



ENERGY &
ENVIRONMENT
AWARDS

Skills for a greener world

Qualification Specification

EEA Level 3 Award in First Aid at Work
610/6046/X

EEA Level 3 Award in Emergency First Aid at Work
610/6045/8

August 2024 v1.2

1 Qualification Overview

At a Glance Qualification Summary

Qualification titles	EEA Level 3 Award in First Aid at Work EEA Level 3 Award in Emergency First Aid at Work
Min. Guided Learning Hours (GLH) and Total Qualification Time (TQT)	EEA Level 3 Award in First Aid at Work 18 GLH 22 TQT EEA Level 3 Award in Emergency First Aid at Work 6 GLH 7 TQT
RQF Level	3
Qualification credit value	EEA Level 3 Award in First Aid at Work 3 EEA Level 3 Award in Emergency First Aid at Work 1
Entry requirements	Learners must be 14 years of age or above.
Registration validity period	Learners have 10 weeks to complete the Level 3 Award in First Aid at Work Learners have 4 weeks to complete the Level 3 Award in Emergency First Aid at Work
Assessment requirements	These qualifications are assessed by:- <ul style="list-style-type: none"> Externally set and marked multiple choice question papers Externally set, internally marked, externally quality assured observation Developed and delivered in line with the <i>First Aid Awarding Organisation Forum Assessment Standardisation Guidance for First Aid Qualifications.</i>
Progression opportunities	Learners are able to progress from the Level 3 Award in Emergency First Aid at Work to the Level 3 Award in First Aid at Work.
Regulatory Body / Status	These qualifications are regulated by Ofqual, the independent qualifications regulator for England.

Nation	These qualifications are for delivery in England only.
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Qualification validity period	Both qualifications are valid for 3 years.
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Energy & Environment Awards

Energy & Environment Awards is an Ofqual recognised Awarding Organisation, offering qualifications, including End-point Assessments within the energy and utilities footprint.

Introduction

Energy & Environment Awards has secured recognition from Ofqual, the independent qualifications regulator for England, to offer the:-

- Level 3 Award in First Aid at Work
- Level 3 Award in Emergency First Aid at Work

These qualifications have been developed through consultation with key external stakeholders and in collaboration with members of the First Aid Awarding Organisation Forum (FAAOF).

This Qualification Specification provides guidance for approved Centres on how to consistently apply the **FAAOF Delivery Standards for Regulated First Aid Qualifications** along with unit content and relevant additional information to support the delivery of these qualifications.

The **FAAOF Delivery Standards for Regulated First Aid Qualifications** is available to download from:

<https://energyenvironmentawards.co.uk/qualification/level-3-award-in-emergency-first-aid-at-work/> or <https://energyenvironmentawards.co.uk/qualification/level-3-award-in-first-aid-at-work/>.

Aims and Objectives of the Qualification

The Energy & Environment Awards Level 3 Award in First Aid at Work is designed to provide learners with underpinning knowledge and understanding and skills to respond to a range of first aid situations that they may encounter in the workplace. The Energy & Environment Awards Level 3 Award in Emergency First Aid at Work focusses on the underpinning knowledge and understanding and skills required to administer first aid in emergency situations in the workplace.

These qualifications are suitable for individuals who have responsibility for administering first aid in the workplace, usually as part of the role of First Aider. In particular, the Energy & Environment Awards Level 3 Award in First Aid at Work meets the requirements of the Health and Safety Executive (HSE) First Aid Regulations (1981) for people who deal with first aid at work enabling them to be workplace first aiders. Similarly, the Level 3 Award in Emergency First Aid at Work meets the HSE requirements for Emergency First Aiders in the workplace.

It is important to note that learners will need to demonstrate all practical skills within the qualification they are registered for, for example, CPR, without assistance from a third party. It is important that Centres are aware of this when registering learners for the qualification.

The qualification structures, units and under-pinning assessment principles have been designed through consultation and collaboration with Awarding Organisations and other external stakeholders and have been published by the First Aid Awarding Organisation Forum as “shared” across all Awarding Organisations who are recognised to offer these qualifications. This ensures there is an industry-recognised standard for all First Aid regulated qualifications and standardisation across Awarding Organisations that offer the qualifications.

The Energy & Environment Awards qualification design team have applied the shared units, qualification structures and assessment principles as the basis for the development of these qualifications but have enhanced them through industry-specific amplification / guidance. Each unit contains indicative content which is generic for use in any industry plus Power industry-specific amplification. The examples provided within the Energy & Environment Awards amplification section of each unit are specific

to the Power industry and are taken from real-life examples that our assessment personnel have witnessed in the workplace.

1 Assessment

Assessment Design

Energy & Environment Awards have developed the assessment methodologies and instruments for these qualifications in line with the following guidance issued by the FAAOF:-

- ***FAAOF Assessment Standardisation Guidance for First Aid Qualifications***
- ***FAAOF Assessment Principles for Regulated First Aid Qualifications***

The ***FAAOF Assessment Standardisation Guidance for First Aid Qualifications*** stipulates that “...knowledge assessments may be assessed using Multiple Choice Questions (MCQs)...” or “Other forms of theoretical assessment such as workbook / oral questioning / simulated scenarios are acceptable.” Similarly, it stipulates that for practical assessments; “If the assessment criterion uses the verb ‘demonstrate’ the learner must demonstrate the skill.” Energy & Environment Awards has reviewed the requirements of this guidance and considered the needs of training providers to define the Energy & Environment Awards assessment methodologies for both qualifications as:-

- Externally set, externally marked multiple choice test delivered on-line for the knowledge assessment criteria.
- Externally set, internally marked, externally quality assured Observation for the practical assessment criteria.

