



Qualification Specification

STA Level 3 Award in First Aid at Work

This qualification is regulated by Ofqual (England) and Qualifications Wales

STA Level 3 Award in First Aid at Work

Qualification Number: 603/2347/4

Credit Value: 3 Credit

Qualification Structure

This qualification consists of 2 mandatory units

| Unit Title | Code | Credit Value | Unit Level | GLH | TQT |
|---|------------|--------------|------------|-----|-----|
| Emergency First Aid in the Workplace | D/616/3428 | 1 | 3 | 6 | 7 |
| Recognition and Management of Illness and Injury in the Workplace | H/616/3429 | 2 | 3 | 12 | 15 |

GLH = Guided learning hours

TQT = Total qualification time

Qualification Delivery

Minimum contact hours for this qualification is 18 hours which included direct teaching and assessing, but excludes breaks.

The course maybe run over 3-days, but can also be delivered over a minimum of a 10-week period, with the minimum of each training session being 2 hours

The ratio for this qualification is a maximum of 12 learners to 1 Trainer / Assessor.

Introduction:

The First Aid at Work qualification forms part of the STA First Aid suite of qualifications. The qualification and learning outcomes are based on the recommendations of:

- First Aid Awarding Organisation Forum (FAAOF) Assessment Principles for First Aid Qualifications
- Resuscitation Council (UK).

The First Aid at Work qualification is designed for people who deal with emergency first aid at work enabling them to be workplace emergency first aiders under the Health and Safety (First Aid) Regulations 1981 and The Health and Safety (First-Aid) Regulations (Northern Ireland) 1982

Qualification Objective:

The aim of the First Aid at Work qualification is to enable individuals to develop the skills and knowledge required to deal with a range of first aid incidents including: basic life support, anaphylaxis, head and spinal injuries, asthma, bleeds and much more.

Target Learners

This qualification is for people who have a specific responsibility at work to deliver basic first aid to people in a range of emergency first aid situations.

Progression

The STA First Aid at Work qualification enables learners to progress onto qualifications at the same level or above. It also allows industry professionals to maintain their continuous professional development and progress their careers.

Requalification Requirements

This qualification is valid for a period of 3 years. The learner needs to retake the qualification before the certificate expiry date to remain qualified.

HSE strongly recommends that first-aiders undertake annual refresher training during any three-year FAW/EFAW certification period. Although not mandatory, this will help qualified first-aiders maintain their basic skills and keep up-to-date with any changes to first-aid procedures.

Expired First Aid at Work Certificates

If a learner's current First Aid at Work certificate has expired by more than one month at the start of the first aid at work requalification course, the following information must be provided in advance, to the learner / employer;

FAW requalification courses are only 12 hours in duration, compared to 18 hours for the initial course.

This means that the content is covered at a significantly faster pace on the understanding that learners are familiar with the topics.

Health and Safety Executive (HSE) guidance states "If the first-aider does not retrain or requalify before the expiry date on their current certificate they are no longer considered competent to act as a first-aider in the workplace."

Every effort to requalify a first aider before the certificate expires.

Employers and Learners should be aware that there is an increased risk of failing to achieve the required standard if previous certification has expired by a considerable period (HSE defines this as in excess of 1 month). If this is the case, HSE recommends "it may be prudent to complete a 3-day course".

Industry Standards

Health and Safety (First Aid) Regulations 1981 and The Health and Safety (First-Aid) Regulations (Northern Ireland) 1982
First Aid Awarding Organisation Forum Terms of Reference and Assessment Principles
Resuscitation Council Guidelines 2015

Entry Requirements

Learners must be 16 years of age or above on the first day of the course. It is advisable that learners have a minimum of level 1 in literacy or numeracy or equivalent.

Learners must be able to kneel on the floor to deliver CPR.

Special Considerations and Reasonable Adjustments Policies

STA have put measures in place for learners requiring additional support whilst undertaking STA courses.

