

1st4sport Level 3 Award in Emergency First Aid at Work

Qualification Specification



About Us

Welcome to 1st4sport, established in 2000, 1st4sport are an industry specialist recognised awarding organisation regulated in England by the Office of the Qualifications and Examinations Regulator (Ofqual), in Wales by Qualifications Wales, and in Northern Ireland by the Council for the Curriculum, Examination and Assessment (CCEA) Regulation.

Serving the needs of the sport, physical activity and active leisure industry; our niche status is emphasised through our accomplished people, network of esteemed industry partnerships and our culture of excellence. We have an outstanding reputation; evidenced through the loyalty we receive from our trusted partners, recognised centres and most importantly our learners.

We have a proven track record; offering of valid, value-added, educational solutions and services and outstanding customer care. Our offer includes sector specific qualifications and pathways, and a range of relevant high-performing educational services; underpinned by leading digital solutions. The majority of these are developed and deployed in partnership with governing bodies of sport and other sector specific professional organisations. More than any other awarding organisation, our knowledge of the industry and our continuous cross-sector network enables us to understand the direction of our sector.

Our involvement in shaping our sector has been significant and we continue to be the awarding organisation that partner and representative organisations turn to for guidance on the direction of travel, as appropriate to the needs of our partners, centres, industry employers and learners.

Our Mission: To deliver excellent educational solutions and value-added services to sport, physical activity and the active leisure industry.

Our Direction: We aim to support the ongoing professionalisation of our industry; supporting employment, growth, sustainability and success. We embrace performance, participation and health agendas. Our objective is to continue to support our respected partners, providers and learners.

Qualification Specification

Title:	1st4sport Level 3 Award in Emergency First Aid at Work
Qualification Overview:	Prepares learners to assess an incident, recognise the signs and symptoms of injury and illness and assist a casualty in a safe and effective manner.
Qualification Code:	L3AEFAWR
Qualification Regulation Number:	603/2263/9
Guided Learning Hours (GLH):	6
Total Qualification Time (TQT):	7
Credit Value (if applicable):	Not applicable
Operational Start Date:	01/10/2017
Qualification Review Date:	30/09/2027
Learner Registration Period:	6 months
Qualification Objective:	This qualification qualifies learners to to be deployed as an emergency first aider within the workplace.
Qualification Purpose:	Confirm the ability to meet a 'licence to practise' or other legal requirements made by the relevant sector, professional or industry body.

Who is this qualification for?

The qualification is designed for individuals wishing to obtain a regulated qualification in First-Aid at Work and be relied upon to perform emergency first-aid in a work environment. For this reason, this qualification is available to all individuals over the age of 16.

Qualification Progression

There is no specific exit route in terms of opportunities available following successful completion of the qualification. However, receipt of a regulated Emergency First Aid at Work qualification may allow access to certain qualifications where first-aid may play a role.

This qualification will allows learners to take on additional responsibility within the workplace as an emergency first aider. Holding this qualification may also support applications for work, adding value to the learner's résumé.

Entry Requirements

Learners must be a minimum of 16 years old at registration and 16 years old at certification.

Pre-requisite(s) or other entry requirements

The recognised centre is required to conduct an initial assessment of learners to ensure that pre-requisites to registration and certification and any barriers that may disadvantage a learner under the Equality Act 2010 are considered and outcomes recorded during the application process.

Prior to registration learners are required to:

- be accurately identified
- be at least 16 years of age
- be able to undertake this assessment in English or Welsh (if available)

Assessment Methods

The assessment methods used in this qualification are:

- Coursework (in 1 of 1 mandatory units),
- Practical Demonstration/Assignment (in 1 of 1 mandatory units)

Reasonable adjustments can be applied to these assessments in line with 1st4sport Policy Statement: Access Arrangements.

Grading Methods

This qualification will be graded Pass / Fail.

Qualification Structure

Learners must successfully complete all mandatory units to achieve this qualification.

