



Award in Emergency First Aid at Work Assessment Strategy and Guidance

Group Award Code: GN0T 46

**Scottish Credit Qualification
Framework (SCQF level 6)**

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History of changes

It is anticipated that changes will take place during the life of the qualification and this section will record these changes. This document is the latest version and incorporates the changes summarised below. Centres are advised to check the Scottish Qualification Authority (SQA) APS Navigator to confirm they are using the up-to-date qualification structure.

NOTE: Where a unit has been revised and is replaced by an updated version of the original unit:

- ◆ No new centres may be approved to offer the old version of the unit
- ◆ Centres should only enter learners for the old version of the unit where learners are expected to complete the unit before its finish date.

Version Number	Description	Date
03	<p>SQA assessments — additional information included.</p> <p>Appendix 1 — inclusion of British Red Cross First Aid at Work and Offshore First Aid</p>	June 2020
02	<p>Fuller details provided within Roles and Responsibilities — assessors, internal verifiers and external verifiers can work towards the achievement of suitable assessor/internal verifier/external verifier qualifications.</p> <p>Duration and delivery of training — The <i>Award in Emergency First Aid at Work</i> can now be delivered over a period of 4 weeks.</p> <p>Assessment — additional guidance provided.</p>	October 2019

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Award Structure

Unit title	Unit code	SCQF level	SCQF credit points	Scottish Qualifications Authority Credit value
Emergency First Aid in the Workplace	HV82 04	6	1	0.25

General information

This guidance is designed to assist first aid training providers to gain and maintain Scottish Qualifications Authority (SQA) approval to deliver, assess and internally verify the *Award in Emergency First Aid at Work (EFAW)* at Scottish Credit and Qualification Framework (SCQF) level 6. The content and standards of first aid training will be conversant with the following:

First Aid at Work: The Health and Safety (First-Aid) Regulations 1981 — Guidance on Regulations.

Current guidance published by the Resuscitation Council (UK).

Current editions of the First-Aid Manual of the Voluntary Aid Societies (St Andrew's First Aid, St John Ambulance, British Red Cross).

The Assessment Principles of the First Aid Awarding Organisation Forum

Other published guidelines, provided they are in line with or are supported by a responsible body of medical opinion.

Definition of First Aid

'First Aid is the initial assistance or treatment given to a person who is injured or taken ill'.

First Aid Manual, Revised 10th Edition, UK Leading First Aid Providers.

Assessment Principles for Regulated First Aid Qualifications

The First Aid Awarding Organisation Forum (FAAOF) produce the Assessment Principles in co-operation with the Health and Safety Executive (HSE) and Qualification Regulators. These principles must be applied in addition to the generic criteria and regulations that Ofqual/SQA Accreditation/Qualification Wales/CCEA Regulation require Awarding Organisations/Bodies to meet for the delivery of regulated/accredited qualifications.

The use of the unit *HV82 04 Emergency First Aid at Work* within the *Award in Emergency First Aid at Work* is restricted to Awarding Organisations who meet the FAAOF Terms of Reference.

SQA and other awarding bodies constitute the membership of the FAAOF. Forum members, such as SQA and its approved centres, must comply with the most current Assessment Principles. Competence of trainers, assessors and internal verifiers will be managed through robust internal and external quality assurance systems.

The First Aid Assessment Principles, produced and managed by the FAAOF relate to the following awards:

- ◆ Emergency First Aid at Work (EFAW)
- ◆ First Aid at Work (FAW)
- ◆ Emergency Paediatric First Aid (EPFA)
- ◆ Paediatric First Aid (PFA)

SQA has developed this Assessment Strategy and Guidance. This guidance is written in accordance with the Assessment Principles for Regulated First Aid Qualifications. It is designed to assist first aid training providers to gain and maintain SQA approval to deliver, assess and internally verify the *Award in Emergency First Aid at Work*. All SQA centres must comply with the Assessment Strategy and Guidance.

Roles and Responsibilities for this Award

The effective delivery of the *Award in Emergency First Aid at Work* will require, at a minimum, one trainer, one assessor and one internal verifier.

The occupational and knowledge requirements for the trainer and assessor are specified separately. However, it is accepted that the same person may perform both roles, providing the occupational knowledge and competence for both roles are met.

The number of courses delivered may impact on the number of trainers, assessors and internal verifiers required.

The trainer/assessor must maintain a portfolio of first aid evidence containing appropriate qualifications to their role:

- ◆ a current and valid First Aid at Work certificate
- ◆ evidence of first aid training/assessment
- ◆ annual observation of first aid practice
- ◆ evidence of continuous professional development

Trainer, Assessor, Internal Verifier, External Verifier

Individuals undertaking these roles must have occupational knowledge and competence in first aid and appropriate/associated training experience conversant with their role.

