

# QUALIFICATION SPECIFICATION



**FAA LEVEL 3 AWARD IN  
FIRST AID AT WORK (RQF)**

**AWARD IN FIRST AID AT  
WORK AT SCQF LEVEL 6**





Where a first aid needs assessment identifies the necessity for a first aider in the workplace, this three-day qualification meets the requirements of the Health and Safety (First Aid) Regulations 1981 and the Health and Safety (First Aid) Regulations (Northern Ireland) 1982.

The learner will gain the knowledge and practical competence required to deal with a wide range of workplace first aid situations.

The qualification is also suitable for people with responsibility for the provision of first aid in other settings such as voluntary and community groups.

This qualification is regulated in the UK and awarded by First Aid Awards (FAA).

FAA are an awarding organisation regulated by Ofqual and SQA Accreditation and the qualification sits on the Regulated Qualifications Framework (RQF) and the Scottish Credit and Qualifications Framework (SCQF).

The qualification is delivered, assessed, and quality assured adhering to the [Assessment Principles for Regulated First Aid Qualifications](#), and delivered and assessed in accordance with the current Resuscitation Council UK Guidelines.

## ENTRY REQUIREMENTS

The qualification is available to learners aged 14 or over but a learner cannot assume the responsibility of being a first aider in the workplace until they reach the age of 16.

It is recommended that learners hold a minimum of level 1 in literacy or equivalent to undertake this qualification.

It may be possible to grant a reasonable adjustment for a learner who has a disability, medical condition or learning need following the [FAA Reasonable Adjustment and Special Consideration Policy](#). For example, assistance could be given with reading or writing.

Due to the practical nature of the first aid assessment there are physical demands. Learners must be able to get to the floor unaided and successfully demonstrate all required elements of the practical assessment on their own, with the casualty on the floor, as in a real-life situation. For example, a learner will need to get to the floor unassisted and demonstrate effective cardiopulmonary resuscitation on a manikin at floor level.

If a learner has any concerns they should contact their training provider to discuss before attending the course.

## QUALIFICATION DELIVERY

The qualification has 18 assigned guided learning hours (GLH) and 22 hours total qualification time (TQT).

GLH indicates the number of contact hours that the learner will undertake being taught or assessed under the immediate guidance or supervision of the trainer/assessor in the classroom.

TQT includes GLH but also considers any unsupervised learning or preparation that a learner may undertake independently which could include self-study or the completion of set tasks.

It is an HSE requirement that the minimum classroom contact time of 18 hours must be delivered over a minimum of 3 days. The course can be completed over a maximum of 10 weeks ensuring that each session is a minimum of two hours.

The learner ratio for the qualification is a maximum of 12 learners to 1 trainer/assessor.

## QUALIFICATION VALIDITY

The qualification is valid for three years from the date of achievement.

It is strongly recommended by the Health and Safety Executive that the learner attends annual refresher training.



## Requalification

The HSE guidance states that on expiry of their qualification a first aider is no longer considered competent to act as a first aider in the workplace. It is advisable to arrange requalification before expiry to ensure that a workplace is not left with a shortfall of qualified first aiders.

To requalify learners can attend a shortened 12-hour two-day requalification course but must meet the conditions stated in the table below.

FAW qualification is in date or not expired by more than 1 month	FAW qualification is expired by more than 1 month but not longer than 3 months	FAW qualification is expired by more than 3 months
Can attend a 2-day FAW requalification course.	<p>Please note that a first aider is no longer considered competent by the HSE to act as a first aider in the workplace when their qualification has expired.</p> <p>It is an employer's decision as to whether the two-day FAW requalification course is suitable for the learner. Consideration should be given to any CPD undertaken during the last three years and any other first aid activity that may count towards maintaining their skills and knowledge.</p> <p>Training providers should retain evidence from the employer where applicable.</p>	Not eligible to attend the two-day FAW requalification course and must attend a full three-day FAW course.

Where a two-day FAW requalification course is undertaken a learner must provide evidence of their current or previous first aid at work qualification to the training provider before starting the course. The certificate should evidence a regulated qualification or if non-regulated satisfy HSE requirements.

The two-day requalification course covers all learning outcomes and assessment criteria of the three-day course but in a shortened length of time. A learner must attend a specific two-day FAW requalification course and cannot attend just two days of a three-day course.

## QUALIFICATION ASSESSMENT

The qualification is assessed through practical demonstration and written assessment and a learner must pass both assessments to be awarded the qualification.

There is no grading of the assessment, learners pass or are referred.

### Practical assessment

Scenarios are set recreating a real-life situation as far as possible to enable a learner to demonstrate their knowledge and practical skills. During the practical assessment the learner will be asked set related oral questions by the trainer/assessor.

The practical assessment is ongoing throughout the course with the trainer/assessor making learners aware of when they are being assessed and what they are required to demonstrate.

A learner must satisfactorily complete each scenario to pass the practical assessment.

### Written assessment

The learner must pass a written assessment.

## PROGRESSION

Learners who achieve this qualification could progress on to other FAA first aid and related qualifications. FAA also offer qualifications in health and safety including fire safety and manual handling, food safety, safeguarding, and first aid for mental health if a learner wanted to diversify.

Qualification specifications for all FAA qualifications can be found on the [FAA website](#).



## QUALIFICATION STRUCTURE

The qualification consists of two units which learners must successfully complete to achieve the FAA Award in First Aid at Work qualification.

Learners completing just unit 1 can be awarded the FAA Award in Emergency First Aid at Work qualification.

### Learning outcomes and assessment criteria

FAA qualifications have set learning outcomes and assessment criteria. The learning outcomes describe the skills and knowledge a learner will gain by successfully completing the qualification. The assessment criteria state the skills, knowledge, and competence a learner will be required to demonstrate during assessment.