The information which follows should therefore be read in conjunction with the aforementioned FAAOF Guidance documents which are available at

<https://energyenvironmentawards.co.uk/qualification/level-3-award-in-emergency-first-aid-at-work/> or <https://energyenvironmentawards.co.uk/qualification/level-3-award-in-first-aid-at-work/>.

Trainers, Assessors and IQAs

Centres must comply with both the qualification and sector experience requirements for Trainers, Assessors and IQAs, as outlined in the ***FAAOF Assessment Principles for Regulated First Aid Qualifications***. In particular, all trainers, assessors, IQAs and EQAs must meet the occupational knowledge and competence in First Aid requirements as stipulated in Appendix 1 and Appendix 2 of the ***FAAOF Assessment Principles for Regulated First Aid Qualifications***.

Assessors are responsible for marking and recording assessment decisions on the practical observation. Internal Quality Assurers (IQAs) are responsible for sampling learners' assessment decisions and documentation and observing assessment discussions between the Assessor and the learner according to the Centre's internal quality assurance sampling approach, which will have been approved by Energy & Environment Awards as meeting the quality assurance requirements for these qualifications. IQAs are also required to verify the Trainer's competence to teach First Aid as part of their monitoring activities.

Centres are responsible for maintaining up-to-date information on trainers, assessors and IQAs and for ensuring the currency of the competence of all those involved in assessment and quality assurance.

Further information, advice and guidance relating to the Energy & Environment Awards expectations on Centres in delivering the qualifications and associated assessments is detailed in the sections which follow.

Overview of Assessment Methods

These qualifications are assessed by two assessment methods:-

- Externally set, externally marked multiple choice test(s) delivered on-line for the knowledge assessment criteria.
- Externally set, internally marked, externally quality assured observation(s) for the practical assessment criteria.

All assessment criteria in the unit(s) are assessed through either the multiple-choice question test or the practical observation, with a small number of assessment criteria being assessed in both assessments.

Assessment may take place at any time during the delivery of the qualification and does not need to be done as a final assessment. It is, however, a requirement for the learner to be aware that the assessment is taking place. However, Centres are required to schedule the online multiple-choice test(s) for individual learners at the point when they feel they are ready to complete the test.

Assessment Method 1: Multiple-Choice Question Test

Assessment Structure

Each unit within the Emergency First Aid at Work and First Aid at Work qualifications is assessed by a multiple choice question (MCQ) test paper and a practical observation.

Each MCQ test paper is closed book and learners are required to complete the test in exam conditions. Details of each of the unit's MCQ tests are shown in the table below:

Unit title:	Number of Questions in MCQ Test:	Max. time allowed:	Pass mark:
Emergency First Aid in the Workplace	19	30 minutes	14 / 19 (74%)
Recognition and management of illness and injury in the Workplace	31	50 minutes	22 / 31 (71%)

Learners who are completing Level 3 Award in First Aid at Work will need to complete both units listed above, whereas learners on the Level 3 Award in Emergency First Aid at Work will only need to complete the unit: Emergency First Aid in the Workplace.

The multiple-choice questions have been written to assess the learner's knowledge and understanding as outlined in the assessment criteria within each unit. Each question will have four possible answers with one of those answers being the correct one.

Practice assessment

Learners are able to complete a practice assessment through the Energy & Environment Awards online assessment system, XAMS, prior to completing the live

assessment. This will enable the learner to practice using the assessment platform but will mainly help them to identify whether they are ready to complete the live assessment.

The practice assessment mirrors the requirements of the live multiple choice assessment in terms of duration, number of questions, types of questions asked and pass mark. Centres will be able to register a learner directly onto the practice assessment on XAMS and access their result and an assessment criteria report. The result for the practice assessment will not be passed back to the learner's record on QuartzWeb.

Online assessment

The MCQ test is externally set by Energy & Environment Awards and is hosted by Energy & Environment Awards' online assessment system for Qualifications, XAMS, and automatically marked on this system, enabling instant results for the Centre. Centres will also be able to download a Performance Feedback Report which shows which assessment criteria have or have not been achieved by the learner.

Should the need arise for a Centre to apply for a reasonable adjustment to be made to the MCQ test for a learner, then the Centre must make this application at the point of registering a new learner onto the relevant Certificate in QuartzWeb. An example of a reasonable adjustment includes a reader being required for the learner completing the MCQ test. Sufficient time needs to be given to allow for adjustments to be made, should the application be successful. Therefore, Energy & Environment Awards require a minimum period of ten working days between registering a learner for the Certificate and the assessment taking place.

Centres are required to register learners for the respective qualification on QuartzWeb, Energy & Environment Awards' qualification administration system, which will automatically register them onto the Energy & Environment Awards XAMS platform for each corresponding assessment. Centres will schedule when they would like the learner to complete the MCQ test in XAMS and at this point will be asked to confirm who is in place to invigilate the test. It is important to note that Centre staff who have been involved in delivering the training for the learner(s) cannot invigilate the MCQ test. Further information is provided in the Energy & Environment Awards Invigilator Guidance document.

