



Qualification
Guidance

Active IQ Level 3 Award in First Aid at Work

Qualification
Accreditation Number:
603/2387/5
Version AIQ005017

Active iQ

Active IQ wishes to emphasise that whilst every effort is made to ensure accuracy, the material contained within this document is subject to alteration or amendment in terms of overall policy, financial or other constraints. Reproduction of this publication is prohibited unless authorised by Active IQ Ltd. No part of this document should be published elsewhere or reproduced in any form without prior written permission.

Active IQ Level 3 Award in First Aid at Work

Qualification Accreditation Number: 603/2387/5

Introduction

The Active IQ Level 3 Award in First Aid at Work is at Level 3 on the regulated qualifications framework (RQF).

Guided learning hours:	18	Total qualification time:	22
Credits	3	Minimum credit to be achieved at or above the level of the qualification:	3

Entry Requirements:

- There are no specific entry requirements.
- There is an element of communication (discussing, presenting, reading and writing) involved and learners should have basic skills in communication pitched at Level 2.

Qualification Outline

Target Learners:

- Learners aged 16+.
- Please note that 16-18-year-olds may need to be supervised in the workplace once they have achieved the qualification.

Aim:

This qualification is designed to give the learner the knowledge and skills to respond to first aid situations and administer first aid in the workplace.

Objectives:

To provide learners with the knowledge and skills to:

- Deal with a range of workplace first aid situations.

Links to National Occupational Standards (NOS)

There are links to:

- First Aid at Work Health and Safety (First Aid) Regulations 1981.
- Resuscitation Council (UK) Guidelines.
- First Aid at Work Health and Safety (First Aid) Regulations 1982 (Northern Ireland).

Occupational competence statements for tutoring, assessing and internally verifying

This section outlines the requirements for tutoring, assessing and internally verifying Active IQ's First Aid qualifications.

Required criteria

All tutors, assessors and internal verifiers must:

- Hold a regulated Level 3 Award in First Aid at Work qualification (or equivalent¹); or
- Have a current registration as a:
 - Doctor with the General Medical Council (GMC²).
 - Nurse with the Nursing and Midwifery Council (NMC²).
 - Paramedic with the Health and Care Professions Council (HCPC²).

All tutors and assessors must either:

- Provide an acceptable log of teaching first aid within the last three years; or
- Provide an acceptable record of competently teaching theoretical and practical first aid sessions under the supervision of a suitably qualified trainer/assessor.

Tutors

Tutors must hold a teaching qualification.

The following are acceptable:

- Level 3 Award in Education and Training.
- Level 4 Certificate in Education and Training.
- Level 5 Diploma in Education and Training.
- Certificate in Education.

Assessors

Assessors must hold or be working towards any of the following:

- Level 3 Award in Understanding the Principles and Practices of Assessment.
- Level 3 Award in Assessing Vocationally Related Achievement.
- Level 3 Award in Assessing Competence in the Work Environment.
- Level 3 Certificate in Assessing Vocational Achievement.
- A1 (previously D32, D33).

Internal verifiers

Internal verifiers must hold or be working towards any of the following:

- Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice.
- 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.
- V1 (previously D34).

All new assessors and quality assurance staff must be given a clear action plan for achieving the appropriate qualification(s) and should be countersigned by an appropriately qualified individual until the qualification(s) are achieved.

¹ If the trainer/assessor/IQA/EQA holds a non-regulated first aid qualification, Active IQ will undertake due diligence to ensure current occupational knowledge and competence.

² Registered healthcare professionals must act within their scope of practice and therefore have current expertise in first aid to teach/assess the subject.

Standards of first aid practice

Skills and knowledge must be taught and assessed in accordance with currently accepted first aid practice in the United Kingdom as laid down:

- By the Resuscitation Council (UK).
- In other publications, provided that they are supported by a responsible body of medical opinion.

