Open College Network West Midlands
Level 3 Award in First Aid at Work

Qualification Guide
‘Passionate about enabling learning and releasing the potential of people and their communities’

Open College Network West Midlands is a national Awarding Organisation, regulated by Ofqual and the Quality Assurance Agency for Higher Education (QAA), to develop and award nationally recognised qualifications. We work in partnership with employers, training providers, colleges, universities, schools and voluntary and community organisations to offer vocational credit-based qualifications, Access to Higher Education Diplomas and quality assured Customised Accreditation to help learners gain employment or to progress into further learning and Higher Education.

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- Quality assurance, enhancement and improvement services
- **Competitive and transparent pricing**
- Charitable organisation with ethical and sustainable business practices

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1. About this qualification

The Health and Safety (First Aid) Regulations of 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces including those with fewer than five employees and to the self-employed.

Employers are required to carry out an assessment of first aid needs. Where this assessment identifies a need for people to be available for providing first aid, employers should ensure that they are provided in such numbers and locations to enable first aid to be administered without delay should the occasion arise. Where 25 or more people are employed, even in low-hazard environments, at least one such person should be provided.

Individuals holding a valid Open College Network West Midlands Level 3 First Aid at Work qualification will meet the requirements for a suitably qualified first aider at work.

For more information visit the Health and Safety Executive website and search for “first aid at work”. The Health and Safety (First-Aid) Regulations 1981 publication is also available on this site.

Objectives of the qualification

The Open College Network West Midlands Level 3 Award in First Aid at Work provides those who achieve it with the skills and knowledge to undertake the role of first aider at work.

The Learning Outcomes of unit 1 of the qualification “Emergency First Aid in the Workplace” – L/615/7673 are:

- Understand the roles and responsibilities of a first aider
- Be able to assess an incident
- Be able to provide first aid to an unresponsive casualty
- Be able to provide first aid to a casualty who is choking
- Be able to provide first aid to a casualty with external bleeding
- Know how to provide first aid to a casualty who is in shock
- Know how to provide first aid to a casualty with minor injuries

The Learning Outcomes of unit 2 of the qualification “Recognition and Management of Illness and Injury in the Workplace” – R/615/7674 are:

- Be able to conduct a secondary survey
- Be able to administer first aid to a casualty with injuries to bones, muscles and joints
- Be able to provide first aid to a casualty with suspected head and spinal injuries
- Know how to provide first aid to a casualty with suspected chest injuries
- Know how to provide first aid to a casualty with burns and scalds
- Know how to provide first aid to a casualty with an eye injury
- Know how to provide first aid to a casualty with sudden poisoning
- Know how to provide first aid to a casualty with anaphylaxis
- Know how to provide first aid to a casualty with a suspected major illness

Unit 2 “Recognition and Management of Illness and Injury in the Workplace” must be completed within 10 weeks if achievement of unit 1 “Emergency First Aid in the Workplace”.

It is a requirement that assessment of this qualification is conducted in English.

The Open College Network West Midlands Level 3 Award in First Aid at Work qualification is accredited by Ofqual.

Validity period of the qualification

The Open College Network West Midlands Level 3 Award in First Aid at Work is valid for a period of three years from the date of achievement. In order to remain qualified, individuals must requalify after this period.

In addition, recommended best practice is that refresher training is undertaken by all first aiders annually.

Guided Learning Hours (GLH)

Guided Learning Hours are defined as the number of hours of supervised or directed study time required for a unit or a qualification. Some learners will be able to achieve units and qualifications in a shorter time than indicated. Others, for example those with additional support requirements, may need longer.

Total Qualification Time (TQT)

Total qualification time is defined as the number of guided learning hours (GLH) plus the time taken by the learner for private study or work experience.

Guided learning hours and total qualification time for this qualification is:
Level 3 Award

GLH: 18 hours
TQT: 22 hours

Duration of training
Delivery of the Open College Network West Midlands Level 3 Award in First Aid at Work should include a minimum of 18 hours contact teaching time provided over 3 days.

For the Level 3 First Aid at Work *requalifying* training, the contact hours may be reduced to 12 hours over 2 days, providing the learner’s certificate has not expired by more than 1 calendar month, for example, if one certificate expired on 5th of one month and the requalifying course commenced on or before the 4th of the following month. Learners must be assessed against all of the learning outcomes and assessment criteria of the units. To attend shortened courses, individuals should provide evidence of their previous First Aid at Work qualifications.

2. Learner requirements

Entry requirements
The qualification is designed for individuals aiming to undertake the role of first aider at work.

Minimum age
The minimum age for access to this qualification is 16 years.

