

# Scottish Qualifications Authority (SQA)

## Emergency First Aid at Work (EFAW) and First Aid at Work (FAW) — Frequently asked questions (FAQs)

Version 01 (July 2019)

This FAQ document complements SQA's Assessment Strategy and Guidance documents. Centres should refer to SQA's Assessment Strategy and Guidance for detailed information about the requirements to deliver the SQA regulated First Aid awards.

### Section 1 — Trainer/Assessor/Internal Verifier (IV) Qualifications

Question	Answer
Can the Teaching Qualification in Further Education (TQFE) be used as an internal verifier qualification?	No
Does SQA accept the one-day Internal Quality Assurance (IQA) course developed by the Awarding Body Organisation for First Aid at Work?	Yes However, SQA will encourage all internal verifiers to embark on a suitable and recognised formal qualification once delivering any of the SQA regulated First Aid at Work awards. This is best practice.
Does SQA offer the one-day IQA Continuing Professional Development (CPD) training?	No
What non-work-based Assessor/Internal Verifier units can I do to qualify as an assessor/internal verifier?	<b>Assessor</b> GF8P 48 Conduct the Assessment Process (Professional Development Award) H290 35 Conduct the Assessment Process (Unit) GM4L 48 Conduct the Assessment Process (Professional Development Award) HP01 48 Conduct the Assessment Process (Unit)

## Section 1 (cont)

Question	Answer
	<p><b>Internal verifier</b></p> <p>GM4M 48 Conduct the Internal Verification Process (Professional Development Award)</p> <p>HP02 48 Conduct the Internal Verification Process (Unit)</p> <p>GF8R 48 Conduct the Internal Verification Process (Professional Development Award)</p> <p>H291 35 Conduct the Internal Verification Process (Unit)</p>
<p>Is unit HE0T 33 Planning and Delivering Training Sessions to Groups, Scottish Credit and Qualifications Framework (SCQF) level 6 suitable for trainers and assessors?</p>	<p>Yes</p>
<p>Can assessors and internal verifiers work towards achieving appropriate qualifications?</p>	<p>Yes</p> <p>They must achieve a formal qualification within 18 months. They must be adequately supervised in their roles by a qualified person whilst working towards achievement of the award.</p>

## Section 2 — The SQA Certificate

Question	Answer
<p>The SQA certificate does not have an expiry date on it. What does SQA accept as the date by which re-qualification is necessary?</p>	<p>The end of the month that the certificate is gained is considered to be the expiration date. Re-qualification can be carried out after this date as according to Health and Safety Executive (HSE). Regulations.</p>

## Section 3 — Re-qualification

Question	Answer
What are the HSE regulations for re-qualification?	<p>This statement below is from the Health and Safety (First-Aid) Regulations 1981(HSE L74 3rd Edition 2013 as amended 2018).</p> <p><b>‘Certificate validity, re-qualification and refresher training’ — Page 22</b></p> <p>74 All first-aid training certificates, whether FAW, EFAW or some other appropriate training, are valid for three years. Employers need to arrange retraining before certificates expire. The FAW re-qualification course lasts two days and should cover the same content as the initial FAW course (Appendix 5). If the first-aider does not retrain or re-qualify before the expiry date on their current certificate they are no longer considered competent to act as a first-aider in the workplace. <b>They can re-qualify at any time after the expiry date by undertaking the two-day re-qualification course.</b></p> <p><b>However, it may be prudent to complete the three-day FAW course, especially where a considerable period, ie in excess of one month — has elapsed since the FAW certificate expired. It is for the employer to decide the most appropriate training course to re-qualify the first-aider. An EFAW re-qualification course should be of the same duration and content (Appendix 6) as the initial EFAW course.</b></p>

### Section 3 (cont)

Question	Answer
Can Recognition of Prior Learning (RPL) be used for re-qualification purposes for trainers?	<p>From 1 September 2019, a second option for re-qualification will be available:</p> <p>If a qualified trainer is current and has delivered one full FAW course within the last three months and has been with the Awarding Organisation for a year, they can RPL and go straight to assessment. They don't have to do the 12-hour re-qualification course. They must also provide evidence of some internal quality assurance within the last 12 months. They also need a portfolio of evidence as stated in the Assessment Principles. This is a minimum requirement.</p>

### Section 4 — Age Restrictions

Question	Answer
Are there any age restrictions attached to the First Aid at Work awards?	There are no age restrictions attached to these qualifications.

### Section 5 — Outside Scotland

Question	Answer
Can the SQA Awards in First Aid at Work be delivered outside Scotland?	Yes. A centre can be approved to offer the SQA awards in the rest of the UK.

