



**Vocational Qualifications  
Internal Assessment Report 2015  
Emergency First Aid at Work**

The purpose of this report is to provide feedback to centres on verification in vocational qualifications in this subject.

# Work-based awards

## General comments

This verification group covers the following Group Awards:

- ◆ GG24 45 Emergency First Aid at Work (SCQF level 5) which consists of the Unit H30N 04 Emergency First Aid in the Workplace
  
- ◆ GG23 46 First Aid at Work (SCQF level 6) which consists of the Units:
  - H30N 04 Emergency First Aid in the Workplace
  - H30M 04 Recognition and Management of Illness and Injury in the Workplace

Prior to 1 October 2013 it was the Health and Safety Executive (HSE) which approved training and qualifications for the purposes of first aid. After this date employers became responsible for identifying suitable first aid training providers for their workforce.

The HSE has identified the criteria that first aid training providers must satisfy and emphasises that these training providers should also meet the criteria detailed in *Assessment Principles for First Aid Qualifications*. These assessment principles have been produced by awarding organisations/bodies in co-operation with the HSE and qualification regulators and are supported by Skills for Health. (Skills for Health is the guardian of the assessment principles.)

SQA is now accredited as an awarding body to approve SQA centres to offer these qualifications. However, the change in the HSE's role with these qualifications has led to some confusion in the sector. Some of the centres coming forward for approval have had initial difficulties in understanding the requirements of the standards. With support from the SQA external verification team the requirements have been clarified and these centres have successfully gone on to gain approval.

The Awarding Organisation Forum (AOF) meets twice a year and an SQA representative attends this meeting to ensure current information on qualification delivery is obtained and disseminated to SQA centres. This forum also enables SQA to have an input and provide feedback on our experiences of the qualification delivery. At recent AOF meetings we sought clarity in relation to qualification requirements for trainers and assessors. Details of these are contained in the *Assessment Strategy and Guidance for Centres* document located on SQA's Care web pages. Centres are encouraged to refer to this document as it provides clear guidance as to what is required for the successful delivery, assessment and verification of these qualifications.

## **Unit specifications, instruments of assessment and exemplification materials**

Centres delivering these qualifications in this session demonstrated their breadth of knowledge and expertise in relation to the delivery of training, assessment and also in the currency of their hands-on first aid practice. They have also been proactive in ensuring the training they provide is contextualised to the requirements of different groups, thus ensuring the courses are relevant and meaningful for the candidates.

Centre staff found that the template documents produced by SQA provided them with a helpful structure that enabled them to focus their course delivery and ensure they covered all the mandatory topics and activities.

## **Evidence Requirements**

In all the verification visits that took place this session the outcome was that significant strengths were identified in the centres' practice.

From External Verifier observation of training inputs, sampling of candidate assessments and reviews of internal verification documentation, centres have demonstrated that they have a clear understanding of the evidence requirements of the Units within the two Group Awards.

## **Administration of assessments**

Administration of assessments was deemed appropriate, although in some instances trainers were encouraged to vary activities and assessment methods on the second day of the First Aid at Work qualification delivery. This was in order to ensure the candidates were kept engaged in the process, particularly where candidates had specific learning support needs.

Some initial confusion arose for those delivering Unit H30M 04 Recognition and Management of Illness and Injury in the Workplace — as some trainers were asking candidates to complete a final assessment at the end of the full training session. They had not been aware that they could provide candidates with an assessment at the end of each specific section of the programme. This feedback was communicated to centres during verification visits this session and we expect to see this inform the future delivery of this part of the Group Award GG23 46.

## **General feedback**

Positive feedback was received from candidates undertaking training on the day of the verification visit. They appreciated the opportunity to complete assessments following each discrete section of the course they were undertaking rather than being given a large assessment at the end of the course. They explained that they felt this helped them to remain focused on each section of the course and not become distracted in future sessions due to worrying that they would not be able to retain all the information at the end of a long day.

Discussions with assessors and trainers during verification visits this session have centred around which qualifications are deemed to be acceptable for assessors and trainers by 1 October 2015. Clarification was sought in instances where the trainer/assessor holds a first aid qualification from an unregulated training provider. In these instances the onus is on the trainer/assessor to seek evidence from their training provider to confirm that the contents of the course they undertook and the evidence and assessment methods for the qualification they hold matches the regulated requirements.

### **Areas of good practice**

Whilst the assessment guidance and strategy document details the mandatory requirements of these qualifications, a number of centres were offering additional input for candidates over and above the minimum required course delivery hours. They explained that this was done to ensure the qualifications were contextualised to the settings the candidates were working in. Feedback from candidates was that this additional provision enhanced their learning experience and was very much appreciated.

Other training providers had made extensive use of make-up and engaged their acting skills in creating realistic settings for candidates to 'happen upon' and respond to as part of the observed practice component of the assessments. Feedback from candidates in these centres was that this approach had enabled them to experience potential first aid situations in a more realistic way and aided their knowledge retention.

### **Specific areas for improvement**

Centres are encouraged to review their future delivery methods for Unit H30M 04 Recognition and Management of Illness and Injury in the Workplace. This is to ensure that they provide a range of delivery methods to support candidate engagement, particularly where candidates have additional learning support needs.