Mandatory Units

Unit ID	Unit Title	GLH
T/616/1457	Emergency First Aid in the Workplace	6

Optional Units

There are no optional units in this qualification

Pathway Units (where applicable)

There are no pathway units in this qualification

Unit Title	Emergency First Aid in the Workplace
Unit Aim	The aims of this component is to develop in the learner the skills required to assess an incident, recognise the signs and symptoms of injury and illness and assist a casualty who is suffering from injury and illness in a safe and effective manner.
Unique Unit Number	T/616/1457
Unit Assessment Method(s)	- Coursework - Practical Demonstration/Assignment
Assessment Specification	Achievement of this qualification is through attendance on a course of training and assessment, 6 hours of which must be completed via face-to-face learning. A maximum of one hour can be delivered via an appropriate online learning module or pre-course learning.

Learning Outcome: 1. understand the role and responsibilities of a first aider

Assessment Criteria The learner can:	Indicative Delivery Content
1.1 identify the role and responsibilities of a first aider	<p>Identification of the roles and responsibilities of a first aider may include:</p> <ul style="list-style-type: none"> • Preventing cross infection • Recording incidents and actions • Safe use of available equipment • Assessing an incident • Summoning appropriate assistance • Prioritising treatment • Dealing with post incident stress <p>NB. These roles and responsibilities may be demonstrated holistically.</p>
1.2 Identify how to minimise the risk of infection to self and others	<p>Minimising the risk of infection may include:</p> <ul style="list-style-type: none"> • Personal Protective Equipment (<i>PPE</i>) • Hand hygiene • Disposal of contaminated waste • Using appropriate dressings • Barrier devices during rescue breaths • Covering own cuts <p><u>Others</u> may include casualties, work colleagues or people within the workplace environment.</p> <p>NB. Minimising the risk of infection may be demonstrated holistically.</p>
1.3 identify the need for consent to provide first aid	<p>Identifying the need to gain consent may include:</p> <ul style="list-style-type: none"> • Gaining consent • Implied consent <p>NB. Identifying the need for consent may be demonstrated holistically.</p>

Learning Outcome: 2. Be able to assess an emergency situation safely

Assessment Criteria The learner can:	Indicative Delivery Content
2.1 conduct a scene survey	<p>Conducting a scene survey may include:</p> <ul style="list-style-type: none"> • Checking for further danger • Identifying the number of casualties • Evaluating what happened • Prioritising treatment • Delegating tasks
2.2 conduct a primary survey of a casualty	<p>The primary survey sequence may include:</p> <ul style="list-style-type: none"> • D: Danger • R: Response • C: <i>Catastrophic bleeding</i> • A: Airway • B: Breathing • C: Circulation • D: Disability • E: Exposure
2.3 summon appropriate assistance when necessary	<p>Summoning appropriate assistance may include:</p> <ul style="list-style-type: none"> • Shouting for help • Calling 999/112 via speakerphone or bystander • Leaving the casualty to call 999/112 • Calling an NHS emergency helpline such as 111 <p>NB. Summoning appropriate assistance may be demonstrated holistically.</p>

Learning Outcome: 3. be able to provide first aid to an unresponsive casualty

Assessment Criteria The learner can:	Indicative Delivery Content
3.1 identify when to administer Cardio Pulmonary Resuscitation (CPR)	<p>Identifying when to administer CPR must include:</p> <p>When the casualty is unresponsive and:</p> <ul style="list-style-type: none"> • Not breathing • Not breathing normally/agonal breathing/slow laboured breathing/panting

