



First Aid at Work Annual Refresher (QAR)

Qualification Specification

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Qualsafe Awards

As the UK's largest Awarding Organisation (AO) for first aid, Qualsafe Awards (QA) is the most widely recognisable and trusted name that employers look for when selecting their training provider.

Qualsafe Awards is recognised and regulated by the Office of Qualifications and Examinations Regulation (Ofqual), Qualifications Wales and the Northern Ireland Council for the Curriculum, Examinations and Assessment (CCEA). This means we can offer regulated and unregulated qualifications and provide Centres with an extensive range of qualification suites including First Aid, Prehospital Care, Health and Safety, Food Safety, Fire Safety and Manual Handling.

With a specialist team of first aid and safety professionals on hand to support our Centres, including A&E Consultants, doctors, paramedics, nurses, physiotherapists and experts in the Health and Safety sector, you can be confident that you are truly working with the industry experts.

Qualification overview

This unregulated qualification forms part of the QA First Aid suite of qualifications. The qualification and learning outcomes are based on the recommendations of:

- Resuscitation Council (UK)
- Skills for Health Assessment Principles for First Aid Qualifications

This QA qualification is based on the Health and Safety Executive (HSE) training standard for delivery of First Aid at Work (FAW) courses for the purposes of the Health and Safety (First Aid) Regulations 1981.

This qualification outlines a range of knowledge and practical skills for providing first aid. Learners will practise assessing and managing an incident and demonstrate how to treat a variety of conditions from life threatening illnesses to minor injuries.

This qualification specification provides information for Centres about the delivery of the First Aid at Work Annual Refresher (QAR) and includes the unit information, assessment methods and quality assurance arrangements.

Objective

The objective of the qualification is to benefit Learners by enabling them to refresh the knowledge and practical competencies needed to deal with a range of first aid situations and/or take on the role of first aider in the workplace. It is designed to refresh their skills and knowledge and avoid skill fade as recommended by the HSE.

Purpose

The purpose of this qualification is to refresh the first aid skills and knowledge of qualified first aiders.

Intended audience

This qualification is predominantly for qualified first aiders who have a specific interest or a responsibility at work, or in voluntary and community activities, to be able to provide basic first aid to people they are caring for when dealing with an emergency.

Structure

This qualification contains 1 mandatory unit. Full details of this unit are in *Appendix 1*. Learners must complete all assessments to achieve this qualification.

Entry requirements

Learners must be at least 14 years old to register for this qualification.

There are no other formal entry requirements but to benefit from the learning we advise that Learners have a minimum of Level 1 in literacy or numeracy or equivalent.

Other course requirements

Due to the practical nature of this course, Learners should wear appropriate clothing and footwear, e.g. trousers and flat footwear.

Requalification requirements

This qualification is valid for 1 year in line with the sequence of training recommendations from the Health and Safety (First Aid) regulations 1981 (illustrated in Fig. 1).

Training should be delivered in no less than 3 hours.

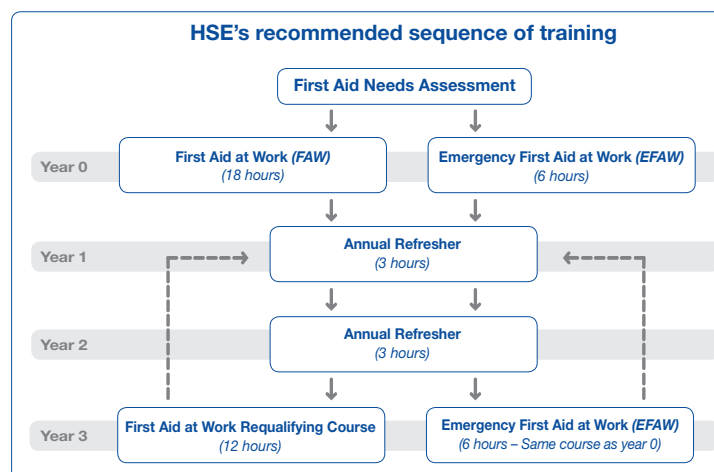


Fig. 1

Qualification approval requirements

Quallsafe Awards requires the Centre:

- To have appropriate policies, systems and procedures in place
- To appoint suitable individuals from their personnel team to train, assess and quality assure their QA qualifications
- To have suitable and adequate venues, equipment and learning resources

In order to secure and maintain approval from QA, Centres need a minimum staffing requirement for each qualification suite they deliver, which for this qualification is:

One Trainer/Assessor	Responsible for the delivery and assessment of qualifications
One Internal Quality Assurer	Responsible for quality assuring the delivery, assessment and awarding of this qualification

Quallsafe Awards requires the Centre staff to read and understand QA's key policies and procedures, and to abide by their contents.

