Qualification Specification

Guidance for Centres

ITC Level 3 Award in +F Emergency First Aid at Work

Qualification Number: 610/4704/1

ITC First

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Website Access
For all policy statements and downloadable documents

Upload to:

Ofqual Portal	SQA Accreditation Share Point	ITC WebOffice Support Resources	ITC Public Website	ITC Server
x	☐	☐	☐	☐

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Appendix Documents Listing

Hard copy documents go out of date. For up to date versions of documents please access the Support Resources section of the ITC Web Office (Members section)

Unit Specifications
A/651/3093 Emergency First Aid in the +F Workplace

EFAW Delivery Resources
- G.3F +F EFAW Qualification Specification [This document]
- A1.3F Assessment Plan [EFA+FW unit]
- A4.3F +F EFAW Qualification Assessment Guidance
- A5.3F +F EFAW Qualification Assessment Programme
- CPE.3F +F Candidate Pack Document List

Internal Quality Assurance
- IQA1: Internal Moderation Process
- IQA2: Centre Standardisation Records
- IQA3: Internal Moderation Sampling Record
- IQA4: Internal Moderation Sampling Report Record
- IQA5: Internal Quality Assurance Record Form

Centre Approval
- C9: Centre Agreement

ITC Document Forms
- C4: Access to Training & Assessment Request Form
- C7: Special Considerations Request Form
- F3: Malpractice & Misconduct Report Form
- 05: Replacement Certificate Request Form

ITC Policies
- P1: Customer Charter
- P3: Fees Policy
- P5: Appeals Policy
- P6: Malpractice, Maladministration & Misconduct Policy
- P7: Language Policy
- P8: Equality, Diversity and Assessment Policy
- P9: Record Retention Policy
- P12: Automatic E-mail Policy - Removal from list
- P14: Sanctions Policy
- P15: Withdrawal from Delivery Policy
- P16: Complaints Policy
- P17: Invoice Policy
- P19: Recognition of Prior Learning Policy
- P22: Data Protection and Privacy Policy

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1. General Information

1.1 Using this document

This document has been developed to provide guidance for Centre staff involved in the delivery of the ITC Level 3 Award in +F Emergency First Aid at Work (+F EFAW).

It explains the administration, assessment and quality assurance requirements for these qualifications.

It directs ITC Centres to appropriate and relevant ITC resources [See contents page].

It identifies and lists other ITC documents that Centres are required to have in order to deliver ITC First qualifications.

1.2 Documented Procedures

ITC is a regulated Awarding Organisation supporting regulated qualifications. All who work with ITC are supported by a documented framework of policies and procedures updated regularly on the ITC website. To seek policy guidance to inform your relationship with ITC visit:

https://www.itcfirst.org.uk/policies/policies/1.htm

If you are a Centre, log into your ITC Web Office and view or download up to date documents from 'Support Resources'.

2. Qualification Details

This ITC Level 3 Award in +F Emergency First Aid at Work is part of the Regulated Qualifications Framework (RQF).

This qualification is regulated by Ofqual.

2.1 Qualification Objectives

This qualification indicates an individual can undertake the role of +F First Aider in the Workplace that may have been identified by a workplace risk assessment, and can be relied upon by employers to satisfy the due diligence requirements of the Health and Safety Executive (HSE) for EFAW training providers.

The qualification will benefit all who need to be introduced to emergency first aid in the workplace in a +F setting and those who require requalification training in emergency first aid in the workplace in a +F setting.

Successful completion of the course will result in knowledge and skills that have been identified by the HSE and the Forestry Commission for the safe, effective and prompt treatment of injuries and illness in the workplace.

2.2 Learner Entry Requirements for this Qualification

a) Previous qualification requirements for learners for this qualification
None. Learners should receive pre-course information that informs them that they will be participating in an active course that involves some kneeling, rolling, lying and touching of others.

b) Prior knowledge, skills or understanding which the learner is required to have before taking the qualification
None

c) Units which a learner must have completed before the qualification will be awarded including any optional routes
There is no requirement to have completed any units previously.

d) Other requirements for the learner to satisfy prior to assessment or awarding
None

2.3 Qualification Structure

To meet the requirements of the qualification the learner must achieve the mandatory unit required for this qualification:

Unit title + reference number
Emergency First Aid in the +F Workplace A/651/3093

Qualification title
ITC Level 3 Award in +F Emergency First Aid at Work
Qualification number
610/4704/1

The mandatory unit must be completed in order for the qualification to be achieved.

Unit Review date – 30 September 2029

Unit title: Emergency First Aid in the +F Workplace
Unit number: A/610/3093
Unit level: 3
Unit credit: 1

Qualification GLH: 8
Qualification TQT: 8

The Award has a credit value of 1 [TQT of 8 hours].

For Blended Learning options, please contact the ITC office.

