



Qualification Specification

First Aid at Work

This qualification is regulated by Ofqual (England) and Qualifications Wales

STA Level 3 Award in First Aid at Work

Qualification Number: 600/7441/3

Credit Value: 3 Credit

Unit Structure

This qualification consists of 2 mandatory units

Unit Title	Code	Credit Value	Unit Level	GLH
Emergency First Aid in the Workplace	A/504/4517	1	2	8
Recognition and Management of illness and injury in the Workplace	F/504/4518	2	3	16

Introduction:

On a First Aid at Work qualification learners will develop the skills and knowledge required to deal with a range of first aid incidents including: basic life support, anaphylaxis, head and spinal injuries, asthma, bleeds and much more

Qualification Objective:

- The ability to act safely, promptly and effectively when an emergency arises in the workplace
 - The ability to administer cardiopulmonary resuscitation promptly and effectively
 - Administering first aid safely, promptly and effectively to a casualty who is unconscious, wounded or bleeding, burned or scalded, suffering for bone injury, muscle injury, joint injury, shock, eye injury, poisoned, or overcome by gas/fumes
 - Transporting a casualty to safety as required by the circumstances of the workplace
 - The recognition of minor illnesses and taking appropriate action
 - Maintaining records and providing written information to a doctor or hospital if required
 - Understanding the importance of personal hygiene in first aid procedures
 - Understanding the legal framework for first aid provision at work
 - Demonstrating the use of first aid equipment provided in the workplace
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Target Learners

This qualification is for people who have a specific responsibility at work to deliver basic first aid to people in a range of emergency first aid situations.

Progression

The STA First Aid at Work qualification enables learners to progress onto qualifications at the same level or above. It also allows industry professionals to maintain their continuous professional development and progress their careers.

Industry Standards

Health and Safety (First Aid) Regulations 1981

First Aid Awarding Organisation Forum Terms of Reference and Assessment Principles

Resuscitation Council Guidelines 2015

Entry Requirements

Learners must be 16 years of age or above on the first day of the course

Grading Format

Pass / Fail

Assessment Methods

This qualification is tutor assessed through the completion of worksheets and practical demonstrations

Tutor / Assessor Requirements

All Tutors must have the skills, knowledge and experience to be able to teach and demonstrate the subject.

Each Tutor must be approved by Safety Training Awards and provide evidence of:

1. A relevant vocational first aid qualification and/or experience as shown in Appendix 1
 2. A formal tutoring and assessing qualification as shown in Appendix 2
Tutors must maintain their technical competence within the subject area and provide evidence of continuing professional development (CPD).
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IQA Requirements

Internal Quality Assurers (IQAs) of this qualification must have knowledge and competency in first aid as well as knowledge and competency in internal quality assurance.

An IQA must hold:

1. A relevant vocational first aid qualification and/or experience as shown in Appendix 1
2. Internal quality assurance qualification as shown in Appendix 3

Note: IQAs cannot quality assure a course for which they were the Tutor and/or Assessor.

Resource Requirements

Venue:

- Room size: Adequate space for all learners on the course to undertake theory and practical work
- Seats: One per learner
- Writing surfaces: Adequate for each learner to take notes
- Toilets: Separate facilities for male and female learners
- Ventilation: Should be adequate
- Lighting: Should be suitable for reading, combining a mixture of natural and artificial light
- Heating: Should maintain a 'shirt sleeve' environment, minimum temperature 16oC
- Access/exits: Should be safe, well lit and cater for people with special needs
- Floor coverings: Should be carpeted or mats / blankets provided for use during practical sessions
- Cleanliness: Maintain a clean, tidy and hygienic environment
- Noise: Consider whether there is noise that may distract candidates from training

Minimum requirements:

- Laptop
- PowerPoint presentation
- Projector

Recommended:

- Dry wipe board
- Flipchart

First Aid Resources

- Adult manikins - ratio 1:4
- AED training unit - ratio 1:4
- First Aid Kit

Recommended:

- Blankets
- Resuscitation face shield or pocket mask

Electrical Warning

When projectors and other electrical equipment are being used, the equipment must be checked to ensure, it is in safe working order. It is important to be aware of the trip hazards associated with electric cables and reduce such risks.

