

[www.highfieldabc.com](http://www.highfieldabc.com)



# Qualification Specification

## HABC Level 3 Award in First Aid at Work (QCF)

Qualification Number: 600/7373/1

Highfield House  
Heavens Walk  
Lakeside  
Doncaster  
South Yorkshire  
DN4 5HZ  
United Kingdom

Tel +44 08452260350  
Tel +44 01302363277  
Fax +44 08452260360

[Info@highfieldabc.com](mailto:Info@highfieldabc.com)  
[www.highfieldabc.com](http://www.highfieldabc.com)

Version 6 April 2015

## Contents

Introduction	3
Qualification Details	3
Key Facts	3
Qualification Overview And Objective	3
Entry Requirements	3
Qualification Structure	4
Delivery/Assessment Ratios	4
Guidance on Delivery	4
Guidance on Assessment	4
Guidance on Requalification	5
Guidance on Quality Assurance	5
Centre Requirements	6
Geographical Coverage	6
Tutor Requirements	6
Assessor Requirements	7
Internal Quality Assurance (IQA) Requirements	7
Counter Signing Strategy	8
Reasonable Adjustments and Special Considerations	8
ID Requirements	8
Progression	9
Useful Websites	9
Recommended Training Materials	9
Appendix 1: Rules of Combination	10
Appendix 2: All Units	11
Appendix 3: Sample Assessment Material	15
Appendix 4: Acceptable Training/Assessing Qualifications	16
Appendix 5: Acceptable Internal Quality Assurance Qualifications	18

## HABC Level 3 Award in First Aid at Work (QCF)

### Introduction

This qualification specification is designed to outline all you need to know in order to offer this qualification at your centre. If you have any further questions, please contact your HABC Account Manager.

---

### Qualification Details

The HABC Level 3 Award in First Aid at Work (QCF) has been accredited by the regulators of England and Wales (Ofqual and the Welsh Government) and is part of the Qualifications and Credit Framework (QCF).

It is supported by Skills for Health; the Sector Skills Council for Health.

---

### Key Facts

<b>Qualification Number:</b>	600/7373/1
<b>Learning Aim Reference:</b>	60073731
<b>Credit Value:</b>	3
<b>Assessment Method:</b>	Practical demonstration and oral questioning
<b>Guided Learning Hours (GLH):</b>	24

---

### Qualification Overview and Objective

This qualification is designed for those learners wishing to gain a nationally recognised qualification in First Aid.

The qualification is designed for those learners already working or preparing to work in industry and that have been identified within the company's risk assessment of First Aid. The recommended duration of the course for this qualification is 3 days; however the course duration may be increased to meet additional learning needs if required, but not reduced.

Topics covered include: the roles and responsibilities of the First Aider; assessing an incident, recognising signs and symptoms of injury and illness, assisting a casualty who is suffering from major injury and illness, chest injuries, spinal injuries and anaphylaxis. The qualification is assessed via on-going oral questioning and practical demonstration.

The qualification provides learners with the knowledge, understanding and skills in First Aid.

---

### Entry Requirements

In order to register on to this qualification, learners are required to meet the following entry requirements:

- 16 years of age or above
-

- It is advised that learners have a minimum of Level 1 in English and Maths.
- 

### Qualification Structure

In order to achieve the qualification, learners must achieve:

- all units within the mandatory group totalling 3 credits.
- Emergency First Aid in the Workplace [A/504/4517]
- Recognition and Management of Illness and Injury in the Workplace [F/504/4518]

Full details relating to the Rules of Combination for this qualification can be found in Appendix 1 of this specification. All units are contained in Appendix 2.

---

### Delivery/Assessment Ratios

In order to effectively deliver and assess this qualification, centres are recommended not to exceed the ratio of 1 qualified tutor/assessor to 12 learners in any one instance. If centres wish to increase this ratio, they must first request approval from HABC.

---

### Guidance on Delivery

This qualification has a minimum guided learning hour's value of 24 hours. The Health & Safety Executive (HSE), in addition to this guidance, have stipulated that the minimum contact hours for this qualification, excluding breaks, should be for a minimum period of 18 hours over 3 days and for requalification 12 hours over 2 days. The Skills for Health 'Assessment Principles for First Aid Qualifications' also state that this qualification can also be delivered over a maximum of a 10 week period, with the minimum duration of each training session being 2 hours.

