



Qualification Specification

HABC Level 3 Award in First Aid at Work (QCF)

Qualification Number: 600/7373/1

Highfield House
Heavens Walk
Lakeside
Doncaster
South Yorkshire
DN4 5HZ
United Kingdom

Tel +44 08452260350
Tel +44 01302363277
Fax +44 08452260360

Info@highfieldabc.com
www.highfieldabc.com

Contents

Introduction	3
Qualification Details.....	3
Key facts.....	3
Qualification Overview.....	3
Entry Requirements	3
Qualification Structure	3
Guidance on Delivery	3
Guidance on Assessment	4
Guidance on Internal Quality Assurance	4
Guidance on External Quality Assurance	4
Requalification Guidance.....	4
Age ranges.....	4
Geographical Coverage	4
Centre Requirements	5
Tutor/ Assessor Requirements	5
Internal Quality Assurance Requirements	6
Reasonable Adjustments and Special Considerations	6
ID requirements.....	6
Progression.....	6
Useful Websites.....	6
Recommended Training Materials	6
Appendix 1: Rules of Combination.....	7
Appendix 2: All Units.....	8

HABC Level 3 Award in First Aid at Work (QCF)

Introduction

This Qualification Specification is designed to outline all you need to know in order to offer this qualification in your centre. If you have any further questions, please contact your Account Manager.

Qualification Details

The HABC Level 3 Award in First Aid at Work (QCF) has been accredited by the regulators of England, Wales and Northern Ireland (Ofqual, Welsh Government and CCEA) and is part of the Qualifications and Credit Framework (QCF).

It is supported by Skills for Health, the Sector Skills Council for Health.

Key facts

QAN:	600/7373/1
Learning Aim Reference:	60073731
Guided learning hours (GLH):	24
Credit Value:	3
Assessment Method:	Practical demonstration and oral questioning

Qualification Overview

The qualification is aimed at learners already working or preparing to work in industry that is identified within the company's risk assessment of First Aid. The qualification has a recommended course duration of 3 days; however the course duration may be increased to meet additional learning needs if required but not reduced.

Topics covered include: the 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 qualification is assessed via on-going oral questioning and practical demonstration.

Entry Requirements

Learners are required to be 16 years of age prior to certification.

Qualification Structure

This qualification is made up of two mandatory units, which learners must complete successfully in order to achieve the qualification:

- Emergency First Aid in the Workplace [A/504/4517]
- Recognition and Management of Illness and Injury in the Workplace [F/504/4518]

Full details of all Rules of Combination can be found in Appendix 1 of this specification. Unit content is contained within Appendix 2.

Guidance on Delivery

It is recommended that the qualification should operate on a ratio of 12 learners to 1 tutor. If centres wish to increase this ratio, they must first request approval from HABC.

The qualification has a minimum guided learning hour's value of 24 hours. The HSE in addition to this guidance have stipulated that the minimum contact hours for this qualification, excluding breaks should be for a minimum period of 18 hours over **3 days** and for requalification 12 hours over **2 days**.

Guidance on Assessment

HABC have worked with subject matter experts in first aid to develop a robust, yet streamlined assessment pack which includes:

1] Practical demonstration

The practical assessment of learners for the qualification is completed throughout the course delivery. This ongoing assessment will involve learners demonstrating practical first aid skills across a number of areas. The recording of assessment will be via the HABC Level 3 Award in First Aid at Work (QCF) Assessment Pack.

2] Oral questioning

The oral examination component of this qualification will be completed via ongoing questioning/discussion with learners on the course. This assessment will require learners to demonstrate their knowledge and understanding in a number of first aid related areas and will be recorded via the HABC Level 3 Award in First Aid at Work (QCF) Assessment Pack.

Whilst it is not mandatory to use the aforementioned HABC assessment pack, centres wishing to use an alternative to this must seek prior approval from the HABC External Quality Assurance (EQS) Team.

Guidance on Internal Quality Assurance

HABC requires centres to have in place a robust mechanism for internal quality assurance. Internal quality assurance must be completed by an appropriately qualified person and that person must not have been involved in any aspect of the delivery or assessment of the course they are quality assuring (see page 5 and 6 for internal quality assurance criteria).

Internal quality assurance should monitor both the delivery and assessment of the qualification and can involve a number of different methods of monitoring e.g. observation of course delivery/assessment, sampling of course assessment material, learner interviews etc.

Guidance on External Quality Assurance

HABC are required to externally quality assure the qualification and support centres in the implementation and management of the award. HABC will support centres with external quality assurance via centre engagement visits and desk based review.

