

YMCA Level 3 Award in Emergency First Aid at Work (603/1902/1)

Qualification Specification



YMCA Awards

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Level 3 Award in Emergency First Aid at Work

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Introduction

About YMCA Awards

At YMCA Awards, we are passionate about learner progress. Our qualifications support every learner, whether they are taking their first steps into fitness or simply wishing to boost their skills. Our high-quality resources and assessment materials have been created by leading industry experts in consultation with employers and training providers.

YMCA Awards is an internationally recognised organisation. We are highly respected in health and fitness circles and, most importantly of all we have helped over 200,000 people launch and advance their careers.

Qualification overview

This qualification is regulated by:

- Ofqual
- Qualification Wales

Qualification aim

The aim of this qualification is to recognise the skills, knowledge and competences needed for an individual to administer emergency first aid in the workplace. This includes being able to assess, diagnose and treat casualties before the arrival of medically trained staff.

Overview of knowledge, skills and understanding

Knowledge and understanding relating to the qualification:

- roles and responsibilities of a first aider
- the skills, knowledge and competences needed to administer emergency first aid.

Skills relating to the qualification:

- assess an incident
- manage an unresponsive casualty
- manage a casualty with external bleeding
- assist a casualty who is choking
- manage a casualty with a minor injury
- manage a casualty who is in shock.

Target group and age range

This qualification is aimed at a range of learners aged 14 and over.

Qualification structure

To achieve the Level 3 Award in Emergency First Aid at Work, learners must complete 1 mandatory unit.

Unit reference number	Unit title	Level	Credit
R/615/8033	Emergency first aid in the workplace	3	1

The Total Qualification Time (TQT) for this qualification is 7.

The Guided Learning Hours (GLH) assigned are 6 minimum.

Total Qualification Time (TQT)

This is an estimate of the total amount of time, measured in hours that a learner would reasonably need to be able to show the level of achievement necessary for the award of a qualification.

Total Qualification Time is made up of the following two elements:

- the number of hours which an awarding organisation has assigned to a qualification for guided learning (see below), and
- an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

Guided Learning Hours (GLH)

This is:

- Face-to-face delivery (learning delivered by a lecturer, supervisor, tutor or other appropriate member of the training team)
- eLearning with a lecturer, teacher or tutor present/available in real-time (the co-presence of learner and tutor can be either remote or in the same physical place)
- Invigilated assessment (external tests sat under controlled or open-book conditions)
- Internal assessment carried out by the learner with a lecturer, teacher or tutor present/available in real-time (the co-presence of learner and tutor can be either remote or in the same physical place).

This is **not**:

Unsupervised learning such as:

- eLearning that the learner carries out unsupervised and with no real-time support from a lecturer, teacher or tutor
- Assessment internally carried out by the learner without a lecturer, teacher or tutor present/available in real-time (for example, completing a Learner Assessment Record (LAR) at home)
- Any further study, revision and training activities that the learner does unsupervised to support their learning.

Recommended Guided Learning Hours – our ongoing review

Your External Quality Assurer (EQA) will ask you to feedback on GLH annually as part of their quality assurance visit. You should base your feedback on a typical learner taking this qualification and the time spent on supervised learning (GLH). If you feel the GLH is different from the above and you wish to feedback before your next EQA visit, please email us: awards.products@ymca.co.uk.

Entry requirements

There are no entry requirements for this qualification.

Opportunities for progression

Learners could go on to develop their knowledge and skills further by completing higher level qualifications in this area, such as:

- Level 3 Award in First Aid at Work.

Mapping to standards

This qualification's unit links to National Occupational Standards including:

- Provide first aid to an individual needing emergency assistance (SFHCS35)
- Administer first aid (SFJGD9)
- Administer first aid (SFJRM4).

For more information please visit www.ukstandards.org.uk.

Emergency First Aid at Work (EFAW) skills and knowledge should be taught and assessed in accordance with currently accepted first aid practice in the UK. The Health and Safety Executive (HSE) accept the first aid management of injuries and illness, in so far as they relate to the topics covered in an EFAW qualification. This is provided that they are supported by a responsible body of medical opinion, as laid down by the Resuscitation Council (UK) and in other publications.

Centre approval

This qualification can only be offered by centres approved by YMCA Awards to deliver it. Details of YMCA Awards' approvals processes can be found on our website: www.ymcaawards.co.uk/centres/become-a-ymca-awards-centre.

Qualification approval

If your centre is already approved, you should only need to complete and submit a qualification approval form to deliver this qualification. However, you may also need to complete an additional staff approval form if the qualification is going to be delivered by staff who are not currently approved by YMCA Awards. Details of additional approvals can be found on our website: www.ymcaawards.co.uk/approvals.

Tutor, assessor and IQA approval requirements

These approval requirements have been produced and agreed by the First Aid Awarding Organisation Forum.

Tutors

Those involved in the delivery of First Aid training must have knowledge and competency in First Aid as well as knowledge and competency to train based on qualifications and experience.

Tutors should be able to evidence:

- i. Occupational knowledge and competence in First Aid.