Reasonable Adjustment and Special Considerations
Assessment within the Open College Network West Midlands level 3 Award in First Aid at Work qualification is designed to be accessible and inclusive. The assessment methodology is appropriate and rigorous for individuals or groups of learners.

If you have learners with particular needs you should refer to the *Reasonable Adjustment and Special Considerations Policy*, available from Open College Network West Midlands. This gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the achievement of the assessment criteria.
3. Achieving the qualification

Rules of combination

Centres are responsible for ensuring that learners are able to achieve the qualification for which they are aiming. Centres must ensure that the following rules of combination that apply to each qualification are met.

To be awarded the Open College Network West Midlands Level 3 Award in First Aid at Work, learners must achieve 3 credits from the two mandatory units.

Unit achievement

All of the assessment criteria in a unit must be met before the unit is deemed to be achieved. The unit achievement is not graded: units are either achieved or not achieved.

Recording achievement

You must record the learner’s achievement of each unit on an appropriate form(s). You should record the learner’s achievement against the specific units assessment criteria evidenced by the task.
4. The units

Mandatory Group M

<table>
<thead>
<tr>
<th>Title</th>
<th>Level</th>
<th>Credit</th>
<th>GLH</th>
<th>TQT</th>
<th>Unit code</th>
<th>Unit reference number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency First Aid in the Workplace</td>
<td>3</td>
<td>1</td>
<td>6</td>
<td>7</td>
<td>PV1/3/NQ/002</td>
<td>L/615/7673</td>
</tr>
<tr>
<td>Recognition and Management of Illness and Injury in the Workplace</td>
<td>3</td>
<td>2</td>
<td>12</td>
<td>15</td>
<td>PV1/3/NQ/003</td>
<td>L/615/7674</td>
</tr>
</tbody>
</table>

Level descriptors

The level of the units within this qualification is linked to the latest QCF level descriptors published by Ofqual.

<table>
<thead>
<tr>
<th>Level</th>
<th>Knowledge Descriptor (the holder…)</th>
<th>Skills Descriptor (the holder can…)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3</td>
<td>Has factual, procedural and theoretical knowledge and understanding of a subject or field of work to complete tasks that while well-defined, may be complex and non-routine. Can interpret and evaluate relevant information and ideas. Is aware of the nature of the area of study or work. Is aware of different perspectives or approaches within the area of study or work.</td>
<td>Identify, select and use appropriate cognitive and practical skills, methods and procedures to address problems that while well-defined, may be complex and non-routine. Use appropriate investigation to inform actions. Review how effective methods and actions have been.</td>
</tr>
</tbody>
</table>

Extracted from ‘After the QCF A New Qualification Framework’ October 2015
5. Assessment

This qualification requires achievement of the specified units with no further requirements for additional/summative assessment. Achievement is therefore determined by successful completion of unit assessment. The assessment process is as follows:

- Assessments are internally set and approved at the centre by assessors, against the requirements detailed in the assessment criteria of the unit.
- The learners are assessed internally at the centre, using the assessments set.
- The resulting portfolios of assessed evidence are internally quality assured by an Internal Quality Assurer (IQA) at the centre.
- The portfolios of assessed evidence are quality assured either by an Open College Network West Midlands Quality Adviser (QA) or, for centres with Direct Claims Status, an Internal Quality Assurer (IQA) approved by Open College Network West Midlands.

Assessment methods

When delivering Open College Network West Midlands units and qualifications, centres may choose from a range of assessment methods. It is important that the most effective and appropriate methods are selected. We therefore strongly advise that all those involved in assessment and internal quality assurance of this qualification refer to the Open College Network West Midlands Centre Handbook and our Assessment Methods publication. These provide guidance on the range of assessment methods available and the types of evidence appropriate for each. These publications are available on our website www.opencollnet.org.uk.

It is important when devising assessments to differentiate between the assessment method (what the learner is asked to do) and the evidence (what the learner produces).

When designing any assessment method, tutors or assessors will need to consider the presentation of the assessment task to the learner to make it fair and accessible. Tutors or assessors may also need to consider arrangements for learners with particular learning difficulties and will need to be aware of Open College Network West Midlands’ policy on reasonable adjustments.

All proposed assessment tasks must be checked and confirmed as appropriate, fair, valid and reliable by an appropriately qualified and experienced Internal Quality Assurer (IQA) before being issued to learners.
6. Offering the qualification

Centres wishing to deliver this qualification will need to demonstrate the ability to adhere to quality assurance and assessment regulations.