Occupational knowledge and competence in first aid can be evidenced by:

A current and valid First Aid at Work certificate issued by a recognised Awarding Organisation **or** other first aid training certificate as accepted by the FAAOF. Please see **Appendix 1**.

In terms of SQA ensuring that a non-regulated qualification meets the requirements of the *Award in Emergency First Aid at Work*, those claiming current competence in first aid at work must present a detailed mapping showing how the learning outcomes and Assessment Criteria of the *First Aid at Work* units have been assessed and achieved through the non-regulated qualification. Evidence must also be provided of how the qualification was quality assured. This evidence will be checked by an SQA external verifier. A recommendation for ratification will then be made, if appropriate, to the FAAOF.

Trainers

Those involved in the training of the *Award in Emergency First Aid at Work* must have knowledge and competency in first aid as well as knowledge and competency to train based on qualifications and experience. An acceptable portfolio must show:

(i) Occupational knowledge and competence in first aid evidenced by:

- ◆ holding a first aid at work qualification/medical registration as detailed in **Appendix 1**.

(ii) Knowledge and competency in teaching/training first aid evidenced by:

- ◆ holding an acceptable teaching/training qualification as detailed in **Appendix 2**.

AND either:

- ◆ providing an acceptable log of teaching first aid within the last three years (this should be a minimum of 36 hours (6 days of 6 hours)).

or

- ◆ providing an acceptable record of competently teaching theoretical and practical first aid sessions under the supervision of a suitably qualified trainer/assessor.

and

Hold a minimum of one annual observation, conducted under the supervision of a qualified internal verifier within the previous 12 months. This record should provide evidence that practical and theoretical topics were delivered competently for the following minimum duration:

- ◆ New trainers/assessors — 6 hours
- ◆ Experienced trainers/assessors — 4 hours

It is the centre's responsibility to maintain up-to-date information about trainers and to ensure the currency of all those involved in training.

Assessors

Those involved in the assessment of the *Award in Emergency First Aid at Work* must have knowledge and competency in first aid as well as knowledge and competency to assess based on qualifications and experience. An acceptable portfolio must show:

(i) Occupational knowledge and competence in first aid evidenced by:

- ◆ holding a first aid at work qualification/medical registration as detailed in **Appendix 1**.

(ii) Knowledge and competency in assessing first aid evidenced by:

- ◆ holding an acceptable assessing qualification/CPD training as detailed in **Appendix 2**.

AND either:

- ◆ providing an acceptable log of first aid assessments conducted within the last 3 years.

or

- ◆ providing an acceptable record of competently assessing theoretical and practical first aid qualifications under the supervision of a suitably qualified assessor.

and

Hold a minimum of one annual observation, conducted under supervision of a qualified internal verifier within the previous 12 months. This record should provide evidence that practical and theoretical topics were delivered competently for the following minimum duration:

- ◆ New trainers/assessors — 6 hours
- ◆ Experienced trainers/assessors — 4 hours

Assessors may be working towards an assessor qualification as detailed in **Appendix 2**.

If this is the case, the qualification needs to be achieved within 18 months of commencement. Assessors who are working towards an appropriate assessor qualification and have the necessary occupational competence and experience should be supported by an appropriately qualified assessor or internal verifier. Any such arrangements should be agreed with SQA and will be monitored through the external quality assurance process.

Internal verifiers

Those involved in the internal quality assurance of the *Award in Emergency First Aid at Work* (internal verifiers) must have knowledge and competency in first aid as well as knowledge and competency in internal quality assurance. An acceptable portfolio must show:

(i) Occupational knowledge and competence in first aid evidenced by:

- ◆ holding a first aid at work qualification/medical registration as detailed in **Appendix 1**.

(ii) Knowledge and competency in internal quality assurance evidenced by:

- ◆ holding an acceptable internal quality assurance qualification/CPD training as detailed in **Appendix 3**.

Internal verifiers must:

- ◆ have knowledge of the requirements of the qualification they are quality assuring at the time any assessment is taking place
- ◆ have knowledge and understanding of the role of assessors
- ◆ visit and observe assessments
- ◆ carry out other related internal quality assurance

Internal verifiers may be working towards an internal verifier qualification as detailed in **Appendix 3**.

If this is the case, the qualification needs to be achieved within 18 months of commencement. Internal verifiers who are working towards an appropriate internal verifier qualification and have the necessary occupational competence and experience should be supported by an appropriately qualified internal verifier. Any such arrangements should be agreed with SQA and will be monitored through the external quality assurance process.

