



**Award in First Aid at Work
Assessment Strategy and Guidance**

Group Award Code: GN0V 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 SQA's APS Navigator to confirm they are using the up to date qualification structure.

NOTE: Where a unit is revised by another unit:

- ◆ No new centres may be approved to offer the unit which has been revised.
- ◆ Centres should only enter learners for the unit which has been revised where they are expected to complete the unit before its finish date.

Version Number	Description	Date

Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of this qualification.

Contents

Award structure	1
General information.....	1
Definition of First Aid	1
Assessment Principles for Regulated First Aid qualifications	1
Roles and responsibilities for this award	2
Trainer, assessor, internal verifier, external verifier.....	2
Delivery, assessment and Quality Assurance	5
Governance	5
Training equipment	5
Duration and delivery of training	6
Blended Learning in First Aid — Quality Assurance Standards	7
Lesson plans	8
Assessment	8
Instruments of assessment:	8
Requirements for assessment:	9
End of course evaluation.....	10
Internal Quality Assurance	10
Following completion of First Aid at Work	11
Retention of records:.....	11
Certification:	11
Learner details	11
Requalification	12
Appendix 1: Acceptable First Aid qualifications.....	13
Appendix 2: Qualifications suitable for training/assessing.....	14
Appendix 3: Qualifications suitable for Internal Quality Assurance	16
Appendix 4: Qualifications suitable for External Quality Assurance	17
Appendix 5: HV82 04 — Emergency First Aid in the Workplace	18
Appendix 6: HV83 04 — Recognition and Management of Illness and Injury in the Workplace	25

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
Recognition and Management of Illness and Injury in the Workplace	HV83 04	6	2	0.5

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 *First Aid at Work (FAW)*. 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 edition of the first-aid manual of the Voluntary Aid Societies (St Andrew's First Aid, St John Ambulance, British Red Cross).

Other published guidelines, provided they 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 meet for the delivery of regulated/accredited qualifications.

Health and Safety Executive, Scottish Qualifications Authority and other awarding bodies make up the membership of the First Aid Awarding Organisation Forum. Forum members, such as Scottish Qualifications Authority, and their 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.

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 First Aid qualifications. All SQA centres must comply with the Assessment Strategy and Guidance.

The First Aid Assessment Principles produced and managed by the First Aid Awarding Organisation Forum 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)

Roles and responsibilities for this award

The effective delivery of this *First Aid at Work* award 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 first aid for the trainer and assessor 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 — 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 First Aid Awarding Organisation Forum. (Please see Appendix 1).

In terms of SQA ensuring that a non-regulated qualification meets the requirements of the *First Aid at Work* qualification, 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 met through the non-regulated qualification. The training provider who issued the *First Aid at Work* certificate equivalent should provide this evidence.

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

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

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

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

Knowledge and competence in first aid training, assessing, internal and external Quality Assurance — evidenced by:

Suitable Training/Assessing qualification as detailed in Appendix 2

Suitable Internal Quality Assurance qualification as detailed in Appendix 3

Suitable External Quality Assurance qualification as detailed in Appendix 4

Additional evidence for trainers and assessors

Provide an acceptable log of training/assessing first aid within the last 3 years. This should be a minimum of 36 hours (6 days of 6 hours).

or

Provide an acceptable record of competently training/assessing theoretical and practical first aid qualifications 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

Internal verifier. The internal verifier must have knowledge and competency in first aid as well as knowledge and competency in internal quality assurance. The internal verifier must also have knowledge and understanding of the role of assessors.

In addition, the internal verifier must carry out pre-delivery checks on the Instrument of Assessment to be used. This includes both SQA and centre-devised. The internal verifier will ensure these adhere to the assessment principles 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.

External verifier. The external verifier will have working knowledge of the requirements of this award and the role of trainer/assessor/internal verifier. 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 *First Aid at Work* across all centres. The external verifier will provide a report for each centre and forward this to the Scottish Qualifications Authority.

Delivery, assessment and Quality Assurance

Governance

Centres must have a copy of the most up to date assessment strategy for *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 are 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 CPD activities and the impact of this on their professional development.

To uphold competent standards of first aid practice, the Scottish Qualifications Authority highly recommends that all centres register for e-mail updates from 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 Health and Safety Executive standards and to cover all learning outcomes and assessment criteria identified in the unit specifications — Appendix 5 and 6. 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	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. Training aids for demonstration may include — choke simulator, auto-injectors, inhalers and spacers, first aid kit.

