

IQL UK



# Specification: IQL Level 3 Award in First Aid at Work

Qualification number **603/2266/4**

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# Contents

	<b>Page number</b>
About IQL	3
Qualification overview	3
Objective	3
Purpose	3
Proposed Candidates	4
Structure	4
Recognition of Prior Learning (RPL)	4
Relationship with other IQL qualifications	4
Entry Requirements and identification	5
Other course requirements	5
Duration and Re-qualification	5
Delivery and support	6
Assessment	6
Quality Assurance	6
ATC/P Administration	7
Appeals, complaints, reasonable adjustments and special considerations	7
Recommended training materials	7
Useful websites	7
Appendix 1 - Qualification content / assessment criteria	8-12
Appendix 2 - Trainer Assessor requirements	13

## About IQL

IQL is a specialist awarding organisation that develops qualifications predominantly to meet the needs of leisure sector and it is the leading provider of swimming pool lifeguarding qualifications in the UK, where thousands of pool lifeguards successfully complete and pass the National Pool Lifeguard Qualification each year.

As a trading subsidiary of The Royal Life Saving Society UK (RLSS UK), the drowning prevention charity, IQL offers a wide variety of qualifications as part of its portfolio including several qualifications regulated by Ofqual (for England) Qualifications Wales and CCEA Regulation (Northern Ireland).

This qualification sits on the Regulated Qualifications Framework (RQF) and appears as

The IQL Level 3 Award in First Aid at Work

## Qualification overview

This qualification among several first aid and emergency response awards is designed to meet the needs of employers, communities and individuals committed to providing safety and first aid support for aquatic and nonaquatic (dry) activities in a work or associated environment.

The qualification and learning outcomes are based on best practice agreed by the following bodies:

- Health and Safety Executive
- Resuscitation Council (UK)
- First Aid Awarding Body Forum

This IQL qualification covers a range of knowledge and practical skills in administering first aid to casualties predominately in a work environment. Learners practice assessing the situation, the casualty and providing appropriate care, support and involving external emergency services as required.

It is also for learners that hold other first aid or lifeguarding related qualifications that wish to augment or refresh existing skill levels.

This qualification specification is designed to provide guidance to Approved Training Centres (ATCs) employers and candidates about the delivery, assessment and quality assurance of IQL Level 3 Award in First Aid at Work QAN: 603/2266/4

## Objective

The objective of this qualification is to provide learners with the knowledge, skills and confidence thus equipping them to deal the demands to administer first aid within the work environment.

## Purpose

The purpose of this qualification is to give candidates the opportunity to develop the knowledge and skills required to provide First Aid.

## Proposed Candidates

This qualification is for learners aged 16+ who have a specific responsibility at work, or in a voluntary capacity to provide first aid.

## Structure

This is a 2-unit, 2-credit qualification course delivered over three or more days; during which the mandatory units must be completed and passed to achieve this award and receive a certificate of competence. Full details of the units and assessment criteria are detailed in appendix 1.

Unit 1 - Emergency First Aid in the Workplace	D/616/0643
Unit 2 - Recognition and Management of Illness and Injury in the Workplace	K/616/0659

Learners must be assessed as competent in all assessment elements within the registration period to achieve the qualification. The maximum period to achieve this qualification, including any reassessments is no more than 10 weeks.

The total qualification time (TQT) for this qualification is 22 hours. This is made up of 18 guided learning hours (GLH) (excluding breaks) for the delivery and assessment of the qualification and 4 hours for candidate self-study (independent learning) for consolidation and preparation for assessments.

## Recognition of Prior Learning (RPL)

Recognition of prior learning (RPL) is a process of recognising a candidate's previous achievement towards part of a qualification. It is the responsibility of Approved Training Centre/Provider (ATC/P) to review whether evidence submitted is sufficient to demonstrate the candidate has met the assessment requirements for all/part of the current qualification. It is the candidate's responsibility to demonstrate through knowledge, understanding or skills they have met the necessary criteria.

