



## TQUK Level 3 Award in First Aid at Work (RQF)

Qualification Specification

Qualification Number: 603/2169/6





## Introduction

### Welcome to TQUK.

TQUK is an Awarding Organisation recognised by the Office of Qualifications and Examinations Regulation (Ofqual) in England, CCEA Regulation in Northern Ireland and by the Welsh Government

TQUK offers qualifications which are regulated by Ofqual and by CCEA Regulation, sit on the Regulated Qualifications Framework (RQF) and are listed on the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>).

Our qualifications are designed to support and encourage learners to develop their knowledge and skills. This development may result in progression into employment or career development in the workplace. Our qualifications also allow learners to progress onto further qualifications.

Please visit our website [www.tquk.org](http://www.tquk.org) for news of our latest developments.

### Qualification Specifications

Each qualification which TQUK offers is supported by a specification that includes all the information required by a centre to deliver a qualification. Information in the specification includes unit information, assessment and learning outcomes.

The aim of the Qualification Specification is to guide a centre through the process for delivering the qualification.

Please read it alongside the TQUK Centre Handbook.

Details of TQUK's procedures and policies can be found on our website [www.tquk.org](http://www.tquk.org)

Qualification specifications can be found on the TQUK website [www.tquk.org](http://www.tquk.org)

Please check the website regularly to ensure that you are using the most up to date version.

If you have any further questions, please contact TQUK.

### Use of TQUK Logo, Name and Qualifications

TQUK is a professional organisation and use of its name and logo is restricted. TQUK's name may only be used by recognised centres to promote TQUK qualifications. Recognised centres may use the logo for promotional materials such as on corporate/business letterheads, pages of a centre's web site relating to TQUK qualifications, printed brochures, leaflets or exhibition stands.

When using TQUK's logo, there must be no changes or amendments made to it, in terms of colour, size, border and shading. The logo must only be used in a way that easily identifies it as TQUK's logo. Any representation of TQUK's logo must be done so as a representation of the true logo.

It is the responsibility of the centre to monitor the use and marketing of TQUK's logos and qualifications on their own materials as well as on those of any re-sellers or third parties that they may use. TQUK should be made aware of relationships with re-sellers or third parties including any additional websites that the centre will use in addition to their own website. If this information is changed TQUK should be notified. TQUK is required to monitor centre's websites and materials to ensure that learners are not being misled.

If a centre is no longer a TQUK recognised centre it must immediately discontinue the use of TQUK's logo, name and qualifications.

### Introduction to the Qualification

The TQUK Level 3 Award in First Aid at Work (RQF) is regulated by Ofqual.

The units have been developed and are supported by the First Aid Awarding Organisation Forum to meet the requirements of the:

First Aid at Work Health and Safety (First Aid) Regulations 1981 Guidance on Regulations (L74)

Resuscitation Council (UK) Guidelines

First Aid at Work Health and Safety (First Aid) Regulations 1982 (Northern Ireland).

The units must be delivered, assessed and quality assured in accordance with Assessment Principles for Regulated First Aid Qualifications. These requirements are in addition to those detailed in this specification.

## Qualification Purpose

The purpose of the qualification is for the learner to attain knowledge and practical competences required to deal with a range of workplace first aid situations.

The TQUK Level 3 Award in First Aid at Work (RQF) is aimed at learners already working or preparing to work in industry. The qualification is usually delivered as a three-day programme of training and assessment for learners to allow them to be first aiders in the workplace.

The qualification has recommended course duration of three days. The course duration may be increased to meet additional learning needs if required but not reduced.

The qualification develops learners' knowledge, understanding and skills in the following areas: roles and responsibilities of the First Aider; assessing an incident, recognising signs and symptoms of injury and illness, assisting a casualty who is suffering from major injury and illness, chest injuries, spinal injuries and anaphylaxis. The objectives of the qualification include supporting a role in the workplace and giving learners personal growth and engagement in learning.

If this qualification is being used to meet the requirements of the HSE then it is valid for three years, after which learners will need to repeat the qualification, however it is recommended that learners refresh their knowledge annually.

