



Regulated Qualifications Unit and Assessment Specification

Unit title	Administer First Aid
Regulator unit code	T/601/3096
SQA unit code	H7HC 60
SSC ref	GS004CG

History of changes

Publication date: August 2014

Version: 02 (December 2017)

Version number	Date	Description	Authorised by
02	December 2017	Unit Specification updated to reflect current Ofqual terminology.	Qualifications Officer

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Regulated qualifications unit specification

Title	Administer First Aid	
Level	2	
Credit value	1	
Outcomes	Assessment criteria	
The learner will:	The learner can:	
1 Understand the principles of administering first aid.	1.1 Explain current practices in administering first aid.	1.2 Explain the sequence in which to carry out first aid.
	1.3 Explain the limitations and risks of applying first aid to others.	1.4 Explain how to identify the nature and severity of the injury.
	1.5 Explain how to deal with unconscious casualties.	1.6 Describe how to give cardio-pulmonary resuscitation.
	1.7 Explain how to monitor the continuing condition of the casualty.	1.8 Explain what information is required by medical personnel.
	1.9 Explain the organisation's casualty evacuation procedures.	
2 Be able to administer first aid commensurate with the injury.	2.1 Obtain assistance appropriate to the situation.	2.2 Assess the nature and severity of the injury.
	2.3 Take action commensurate with the injury to prevent it from worsening.	

Additional information about the unit
Unit purpose and aim(s)
This unit is about administering First Aid in Public Service for minor and major injuries and cardio-pulmonary resuscitation for conscious and unconscious casualties.
Unit expiry date
01/08/2014
Details of the relationship between the unit and relevant national occupational standards (if appropriate)
This unit is linked to Government Skills 4.4.2 Administer First Aid.
Details of the relationship between the unit and other standards or curricula (if appropriate)
N/A
Assessment requirements specified by a sector or regulatory body (if appropriate)
<p>Learners will be assessed in the workplace or a training environment by observation, witness testimony, personal testimony, work products and professional discussion. Learners must demonstrate their competence in all of the following:</p> <ul style="list-style-type: none"> ◆ minor injuries ◆ major injuries ◆ cardio-pulmonary resuscitation ◆ casualties ◆ conscious ◆ unconscious <p>Evidence for this unit may be provided by simulation. Learners may be assessed by first aid experts from within the organisation or from an external organisation. Witness testimony from a subject-matter expert may be used as evidence of competence. In addition, the HSE First Aid at Work certificate may be used as a proxy against this unit provided that:</p> <ul style="list-style-type: none"> ◆ the certificate was achieved within its validity period and ◆ the original, authenticated certificate is presented to the assessor and ◆ a photocopy of the verified certificate is retained in the learner's portfolio
Endorsement of the unit by a sector or other appropriate body (if required)
This unit is endorsed by Government Skills.
Location of the unit within the subject/sector classification system
1.4 Public services

Additional information about the unit (cont)
Name of the organisation submitting the unit
City and Guilds
Guided learning hours
8

Regulated qualifications assessment specification

Assessment (evidence) requirements

The following evidence is required to demonstrate that learners have the appropriate level of knowledge to undertake *Administer First Aid*.

All outcomes and assessment criteria must be achieved.

Written and/or recorded oral evidence produced either on or off-the-job is required for the following:

◆ Outcome 1

Performance evidence in the workplace is required for the following:

◆ Outcome 2

This could be achieved through the observation of learners undertaking practical exercises in the workplace or a simulated environment.

An approved British Marine Federation approved Training Record Book (TRB) should be used to record evidence of achievement.

Guidance on assessment

Performance evidence can be generated using practical exercises in a simulated environment.

Short answer written questions and/or oral interview could be used for the other outcomes and assessment criteria.