Resource Requirements (continued)

Training packs (recommended):

Each registered learner to have access to the following training items during the course:

- 1 triangular bandage
- 1 medium sized sterile dressing
- 1 pair of disposable gloves
- 1 individually wrapped sterile adhesive dressing
- 1 resuscitation ventilation aid
- 1 eye pad.

Unit Specification

Unit Title	Emergency First Aid in the Workplace	
Unit Aims	The aim of this unit is to enable a candidate to be able to act as an appointed person to take charge of the first aid arrangements, including looking after the equipment and facilities and calling the Emergency Medical Services when required.	
Learning Outcomes	Assessment Criteria	
1. Understand the role and responsibilities of a first aider	1.1 1.2 1.3 1.4 1.5 1.6	Identify the role and responsibilities of a first aider Describe how to minimise the risk of infection to self and others Identify the need for establishing consent to provide first aid Complete an accident report form Identify the first aid equipment that should be available in a workplace Describe the safe use of first aid equipment
2. Be able to assess an incident	2.1 2.2 2.3	Conduct a scene survey Conduct a primary survey of a casualty Give examples of when to call for help
3. Be able to manage an unresponsive casualty who is breathing normally	3.1 3.2 3.3 3.4 3.5	Assess a casualty's level of consciousness Open a casualty's airway and check breathing Explain why it is important to place an unconscious casualty into the recovery position Place an unresponsive casualty in the recovery position Manage a casualty who is in seizure
4. Be able to manage an unresponsive casualty who is not breathing normally	4.1 4.2	Recognise the need to commence Cardio Pulmonary Resuscitation Demonstrate Cardio Pulmonary Resuscitation using a manikin
5. Be able to recognise and assist a casualty who is choking	5.1	Describe how to identify a casualty with a: <ul style="list-style-type: none"> • Partially blocked airway • Completely blocked airway
6. Be able to manage a casualty with external bleeding	6.1 6.2	Identify the types of external bleeding Control external bleeding
7. Be able to manage a casualty who is in shock	7.1 7.2	Recognise shock Administer first aid to a casualty who is in shock
8. Be able to manage a casualty with a minor injury	8.1 8.2 8.3	Administer first aid to a casualty with small cuts, grazed and bruises Administer first aid to a casualty with minor burns and scalds Administer first aid to a casualty with small splinters

Unit Specification

Unit Title	Recognition and Management of illness and injury in the Workplace	
Unit Aims	The aim of this unit is to prepare learners by giving them the required skills and knowledge to deal with a range of first aid situations.	
Learning Outcomes	Assessment Criteria	
1. Be able to conduct a secondary survey	1.1 1.2	Identify the information to be collected when gathering a casualty history Conduct a head to toe survey
2. Be able to administer first aid to a casualty with injuries to bones, muscles and joints	2.1 2.2	Recognise suspect: <ul style="list-style-type: none"> • Fractures • Dislocations • Sprains and strains Administer first aid for: <ul style="list-style-type: none"> • Fractures • Dislocations • Sprains and strains
3. Be able to administer first aid to a casualty with suspected head and spinal injuries	3.1 3.2	Recognise suspects: <ul style="list-style-type: none"> • Concussion • Skull fracture • Cerebral compression • Spinal injury Administer first aid for suspected: <ul style="list-style-type: none"> • Concussion • Skull fracture • Cerebral compression • Spinal injury
4. Be able to administer first aid to a casualty with suspected chest injuries	4.1 4.2	Recognise the different types of chest injury Administer first aid for a chest injury
5. Be able to administer first aid to a casualty with burns and scalds	5.1 5.2	Recognise the factors that affect the severity of burns and scalds Administer first aid for burns involving: <ul style="list-style-type: none"> • Dry heat • Wet heat • Electricity • Chemicals
6. Be able administer first aid to a casualty with an eye injury	6.1 6.2	Give examples of common eye injuries Administer first aid for eye injuries involving: <ul style="list-style-type: none"> • Dust • Chemicals • Embedded objects
7. Be able to administer first aid to a casualty with sudden poisoning	7.1 7.2	Identify the routes that poisoning can take to enter the body Administer immediate first aid to a casualty affected by sudden poisoning
8. Be able to administer first aid to a casualty with anaphylaxis	8.1 8.2 8.3	Identify common triggers for anaphylaxis Recognise anaphylaxis Administer immediate first aid for a casualty suffering from anaphylaxis
9. Be able to provide First Aid to a casualty with suspected major illness	9.1 9.2	Recognise major illnesses including: <ul style="list-style-type: none"> • Heart attack • Stroke • Epilepsy • Asthma • Diabetes Administering first aid to a casualty suffering from major illnesses including: <ul style="list-style-type: none"> • Heart attack • Stroke • Epilepsy • Asthma • Diabetes