For further information on these, please refer to the resources section on www.sta.co.uk; STA Special Considerations Policy <https://www.sta.co.uk/resources/policies/special-consideration-policy/>,

STA Reasonable Adjustments Policy <https://www.sta.co.uk/resources/policies/reasonable-adjustments-policy/>

Grading Format

Pass / Fail

Association and Awarding Organisation Policies

A full list of association and awarding organisation policies are available on our website: www.sta.co.uk/resources/policies

Assessment Methods

This qualification is tutor assessed through the completion of worksheets and practical demonstrations.

Worksheets are to be completed independently by each learner, with the tutor acting as the invigilator.

Any incorrect worksheet answer will be addressed through oral supplementary questioning. All additional questions and responses must be recorded.

Assessors will assess no more than 4 learners at any one time when performing practical demonstrations.

All practical tasks must be performed independently by the learner without prompting by the tutor

Please refer to the STA first aid assessment guidance document for the detailed assessment process.

Tutor / Assessor Requirements

All Tutors must have the skills, knowledge and experience to be able to teach and demonstrate the subject.

Each Tutor must be approved by Safety Training Awards and provide evidence of:

1. A relevant vocational first aid qualification and/or experience as shown in Appendix 1
 2. A formal tutoring and assessing qualification as shown in Appendix 2
Tutors must maintain their technical competence within the subject area and provide evidence of continuing professional development (CPD).
-

IQA Requirements

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 IQA must hold:

1. A relevant vocational first aid qualification and/or experience as shown in Appendix 1
2. Internal quality assurance qualification as shown in Appendix 3

Note: IQAs cannot quality assure a course for which they were a learner, the tutor and / or assessor.

Resource Requirements

Venue:

- Room size: Adequate space for all learners on the course to undertake theory and practical work
- Seats: One per learner
- Writing surfaces: Adequate for each learner to take notes
- Toilets: Separate facilities for male and female learners
- Ventilation: Should be adequate
- Lighting: Should be suitable for reading, combining a mixture of natural and artificial light
- Heating: Should maintain a 'shirt sleeve' environment, minimum temperature 16°C
- Access/exits: Should be safe, well lit and cater for people with special needs
- Floor coverings: Should be carpeted or mats / blankets provided for use during practical sessions
- Cleanliness: Maintain a clean, tidy and hygienic environment
- Noise: Consider whether there is noise that may distract learners from training

Minimum requirements:

- Laptop
- PowerPoint presentation
- Projector
- STA resource manual per learner
- Adult manikins - ratio 1:4
- AED training unit - ratio 1:4
- First Aid Kit

Recommended:

- Dry wipe board
- Flipchart

Resource Requirements (continued)

Recommended:

- Blankets
- Resuscitation face shield or pocket mask

Training packs (recommended):

Each registered learner to have access to the following training items during the course:

- 1 triangular bandage
- 1 medium sized sterile dressing
- 1 pair of disposable gloves
- 1 individually wrapped sterile adhesive dressing
- 1 resuscitation ventilation aid
- 1 eye pad.

Equipment Service and Maintenance

Ensure all electrical equipment is in safe working order, serviced and maintained in line with statutory requirements, such as Portable Appliance Test (PAT), Provision and Use of Work Equipment Regulations (PUWER).

Follow manufacturers guidance on regular in-service and ongoing maintenance requirements for all course equipment.

Sufficient procedures must be in place to ensure hygiene during the use of resuscitation manikins and other training equipment.

It is important to be aware of the trip hazards associated with electric cables and reduce such risks.