Trainers

Trainers delivering this qualification must have knowledge and competency in first aid as well as knowledge and competency to teach/train based on qualifications and experience.

An acceptable portfolio must show:

- i. Occupational knowledge and competence in first aid – evidenced by holding a current first aid at work/ medical qualification as shown in *Appendix 2*
- ii. Knowledge and competency in teaching/training first aid – evidenced by holding an acceptable teaching/ training qualification as shown in *Appendix 3* and providing either:
 - An acceptable log of teaching first aid within the last 3 years or
 - An acceptable record of competently teaching theoretical and practical first aid sessions under the supervision of a suitably qualified Trainer/Assessor

Assessors

Those assessing this qualification must have knowledge and competency in first aid as well as knowledge and competency to assess based on qualifications and experience.

An acceptable portfolio must show:

- i. Occupational knowledge and competence in first aid – evidenced by holding a current first aid at work/ medical qualification as shown in *Appendix 2*
- ii. Knowledge and competency in assessing first aid – evidenced by holding an acceptable assessing qualification/continuing professional development (CPD) training as shown in *Appendix 3* and providing either:
 - An acceptable log of first aid assessments conducted within the last 3 years or
 - An acceptable record of competently assessing theoretical and practical first aid qualifications under the supervision of a suitably qualified Assessor

Note: A suitably qualified person could be both Trainer and Assessor.

Internal Quality Assurers

Internal Quality Assurers (IQAs) of this qualification must have knowledge and competency in first aid as well as knowledge and competency in internal quality assurance.

An acceptable portfolio must show:

- i. Occupational knowledge and competence in first aid – evidenced by holding a current first aid at work/ medical qualification as shown in *Appendix 2*
- ii. Knowledge and competency in internal quality assurance – evidenced by holding a qualification/completing CPD training as shown in *Appendix 4*

They must also:

- Know the requirements of the qualification they are quality assuring at the time of the assessment
- Know and understand the IQA role
- Visit and observe assessments
- Carry out other related internal quality assurance
- Make sure internal quality assurance is recorded on the Customer Portal

Full details of the Centre’s requirements for internal quality assurance are in the *QA Centre Quality Assurance Guidance*.

Note: IQAs cannot quality assure a course for which they were the Trainer and/or Assessor.

Venue and equipment

Quality training involves using premises conducive to learning and it is a Centre’s responsibility to make sure all venues used for training and assessment purposes are suitable and adequate – whether these are hired or in-house training rooms. They must also comply with all current legislation.

In addition, it is important to use a wide range of equipment and learning resources to support delivery.

As a minimum, Centres must make sure their venues, equipment and other resources include:

Area	Requirements:
Resuscitation manikins	Provide a minimum ratio of 1 manikin to every 4 Learners. In addition, for paediatric first aid, provide 1 child manikin to every 4 Learners and 1 baby manikin to every 4 Learners.
Hygiene	Sufficient procedures to maintain hygiene when using resuscitation manikins and other training equipment.
Audio visual (AV) equipment and training aids	Sufficient AV equipment and training aids to facilitate learning using varying teaching methods.
Learning materials	Provide Learners with clear and accurate reference books/handouts covering the topics included in the qualification.
AED trainers	For qualifications including AED training, at least 1 AED trainer to every 4 Learners. If fewer AED trainers are provided, adjust learning hours/lesson plans accordingly to make sure Learners are not disadvantaged.
Bandages and dressings	Sufficient clean bandages, dressings and other items commonly found in a first aid kit to facilitate training and assessment.
Training venue	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.

Course/Centre administration

Registering Learners

Register Learners with Qualsafe Awards in accordance with the guidance in the *QA Centre Handbook*.

Certification

After a Learner has completed an assessment, unit or qualification, whether they have passed or not, Centres must enter the details and assessment results on the Customer Portal at: www.qualsafeawards.org

Centres will be given login details and guidance on using the Customer Portal when they are approved to deliver a QCF qualification.