## Section 6 — Alternative Qualifications

Question	Answer
What is the procedure for gaining recognition of a qualification that does not appear on the First Aid Awarding Organisation Forum list of approved qualifications?	<p>A centre must:</p> <ul style="list-style-type: none"><li>◆ produce a detailed mapping against the FAW Assessment Criteria</li><li>◆ provide specific details and evidence of how the qualification was assessed against the Assessment Criteria and how this was quality assured</li></ul> <p>Evidence will be verified by an SQA external verifier. A recommendation will be made to the First Aid Awarding Organisation Forum for ratification. If approved, qualifications will be added to the Awarding Body Forum Assessment Principles and SQA's Assessment Strategy and Guidance.</p>

## Section 7 — Summative Assessments

Question	Answer
Does SQA produce exam papers and practical scenarios for summative assessment purposes?	<p>Yes. There are two examination papers with practical scenarios available for Emergency First Aid at Work/Emergency Paediatric First Aid and two available for First Aid at Work/Paediatric First Aid, both with accompanying marking instructions. These can be found on SQA's secure web site. This can be accessed by your centre co-ordinator. These are live instruments of assessment and must be kept confidential and stored safely and securely at all times. Learners should sit the knowledge part of the assessments in closed-book, supervised conditions. Learners should not see the question paper in advance of the summative assessment. All assessment criteria must be achieved by learners. Learner evidence must be retained for the annual external verification visit.</p>

## Section 7 (cont)

Question	Answer
Can centres devise their own instruments of assessment and marking instructions?	<p>Yes. These must cover all of the assessment criteria.</p> <p>It is advised that a re-sit paper also be developed.</p> <p>SQA strongly encourages centres to submit centre devised assessments for prior verification. SQA offers this service free of charge.</p>
Does the learner need to provide evidence of achievement of all of the assessment criteria?	Yes. There are no exceptions.

## Section 8 — Centre Approval

Question	Answer
Who should I contact if I want to become an SQA approved centre to deliver regulated first aid qualifications?	In the first instance, contact — <b>mycentre@sqa.org.uk</b>
When awards are re-accredited, does a centre need to be re-approved to deliver them?	<p>Yes. These are regulated qualifications. When changes are made to the awards, SQA needs to check that centres have the appropriate resources and expertise as well as appropriate supporting documentation.</p> <p>Normally, if you have delivered the old qualifications within the last two years, you may be offered remote approval. Otherwise, a new application and approval visit is required.</p>

## Section 9 — SQA's Awards Processing System (APS)

Question	Answer
What should a learner be entered for in order to achieve the regulated qualifications?	The learner must be entered and resulted for <b>both</b> the unit(s) and the group award in order to gain a regulated qualification.

## Section 10 — External Verification

Question	Answer
How long does learner evidence need to be retained?	Retain all evidence for the annual EV visit.
How often will I be externally verified by SQA?	Annually

## Section 11 — Delivery

Question	Answer
Does SQA provide any support materials for delivery?	SQA has published exemplar lesson plans, CPD checklists, an evaluation template and an annual observation template for EFAW and FAW.
Can a learner pass without physically being able to do rescue breaths and/or compressions?	No, the learner must physically be able to perform CPR.
Can you use a Defibrillator on an infant/baby under age one?	<p>The Resuscitation UK guidance states that although shockable rhythms are extremely unusual on infants, and the focus of infant resuscitation should be on high quality Cardiopulmonary Resuscitation (CPR), there are case reports for the successful use of Automated External Defibrillators (AEDs) in this age group. For an infant in a shockable rhythm, the risk: benefit ratio favours the use of an AED with junior pads.</p> <p>See the following for more information.</p> <p><a href="https://www.resus.org.uk/resuscitation-guidelines/paediatric-basic-life-support/#sequence">https://www.resus.org.uk/resuscitation-guidelines/paediatric-basic-life-support/#sequence</a></p>
Should learners be given learning materials, handouts/books to take away with them?	Yes

## Section 12 — First Aid Awarding Organisation Forum (FAAOF)

Question	Answer
Does the FAAOF have a web site?	Yes <a href="http://www.firstaidqualifications.org.uk">www.firstaidqualifications.org.uk</a>  This hosts:  The Assessment Principles for Regulated First Aid Qualifications Terms of Reference Delivery Standards for Regulated First Aid Qualifications Blended Learning in First Aid Quality Assurance Standards FAQs

## Section 13 — General

Question	Answer
What kind of SQA unit specification is used for the First Aid at Work awards?	National (Workplace) (N-W) The qualifications have been developed to be delivered in a training environment.

## History of changes

### First Aid at Work — Frequently asked questions

Version No	Description of change	Date

© Scottish Qualifications Authority 2019