---

### Guidance on Assessment

HABC has worked with subject matter experts in first aid to develop robust and streamlined assessment paperwork (available from the HABC Members Download Area) which includes:

#### 1] Practical observation

The practical assessment of learners for the qualification is completed throughout the course delivery. This ongoing assessment will involve learners demonstrating practical first aid skills across a number of areas. The recording of assessment will be via the HABC QCF FAW Assessment Pack – Practical.

**Important note for training delivered in Northern Ireland: HSENI have a requirement that the practical assessment must be completed by an independent assessor at the end of the course.**

#### 2] Written/Oral questioning

Learners are required to answer a series of questions ensuring their understanding of the theory content is sufficient to meet the required standard. Oral questioning can be used to extract further information for these questions during the practical assessments, with the tutor documenting the responses, or when needing to supplement learners' written responses, according to individual learners' needs. The recording of assessment will be via the HABC QCF FAW Assessment Pack – Theory.

---

### 3] Accident Report Form

Learners are required to show evidence that they are able to complete an accident report form. The recording of assessment will be via the HABC Accident Report Form.

A full explanation of their usage is provided in the Tutor, Assessor and Internal Quality Assurance Pack, available to download from the HABC Member's Area. Whilst it is not mandatory to use any of the aforementioned HABC assessment paperwork, centres wishing to use an alternative must seek prior approval from the HABC External Quality Support (EQS) Team.

In line with guidance provided by the HSE, the qualification supports/approves work place emergency first aiders for a period of 3 years, after which point learners will need to retake the course. In addition to this it is also recommended that learners refresh their knowledge annually.

---

### Requalification Guidance

The qualification provides learners with a valid first aid at work certificate that support the requirements from the HSE: approved first aider for a period of 3 years, after this period learners are required to retrain. The recommended duration of the retraining course is 12 hours over **2 days**; however the course duration may be increased to meet additional learning needs if required, but not reduced. The Skills for Health 'Assessment Principles for First Aid Qualifications' also state that this qualification can also be delivered over a maximum of a 6 week period, with the minimum duration of each training session being 2 hours.

Learners will still need to be assessed against all learning outcomes and assessment criteria in both units. In order for learners to remain qualified they must also retake their qualification whilst their certificate remains in date. NB. Learners have a one month period of grace, post certificate expiry, to be able to access the shorter course; however it is important to note that during this period, learners are not qualified to provide First Aid.

The centre must keep a copy of the original First Aid certificate that the learner is wishing to update, together with all assessment paperwork and Internal Quality Assurance paperwork involved in that requalification process.

---

### Guidance on Quality Assurance

HABC require Centres to have in place a robust mechanism for internal quality assurance. Internal quality assurance must be completed by an appropriately qualified person and that person must not have been involved in any aspect of the delivery or assessment of the course they are quality assuring.

Internal quality assurance should monitor both the delivery and assessment of the qualification and can involve a number of different methods of monitoring e.g. observation of course delivery/assessment, sampling of course assessment material, learner interviews etc.

Once complete, this assessment paperwork and Internal Quality Assurance paperwork must be stored by the centre for a minimum period of 3 years to allow for quality assurance checks.

HABC will support Centre's by conducting ongoing engagements to ensure and verify the effective and efficient delivery of the qualification.

## Centre Requirements

HABC require centres involved in the delivery of this qualification to have the following resources in place:

- a minimum of 1 Resuscitation manikin between a maximum of 4 learners
- safety procedures in place for manikin faces e.g. facilities to sterilise the manikin faces at the end of each course OR one disposable face shield per learner OR manikin face wipes to be used after each learner's demonstration
- replacement airways and lungs for each resuscitation manikin to be changed at the end of each course
- a minimum of 1 disposable training dressing per learner
- a minimum of 1 pair of disposable gloves (not latex) per learner
- a minimum of 1 first aid kit
- training rooms that have carpeted floors or mats/blankets provided, for use during practical sessions
- adequate training and assessment facilities to accommodate maximum number of learners on course
- a training room which is safe, that has adequate ventilation, lighting sufficient for learners to read easily, and temperature suitable to maintain a 'shirt sleeve' environment. It is also required that training rooms are able to cater for people with special needs (where appropriate).

