



TQUK Level 3 Award in Emergency First Aid at Work (RQF)

603/2170/2

Qualification Summary

Key Information

Level
Level 3

Sector
First Aid

Internal/External
Internal

Qualification Type
Other Vocational Qualification

Operational Start Date
01/10/2017

Recommended Minimum Age
14

Total Credits
1

Qualification Status
Available To Learners

Assessment Methods
Portfolio of Evidence

SSA
01.3 Health and social care

Overall Grading Type
Pass/Fail

Permitted Delivery Types
Blended
Classroom
Distance
Online

Guided Learning Hours
6



Introduction

Welcome to TQUK

Brand Guidelines

Qualification Specifications

Qualification Details

The Qualification

Initial Assessment

Progression

Learner Registration

Structure

Resources

Mandatory Units

Requirements

Optional Units

Trainer/Assessor

Duration

Internal Quality Assurer

Guided Learning Hours

External Quality Assurer

Directed Study

Centre Devised Assessment (CDA)

Total Qualification Time

Useful Resources

Grading and Assessment

Websites

Centre Recognition

Reading

Support from TQUK

Units in Detail

Qualification Delivery

Pre-Qualification Information

**Visit www.tquk.org
in order to stay up to
date with the latest
qualification news.**





Welcome to TQUK

TQUK is an Awarding Organisation recognised by the Office of Qualifications and Examinations Regulation (Ofqual) in England and CCEA Regulation in Northern Ireland.

TQUK offers qualifications which are regulated by Ofqual and, in some cases, by CCEA Regulation, sit on the Regulated Qualifications Framework (RQF) and are listed on the [Register of Regulated Qualifications](https://www.tquk.org/register-of-regulated-qualifications) website.

Our qualifications are designed to support and encourage learners to develop their knowledge and skills. This development may result in progression into employment or career development in the workplace. Our qualifications also allow learners to progress onto further qualifications.

Please visit our website www.tquk.org for news of our latest developments.

Qualification Specifications

Each qualification which TQUK offers is supported by a specification that includes all the information required by a centre to deliver a qualification. Information in the specification includes unit information, assessment and learning outcomes.

The aim of the Qualification Specification is to guide a centre through the process for delivering the qualification. Please read it alongside the TQUK Centre Handbook.

Details of TQUK's procedures and policies can be found on www.tquk.org. Qualification specifications can be found also be found on www.tquk.org. Please check the website regularly to ensure that you are using the most up to date version.

If you have any further questions, please contact [TQUK](https://www.tquk.org).

Brand Guidelines

TQUK is a professional organisation and use of its name and logo is restricted. TQUK's name may only be used by recognised centres to promote TQUK qualifications. Recognised centres may use the logo for promotional materials such as on corporate/business letterheads, pages of a centre's website relating to TQUK qualifications, printed brochures, leaflets or exhibition stands.

When using TQUK's logo, there **must** be no changes or amendments made to it, in terms of colour, size, border and shading. The logo **must** only be used in a way that easily identifies it as TQUK's logo. Any representation of TQUK's logo **must** be done so as a representation of the true logo.

It is the responsibility of the centre to monitor the use and marketing of TQUK's logos and qualifications on their own materials as well as on those of any re-sellers or third parties that they may use. TQUK **should** be made aware of relationships with re-sellers or third parties including any additional websites that the centre will use in addition to their own website. If this information is changed TQUK **should** be notified. TQUK is required to monitor centre's websites and materials to ensure that learners are not being misled.

If a centre is no longer a TQUK recognised centre it **must** immediately discontinue the use of TQUK's logo, name and qualifications.

Qualification Details

The Qualification

The TQUK Level 3 Award in Emergency First Aid at Work (RQF) is regulated by Ofqual.

Qualification Purpose

The purpose of the TQUK Level 3 Award in Emergency First Aid at Work (RQF) is for the learner to attain knowledge and practical competences required to deal with a range of workplace first aid situations. It provides learners with the opportunity to develop skills, knowledge and understanding to enable them to provide appropriate care and manage life threatening conditions, minor illness and injuries. Learners will have the knowledge and skills required to provide Emergency First Aid in an occupational setting in a prompt, safe and effective manner to meet the requirements of the Health and Safety Executive (HSE) First Aid Regulations. The objectives of the qualification include supporting a role in the workplace and giving learners personal growth and engagement in learning. The qualification is usually delivered as a one-day programme of training and assessment for learners in work or preparing to work to allow them be first aiders in the workplace (low risk environments).