Requalification Guidance

The qualification is valid for 3 years. In order to re-qualify after that time learners must be assessed against all learning outcomes and assessment criteria in the units.

Requalification has a recommended course duration of 2 days; however the course duration may be increased to meet additional learning needs if required but not reduced.

Age ranges

These qualifications are approved for delivery to learners aged 16+.

Geographical Coverage

These qualifications are suitable for learners in England, Wales or Northern Ireland.

Centre Requirements

HABC require centres involved in the delivery of this qualification to have the following resources in place:

- A minimum of 1 Resuscitation manikin between a maximum of 4 learner
- Safety procedures in place for Manikin faces e.g. facilities to sterilise the manikin faces at the end of each course OR one disposable face shield per learner or manikin face wipes to be used after each learner 's demonstration
- Replacement airways and lungs for each resuscitation manikin to be changed at the end of each course?
- A minimum of 1 disposable training dressing per learner
- A minimum of 1 pair of disposable gloves (not latex) per learner
- A minimum of 1 first aid kit
- Training rooms that have carpeted floors or mats/blankets provided, for use during practical sessions
- Adequate training and assessment facilities to accommodate maximum number of learners on course
- A training room which is safe that has adequate ventilation, lighting sufficient for learners to read easily, and temperature suitable to maintain a 'shirt sleeve'? It is also required that training rooms are able to cater for people with special needs (where appropriate).

Tutor/Assessor Requirements

HABC require those involved in the training and assessment of the qualification to meet the following two criteria:

1] be occupationally competent in the area of first aid. This can be evidenced in any of the ways listed below:

- holding a FAW certificate issued by either HSE or an Awarding Organisation/Body
- registration as a doctor with the General Medical Council (GMC)
- registration as a nurse with the Nursing and Midwifery Council (NMC)
- registration as a paramedic with the Health and Care Professions Council (HCPC)

2] be occupationally competent in the area of training and/or assessing in line with the Learning and Development NOS 9 Assess Learner Achievement. This could be evidenced by any of the below:

- Level 3 Award in Assessing Competence in the Work Environment (QCF)
- 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)
- A1 or D32/D33
- A2 or D32
- Further and Adult Education Teachers Certificate
- Cert Ed/PGCE/B Ed/M Ed
- PTLLS/CTLLS/DTLLS
- S/NVQ Level 3 or 4 in Training and Development
- IHCD Instructional Methods
- IHCD Instructor Certificate
- English National Board 998
- Training Group A22, B22, C21, C23, C24
- TQFE (Teaching Qualification for Further Education)
- NOCN Tutor Assessor Award
- First Aid Instructor
- Level 3 International Award in Delivering Training

Note: This list is not exhaustive and HABC will review applications from individuals who have qualifications/experience not contained on the above list. In addition, it is important that tutors/assessors maintain an up to date knowledge of first aid to ensure their delivery and assessment is in line with current practice/guidelines.

Internal Quality Assurance

HABC require those involved in the internal quality assurance of the qualification to meet the following four criteria:

- 1] be occupationally competent in the area of first aid. This can be evidenced in any of the ways listed below:
 - holding a FAW certificate issued by either HSE or an awarding organisation/body
 - registration as a doctor with the General Medical Council (GMC)
 - registration as a nurse with the Nursing and Midwifery Council (NMC)
 - registration as a paramedic with the Health and Care Professions Council (HCPC)
 - 2] have working knowledge of the requirements of the qualification at the time any assessment is taking place
 - 3] have a thorough knowledge and understanding of the role of tutors/assessors and internal quality assurance
 - 4] visit and observe assessments, supporting tutors and assessors in their delivery and assessment.
-

Reasonable Adjustments and Special Considerations

HABC has measures in place for learners who require additional support. Please see the HABC Reasonable Adjustments Policy.

ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be; see section 8 of the HABC Examination and Invigilation Regulations of the HABC Core Manual for further details.

Progression

Progression routes could include:

- HABC Level 2 Award in Activity First Aid (QCF)
 - HABC Level 2 Award in Paediatric Emergency First Aid (QCF)
 - HABC Level 2 Award in Paediatric First Aid (QCF)
 - HABC Level 2 Award in Cardio Pulmonary Resuscitation and Automated External Defibrillation (QCF)
-

Useful Websites

- Health and Safety Executive www.hse.gov.uk
 - The Resuscitation Council (UK) www.resus.org.uk
 - Office of Qualifications and Examinations Regulation www.ofqual.gov.uk
 - Skills for Health www.skillsforhealth.org.uk
-

Training Materials

Morley, J. & Sprenger, C. (2012) *First Aid at Work Handbook*. Highfield.co.uk.Ltd

