW

Author: Paul Horsburgh

Change Authority: Paul Horsburgh

Change History

Version	Date	Reason for change	Change by
0.1	15/06/2024	First draft	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.

Copyright:

The copyright for this work is vested in SafeCert Awards Ltd, and the document is issued in confidence for the purpose for which it is supplied. It must not be reproduced in whole or in part or used for tendering or manufacturing purposes except under agreement or with the consent in writing of SafeCert Awards Ltd and then only on the condition that this notice is included in any such reproduction. No information as to the contents or subject matter of this document or any part thereof arising directly or indirectly therefrom shall be given orally or in writing or communicated in any manner whatsoever to any third party being an individual firm or company or any employee thereof without the prior consent in writing of SafeCert Awards Ltd. Copyright © SafeCert Awards Ltd, 2024 to present. All rights reserved.

Registered address:

SafeCert Awards Ltd

38 Main Street, Gortin BT79 8PH

Tel: 0845 500 2 100

www.safecertawards.com

Table of Contents

3

SECTION ONE	Introduction	4
	Mode of Delivery and Assessment	5
	External Documents Related to the Qualification	5
	Learning Outcomes Unit 1: Emergency First Aid in the Workplace	6
	Learning Outcomes Unit 2: Recognition and Management of Illness in the Workplace	10
	Guidance Notes on Delivery and Prerequisites	15
	Opportunities for Progression	15
	Pre-Qualification Procedures	16
	ID Checking	16
	Criminal Records Checks	16
Initial Assessment	16	
SECTION TWO	Assessment Overview	17
	Deliver/Assessment Ratio's	17
	Guidance on Assessment	17
	Guidance on Internal Quality Assurance	17
	Guidance on External Quality Assurance	17
	Reassessment Procedures	18
	Grading and Unit Certification	18
	Examination Procedures	18
	Facilities, Resources and Safety Considerations	19
Reasonable Adjustments	19	
SECTION THREE	Centre Staffing	21
	Criteria for Trainer/Assessors	21
	Criteria for Internal Quality Assurers	22
	Internal Quality Assurance	22
	Delivery	22
	Useful Websites	23

Qualification Title: SafeCert Level 3 Award in First Aid at Work

This qualification consists of two mandatory unit

- Unit 1: Emergency First Aid in the Workplace
- Unit 2: Recognition and Management of Illness and Injury 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 SafeCert Awards Ltd.

Qualification Details

The SafeCert Level 3 Award in First Aid at Work is Accredited by SafeCert Awards. This qualification has 3 credits. 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 6 weeks.

Qualification Structure

The purpose of this unit is to access 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.

Emergency First Aid in the Workplace – Unit Summary of Learning Outcomes

This unit has seven 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

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

This unit has nine 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

SafeCert – The Safe Awarding Body

3. Be able to administer 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 burns and scalds
6. Know how to provide first aid to a casualty with an eye injury
7. Know how to provide first aid to a casualty with sudden poisoning
8. Know how to provide first aid to a casualty with anaphylaxis
9. Know how to provide first aid to a casualty with suspected major illness

Mode of Delivery and Assessment

Assessment by the tutor is ongoing with practical observation tests on practical skills, culminating in a multiple choice question paper.

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).
- 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 documents and policies such as details of the appeals procedure and reasonable adjustments. These can be found on 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. Qualification's approval can be included during the initial centre approval process. If a centre wishes to seek approval for further awards after the initial approval, they should complete and submit the additional awards approval form.

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

Unit: Emergency First Aid in the Workplace		
Purpose of the unit is for the learner to attain knowledge and practical competences required to deal with a range of workplace first aid situations		
Learning Outcome	Assessment Criteria	Indicative Content
1. Understand the role and responsibilities of a first aider	1.1 Identify the role and responsibilities of a first aider	Identification of the roles and responsibilities of a first aider may include: <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	Minimising the risk of infection may include: <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, work colleagues or people within the workplace environment.</p>
	1.3 Identify the need for consent to provide first aid	Identifying the need to gain consent may include: <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	Conducting a scene survey may include: <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	The primary survey sequence may include: <ul style="list-style-type: none"> • Danger • Response • Airway • Breathing • Circulation
	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	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