The internal verifier must carry out pre-delivery checks on the instrument of assessment and marking instructions to be used. This includes both SQA and centre-devised instruments of assessment and marking instructions. The internal verifier will ensure these adhere to both the FAAOF Assessment Principles, the SQA Guide to Assessment and the unit specification requirements. Learner evidence must be monitored to ensure assessment judgments are accurate and appropriate. These and other centre internal verification outcomes should be set out in an internal verification report and discussed at regular standardisation meetings.

It is the centre's responsibility to maintain information about internal verifiers and to ensure the currency of those involved in internally verifying.

External Verifiers

Those involved in the external quality assurance of the *Award in Emergency First Aid at Work* (external verifiers) must have knowledge and competency in first aid as well as knowledge and competency in external quality assurance. An acceptable portfolio must show:

(i) Occupational knowledge and competence in first aid evidenced by:

- ◆ holding a first aid at work qualification/medical registration as detailed in **Appendix 1**.

(ii) Knowledge and competency in external quality assurance evidenced by:

- ◆ holding an acceptable external quality assurance qualification as detailed in **Appendix 4**.

External verifiers must:

- ◆ have knowledge of the requirements of the qualification they are quality assuring at the time any assessment is taking place
- ◆ have knowledge and understanding of the role of trainers, assessors and internal verifiers

External verifiers may be working towards an external verification qualification as detailed in **Appendix 4**. If this is the case, the qualification needs to be achieved within 18 months of commencement. SQA will organise, provide and manage this training.

The external verifier may observe the quality standards of training delivery and assessment of learners during annual visits. The external verifier will carry out approval and external verification visits. These external activities should ensure consistency of delivery, assessment and internal verification of the *Award in Emergency First Aid at Work* across all centres. The external verifier will provide a report for each centre and forward this to SQA.

Delivery, Assessment and Quality Assurance

Governance

Centres must have a copy of the most up-to-date Assessment Strategy and Guidance for the *Award in Emergency First Aid at Work* and be working to the standards required. It is the responsibility of centres delivering this award to ensure all trainers, assessors and internal verifiers meet the occupational knowledge and competence as noted prior to fulfilling the role of trainer, assessor and internal verifier. Centres must ensure that everyone involved with this award has current first aid knowledge and is working to the current Resuscitation Council (UK) First Aid Standards — <https://www.resus.org.uk/>. It is the centre's responsibility to ensure trainers, assessors and internal verifiers keep up to date with the standards required of their role. Trainers, assessors and internal verifiers will evidence this through the recording of appropriate Continuous Professional Development (CPD) activities and explaining the impact of this on their professional development.

To uphold competent standards of first aid practice, SQA highly recommends that all centres register for e-mail updates from the Resuscitation Council (UK) and make use of other publications, provided they are supported by a responsible body of medical opinion.

Training equipment

Centres should ensure they have the correct equipment to effectively deliver this award. There should be enough equipment to ensure compliance with the FAAOF delivery standards for regulated first aid qualifications and to cover all learning outcomes and Assessment Criteria identified in the unit specification. See **Appendix 5**. The training equipment should be sufficient to support the maximum ratio of 12 learners to one trainer.

Training equipment and resources will include the following:

Resuscitation manikins	Resuscitation manikins should be provided at a minimum ratio of one manikin per four learners (adult, child, junior as appropriate).
Hygiene	Sufficient procedures must be in place to ensure acceptable hygiene standards in 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 varying training methods.

Learning materials	Learners should be provided with clear and accurate reference materials (handouts/books/online resources) covering the topics included in the award. These must be made available to the learner whilst undertaking the course and for the duration of their certification period. Learning materials must meet current first aid standards as identified by the Resuscitation Council (UK) and other acceptable sources.
Training AED	Training AEDs should be provided at a minimum ratio of one training AED per four learners. Where fewer training AEDs are provided, learning hours/lesson plans should be adjusted accordingly to ensure learners are not disadvantaged.
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 room for practical and theoretical training. For example, size, floor surfaces, seating, writing surfaces, toilet facilities, ventilation, lighting, heating, access, exits, cleanliness, absence of distracting noise.

Duration and delivery of training

The minimum duration of contact hours (time set aside for direct training and assessing excluding breaks) for this award is 6 hours. These can be delivered over a minimum of 1 day or a maximum of 4 weeks with a minimum of 2 hours per session. Please see table below:

Qualification	Minimum Contact Hours	Minimum Days	Maximum Weeks	Minimum Session	Learner/ Trainers Ratio	Certificate Validity	Annual Refresher Recommended
Emergency First Aid at Work	6	N/A	4	2 hours	12.1	3 years	Yes

Unit HV82 04 *Emergency First Aid in the Workplace* (**Appendix 5**) identifies the learning outcomes and Assessment Criteria to be achieved.