Examination Conditions

Each MCQ test will be conducted in full examination conditions, with no additional notes, handouts or personal electronic devices permitted.

Centres have a responsibility to ensure learners are familiar with, and able to use, the online test platform prior to their MCQ test and have the relevant IT equipment and reliable internet access in order to complete the test. Should the learner lose connection or their assessment is disrupted for any reason then the invigilator will make a decision as to whether the assessment can continue or whether examination conditions were disrupted and require the assessment to be abandoned or whether the disruption has affected the learner's performance significantly. Invigilators are required to report any incidents that occur during the MCQ test to the Centre directly and for the Centre to maintain records for quality assurance purposes where issues arise. Similarly, in these situations, Centres will need to decide whether it is appropriate to make an application to Energy & Environment Awards for a special consideration, whether a new test can be scheduled or whether a further period of training is required.

As part of each Centre's approval with Energy & Environment Awards to offer the First Aid at Work and Emergency First Aid at Work qualifications, Centres are required to provide evidence of their documented control systems for a range of processes. These are listed in full in the ***Energy & Environment Awards Qualifications - Qualification Approval Guidance*** and associated requirements for the delivery of First Aid qualifications listed in the relevant Appendix. The following, however, are required to specifically support the delivery of the MCQ test.

- Invigilation procedure
- Examination procedures, including preparation before the examination takes place, conducting the examination and post examination procedure
- Learner's proof of identity
- Location of examination centres
- Ensuring security and confidentiality of assessment materials
- Malpractice and maladministration procedure

Grading

Learners will either pass or fail this assessment.

In order to pass, learners must correctly meet the required pass mark as outlined below:

Unit title:	Number of Questions in MCQ Test:	Max. time allowed:	Pass mark:
Emergency First Aid in the Workplace	19	30 minutes	14 / 19 (74%)
Recognition and management of illness and injury in the Workplace	31	50 minutes	22 / 31 (71%)

Assessments are automatically marked on XAMS which enables Centres to have immediate access to results. Centres will also be able to download a Performance Feedback Report which shows which assessment criteria have or have not been achieved by the learner.

Resits

Where a learner fails the MCQ test, they are entitled to one resit with Energy & Environment Awards, at the discretion of the training provider. Following these two resits a learner will be required to undertake a period of further training before being required to register again for the qualification with Energy & Environment Awards.

Where time allows, and where there is no requirement for a reasonable adjustment, a learner may re-sit the MCQ test as soon as is practicable.

Assessment Method 2: Practical Observation

Assessment Design

The units which comprise the Energy & Environment Awards Level 3 Award in Emergency First Aid at Work and the Energy & Environment Awards Level 3 Award in First Aid at Work qualifications, are assessed by a practical observation as well as the multiple choice test outlined above.

The practical observation requires careful planning and preparation to ensure the assessment is a valid and reliable assessment of the learner's skills in relation to each of the skills-based assessment criteria within the specific unit.

The following tables outline which assessment criteria are covered in the practical observation for each unit:

Emergency First Aid in the Workplace

Learning Outcome:		Assessment Criteria:	
2.	Be able to assess an emergency situation	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	3.2	Demonstrate adult CPR using a manikin
		3.4	Demonstrate how to place a casualty into the recovery position
		3.5	Demonstrate continual monitoring of breathing whilst the casualty is in the recovery position
		3.6	Identify how to administer first aid to a casualty who is experiencing a seizure
5.	Be able to provide first aid to a casualty	5.2	Demonstrate how to administer first aid to a casualty with external bleeding
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"> • Small cuts • Grazes • Bruises • Small splinters • Nosebleeds
		7.2	Identify how to administer first aid to a casualty with minor burns and scalds

Recognition and Management of Illness and Injury in the Workplace

Learning Outcome:		Assessment Criteria:	
1.	Be able to conduct a secondary survey	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	2.3	Demonstrate how to apply: <ul style="list-style-type: none"> • A support sling • An elevated sling
3.	Be able to provide first aid to a casualty with suspected head and spinal injuries	3.2	Identify how to administer first aid for a suspected head injury
		3.3	Demonstrate how to administer first aid for a casualty with a suspected spinal injury
4.	Know how to provide first aid to casualty with suspected chest injuries	4.1	Identify how to administer first aid for suspected: <ul style="list-style-type: none"> • Fractured ribs • Penetrating chest injury
5.	Know how to provide first aid to casualty with burns and scalds	5.2	Identify how to administer first aid for burns involving: <ul style="list-style-type: none"> • Dry/wet heat • Chemicals • Electricity
8.	Be able to provide first aid to a casualty with anaphylaxis	8.2	Identify how to administer first aid for a casualty with suspected anaphylaxis
		8.3	Demonstrate the use of a "training device" adrenaline auto-injector
9.	Know how to provide first aid to a casualty with suspected major illness	9.2	Identify how to administer first aid to a casualty suffering from: <ul style="list-style-type: none"> • Heart attack • Stroke • Epileptic seizure • Asthma attack • Diabetic hypoglycaemic emergency

This assessment is centre-devised and assessors should be mindful in ensuring there is opportunity to observe all required assessment criteria as part of the observation. The practical observation should determine a learner's competence to act safely, promptly and effectively when an emergency occurs at work and to deal with a casualty.