It is a requirement that RPL must be valid and current, reliable, authentic and sufficient.

RPL is provided as evidence against achievement of part of a qualification and not for an entire qualification which would be classed as an exemption. RPL is normally used where a candidate is required to gain a qualification for a specific purpose.

## Relationship with other IQL qualifications

The IQL Level 3 Award in First Aid at Work can be transferred to other related qualifications under Recognition of Prior Learning (RPL) providing it is successfully completed and passed within its registration period. Details can be found in the Trainer Instructor resource area at RLSS Direct.

Candidates may wish to continue their learning by undertaking the following:

- IQL Level 2 Award in Automated External Defibrillator – AED
- IQL Level 2 Award in Basic Life Support and the Management of Anaphylaxis
- IQL Level 2 Award in Pool Lifeguarding, Intervention, Supervision and Rescue
- IQL Level 3 Award in Paediatric First Aid

Further guidance as to RPL can be found in the 'Recognition of Prior Learning' Policy at on the resource area at RLSS Direct.

## **Entry Requirements and identification**

### **2.1 Candidate Requirements**

Candidates must meet the following criteria:

- Must be 16 years of age at the date of assessment
- Must complete minimum guided learning hours
- Be assessed against all learning outcomes in the units taken

### **2.2 Identification**

All candidates registering for training and assessment courses must provide suitable identification to the Trainer and Assessor who must check and record details of identification prior to candidates being admitted to courses and assessments.

Identification can be verified using the following:

- A passport
- A driving licence
- Other photographic ID card

Where the candidate does not have access to any of the above forms of identification an Approved Training Centre/Provider (ATC/P) may accept another form of identification containing a signature such as a debit or credit card or proof of identification provided/confirmed by their current employer or line manager.

### **Other course requirements**

Learners should wear appropriate and comfortable clothing such as trousers and flat shoes, there is a requirement to participate in practical learning and skills application activities.

### **Duration and Re-qualification**

This qualification is valid for a period of 3 years. The candidates should re-take this qualification prior to the certificate expiry date to remain qualified. Although not compulsory, it is recommended that learners refresh their knowledge annually.

## **Delivery and support**

To ensure the best support is provided to candidates, the maximum number attending a course is limited to 12 per Trainer.

Detailed lesson plans and other guidance materials are provided to Trainer Assessors (TAs) to deliver qualification courses of a high-quality standard to enable candidates to be adequately prepared prior to assessment activities. Approved Training Centre/Providers (ATC/Ps) must provide each candidate with suitable/approved reference materials that support the development of subject knowledge that meets the requirements of the course objectives.

Candidates are encouraged to participate fully throughout the course and TAs will give feedback on individual progress and identify where further practice or refinement of skills will lead to improvement.

## **Assessment**

The IQL Level 3 Award in First Aid at Work qualification contains knowledge and skills that must be taught and assessed in accordance with IQL guidance that draws on current first aid practice in the UK, to this end IQL qualifications development staff are members of the First Aid Qualifications Awarding Organisation Forum and attend Resuscitation Council updates.

The assessment methods used for this qualification are practical assessment and multiple-choice questions. All learner assessment results and feedback will be recorded on assessment paperwork.

Although this qualification has a pass/ fail criteria, the threshold within this many change where necessary to maintain standards.

Qualification content and assessment criteria is detailed in Appendix 1.

## **Quality Assurance**

Delivery of this qualification is through Approved Training Centres/Providers (ATC/Ps) who employ or engage qualified Trainers and Assessors (TAs). Both the ATC/Ps and TAs are subject to rigorous quality assurance checks to ensure they operate to the required standard so that candidates get a specified level of support and so that assessment activities are valid, reliable and sufficient evidence of performance is produced, whilst candidates are given the best opportunity to demonstrate skills, knowledge and understanding in order to be accurately assessed against the criteria for a specific unit/s that make up the qualification.

