

# QUALIFICATION SPECIFICATION



## QNUK LEVEL 2 AWARD IN ACTIVITY FIRST AID (QCF)

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## 1. INTRODUCTION

- 1.1 This qualification specification lays out key information related to the content, assessment and administration of the QNUK Level 2 Award in Activity First Aid (QCF). This document should be read in conjunction with our centre procedures.

## 2. QUALIFICATION PURPOSE

- 2.1 This is a qualification that indicates an individual can undertake a specific role in the workplace and that may be relied upon by employers.
- 2.2 The QNUK Level 2 Award in Activity First Aid (QCF) qualification is ideal for those providing first aid cover in sports activities including outdoor pursuits.

## 3. QUALIFICATION STRUCTURE

- 3.1 This qualification comprises of two mandatory units. The learning outcomes and assessment criteria are outlined in this document.

3.2	Qualification title:	QNUK Level 3 Award in Activity First Aid (QCF)
	Qualification accreditation number (QAN) :	601/3568/2
	Qualification level:	Level 2
	Credit value:	2
	Guided learning hours (GLH):	20

- 3.3 This qualification is valid for 3 years.

## 4. PRE-REQUISITES

- 4.1 It is recommended that learners have a minimum of Level 1 literacy or equivalent.
- 4.2 This qualification is for those over 16 years of age.
- 4.3 All learners must be able to perform practical elements such as CPR on the ground.
- 4.4 There are no other pre-requisites for this qualification.

## 5. GEOGRAPHICAL COVERAGE

- 5.1 This qualification is available to learners in England, Wales and Northern Ireland. The Qualification can be delivered in other countries however learners should be aware that the protocols meet current UK requirements.

**6 UNITS**

6.1 This qualification contains two mandatory units.

6.2

QCF Unit Title	First Aid Essentials
Unit Reference Number	D/504/6101
QCF Unit Title	Management of Illness and Injury in Activities
Unit Reference Number	T/601/3616

6.3 The qualification is constructed with the following learning outcomes and assessment criteria:

**Unit 1 First Aid Essentials**

- LO1** Understand the role and responsibilities of a first aider.
- A/C 1.1** Identify the role and responsibilities of a first aider.
- A/C 1.2** Describe how to minimise the risk of infection to self and others.
- A/C 1.3** Identify the need for establishing consent to provide first aid.
- A/C 1.4** Identify the first aid equipment that should be available.
- A/C 1.5** Describe the safe use of first aid equipment.
- LO2** Be able to assess an incident.
- A/C 2.1** Conduct a scene survey.
- A/C 2.2** Conduct a primary survey of a casualty.
- A/C 2.3** Give examples of when to call for help.
- LO3** Be able to manage an unresponsive casualty who is breathing normally.
- A/C 3.1** Assess a casualty's level of consciousness.
- A/C 3.2** Open a casualty's airway and check breathing.
- A/C 3.3** Identify when to place an unconscious casualty into the recovery position.
- A/C 3.4** Place an unresponsive casualty in the recovery position.
- A/C 3.5** Manage a casualty who is in seizure.
- LO4** Be able to manage an unresponsive casualty who is not breathing normally.
- A/C 4.1** Recognise the need to commence Cardio Pulmonary Resuscitation.
- A/C 4.2** Demonstrate Cardio Pulmonary Resuscitation using a manikin.
- A/C 4.2** Identify the accepted modifications to Cardio Pulmonary Resuscitation for children.

- LO 5** Be able to recognise and assist a casualty who is choking.
- A/C 5.1** Describe how to identify a casualty with a
- Partially blocked airway
  - Completely blocked airway
- A/C 5.2** Administer first aid to a casualty who is choking.
- LO 6** Be able to manage a casualty with external bleeding.
- A/C 6.1** Identify the types of external bleeding.
- A/C 6.2** Control external bleeding.
- LO 7** Be able to manage a casualty who is in shock.
- A/C 7.1** Recognise shock.
- A/C 7.2** Administer first aid to a casualty who is in shock.
- LO 8** Be able to manage a casualty with a minor injury.
- A/C 8.1** Administer first aid to a casualty with small cuts, grazes and bruises
- A/C 8.2** Administer first aid to a casualty with minor burns and scalds.
- A/C 8.3** Administer first aid to a casualty with small splinters

### **Unit 2 Management of Illness and Injury in Activities**

- LO1** Be able to conduct a secondary survey.
- A/C 1.1** Explain the importance of consent.
- A/C 1.2** Demonstrate a secondary survey
- Gathering Patient History
  - Physical assessment
- LO2** Administer first aid to a casualty with injuries to bones, muscles and joints.
- A/C 2.1** Describe how to recognise and manage common types of:
- Fractures
  - Dislocations
  - Sprains
  - Strains
- LO3** Administer First Aid to a casualty with suspected head, neck and back injuries.
- A/C 3.1** Describe how to recognise and manage suspected;
- Concussion
  - Skull fracture
  - Cerebral compression
- A/C 3.2** Demonstrate how to manage a suspected spinal injury
- LO4** Administer First Aid to a casualty with suspected chest and abdominal injuries.
- A/C 4.1** Describe how to recognise and manage a chest injury.
- A/C 4.2** Describe how to recognise and manage an abdominal injury.

