



QA Level 3 Award in
**Paediatric
First Aid (QCF)**

Qualification Specification

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Key Qualification Information

Qualification Accreditation Number (QAN):	601/3193/7
Operational start date	1 Sept 2014
Review date	31 Aug 2018
Guided Learning Hours (GLH):	22
Contact Learning Hours (CLH):	12 (minimum)
Credit Value:	3
Number of Units:	2 mandatory units
Assessment Methods:	<ul style="list-style-type: none">• Formative assessment conducted by Trainer throughout the course• Theory assessment/multiple choice question paper:<ul style="list-style-type: none">1 x 20 question paper (minimum score 14)1 x 30 question paper (minimum score 21)• Practical assessment – 6 completed throughout the course

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 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:

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

This QA qualification is for people who work with or look after children, enabling them to have a basic knowledge of how to deal with paediatric first aid situations, illnesses, injuries and emergencies.

Learners should be able to demonstrate the practical administration of safe, prompt, effective first aid in situations which can arise when looking after children.

This qualification specification provides information for Centres about the delivery of the QA Level 3 Award, in Paediatric First Aid (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 when looking after children.

Purpose

The purpose of this qualification is to prepare the Learner to develop the skills and knowledge needed to provide effective first aid to children and babies.

Intended audience

This qualification is for people who have a specific responsibility at work, or in voluntary and community activities, to provide first aid to children (including babies) when dealing with:

- An emergency situation
- Chronic or sudden paediatric illness
- Paediatric injury

Note: This qualification fulfils Ofsted's first aid requirements for early years teachers, nursery workers and child minders (as defined within the Statutory Framework for the Early Years Foundation Stage 2014 and within The Child Care Register guide).

Structure

This qualification contains 2 mandatory units with a total value of 3 credits. Full details of these units are in *Appendix 1*.

Learners must complete all assessments in both units successfully within the registration period to achieve the qualification. The maximum period to achieve this qualification, including any referrals is 6 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 Trainer guidance to complete their programme of learning successfully, which for this qualification should be a minimum of 12 hours (excluding breaks) and a maximum of 22 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/precourse material/handouts and researching information on the internet.

Other units

No other units can be combined to count towards the QA Level 3 Award in Paediatric First Aid (QCF) qualification.

Relationship with other related qualifications

The QA Level 3 Award in Paediatric First Aid (QCF):

- Contains 1 unit that also appears as Unit 1 (Emergency Paediatric First Aid) of the QA Level 3 Award in Emergency Paediatric First Aid (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 14 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.

Other course requirements

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

Progression

The QA Level 3 Award in Paediatric First Aid (QCF) may be used towards other qualifications at the same and higher level, plus aid career progression in a relevant profession.

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.

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:

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

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/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.

Note: Learners should sit at least 1 metre apart to prevent collusion during the theory/multiple choice question paper assessment.

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 3 years. The Learner needs to re-take the qualification and the assessments before the end of the 3 years to remain qualified. Qualsafe Awards recommend Learners also complete annual refreshers to maintain their basic skills and keep up to date with any changes to first aid procedures.

Recommended annual refresher training/qualifications include:

- First Aid at Work Annual Refresher (QAR)
- QA Level 2 Award in Basic Life Support and Safe Use of an External Automated Defibrillator (QCF)
- QA Level 2 Award in Basic Life Support and Management of Anaphylaxis (QCF)
- QA Level 2 Award in Basic Life Support for Adults and Children

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. The assessment space should allow Learners to sit at least 1 metre apart to prevent collusion during the theory/multiple choice question paper assessment. Never allow more Learners on the course than you can cater for during the assessment.

Delivery plan

Quasafe 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 12 contact learning hours are met
- Be emailed to: info@quasafeawards.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:

- *Paediatric First Aid Made Easy* by Nigel Barraclough

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

Ongoing support

Quasafe 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 units 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 3 Award in Paediatric First Aid (QCF) 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 6 practical assessments for this qualification:
 - Baby CPR
 - Child CPR
 - Choking casualty
 - Paediatric wounds, bleeding and shock
 - Unconscious casualty
 - Management of paediatric fractures
- 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
- Theory assessment/multiple choice question papers – there is 1 paper per unit for each Learner and Learners should answer all the questions under 'examination' conditions, see *QA Multiple Choice Question Paper Guidelines*. The maximum time allowed for Unit 1 is 30 minutes and for Unit 2 it is 45 minutes. The minimum mark for Unit 1 is 14 out of 20 and for Unit 2 it is 21 out of 30 to be considered for an overall 'Pass'

However, even when a Learner achieves this minimum, 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, see *QA Multiple Choice Question Paper Guidelines*.