Unit Specification

| | | |
|--|--|--|
| Unit Title: | Emergency First Aid in the Workplace Unit | |
| Unit Aims: | Purpose of the unit is for the learner to attain knowledge and practical competences required to deal with a range of workplace first aid situations | |
| Learning Outcome - The learner will: | Assessment Criterion - The learner can: | |
| 1. Understand the role and responsibilities of a first aider | 1.1 1.2 1.3 | Identify the role and responsibilities of a first aider Identify how to minimise the risk of infection to self and others Identify the need for consent to provide first aid |
| 2. Be able to assess an incident | 2.1 2.2 2.3 | Conduct a scene survey Conduct a primary survey of a casualty Summon appropriate assistance when necessary |
| 3. Be able to provide first aid to an unresponsive casualty | 3.1 3.2 3.3 3.4 3.5 | Identify when to administer Cardio Pulmonary Resuscitation (CPR) Demonstrate CPR using a manikin Justify when to place a casualty into the recovery position Demonstrate how to place a casualty into the recovery position Identify how to administer first aid to a casualty who is experiencing a seizure |
| 4. Be able to provide first aid to a casualty who is choking | 4.1 4.2 | Identify when choking is: <ul style="list-style-type: none"> • mild • severe Demonstrate how to administer first aid to a casualty who is choking |
| 5. Be able to provide first aid to a casualty with external bleeding | 5.1 5.2 | Identify the severity of external bleeding Demonstrate how to control external bleeding |
| 6. Know how to provide first aid to a casualty who is in shock | 6.1 6.2 | Recognise a casualty who is suffering from shock Identify how to administer first aid to a casualty who is suffering from shock |
| 7. Know how to provide first aid to a casualty with minor injuries | 7.1 7.2 | Identify how to administer first aid to a casualty with: <ul style="list-style-type: none"> • small cuts • grazes • bruises • small splinters Identify how to administer first aid to a casualty with minor burns and scalds. |

Additional information

Role and Responsibilities: may include reference to: preventing cross infection; the need for recording incidents and actions; safe use of available equipment; assessing an incident; summoning assistance; prioritising treatment; dealing with post incident stress.

Others may include: Casualty receiving first aid; work colleagues; other people within the workplace environment.

Consent: Learners should be aware of the need for consent on a continual basis when providing first aid. Implied consent can be assumed when treating an unresponsive casualty.

When necessary: Learners should be able to evaluate a situation to determine when to summon further assistance and what type of assistance to request.

When to administer Cardio Pulmonary Resuscitation: must include agonal gasps.

CPR must include: 'correct placement of AED pads' and 'follows AED instructions'.

Recovery Position: a position that maintains a stable open draining airway.

Administer first aid: Provide appropriate help to a casualty, manage the situation and seek appropriate assistance when necessary.

Seizure: relates to a generalised seizure.

First aiders should be suspicious of cardiac arrest in any casualty presenting with seizure.

Shock: hypovolaemic shock (resulting from blood loss)

Simulation

Simulation is permitted in this unit. The following ACs must be assessed by practical demonstration: 2.1, 2.2, 3.2, 3.4, 4.2, 5.2.

Unit Specification

| | | |
|--|--|---|
| Unit Title: | Recognition and Management of Illness and Injury in the Workplace Unit | |
| Unit Aims: | Purpose of the unit is for the learner to attain knowledge and practical competences required to deal with a range of workplace first aid situations | |
| Learning Outcome - The learner will: | Assessment Criterion - The learner can: | |
| 1. Be able to conduct a secondary survey | 1.1 1.2 | Identify the information to be collected when gathering a casualty history Demonstrate how to conduct a head to toe survey |
| 2. Be able to provide first aid to a casualty with suspected injuries to bones, muscles and joints | 2.1 2.2 2.3 | Recognise suspected: <ul style="list-style-type: none"> Fractures and dislocations Sprains and strains Identify how to administer first aid for: <ul style="list-style-type: none"> Fractures and dislocations Sprains and strains Demonstrate how to apply: <ul style="list-style-type: none"> a support sling an elevated sling |
| 3. Be able to provide first aid to a casualty with suspected head and spinal injuries | 3.1 3.2 3.3 | Recognise a suspected: <ul style="list-style-type: none"> Head injury Spinal injury Identify how to administer first aid for a suspected head injury Demonstrate how to administer first aid for a suspected spinal injury |
| 4. Know how to provide first aid to a casualty with suspected chest injuries | 4.1 4.2 | Recognise a suspected: <ul style="list-style-type: none"> Flail chest Penetrating chest injury Identify how to administer first aid for a: <ul style="list-style-type: none"> Flail chest Penetrating chest injury |
| 5. Know how to provide first aid to a casualty with burns and scalds | 5.1 5.2 | Identify the factors that affect the severity of burns and scalds Identify how to administer first aid for burns involving: <ul style="list-style-type: none"> Dry heat Wet heat Electricity Chemicals |
| 6. Know how to provide first aid to a casualty with an eye injury | 6.1 | <ul style="list-style-type: none"> Identify how to administer first aid for eye injuries involving: <ul style="list-style-type: none"> Dust Chemicals Embedded objects |
| 7. Know how to provide first aid to a casualty with sudden poisoning | 7.1 7.2 7.3 | Identify the routes that poisons can take to enter the body Identify how to administer first aid to a casualty affected by sudden poisoning Identify sources of information for treating those affected by sudden poisoning |
| 8. Know how to provide first aid to a casualty with anaphylaxis | 8.1 8.2 8.3 | Identify common triggers for anaphylaxis Recognise suspected anaphylaxis Identify how to administer first aid for a casualty suffering from anaphylaxis |
| 9. Know how to provide first aid to a casualty with suspected major illness | 9.1 9.2 | Recognise suspected: <ul style="list-style-type: none"> Heart Attack Stroke Epileptic seizure Asthma attack Diabetic emergency Identify how to administer first aid to a casualty suffering from: <ul style="list-style-type: none"> Heart Attack Stroke Epileptic seizure Asthma attack Diabetic emergency |