Evidenced by holding one of the following:

- Level 3 Award in First Aid at Work, ideally issued by an Ofqual/SQA Accreditation/Qualifications Wales/CCEA Regulation recognised Awarding Organisation/Body.
- 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 (HCPC).

Registered healthcare professionals must act within their scope of practice and therefore have current expertise in first aid to teach/assess the subject.

ii. Knowledge and competency in teaching/training First Aid.

Evidenced by holding one of the following:

- A regulated teaching/training qualification such as Level 3 Award, Level 4 Certificate or 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
- TQFE (Teaching Qualification for Further Education)
- SQA Accredited Level 6 - 8 Learning and Development units (relating to delivery)
- Preparing to Teach in the Lifelong Learning Sector (PTLLS)
- Certificate in Teaching in the Lifelong Learning Sector (CTLTS)
- Diploma in Teaching in the Lifelong Learning Sector (DTLLS)

(This list is not exhaustive; a more extensive list of acceptable qualifications is available in Appendix 2 of the Assessment Principles for Regulated First Aid Qualifications.)

iii. And either:

- Provide an acceptable log of teaching first aid within the last three years or
- Provide an acceptable record of competently teaching theoretical and practical first aid sessions under the supervision of a suitably qualified Trainer/Assessor.

It is accepted that the roles of tutors (or trainers) and assessors may be performed by the same person, providing that the qualifications and experience requirements for both roles are met.

Assessors

Those involved in the assessment must have knowledge and competency in First Aid as well as knowledge and competency to assess based on qualifications and experience.

Assessors should be able to evidence:

i. Occupational knowledge and competence in First Aid.

Evidenced by holding one of the qualifications listed under Tutor requirements.

ii. Knowledge and competency in assessing First Aid.

Evidenced by holding one of the following:

- A regulated teaching/training qualification such as Level 3 Award, Level 4 Certificate or 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
- TQFE (Teaching Qualification for Further Education)
- CTLTS, DTLLS or PTLLS (12 credit)
- Level 3 Award in Assessing Vocationally Related Achievement / Level 3 Certificate in Assessing Vocational Achievement
- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Understanding the Principles and Practices of Assessment
- Assessor unit A1 Assess Candidates Using a Range of Methods
- SQA Accredited Level 6 - 8 Learning and Development units (relating to assessment)

This list is not exhaustive; a more extensive list of acceptable qualifications is available in Appendix 2 of the *Assessment Principles for Regulated First Aid Qualifications*.

iii. And either:

- Provide an acceptable log of first aid assessments conducted within the last three years **or**
- Provide an acceptable record of competently assessing theoretical and practical first aid qualifications under the supervision of a suitably qualified assessor.

Internal Quality Assurance

Those involved in the internal quality assurance of these qualifications (IQAs) must have knowledge and competency in first aid as well as knowledge and competency in internal quality assurance. Occupational competency in first aid should be evidenced through meeting the requirements listed for tutor and assessor above. The IQA cannot also be the tutor or assessor.

Internal verifiers should hold, or be working towards, one of the following qualifications (or a recognised equivalent):

- Level 4 Award in Internal Quality Assurance
- Level 4 Certificate in Leading Internal Quality Assurance
- SVQ Learning and Development Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment
- V1 Conduct Internal Quality Assurance of the Assessment Process
- D34 Internally Verify the Assessment Process

Internal Quality Assurers must visit and observe assessments, in addition to carrying out other related internal quality assurance.

Venue and equipment requirements

These approval requirements have been produced and agreed by the First Aid Awarding Organisation Forum.

Resuscitation manikins	Should be provided at a minimum ratio of 1 manikin per 4 learners.
Hygiene	Sufficient procedures must be in place to ensure hygiene during the use of resuscitation manikins and other training equipment.
AV Equipment and training aids	Sufficient Audio Visual equipment and training aids should be available to facilitate learning using varying teaching methods.
Learning materials	Learners should be provided with clear and accurate references and or handouts covering the topics included in the qualification.
AED Trainers	For qualifications that include training in the use of an AED, at least one AED trainer should be available per 4 learners. Where fewer AED trainers 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: Size, floor surfaces, seating, writing surfaces, toilet facilities, ventilation, lighting, heating, access, exits, cleanliness, absence of distracting noise.

Registration

All learners must be registered within the first 10% of the duration of their course (eg, for a course that lasts 10 days, learners should be registered on the first day of their course at the latest). For further details on registration please go to our website: www.ymcaawards.co.uk/registration.

Qualification availability

This qualification is available in:

- England and Northern Ireland regulated by Ofqual
- Wales

Reasonable adjustments and special considerations

In making this qualification available, YMCA Awards has made every attempt to make sure that there are no unnecessary barriers to achievement. You can find full details of our reasonable adjustment and special considerations policy on our website: www.ymcaawards.co.uk/centres/policies-and-procedures.

Enquiries and appeals procedures

YMCA Awards has an appeals procedure in accordance with the regulatory arrangements in the General Conditions of Recognition. Full details of these procedures are available on our website: www.ymcaawards.co.uk/centres/policies-and-procedures.