Assessment Preparation

Assessors will need to prepare fully for delivering the practical observation assessment. In addition to this, Centres must ensure that:

1. ***The Assessor acts independently from the training that has been delivered*** – the assessor may be the same individual who has delivered the training but it is essential that no coaching or guidance is given during the practical assessment. Energy & Environment Awards expects that the assessor remains silent during the observation, they do not ask any questions but may speak in order to stop the assessment in the case of a medical episode, an accident or emergency or unsafe practice.
2. ***Resource and site requirements are met*** – the training venue and equipment requirements are referenced later in this document. These equipment requirements must be in place for both the training and the assessment process.
3. ***Learner to assessor ratio is met*** – as outlined later in this Qualification Specification there is a maximum learner to assessor ratio required of 12:1.
4. ***Assessor is prepared*** – has access to, and is familiar with, all recording form documentation before the assessment starts, including any learner-specific requirements such as any approved reasonable adjustments. Learners must be registered with Energy & Environment Awards for the relevant First Aid qualification prior to the assessment taking place.
5. ***Simulation*** – simulation is permitted as part of the assessment and is stipulated within the “Evidence Guidance” section at the end of each unit.

Assessment requirements

There is no minimum or maximum time required to complete the practical observation but it is the Centre's responsibility to ensure adequate time is allowed to provide sufficient opportunity for each learner to demonstrate all the assessment criteria required in each observation. Assessors should use the ***Energy & Environment***

Awards Practical Observation Recording Form for each respective unit's practical observation. The recording documentation will be checked and verified by the Centre's IQA and the Energy & Environment Awards EQA.

Delivering the assessment

Learners are assessed independently and as such there must be no collusion between learners or with their trainer and/or assessor, which may be the same person. Assessors will make their assessment decision based on the evidence seen during the observation relating to each of the assessment criteria outlined in the **Energy & Environment Awards Practical Observation Recording Form** for the unit being assessed, on an individual basis. Assessors must not lead, coach or guide learners during the practical assessment.

Grading

At the end of the assessment the assessor will aggregate the results for each assessment criteria and grade the learner as either:-

- Pass
- Fail

This information is entered into the individual learner's **Energy & Environment Awards Practical Observation Form** by the assessor, along with all other information required in the form. It is essential that the learner and assessor both sign and date the form when the assessment is complete, the learner is deemed competent and the grade has been confirmed by the Centre's IQA. This form, along with any additional evidence will be uploaded to QuartzWeb by the Centre against each learner's record.

Where the learner has not achieved a pass in the first practical observation they should be given further attempt(s) to demonstrate the assessment criteria they have not achieved in their first attempt of the assessment. There is no limit on the number of re-takes for the practical observation, however this may be dependent on time available and the duration of the Centre's course.

Where the learner has achieved a Pass the assessor records this on the assessment recording form and uploads to QuartzWeb. On QuartzWeb the Centre will record the assessment decision as "Achieved".

Internal Quality Assurance

The Centre's IQA will sample learners' assessment documentation and observe live assessments according to the Centre's internal quality assurance Sampling approach, which will have been approved by Energy & Environment Awards as meeting the quality assurance requirements for this qualification.

IQAs will keep records of the assessments which are sampled in line with their internal quality assurance policy and process. These reports provide essential evidence for the Energy & Environment Awards EQA for determining whether the learners are being assessed in line with the Energy & Environment Awards requirements and the Centre's own Quality Assurance policies and procedures.

IQAs are also required to ensure consistency across the Centre's assessors through monitoring assessment decisions, holding regular standardisation meetings and ensuring the Energy & Environment Awards requirements are being implemented appropriately. IQAs are also involved in the escalation and/or investigation of any issues or queries or potential malpractice relating to the assessment, grading decisions and the assessor's occupational competence.

External Quality Assurance

Energy & Environment Awards externally quality assures through appointing each Centre an EQA, who is responsible for checking and monitoring the assessment and quality assurance practices within the Centre to ensure assessments are conducted and quality assured in a robust, consistent manner, in line with the FAAOF and Energy & Environment Awards requirements. The EQA does this through:-

- Approving Centres according to our qualification-specific Centre Approval Criteria and carrying out a visit as part of this approval, where required.
- Determining the sampling approach and frequency of visits for each Centre, according to their risk, volume of learners and history as an approved Centre.
- Observing live assessments, sampling learner's evidence and assessment decisions and reviewing internal quality assurance documentation and practices to ensure the Centre is delivering a robust internal quality assurance of the assessment decisions which assessors make.

- Writing a report on their findings for both the Centre and Energy & Environment Awards which details the EQAs findings, including any areas where remedial action is required and an action plan to be agreed with the Centre.
- Providing advice and support to Centres in relation to meeting the requirements of the Assessment Strategy or Energy & Environment Awards requirements.