If a reasonable adjustment or special consideration has been made, e.g. written/theory assessments have been completed verbally if required, 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, instruct a third party how to place a casualty in the recovery position and pass the theoretical assessments. The letter should clearly state that "this record of achievement does **not** constitute a QA Level 3 Award in Paediatric First Aid (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 Quallsafe Awards or our representatives, e.g. External Quality Assurers (EQAs), on request.

Quallsafe Awards external quality assurance

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

Centres are required to inform Quallsafe Awards (via email to: qualityassurance@quallsafeawards.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 Quallsafe Awards' external quality assurance programme are available in the *QA Centre Quality Assurance Guidance*.

Further information

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

Email: info@quallsafeawards.org

Tel: 0845 644 3305

Useful addresses and websites

- Quallsafe Awards, City View, 3 Wapping Road, Bradford, BD3 0ED www.quallsafeawards.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

Qualification unit 1

The QA Level 3 Award in Paediatric First Aid (QCF) has 2 units that Learners are required to complete in order to achieve the qualification.

Title:	Unit 1 Emergency Paediatric First Aid
Unit ref:	H/506/0792
GLH:	10
Level:	3
Credit value:	1
Learning outcomes The Learner will:	Assessment criteria The Learner can:
1. Understand the role and responsibilities of the paediatric first aider	Unit 1:1.1 Define responsibilities of a paediatric first aider Unit 1:1.2 Explain how to minimise the risk of infection to self and others Unit 1:1.3 Describe first aid and personal protection equipment required for emergencies Unit 1:1.4 Describe how to use first aid and personal protection equipment safely Unit 1:1.5 Identify what information needs to be included in an accident report/incident record Unit 1:1.6 Explain reporting procedures following an accident/incident Unit 1:1.7 Define an infant and a child for the purposes of first aid treatment
2. Be able to assess an emergency situation safely	Unit 1:2.1 Conduct a scene survey Unit 1:2.2 Conduct a primary survey on an infant and a child Unit 1:2.3 Identify when to call for help Unit 1:2.4 Explain what information needs to be given when obtaining assistance
3. Be able to provide first aid for an infant and a child who is unresponsive and breathing normally	Unit 1:3.1 Assess the level of consciousness of an infant and a child Unit 1:3.2 Explain why an infant and a child should be placed in the recovery position Unit 1:3.3 Place an infant and a child in the recovery position Unit 1:3.4 Continually monitor an infant and a child whilst they are in the recovery position Unit 1:3.5 Assist an infant and a child who is experiencing a seizure
4. Be able to provide first aid for an infant and a child who is unresponsive and <u>not breathing normally</u>	Unit 1:4.1 Identify when to administer Cardiopulmonary Resuscitation (CPR) to an unresponsive infant and an unresponsive child who is not breathing normally Unit 1:4.2 Administer CPR using an infant and a child manikin
5. Be able to provide first aid for an infant and a child who has a foreign body airway obstruction	Unit 1:5.1 Identify when a foreign body airway obstruction is: <ul style="list-style-type: none"> • Mild • Severe Unit 1:5.2 Administer first aid to an infant and a child who is choking
6. Be able to provide first aid to an infant and a child with external bleeding	Unit 1:6.1 Describe the types and severity of bleeding Unit 1:6.2 Explain the effect of severe blood loss on an infant and a child Unit 1:6.3 Control external bleeding
7. Understand how to provide first aid to an infant and a child who is suffering from shock	Unit 1:7.1 Define the term 'shock' relevant to first aid Unit 1:7.2 Describe how to recognise an infant and a child who is suffering from shock Unit 1:7.3 Explain how to manage the effects of shock
8. Understand how to provide first aid to an infant and a child with anaphylaxis	Unit 1:8.1 List common triggers for anaphylaxis Unit 1:8.2 Describe how to recognise anaphylaxis in an infant and a child Unit 1:8.3 Explain how to administer first aid for an infant and a child with anaphylaxis

<p>Additional information</p>	<p>Others may include:</p> <ul style="list-style-type: none">• Infant or child receiving first aid• Work colleagues• Parents• Carers• Other people within the infant or child's environment <p>Obtaining assistance may include:</p> <ul style="list-style-type: none">• A colleague• Others in the immediate environment• Emergency services <p>Recovery position – a position that maintains a stable open draining airway</p> <p>Not breathing normally may include agonal gasps</p>
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Qualification unit 2