- LO 5** Administer First Aid to a casualty with thermal injuries
- A/C 5.1** Describe how to manage a burn and scald injury
- A/C 5.2** Describe how to manage an incident involving electricity
- LO 6** Administer First Aid to a casualty with eye injuries.
- A/C 6.1** Describe how to recognise and manage eye injuries
- LO 7** Be able to administer First Aid to a casualty with sudden poisoning.
- A/C 7.1** Describe how poisons enter the body.
- A/C 7.2** Describe how to recognise and treat a casualty affected by common poisonous substances, including plants.
- A/C 7.3** Identify sources of information that provide procedures for treating those affected by poisonous substances.
- LO 8** Administer First Aid to a casualty with anaphylactic shock
- A/C 8.1** Identify common triggers for anaphylaxis.
- A/C 8.2** Recognise and manage a casualty suffering from anaphylactic shock.
- LO 9** Know how to provide First Aid to a casualty with suspected major illness.
- A/C 9.1** Describe how to manage the signs and symptoms of major illnesses including;
- Heart Attack
  - Stroke
  - Epilepsy
  - Diabetes
  - Asthma
- LO 10** Know how to provide First Aid to casualty who is experiencing the effects of extreme heat and cold
- A/C10.1** Describe how to recognise and treat the effects of extreme cold occurring by participating in activities.
- A/C10.2** Describe how to recognise and treat the effects of extreme heat occurring by participating in activities.

## 7

### TRAINING RESOURCES/EQUIPMENT

#### 7.1 Lesson plans

7.1.1 Centres should produce suitable lesson plans that meet the learning outcomes for the qualification.

7.1.2 Lesson plans should contain information related to:

- Session aims and objectives
- Timings for sessions
- Teacher and learner activity
- Formative assessment opportunities
- Resources.

## 7.2 Learning materials

7.2.1 There are a range of suitable manuals for this qualification including the LEARNING CREATORS manuals.

7.2.2 Centres may also choose to develop their own support materials.

## 7.3 Training venue

7.3.1 The training venue 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, absence of distracting noise.

## ASSESSMENT GUIDANCE

8.1 This qualification is assessed by two multiple choice question papers, practical observations and verbal questioning.

8.2 This qualification is assessed by a 15 question and a 30 question multiple choice paper.

8.3 Successful learners must achieve a score of at least 10 out of 15 and 20 out of 30.

8.4 The duration of the assessment is 30 minutes and 60 minutes consecutively.

8.5 Successful candidates must competently complete the practical elements and demonstrate good knowledge in the verbal questioning assessments.

8.6 Assessors should use the practical assessment record to record the outcome of practical assessments and verbal questions.

8.7 Finally assessors should clearly record the overall outcome of the assessment on the cohort register.

8.8 Assessment records should be retained by the centre of verification purposes.

## 9 ORDERING ASSESSMENT MATERIALS

9.1 Assessment materials are available to download from the centre support portal.

## 10 LEARNER REGISTRATIONS

10.1 Centres should register learners as soon as possible on the MYQNUK portal.

10.2 As this exam is marked by the centre, the exams officers should fully complete the learner registration form.

**11 I.D REQUIREMENTS**

- 11.1 Learners should be informed prior to attending the assessment that they will need to confirm their identity. This will be done on registration.
- 11.2 Where possible learners should show photographic I.D. A full list of acceptable forms of I.D is available in the centre support pages of our website.

**12 RESULTS**

- 12.1 Certificates will be dispatched within 7 days of receipt of the learner registration form.
- 12.2 Where assessment materials are to be sampled, certificates may be delayed.

**13 REASONABLE ADJUSTMENTS**

- 13.1 Where required; reasonable adjustments should be implemented in accordance with our reasonable adjustments policy. Reasonable adjustments should not override the assessment criteria and the objective of the qualification.

**14 SPECIAL CONSIDERATIONS**

- 14.1 Special considerations should be undertaken in accordance with our special considerations section of the centre procedures manual.

**15 APPEALS**

- 15.1 Where possible, learners should make appeals using the Approved Centres appeals process. Where this has been exhausted or if this is impossible the QNUK Appeals process shall be used.
- 15.2 The QNUK appeals process can be found on our website at: [www.Qualifications-Network.co.uk](http://www.Qualifications-Network.co.uk).

**16 TUTOR/AESSOR REQUIREMENTS**

- 16.1 Nominated tutors are required to hold suitable qualifications as required by Skills for Health.
- 16.2 Suitable qualifications include a minimum of a Level 3 First aid at Work qualification and a recognised teaching qualification.



**16.3 Suitable subject knowledge**

**16.3.1** Suitable subject knowledge can be demonstrated can be demonstrated by having one of the following:

- 16.3.2**
- Holding a current First Aid at Work Certificate (issued by an Ofqual/SQA/Welsh Government recognised Awarding Organisation/Body, a HSE approved training provider or recognised equivalent\*) or
  - Holding 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 Aid at Work certificate equivalents must be submitted to QNUK for approval.