## Guidance on requalification

The recommended duration of the requalification course is 12 hours over two days; however the course duration may be increased to meet additional learning needs if required, but not further reduced. Learners must be assessed against all learning outcomes and assessment criteria for both units. To attend the shorter requalification course, learners must provide evidence of their previous FAW qualification. The centre must retain a copy of the original First Aid certificate together with the assessment record for the requalification course.

Learners must repeat the qualification before their FAW certificate expires in order to remain qualified to provide First Aid. If not, the learner can still access the shortened course for up to one month after the certificate expires however during this period, learners are not qualified to provide First Aid.

## Entry Requirements

There are no specific entry requirements however, learners should have a minimum of Level 2 in literacy or numeracy or equivalent.

The qualification is suitable for learners aged 14 years and above.

## Progression

Successful learners can progress to other qualifications such as:

- TQUK Level 3 Award in Paediatric First Aid
- TQUK Level 2 Award in Cardio Pulmonary Resuscitation and Automated External Defibrillation

## Structure

Learners must achieve two credits from two mandatory units.

Title	Unit ref.	Level	Guided Learning Hours	Credit value
Emergency first aid in the workplace	R/616/0431	3	6	1
Recognition and management of illness and injury in the workplace	Y/616/0432	3	12	1

## Total Qualification Time

This is an estimate of the total length of time it is expected that a learner will typically take to achieve and demonstrate the level of attainment necessary for the award of the qualification i.e. to achieve all learning outcomes.

Total Qualification Time is comprised of GLH and an estimate of the number of hours a learner is likely to spend in preparation, study or any other learning including assessment, which takes place as directed by, but not under the supervision of a lecturer, supervisor or tutor. The credit value, where given, for a qualification is determined by TQT, as one credit corresponds to 10 hours of learning.

Total Qualification Time for this qualification is 22 hours

## Guided Learning Hours

These hours are made up of all real time contact time, guidance or supervision of a learner by a lecturer, supervisor, tutor, trainer or other appropriate provider of education or training.

Guided learning hours for this qualification is 18.

Up to one third of the GLH (six hours) can be met through blended learning.

## Assessment

The units should be delivered, assessed and quality assured in accordance with the Assessment Principles for Regulated First Aid Qualifications.

The qualification is assessed by internally set and marked assessments subject to external quality assurance.

Where indicated in the unit specifications, assessment must meet the requirements of the identified assessment strategy/principles.

The recommended assessment methods for this qualification are:-

- Practical demonstration & Assessor Observation
- Written Questions

The practical assessment of learners for the qualification must be embedded into the course delivery.

The written assessment must be included where there are natural breaks in delivery, e.g. between Learning Outcomes or units. This assessment should be done without access to the course manual.

Learners will be required to demonstrate their knowledge and understanding by answering a range of questions relating to the assessment criteria.

Materials for internal assessment must be submitted to TQUK for approval prior to use and must be mapped to the relevant unit, learning outcome and assessment criteria.

All learning outcomes must be met to achieve a Pass - there is no grading.

## Centre Recognition

To offer any TQUK qualification each centre must be recognised by TQUK and meet qualification approval criteria. Qualification approval must be confirmed prior to any assessment of learners taking place. It is essential that centres provide learners with access to appropriate support in the form of specialist resources.

The TQUK Centre Recognition process requires a centre to have in place a number of policies and procedures to protect the learners undertaking a TQUK qualification and the integrity of TQUK's qualifications. The policies and procedures will also support an approved Centre's quality systems.

Recognised centres must seek approval for each qualification they wish to offer.

The approval process requires centres to demonstrate that they have the resources, including staff, to deliver and assess the qualification.

## Support from TQUK

Recognised centres will be able to access support from TQUK whenever necessary. External Quality Assurance activities will be undertaken on a regular basis. TQUK also offer recognised centres the service of a Client Relationship Officer whose role is to support centres with any administration queries or qualification support.



## Course Delivery

### Pre-Course Information

All learners should be given appropriate pre-course information regarding any TQUK qualifications. The information should explain about the qualification, the fee, the form of the assessment and any entry requirements or resources needed to undertake the qualification.

### Initial Assessment

Centres should ensure that any learner registered on a TQUK qualification undertakes some form of initial assessment. The initial assessment should be used to inform a teacher/trainer on the level of the learner's current knowledge and/or skills.