2 Qualification Information

Qualification Delivery

Training Venue and Equipment Requirements

The following training venue and equipment requirements are stipulated in the ***FAAOF Delivery Standards for Regulated First Aid Qualifications*** and form part of the Energy & Environment Awards qualification-specific Centre approval criteria:

Resuscitation manikins	Should be provided at a minimum ratio of 1 manikin per 4 learners.
Hygiene	Sufficient procedures must be in place to ensure hygiene during the use of resuscitation manikins and other training equipment.
AV Equipment and training aids	Sufficient Audio Visual equipment and training aids should be available to facilitate learning using varying teaching methods.
Learning materials	Learners should be provided with clear and accurate reference books/handouts covering the topics included in the qualification. Learners should have access to these reference materials for the validity of their certification.
AED Trainers	For qualifications that include training in the use of an AED, at least one AED trainer should be available per 4 learners. Where fewer AED trainers are provided, learning hours/lesson plans should be adjusted accordingly to ensure learners are not disadvantaged.
Bandages and dressings	Sufficient clean bandages, dressings and other items commonly found in a first aid kit must be available to facilitate training and assessment.

Training Venue	<p>The training venue must meet acceptable health and safety standards and be conducive to learning, with sufficient:</p> <p>Size, floor surfaces, seating, writing surfaces, toilet facilities, ventilation, lighting, heating, access, exits, cleanliness, absence of distracting noise.</p>
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Standards of First Aid Practice

Skills and knowledge should be taught and assessed in accordance with currently accepted First Aid practice in the United Kingdom as laid down:

- By the resuscitation Council (UK)
and
- In other publications; provided they are supported by a responsible body of medical opinion

Training delivery requirements

The minimum duration of contact hours is as follows:

- Level 3 Award in First Aid at Work: 18 hours over three days
- Level 3 Award in Emergency First Aid at Work: 6 hours

Learners who have previously attained the Level 3 Award in First Aid at Work should re-qualify by completing the full qualification again. However, providing that the learner's qualification certificate has not expired by more than one calendar month (for example the Certificate expired on 5th July and the learner's new course started on the 4th August) and the learner can produce their initial qualification Certificate to evidence this, then the contact hours may be reduced to 12 hours over 2 days. However, the full qualification assessments must still be completed as part of the normal Level 3 Award in First Aid at Work registration.

Table 2 in the ***FAAOF Delivery Standards for Regulated First Aid Qualifications*** provides additional requirements for Centres in terms of the duration of training sessions and the minimum / maximum number of days / weeks required to complete the qualification. Also within this table is the ratio of learners to every trainer / assessor, i.e. the requirement for a maximum of 12 learners to every 1 trainer and/or assessor. However, the full qualification assessments must still be completed and internally

quality assured as part of the normal Level 3 Award in First Aid at Work registration and will be subject to our same external quality assurance process.'

Please refer to the ***FAAOF Delivery Standards for Regulated First Aid Qualifications*** for further information on lesson plans and end of course evaluation requirements.

Qualification Structures

Level 3 Award in First Aid at Work

In order to achieve the **Level 3 Award in First Aid at Work** qualification, learners must complete both mandatory units from Group A and Group B:

Group A: Mandatory Unit for Emergency First Aid at Work	
Energy & Environment Awards Unit Ref:	Unit Title:
1110	Emergency First Aid in the Workplace

Group B: Mandatory Units for Water Qualifications	
Energy & Environment Awards Unit Ref:	Unit Title:
1113	Recognition and management of illness and injury in the Workplace

Level 3 Award in Emergency First Aid at Work

In order to achieve the **Level 3 Award in Emergency First Aid at Work** qualification, learners must complete the mandatory units from Group A only.

Group A: Mandatory Unit for Emergency First Aid at Work	
Energy & Environment Awards Unit Ref:	Unit Title:
1110	Emergency First Aid in the Workplace

3 Unit Content

eea Unit Ref:	1110
Ofqual Unit Ref:	M/651/2801
Unit Title:	Emergency First Aid in the Workplace
Level:	3
Credit value:	1
GLH:	6
Unit aim(s):	The purpose of the unit is for the learner to attain knowledge and practical competences required to deal with a range of workplace first aid situations.
Assessment requirements:	This unit is delivered, assessed and quality assured in accordance with <i>Assessment Principles for Regulated First Aid Qualifications</i> through a multiple choice question test and a practical observation
Relationship to NOS:	First Aid at Work Health and Safety (First Aid) Regulations 1981 <i>Guidance on Regulations (L74)</i> Resuscitation Council (UK) Guidelines

Learning Outcome: The learner will:	Assessment Criteria: 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 emergency situation safely	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 adult CPR using a manikin
	3.3	Identify when to place a casualty into the recovery position
	3.4	Demonstrate how to place a casualty into the recovery position
	3.5	Demonstrate continual monitoring of breathing whilst the casualty is in the recovery position
	3.6	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 a casualty is choking
	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 whether external bleeding is life-threatening
	5.2	Demonstrate how to administer first aid to a

		casualty with external bleeding
6. Know how to provide first aid to a casualty who is suffering from shock	6.1	Recognise when a casualty 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"> • small cuts • grazes • bruises • small splinters • nosebleeds
	7.2	Identify how to administer first aid to a casualty with minor burns and scalds.