<p>3.2 Demonstrate adult CPR using a manikin</p>	<p>Demonstrating adult CPR must include:</p> <ul style="list-style-type: none"> • 30 chest compressions • Correct hand positioning • 5-6cm compression depth • 100-120 per minute • 2 rescue breaths • Correct rescue breath positioning • Blowing steadily into mouth (<i>about 1 sec to make chest rise</i>) • Taking no longer than 10 seconds to deliver 2 breaths • AED (<i>Defibrillator</i>) • Correct placement of AED pads • Following AED instructions <p>CPR – minimum demonstration time of 2 minutes at floor level. May additionally include use of rescue breath barrier devices.</p>
<p>3.3 Identify when to place a casualty into the recovery position</p>	<p>Identifying when to place the casualty into the recovery position may include when the casualty has lowered levels of response and:</p> <ul style="list-style-type: none"> • Does not need CPR • Is breathing normally • Is uninjured <p>An injured casualty may be placed in the recovery position if the airway is at risk (<i>e.g. fluids in the airway or you need to leave the casualty to get help</i>)</p>
<p>3.4 demonstrate how to place a casualty into the recovery position</p>	<p>Placing a casualty into the recovery position may include:</p> <ul style="list-style-type: none"> • Placing in a position that maintains a stable, open, draining airway at floor level • Continually monitoring airway and breathing • Turning the casualty onto the opposite side every 30 minutes <p>Placing heavily pregnant casualty on their left side</p>
<p>3.5 Demonstrate continual monitoring of breathing whilst the casualty is in the recovery position</p>	<p>Continually monitoring airway and breathing must include:</p> <p>Continual checking for normal breathing to ensure that abnormal breathing can be identified immediately</p>
<p>3.6 identify how to administer first aid to a casualty who is experiencing a seizure</p>	<p>Administering first aid to a casualty having a generalised seizure may include:</p> <ul style="list-style-type: none"> • Keeping the casualty safe (<i>removing dangers</i>) • Noting the time and duration of the seizure • Opening airway and checking breathing post seizure <p>Determining when to call 999/112</p>

Learning Outcome: 4. be able to provide first aid to a casualty who is choking

Assessment Criteria The learner can:	Indicative Delivery Content
4.1 Identify when a casualty is choking	Identifying mild choking may include recognising the casualty is able to: <ul style="list-style-type: none"> • Speak • Cough • Breathe Identifying severe choking may include recognising the casualty is: <ul style="list-style-type: none"> • Unable to cough effectively • Unable to speak • Unable or struggling to breathe • In visible distress • Unconscious
4.2 demonstrate how to administer first aid to a casualty who is choking	Administering first aid for choking must include the following: <ul style="list-style-type: none"> • Encouraging to cough • Up to 5 back blows • Up to 5 abdominal thrusts • Calling 999/112 when required • CPR if unconscious Demonstration must be simulated using a training device - not another learner

Learning Outcome: 5. be able to provide first aid to a casualty with external bleeding

Assessment Criteria The learner can:	Indicative Delivery Content
5.1 Identify whether external bleeding is life-threatening	<p>Life-threatening (<i>catastrophic</i>) bleeding may be identified by:</p> <ul style="list-style-type: none"> • Rapidly flowing or spurting blood from a wound • Pooling of blood on the ground (<i>or clothing</i>) • Bleeding that cannot be controlled by direct manual pressure alone
5.2 Demonstrate how to administer first aid to a casualty with external bleeding	<p>Administering first aid for external bleeding may include:</p> <ul style="list-style-type: none"> • Maintaining clean technique • Positioning the casualty in a sitting or lying position • Examining the wound • Applying direct pressure onto (<i>or into</i>) the wound • Dressing the wound <p>Life-threatening (<i>catastrophic</i>) bleeding treatment may include:</p> <ul style="list-style-type: none"> • Wound packing (<i>including improvised</i>) • Tourniquet application • Improvised tourniquet application

Learning Outcome: 6. know how to provide first aid to a casualty who is in shock

Assessment Criteria The learner can:	Indicative Delivery Content
6.1 Recognise when a casualty is suffering from shock	<p>Shock: hypovolaemic shock (<i>resulting from blood loss</i>) recognition may include:</p> <ul style="list-style-type: none"> • Pale, clammy skin • Pale skin inside the lips (<i>for dark skin tones</i>) • Fast, shallow breathing • Rise in pulse rate • Cyanosis • Dizziness/passing out when sitting or standing upright
6.2 identify how to administer first aid to a casualty who is suffering from shock	<p>Administering first aid for hypovolaemic shock may include:</p> <ul style="list-style-type: none"> • Treating the cause • Casualty positioning • Keeping the casualty warm • Calling 999/112