Learning materials	Learners should be provided with reference books and materials covering the topics included in the award. Learning materials must meet current first aid standards as identified by Resuscitation Council (UK) and other acceptable sources.
Training AED	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.
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 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 18 hours. These can be delivered over a minimum of 3 days or a maximum of 10 weeks with a minimum of 2 hours per session. Please see table below:

Qualification	Minimum Contract Hours	Minimum Days	Maximum Weeks	Minimum Session	Learner/ Trainers Ratio	Certificate Validity	Annual Refresher Recommended
First Aid at Work	18	3	10	2 hours	12.1	3 years	Yes

Unit 1 — HV82 04 *Emergency First Aid in the Workplace* (Appendix 5) must be delivered and assessed on Day 1 of 3. Unit 2 — HV83 04 *Recognition and Management of Illness and Injury in the Workplace* (Appendix 6) should be delivered and assessed over Day 2 and 3. *Centres can increase flexibility by mixing learners who wish to gain Emergency First Aid at Work and First Aid at Work.*

If undertaking the *First Aid at Work* qualification Unit 2 — *Recognition and Management of Illness and Injury in the Workplace* must be completed within 10 weeks of a learner's achievement of Unit 1 — *Emergency First Aid in the Workplace*.

The *First Aid at Work* certificate is valid for 3 years. Health and Safety Executive highly recommend 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 First Aid — Quality Assurance Standards

Scottish Qualifications Authority 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 standards noted and the assessment standards for both units (See Appendix 5 and 6) and to 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 element of the course in his or her 'own' time.
- 3 Following completion of the distance element of learning, a suitably qualified first aid assessor must assess the learner. The first aid assessor must satisfy him/herself that all the assessment criteria for the learning outcomes delivered via distance learning have been met. Auditable evidence should be generated. It is the centres responsibility to confirm the identity of the learner and the authenticity of the evidence.
- 4 The assessment should be quality assured following national occupational standards.
- 5 A minimum of two-thirds of the training time for the unit should be face-to-face learning (eg *FAW* 12 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 specifications – Appendix 5 and 6.

Lesson plans

Centres should plan and deliver training in accordance with detailed lesson plans. Lesson plans must detail the following:

- ◆ Timetable for delivery of the *First Aid at Work* award
- ◆ 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 Dressing should only be taught and assessed if it is appropriate to the context of the learner's workplace. This is likely to be high-risk areas 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 to deal with a casualty.

Instruments of assessment:

It is the centre's responsibility to ensure they have Instruments of Assessment that meet Scottish Qualifications Authority's principles by being valid, reliable, equitable and fair. Centres should be familiar with these principles and make use of them when constructing appropriate Instruments of Assessment for *First Aid at Work*. Centres may find it useful to refer to *Scottish Qualifications Authority's Guide to Assessment* — August 2017

The centre should make use of appropriate methods of assessment. These are likely to include observation, simulation, short answer questions and/or multiple-choice questions. The unit specifications (Appendix 5 and 6) identifies the assessment criterion that can be simulated and must be assessed using practical, face-to-face demonstration. The other assessment criterion is knowledge based and can be assessed appropriately by the use of the assessment methods noted.

All assessment criteria for the units (Appendix 5 and 6) must be assessed and achieved by learners.

While devising Instruments of Assessment the centre 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.

The unit specification assessment criterion must be appropriately recorded for quality assurance purposes. An observation checklist that details key areas being assessed can evidence the practical demonstration. The knowledge related part of the assessment criteria could be carried out using multiple-choice questions, oral questioning, short answer questions and/or use of case studies. The centre must provide evidence of the learner's answers — this includes a record of oral evidence.

It is strongly recommended that Instruments of Assessment developed by the centre be submitted to Scottish Qualifications Authority for prior verification. Prior verification is a free service offered to centres that devise their own summative assessments, or that significantly change Scottish Qualifications Authority's assessments to suit their particular local needs. The service gives centres additional confidence that their proposed assessment is fit for purpose and meets national standards.

Requirements for assessment:

The internal verifier must verify the Instruments of Assessment prior to 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 successfully assessed.

This Assessment Strategy and Guidance specifies the requirement to include the use and assessment of AED as part of CPR sequence. The unit specification (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 assessment. The use of question and answers, group activities and self-assessment tools can be used for this purpose. However, formative assessment activities cannot be used in the assessment decisions of competence against the unit's assessment criteria.

Where the trainer/assessor is the same person, summative assessment can take place at any time during the delivery of the award. It does not need to be completed as a final assessment unless this is a requirement of the centre.

The learner must be aware that summative assessment is taking place.

The assessor will provide remediation/or reassessment as appropriate where the learner has not successfully achieved all of the assessment criteria. This may include additional oral questioning and/or the use of a new and unseen instrument of assessment. The assessor will use their professional judgement in identifying the most appropriate means of re-assessment. It is likely the amount of re-assessment required will impact this decision. All recorded evidence of assessment and reassessment must be available for internal and external verification, as required.

Centres will demonstrate standardisation of assessment judgements/decisions across all assessors and internal verifiers. This can be achieved through the development of a detailed Marking Guide providing exemplar answers to questions set within the Instrument of Assessment/s. This can be monitored at centre standardisation activities.

