



QA Level 2 Award in  
**Basic Life Support and  
Safe Use of an Automated  
External Defibrillator (QCF)**

**Qualification Specification**

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## Key Qualification Information

Qualification Accreditation Number (QAN):	<b>601/5378/7</b>
Operational start date:	<b>1 Feb 2015</b>
Review date:	<b>31 Dec 2017</b>
Guided learning hours (GLH):	<b>5</b>
Contact learning hours (CLH):	<b>3hrs 40mins (minimum)</b>
Credit value:	<b>1</b>
Number of units:	<b>1 mandatory unit</b>
Assessment methods:	<ul style="list-style-type: none"> <li>• Formative assessment conducted by Trainer throughout the course</li> <li>• Practical assessment – 3 completed throughout the course</li> </ul>



## Quallsafe Awards

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

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

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

This QA qualification outlines a range of knowledge and practical skills in providing basic life support (BLS) and using an automated external defibrillator (AED) safely. Learners will practise assessing and managing a casualty who needs BLS and the safe use of an AED.

This qualification specification provides information for Centres about the delivery of the QA Level 2 Award in Basic Life Support and Safe Use of an Automated External Defibrillator (QCF) 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 attain the knowledge and practical competencies needed to deal with a range of first aid situations and safely use an Automated External Defibrillator (AED).

### Purpose

The purpose of this qualification is to assist the Learner to update and continue professional development (CPD) and develop the skills and knowledge needed to provide BLS and use an AED in the workplace or other emergency situations.

### Intended audience

This qualification is for people who have a specific interest or responsibility at work, or in voluntary and community activities, in being able to provide BLS when dealing with an emergency situation which may involve using an AED.



## Structure

This qualification contains 1 mandatory unit with a total value of 1 credit. Full details of this unit are in Appendix 1.

Learners must complete all assessments in the unit successfully within the registration period to achieve the qualification. The maximum period to achieve this qualification, including any referrals is 3 weeks.

Each credit is equivalent to 10 hours learning time. Learning time consists of guided learning hours (GLH) and self-directed study. GLH are a measure of the contact time a typical Learner will require in direct training guidance to complete their programme of learning successfully, which for this qualification should be a minimum of 3 hours and 40 minutes (excluding breaks) and a maximum of 5 hours. Learners should be encouraged to do self-directed study. Self-directed study is a measure of the time a typical learner will require away from the programme of learning such as reading course/pre-course material/handouts and researching information on the internet.

## Other units

No other units can be combined to count towards the QA Level 2 Award in Basic Life Support and Safe Use of an Automated External Defibrillator (QCF) qualification.

## Relationship with other related qualifications

The QA Level 2 Award in Basic Life Support and Safe Use of an Automated External Defibrillator (QCF) can be transferred to other qualifications under Recognition of Prior Learning (RPL) towards achievement of that qualification providing it is achieved within its registration period.

## Recognition of Prior Learning

RPL is a process for recognising learning from previous training, qualifications or experience to avoid duplication of learning. It considers whether a Learner can demonstrate and prove that they meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.

RPL must be: valid, reliable, authentic, current, sufficient.

It is the Centre's responsibility to make sure they do not disadvantage a Learner or compromise the integrity of the qualification when using the RPL process. If sufficient understanding of a subject is in doubt training must take place.

RPL must be current, i.e. within 3 years. RPL should only be used as rationale for a reduction in contact/guided learning hours, the Learner must still undertake assessment of all learning outcomes and criteria of the qualification in order to gain an up-to-date qualification certificate.

Evidence of prior training submitted for RPL consideration must be authenticated by the Centre; a certificate is not valid without referenced learning outcomes or evidence from the original training provider.

## Entry requirements

Learners must be at least 16 years old on the first day of the training.

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.

### Progression

The QA Level 2 Award in Basic Life Support and Safe Use of an Automated External Defibrillator (QCF) may be used towards other qualifications at the same and higher level, plus aid career progression in a relevant profession.

### Requalification requirements

The QA Level 2 Award in Basic Life Support and Safe Use of an Automated External Defibrillator (QCF) is valid for a period of 1 year, within which time the Learner will need to re-take the qualification and assessments in order to remain qualified.