**16.4 Suitable teaching/assessing qualifications**

**16.4.1** Those involved in the delivery of this qualification should have suitable teaching qualifications as outlined below.

**16.4.2** Trainers should also be able to provide an acceptable log of teaching first aid within the last 3 years, this should consist of 6 sessions of 6 hours or 36 hours total or provide an acceptable record of competently teaching theoretical and practical first aid sessions under the supervision of a suitably qualified trainer/assessor. New trainers should be assessed delivering over 6 hours and experienced trainers over 4.

Those assessing the qualification, including those delivering the qualification, should ensure they have a suitable assessing qualification, as outlined below.

**16.4.3** Assessors should also provide an acceptable log of first aid assessments conducted within the last 3 years, this should consist of the assessment of 6 first aid courses, or provide an acceptable record of competently assessing theoretical and practical first aid qualifications under the supervision of a suitably qualified assessor.

**16.4.4**

Qualification	Train <sup>1</sup>	Assess <sup>2</sup>
Cert Ed/PGCE/B Ed/M Ed	√	√
CTLLS/DTLLS	√	√
PTLLs with unit "Principles and Practice of Assessment" (12 Credits)	√	√
Further and adult Education Teacher's Certificate	√	√
IHCD Instructional Methods	√	√
IHCD Instructor Certificate	√	√
S/NVQ level 3 in training and development	√	√
S/NVQ level 4 in training and development	√	√
TQFE (Teaching Qualification for Further Education)	√	√
English National Board 998	√	√
Nursing mentorship qualifications	√	√
NOCN Tutor Assessor Award	√	√
Level 3 Award in Education and Training (QCF)	√	√

Level 4 Certificate in Education and Training (QCF)	√	√
Level 5 Diploma in Education and Training (QCF)	√	√
PTLLS (6 Credits)	√	
Accredited qualifications based on the learning and development NOS 7 facilitate Individual Learning and Development	√	
Training Group A22, B22, C21, C23, C24	√	
SQA Accredited Planning and Delivering Learning Sessions to Groups	√	
A1 (D32/33) – Assess candidates' performance using a range of methods		√
A2 (D32) – Assess candidates' performance through observation		√
Regulated qualifications based on the Learning and Development NOS 9 Assess Learner Achievement		√
SQA Accredited Learning and Development Unit 9DI – Assess workplace competence using direct and indirect methods – Replacing Units A1 and D32/33		√
SQA Accredited Learning and Development Unit 9D – Assess workplace competence using direct methods – Replacing Units A2 and D32		√
SQA Carryout the assessment Process		√
Level 3 Award in Assessing Competence in the work environment (QCF)		√
Level 3 Award in Assessing Vocationally Related Achievement (QCF)		√
Level 3 Award in Understanding the Principles and Practices of Assessment (QCF)		√
Level 3 Certificate in Assessing Vocational Achievement (QCF)		√
First aid at work trainer course <sup>3</sup>	√ <sup>3</sup>	
First aid at Work assessor course <sup>4</sup>		√ <sup>4</sup>

- 16.4.5**
1. Trainers who do not have a formal teaching/training qualification but have considerable evidence of successfully delivering first aid training within the last 3 years may be considered. A regulated teaching /training qualification will however be required from 01/10/15
  2. Assessors who do not hold formal assessing qualifications may alternatively attend a First aid assessor CPD workshop with an Awarding Organisation
  3. As this is not regulated, trainers will need to achieve a regulated teaching/training qualification by 01/10/15
  4. As this is not regulated, trainers will need to achieve a regulated assessing qualification by 01/10/15 or attend a first aid assessor CPD event.

**16.5 Continuing Professional Development (CPD)**

- 16.5.1** Nominated tutors are also expected to maintain a record of their work experience and CPD undertaken in order to demonstrate the relevancy and currency of their knowledge.

**17 INTERNAL VERIFICATION**

- 17.1** Centres should ensure that trainers are verified in accordance with their documented risk rating.
- 17.2** Internal verification should be undertaken in accordance with our centre guidance.
- 17.3** Internal quality assurors should have suitable subject knowledge as outlined in 16.3.2.
- 17.4** Internal quality assurors should also have attended a First aid IQA CPD workshop or hold one of the following qualifications.

- 17.5**
- SQA Accredited Learning and Development Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment.
  - Regulated qualifications based on the Learning and Development NOS 11 Internally Monitor and Maintain the Quality of assessment.
  - Level 4 Award in Internal Quality Assurance of Assessment Process and Practice (QCF)
  - Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Process and Practice (QCF)
  - V1 or D34
  - SQA Internally Verify the Assessment Process.

## **18** PROGRESSION

- 18.1** Learners may wish to progress into other first aid related qualifications including:
- QNUK Level 2 Award in Basic Life Support and Safe Use of an Automated External Defibrillator (QCF)
  - QNUK Level 3 Award in First aid at Work (QCF)
  - QNUK Level 3 Award in Education and training (QCF)