unresponsive casualty	3.2 Demonstrate adult CPR using a manikin	<p>Demonstrating CPR must include:</p> <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> <p>May additionally include use of rescue breath barrier devices</p>
	3.3 Identify when to place a casualty into the recovery position	<p>Identifying when to place the casualty into the recovery position should include when the casualty has lowered levels of response and:</p> <ul style="list-style-type: none"> • Does not need CPR • Is breathing normally • Is uninjured <p>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>)</p>
	3.4 Demonstrate how to place a casualty into the recovery position	<p>Placing a casualty into the recovery position may include:</p> <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
	3.5 Demonstrate continual monitoring of breathing whilst the casualty is in the recovery position	<p>Continually monitoring airway and breathing includes:</p> <ul style="list-style-type: none"> • Continual checking for normal breathing to ensure that cardiac arrest can be identified immediately
	3.6 Identify how to administer first aid to a casualty who is experiencing a seizure	<p>Administering first aid to a casualty having a generalised seizure may include:</p> <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	4.1 Identify when a casualty is choking

SafeCert – The Safe Awarding Body

casualty who is choking		<p>Identifying severe choking may include recognising the casualty is:</p> <ul style="list-style-type: none"> • Unable to cough effectively • Unable to speak • Unable or struggling to breathe • 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> <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 <p>Catastrophic bleeding treatment may include:</p> <ul style="list-style-type: none"> • Wound packing • Tourniquet application • Improvised tourniquet application
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	<p>Shock: hypovolaemic shock (<i>resulting from blood loss</i>)</p> <p>Hypovolaemic shock recognition may include:</p> <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	<p>Administering first aid for hypovolaemic shock may include:</p> <ul style="list-style-type: none"> • Treating the cause

SafeCert – The Safe Awarding Body

	casualty who is suffering from shock	<ul style="list-style-type: none"> 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

Additional information about the award is on next page.

Additional Information about the unit			
Qualification Number	SC24 01	Level	3
Minimum Learning Hours	6 Hours	Credit	1
Support for the award from SSC or another appropriate body	SafeCert	Assessment requirements and guidance	This award should be delivered, assessed and quality assured in accordance with SafeCert <i>Assessment Guidance</i>
Indicative Content	The purpose of the indicative content in this unit is to provide an indication of the context behind each assessment criteria. This is not intended to be exhaustive or set any absolute boundaries		

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

Purpose of this unit is for the learner to attain knowledge and practical competences required to deal with a range of workplace first aid situations.

Learning Outcome	Assessment Criteria	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 • Elevation
	2.3 Demonstrate how to apply: <ul style="list-style-type: none"> • A support sling • An elevated sling 	Demonstrating the application of a sling must include: <ul style="list-style-type: none"> • A support sling • An elevated sling

SafeCert – The Safe Awarding Body

3. Be able to provide first aid to a casualty with suspected head and spinal injuries	3.1 Recognise a suspected: <ul style="list-style-type: none"> • Head Injury • Spinal Injury 	Recognising concussion, compression and fractured skull may include: <ul style="list-style-type: none"> • Mechanism of injury • Signs and symptoms • Conscious levels Recognising spinal injury may include: <ul style="list-style-type: none"> • Mechanism of injury • Pain or tenderness in the neck or back Head injury: includes concussion, compression and skull fracture. The learner is not expected to differentiate between these conditions.
	3.2 Identify how to administer first aid for a suspected head injury	Administering first aid for a head injury may include: <ul style="list-style-type: none"> • Determining when to call 999/112 • Maintaining airway and breathing • Monitoring response levels • Dealing with fluid loss
	3.3 Demonstrate how to administer first aid for a casualty with a suspected spinal injury	Administering first aid for spinal injuries may include: <ul style="list-style-type: none"> • Calling 999/112 • Keeping the head and neck in-line Safe method(s) of placing the casualty into a recovery position whilst protecting the spine (<i>if the airway is at risk</i>).
4. Know how to provide first aid to a casualty with suspected chest injuries	4.1 Identify how to administer first aid for suspected: <ul style="list-style-type: none"> • Fractured ribs • Penetrating chest injury 	Administering first aid for suspected rib fracture may include: <ul style="list-style-type: none"> • Calling 999/112 • Casualty positioning • Supporting the injury Administering first aid for a penetrating chest injury may include: <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
5. Know how to provide first aid to a casualty with burns and scalds	5.1 Identify how to recognise the severity of burns and scalds	Recognising the severity of burns and scalds may include: <ul style="list-style-type: none"> • Cause • Age • Burn/scald size • Depth • Location
	5.2 Identify how to administer first aid for burns involving: <ul style="list-style-type: none"> • Dry/wet heat • Chemicals • Electricity 	Administering first aid for dry/wet heat burns may include: <ul style="list-style-type: none"> • Cooling the burn • Removing jewellery and loose clothing • Covering the burn • Determining when to call 999/112 Administering first aid for chemical burns may include: <ul style="list-style-type: none"> • Ensuring safety • Brushing away dry/powder chemicals • Irrigating with copious amounts of water (<i>unless contra-indicated</i>) • Treating the face/eyes as priority