Indicative Content:

Learning Outcome 1:

AC1.1:

Identification of the roles and responsibilities of a first aider may include:

- 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

AC1.2:

Minimising the risk of infection may include:

- Personal Protective Equipment (*PPE*)
- Hand hygiene
- Disposal of contaminated waste
- Using appropriate dressings
- Barrier devices during rescue breaths
- Covering own cuts

Others may include casualties, work colleagues or people within the workplace environment.

AC1.3:

Identifying the need to gain consent may include:

- Gaining consent
- Implied consent

Learning Outcome 2:

AC2.1:

Conducting a scene survey may include:

- Checking for further danger
- Identifying the number of casualties
- Evaluating what happened
- Prioritising treatment
- Delegating tasks

AC2.2:

The primary survey sequence may include:

- Danger
- Response
- Airway
- Breathing
- Circulation

AC2.3:

Summoning appropriate assistance may include:

- 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

Learning Outcome 3:

AC3.1:

Identifying when to administer CPR must include:

- When the casualty is unresponsive and:
 - Not breathing
 - Not breathing normally/agonal breathing

AC3.2:

Demonstrating CPR must include:

- 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 (*about 1 sec to make chest rise*)

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- Taking no longer than 10 seconds to deliver 2 breaths
 - AED (*Defibrillator*)
 - Correct placement of AED pads
 - Following AED instructions

CPR – minimum demonstration time of 2 minutes at floor level.

May additionally include use of rescue breath barrier devices.

AC3.3:

Identifying when to place the casualty into the recovery position should include when the casualty has lowered levels of response and:

- Does not need CPR
- Is breathing normally
- Is uninjured

An injured casualty may be placed in the recovery position if the airway is at risk (*e.g. fluids in the airway or you need to leave the casualty to get help*).

AC3.4:

Placing a casualty into the recovery position may include:

- 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
- Placing heavily pregnant casualty on their left side

AC3.5:

Continually monitoring airway and breathing includes:

- Continual checking for normal breathing to ensure that cardiac arrest can be identified immediately

AC3.6:

Administering first aid to a casualty having a generalised seizure may include:

- Keeping the casualty safe (*removing dangers*)
- Noting the time and duration of the seizure
- Opening airway and checking breathing post seizure
- Determining when to call 999/112

Learning Outcome 4:

AC4.1:

Identifying mild choking may include recognising the casualty is able to:

- Speak
- Cough
- Breathe

Identifying severe choking may include recognising the casualty is:

- Unable to cough effectively

-
- Unable to speak
 - Unable or struggling to breathe
 - In visible distress
 - Unconscious

AC4.2:

Administering first aid for choking should include the following:

- 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:

AC5.1:

Identifying the severity of arterial bleeding may include recognising the blood:

- Is under pressure
- Spurts in time with the heartbeat

Recognition that arterial bleeding is a life-threatening emergency

Identifying the severity of venous bleeding may include recognising the blood:

- Volume in veins is comparable to arteries
- Flows profusely from the wound

Recognition that venous bleeding is a life-threatening emergency

For context - identifying capillary bleeding may include recognising that blood trickles from the wound. Capillary bleeding is **not** a life-threatening emergency.

AC5.2:

Administering first aid for external bleeding may include:

- Maintaining aseptic technique
- Sitting or laying the casualty
- Examining the wound
- Applying direct pressure onto (*or into*) the wound
- Dressing the wound

Catastrophic bleeding treatment may include:

- Wound packing
- Tourniquet application
- Improvised tourniquet application

Learning Outcome 6:

AC6.1:

Shock: hypovolaemic shock (*resulting from blood loss*)

Hypovolaemic shock recognition may include:

- Pale, clammy skin
- Fast, shallow breathing
- Rise in pulse rate
- Cyanosis
- Dizziness/passing out when sitting or standing upright

AC6.2:

Administering first aid for hypovolaemic shock may include:

- Treating the cause
- Casualty positioning
- Keeping the casualty warm
- Calling 999/112

Learning Outcome 7:

AC7.1:

Administering first aid for small cuts and grazes may include:

- Irrigation
- Dressing

Administering first aid for bruises may include:

- Cold compress for 10 minutes

Small splinter removal may include the following steps:

- Cleaning of area
- Remove with tweezers
- Dress

Administering first aid for a nosebleed may include:

- Sitting the casualty down, head tipped forwards
- Pinching the soft part of the nose
- Telling the casualty to breathe through their mouth

AC7.2:

Administering first aid for minor burns and scalds may include:

- Cooling for 20 minutes
- Removing jewellery and loose clothing
- Covering the burn
- Determining when to seek advice

Evidence Guidance:

Simulation is permitted in this unit. The following Assessment Criteria must be assessed by practical demonstration: 3.2, 3.4, 3.5, 4.2, 5.2

EEA Unit Ref:	1113
Ofqual Unit Ref:	J/651/7010
Unit Title:	Recognition and Management of Illness and Injury in the Workplace
Level:	3
Credit value:	2
GLH:	12
Unit aim(s):	The purpose of the unit is for the learners to attain knowledge and practical competences required to deal with a range of workplace first aid situations.
Assessment requirements:	This unit is delivered, assessed and quality assured in accordance with <i>Assessment Principles for Regulated First Aid Qualifications</i> through a multiple choice question test and a practical observation
Relationship to NOS:	First Aid at Work Health and Safety (First Aid) Regulations 1981 <i>Guidance on Regulations (L74)</i> Resuscitation Council (UK) Guidelines