The *Award in Emergency First Aid at Work* certificate is valid for 3 years. The Health and Safety Executive highly recommends that holders of this certificate attend an annual refresher course to keep their first aid skills up to date and be informed of any recent changes to first aid practice.

Suggested content for an annual refresher course can be found in *First Aid at Work: The Health and Safety (First Aid) Regulations 1981 — Guidance on Regulations 2013*.

Blended Learning in Emergency First Aid at Work — Quality Assurance Standards

SQA highly recommends that all first aid training be delivered using a face-to-face approach. However, centres with particular needs, such as those with geographical challenges, may wish to consider the use of blended learning approaches. If this is the case, centres must adhere to the assessment standards for the unit (See **Appendix 5**) and include the following:

- 1 The time taken to complete the first aid course should not be reduced. There may be a benefit in flexibility but blended learning should not reduce the overall time required to take the course.
- 2 The employer should provide paid time for the employee to undertake the training. The employee should not be required to take the distance-learning component of the course in their 'own' time.
- 3 Following completion of the distance learning component, the learner must be assessed by a suitably qualified first aid assessor (who has qualifications and experience as described in the FAAOF *Assessment Principles for Regulated First Aid Qualifications* or HSE's *GEIS3* or SQA's *Assessment Strategy and Guidance*). The first aid assessor must satisfy themselves that all the Assessment Criteria for the learning outcomes delivered via distance learning have been met. Auditable evidence should be generated. It is the centre's responsibility to confirm the identity of the learner and the authenticity of the evidence.
- 4 The assessment should be quality assured following FAAOF and SQA guidance.
- 5 A minimum of two-thirds of the training time for the unit should be face-to-face learning (eg *EFAW* 4 hours minimum face-to-face).
- 6 The practical elements of the training should be delivered and assessed face-to-face. These are identified in the unit specification in **Appendix 5**.

Lesson plans

Centres should plan and deliver training in accordance with detailed lesson plans. Training should be delivered to the principles set out in NOS 7 *Facilitate Individual Learning and Development*.

Lesson plans must detail the following:

- ◆ timetable for delivery of the *Award in Emergency First Aid at Work*
- ◆ aims, outcomes and objectives of each session
- ◆ learner and trainer individual and/or group activities
- ◆ resources required for each session

The use of Tourniquets and Haemostatic Dressings should only be taught and assessed if it is appropriate to the context of the learner's workplace. This is likely to be in a high-risk area with a risk of amputation. If the centre does train and assess these methods then they should provide a justification to the external verifier during their visit to the centre for quality assurance purposes.

Assessment

The assessment should determine a learner's ability to act safely, promptly and effectively when an emergency occurs at work and when administering first aid to a casualty.

Instruments of assessment

The unit HV82 04 *Emergency First Aid in the Workplace* should be delivered, assessed and quality assured in accordance with the *Assessment Principles for Regulated First Aid Qualifications*, published by the FAAOF and SQA's *Assessment Strategy and Guidance*.

SQA assessments

SQA has developed assessment papers, practical scenarios and marking instructions for the *Award in Emergency First Aid at Work*. These can be found on SQA's secure web pages — www.sqasecure.org.uk. They can be accessed via the centre co-ordinator. These papers are live instruments of assessment and must be kept confidential and stored safely and securely at all times. For further guidance on the security of assessments, please refer to SQA's '*Security of Assessments Procedure Enhanced Guidance*' — <https://www.sqa.org.uk>.

Learners should sit the knowledge part of the assessments in closed-book, supervised conditions. It is not necessary for all questions to be completed at the same time. Assessors may choose to assess at appropriate points in delivery as learners progress through the learning outcomes. However, learners should not see any questions in advance of summative assessment.

All assessment criteria for the unit (see **Appendix 5**) must be assessed and achieved by learners.

Remediation

The trainer/assessor will provide remediation opportunities as appropriate where there is a minor shortfall or omission in evidence. The trainer/assessor can clarify learner responses by requiring a written amendment or by oral questioning. This can be done face-to-face or by telephone.

Re-assessment

Where there has been more than a minor shortfall or omission in evidence, the learner should be provided with a re-assessment opportunity. A new and unseen instrument of assessment must be used.

All evidence of assessment, remediation and re-assessment must be formally recorded and available for internal and external verification.