SafeCert – The Safe Awarding Body

		<p>Administering first aid for electrical burns may include</p> <ul style="list-style-type: none"> • Ensuring it is safe to approach/touch the casualty • Checking DRABC and treating accordingly • Cooling the burns
<p>6. Know how to provide first aid to a casualty with an eye injury</p>	<p>6.1 Identify how to administer first aid for eye injuries involving;</p> <ul style="list-style-type: none"> • Dust • Chemicals • Embedded objects 	<p>Administering first aid for dust in the eye 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 a chemical in the eye may include:</p> <ul style="list-style-type: none"> • Irrigation with large volumes of clean water (<i>unless contra-indicated due to the chemical involved</i>) • Ensuring the water runs away from the good eye • Calling 999/112 <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>7. Know how to provide first aid to a casualty with suspected poisoning</p>	<p>7.1 Identify how poisonous substances can enter the body</p>	<p>Identification of the following routes a poison can enter the body may include:</p> <ul style="list-style-type: none"> • Ingested (<i>swallowed</i>) • Inhalation (<i>breathed in</i>) • Absorbed (<i>through the skin</i>) • Injected (<i>directly into skin tissue, muscles or blood vessels</i>)
	<p>7.2 Identify how to administer first aid to a casualty with suspected sudden poisoning</p>	<p>Administering first aid for corrosive substances may include:</p> <ul style="list-style-type: none"> • Ensuring your own safety • Substances on the skin – diluting and washing away with water • Swallowed substances – rinsing out the mouth then giving frequent sips of milk or water (<i>subject to sufficient levels of response</i>) • Calling 999/112 and giving information about the poison if possible • Protecting airway and breathing • Resuscitation if necessary using PPE/Barrier devices <p>Administering first aid for non-corrosive substances may include:</p> <ul style="list-style-type: none"> • Ensuring your own safety • Calling 999/112, and giving information about the poison if possible • Protecting airway and breathing • Resuscitation if necessary using PPE/barrier devices
<p>8. Be able to provide first aid to a casualty with anaphylaxis</p>	<p>8.1 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 -

SafeCert – The Safe Awarding Body

		<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>
	8.2 Identify how to administer first aid for a casualty with suspected anaphylaxis	<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
	8.3 Demonstrate the use of a 'training device' auto-injector	<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>
9. Know how to provide first aid to a casualty with suspected major illness	<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>Recognising stroke may include performing the FAST test: 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

SafeCert – The Safe Awarding Body

	<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
--	---	---

Additional Information about the unit			
Qualification Number	SC24 01	Level	3
Minimum Learning Hours	12 Hours	Credit	2
Support for the award from SSC or another appropriate body	SafeCert	Assessment requirements and guidance	This award should be delivered, assessed and quality assured in accordance with SafeCert <i>Assessment Guidance</i>
Indicative Content	The purpose of the indicative content in this unit is to provide an indication of the context behind each assessment criteria. This is not intended to be exhaustive or set any absolute boundaries		

Additional Information about the full First Aid Award including both units			
Group Award Code	SC24 01	Minimum Learning Hours	18 Hours
Level	3	Credit	3
Support for the award from SSC or other appropriate body	SafeCert	Assessment guidance	This award should be delivered, assessed and quality assured in accordance with SafeCert <i>Assessment Guidance</i>

SafeCert – The Safe Awarding Body

Guidance Notes on Delivery

This qualification is designed for all employees, who need to provide first aid in the workplace. The qualification has a minimum contact time of 18 hours, 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 quality adviser before 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

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 to 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 14 years or above.