How the qualification is assessed

Assessment is the process of measuring a learner's skills, knowledge and understanding against the standards set in the qualification.

This qualification is unit-based and each unit contains learning outcomes and assessment criteria. Learning outcomes set out what the learner is expected to know, understand or be able to do as a result of the learning process. Assessment criteria detail the standards a learner is expected to meet and are broken down into what the learner 'can' do as a result of successfully achieving the unit.

The learner can be assessed holistically or individually as long as they show that the learning outcomes have been achieved.

Competency based learning outcomes (eg, be able to) are typically assessed through direct observation and these will take place in a real work environment. Where a real work environment is not stipulated the observation can be simulated and be internally assessed.

Knowledge based learning outcomes (eg, know or understand) can be assessed in a number of different ways such as worksheets, projects, professional discussion etc. The assessment method chosen should reflect the content of the unit.

This qualification must be assessed in line with YMCA Awards assessment policies and procedures www.ymcaawards.co.uk/centres/centre-guidance.

The Level 3 Award in Emergency First Aid at Work is assessed through internal assessment.

Internal assessment

YMCA Awards suggest the following approaches to internal assessment:

Using a Learner Assessment Record (LAR)

This document typically contains assessment guidance and paperwork developed by YMCA Awards to support the assessment of a qualification.

A Learner Assessment Record is available for this qualification. Please make sure you are logged in to the centre home on the website and follow this link: www.ymcaawards.co.uk/download-resources/lars.

Creating a portfolio of evidence

If a YMCA Awards Learner Assessment Record (LAR) is not used to evidence internal assessment then the learner must create a portfolio of evidence. Centres must work with learners to create this portfolio and need to make sure that the learner's portfolio shows coverage of the learning outcomes and/or assessment criteria where required.

A typical portfolio of evidence could include:

- Evidence index
- Assessor observation – completed observational checklists and related action plans
- Witness testimony
- Candidate's proof of work

- Worksheets
- Assignments/projects/reports/presentations
- Record of professional discussion
- Record of oral and written questioning
- Candidate and peer reports
- Recognition of Prior Learning (RPL)
- Summary of achievement.

Centres need to make sure assessment specifications and paperwork are signed off by the EQA before delivery.

As a guide to selecting appropriate assessment methods see the suggested example in the 'Qualification content' section of this specification.

External assessment

There is no external assessment for this qualification.

Assessors

The role of the assessor is to make an informed judgement about the evidence a learner should provide to show they can meet the assessment criteria. For further guidance please see the 'Role of the assessor' document on the website: www.ymcaawards.co.uk/centres/centre-guidance.

Internal and external quality assurance

The role of the Internal Quality Assurer (IQA) is to make an informed judgement regarding the practice of and decisions made by the assessment team to maintain standards. They are a vital link between the assessors and the External Quality Assurer (EQA). For further information on the role of the IQA and the EQA go to the website: www.ymcaawards.co.uk/centres/centre-guidance.

Qualification content

Unit specifications and recommended assessment methods

Emergency first aid in the workplace (R/615/8033)

Unit aim

This unit covers the knowledge and practical competences required to deal with a range of workplace first aid situations.

Unit content

The learner will:

1. Understand the role and responsibilities of a first aider

The learner can:

- 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

The learner will:

2. Be able to assess an incident

The learner can:

- 2.1 Conduct a scene survey
- 2.2 Conduct a primary survey of a casualty
- 2.3 Summon appropriate assistance when necessary

The learner will:

3. Be able to provide first aid to an unresponsive casualty

The learner can:

- 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

The learner will:

4. Be able to provide first aid to a casualty who is choking

The learner can:

4.1 Identify when choking is:

- mild
- severe

4.2 Demonstrate how to administer first aid to a casualty who is choking

The learner will:

5. Be able to provide first aid to a casualty with external bleeding

The learner can:

5.1 Identify the severity of external bleeding

5.2 Demonstrate how to control external bleeding

The learner will:

6. Know how to provide first aid to a casualty who is in shock

The learner can:

6.1 Recognise a casualty who is suffering from shock

6.2 Identify how to administer first aid to a casualty who is suffering from shock

The learner will:

7 Know how to provide first aid to a casualty with minor injuries

The learner can:

7.1 Identify how to administer first aid to a casualty with:

- small cuts
- grazes
- bruises
- small splinters

7.2 Identify how to administer first aid to a casualty with minor burns and scalds.

Assessment specification

- Worksheet
- Observation of practical skills
- Compulsory questions



YMCA Awards is one of the UK's leading health, fitness and wellbeing specific awarding organisations. It offers training centres and learners across the world a diverse suite of qualifications, from introductory (Level 1) to advanced levels (Level 4).

YMCA Awards issues over 30,500 qualification certificates a year, helping learners in the UK and overseas to launch and progress their careers in the active leisure sector.

*To view YMCA Awards' full range of qualifications please visit
www.ymcaawards.co.uk.*

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