---

## Geographical Coverage

This qualification is suitable for learners in England, Wales or Northern Ireland.

---

## Tutor Requirements

HABC require nominated tutors for this qualification to meet the following two requirements:

HABC require those involved in the training of the qualification to meet the following two criteria:

1. Occupational knowledge and competence in **first aid\*** - evidenced by holding a first aid at work/medical qualification as detailed below:
  - Holding a current **First Aid at Work Certificate** (issued by an Ofqual/SQA/Welsh Government recognised Awarding Organisation, 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).
2. Knowledge and competency in **teaching/training** first aid - evidenced by holding an acceptable teaching/training qualification as detailed in **Appendix 4**.

*\*recognised First Aid at Work certificate equivalents that are not listed above, must be submitted to HABC with a comprehensive mapping. Please speak to your HABC Account Manager for further information.*



**Note:** In addition to the above, assessors are required to keep a log of courses that they have been involved with and any continuous professional development they have undertaken.

---

### Assessor Requirements

HABC require those involved in the assessing of the qualification to meet the following two criteria:

1. Occupational knowledge and competence in **first aid\*** - evidenced by holding a first aid at work/medical qualification as detailed below:
  - Holding a current **First Aid at Work Certificate** (issued by an Ofqual/SQA/Welsh Government recognised Awarding Organisation, 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).
2. Knowledge and competency in **assessing** first aid - evidenced by holding an acceptable assessing qualification or CPD Training as detailed in **Appendix 4**.

*\*recognised First Aid at Work certificate equivalents that are not listed above, must be submitted to HABC with a comprehensive mapping. Please speak to your HABC Account Manager for further information.*

**Note:** In addition to the above, assessors are required to keep a log of courses that they have been involved with and any continuous professional development they have undertaken.

---

### Internal Quality Assurance (IQA) Requirements

HABC require those involved in the assessing of the qualification to meet the following two criteria:

1. Occupational knowledge and competence in **first aid\*** - evidenced by holding a first aid at work/medical qualification as detailed below:
  - Holding a current **First Aid at Work Certificate** (issued by an Ofqual/SQA/Welsh Government recognised Awarding Organisation, 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).
2. Knowledge and competency in **internal quality assurance** – evidenced by holding a qualification or CPD training as detailed in **Appendix 5**.

*\*recognised First Aid at Work certificate equivalents that are not listed above, must be submitted to*

---

HABC with a comprehensive mapping. Please speak to your HABC Account Manager for further information.

**Note:** In addition to the above 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.

---

### Counter Signing Strategy

Whilst it is a minimum requirement for Centre's to have the appropriately qualified workforce in place, it is understood that Centres will have new personal that are working toward those requirements. During the period, Centres are required to have a robust countersigning strategy in place that supports and validates unqualified assessment/quality assurance decision, until the point where they meet the requirements as detailed above.

---

### Reasonable Adjustments and Special Considerations

HABC have measures in place for learners who require additional support. Please refer to the HABC Reasonable Adjustments Policy for further information/guidance.

---

### ID Requirements

It is the responsibility of the Centre to have systems in place to ensure that the person taking an examination is indeed the person they are claiming to be. All Centres are therefore required to ensure that each learner's identification is checked before they are allowed to sit the examination and write the type of identification provided by each learner on the Learner List under "Identification Provided". HABC recommend the following as proof of a Learners Identity:

- valid passport (any nationality);
- signed UK photo card driving licence;
- valid warrant card issued by HM Forces, Police;
- other photographic ID card, e.g. valid warrant card issued by HM Forces, Police, employee ID card, student ID card, travel card.

In the event that a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identity containing a signature, for example a credit card or a third-party representative, such as a Line Manager, Human Resources Manager or invigilator, will be accepted.

For more information on learner ID requirements, please refer to the HABC Core Manual.