Centre assessments

Where centres wish to devise their own instruments of assessment and marking instructions, it is their responsibility to ensure that these meet the SQA's guidance on assessment by being valid, reliable, equitable and fair. See SQA's *Assessment: A Guide for Centres offering Regulated Qualifications* — <https://www.sqa.org.uk/sqa/2424.html>. Centres should be familiar with SQA's assessment principles and make use of them when constructing appropriate instruments of assessment and marking instructions for the *Award in Emergency First Aid at Work*. Centres may find it useful to refer to the SQA's *Guide to Assessment*, August 2017.

Centres must also adhere to SQA's guidance on the security of assessments. Centre assessments must be kept confidential and stored safely and securely at all times. For further guidance on the security of assessments, please refer to SQA's '*Security of Assessments Procedure Enhanced Guidance*' — <https://www.sqa.org.uk>.

Assessment may take place at any time during the delivery of the qualification where the trainer/assessor is the same person and does not need to be administered as a final assessment. Centres must use appropriate methods of assessment. Knowledge-based Assessment Criteria could be assessed by, for example, short answer questions, oral questioning or case studies. Some Assessment Criteria must be assessed through practical demonstration. The unit specification (**see Appendix 5**) identify what these are.

While devising instruments of assessment and marking instructions, centres may wish to take a more holistic approach and integrate some underpinning knowledge questions during the practical simulations. For example, when demonstrating how to control external bleeding (**Appendix 5** — Assessment Criterion 5.2) the assessor may verbally ask the learner how they would recognise a casualty who is in shock (**Appendix 5** — Assessment Criterion 6.1). The learner's response must be available as evidence for internal and external quality assurance.

Learners should not see summative assessment questions in advance. Learners must be aware that a summative assessment is taking place. **All Assessment Criteria for the unit (see Appendix 5) must be assessed and achieved by learners.**

Evidence of achievement of the unit specification Assessment Criteria must be appropriately recorded for quality assurance purposes. This includes a record of oral evidence. An observation checklist can provide evidence for practical demonstration.

It is strongly recommended that all centre-devised instruments of assessment and marking instructions are submitted to the SQA for prior verification. Prior verification is a free service offered to centres that devise their own summative assessments to suit their particular local needs. The service gives centres additional confidence that their proposed assessment and marking instructions are fit for purpose and meet national standards.

Requirements for assessment

The internal verifier must verify the instruments of assessment and marking instructions prior to them being used by the trainer/assessor. Evidence of internal prior verification must be recorded.

The learner must be physically able to complete the CPR sequence to include rescue breaths and compressions. Both must be taught and assessed and successfully achieved by the learner. SQA will look at how centres ensure that all learners are physically able to undertake the award Assessment Criteria.

This Assessment Strategy and Guidance specifies the requirement to include the use and assessment of AEDs as part of CPR sequence. The unit specification HV82 04 *Emergency First Aid in the Workplace (Appendix 5)* highlights the areas to be covered.

Trainers/assessors are encouraged to make effective use of formative assessment to assist professional judgements of when learners may be ready for summative assessment. The following can be used for this purpose: questions and answers, group activities, and self-assessment tools. However, **formative assessment activities cannot be used when making assessment decisions of competence against the unit's Assessment Criteria.**

Centres must demonstrate standardisation of assessment judgements/decisions across all assessors and internal verifiers. This can be achieved through the development of detailed marking instructions providing exemplar answers to questions set within the instrument of assessment/s. This can be monitored at centre standardisation activities.

Remediation

The trainer/assessor will provide remediation opportunities as appropriate where there is a minor shortfall or omission in evidence. The trainer/assessor can clarify learner responses by requiring a written amendment or by oral questioning. This can be done face-to-face or by telephone.

Re-assessment

Where there has been more than a minor shortfall or omission in evidence, the learner should be provided with a re-assessment opportunity. A new and unseen instrument of assessment must be used.

All evidence of assessment, remediation and re-assessment must be formally recorded and available for internal and external verification.

End of course evaluation

Centres should have an evaluation procedure in place that provides an opportunity for learners to provide feedback on the following:

- ◆ the ability and competence of trainers/assessors
- ◆ the structure and content of the first aid course
- ◆ the first aid equipment used
- ◆ the appropriateness of the training venue

Internal verification

The internal verifier should work to the requirements of their role as identified previously in the Roles and Responsibilities section. The internal verifier may wish to make additional use of the document — *Internal Verification: A Guide for Centres Offering Regulated Qualifications, August 2017* - to support their internal verification role. Additionally, centres may want to refer to the guidance and suggested templates in the Internal Verification Toolkit: HN/SVQ/SQA Advanced available on this link <https://www.sqa.org.uk/sqa/74679.html>.