If used for the purposes of meeting HSE requirements then this qualification is valid for three years, after which learners will need to repeat the qualification. It is recommended that learners refresh their knowledge annually.

Entry Requirements

There are no specific entry requirements however learners should have a minimum of level two in literacy and numeracy or equivalent.

The recommended minimum age for this qualification is 14 years and above.

Progression

Successful learners can progress to other first aid qualifications such as:

- Level 3 Award in First Aid at Work
- Level 3 Award in Paediatric First Aid
- Level 2 Award in Cardio Pulmonary Resuscitation and Automated External Defibrillation

Structure

Learners must achieve one credit from one mandatory unit

Mandatory Units

Unit ref.	Title	Level	GLH	Credit Value
R/616/0431	Emergency first aid in the workplace	3	6	1

Barred Units

There are no barred units.

Duration

Guided Learning Hours

These hours are made up of all contact time, guidance or supervision of a learner by a lecturer, supervisor, tutor, trainer or other appropriate provider of education or training. Guided Learning Hours for this qualification is 6.

Directed Study

Learners are expected to study and complete aspects of their assessment portfolio in their own time. This additional time is expected to be approximately one hours over the cycle of the programme.

Total Qualification Time

This is an estimate of the total length of time it is expected that a learner will typically take to achieve and demonstrate the level of attainment necessary for the award of the qualification i.e. to achieve all learning outcomes.

Total Qualification Time is comprised of GLH and an estimate of the number of hours a learner is likely to spend in preparation, study or any other learning including assessment, which takes place as directed by, but not under the supervision of a lecturer, supervisor or tutor. The credit value, where given, for a qualification is determined by TQT, as one credit corresponds to 10 hours of learning. Total Qualification Time for this qualification is 7 hours.

Grading and Assessment

The units should be delivered, assessed and quality assured in accordance with the Assessment Principles for Regulated First Aid Qualifications.

The qualification is assessed by internally set and marked assessments subject to external quality assurance.

Where indicated in the unit specifications, assessment must meet the requirements of the identified assessment strategy/principles.

The recommended assessment methods for this qualification are:-

- Practical demonstration & Assessor Observation
- Written Questions

The practical assessment of learners for the qualification must be embedded into the course delivery.

The written assessment must be included where there are natural breaks in delivery, e.g. between Learning Outcomes or units. This assessment should be done without access to the course manual.

Learners will be required to demonstrate their knowledge and understanding by answering a range of questions relating to the assessment criteria.

Materials for internal assessment must be submitted to TQUK for approval prior to use and must be mapped to the relevant unit, learning outcome and assessment criteria.

All learning outcomes must be met to achieve a Pass - there is no grading.

Centre Recognition

To offer any TQUK qualification each centre must be recognised by TQUK and meet qualification approval criteria.

Qualification approval must be confirmed prior to any assessment of learners taking place. It is essential that centres provide learners

with access to appropriate support in the form of specialist resources.

The TQUK Centre Recognition process requires a centre to have in place a number of policies and procedures to protect the learners undertaking a TQUK qualification and the integrity of TQUKs qualifications. The policies and procedures will also support an approved Centres quality systems.

Recognised centres must seek approval for each qualification they wish to offer.

The approval process requires centres to demonstrate that they have the resources, including staff, to deliver and assess the qualification.

Support from TQUK

Recognised centres will be able to access support from TQUK whenever necessary. External Quality Assurance activities will be undertaken on a regular basis. TQUK also offers recognised centres the service of a Client Relationship Officer whose role is to support centres with any administration queries or qualification support.

Qualification Delivery

Pre-Qualification Information

All learners should be given appropriate pre-course information regarding any TQUK qualifications. The information should explain about the qualification, the fee, the form of the assessment and any entry requirements or resources needed to undertake the qualification.

Initial Assessment

Centres should ensure that any learner registered on a TQUK qualification undertakes some form of initial assessment. The initial assessment should be used to inform a teacher/trainer on the level of the learners current knowledge and/or skills. Initial assessment can be undertaken by a teacher/trainer in any form suitable for the qualification to be undertaken by the learner/s. It is the centres responsibility to make available forms of initial assessment that are valid, applicable and relevant to TQUK qualifications.