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 Quality Assurance

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 this document — *Internal Verification: A Guide for Centres Offering Regulated Qualifications August 2017* — to support their internal verification role.

Scottish Qualifications Authority 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. In the case of First Aid, Health and Safety Executive specifies that 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 completed by the internal verifier could include:

- ◆ Evidence of effective planning and delivery of training
- ◆ Adapting learning materials to meet the needs of learners
- ◆ Adapting flexibly to 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.

Following completion of 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 outwith the centre
- ◆ Learner evidence as per SQA and Centre Retention Policy

Centres are required to retain learner assessment evidence for/until the qualification 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 Scottish Qualifications Authority. This should include:

Learner details

GN0V 46	<i>First Aid at Work</i> — Group Award
HV82 04	<i>Emergency First Aid in the Workplace</i> — Unit
HV83 04	<i>Recognition and Management of Illness and Injury in the Workplace</i> — Unit

On successful completion of the course the centre should notify Scottish Qualifications Authority of the learner's successful achievement of the *First Aid at Work* award. 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.

Scottish Qualifications Authority will generate the learner's *First Aid at Work* certificate. There is no requirement for centres to provide learners with temporary certificates.

Requalification

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.

Should the learners *First Aid at Work* certificate expire as noted 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*.

Learners who have previously attained the *FAW* qualification should re-qualify by undertaking the full qualification again. Providing the learners *FAW* certificate has not expired, the contact hours may be reduced to 12 hours over 2 days. Learners must be assessed against all learning outcomes and assessment criteria in the unit. To qualify for the shorter re-qualification course, learners must provide a copy of their previous *FAW* certificate.

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 *First Aid at Work* certificate.

Appendix 1: Acceptable First Aid qualifications

First Aid Awarding Organisation Forum has mapped the following certificates to the learning outcomes and assessment criteria of the *First Aid at Work* certificate. These will be accepted as equivalent to a *First Aid at Work* certificate for trainers, assessors and internal verifiers. First Aid Awarding Organisation Forum may add other certificates to this list from time to time.

- ◆ Pearson First Person on Scene (FPOS)
- ◆ Level 2 Award in Pool Lifeguarding, Intervention, Supervision and Rescue (QCF)
- ◆ 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
- ◆ QA level 4 Certificate in First Response Emergency Care
- ◆ QA level 5 Diploma in First Response Emergency and Urgent Care

Appendix 2: Qualifications suitable for training/assessing

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 (available for new trainers/assessors to undertake):		
Level 3 Award in Education and Training	✓	✓
Level 4 Certificate in Education and Training	✓	✓
Level 5 Diploma in Education and Training	✓	✓
Level 3 Award in Training and Assessing in First Aid Qualifications (RQF)	✓	✓
Cert Ed/PGCE/B Ed/M Ed	✓	✓
SVQ 3 Learning and Development SCQF level 8	✓	✓
SVQ 4 Learning and Development SCQF level 9	✓	✓
TQFE (Training Qualification for Further Education)	✓	✓
Planning and Delivering Learning Sessions to Groups SCQF level 6 (Scottish Qualifications Authority Unit)	✓	✓
SCQF level 6 Award in Planning and Delivering Learning Sessions to Groups (Scottish Qualifications Authority Accredited)	✓	✓
L&D Unit 6 Manage Learning and Development in Groups SCQF level 8 (Scottish Qualifications Authority Accredited)	✓	
L&D Unit 7 Facilitate Individual Learning and Development SCQF level 8 (Scottish Qualifications Authority Accredited)	✓	
L&D Unit 8 Engage and Support Learners in the Learning and Development Process SCQF level 8 (Scottish Qualifications Authority Accredited)	✓	
Carry Out the Assessment Process SCQF level 7 (Scottish Qualifications Authority Unit)		✓
Level 3 Award in Assessing Competence in the Work Environment		✓
Level 3 Award in Assessing Vocationally Related Achievement		✓
Level 3 Award in Understanding the Principles and Practices of Assessment		✓
Level 3 Certificate in Assessing Vocational Achievement		✓
L&D Unit 9DI Assess Workplace Competence Using Direct and Indirect Methods SCQF level 8 (Scottish Qualifications Authority Accredited)		✓
L&D Unit 9D Assess Workplace Competence Using Direct Methods SCQF level 7 (Scottish Qualifications Authority Accredited)		✓