SQA uses a risk-based approach to meeting regulatory requirements for quality assurance. This should be reflected in the centre's Internal Verification Policy and Procedures. Each trainer/assessor should have a minimum of one observation per year. Trainers/assessors working with a larger volume of learners may need monitoring more frequently. The centre's internal verification policy should identify risk factors that would trigger additional observations.

The annual observation of the trainer/assessor which will be completed by an internal verifier could include:

- ◆ evidence of effective planning and delivery of training
- ◆ adapting learning materials to meet the needs of learners
- ◆ adapting flexibly to meet the needs of the learner
- ◆ engaging appropriately with the learner
- ◆ effectiveness of assessment methods and decisions
- ◆ effective and positive methods of providing feedback to the learner
- ◆ appropriate recording of all course requirements
- ◆ effective use and safety of first aid and technical equipment

Internal verifiers will record the outcomes of the observation and provide a copy to each trainer/assessor and other centre personnel as appropriate. A copy must also be made available to the external verifier.

Following completion of the Award in Emergency First Aid at Work

Retention of records

The centre should retain the following:

- ◆ learner details
- ◆ dates for courses delivered
- ◆ trainer/assessor who taught and assessed each course
- ◆ assessment outcome for each learner
- ◆ site selection checklists if delivered in sites out with the centre
- ◆ learner evidence as per SQA and Centre Retention Policy

Centres are required to retain learner assessment evidence for an annual external verification visit. This may be physical evidence or records of the evidence (where the evidence is ephemeral).

Certification

The centre must register the learner with SQA. This should include:

Learner details

GN0T 46 *Award in Emergency First Aid at Work* — Group Award
HV82 04 *Emergency First Aid in the Workplace* — Unit

On successful completion of the course, the centre should notify SQA of the learner's successful achievement of the *Award in Emergency First Aid at Work*. It is important to do this quickly after course completion. The learner cannot undertake the role of first-aider in the workplace until they have evidence of their competence to do so.

SQA will generate the learner's *Award in Emergency First Aid at Work* certificate. There is no requirement for a centre to provide the learner with a temporary certificate.

Emergency First Aid at Work Re-qualification

Award in Emergency First Aid at Work certificates are valid for 3 years. Once a certificate has lapsed, in order to re-qualify, learners must be assessed against all learning outcomes and Assessment Criteria in the unit (**Appendix 5**).

Should the learner's *Emergency First Aid at Work* certificate lapse, then the individual will not be considered competent to undertake the role of first-aider in the workplace. This is for the purposes of the *First Aid at Work: The Health and Safety (First-Aid) Regulations 1981*.

The Health and Safety Executive strongly recommends that first-aiders undertake annual refresher training during the 3-year certification period. Although not mandatory, this will assist qualified first-aiders to maintain their basic skills and keep up to date with any changes to first aid procedures. This does not extend the currency of the *Emergency First Aid at Work* certificate.

Appendix 1: Occupational Knowledge and Competence in First Aid

All trainers, assessors, internal verifiers and external verifiers must have occupational knowledge and competence in first aid. This may be evidenced by:

- ◆ holding a qualification issued by an Ofqual/SQA Accreditation/Qualification Wales/CCEA Regulation recognised awarding body (or equivalent) as follows:

Qualification delivered	Minimum qualification to be held by the trainer/assessor/internal verifier/external verifier
First Aid at Work or Emergency First Aid at Work	First Aid at Work

or

Current Registration as a Doctor with the General Medical Council (GMC)

or

Current Registration as a Nurse with the Nursing and Midwifery Council (NMC)

or

Current Registration as a Paramedic with the Health and Care Professions Council

Registered Healthcare Professionals must act within their scope of practice and therefore have current expertise in first aid to train and/or assess. If holding current expertise in first aid practice, the above are exempt from the requirement to have a current and valid First Aid at Work certificate:

The FAAOF has accepted the following as equivalent to a First Aid at Work certificate. It may add other certificates to this list.

- ◆ Level 2 Award in Pool Lifeguarding, Intervention, Supervision and Rescue
- ◆ St John Ambulance First Aid at Work Certificate
- ◆ St Andrew's Ambulance First Aid at Work Certificate
- ◆ QA level 3 Certificate in First Response Emergency Care (RQF)
- ◆ QA level 4 Certificate in First Response Emergency Care (RQF)
- ◆ QA level 5 Diploma in First Response Emergency and Urgent Care (RQF)
- ◆ British Red Cross First Aid at Work
- ◆ Offshore First Aid

Appendix 2: Qualifications suitable for Training/Assessing

The FAAOF has deemed the following qualifications as being suitable for trainers and assessors.