Further information

First aid at work: The Health and Safety (First-Aid) Regulations 1981 Approved Code of Practice and Guidance is available from: <http://www.hse.gov.uk/pubns/priced/l74.pdf>

Updated resuscitation guidelines are available from: <https://www.resus.org.uk/resuscitation-guidelines/>

Required resources

Resuscitation manikins	Should be provided at a minimum ratio of one manikin per four learners.
Hygiene	Sufficient procedures must be in place to ensure hygiene during the use of resuscitation manikins and other training equipment.
Audio-visual equipment and training aids	Sufficient audio-visual equipment and training aids should be available to facilitate learning using varied teaching methods.
Learning materials	Learners should be provided with clear and accurate reference books/handouts covering the topics included in the qualification.
AED trainers	At least one AED trainer should be available per four learners. If there are not enough AED trainers available, learning hours/lesson plans should be adjusted accordingly to ensure learners are not disadvantaged.
Bandages and dressings	Sufficient clean bandages, dressings and other items commonly found in a first aid kit must be available to facilitate training and assessment.
Training venue	The training venue must meet acceptable health and safety standards and be conducive to learning, with sufficient size, floor surfaces, seating, writing surfaces, toilet facilities, ventilation, lighting, heating, access, exits, cleanliness and absence of distracting noise.
Tutors	Centres should have at least two tutors. They should retain portfolios of evidence to prove their competence in teaching first aid. All portfolios should be current and regularly reviewed, and contain up-to-date, chronological evidence to confirm competence. It is recommended that a single tutor teaches no more than 12 learners at the same time so that each individual receives an appropriate level of support.

Contact hours and blended learning

For Level 3 First Aid at Work the total contact hours should be a minimum of:

- First Aid at Work – 18 hours over 3 days.
- First Aid at Work Requalifying* – 12 hours over 2 days.

N.B. 'Contact hours' refers to time set aside for direct teaching and practical tasks.

The HSE now allows for the qualifications/courses to be delivered using a blended approach (a combination of electronic distance-based and face-to-face classroom-based instruction).

If this approach is taken, the centre must ensure:

- Where first aid training comprises blended learning, it is as effective as exclusively face-to-face learning.
- A minimum of **two-thirds** of the training time is spent on **face-to-face** learning.
- The general practical elements of the training course are delivered and assessed face-to-face.

Requalifying

First Aid at Work certificates are valid for three years.

In order to requalify after three years, learners must be assessed against all learning outcomes and assessment criteria in the units.

For First Aid at Work, this may allow delivery time to be adjusted based on current HSE guidance for requalification (two days). For requalification, it is considered appropriate to reduce the time by 6 hours, leaving a total of 12 hours.

The date of certification is based on the achievement of the final unit – the certificate will be valid for three years from that date.

Active IQ Level 3 Award in First Aid at Work Qualification Accreditation Number: 603/2387/5

Qualification structure

Learners must complete the 2 mandatory units (3 credits).

Mandatory Units

	Unit	Unit accreditation number	Level	Credits
1	Emergency first aid in the workplace	H/616/1289	3	1
2	Recognition and management of illness and injury in the workplace	Y/616/1290	3	2

Please refer to the additional information and glossary of terms in Appendix 1.