Trainer Assessor requirements are detailed in Appendix 2

ATC/Ps are required to have appropriate policies, procedures and systems in place to enable them to operate professionally. They are also required to use suitable and adequate venues, learning resources and equipment.

All ATC/P staff must be appropriately qualified for the role they are performing within the centre and maintain CPD to ensure their skills and knowledge are up to date.

Internal Quality Assurance checks will be completed by the ATC/P for the delivery and the assessment of the qualification. These checks are supplemented by External Quality Assurance checks undertaken by IQL.

If the candidate should have any concerns related to the delivery of this qualification they should be directed to the appropriate complaints guidance that can be found in the resource area at RLSS Direct or contact IQL Compliance team on 0300 3230 096.

## **ATC/P Administration**

The Approved Training Centre/Provider (ATC/P) is responsible for the registration of candidates; the Approved Training Centre/Provider (ATC/P) must adhere to IQL requirements and follow the guidance appropriate to each qualification, including maintaining accurate records of candidates' identity, attendance, age on day of assessment (date of birth), email address and contact details. The outcomes of assessment activities must be recorded on the appropriate documentation and signed off by the assessor and the candidate as a true record of the outcome of an assessment.

The ATC/P has responsibility for accurately compiling and sending candidate details to IQL along with a record of the assessment/s outcome and other appropriate details such as venue etc. together with the assessment decision for unit/s and the qualification as a whole so that the candidate can be issued with a certificate in respect of the qualification (recorded as a pass, or as a fail where the assessment criteria has not been met). Learners can be re-assessed for the elements or unit/s as required within the allowed timeframe/registration period of 10 weeks. In the majority of cases additional study and/or training and practice of skills may be required to become competent and ready to be re-assessed; TAs generally provide developmental feedback to learners and guidance on how progress may be made and explaining the support available from the ATC/P or locally.

The ATC/P is responsible for providing the training equipment that is required for the delivery and assessment of the qualification, namely:

- Training AED / defibrillator (1 per 4 candidates)
- Resuscitation manikins (1 per 4 candidates)
- Manikin wipes
- Disposable gloves
- First aid kit including dressings
- Suitable IT equipment for presentation purposes

## **Appeals, complaints, reasonable adjustments and special considerations**

Candidates can appeal an assessment decision if they believe it was unfair or if they believe actions of the TA led to them being disadvantaged in some way or if they have concerns that the assessment criteria were not adhered to.

Full details of how to appeal an assessment decision, make a complaint or an application for a reasonable adjustment or special consideration is to meet a specific individual need can be downloaded from the resource area at RLSS Direct. IQL maintain policies and provide guidance that is available to candidates, TAs and ATC/Ps.

## **Recommended training materials**

- RLSS UK First Aid at Work Candidate Manual

## **Useful websites**

- [www.rlss.org.uk](http://www.rlss.org.uk)
- [www.resus.org.uk](http://www.resus.org.uk)
- [www.hse.gov.uk/firstaid](http://www.hse.gov.uk/firstaid)
- [www.anaphylaxis.org.uk](http://www.anaphylaxis.org.uk)

## Appendix 1 Qualification content and assessment criteria

### IQL Level 3 Award in First Aid at Work

<b>Unit title</b>	<b>Emergency First Aid in the Workplace D/616/0643</b>
<b>Unit level</b>	3
<b>GLH</b>	6 (Non GLH 1) 1 Credit