Additional information

Head to toe survey: must be conducted on a casualty with a continually monitored or protected airway (e.g. a conscious casualty or a casualty placed in the recovery position).

Recognise: to include signs and/or symptoms of the condition and/or where appropriate mechanism of injury.

Administer first aid: provide appropriate help to a casualty, manage the situation and seek appropriate assistance when necessary.

Head injury: includes concussion, compression and skull fracture. The learner is not expected to differentiate between these conditions.

Asthma attack: may include assisting a casualty to use a spacer device and to take their own inhaler.

Diabetic emergency: should focus on the condition of hypoglycaemia.

Simulation

Simulation is permitted in this unit. The following ACs must be assessed by practical demonstration: 1.2, 2.3, 3.3.

Appendix 1

Occupational Knowledge and Competence in First Aid

This may be evidenced by:

- Holding a qualification issued by an Ofqual/SQA Accreditation / Qualifications Wales/CCEA Regulation recognised Awarding Organisation/Body (or equivalent¹) as follows:

| Qualification delivered: | Minimum qualification to be held by the Trainer/Assessor/IQA/EQA: ¹ |
|---|--|
| First Aid at Work or Emergency First Aid at Work | First Aid at Work |
| Paediatric First Aid or Emergency Paediatric First Aid | Paediatric First Aid or First Aid at Work |

Or

- Current registration as a Doctor with the General Medical Council (GMC)²

Or

- Current registration as a Nurse with the Nursing and Midwifery Council (NMC)²

Or

- Current registration as a Paramedic with the Health and Care Professions Council (HCPC)².

¹ If the trainer /assessor /IQA /EQA holds a non-regulated first aid qualification the awarding organisation/body should undertake due diligence to ensure current occupational knowledge and competence.

² Registered healthcare professionals must act within their scope of practice and therefore have current expertise in first aid to teach / assess the subject.