Initial assessment can be undertaken by a teacher/trainer in any form suitable for the qualification to be undertaken by the learner/s. It is the centre's responsibility to make available forms of initial assessment that are valid, applicable and relevant to TQUK qualifications.

### Learner Registration

Once approved to offer a qualification the centre should register learners before any assessment can take place. Recognised centres must follow TQUK's procedures for registering learners. For short courses, TQUK offer the option of registering a course and booking a number of places. Learners are then added once the course has taken place, thus acknowledging situations where substitutions are made at short notice to meet business needs.

### Resources

Learners will need access to the following:

- ✓ Course manual
- ✓ ICT resources if applicable
- ✓ Equipment at the venue
- ✓ Appropriate general and subject specific texts
- ✓ A suitably equipped venue and resources
- ✓ Other resources to support identified needs of learners

Resources to support the delivery of the qualification

To ensure suitable training, the trainer must also be able to provide the following resources:-

- ✓ CPR manikins at a ratio of 1 manikin to 3 learners
- ✓ Training defibrillator (if applicable)
- ✓ Hard surface wipes ideal for manikins
- ✓ First aid kit

- ✓ Training dressings
- ✓ Triangular bandages
- ✓ Sterile eye pads
- ✓ Auto injector trainer
- ✓ Face shield
- ✓ Example accident report form
- ✓ Disposable gloves

This list is not final, additional resources may be added to meet the needs of the learners.

### Trainer/Assessor Requirements

Tutors/trainers who deliver a TQUK qualification must possess a teaching qualification appropriate for the level of qualification they are delivering. This includes PTLLS, CTLLS, DTLLS, Level 3 Award/4 Certificate/5 Diploma in Education and Training, Cert Ed/PGCE/B Ed/M Ed or equivalent.

Assessors who assess TQUK qualifications must possess a relevant qualification for example:

- ✓ 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
- ✓ A1 or D32/D33

or equivalent

- ✓ show current evidence of continuing professional development in assessment and quality assurance

and

hold a qualification which includes the subject being taught at the same level or above and have successfully assessed learners for other qualifications. If assessing quality assurance roles, they must have experience as a qualified quality assurance practitioner of carrying out internal or external quality assurance of qualifications for a minimum of two assessors

Details of suitable qualifications can be found in the Assessment Principles for Regulated First Aid Qualifications.

## Internal Quality Assurer Requirements

Centre staff who undertake the role of an Internal Quality Assurer (IQA) for TQUK qualifications must possess a relevant qualification. This could include; D34/D35, V1, 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 & Practice (QCF) or equivalent.

IQAs employed by an approved TQUK centre must:

1. Have relevant knowledge, experience, competences and qualifications in the qualification they are internally quality assuring. Details of suitable qualifications can be found in the Assessment Principles for Regulated First Aid Qualifications  
This includes having a working knowledge of the requirements of the qualification, and a thorough knowledge and understanding of the role of tutors/assessors and internal quality assurance. They must also already hold or be working towards a relevant qualification for internal verification or quality assurance.
2. Undertake continuous professional development (CPD) to ensure they are up to date with work practices and developments in the qualifications they internally quality assure.

Internal quality assurers must support tutors and assessors in their delivery and assessment of a qualification. They should also observe assessments.

Internal quality assurers who do not hold one of the internal quality assurance qualifications listed above, must follow the principles set out in Learning and Development NOS 11 - Internally monitor and maintain the quality of assessment.

It is best practice that those who quality assure qualifications also hold one of the following assessing qualifications or their recognised equivalent:

Level 3 Award in Assessing Competence in the Work Environment or

Level 3 Certificate in Assessing Vocational Achievement, or

A1 Assess candidate performance using a range of methods, or

D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence.