### Progression

Upon successful completion of this qualification, learners may wish to continue their development via the completion of any of the following signposted qualifications/training:

- HABC Level 3 Award in First Aid Response
  - HABC Level 3 Award in Paediatric First Aid (QCF)
  - HABC Level 2 Award in Cardiopulmonary Resuscitation and Automated External Defibrillation (QCF)
- 

### Useful Websites

- Health and Safety Executive [www.hse.gov.uk](http://www.hse.gov.uk)
  - Skills for Health [www.skillsforhealth.org.uk](http://www.skillsforhealth.org.uk)
  - The Resuscitation Council (UK) [www.resus.org.uk](http://www.resus.org.uk)
  - Office of Qualifications and Examinations Regulation [www.ofqual.gov.uk](http://www.ofqual.gov.uk)
- 

### Recommended Training Materials

The following resources have been reviewed by HABC and are recommended training materials for users of this qualification:

- Morley, J. & Sprenger, C. (2013) First Aid at Work Handbook. Highfield.co.uk.Ltd
  - Morley, J. & Sprenger, C. (2013) Interactive First Aid at Work Training Package. Highfield.co.uk.Ltd
-

## Appendix 1: Rules of Combination

In order to complete the HABC Level 3 Award in First Aid at Work (QCF), learners must achieve a minimum of **3 credits** overall:

- **all units** in the mandatory group totaling **3 credits**

### Mandatory Group

Learners must achieve **all units** in this group.

Unit reference	Unit Title	Level	Credit
A/504/4517	Emergency First Aid in the Workplace	2	1
F/504/4518	Recognition and Management of Illness and Injury in the Workplace	3	2

## Appendix 2: All Units

### Unit 1: Emergency First Aid in the Workplace

QCF Level: 2

GLH: 8

QCF Credit: 1

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
<b>1. understand the role and responsibilities of a first aider</b>	1.1 identify the role and responsibilities of a first aider 1.2 describe how to minimise the risk of infection to self and others 1.3 identify the need of establishing consent to provide first aid 1.4 complete an accident report form 1.5 identify the first aid equipment that should be available in a workplace 1.6 describe the safe use of first aid equipment
<b>2. be able to assess an incident</b>	2.1 conduct a scene survey 2.2 conduct a primary survey of a casualty 2.3 give examples of when to call for help
<b>3. be able to manage an unresponsive casualty who is breathing normally</b>	3.1 assess a casualty's level of consciousness 3.2 open a casualty's airway and check breathing 3.3 explain why it is important to place an unconscious casualty into the recovery position 3.4 place an unresponsive casualty in the recovery position 3.5 manage a casualty who is in seizure
<b>4. be able to manage an unresponsive casualty who is not breathing normally</b>	4.1 recognise the need to commence Cardio Pulmonary Resuscitation 4.2 demonstrate Cardio Pulmonary Resuscitation using a manikin
<b>5. be able to recognise and assist a casualty who is choking</b>	5.1 describe how to identify a casualty with a <ul style="list-style-type: none"> <li>• partially blocked airway</li> <li>• completely blocked airway</li> </ul> 5.2 administer first aid to a casualty who is choking

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
<b>6. be able to manage a casualty with external bleeding</b>	6.1 identify the types of external bleeding 6.2 control external bleeding
<b>7. be able to manage a casualty who is in shock</b>	7.1 recognise shock 7.2 administer first aid to a casualty who is in shock
<b>8. be able to manage a casualty with a minor injury</b>	8.1 administer first aid to a casualty with small cuts, grazes and bruises 8.2 administer first aid to a casualty with minor burns and scalds 8.3 administer first aid to a casualty with small splinters

#### Additional Assessment Guidance/Requirements

This section of the specification provides further details on any additional assessment guidance/requirement in order to consistently provide valid, reliable, comparable assessments.

The assessment of this unit must include both practical demonstration/assignment and oral examination with the practical being assessed by simulation.