Learning Outcome: 7. know how to provide first aid to a casualty with minor injuries

Assessment Criteria	Indicative Delivery Content
<p>The learner can:</p> <p>7.1 Identify how to administer first aid to a casualty with:</p> <ul style="list-style-type: none"> • Small cuts • Grazes • Bruises • Small splinters • Nosebleeds 	<p>Administering first aid for small cuts and grazes may include:</p> <ul style="list-style-type: none"> • Irrigation • Dressing <p>Administering first aid for bruises may include:</p> <ul style="list-style-type: none"> • Cold compress for up to 20 minutes <p>Small splinter removal may include the following steps:</p> <ul style="list-style-type: none"> • Cleaning of area • Remove with tweezers • Dress <p>Administering first aid for a nosebleed may include:</p> <ul style="list-style-type: none"> • Sitting the casualty down, head tipped forwards • Pinching the soft part of the nose • Telling the casualty to breathe through their mouth
<p>7.2 Identify how to administer first aid to a casualty with minor burns and scalds.</p>	<p>Administering first aid for minor burns and scalds may include:</p> <ul style="list-style-type: none"> • Cooling for 20 minutes with cool running tap water • Removing jewellery and loose clothing • Covering the burn • Determining when to seek advice

Qualification Conditions: Delivery and assessment requirements

To complete the delivery, assessment, and internal quality assurance of the qualification, providers will be required to adhere to the guidance set out in the Recognised Centre Handbook.

Qualification Approval Conditions: Workforce requirements

In addition to the workforce requirements stated in the Recognised Centre Handbook, the following qualification specific requirements must be met and evidenced.

Tutor(s):

For this qualification, the minimum requirements stated in the centre handbook do not apply. Centres must ensure that all workforce meet the requirements stated below.

The recognised centre is required to recruit and deploy a tutor who must:

- be occupationally competent in the area of first aid evidenced by holding a first aid at work qualification/medical registration
- hold an acceptable teaching/training qualification

And either:

- Provide an acceptable log of teaching and assessment of first aid within the last 3 years

or

- Provide an acceptable record of competently teaching and assessing theoretical and practical first aid sessions under the supervision of a suitably qualified Tutor/Assessor.

Assessor(s):

For this qualification, the minimum requirements stated in the centre handbook do not apply. Centres must ensure that all workforce meet the requirements stated below.

The recognised centre is required to recruit and deploy an assessor who must:

- be occupationally competent in the area of first aid evidenced by holding a first aid at work qualification/medical registration
- hold an acceptable assessing qualification

And either:

- Provide an acceptable log of teaching and assessment of first aid within the last 3 years, or
- Provide an acceptable record of competently teaching and assessing theoretical and practical first aid sessions under the supervision of a suitably qualified Tutor/Assessor. An individual without qualifications or expertise in assessing first-aid will not be able to assume the position of the Assessor. An individual without teaching or tutoring qualifications or suitable experience will not be able to tutor this qualification.

Internal Verifier(s) and Quality Assurer(s):

For this qualification, the minimum requirements stated in the centre handbook do not apply. Centres must ensure that all workforce meet the requirements stated below.

The recognised centre is required to recruit and deploy a qualified internal quality assurer responsible for the conduct of internal quality assurance activities. Internal quality assurers are required to:

- be occupationally competent in the area of first aid evidenced by holding a first aid at work qualification/medical registration.
- be occupationally competent in the area of internal quality assurance evidenced by holding an acceptable internal quality assurance qualification
- have working knowledge of the requirements of the qualification they are quality assuring at the time any assessment is taking place
- have a thorough knowledge and understanding of the role of Internal Quality Assurers

Additional Qualification Requirements

This qualification is regulated by Ofqual (603/2263/9), CCEA and QiW (C00/1304/9 - Regulated).

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