Learner Registration

Once approved to offer a qualification the centre should register learners before any assessment can take place. Recognised centres must follow TQUKs procedures for registering learners. For short courses, TQUK offer the option of registering a course and booking a number of places. Learners are then added once the course has taken place, thus acknowledging situations where substitutions are made at short notice to meet business needs.

Resources

Learners will need access to the following:

- Course manual
- ICT resources if applicable
- Equipment at the venue
- Appropriate general and subject specific texts
- A suitably equipped venue and resources
- Other resources to support identified needs of learners

Resources to support the delivery of the qualification.

To ensure suitable training, the trainer must also be able to provide the following resources:

- CPR manikins at a ration of one manikin to three learners
- Training defibrillator (if applicable)
- Hard surface wipes ideal for manikins
- First aid kit
- Training dressings
- Triangular bandages
- Sterile eye pads
- Auto injector trainer
- Face shield
- Example accident report form

- Disposable gloves

This list is not final, additional resources may be added to meet the needs of the learners.

Requirements

Trainer/Assessor

Tutors/trainers who deliver a TQUK qualification must possess a teaching qualification appropriate for the level of qualification they are delivering. This can include the below:

- Further and Adult Education Teachers Certificate
- Cert Ed/PGCE/B Ed/M Ed
- PTLLS/CTLLS/DTLLS
- Level 3 Award/4 Certificate/5 Diploma in Education and Training

Assessors who assess a TQUK qualification must possess an assessing qualification appropriate for the level of qualification they are delivering. This can include:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally Related Achievement
- Level 3 Award in Understanding the Principles and Practices of Assessment
- Level 3 Certificate in Assessing Vocational Achievement
- A1 or D32/D33

or equivalent

show current evidence of continuing professional development in assessment and quality assurance

and

hold a qualification which includes the subject being taught at the same level or above and have successfully assessed learners for other qualifications. If assessing quality assurance roles, they must have experience as a qualified quality assurance practitioner of carrying out internal or external quality assurance of qualifications for a minimum of two assessors.

Details of suitable qualifications can be found in the Assessment Principles for Regulated First Aid Qualifications.

Specific requirements for assessors may be indicated in the assessment strategy/principles identified in individual unit specifications.

Internal Quality Assurer

Centre staff who undertake the role of an Internal Quality Assurer (IQA) for TQUK qualifications must possess or be working towards a relevant qualification. This could include:

- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
- V1 Conduct internal quality assurance of the assessment process
- D34 Internally verify the assessment process

It is best practice that those who quality assure qualifications also hold one of the assessing qualifications outlined above. IQAs must follow the principles set out in Learning and Development NOS 11 Internally monitor and maintain the quality of assessment.

All staff members involved with the qualification (training, assessing or IQA) will also need to be occupationally competent in the subject area being delivered. This could be evidenced by a combination of the below:

- A higher level qualification in the same subject area as the qualification approval request.
- Experience of the delivery/assessment/IQA of the qualification/s requested.
- Work experience in the subject area of the qualifications.

Staff members will also be expected to have a working knowledge of the requirements of the qualification, and a thorough knowledge and understanding of the role of tutors/assessors and internal quality assurance. They are also expected to undertake continuous professional development (CPD) to ensure they are up to date with work practices and developments in the qualifications they are involved with.

It is best practice that those who quality assure qualifications also hold one of the following assessing qualifications or their recognised equivalent:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Certificate in Assessing Vocational Achievement
- A1 Assess candidate performance using a range of methods

D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence.

Details of suitable qualifications can be found in the Assessment Principles for Regulated First Aid Qualifications.

Centre Devised Assessment

We will work with you to develop your CDA, but please be aware that in some cases this can take time and learners are not permitted to sit their assessments until this process has been completed. With this in mind we encourage centres to talk to us about their CDAs as early on in the process as possible.

Useful Resources

Websites

Health and Safety Executive www.hse.gov.uk

First Aid Awarding Organisation Forum

http://www.firstaidqualifications.org.uk/utm_content&utm_medium=email&utm_name&utm_source=govdelivery&utm_term

Office of Qualifications and Examinations Regulation www.ofqual.gov.uk

Register of Regulated Qualifications <http://register.ofqual.gov.uk>

Health and Safety Executive NI

<https://www.hseni.gov.uk/> Skills for Health

<http://www.skillsforhealth.org.uk>

The Resuscitation Council (UK) www.resus.org.uk