All procedures for the use of this qualification or units of this qualification, including approval, registration of learners, verification and certification will be completed through Open College Network West Midlands, who will have an identified officer to support your centre. If you have any queries or difficulties at any time you should contact the Open College Network West Midlands office on 01902 624230.

Health and Safety Executive requirements for Centres offering the Level 3 Award in First Aid at Work qualification

Centres wishing to offer the Open College Network West Midlands Level 3 Award in First Aid at Work must note the following Health and Safety requirements:

- All centres must comply with the current version of “Assessment Principles for First Aid Qualifications” available to download from our website.
- All centres must teach and assess in accordance with the requirements of the two units “Emergency First Aid in the Workplace” and “Recognition and Management of Illness and Injury in the Workplace”.
- Centres must provide learners a minimum of 18 contact hours, spread over 3 days and a maximum of 10 weeks.
- Training session should be a minimum of two hours in duration.
- A certificate issued by an Awarding Organisation confirming achievement of the qualification is valid for 3 years.
- If a workplace first aider’s certificate expires, he or she will not be accepted as first aider for the purposes of the First Aid at Work Regulations until he or she has retaken the qualification.
- It is recommended that refresher training is undertaken on an annual basis.
- Centres should plan and deliver training in accordance with detailed lesson plans, providing information on delivery, aims, outcomes and objectives and learner and trainer activity for each session.
- Training should be delivered in accordance with the principles set out in NOS 7 “Facilitate Individual Learning and Development”.
- Centres should have an end of course evaluation.
- IQAs should monitor, in addition to assessments, trainer ability in teaching first aid.
- Each trainer/assessor should have a minimum of one IQA monitoring visit per year.
HSE training venue and equipment requirements

- Resuscitation manikins should be provided at a minimum ratio of one manikin per four learners
- Sufficient procedures must be in place to ensure hygiene during the use of resuscitation manikins and other training equipment
- Sufficient audio visual equipment and training aids should be available to facilitate learning using a variety of teaching methods.
- Learners should be provided with clear and accurate reference books/handouts covering the topics included in the qualification
- Sufficient clean bandages, dressings and other items commonly found in a first aid kit must be available to facilitate training and assessment
- Training venues 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 and absence of distracting noise.

Requirements of the Assessment Principles for First Aid Qualifications (October 2013)

These Principles have been produced by Awarding Organisations in cooperation with HSE and qualification regulators. They are published on our website.

All centres wishing to offer the Open College Network West Midlands Level 3 Award in First Aid must adhere to these principles. Please note that while the requirements for “Trainer” and “Assessors” are listed separately, it is accepted that in some instances these two roles may be performed by the same person.

Trainers

Those delivering training for these qualifications must have knowledge and competency in first aid as well as knowledge and competency to train based on qualifications and experience.

An acceptable portfolio must show:

i) **Occupational knowledge and competency in first aid** – evidenced by:
   Holding a first aid at work/medical qualification

ii) **Knowledge and competency in teaching/training first aid** – evidenced by:
   Holding an acceptable teaching/training qualification

And either

- provide an acceptable log of teaching first aid within the last 3 years
or

- provide an acceptable record of competently teaching theoretical and practical first aid sessions under the supervision of a suitably qualified Trainer/Assessor

Assessors

Those involved in the assessment of these qualifications must have knowledge and competency in first aid as well as knowledge and competency to assess based on qualifications and experience.

An acceptable portfolio must show:

i) **Occupational knowledge and competency in first aid** – evidenced by:
   - Holding a first aid at work/medical qualification

ii) **Knowledge and competency in teaching/training first aid** – evidenced by:
    - Holding an acceptable assessing qualification/CPD Training

And either:

- provide an acceptable log of first aid assessments conducted within the last 3 years

or

- provide an acceptable record of competently assessing theoretical and practical first aid sessions 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.

An acceptable portfolio must show:

i) **Occupational knowledge and competency in first aid** – evidenced by:
   - Holding a first aid at work/medical qualification

ii) **Knowledge and competency in internal quality assurance** – evidenced by:
    - Holding a qualification/completing CPD/training

Internal Quality Assurers must:

- Have knowledge of the requirements of the qualification they are quality assuring at the time any assessment is taking place;
- Have knowledge and understanding of the role of assessors;
- Visit and observe assessments;
- Carry out other related internal quality assurance
The unit "Recognition and Management of Illness and Injury in the Workplace" must be completed within 10 weeks of achievement of the unit “Emergency First Aid in the Workplace”.

All procedures for the use of this qualification, including approval, registration of learners, verification and certification will be completed through Open College Network West Midlands, who will have an identified officer to support your Centre. If you have any queries or difficulties at any time you should contact the Open College Network West Midlands office.