Title:	Unit 2 Managing paediatric illness, injuries and emergencies
Unit ref:	D/506/0791
GLH:	12
Level:	3
Credit value:	2
Learning outcomes The Learner will:	Assessment criteria The Learner can:
1. Be able to administer first aid to an infant and a child with injuries to bones, joints and muscles	<p>Unit 2:1.1 Describe types of fractures</p> <p>Unit 2:1.2 Recognise suspected:</p> <ul style="list-style-type: none"> • Fractures • Dislocations • Sprains and strains <p>Unit 2:1.3 Administer first aid for suspected:</p> <ul style="list-style-type: none"> • Fractures • Dislocations • Sprains and strains
2. Be able to administer first aid to an infant and a child with head and spinal injuries	<p>Unit 2:2.1 Describe how to recognise suspected:</p> <ul style="list-style-type: none"> • Concussion • Skull fracture • Cerebral compression • Spinal injury <p>Unit 2:2.2 Administer first aid for suspected:</p> <ul style="list-style-type: none"> • Concussion • Skull fracture • Cerebral compression • Spinal injury
3. Understand how to administer first aid to an infant and a child with conditions affecting the eyes, ears and nose	<p>Unit 2:3.1 Identify conditions affecting the:</p> <ul style="list-style-type: none"> • Eyes • Ears • Nose <p>Unit 2:3.2 Explain the action to take when conditions are identified</p>
4. Understand how to administer emergency first aid to an infant and a child with a chronic medical condition or sudden illness	<p>Unit 2:4.1 Describe how to recognise:</p> <ul style="list-style-type: none"> • Sickle cell crisis • Diabetic emergencies • Asthma attack • Allergic reaction • Meningitis • Febrile convulsions <p>Unit 2:4.2 Explain how to manage:</p> <ul style="list-style-type: none"> • Sickle cell crisis • Diabetic emergency • Asthma attack • Allergic reaction • Meningitis • Febrile convulsions
5. Understand how to administer first aid to an infant and a child who is experiencing the effects of extreme heat and cold	<p>Unit 2:5.1 Describe how to recognise the effects of:</p> <ul style="list-style-type: none"> • Extreme cold • Extreme heat <p>Unit 2:5.2 Explain how to manage the effects of:</p> <ul style="list-style-type: none"> • Extreme cold • Extreme heat

<p>6. Understand how to administer first aid to an infant and a child who has sustained an electric shock</p>	<p>Unit 2:6.1 Explain how to safely manage an incident involving electricity Unit 2:6.2 Describe first aid treatments for electric shock incidents</p>
<p>7. Understand how to administer first aid to an infant and a child with burns or scalds</p>	<p>Unit 2:7.1 Describe how to recognise the severity of:</p> <ul style="list-style-type: none"> • Burns • Scalds <p>Unit 2:7.2 Explain how to manage:</p> <ul style="list-style-type: none"> • Burns • Scalds
<p>8. Understand how to administer first aid to an infant and a child who has been poisoned</p>	<p>Unit 2:8.1 Identify the routes that poisonous substances take to enter the body Unit 2:8.2 Identify sources of information for treating those affected by sudden poisoning Unit 2:8.3 Explain how to manage sudden poisoning</p>
<p>9. Understand how to administer first aid to an infant and a child who has been bitten or stung</p>	<p>Unit 2:9.1 Identify severity of bites and stings Unit 2:9.2 Explain how to manage bites and stings</p>
<p>10. Understand how to administer first aid to an infant and a child with minor injuries</p>	<p>Unit 2:10.1 Explain how to administer first aid for:</p> <ul style="list-style-type: none"> • Small cuts • Grazes • Bumps and bruises • Small splinters • Nosebleeds
<p>11. Understand how to complete records relating to illnesses, injuries and emergencies</p>	<p>Unit 2:11.1 Identify what information needs to be recorded for illnesses, injuries and emergencies Unit 2:11.2 Describe how to record the information for illnesses, injuries and emergencies Unit 2:11.3 Explain confidentiality procedures for recording, storing and sharing information</p>

<p>Additional information</p>	<p>Conditions may include:</p> <ul style="list-style-type: none"> • Infections • Injuries • Foreign objects <p>Poisonous substances may include:</p> <ul style="list-style-type: none"> • Plants • Medication • Cleaning products • Food • Airborne pollutants • Drugs • Alcohol
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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.

Paediatric first aid qualifications:

In addition to the requirements above; those involved in the delivery, assessment and quality assurance of paediatric first aid qualifications should have occupational knowledge and competence in paediatric first aid (specific paediatric syllabus topics and variations to adult protocols for paediatric first aid).

Acceptable evidence includes:

- Holding a current Paediatric First Aid Qualification (issued by an Ofqual/SQA/Qualifications Wales recognised Awarding Organisation/Body or recognised equivalent*) 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)** or
- Holding a suitable portfolio of evidence of successfully delivering and assessing paediatric first aid qualifications

**Doctors, Nurses and Paramedics should have an up-to-date working knowledge of the management of paediatric illness and injury.

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 student 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	√	√
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	√	√
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.



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