

# 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):	7
Total Qualification Time (TQT):	7
Credit Value (if applicable):	Not applicable
Operational Start Date:	01/10/2017
Qualification Review Date:	30/09/2026
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	7

### Optional Units

There are no optional units in this qualification

### Pathway Units (where applicable)

There are no pathway units in this qualification

<b>Unit Title</b>	Emergency First Aid in the Workplace
<b>Unit Aim</b>	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.
<b>Unique Unit Number</b>	T/616/1457
<b>Unit Assessment Method(s)</b>	- Coursework - Practical Demonstration/Assignment
<b>Assessment Specification</b>	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	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.
1.2 minimise the risk of infection to self and others	Others: casualty receiving first aid; work colleagues; other people within the workplace environment.
1.3 identify the need for consent to provide first aid	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.

### Learning Outcome: 2. be able to assess an incident

Assessment Criteria The learner can:	Indicative Delivery Content
2.1 conduct a scene survey	No further additional information
2.2 conduct a primary survey of a casualty	No further additional information
2.3 summon appropriate assistance when necessary	When necessary: Learners should be able to evaluate a situation to determine when to summon further assistance and what type of assistance to request.

### 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)	When to administer Cardio Pulmonary Resuscitation: must include agonal gasps.
3.2 demonstrate cpr using a manikin	CPR: assessment must include manual CPR and 'correct placement of AED pads' and 'follow AED instructions'.
3.3 justify when to place a casualty into the recovery position	Recovery position: a position that maintains a stable open draining airway.
3.4 demonstrate how to place a casualty into the recovery position	No further additional information
3.5 identify how to administer first aid to a casualty who is experiencing a seizure	Administer first aid: provide appropriate help to a casualty, manage the situation and seek appropriate assistance when necessary. May be assessed by theoretical questioning or practical demonstration providing the chosen assessment method is valid. seizure: relates to a generalised seizure. First aiders should be suspicious of cardiac arrest in any casualty presenting with seizure.

### 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 choking is: <ul style="list-style-type: none"> <li>• mild</li> <li>• severe</li> </ul>	No further additional information
4.2 demonstrate how to administer first aid to a casualty who is choking	No further additional information

### 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 the severity of external bleeding	No further additional information
5.2 demonstrate control of external bleeding	No further additional information

### 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 a casualty who is suffering from shock	Shock: hypovolaemic shock (resulting from blood loss)
6.2 identify how to administer first aid to a casualty who is suffering from shock	No further additional information

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

Assessment Criteria The learner can:	Indicative Delivery Content
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>	No further additional information
7.2 identify how to administer first aid to a casualty with minor burns and scalds.	No further additional information



## 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).

---

UK Coaching

2 City Walk

Leeds

LS11 9AR

T: 0113 274 4802

E: [centreservices@1st4sportqualifications.com](mailto:centreservices@1st4sportqualifications.com)

[www.1st4sport.com](http://www.1st4sport.com)