## Qualification approval requirements

Qualsafe 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:

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

Qualsafe 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/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 requirements

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:
<b>Resuscitation manikins</b>	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.
<b>Hygiene</b>	Sufficient procedures to maintain hygiene when using resuscitation manikins and other training equipment.
<b>Audio visual (AV) equipment and training aids</b>	Sufficient AV equipment and training aids to facilitate learning using varying teaching methods.
<b>Learning materials</b>	Provide Learners with clear and accurate reference books/hand outs covering the topics included in the qualification.
<b>AED trainers</b>	For qualifications that include 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.
<b>Bandages and dressings</b>	Sufficient clean bandages, dressings and other items commonly found in a first aid kit to facilitate training and assessment.
<b>Training venue</b>	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 Quasafe 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.quasafeawards.org](http://www.quasafeawards.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 the 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. The Learner needs to re-take the qualification and the assessments before the end of the 1 year to remain qualified.

## Delivery and support

### Learner to Trainer ratio

To maintain the quality of teaching and assessment, make sure the class ratio is no more than 12 Learners to 1 Trainer.

### Delivery plan

Qualsafe 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:

- Show a course timetable, showing that the required subjects and criteria/learning outcomes are covered and the minimum 3 hours 40 minutes contact learning hours are met.
- Be emailed to: info@qualsafeawards.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:

- *CPR and AED Made Easy* by Nigel Barraclough

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

### Ongoing support

Qualsafe 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 QA Level 2 Award in Basic Life Support and Safe Use of an Automated External Defibrillator (QCF) skills and knowledge should be taught and assessed in accordance with currently accepted first aid practice in the UK.

CPR and use of AED skills and knowledge should be taught and assessed in accordance with Resuscitation Council (UK) Guidelines.





## Methods

Quallsafe 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
  - Use of AED (BLS/AED)
  - Recovery position

Note: The practical assessments are shown together on a single sheet. The **uniquely** numbered sheets give each Learner a unique identifier for our computer systems.

- 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

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

## Access to assessment

Quallsafe 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 Record of Reasonable Adjustments/Special Considerations Form, available to download from the Customer Portal. For more details see *QA Access to Assessment Policy*.

Note: Upload completed Record of Reasonable Adjustments/Special Considerations 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 QA Level 2 Award in Basic Life Support and Safe Use of an Automated External Defibrillator (QCF)".

## 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 their 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](mailto: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 can be found in the *QA Centre Quality Assurance Guidance*.



QA Level 2 Award in

## Basic Life Support and Safe Use of an Automated External Defibrillator (QCF)



## Further information

### Contact us

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

Email: [info@qualsafeawards.org](mailto:info@qualsafeawards.org)

Tel: 0845 644 3305

### Useful addresses and websites

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

## Appendix 1 – Qualification unit

The QA Level 2 Award in Basic Life Support and Safe Use of an Automated External Defibrillator (QCF) has 1 unit that Learners are required to complete in order to achieve the qualification.

<b>Title:</b>	Unit 1 Basic Life Support and Using an Automated External Defibrillator
<b>Unit ref:</b>	L/506/8532
<b>GLH:</b>	5
<b>Level:</b>	2
<b>Credit value:</b>	1
<b>Learning outcomes The Learner will:</b>	<b>Assessment criteria The Learner can:</b>
<b>1. Be able to manage an unresponsive casualty who is breathing normally</b>	1.1 Assess the scene for danger 1.2 Assess a casualty's level of consciousness 1.3 Demonstrate how to open a casualty's airway and check for breathing 1.4 Demonstrate how to place an unresponsive casualty in the recovery position
<b>2. Be able to manage an unresponsive casualty who is not breathing normally</b>	2.1 Recognise the need to commence Cardiopulmonary Resuscitation (CPR) 2.2 Perform Cardiopulmonary Resuscitation using a <b>manikin</b>
<b>3. Know how to safely use an automated external defibrillator</b>	3.1 Identify safety considerations when using an automated external defibrillator ( <b>AED</b> ) 3.2 List differences in the procedure when using an automated external defibrillator on a child
<b>4. Be able to safely use an automated external defibrillator</b>	4.1 Demonstrate the correct placement of AED electrode pads on a manikin 4.2 Follow <b>AED</b> voice prompts accurately 4.3 Demonstrate how to combine the use of an automated external defibrillator with minimal interruptions in Cardiopulmonary Resuscitation using a manikin 4.4 Demonstrate the safe delivery of <b>AED</b> shock 4.5 State the procedures if the casualty shows signs of life and starts to breathe normally 4.6 Identify the information required when handing over the casualty

### Other information

#### Manikin

Must include CPR on an adult and/or child manikin, which is appropriate to the setting of the Learner

#### AED

A suitable automated external defibrillator training device that is safe for use in the training environment should be used

## Appendix 2 – Occupational knowledge and competence in first aid

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

- Acceptable evidence includes: 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 QA 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.





[www.qualsafeawards.org](http://www.qualsafeawards.org)

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