Learning Outcome: The learner will:	Assessment Criteria: 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 a suspected: <ul style="list-style-type: none"> • Fracture or dislocation • Sprain or strain
	2.2	Identify how to administer first aid for a casualty with suspected: <ul style="list-style-type: none"> • Fracture or dislocation • Sprain or strain
	2.3	Demonstrate how to apply: <ul style="list-style-type: none"> • A support sling • An elevated sling
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"> • Head injury • Spinal injury
	3.2	Identify how to administer first aid for a suspected head injury
	3.3	Demonstrate how to administer first aid for a casualty with a suspected spinal injury
4. Know how to provide first aid to a casualty with suspected chest injuries	4.1	Identify how to administer first aid for suspected: <ul style="list-style-type: none"> • Fractured ribs • Penetrating chest injury
5. Know how to provide first aid to a casualty with burns and scalds	5.1	Identify how to recognise the severity of burns and scalds
	5.2	Identify how to administer first aid for burns involving: <ul style="list-style-type: none"> • Dry / wet heat • Chemicals • Electricity
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: <ul style="list-style-type: none"> • Dust • Chemicals • Embedded objects
7. Know how to provide first aid to a casualty with suspected poisoning	7.1	Identify how poisonous substances can enter the body
	7.2	Identify how to administer first aid to a casualty with suspected sudden poisoning
8. Be able to provide first aid to a casualty with anaphylaxis	8.1	Recognise suspected anaphylaxis
	8.2	Identify how to administer first aid for a casualty with suspected anaphylaxis
	8.3	Demonstrate the use of a ‘training device’ adrenaline auto-injector
9. Know how to provide first aid to a casualty with suspected major illness	9.1	Recognise suspected: <ul style="list-style-type: none"> • Heart attack • Stroke • Epileptic seizure • Asthma attack • Diabetic hypoglycaemic emergency
	9.2	Identify how to administer first aid to a casualty suffering from: <ul style="list-style-type: none"> • Heart attack • Stroke • Epileptic Seizure • Asthma attack • Diabetic hypoglycaemic emergency

Indicative Content:

Learning Outcome 1:

AC1.1:

Information to be collected when gathering a casualty history may include:

- Signs and symptoms

-
- Event history
 - Allergies
 - Past medical history
 - Last meal
 - Medication

AC1.2:

Performing a systematic check of the casualty may include:

- Head and neck
- Shoulders and chest
- Abdomen
- Legs and arms

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).

Learning Outcome 2:

AC2.1:

Recognising fractures, dislocations, sprains and strains may include:

- Pain
- Loss of power
- Unnatural movement
- Swelling or bruising
- Deformity
- Irregularity
- Crepitus
- Tenderness

AC2.2:

Administering first aid for fractures and dislocations may include:

- Immobilising / keeping the injury still
- Calling 999/112, or
- Arranging transport to hospital

Administering first aid for sprains and strains may include:

- Rest
- Ice
- Compression/comfortable support
- Elevation

AC2.3:

Demonstrating the application of a sling must include:

- A support sling
- An elevated sling

Learning Outcome 3:

AC3.1:

Recognising concussion, compression and fractured skull may include:

- Mechanism of injury
- Signs and symptoms
- Conscious levels

Recognising spinal injury may include:

- Mechanism of injury
- Pain or tenderness in the neck or back

Head injury: includes concussion, compression and skull fracture. The learner is not expected to differentiate between these conditions.

AC3.2:

Administering first aid for a head injury may include:

- Determining when to call 999/112
- Maintaining airway and breathing
- Monitoring response levels
- Dealing with fluid loss

AC3.3:

Administering first aid for spinal injuries may include:

- Calling 999/112
- Keeping the head and neck in-line
- Safe method(s) of placing the casualty into a recovery position whilst protecting the spine (*if the airway is at risk*).

Learning Outcome 4:

AC4.1:

Administering first aid for suspected rib fracture may include:

- Calling 999/112
- Casualty positioning
- Supporting the injury

Administering first aid for a penetrating chest injury may include:

- Calling 999/112
- Casualty positioning
- Controlling bleeding around the wound (*without covering the wound*)
- Leaving a sucking chest wound open to fresh air

Learning Outcome 5:

AC5.1:

Recognising the severity of burns and scalds may include:

- Cause
- Age
- Burn/scald size

- Depth
- Location

AC5.2:

Administering first aid for dry/wet heat burns may include:

- Cooling the burn
- Removing jewellery and loose clothing
- Covering the burn
- Determining when to call 999/112

Administering first aid for chemical burns may include:

- Ensuring safety
- Brushing away dry/powder chemicals
- Irrigating with copious amounts of water (*unless contra-indicated*)
- Treating the face/eyes as priority

Administering first aid for electrical burns may include

- Ensuring it is safe to approach/touch the casualty
- Checking DRABC and treating accordingly
- Cooling the burns

Learning Outcome 6:

AC6.1:

Administering first aid for dust in the eye may include:

- Irrigation with clean water
- Ensuring the water runs away from the good eye

Administering first aid for a chemical in the eye may include:

- Irrigation with large volumes of clean water (*unless contra-indicated due to the chemical involved*)
- Ensuring the water runs away from the good eye
- Calling 999/112