Other acceptable qualifications		
CTLLS/DTLLS	✓	✓
PTLLS with unit 'Principles and Practice of Assessment' (12 credits)	✓	✓
Further and Adult Education Teacher's Certificate	✓	✓
IHCD Instructional Methods	✓	✓
IHCD Instructor Certificate	✓	✓
English National Board 998	✓	✓
Nursing mentorship qualifications	✓	✓
NOCN Tutor Assessor Award	✓	✓
SVQ/NVQ level 3 in training and development	✓	✓
SVQ/NVQ level 4 in training and development	✓	✓
PDA Developing Training Practice in Scotland's Colleges SCQF level 9 (Scottish Qualifications Authority Q9D and 9DIualification)	✓	✓
PDA Training Practice in Scotland's Colleges SCQF level 9 (Scottish Qualifications Authority Qualification)	✓	✓
PTLLS (6 credits)	✓	✓
Regulated Qualifications based on the Learning and Development NOS 7 Facilitate Individual Learning and Development or NOS 6 Manage Learning and Development in Groups	✓	✓
Training Group A22, B22, C21, C23, C24	✓	
Learning and Training — Assessment and Quality Standards SCQF level 9 (Scottish Qualifications Authority Unit)		✓
A1 Assess Learners Using a Range of Methods or D33 Assess Learners Using Differing Sources of Evidence		✓
Conduct the Assessment Process SCQF level 8 (Scottish Qualifications Authority Unit)		✓
A2 Assess Learner Performance through Observation or D32 Assess Learner Performance		✓
Regulated Qualifications based on the Learning and Development NOS 9 Assess Learner Achievement		✓

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

Appendix 3: Qualifications suitable for Internal Quality Assurance

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)
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)
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 learners cannot use the First Aid at Work qualification to achieve L&D11. However, if learners have this qualification they can internally verify first aid.

Appendix 4: Qualifications suitable for External Quality Assurance

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)
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)
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)

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

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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 <u>role and responsibilities</u> of a first aider.
		1.2	Identify how to minimise the risk of infection to self and <u>others</u> .
		1.3	Identify the need for <u>consent</u> 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 <u>when necessary</u> .
3	Be able to provide first aid to an unresponsive casualty.	3.1	Identify <u>when to administer Cardio Pulmonary Resuscitation</u> (CPR).
		3.2	Demonstrate <u>CPR</u> using a manikin.
		3.3	Justify when to place a casualty into the <u>recovery position</u> .
		3.4	Demonstrate how to place a casualty into the recovery position.
		3.5	Identify how to <u>administer first aid</u> to a casualty who is experiencing a <u>seizure</u> .

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 <u>shock</u>.</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.

**Appendix 6: HV83 04 — Recognition and Management of
Illness and Injury in the Workplace**



Unit title	Recognition and Management of Illness and Injury in the Workplace
SQA code	HV83 04
SCQF level	6
SCQF credit points	2

History of changes

Publication date: September 2017

Version: 01

Version number	Date	Description	Authorised by

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Title		Recognition and Management of Illness and Injury in the Workplace	
Learning outcomes		Assessment criteria	
The learner will:		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.

Learning outcomes	Assessment criteria
The learner will:	The learner can:
<p>4 Know how to provide first aid to a casualty with suspected chest injuries.</p>	<p>4.1 Recognise a suspected:</p> <ul style="list-style-type: none"> ◆ Flail chest ◆ Penetrating chest injury <p>4.2 Identify how to administer first aid for a:</p> <ul style="list-style-type: none"> ◆ Flail chest ◆ Penetrating chest injury
<p>5 Know how to provide first aid to a casualty with burns and scalds.</p>	<p>5.1 Identify the factors that affect the severity of burns and scalds.</p> <p>5.2 Identify how to administer first aid for burns involving:</p> <ul style="list-style-type: none"> ◆ Dry heat ◆ Wet heat ◆ Electricity ◆ Chemicals
<p>6 Know how to provide first aid to a casualty with an eye injury.</p>	<p>6.1 Identify how to administer first aid for eye injuries involving:</p> <ul style="list-style-type: none"> ◆ Dust ◆ Chemicals ◆ Embedded objects
<p>7 Know how to provide first aid to a casualty with sudden poisoning</p>	<p>7.1 Identify the routes that poisons can take to enter the body.</p> <p>7.2 Identify how to administer first aid to a casualty affected by sudden poisoning.</p> <p>7.3 Identify sources of information for treating those affected by sudden poisoning.</p>

Learning outcomes	Assessment criteria
The learner will:	The learner can:
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

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)
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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
2

Additional information

Head to toe survey: must be conducted on a casualty with a continually monitored or protected airway (eg a conscious casualty or a casualty placed in the recovery position).

Recognise: to include signs and/or symptoms of the condition and/or where appropriate mechanism of injury.

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

Head injury: includes concussion, compression and skull fracture. The learner is not expected to differentiate between these conditions.

Asthma attack: may include assisting a casualty to use a spacer device and to take their own inhaler.

Diabetic emergency: should focus on the condition of hypoglycaemia.

Simulation

Simulation is permitted in this unit.

The following ACs must be assessed by practical demonstration: 1.2, 2.3 and 3.3.