Appendix 2

Acceptable Training / Assessing Qualifications

| Qualification | Train | Assess* |
|--|-------|---------|
| CURRENT QUALIFICATIONS (available for new trainers/assessors to undertake): | | |
| Level 3 Award in Education and Training | ✓ | ✓ |
| Level 4 Certificate in Education and Training | ✓ | ✓ |
| Level 5 Diploma in Education and Training | ✓ | ✓ |
| Level 3 Award in Teaching and Assessing in First Aid Qualifications (RQF) | ✓ | ✓ |
| Cert Ed/PGCE/B Ed/M Ed | ✓ | ✓ |
| SVQ 3 Learning and Development SCQF Level 8 | ✓ | ✓ |
| SVQ 4 Learning and Development SCQF Level 9 | ✓ | ✓ |
| TQFE (Teaching Qualification for Further Education) | ✓ | ✓ |
| Planning and Delivering Learning Sessions to Groups SCQF Level 6 (SQA Unit) | ✓ | ✓ |
| SCQF Level 6 Award in Planning and Delivering Learning Sessions to Groups (SQA Accredited) | ✓ | ✓ |
| L&D Unit 6 Manage Learning and Development in Groups SCQF Level 8 (SQA Accredited) | ✓ | |
| L&D Unit 7 Facilitate Individual Learning and Development SCQF Level 8 (SQA Accredited) | ✓ | |
| L&D Unit 8 Engage and Support Learners in the Learning and Development Process SCQF Level 8 (SQA Accredited) | ✓ | |
| Carry Out the Assessment Process SCQF Level 7 (SQA Unit) | | ✓ |
| 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 | | ✓ |
| L&D Unit 9DI Assess Workplace Competence Using Direct and Indirect Methods SCQF Level 8 (SQA Accredited) | | ✓ |
| L&D Unit 9D Assess Workplace Competence Using Direct Methods SCQF Level 7 (SQA Accredited) | | ✓ |

| OTHER ACCEPTABLE QUALIFICATIONS | | | |
|--|--|---|---|
| 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 | | ✓ | ✓ |
| English National Board 998 | | ✓ | ✓ |
| Nursing mentorship qualifications | | ✓ | ✓ |
| NOCN Tutor Assessor Award | | ✓ | ✓ |
| S/NVQ level 3 in training and development | | ✓ | |
| S/NVQ level 4 in training and development | | ✓ | ✓ |
| PDA Developing Teaching Practice in Scotland's Colleges SCQF Level 9 (SQA Qualification) | | ✓ | ✓ |
| PDA Teaching Practice in Scotland's Colleges SCQF Level 9 (SQA Qualification) | | ✓ | |
| PTLLS (6 credits) | | ✓ | |
| Regulated Qualifications based on the Learning and Development NOS 7 Facilitate Individual Learning and Development or NOS 6 Manage Learning and Development in Groups | | ✓ | |
| Training Group A22, B22, C21, C23, C24 | | ✓ | |
| Learning and Teaching – Assessment and Quality Standards SCQF Level 9 (SQA Unit) | | | ✓ |
| A1 Assess Candidates Using a Range of Methods or D33 Assess Candidates Using Differing Sources of Evidence | | | ✓ |
| Conduct the Assessment Process SCQF Level 7 (SQA Unit) | | | ✓ |
| A2 Assess Candidate Performance through Observation or D32 Assess Candidate Performance | | | ✓ |
| Regulated Qualifications based on the Learning and Development NOS 9 Assess Learner Achievement | | | ✓ |

Appendix 3

Qualifications suitable for Internal Quality Assurance

| |
|---|
| L&D Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment SCQF Level 8 (SQA Accredited) |
| 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 |
| Conduct the Internal Verification Process SCQF Level 8 (SQA Unit) |
| Regulated Qualifications based on the Learning and Development NOS 11 Internally Monitor and Maintain the Quality of Assessment |
| V1 Conduct Internal Quality Assurance of the Assessment Process or D34 Internally Verify the Assessment Process |
| Internally Verify the Assessment Process SCQF Level 8 (SQA Unit) |

NOTE: IQA's who do not hold a formal IQA qualification may alternatively attend Internal Quality Assurance CPD Training with an Awarding Organisation / Body.

Appendix 4

Qualifications suitable for External Quality Assurance

| |
|---|
| L&D Unit 12 Externally Monitor and Maintain the Quality of Workplace Assessment SCQF Level 9 (SQA Accredited) |
| Regulated qualifications based on the Learning and Development NOS 12 Externally Monitor and Maintain the Quality of Assessment |
| Level 4 Award in the External Quality Assurance of Assessment Processes and Practice |
| Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice |
| Conduct External Verification of the Assessment Process SCQF Level 9 (SQA Unit) |
| V2 Conduct External Quality Assurance of the Assessment Process or D35 Externally Verify the Assessment Process |
| Externally Verify the Assessment Process SCQF Level 9 (SQA Unit) |