Morley, J. & Sprenger, C. (2012) *Interactive First Aid at Work Training Package*. Highfield.co.uk.Ltd

Appendix 1: Rules of Combination

In order to achieve the **HABC Level 3 Award in First Aid at Work (QCF)**, learners must achieve the following two mandatory units:

Mandatory Group

Unit reference	Unit Title	Level	Credit
A/504/4517	Emergency First Aid in the Workplace	2	1
F/504/4518	Recognition and Management of Illness and Injury in the Workplace	3	2

Appendix 2: All Units

Unit 1: Emergency First Aid in the Workplace

Level: 2
 GLH: 8
 Credit: 1

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. Understand the role and responsibilities of a first aider	1.1 Identify the role and responsibilities of a first aider 1.2 Describe how to minimise the risk of infection to self and others 1.3 Identify the need of establishing consent to provide first aid 1.4 Complete an accident report form 1.5 Identify the first aid equipment that should be available in a workplace 1.6 Describe the safe use of first aid equipment
2. Be able to assess an incident	2.1 Conduct a scene survey 2.2 Conduct a primary survey of a casualty 2.3 Give examples of when to call for help
3. Be able to manage an unresponsive casualty who is breathing normally	3.1 Assess a casualty's level of consciousness 3.2 Open a casualty's airway and check breathing 3.3 Explain why it is important to place an unconscious casualty into the recovery position 3.4 Place an unresponsive casualty in the recovery position 3.5 Manage a casualty who is in seizure
4. Be able to manage an unresponsive casualty who is not breathing normally	4.1 Recognise the need to commence Cardio Pulmonary Resuscitation 4.2 Demonstrate Cardio Pulmonary Resuscitation using a manikin
5. Know how 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 5.2 Administer first aid to a casualty who is choking
6. Be able to manage a casualty with external bleeding	6.1 Identify the types of external bleeding 6.2 Control external bleeding

<p>7. Be able to manage a casualty who is in shock</p>	<p>7.1 Recognise shock 7.2 Administer first aid to a casualty who is in shock</p>
<p>8. Be able to manage a casualty with a minor injury</p>	<p>8.1 Administer first aid to a casualty with small cuts, grazes and bruises 8.2 Administer first aid to a casualty with minor burns and scalds 8.3 Administer first aid to a casualty with small splinters</p>

Unit Content: Assessment Guidance

The assessment for this unit can be completed via simulation.

Evidence Requirements

The assessment of this unit must include both practical demonstration/assignment and oral examination.

Unit 2: Recognition and Management of Illness and Injury in the Workplace

Level: 3
 GLH: 16
 Credit: 2

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. Be able to conduct a secondary survey.	1.1 Identify the information to be collected when gathering a casualty history 1.2 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 Recognise suspected; <ul style="list-style-type: none"> • Fractures • Dislocations • Sprains and strains 2.2 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 Recognise suspected; <ul style="list-style-type: none"> • Concussion • Skull Fracture • Cerebral compression • Spinal injury 3.2 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 Recognise the different types of chest injury 4.2 Administer first aid for a chest injury
5. Be able to administer First Aid to a casualty with burns and scalds.	5.1 Recognise the factors that affect the severity of burns and scalds. 5.2 Administer first aid for burns involving; <ul style="list-style-type: none"> • Dry heat • Wet heat • Electricity • Chemicals
6. Be able to administer First Aid to a casualty with an eye injury.	6.1 Give examples of common eye injuries 6.2 Administer first aid for eye injuries involving; <ul style="list-style-type: none"> • Dust • Chemicals • Embedded objects

<p>7. Be able to administer 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 Administer immediate 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>
<p>8. Be able to administer First Aid to a casualty with anaphylaxis.</p>	<p>8.1 Identify common triggers for anaphylaxis</p> <p>8.2 Recognise anaphylaxis</p> <p>8.3 Administer immediate first aid for a casualty suffering from anaphylaxis</p>
<p>9. Be able to provide First Aid to a casualty with suspected major illness.</p>	<p>9.1 Recognise major illnesses including;</p> <ul style="list-style-type: none"> • Heart Attack • Stroke • Epilepsy • Asthma • Diabetes <p>9.2 Administer first aid to a casualty suffering from major illnesses including;</p> <ul style="list-style-type: none"> • Heart Attack • Stroke • Epilepsy • Asthma • Diabetes

Unit Content: Assessment Guidance

The assessment for this unit can be completed via simulation.

Evidence Requirements

The assessment of this unit must include both practical demonstration/assignment and oral examination.