	<b>Learning outcome</b>		<b>Assessment criteria</b>	<b>Assessment method</b>
1	Understand the role and responsibilities of a first aider	1.1	Identify the <b>role and responsibilities</b> of a first aider	Theory Assessment
		1.2	Identify how to minimise the risk of infection to self and <b>others</b>	Theory Assessment
		1.3	Identify the need for <b>consent</b> to provide first aid	Theory Assessment
2	Be able to assess an incident	2.1	Conduct a scene survey	Practical Assessment
		2.2	Conduct a primary survey of a casualty	Practical Assessment
		2.3	Summon appropriate assistance <b>when necessary</b>	Practical Assessment
3	Be able to provide first aid to an unresponsive casualty	3.1	Identify <b>when to administer Cardio Pulmonary Resuscitation (CPR)</b>	Theory Assessment
		3.2	Demonstrate CPR using a manikin	Practical Assessment
		3.3	Justify when to place a casualty into the <b>recovery position</b>	Theory Assessment
		3.4	Demonstrate how to place a casualty into the recovery position	Practical Assessment
		3.5	Identify how to <b>administer first aid</b> to a casualty who is experiencing a <b>seizure</b>	Theory Assessment
4	Be able to provide first aid to a casualty who is choking	4.1	Identify when choking is:	
			Mild	Theory Assessment
		Severe	Theory Assessment	
4.2	Demonstrate how to administer first aid to a casualty who is choking	Practical Assessment		
5	Be able to provide first aid to a casualty with external bleeding	5.1	Identify the severity of external bleeding	Theory Assessment
		5.2	Demonstrate how to control external bleeding	Practical Assessment
6	Know how to provide first aid to a casualty who is in shock	6.1	Recognise a casualty who is suffering from <b>shock</b>	Theory Assessment
		6.2	Identify how to administer first aid to a casualty who is suffering from shock	Practical Assessment



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:	
			Small cuts	Theory Assessment
			Grazes	Theory Assessment
			Bruises	Theory Assessment
			Small splinters	Theory Assessment
		7.2	Identify how to administer first aid to a casualty with minor burns and scalds.	Theory Assessment

Additional information	<p><b>Role and Responsibilities:</b> 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; dealing with post incident stress.</p> <p><b>Others</b> may include: Casualty receiving first aid; work colleagues; other people within the workplace environment.</p> <p><b>Consent:</b> 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.</p> <p><b>When necessary:</b> Learners should be able to evaluate a situation to determine when to summon further assistance and what type of assistance to request.</p> <p><b>When to administer Cardio Pulmonary Resuscitation:</b> must include agonal gasps.</p> <p><b>CPR</b> must include: 'correct placement of AED pads' and 'follows AED instructions'.</p> <p><b>Recovery Position:</b> a position that maintains a stable open draining airway.</p> <p><b>Administer first aid:</b> Provide appropriate help to a casualty, manage the situation and seek appropriate assistance when necessary.</p> <p><b>Seizure:</b> relates to a generalised seizure.</p> <p>First aiders should be suspicious of cardiac arrest in any casualty presenting with seizure.</p> <p><b>Shock:</b> hypovolaemic shock (resulting from blood loss)</p>
Simulation	<p>Simulation is permitted in this unit</p> <p>The following ACs must be assessed by practical demonstration:</p> <p>2.1, 2.2, 2.3, 3.2, 3.4, 4.2, 5.2, 6.2,</p>

<b>Unit title</b>	<b>Recognition and Management of Illness and Injury in the Workplace Unit K/616/0659</b>
<b>Unit level</b>	3
<b>GLH</b>	12 (Non GLH 3) 1 Credit

	<b>Learning outcome</b>		<b>Assessment criteria</b>	<b>Assessment method</b>
1	Be able to conduct a secondary survey	1.1	Identify the information to be collected when gathering a casualty history	Theory assessment
		1.2	Demonstrate how to conduct a <b>head to toe survey</b>	Practical Assessment
2	Be able to provide first aid to a casualty with suspected injuries to bones, muscles and joints	2.1	<b>Recognise</b> suspected:	
			Fractures and dislocations	Theory assessment
		Sprains and strains	Theory assessment	
		2.2	Identify how to <b>administer first aid</b> for:	
			Fractures and dislocations	Theory assessment
		Sprains and strains	Theory assessment	
		2.3	Demonstrate how to apply:	
			<ul style="list-style-type: none"> <li>• A support sling</li> </ul>	Practical Assessment
<ul style="list-style-type: none"> <li>• An elevated sling</li> </ul>	Practical Assessment			
3	Be able to provide first aid to a casualty with suspected head and spinal injuries	3.1	Recognise a suspected:	
			<b>Head injury</b>	Theory assessment
		Spinal injury	Theory assessment	
		3.2	Identify how to administer first aid for a suspected head Injury.	Theory assessment
3.3	Demonstrate how to administer first aid for a suspected spinal injury.	Practical Assessment		
4	Know how to provide first aid to a casualty with suspected chest injuries	4.1	Recognise a suspected:	
			<ul style="list-style-type: none"> <li>• Flail chest</li> </ul>	Theory assessment
		<ul style="list-style-type: none"> <li>• Penetrating chest injury</li> </ul>	Theory assessment	
		4.2	Identify how to administer first aid for a:	
<ul style="list-style-type: none"> <li>• Flail chest</li> </ul>	Theory assessment			
<ul style="list-style-type: none"> <li>• Penetrating chest injury</li> </ul>	Theory assessment			