Learning outcomes The learner will:	Assessment criteria The learner can:
1. Understand the role and responsibilities of a first aider	1.1 Identify the role and responsibilities of a first aider 1.2 Identify how to minimise the risk of infection to self and others 1.3 Identify the need for consent to provide first aid
2. Be able to assess an incident	2.1 Conduct a scene survey 2.2 Conduct a primary survey of a casualty 2.3 Summon appropriate assistance when necessary
3. Be able to provide first aid to an unresponsive casualty	3.1 Identify when to administer cardiopulmonary resuscitation (CPR) 3.2 Demonstrate cardiopulmonary resuscitation using a manikin 3.3 Justify when to place a casualty into the recovery position 3.4 Demonstrate how to place a casualty into the recovery position 3.5 Identify how to administer first aid to a casualty who is experiencing a seizure
4. Be able to provide first aid to a casualty who is choking	4.1 Identify when choking is: <ul style="list-style-type: none"> • mild • severe 4.2 Demonstrate how to administer first aid to a casualty who is choking
5. Be able to provide first aid to a casualty with external bleeding	5.1 Identify the severity of external bleeding 5.2 Demonstrate how to control external bleeding
6. Know how to provide first aid to a casualty who is in shock	6.1 Recognise a casualty who is suffering from shock 6.2 Identify how to administer first aid to a casualty who is suffering from shock
7. Know how to provide first aid to a casualty with minor injuries	7.1 Identify how to administer first aid to a casualty with: <ul style="list-style-type: none"> • small cuts • grazes • bruises • small splinters 7.2 Identify how to administer first aid to a casualty with minor burns and scalds
Assessment	Worksheet Observation

Learning outcomes The learner will:	Assessment criteria The learner can:
1. Be able to conduct a secondary survey	1.1 Identify the information to be collected when gathering a casualty history 1.2 Demonstrate how to conduct a head to toe survey
2. Be able to provide first aid to a casualty with suspected injuries to bones, muscles and joints	2.1 Recognise suspected: <ul style="list-style-type: none"> • fractures and dislocations • sprains and strains 2.2 Identify how to administer first aid for: <ul style="list-style-type: none"> • fractures and dislocations • sprains and strains 2.3 Demonstrate how to apply: <ul style="list-style-type: none"> • a support sling • an elevated sling
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 3.2 Identify how to administer first aid for a suspected head injury 3.3 Demonstrate how to administer first aid for a suspected spinal injury
4. Know how to provide first aid to a casualty with suspected chest injuries	4.1 Recognise a suspected: <ul style="list-style-type: none"> • flail chest • penetrating chest injury 4.2 Identify how to administer first aid for a: <ul style="list-style-type: none"> • flail chest • penetrating chest injury
5. Know how to provide first aid to a casualty with burns and scalds	5.1 Identify the factors that affect the severity of burns and scalds 5.2 Identify how to administer first aid for burns involving: <ul style="list-style-type: none"> • dry heat • wet heat • electricity • chemicals
6. Know how to provide first aid to a casualty with an eye injury	6.1 Identify how to administer first aid for eye injuries involving: <ul style="list-style-type: none"> • dust • chemicals • embedded objects

Learning outcomes The learner will:	Assessment criteria The learner can:
7. Know how to provide first aid to a casualty with sudden poisoning	7.1 Identify the routes that poisons can take to enter the body 7.2 Identify how to administer first aid to a casualty affected by sudden poisoning 7.3 Identify sources of information for treating those affected by sudden poisoning
8. Know how to provide first aid to a casualty with anaphylaxis	8.1 Identify common triggers for anaphylaxis 8.2 Recognise suspected anaphylaxis 8.3 Identify how to administer first aid for a casualty suffering from anaphylaxis
9. Know how to provide first aid to a casualty with suspected major illness	9.1 Recognise suspected: <ul style="list-style-type: none"> • heart attack • stroke • epileptic seizure • asthma attack • diabetic emergency 9.2 Identify how to administer first aid to a casualty suffering from: <ul style="list-style-type: none"> • heart attack • stroke • epileptic seizure • asthma attack • diabetic emergency
Assessment	Worksheet Observation