Appendix 1

Technical competence in first aid

All Tutors, Assessors, Internal Quality Assurers and External Quality Assurers must have occupational knowledge and competence in first aid.

Acceptable evidence includes:

- Holding a current First Aid at Work Certificate (issued by an Ofqual/SQA/Qualifications Wales recognised Awarding Organisation or
- Holding a current Offshore First Aid Certificate issued by a HSE approved training provider 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 (HCPC)

Appendix 2

Acceptable Training / Assessing Qualifications

Qualification	Train	Assess
Cert Ed/PGCE/B Ed/M Ed	✓	✓
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	✓	✓
S/NVQ level 3 in training and development	✓	✓
S/NVQ level 4 in training and development	✓	✓
TQFE (Teaching Qualification for Further Education)	✓	✓
English National Board 998	✓	✓
Nursing mentorship qualifications	✓	✓
NOCN Tutor Assessor Award	✓	✓
Level 3 Award in Education and Training	✓	✓
Level 4 Certificate in Education and Training (QCF)	✓	✓
Level 5 Diploma in Education and Training (QCF)	✓	✓
PTLLS (6 credits)	✓	
Accredited Qualifications based on the Learning and Development NOS 7 Facilitate Individual Learning and Development	✓	
Training Group A22, B22, C21, C23, C24	✓	
SQA Accredited Planning and Delivering Learning Sessions to Groups	✓	
A1 (D32/33) – Assess candidates 'using a range of methods		✓
A2 (D32) – Assess candidates' performance through observation		✓
Regulated Qualifications based on the learning and Development NOS 9 Assess Learner Achievement		✓
SQA Accredited Learning and Development Unit 9DI – Assess workplace competences using direct and indirect methods – replacing Units A1 and D32/33		✓
SQA Accredited Learning and Development Unit 9D – Assess workplace competence using direct methods – replacing Units A2 and D32		✓
SQA Carryout the assessment process		✓
Level 3 Award in Assessing Competence in the Work Environment		✓
Level 3 Award in Assessing Vocationally Related Achievement (QCF)		✓
Level 3 Award in Understanding the Principles and Practices of Assessment (QCF)		✓
Level 3 Certificate in Assessing Vocational Achievement (QCF)		✓
First Aid at Work Trainer Course	✓	
First Aid at Work Assessor Course		✓

Appendix 3

Qualifications suitable for Internal Quality Assurance

SQA Accredited Learning and Development Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment
Regulated Qualifications based on the Learning and Development NOS 11 Internally Monitor and Maintain the Quality of Assessment
Level 4 Award in the internal Quality Assurance of Assessment Process and Practice (QCF)
Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Process and Practice (QCF)
V1 or D34
SQA Internally Verify the Assessment Process