The Learner receives 2 certificates on achieving this qualification:

- The qualification
- A list of the units in the qualification

The certificate date is the date the Learner achieves the final unit. This qualification is valid for 1 year.

Qualsafe Awards recommend Learners complete annual refreshers every year to maintain their basic skills and keep up to date with any changes to first aid procedures.

Delivery and support

Learner to Trainer ratio

To maintain the quality of training and assessment, make sure the class ratio is no more than 12 Learners to 1 Trainer. Never allow more Learners on the course than you can cater for during the assessment.

Delivery plan

Quallsafe Awards provides Centres with a complimentary course programme and detailed lesson plans, which are carefully designed to meet the objective of this qualification and the needs of Learners, making sure Learners are adequately prepared for the assessments.

Centres not using QA lesson plans, which are created and provided free on qualification approval, must submit their own delivery plan and have it approved by us **before** delivering this qualification. The delivery plan should:

- Include a course timetable, clearly showing the required subjects and criteria/learning outcomes are covered and the minimum 3 contact learning hours are met
- Be emailed to: info@quallsafeawards.org

Learning materials

Centres should provide each Learner with a suitable reference book that covers the lesson plans and learning outcomes for this qualification. We recommend:

- *First Aid Made Easy* by Nigel Barraclough

Centres can choose alternative books or other learning materials but these **must be approved** by Quallsafe Awards prior to use.

Ongoing support

Quallsafe Awards Centres should provide appropriate levels of support to Learners throughout the qualification. The purpose of the support is to:

- Assess knowledge and competence in relation to learning outcomes and the detailed assessment criteria of the unit within the qualification, see *Appendix 1*
- Give Learners feedback on their progress and how they might be able to improve

Assessment

Overview

The First Aid at Work Annual Refresher (QAR) skills and knowledge should be taught and assessed in accordance with currently accepted first aid practice in the UK.

Methods

Qualsafe Awards has devised assessment tools to make sure Learners gain the required knowledge, skills and understanding, as detailed in the learning outcomes and assessment criteria shown in the *Appendix 1*. Centres should download all assessment papers from the Customer Portal in advance of the course. For each unit there are:

- Practical assessments – observed by the Trainer throughout the course, with the results of each learning outcome recorded on the practical assessment paperwork, see *QA Guide to Assessing First Aid Qualifications*. There are 3 practical assessments for this qualification:
 - CPR
 - Unconscious casualty
 - Wounds, bleeding and shock
- Formative assessments – a range of informal assessment procedures employed by the Trainer/Assessor during the learning process to measure each Learner's knowledge, skills and understanding related to the assessment criteria

Trainers are expected to make a professional judgement as to whether that Learner has achieved all the assessment criteria. Trainers should use all assessment evidence available, including formative and practical assessments, to reach this judgement

Note: Centres should download all assessment papers from the Customer Portal in advance of the course.

Access to assessment

Qualsafe Awards is committed to equality and when designing the assessments for this qualification has made sure they are:

- As accessible as reasonably possible
- Able to permit reasonable adjustments to be made, while minimising the need for them

Note: If you have any suggestions for improvements, please let us know.

Centres should make sure all Learners have access to assessment and are given equal opportunities to demonstrate their competence.

If a reasonable adjustment or special consideration has been made, Centres must mitigate risk in line with QA policies and complete a *Reasonable Adjustment Form/Special Consideration Request Form*, available to download from the Customer Portal. For more details see *QA Access to Assessment Policy*.

Note: Upload completed *Reasonable Adjustment Form/Special Consideration Request Forms* to the Customer Portal when requesting certification.

Learners should be informed about Centre's and QA's appeals procedures and how they can access these.

Specific equality issues relevant to this qualification

It is important no Learner is turned away from a training course due to disabilities or impairments. To assess competence and gain certification however, the Learner will need to demonstrate certain practical skills. For instance, for first aid qualifications the Learner must be assessed performing practical tasks such as CPR, as per *QA Guide to Assessing First Aid Qualifications*. To pass the assessment, the Learner must demonstrate the required practical skills without assistance from a third party (unless authorised by QA following a reasonable adjustment request).