Qualification number	RQF 603/2081/3	SCQF R769 04
The qualification consists of two units		

Unit 1	
Unit title	Emergency First Aid in the Workplace
RQF unit code	Y/615/8504
SCQF unit code	UR38 04
Guided Learning Hours (GLH)	6 hours
Total Qualification Time (TQT)	7 hours
Credit value	1

LEARNING OUTCOMES The learner will:	ASSESSMENT CRITERIA The learner can:
1. Understand the role and responsibilities of a first aider	<b>1.1</b> Identify the role and responsibilities of a first aider <b>1.2</b> Identify how to minimise the risk of infection to self and <b>others</b> <b>1.3</b> Identify the need for consent to provide first aid
2. Be able to assess an emergency situation safely	<b>2.1</b> Conduct a scene survey <b>2.2</b> Conduct a primary survey of a casualty <b>2.3</b> Summon appropriate assistance when necessary
3. Be able to provide first aid to an unresponsive casualty	<b>3.1</b> Identify when to administer cardiopulmonary resuscitation (CPR) <b>3.2</b> Demonstrate adult <b>CPR</b> using a manikin <b>3.3</b> Identify when to place a casualty into the recovery position <b>3.4</b> Demonstrate how to place a casualty into the recovery position <b>3.5</b> Demonstrate continual monitoring of breathing whilst the casualty is in the recovery position <b>3.6</b> 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	<b>4.1</b> Identify when a casualty is choking <b>4.2</b> 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	<b>5.1</b> Identify whether external bleeding is life-threatening <b>5.2</b> Demonstrate how to administer first aid to a casualty with external bleeding
6. Know how to provide first aid to a casualty who is suffering from shock	<b>6.1</b> Recognise when a casualty is suffering from <b>shock</b> <b>6.2</b> 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	<b>7.1</b> 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> <li>• nosebleeds</li> </ul> <b>7.2</b> Identify how to administer first aid to a casualty with minor burns and scalds

#### Additional information

**Others** may include casualties, work colleagues, or people within the workplace environment

**CPR** – minimum demonstration time of 2 minutes at floor level. May additionally include use of rescue breath barrier devices

**Shock** – hypovolaemic shock (resulting from blood loss)



Unit 2	
Unit title	Recognition and Management of Illness and Injury in the Workplace
RQF unit code	M/615/8508
SCQF unit code	UR39 04
Guided Learning Hours (GLH)	12 hours
Total Qualification Time (TQT)	15 hours
Ofqual (RQF) credit value	1
SQA Accreditation (SCQF) credit value	2

LEARNING OUTCOMES The learner will:	ASSESSMENT CRITERIA The learner can:
1. Be able to conduct a secondary survey	<b>1.1</b> Identify the information to be collected when gathering a casualty history <b>1.2</b> Demonstrate how to conduct a <a href="#">head to toe survey</a>
2. Be able to provide first aid to a casualty with suspected injuries to bones, muscles and joints	<b>2.1</b> Recognise a suspected: <ul style="list-style-type: none"> <li>• fracture or dislocation</li> <li>• sprain or strain</li> </ul> <b>2.2</b> Identify how to administer first aid for a casualty with suspected: <ul style="list-style-type: none"> <li>• fracture or dislocation</li> <li>• sprain or strain</li> </ul> <b>2.3</b> 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	<b>3.1</b> Recognise a suspected: <ul style="list-style-type: none"> <li>• <a href="#">head injury</a></li> <li>• spinal injury</li> </ul> <b>3.2</b> Identify how to administer first aid for a suspected head injury <b>3.3</b> Demonstrate how to administer first aid for a casualty with a suspected spinal injury
4. Know how to provide first aid to a casualty with suspected chest injuries	<b>4.1</b> Identify how to administer first aid for suspected: <ul style="list-style-type: none"> <li>• fractured ribs</li> <li>• penetrating chest injury</li> </ul>
5. Know how to provide first aid to a casualty with burns and scalds	<b>5.1</b> Identify how to recognise the severity of burns and scalds <b>5.2</b> Identify how to administer first aid for burns involving: <ul style="list-style-type: none"> <li>• dry/wet heat</li> <li>• chemicals</li> <li>• electricity</li> </ul>
6. Know how to provide first aid to a casualty with an eye injury	<b>6.1</b> 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 suspected poisoning	<b>7.1</b> Identify how poisonous substances can enter the body <b>7.2</b> Identify how to administer first aid to a casualty with suspected sudden poisoning
8. Be able to provide first aid to a casualty with anaphylaxis	<b>8.1</b> Recognise suspected anaphylaxis <b>8.2</b> Identify how to administer first aid for a casualty with suspected anaphylaxis <b>8.3</b> Demonstrate <a href="#">the use of a 'training device' adrenaline auto-injector</a>
9. Know how to provide first aid to a casualty with suspected major illness	<b>9.1</b> Recognise suspected: <ul style="list-style-type: none"> <li>• heart attack      • stroke</li> <li>• epileptic seizure   • asthma attack</li> <li>• diabetic hypoglycaemic emergency</li> </ul> <b>9.2</b> Identify how to administer first aid to a casualty suffering from: <ul style="list-style-type: none"> <li>• heart attack      • stroke</li> <li>• epileptic seizure   • asthma attack</li> <li>• diabetic hypoglycaemic emergency</li> </ul>

#### 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

[Head injury](#) includes concussion, compression, and skull fracture. The learner is not expected to differentiate between these conditions

[Use of a 'training device' adrenaline auto-injector](#) must be demonstrated using a training device and **NOT** a live auto-injector