Qualification Structure

This qualification consists of two mandatory units, the details of which are included on 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 6 week period.

This qualification will expire after 3 years. Before expiry it needs to be renewed. It is also 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:

SafeCert – The Safe Awarding Body

- SafeCert level 3 Award in First Person on Scene as an Emergency First Responder
- SafeCert level 3
- Award in Paediatric First Aid

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".

Criminal Records Check

Centres should note 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

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 that all candidates get the teaching practice and support requirement. It would be extremely difficult if the number of candidates increased more than 12. If a centre wishes to increase this ratio, it 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 on each of the two units.
2. Practical Skills Assessment - Candidates are assessed on all practical skills during the course, which is 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 are required to have a robust internal quality assurance system. The internal quality assurance must be completed by a suitably qualified person who has not been involved in the delivery or assessment of the award.

The internal quality assurer's role is to monitor the assessment of the qualification and delivery. This can be completed in several 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.

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

SafeCert – The Safe Awarding Body

- **Sample desktop EQA spot checks on assessment** – This is where we will ask a sample of centres each year to send in all their 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 found 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 within the timeframe allocated. Candidates should be aware that there will 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.

Grading

Assessment is pass/fail.

Unit Certification

Candidates who only complete unit one can gain the SafeCert Level 3 Award in Emergency First Aid at Work.

Centre Examination Procedures

SafeCert requires centres to monitor assessments in place:

- The assessor must keep all assessment papers in a secure locked area until the start of the assessment.
- The assessor will ensure no candidates have any written notes or other reference material during the assessment.
- The assessor will ensure the assessment room is in a quiet area and the room has an exam notice – 'Please keep quiet during the assessment'.
- The assessor will make sure there is no talking during the assessment.
- The assessor will ensure there is a suitable distance between candidates to prevent copying of answers.
- All candidates will need to sit at their desks and remain quiet until the full assessment period is complete.

SafeCert – The Safe Awarding Body

- All candidates must stop writing as soon as the assessor has indicated the assessment time is completed.
- All question papers and answer sheets, should then be marked by the assessor. These are then sent to IQA for internal quality assurance of results and then held in a secure locked area, for at least the duration of the validity of the award. SafeCert will then request full assessment materials to be 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 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 the 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>

SafeCert – The Safe Awarding Body

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

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 qualifications.

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 are of paramount importance. Centres must ensure that there is sufficient time to conduct an effective assessment and internal verification.

Criteria for Trainers/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
- Pool Lifeguard
- 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
- Planning and Delivering Learning Sessions to Groups Level 6
- Regulated FAW Assessing CPD Certificate from Awarding Body

SafeCert – The Safe Awarding Body

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

**** . Assessors who do not hold a formal assessing qualification may alternatively attend first aid assessor/IQA 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
- Pool Lifeguard
- Doctor / Nurse or Paramedic are exempt from having to hold FAW certificate

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

Qualification	IQA*
V1 or D34	✓
Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice	✓
Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice	✓
Regulated Qualifications based on the Learning and Development NOS 11 Internally Monitor and Maintain the Quality of Assessment	✓
SQA Accredited Learning and Development Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment	✓
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 SafeCert Awards, having checked that the learning outcomes have been met. A qualification can be approved by submitting the initial centre approval form during the initial approval or after with an additional awards application form. These can be downloaded from www.safecertawards.com, or you can contact SafeCert Awards for more information.

SafeCert – The Safe Awarding Body

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 theory 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
- AED Trainer Units – CPR must include: ‘correct placement of AED pads’ and follow AED instructions’. Therefore AED trainer units 1 per 4 candidates are required
- 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
- A selection of Adrenaline Auto-Injector training devices to facilitate training and assessment. For health and safety reasons you would not bring live adrenaline injectors to the class for them to handle. So the training devices have no needle. The minimum must include:
 - Jext
 - Emerade
 - EpiPen
- 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 has adequate ventilation, lighting and temperature suitable for current health and safety requirements.

Useful Websites

Company	Website
Skills for Care and Development	www.skillsforcareanddevelopment.org.uk
The Resuscitation Council (UK)	www.resus.org.uk
HSE	www.hse.gov.uk
Early Years Foundation	https://www.foundationyears.org.uk/2017/03/revise-eyfs-2017/
SafeCert Awards	www.safecertawards.com