Informal record of achievement

If a Learner with disabilities cannot perform 1 or more of the practical tasks required, it may be possible for the Centre to provide a letter recording the learning outcomes that the Learner achieved. For example, a Learner may be able to demonstrate chest compression only CPR and instruct a third party how to place a casualty in the recovery position. The letter should clearly state that “this record of achievement does **not** constitute a First Aid at Work Annual Refresher (QAR)”.

Quality assurance

Centre internal quality assurance

The Centre is required to sample a reasonable amount of assessments as part of the quality assurance of the qualification. This standardisation of assessment across Learners and Trainers is to make sure there is fairness and consistency in assessment practices. The arrangements for this should be included in the Centre’s approved internal quality assurance policy.

Centres must retain all Learner documents and records for a period of 3 years and make sure these are available for review by Qualsafe Awards or our representatives, e.g. External Quality Assurers (EQAs), on request.

Qualsafe Awards external quality assurance

Qualsafe Awards operates a system of ongoing monitoring, support and feedback for approved Centres across the United Kingdom.

Centres are required to inform Qualsafe Awards (via email to: qualityassurance@qualsafeawards.org) of the first course date, prior to delivery, to enable implementation of the EQA strategy for this qualification.

A Centre’s approval status for this qualification is dependent upon 3 successful QA audits. A minimum of 1 EQA visit must be carried out within 12 months of the first course date.

Further details of the Qualsafe Awards’ external quality assurance programme are available in the *QA Centre Quality Assurance Guidance*.

Further information

Contact us

If you have any queries or comments we would be happy to help you, contact us:

Email: info@qualsafeawards.org

Tel: 0845 644 3305

Useful addresses and websites

- Qualsafe Awards, City View, 3 Wapping Road, Bradford, BD3 0ED www.qualsafeawards.org/home
- Office of Qualifications and Examinations Regulation (Ofqual): www.gov.uk/government/organisations/ofqual
- Scottish Qualifications Authority (SQA): www.sqa.org.uk
- Health & Safety Executive (HSE): www.hse.gov.uk
- Skills for Health: www.skillsforhealth.org.uk
- Resuscitation Council (UK): www.resus.org.uk

Appendix 1 – Qualification unit

The First Aid at Work Annual Refresher (QAR) has 1 unit that Learners are required to complete in order to achieve the qualification.

Title:	Annual Refresher
GLH:	3
Learning outcomes <i>The Learner will:</i>	Assessment criteria <i>The Learner can:</i>
1. Know how to assess an incident	1.1 Conduct a primary survey of a casualty
2. Manage an unresponsive casualty who is breathing normally	2.1 Demonstrate how to open a casualty's airway and check breathing 2.2 Explain the importance of the recovery position 2.3 Demonstrate how to place an unconscious casualty into the recovery position 2.4 Describe how to treat a casualty who is in seizure
3. Manage an unresponsive casualty who is not breathing normally	3.1 Identify the need to commence cardiopulmonary resuscitation (CPR) 3.2 Demonstrate how to administer effective CPR using a manikin
4. Manage a casualty who is wounded and bleeding	4.1 Identify types of external bleeding 4.2 Demonstrate the management of a casualty with external bleeding
5. Manage a casualty who is in shock	5.1 Recognise the signs and symptoms of shock 5.2 Demonstrate the management of a casualty in shock

Appendix 2

Occupational knowledge and competence in first aid

All Trainers, Assessors, IQAs and EQAs must have occupational knowledge and competence in first aid.

This may be evidenced by:

- Holding a current First Aid at Work Certificate (issued by an Ofqual/SQA/Qualifications Wales recognised Awarding Organisation/Body, a HSE approved training provider or recognised equivalent*) or
- 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 the Awarding Organisation/Body with comprehensive mapping which evidences that all assessment criteria of the FAW qualification have been achieved within the past 3 years.

Appendix 3

Acceptable training/assessing qualifications

This list is not exhaustive but provides a guide to acceptable training and/or assessing qualifications. Trainers who also assess Learners competence must hold a qualification (or separate qualifications) to enable them to perform both functions.

Qualification	Train	Assess
Cert Ed/PGCE/B Ed/M Ed	√	√
CTLTS/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)		√

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

Appendix 4

Qualifications suitable for internal quality assurance

This list is not exhaustive but provides a guide to acceptable internal quality assurance qualifications:

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 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)
V1 or D34
SQA Internally Verify the Assessment Process

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