Appendix 1

Additional information/glossary

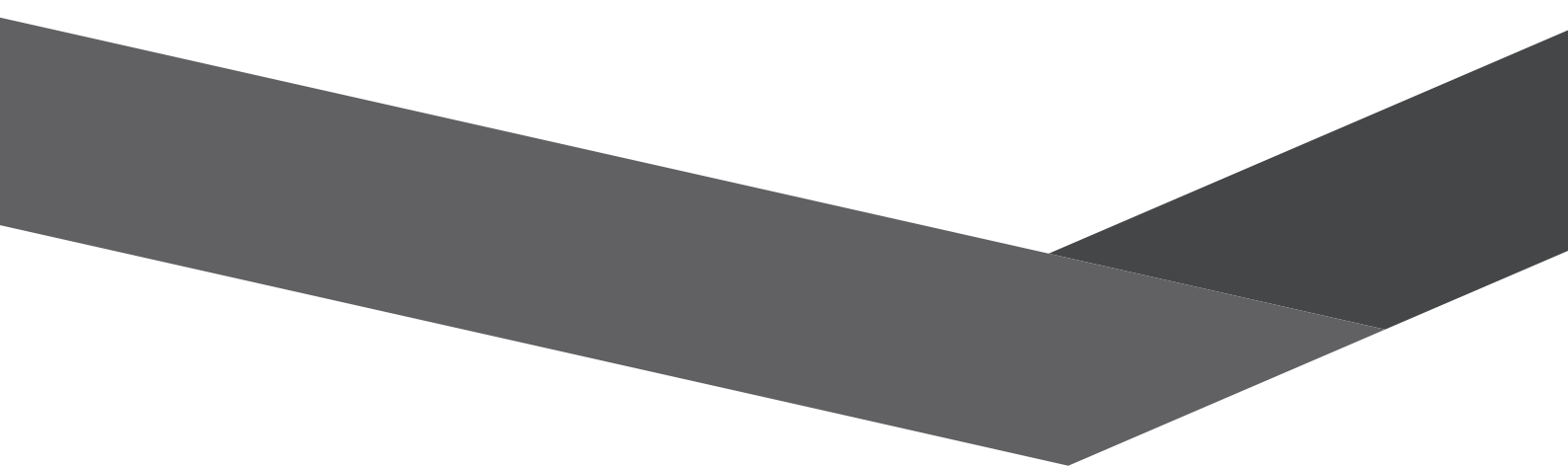
Administer first aid	Provide appropriate help to a casualty, manage the situation and seek appropriate assistance when necessary.
Asthma attack	May include helping a casualty to use a spacer device and take their own inhaler.
Consent	Learners should be aware of the need for consent on a continual basis when providing first aid. Implied consent can be assumed when treating an unresponsive casualty.
Cardiopulmonary resuscitation (CPR)	Must include: 'correct placement of AED pads' and 'follows AED instructions'.
Diabetic emergency	Should focus on the condition of hypoglycaemia.
Head injury	Includes concussion, compression and skull fracture. The learner is not expected to differentiate between these conditions.
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).
Others	May include: the casualty receiving first aid; work colleagues; other people within the workplace environment.
Recognise	To include signs and/or symptoms of the condition and/or, where appropriate, mechanism of injury.
Recovery position	A position that maintains a stable open draining airway.
Role and responsibilities	May include reference to: preventing cross infection; the need for recording incidents and actions; safe use of available equipment; assessing an incident; summoning assistance; prioritising treatment; dealing with post-incident stress.
Seizure	Relates to a generalised seizure. First aiders should be suspicious of cardiac arrest in any casualty presenting with seizure.
Shock	Hypovolaemic shock (resulting from blood loss).
When necessary	Learners should be able to evaluate a situation to determine when to summon further assistance and what type of assistance to request.
When to administer cardiopulmonary resuscitation	Must include agonal gasps.

Active IQ

Westminster House
The Anderson Centre
Ermine Business Park
Huntingdon PE29 6XY

T 01480 467 950
F 01480 456 283
info@activeiq.co.uk
www.activeiq.co.uk

Active IQ wishes to emphasise that whilst every effort is made to ensure accuracy, the material contained within this document is subject to alteration or amendment in terms of overall policy, financial or other constraints. Reproduction of this publication is prohibited unless authorised by Active IQ Ltd. No part of this document should be published elsewhere or reproduced in any form without prior written permission.



Active iQ

