

*A candidate's guide to the*  
**QNUK Level 3 Award in**  
**First Aid at Work (RQF)**

<b>Contents</b>	<b>Page</b>
Introduction	2
Qualification purpose	2
Qualification objective	2
Qualification structure	2
Pre-requisites	2
Geographical coverage	3
Acceptable forms of I.D.	3
Units of assessment	3
Assessment methods	6
Reasonable adjustments	6

## Introduction

This qualification specification outlines key information required by candidates to ensure they have are able to make an informed decision in regards to the qualifications they are undertaking.

## Qualification purpose

This qualification is aimed those looking to undertake the role of a first aider in the workplace, as outlined in the Health and Safety (First-aid) Regulations 1981 and the Health and Safety (First-Aid) Regulations (Northern Ireland) 1982.

## Qualification objective

This qualification has the purpose of supporting a role in the workplace.

## Qualification structure

### Qualification title

QNUK Level 3 Award in First Aid at Work (RQF)

### Qualification accreditation number

603/2453/3

### Qualification level

3

### Credit value

3

### Guided learning hours (GLH)

18

### Total Qualification Time (TQT)

22

### Unit one title

Emergency First aid in the Workplace

### Unit one reference number

K/616/4940

### Unit two title

Recognition and management of illness and injury in the workplace

### Unit two reference number

T/616/4942

## Pre-requisites

This qualification is aimed at those over 16 who are able to undertake the responsibilities associated with being a workplace emergency first aider.

Candidates between 14-16 years can undertake the qualification, however they should not be relied upon by employers to be a sole first aider.

It is recommended that candidates have a minimum of Level 2 literacy and numeracy or equivalent.

Attendees will be required to demonstrate first aid procedures as they would in a real work environment. This includes providing CPR to a casualty who is on the floor, therefore be physically capable of doing so.

There are no other pre-requisites for this qualification.

## Geographical coverage

This qualification is available to candidates in England. The Qualification can be delivered in other countries however candidates should be aware that the content was developed in accordance with current UK practice.

## Acceptable forms of I.D.

The list below outlines acceptable forms of identification for candidates undertaking a regulated qualification with Qualifications Network.

Ideally candidates should provide at least 1 form of photo I.D. If photo I.D is not available, 2 forms of non-photographic I.D can be produced.

Acceptable forms of photographic I.D (1 required) are:

- Signed UK Photo card driving licence
- Signed passport (any nationality)
- Valid EU Photo identity card
- SIA security licence (with photo)
- Current and valid warrant card issued by HM forces or Police
- Current and valid Prison service card (with photo)
- Proof of age card
- Employee photo identification card
- Student photo identification card for a recognised educational establishment
- Firearms license (with photo)

Acceptable forms of non-photographic I.D (2 required) are:

- Current driving license – paper version
- Birth certificate
- Marriage/civil partnership certificate
- Mortgage statement (issued within past 12 months)
- Bank or building society statement (issued within last 3 months)
- Bank or building society account opening confirmation letter (issued within last 3 months)
- Credit card statement (issued within last 3 months)
- Pension or endowment financial statement (issued within last 12 months)
- P45 or P60 statement (issued within last 12 months)
- Council tax statement (issued within last 12 months)
- Valid work permit or visa issue by UK government
- Utility bill – excluding mobile phone bill (issued within last 3 months)
- Benefit statement e.g. child benefit, pension (issued within last 3 months)