Approval to offer the qualification

Centres wishing to offer this qualification must note the requirements stipulated in Appendix A of this guide.

To gain approval to offer the qualification centres must submit an Approval to deliver an Open College Network West Midlands qualification and units of an Open College Network West Midlands qualification form. This is available as a printable hard copy in Appendix B of this guide. It is also available as an e-form on our website page for this qualification.

If you are an Open College Network West Midlands Recognised Centre and you wish to add this qualification to your curriculum offer please also complete and submit an Open College Network West Midlands New Course Notification Form. This is available to download from here. The completed form should be forwarded to your Business Development Manager for approval.

If you are not an Open College Network West Midlands Recognised Centre and you wish to offer the qualification, you will need to apply for Centre Recognition with us. To start the application process please email enquiries@opencollnet.org.uk or telephone 01902 624 239.

For more information visit ‘Becoming a Centre’ on our website.

Standardisation

Standardisation is a process that promotes consistency in the understanding and application of standards.

Standardisation:
- establishes statements on the standard of evidence required to meet the assessment criteria for the units in Open College Network West Midlands qualifications;
- makes recommendations on assessment practice;
- produces advice and guidance for the assessment of units;
- identifies good practice in assessment.

It is a requirement of the centre recognition process that each centre offering units from Open College Network West Midlands qualifications must contribute assessment materials and learners’ evidence for standardisation if requested.
Open College Network West Midlands will notify centres of the required sample for standardisation purposes. Assessment materials, learners’ evidence and tutor feedback will be sent to Open College Network West Midlands by centres.

Outcomes from standardisation will be available to centres through Open College Network West Midlands.

Support for centres

Open College Network West Midlands provide all of our centres with on-going support and advice on the use of Open College Network West Midlands units and qualifications, including the requirements for assessment.

If centres approved to offer Open College Network West Midlands units and qualifications have obtained a UKPRN (UK Provider Reference Number) from the UKRLP (UK Register of Learning Providers), this will be used as the centre reference number. If a centre has not obtained a UKPRN they will be issued with a unique Open College Network West Midlands centre number.

Information about obtaining a Unique Learner Number (ULN) on behalf of the learners is included in the Open College Network West Midlands Centre Handbook.

Centre responsibilities

Each centre should identify a centre contact who will be responsible for Open College Network West Midlands provision within the centre.

The centre contact must ensure all procedures relating to the delivery of the qualification operate effectively in the centre.

The centre contact is the person responsible for confirming and ensuring that the centre meets all the Open College Network West Midlands requirements for centre recognition.

The centre contact is responsible for ensuring all relevant Open College Network West Midlands documentation is distributed as required within the centre and that the security requirements for external assessment are adhered to, where applicable.

The information provided in this qualification guide is accurate at the time of publication but is subject to change. Open College Network West Midlands will occasionally update qualification information, so please refer to the ‘Open College Network West Midlands Qualifications’ page of our website to view any updates, including qualification end dates and the latest versions of our qualification guides.
Appendix A – Requirements to offer this qualification

To offer this qualification, centres must ensure that tutors delivering this qualification:

- Hold a current First Aid at Work Certificate (issued by an Ofqual/SQA/Qualifications Wales recognised Awarding Organisation/Body, a HSE approved training provider or recognised equivalent*)

or

- Hold a current Offshore First Aid Certificate issued by a HSE approved training provider

or

- Current registration as a Doctor with the General Medical Council (GMC)

or

- Current registration as a Nurse with the Nursing and Midwifery Council (NMC)

or

- Current registration as a Paramedic with the Health and Care Professions Council (HCPC)

*recognised First at Work certificate equivalents must be submitted to QA with comprehensive mapping which evidences that all assessment criteria of the FAW qualification have been achieved within the past 3 years.
Appendix B – Approval to deliver an Open College Network West Midlands qualification or units

Approval to deliver an Open College Network West Midlands qualification or units

Name of Centre: ___________________________________________________________
Qualification title: ________________________________________________________
Accreditation number: _____________________________________________________
Centre officer responsible for this qualification: _________________________________
Position: __________________________________________________________________
Tel: ___________________________ E-mail: ________________________________

I agree to Appendix A - Requirements to offer the qualification

Please complete the box below and send form to Open College Network West Midlands at
l.male@opencollnet.org.uk

I have read and agree to the above conditions in order to deliver this qualification.
Centre officer responsible for this qualification:
(Signature) ______________________________________________________________
Name: (Print) _____________________________________________________________
Position: ___________________________ Date: __________________

Send to Open College Network West Midlands

Please return to l.male@opencollnet.org.uk