



Qualification Specification

STA Award in First Aid at Work

This qualification is regulated by Ofqual

STA Award in First Aid at Work

Qualification Number: 603/2347/4

Credit Value: 3 Credit

Qualification Structure

This qualification consists of 2 mandatory units

Unit Title	Code	Credit Value	Unit Level	GLH	TQT
Emergency First Aid in the Workplace	D/616/3428	1	3	6	7
Recognition and Management of Illness and Injury in the Workplace	H/616/3429	2	3	12	15

Introduction:

The First Aid at Work qualification forms part of the STA First Aid suite of qualifications. The qualification and learning outcomes are based on the recommendations of:

- First Aid Awarding Organisation Forum (FAAOF) Assessment Principles for First Aid Qualifications
- Resuscitation Council (UK).

The First Aid at Work qualification is designed for people who deal with emergency first aid at work enabling them to be workplace emergency first aiders under the Health and Safety (First Aid) Regulations 1981 and The Health and Safety (First-Aid) Regulations (Northern Ireland) 1982

Qualification Objective:

The aim of the First Aid at Work qualification is to enable learners to 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.

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 and The Health and Safety (First-Aid) Regulations (Northern Ireland) 1982
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	
Unit Aims:	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	
Learning Outcome - The learner will:	Assessment Criterion - The learner can:	
1. Understand the role and responsibilities of a first aider	1.1 1.2 1.3	Identify the role and responsibilities of a first aider Identify how to minimise the risk of infection to self and others Identify the need for consent to provide first aid
2. Be able to assess an incident	2.1 2.2 2.3	Conduct a scene survey Conduct a primary survey of a casualty Summon appropriate assistance when necessary
3. Be able to provide first aid to an unresponsive casualty	3.1 3.2 3.3 3.4 3.5	Identify when to administer Cardio Pulmonary Resuscitation (CPR) Demonstrate CPR using a manikin Justify when to place a casualty into the recovery position Demonstrate how to place a casualty into the recovery position Identify how to administer first aid to a casualty who is experiencing a seizure
4. Be able to provide first aid to a casualty who is choking	4.1 4.2	Describe how to identify a casualty with a: <ul style="list-style-type: none"> • mild • severe Demonstrate how to administer first aid to a casualty who is choking
5. Be able to provide first aid to a casualty with external bleeding	5.1 5.2	Identify the severity of external bleeding Demonstrate how to control external bleeding
6. Know how to provide first aid to a casualty who is in shock	6.1 6.2	Recognise a casualty who is suffering from shock Identify how to administer first aid to a casualty who is suffering from shock
7. Know how to provide first aid to a casualty with minor injuries	7.1 7.2	Identify how to administer first aid to a casualty with: <ul style="list-style-type: none"> • small cuts • grazes • bruises • small splinters Identify how to administer first aid to a casualty with minor burns and scalds.

Unit Specification

Unit Title:	Recognition and Management of Illness and Injury in the Workplace Unit	
Unit Aims:	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	
Learning Outcome - The learner will:	Assessment Criterion - The learner can:	
1. Be able to conduct a secondary survey	1.1 1.2	Identify the information to be collected when gathering a casualty history 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 2.2	Recognise suspected: <ul style="list-style-type: none"> • Fractures and dislocations • Sprains and strains Identify how to administer first aid for: <ul style="list-style-type: none"> • Fractures and dislocations • Sprains and strains
3. Be able to provide first aid to a casualty with suspected head and spinal injuries	3.1 3.2 3.3	Recognise a suspected: <ul style="list-style-type: none"> • Head injury • Spinal injury Identify how to administer first aid for a suspected head injury Demonstrate how to administer first aid for a suspected spinal injury
4. Know how to provide first aid to a casualty with suspected chest injuries	4.1 4.2	Recognise a suspected: <ul style="list-style-type: none"> • Flail chest • Penetrating chest injury Identify how to administer first aid for a: <ul style="list-style-type: none"> • Flail chest • Penetrating chest injury
5. Know how to provide first aid to a casualty with burns and scalds	5.1 5.2	Identify the factors that affect the severity of burns and scalds Identify how to administer first aid for burns involving: <ul style="list-style-type: none"> • Dry heat • Wet heat • Electricity • Chemicals
6. Know how to provide first aid to a casualty with an eye injury	6.1	Administer first aid for eye injuries involving: <ul style="list-style-type: none"> • Dust • Chemicals • Embedded objects
7. Know how to provide first aid to a casualty with sudden poisoning	7.1 7.2 7.3	Identify the routes that poisons can take to enter the body Identify how to administer first aid to a casualty affected by sudden poisoning Identify sources of information for treating those affected by sudden poisoning
8. Know how to provide first aid to a casualty with anaphylaxis	8.1 8.2 8.3	Identify common triggers for anaphylaxis Recognise suspected anaphylaxis 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 9.2	Recognise suspected: <ul style="list-style-type: none"> • Heart Attack • Stroke • Epileptic seizure • Asthma attack • Diabetic emergency 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

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*
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 Teaching 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 (Teaching Qualification for Further Education)	✓	✓
Planning and Delivering Learning Sessions to Groups SCQF Level 6 (SQA Unit)	✓	✓
SCQF Level 6 Award in Planning and Delivering Learning Sessions to Groups (SQA Accredited)	✓	✓
L&D Unit 6 Manage Learning and Development in Groups SCQF Level 8 (SQA Accredited)	✓	
L&D Unit 7 Facilitate Individual Learning and Development SCQF Level 8 (SQA Accredited)	✓	
L&D Unit 8 Engage and Support Learners in the Learning and Development Process SCQF Level 8 (SQA Accredited)	✓	
Carry Out the Assessment Process SCQF Level 7 (SQA 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 (SQA Accredited)		✓
L&D Unit 9D Assess Workplace Competence Using Direct Methods SCQF Level 7 (SQA 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	✓	✓
S/NVQ level 3 in training and development	✓	
S/NVQ level 4 in training and development	✓	✓
PDA Developing Teaching Practice in Scotland's Colleges SCQF Level 9 (SQA Qualification)	✓	✓
PDA Teaching Practice in Scotland's Colleges SCQF Level 9 (SQA 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 Teaching – Assessment and Quality Standards SCQF Level 9 (SQA Unit)		✓
A1 Assess Candidates Using a Range of Methods or D33 Assess Candidates Using Differing Sources of Evidence		✓
Conduct the Assessment Process SCQF Level 7 (SQA Unit)		✓
A2 Assess Candidate Performance through Observation or D32 Assess Candidate Performance		✓
Regulated Qualifications based on the Learning and Development NOS 9 Assess Learner Achievement		

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