Administering first aid for an embedded object in the eye may include:

- Covering the injured eye
- Ensuring the good eye is not used (*cover if needed*)
- Calling 999/112 or arranging transport to hospital

Learning Outcome 7:

AC7.1:

Identification of the following routes a poison can enter the body may include:

- Ingested (*swallowed*)
- Inhalation (*breathed in*)
- Absorbed (*through the skin*)
- Injected (*directly into skin tissue, muscles or blood vessels*)

AC7.2:

Administering first aid for **corrosive** substances may include:

- Ensuring your own safety

- Substances on the skin – diluting and washing away with water
- Swallowed substances – rinsing out the mouth then giving frequent sips of milk or water (*subject to sufficient levels of response*)
- Calling 999/112 and giving information about the poison if possible
- Protecting airway and breathing
- Resuscitation if necessary using PPE/Barrier devices

Administering first aid for **non-corrosive** substances may include:

- Ensuring your own safety
- Calling 999/112, and giving information about the poison if possible
- Protecting airway and breathing

Resuscitation if necessary using PPE/barrier devices.

Learning Outcome 8:

AC8.1:

Recognising anaphylaxis may include rapid onset and rapid progression of a life-threatening airway, breathing and circulation problem:

- **Airway** – Swelling of the tongue, lips or throat
- **Breathing** – Difficult, wheezy breathing or tight chest
- **Circulation** -
 - Dizziness, feeling faint or passing out
 - Pale, cold clammy skin and fast pulse
 - Nausea, vomiting, stomach cramps or diarrhoea

There may also be skin rash, swelling and/or flushing.

AC8.2:

Administering first aid for anaphylaxis may include:

- Calling 999/112
- Correct casualty positioning
- Assisting to use their adrenaline auto-injector
- Resuscitation if required

AC8.3:

The use of a ‘training device’ adrenaline auto-injector: must be demonstrated using a training device and **NOT** a live auto-injector.

Learning Outcome 9:

AC9.1:

Recognising a heart attack may include:

- Sudden onset
- Crushing chest pain
- Skin appearance (*for e.g. pale, grey, sweaty*)
- Variable pulse,
- Shortness of breath

Recognising stroke may include performing the **FAST** test:

F: Face

A: Arms

S: Speech

T: Time to call 999/112

Other stroke symptoms include sudden problems with balance, walking, dizziness, coordination, vision and severe headache.

Recognising an epileptic seizure may include the following patterns:

- Aura
- Tonic phase
- Clonic phase
- Recovery phase

Recognising an asthma attack may include:

- Difficulty breathing and speaking
- Wheezy breathing
- Pale and clammy skin
- Cyanosis
- Use of accessory muscles

Recognising a diabetic hypoglycaemic emergency may include:

- Fast onset
- Lowered levels of response
- Pale, cold and sweaty skin
- Normal or shallow breathing
- Rapid pulse

AC9.2:

Administering first aid for a heart attack may include:

- Correct casualty positioning
- Calling 999/112
- Calming and reassurance
- Assisting to take an aspirin if indicated

Administering first aid for a stroke may include:

- Maintain airway and breathing
- Correct casualty positioning
- Calling 999/112

Administering first aid for an epileptic seizure may include:

- Removing dangers and safely protect the head
- Noting the time and duration of the seizure
- Loosening tight clothing around the neck
- Determining when to call 999/112
- Post seizure care, including monitoring of airway and breathing

Administering first aid for an asthma attack may include:

- Correct casualty positioning
- Assisting a casualty to take their reliever inhaler and use a spacer device
- Calming and reassurance

-
- Determining when to call 999/112

Administering first aid for a diabetic hypoglycaemic emergency may include:

- Giving 15-20g of glucose for conscious casualties (*subject to sufficient response levels*)
- Providing further food or drink if casualty responds to glucose quickly
- Determining when to call 999/112

Evidence Guidance:

Simulation is permitted in this unit. The following ACs must be assessed by practical demonstration: 1.2, 2.3, 3.3, 8.3

5 Awarding

Grading

In order to achieve the Level 3 Award in Emergency First Aid or the Level 3 Award in First Aid at Work learners must “pass” both the multiple choice question test paper and the practical observation. Assessment decisions will be subject to internal and external quality assurance.

Certification

Energy & Environment Awards issues a qualification certificate of achievement for each qualification that has been achieved by the learner. Energy & Environment Awards offers learners an electronic certificate available to the Centre to download from Quartzweb, following the processing of a successful claim, or a physical certificate by exception and at an additional cost, which will be sent directly to the registered Centre. Learners who do not achieve the full qualification, but who have successfully achieved individual unit(s) will be able to receive an electronic unit certificate.

The date of certification is based on the achievement of the final unit and both the Level 3 Award in Emergency First Aid and the Level 3 Award in First Aid at Work are valid for 3 years from the certificate issue date.

6 Energy & Environment Awards Policies

Energy & Environment Awards has published comprehensive policies, which are made available to approved Centres and learners on the Energy & Environment Awards Qualifications website at: <https://energyenvironmentawards.co.uk/policies-and-fees/>

Contact Us

Please do not hesitate to contact the Energy & Environment Awards Qualifications team for any query relating to the delivery, assessment, quality assurance or certification of these qualifications.

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