5	Know how to provide first aid to a casualty with burns and scalds	5.1	Identify the factors that affect the severity of burns and scalds	Theory assessment
		5.2	Identify how to administer first aid for burns involving:	
			• Dry heat	Theory assessment
			• Wet heat	Theory assessment
			• Electricity	Theory assessment
		• Chemicals	Theory assessment	
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:	
			• Dust	Theory assessment
			• Chemicals	Theory assessment
		• Embedded objects	Theory assessment	
7	Know how to provide first aid to a casualty with sudden poisoning	7.1	Identify the routes that poisons can take to enter the body	Theory assessment
		7.2	Identify how to administer first aid to a casualty affected by sudden poisoning	Theory assessment
		7.3	Identify sources of information for treating those affected by sudden poisoning	Theory assessment
8	Know how to provide first aid to a casualty with anaphylaxis	8.1	Identify common triggers for anaphylaxis	Theory assessment
		8.2	Recognise suspected anaphylaxis	Theory assessment
		8.3	Identify how to administer first aid for a casualty suffering from anaphylaxis	Theory assessment
9	Know how to provide first aid to a casualty with suspected major illness	9.1	Recognise suspected:	
			• Heart attack	Theory assessment
			• Stroke	Theory assessment
			• Epileptic seizure	Theory assessment
			• <b>Asthma attack</b>	Theory assessment
		• <b>Diabetic emergency</b>	Theory assessment	
		9.2	Identify how to administer first aid to a casualty suffering from:	
• Heart attack	Theory assessment			

		<ul style="list-style-type: none"> <li>• Stroke</li> </ul>	Theory assessment
		<ul style="list-style-type: none"> <li>• Epileptic seizure</li> </ul>	Theory assessment
		<ul style="list-style-type: none"> <li>• Asthma attack</li> </ul>	Theory assessment
		<ul style="list-style-type: none"> <li>• Diabetic emergency</li> </ul>	Theory assessment

Additional information	<p><b>Head to toe survey:</b> 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).</p> <p><b>Recognise:</b> to include signs and/or symptoms of the condition and/or where appropriate mechanism of injury.</p> <p><b>Administer first aid:</b> Provide appropriate help to a casualty, manage the situation and seek appropriate assistance when necessary.</p> <p><b>Head injury:</b> includes concussion, compression and skull fracture. The learner is not expected to differentiate between these conditions.</p> <p><b>Asthma attack:</b> may include assisting a casualty to use a spacer device and to take their own inhaler.</p> <p><b>Diabetic emergency:</b> should focus on the condition of hypoglycaemia.</p>
Simulation	Simulation is permitted in this unit. The following ACs must be assessed by practical demonstration: 1.2, 2.3, 3.3.

## Appendix 2 - Trainer Assessor requirements

In order to deliver **IQL Level 3 Award in First Aid at Work** must hold:

- RLSS UK Trainer Assessor First Aid

And

- RLSS UK Membership

And one of the following:

- IQL Level 2 Award in Pool Lifeguarding, Intervention, Supervision and Rescue (NPLQ)
- IQL Level 3 Award in First Aid at Work