2.4 Learning Outcomes

EFA+FW Learning Outcomes:

The learner will…..	
1	Understand the role and responsibilities of a first aider.
2	Be able to assess an emergency situation safely.
3	Be able to provide first aid to an unresponsive casualty.
4	Be able to provide first aid to a casualty who is choking.
5	Be able to provide first aid to a casualty with external bleeding, suffering from shock and with crush injuries.
6	Know how to provide first aid to a casualty with minor injuries.
7	Know how to respond to an incident involving environmental factors in an outdoor context.

2.5 Awarding

After the assessment, the evidence of achievement will be forwarded to ITC.

A list of outcomes [Pass/Not yet meeting standard] will be confirmed by ITC.

The assessment result is pass, or not yet meeting standard, there is no grading.

ITC will award certificates according to the timescales in ITC Customer Charter. Awarding can only occur within the qualification lifespan.

Unit certificates may be awarded upon learner request, for any unit completed and passed.

Replacement certificates are available. Learners must apply using certificate request form 05. There is a small fee payable.

2.6 Age of Learners

The qualification is appropriate for learners of:

a) 16-18 years
b) 19 years or older.

3. Centre Approval to Deliver ITC Qualifications

3.1 Centre Approval Documents

Centres wishing to offer the ITC qualifications will need to complete:

a) Online Centre application form
b) Centre agreement – C9.

Centres will need to consider:

a) Sufficient resources for the delivery of the qualification – physical and staffing.
b) Learner access to sufficient resources for the award – learning centre, visual aids, course manuals and mentor.
c) Quality assurance procedures – internal assessment and internal moderation or verification.

3.2 Teaching Programme

The teaching programme is delivered according to guidance in the Assessment Principles for Regulated First Aid Qualifications:

a) Regulated first aid qualifications must not exceed an assessor : learner ratio of 1:12.
b) The minimum guided learning hours value is 8 hours, the HSE have stated that the minimum tutor contact hours for the EFAW content of this qualification is at least 6 hours [excluding breaks] and the additional "+F" content has been considered to be a further 2 hours.
c) The total qualification time is 8 hours.
d) This qualification must be delivered within 5 weeks and the minimum duration of each teaching session is 2 hours.

The content of the teaching programme is the responsibility of the Centre and is developed by the staff team of the Centre. ITC has guidance and advice documents to assist in the development of a teaching programme that can be supplied to Centres upon request.

The course programme is developed from the learning outcomes and assessment criteria for the qualification. A Centre scheme of work containing lesson plans for each session is to be available for scrutiny by ITC External Quality Assurance activity.

3.3 Internal Quality Assurance (IQA) of Training Delivery

The Internal Quality Assurance of this qualification is to be completed by a suitably qualified person as described in the Assessment Principles for Regulated First Aid Qualifications.

The entire learner journey should be quality assured including both training delivery and assessment.

The Centre must employ different methods of monitoring such as observation, sampling, learner interview and maintain evidence of all meetings, CPD events, standardisation activity in a Central File readily accessible at any time by an ITC representative. ITC has various assessment and moderation template documents available to assist all Centres. See appendices of this document.

Each tutor must benefit from a monitoring visit whilst they are delivering and assessing at least once a year although it is anticipated that new tutor/assessors will require more structured professional development and support.

There should be an agreed quality assurance plan that monitors the skills of tutors, with evidence of standardisation maintained for external moderation.

The quality assurance plan should describe the internal quality assurance procedures and the evidence to be maintained for external quality assurance.

All IQA documents and evidence must be archived on the ITC Web Office being available for desk based External Quality Assurance.

3.4 Learner Evaluation

An end of course evaluation form is to be completed by each learner and the data collected used to inform Centre quality procedures. The results of this evaluation review are to be available for scrutiny by ITC External Quality Assurance procedures.

3.5 Protecting the Interests of Learners

Centres will protect the interests of learners and the integrity of the qualification by implementing a coherent series of documents, policies and procedures. ITC can provide various template documents upon request.

Access to a Centre complaints and appeals policy is to be provided for every learner upon registration.

3.6 Centre Resources

Centres must have the following resources in place:

a) At least one CPR manikin for every four learners, but we recommend a ratio of one for every two learners.
b) At least one AED trainer for every four learners, but we recommend a ratio of one per CPR manikin.
c) Hygiene procedures for ensuring the safety of all learners, e.g. manikin face per learner or sterilisation procedure if shared, replacement airway/lung procedure.
d) Minimum of one wound dressing and we would recommend one pair of nitrile/vinyl gloves per learner.
e) Minimum of one training simulated limb, tourniquet, training haemostatic dressing for every four learners, but we recommend a ratio of one for every two learners.
f) Training venues suitable for learners lying and kneeling simultaneously, e.g. carpets or protective kneeling mats.
g) Learners must be issued with a course manual/handout that is approved by a registered healthcare professional. We would recommend that the learner is encouraged to take this away with them.
h) Learners taking part in a Blended Learning course must be supplied with electronic content that is approved by a registered healthcare professional. This content should cover the detailed qualification content set out in the A5.3F Qualification Assessment Programme. The content and style of delivery must be approved by the ITC Centre and evidenced as having been verified as having been considered to be effective.