**Unit 2: Recognition and Management of Illness and Injury in the Workplace**

QCF Level: 3  
 GLH: 16  
 QCF Credit: 2

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
<b>1. be able to conduct a secondary survey.</b>	1.1 identify the information to be collected when gathering a casualty history 1.2 conduct a head to toe survey and others
<b>2. be able to administer first aid to a casualty with injuries to bones, muscles and joints.</b>	2.1 recognise suspected; <ul style="list-style-type: none"> <li>• fractures</li> <li>• dislocations</li> <li>• sprains and strains</li> </ul> 2.2 administer first aid for; <ul style="list-style-type: none"> <li>• fractures</li> <li>• dislocations</li> <li>• sprains and strains</li> </ul>
<b>3. be able to administer first aid to a casualty with suspected head and spinal injuries.</b>	3.1 recognise suspected; <ul style="list-style-type: none"> <li>• concussion</li> <li>• skull fracture</li> <li>• cerebral compression</li> <li>• spinal injury</li> </ul> 3.2 administer first aid for suspected <ul style="list-style-type: none"> <li>• concussion</li> <li>• skull fracture</li> <li>• cerebral compression</li> <li>• spinal injury</li> </ul>
<b>4. be able to administer first aid to a casualty with suspected chest injuries.</b>	4.1 recognise the different types of chest injury 4.2 administer first aid for a chest injury
<b>5. be able to administer first aid to a casualty with burns and scalds.</b>	5.1 recognise the factors that affect the severity of burns and scalds. 5.2 administer first aid for burns involving; <ul style="list-style-type: none"> <li>• dry heat</li> <li>• wet heat</li> <li>• electricity</li> <li>• chemicals</li> </ul>
<b>6. be able to administer first aid to a casualty with an eye injury.</b>	6.1 give examples of common eye injuries 6.2 administer first aid for eye injuries involving;

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
	<ul style="list-style-type: none"> <li>dust</li> <li>chemicals</li> <li>embedded objects</li> </ul>
<b>7. be able to administer first aid to a casualty with sudden poisoning</b>	7.1 identify the routes that poisons can take to enter the body 7.2 administer immediate first aid to a casualty affected by sudden poisoning 7.3 identify sources of information for treating those affected by sudden poisoning
<b>8. be able to administer first aid to a casualty with anaphylaxis.</b>	8.1 identify common triggers for anaphylaxis 8.2 recognise anaphylaxis 8.3 administer immediate first aid for a casualty suffering from anaphylaxis
<b>9. be able to provide first aid to a casualty with suspected major illness.</b>	9.1 recognise major illnesses including; <ul style="list-style-type: none"> <li>heart attack</li> <li>stroke</li> <li>epilepsy</li> <li>asthma</li> <li>diabetes</li> </ul> 9.2 administer first aid to a casualty suffering from major illnesses including; <ul style="list-style-type: none"> <li>heart attack</li> <li>stroke</li> <li>epilepsy</li> <li>asthma</li> <li>diabetes</li> </ul>

#### Additional Assessment Guidance/Requirements

This section of the specification provides further details on any additional assessment guidance/requirement in order to consistently provide valid, reliable, comparable assessments.

The assessment of this unit must include both practical demonstration/assignment and oral examination with the practical being assessed by simulation.





## Appendix 4: Acceptable Training/Assessing Qualifications

The following list provides details of qualification required to undertake the separate roles of trainer and assessor:

Qualification	Train *	Assess **
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 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 competences 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 Carry out 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 ***	✓ ***	
First Aid at Work Assessor course ****		✓ ****

\*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 **1<sup>st</sup> October 2015**.

\*\*Assessors who do not hold a formal assessing qualification may alternatively attend *First Aid Assessor CPD Training* with a recognised Awarding Organisation.

\*\*\*As this is not a regulated qualification, trainers will be required to achieve a formal (regulated) teaching/training qualification by **1<sup>st</sup> October 2015**.

\*\*\*\*As this is not a regulated qualification, assessors will be required to achieve a formal (regulated) assessing qualification **or** attend *First Aid Assessor CPD Training* with an Awarding Organisation by **1<sup>st</sup> October 2015**.

## Appendix 5: Acceptable Internal Quality Assurance Qualifications

This list is not exhaustive but provides a guide to acceptable IQA qualifications:

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

\* IQAs who do not hold a formal IQA qualification may alternatively attend Internal Quality Assurance CPD Training with a recognised Awarding Organisation.

Note: It is understood that not all IQAs will hold formal IQA qualifications or have attended CPD Training initially, though one of the above should have been achieved by 1st October 2015. During this time Awarding Organisations and Centres must ensure that IQAs are following the principles set out in the current Learning and Development NOS 11 Internally monitor and maintain the quality of assessment.