## Units of assessment

### Unit one title

Emergency First Aid in the Workplace

*Learning outcomes:*

*The learner will:*

*Assessment criterion:*

*The learner can:*

1	Understand the role and responsibilities of a first aider	1.1	Identify the role and responsibilities of a first aider
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		1.2	Identify how to minimise the risk of infection to self and others
		1.3	Identify the need for consent to provide first aid
2	Be able to assess an incident	2.1	Conduct a scene survey
		2.2	Conduct a primary survey of a casualty
		2.3	Summon appropriate assistance when necessary
3	Be able to provide first aid to an unresponsive casualty	3.1	Identify when to administer Cardio Pulmonary Resuscitation (CPR)
		3.2	Demonstrate CPR using a manikin
		3.3	Justify when to place a casualty into the recovery position
		3.4	Demonstrate how to place a casualty into the recovery position
		3.5	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	Identify when choking is: <ul style="list-style-type: none"> <li>• mild</li> <li>• severe</li> </ul>
		4.2	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	Identify the severity of external bleeding
		5.2	Demonstrate how to control external bleeding
6	Know how to provide first aid to a casualty who is in shock	6.1	Recognise a casualty who is suffering from shock
		6.2	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	Identify how to administer first aid to a casualty with: <ul style="list-style-type: none"> <li>• small cuts</li> <li>• grazes</li> <li>• bruises</li> <li>• small splinters</li> </ul>
		7.2	Identify how to administer first aid to a casualty with minor burns and scalds.

## Unit two

Recognition and management of illness and injury in the workplace

### Learning outcome

### Assessment Criterion

1.	Be able to conduct a secondary survey	1.1	Identify the information to be collected when gathering a casualty history
		1.2	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	Recognise suspected: <ul style="list-style-type: none"> <li>• Fractures and dislocations</li> <li>• Sprains and strains</li> </ul>
		2.2	Identify how to administer first aid for: <ul style="list-style-type: none"> <li>• Fractures and dislocations</li> <li>• Sprains and strains</li> </ul>
		2.3	Demonstrate how to apply: <ul style="list-style-type: none"> <li>• a support sling</li> <li>• an elevated sling</li> </ul>
3	Be able to provide first aid to a casualty with suspected head and spinal injuries	3.1	Recognise a suspected: <ul style="list-style-type: none"> <li>• Head injury</li> <li>• Spinal injury</li> </ul>
		3.2	Identify how to administer first aid for a suspected head injury.
		3.3	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	Recognise a suspected: <ul style="list-style-type: none"> <li>• Flail chest</li> <li>• Penetrating chest injury</li> </ul>
		4.2	Identify how to administer first aid for a: <ul style="list-style-type: none"> <li>• Flail chest</li> <li>• Penetrating chest injury</li> </ul>
5	Know how to provide first aid to a casualty with burns and scalds	5.1	Identify the factors that affect the severity of burns and scalds
		5.2	Identify how to 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>
6	Know how to provide first aid to a casualty with an eye injury	6.1	Identify how to administer first aid for eye injuries involving: <ul style="list-style-type: none"> <li>• Dust</li> <li>• Chemicals</li> <li>• Embedded objects</li> </ul>
7	Know how to provide first aid to a casualty with sudden poisoning	7.1	Identify the routes that poisons can take to enter the body
		7.2	Identify how to administer first aid to a casualty affected by sudden poisoning
		7.3	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	Identify common triggers for anaphylaxis
		8.2	Recognise suspected anaphylaxis
		8.3	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	Recognise suspected: <ul style="list-style-type: none"> <li>• Heart Attack</li> <li>• Stroke</li> <li>• Epileptic seizure</li> <li>• Asthma attack</li> <li>• Diabetic emergency</li> </ul>
		9.2	Identify how to administer first aid to a casualty suffering from: <ul style="list-style-type: none"> <li>• Heart Attack</li> <li>• Stroke</li> <li>• Epileptic seizure</li> <li>• Asthma attack</li> <li>• Diabetic emergency</li> </ul>

## Assessment methods

Candidates are assessed for this qualification using the following methods:

- Multiple-choice question paper
- Practical observation

### Multiple-Choice Question paper

Each candidate will be assessed for this qualification by the completion of a multiple-choice question paper.

Candidates will be required to score a minimum of 70% correct answers to achieve a pass.

### Practical observation

Candidates are required to demonstrate an ability to provide first aid to a range of casualties as they would in an emergency situation, therefore, candidates will need to be able to work on the floor; for example, as with CPR.

## Reasonable adjustments

All candidates are required to complete the assessment criteria in a manner appropriate to the purpose of the qualification.

The prescribed assessment methods for this qualification should not unfairly disadvantage candidates, who would otherwise be able to demonstrate competence in the assessment criteria and in line with the purpose of the qualification.

If you feel the assessment methods above would disadvantage you please contact your centre to discuss reasonable adjustment.