This list is **not exhaustive** but provides a guide to acceptable training and/or assessing qualifications. Trainers who also assess learner competence must hold a qualification (or separate qualifications) to enable them to perform both functions.

Qualification	Trainer	Assessors*
Current qualifications (<i>available for new trainers/assessors to undertake</i>):		
Level 3 Award in Education and Training	X	X
Level 4 Certificate in Education and Training	X	X
Level 5 Diploma in Education and Training	X	X
Level 3 Award in Training and Assessing in First Aid Qualifications (RQF)	X	X
Cert Ed/PGCE/B Ed/M Ed	X	X
SVQ 3 Learning and Development SCQF level 8 — GP51 48	X	X
SVQ 4 Learning and Development SCQF level 9 — GP52 49	X	X
TQFE (Teaching Qualification for Further Education)	X	X
Planning and Delivering Training Sessions to Groups SCQF level 6 — HE0T 33 (Scottish Qualifications Authority Unit)	X	X
SCQF level 6 Award in Planning and Delivering Learning Sessions to Groups (Scottish Qualifications Authority Accredited)	X	X
L&D Unit 6 Manage Learning and Development in Groups SCQF level 8 (Scottish Qualifications Authority Accredited) — H5TP 04	X	
L&D Unit 7 Facilitate Individual Learning and Development SCQF level 8 (Scottish Qualifications Authority Accredited) — HC87 04	X	
L&D Unit 8 Engage and Support Learners in the Learning and Development Process SCQF level 8 (Scottish Qualifications Authority Accredited) — FD3Y 04	X	
Carry Out the Assessment Process SCQF level 7 (Scottish Qualifications Authority Unit)		X
Level 3 Award in Assessing Competence in the Work Environment		X
Level 3 Award in Assessing Vocationally Related Achievement		X
Level 3 Award in Understanding the Principles and Practices of Assessment		X
Level 3 Certificate in Assessing Vocational Achievement		X
L&D Unit 9DI Assess Workplace Competence Using Direct and Indirect Methods SCQF level 8 (Scottish Qualifications Authority Accredited) — FD41 04		X
L&D Unit 9D Assess Workplace Competence Using Direct Methods SCQF level 7 (Scottish Qualifications Authority Accredited) — FD40 04		X

Other acceptable qualifications		
CTLLS/DTLLS	X	X
PTLLS with unit 'Principles and Practice of Assessment' (12 credits)	X	X
Further and Adult Education Teacher's Certificate	X	X
IHCD Instructional Methods	X	X
IHCD Instructor Certificate	X	X
English National Board 998	X	X
Nursing mentorship qualifications	X	X
NOCN Tutor Assessor Award	X	X
SVQ/NVQ level 3 in Training and Development	X	X
SVQ/NVQ level 4 in Training and Development	X	X
PDA Developing Teaching Practice in Scotland's Colleges SCQF level 9 (Scottish Qualifications Authority) — GG82 49	X	X
PDA Training Practice in Scotland's Colleges SCQF level 9 (Scottish Qualifications Authority Qualification) — GG87 49	X	
PTLLS (6 credits)	X	
Regulated Qualifications based on the Learning and Development NOS 7 Facilitate Individual Learning and Development or NOS 6 Manage Learning and Development in Groups	X	
Training Group A22, B22, C21, C23, C24	X	
Learning and Training — Assessment and Quality Standards SCQF level 9 (Scottish Qualifications Authority Unit)		X
A1 Assess Candidates Using a Range of Methods or D33 Assess Candidates Using Differing Sources of Evidence		X
Conduct the Assessment Process SCQF level 8 (Scottish Qualifications Authority Unit) – HP01 48		X
A2 Assess Candidate Performance through Observation or D32 Assess Candidate Performance		X
Regulated Qualifications based on the Learning and Development NOS 9 Assess Candidate Achievement		X

Please note assessor candidates cannot use the First Aid at Work qualification to achieve L&D9 and L&D9DI. However, if assessors already have these qualifications, they can assess first aid.

Assessors who do not hold a formal assessing qualification may alternatively attend an FAAOF assessor CPD training programme delivered by an approved Awarding Organisation/Body.

Appendix 3: Qualifications suitable for Internal Verification

The FAAOF has deemed the following qualifications as being suitable for internal verifiers.