## Useful Websites

Health and Safety Executive [www.hse.gov.uk](http://www.hse.gov.uk)

Office of Qualifications and Examinations Regulation [www.ofqual.gov.uk](http://www.ofqual.gov.uk)

Register of Regulated Qualifications <http://register.ofqual.gov.uk>

Health and Safety Executive NI <https://www.hseni.gov.uk/>

Skills for Health <http://www.skillsforhealth.org.uk>

The Resuscitation Council (UK) [www.resus.org.uk](http://www.resus.org.uk)

For further details regarding approval and funding eligibility please refer to the following websites:

Skills Funding Agency <http://skillsfundingagency.bis.gov.uk/> for public funding information for 19+ for learner in England

Learning Aim Reference Service (LARS) <https://www.gov.uk/government/publications/individualised-learner-record-ilr-sources-of-data>

DAQW – Database of Approved Qualifications [www.delni.gov.uk](http://www.delni.gov.uk) or Department of Education [www.deni.gov.uk](http://www.deni.gov.uk) for public funding in Northern Ireland.

## Unit 1

Title:		Emergency first aid in the workplace R/616/0431	
Level:		3	
Credit value:		1	
Guided learning hours:		6	
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
4.	Be able to provide first aid to a casualty who is choking	4.1	Identify when choking is:  - mild - severe
		4.2	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	Identify the severity of external bleeding
		5.2	Demonstrate control of external bleeding
6.	Know how to provide first aid to a casualty who is in shock	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
7.	Know how to provide first aid to a casualty with minor injuries	7.1	Identify how to administer first aid to a casualty with: <ul style="list-style-type: none"> <li>- small cuts</li> <li>- grazes</li> <li>- bruises</li> <li>- small splinters</li> </ul>
		7.2	Identify how to administer first aid to a casualty with minor burns and scalds

Assessment requirements: 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, 5.2.

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)

## Unit 2

Title:		Recognition and management of illness and injury in the workplace  Y/616/0432	
Level:		3	
Credit value:		1	
Guided learning hours:		12	
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"> <li>- Fractures and dislocations</li> <li>- Sprains and strains</li> </ul>
		2.2	Identify how to administer first aid for: <ul style="list-style-type: none"> <li>- Fractures and dislocations</li> <li>- Sprains and strains</li> </ul>
		2.3	Demonstrate how to apply: <ul style="list-style-type: none"> <li>- a support sling</li> <li>- an elevated sling</li> </ul>
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"> <li>- Head injury</li> <li>- Spinal injury</li> </ul>
		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
4.	Know how to provide first aid to a casualty with suspected chest	4.1	Recognise a suspected: <ul style="list-style-type: none"> <li>- Flail chest</li> </ul>

	injuries		- Penetrating chest injury
		4.2	Identify how to administer first aid for a: - Flail chest - Penetrating chest injury
5.	Know how to provide first aid to a casualty with burns and scalds	5.1	Identify the factors that affect the severity of burns and scalds
		5.2	Identify how to administer first aid for burns involving:  - Dry heat - Wet heat - Electricity - Chemicals
6.	Know how to provide first aid to a casualty with an eye injury	6.1	Identify how to administer first aid for eye injuries involving:  - Dust - Chemicals - Embedded objects
7.	Know how to provide first aid to a casualty with sudden poisoning	7.1	Identify the routes that poisons can take to enter the body
		7.2	Identify how to administer first aid to a casualty affected by sudden poisoning
		7.3	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	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:  - Heart Attack - Stroke - Epileptic seizure - Asthma attack - Diabetic emergency
		9.2	Identify how to administer first aid to a casualty suffering from:  - Heart Attack



			<ul style="list-style-type: none"> <li>- Stroke</li> <li>- Epileptic seizure</li> <li>- Asthma attack</li> <li>- Diabetic emergency</li> </ul>
<p>Assessment requirements: Simulation is permitted in this unit</p> <p>The following ACs must be assessed by practical demonstration: 1.2, 2.3, 3.3.</p> <p>Head to toe survey: must be conducted on a casualty with a continually monitored or protected airway (e.g. a conscious casualty or a casualty placed in the recovery position).</p> <p>Recognise: to include signs and/or symptoms of the condition and/or where appropriate mechanism of injury.</p> <p>Administer first aid: Provide appropriate help to a casualty, manage the situation and seek appropriate assistance when necessary.</p> <p>Head injury: includes concussion, compression and skull fracture. The learner is not expected to differentiate between these conditions.</p> <p>Asthma attack: may include assisting a casualty to use a spacer device and to take their own inhaler.</p> <p>Diabetic emergency: should focus on the condition of hypoglycaemia.</p>			