This list is **not exhaustive** but provides a guide to acceptable internal verification qualifications:

L&D Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment SCQF level 8 (Scottish Qualifications Authority Accredited) — FD43 04
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
Conduct the Internal Verification Process SCQF level 8 (Scottish Qualifications Authority Unit) — H291 35
Regulated Qualifications based on the Learning and Development National Occupational Standards (NOS) level 11 Internally Monitor and Maintain the Quality of Assessment
V1 Conduct Internal Quality Assurance of the Assessment Process or D34 Internally Verify the Assessment Process
Internally Verify the Assessment Process SCQF level 8 (Scottish Qualifications Authority Unit)

Please note internal verifier candidates cannot use the First Aid at Work qualification to achieve L&D11. However, if internal verifiers already have this qualification, they can internally verify first aid.

Appendix 4: Qualifications suitable for External Verification

The FAAOF has deemed the following qualifications as being suitable for external verifiers.

This list is **not exhaustive** but provides a guide to acceptable external verification qualifications:

L&D Unit 12 Externally Monitor and Maintain the Quality of Workplace Assessment SCQF level 9 (Scottish Qualifications Authority Accredited) — FD44 04
Regulated qualifications based on the Learning and Development NOS 12 Externally Monitor and Maintain the Quality of Assessment
Level 4 Award in the External Quality Assurance of Assessment Processes and Practice
Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice
*Conduct External Verification of the Assessment Process SCQF level 9 (Scottish Qualifications Authority Unit) — H7VG 36
V2 Conduct External Quality Assurance of the Assessment Process or D35 Externally Verify the Assessment Process
Externally Verify the Assessment Process SCQF level 9 (Scottish Qualifications Authority Unit)

***SQA will be using unit H7VG 36 Conduct External Verification of the Assessment Process, SCQF level 9, to train its external verifiers.**

Please note external verifier candidates cannot use the First Aid at Work qualification to achieve L&D12. However, if external verifiers already have this qualification, they can externally verify first aid.

Appendix 5: HV82 04 — Emergency First Aid in the Workplace



Unit title	Emergency First Aid in the Workplace
SQA code	HV82 04
SCQF level	6
SCQF credit points	1

History of changes

Publication date: September 2017

Version: 01

Version number	Date	Description	Authorised by

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Title		Emergency First Aid in the Workplace	
Learning outcomes		Assessment Criteria	
The learner will:		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 Cardio Pulmonary Resuscitation (CPR) .
		3.2	Demonstrate CPR 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 .

Learning outcomes	Assessment Criteria
The learner will:	The learner can:
<p>4 Be able to provide first aid to a casualty who is choking.</p>	<p>4.1 Identify when choking is:</p> <ul style="list-style-type: none"> ◆ mild ◆ severe <p>4.2 Demonstrate how to administer first aid to a casualty who is choking.</p>
<p>5 Be able to provide first aid to a casualty with external bleeding.</p>	<p>5.1 Identify the severity of external bleeding.</p> <p>5.2 Demonstrate how to control external bleeding.</p>
<p>6 Know how to provide first aid to a casualty who is in shock.</p>	<p>6.1 Recognise a casualty who is suffering from shock.</p> <p>6.2 Identify how to administer first aid to a casualty who is suffering from shock.</p>
<p>7 Know how to provide first aid to a casualty with minor injuries.</p>	<p>7.1 Identify how to administer first aid to a casualty with:</p> <ul style="list-style-type: none"> ◆ Small cuts ◆ Grazes ◆ Bruises ◆ Small splinters
	<p>7.2 Identify how to administer first aid to a casualty with minor burns and scalds.</p>

Additional information about the unit
Unit purpose and aim(s)
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.
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)
First Aid at Work Health and Safety (First Aid) Regulations 1981 <i>Guidance on Regulations (L74)</i> Resuscitation Council (UK) Guidelines First Aid at Work Health and Safety (First Aid) Regulations 1982 (Northern Ireland)
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)
Unit should be delivered, assessed and quality assured in accordance with <i>Assessment Principles for Regulated First Aid Qualifications</i> .
Support for the unit from a SSC or other appropriate body
First Aid Awarding Organisation Forum
Location of the unit within the subject/sector classification system
Health and Social Care
Availability for use
AOs/ABs who meet the Terms of Reference of the First Aid Awarding Organisation Forum
Unit available from
1 October 2017
SCQF level
6
SCQF Credit
1

Additional information

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.

Others may include: casualty receiving first aid; work colleagues; other people within the workplace environment.

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.

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 Cardio Pulmonary Resuscitation: must include agonal gasps.

CPR must include: 'correct placement of AED pads' and 'follows AED instructions'.

Recovery position: a position that maintains a stable open draining airway.

Administer first aid: provide appropriate help to a casualty, manage the situation and seek appropriate assistance when necessary.

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)

Simulation

Simulation is permitted in this unit.

The following ACs must be assessed by practical demonstration: 2.1, 2.2, 3.2, 3.4, 4.2 and 5.2.