4. Centre Staffing

4.1 Tutor Credentials

Introduction
Most Centres are anticipated to employ staff who are both tutors and assessors of the qualification.

ITC's online application requires Centres to identify:

a) A nominated individual to lead the qualification delivery team in the Centre.
b) Tutors with a teaching and occupational competency.

c) Internal quality assurance staff who are competent at moderation/verification. Evidence of competence is provided either by holding a Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice or equivalent - see appendices for a list of acceptable qualifications.

Individual requirements
Centres are expected to have an appropriate number of suitable tutors with:

a) Teaching / assessing experience who hold a teaching qualification:
   i. Level 3 Award in Teaching and Assessing First Aid Qualifications or equivalent or above.
   ii. See appendices for a list of acceptable qualifications.
b) Occupational area qualification:
   i. Holding a current First Aid at Work qualification certificate (issued by a Centre of Ofqual, SQA Accreditation, Qualifications Wales regulated Awarding Organisation).
   ii. Holding a current Offshore First Aid certificate (issued by an HSE approved training provider).
   iii. Current registration as a Doctor (with GMC), Nurse (with NMC), or Paramedic (with HCPC).
c) Portfolio logbooks must be maintained:
   i. Training Log normally showing at least 6 hours of training in the last six months and/or 36 hours of training in the last three years.
   ii. Continuous Professional Development Log showing at least 6 hours of CPD per year.

There must be evidence of meeting these requirements on the ITC Web Office for ITC/Regulators to view.

4.2 Assessor Credentials

Individual requirements
Centres are expected to have an appropriate number of suitable assessors with:

a) Assessing experience who hold an acceptable assessing qualification:
   i. Level 3 Award in Teaching and Assessing First Aid Qualifications or equivalent or above.
   ii. Experienced Assessor who has attended an Awarding Body CPD event.
   iii. See appendix 2 for a list of acceptable assessing qualifications.
b) Occupational area qualification:
   i. Holding a current First Aid at Work qualification certificate (issued by a Centre of Ofqual, SQA Accreditation, Qualifications Wales regulated Awarding Organisation).
   ii. Holding a current Offshore First Aid certificate (issued by an HSE approved training provider).
   iii. Current registration as a Doctor (with GMC), Nurse (with NMC), or Paramedic (with HCPC).
c) Portfolio logbooks must be maintained:
   i. Training log normally showing at least 6 hours of assessing in the last six months and/or 36 hours of assessing in the last three years.
   ii. Continuous Professional Development Log showing at least 6 hours of CPD per year.

There must be evidence of meeting these requirements on the ITC Web Office for ITC/Regulators to view.

4.3 Internal Quality Assurer Credentials

Individual requirements

Centres are expected to have an appropriate number of suitable internal quality assurers with:

a) Internal Quality Assurance experience who hold an acceptable internal quality assurance qualification:
   i. Internal Quality Assurance Award or equivalent.
   ii. Experienced Internal Quality Assurer who has attended an Awarding Body CPD event.
   iii. See appendix 3 for a list of acceptable internal quality assurance qualifications.
b) Occupational area qualification.
   i. Holding a current First Aid at Work qualification certificate (issued by a Centre of Ofqual, SQA Accreditation, Qualifications Wales regulated Awarding Organisation/Body).
   ii. Holding a current Offshore First Aid certificate (issued by an HSE approved training provider).
   iii. Current registration as a Doctor (with GMC), Nurse (with NMC), or Paramedic (with HCPC).
c) Portfolio logbooks must be maintained:
   i. Training/Assessing/IQA Log.
   ii. Continuous Professional Development Log.

There must be evidence of meeting these requirements on the ITC Web Office for ITC/Regulators to view.

Internal Quality Assurance requires the nominated individuals to have:

a) Current knowledge of the requirements of the qualification they are quality assuring.
b) Knowledge and understanding of the role of assessors.
c) Monitor all teaching and assessing staff regularly - minimum 6 hours annually.
d) Perform or lead other IQA activity, e.g. deliver/organise standardisation events, develop and maintain sampling plans.

5. Learner Registration

5.1 Selection of Learners

There are no prerequisite entry requirements for this qualification.

Prospective learners are to be advised that they should have literacy and numeracy competency appropriate for the qualification.

It is the responsibility of the Centre to provide guidance and advice to learners prior to the commencement of the programme.

5.2 Information to Learners

Pre-course information should be provided to learners containing:

a) Joining details.
b) ID requirements.
c) Expectations of course members, including taking part in supporting and transporting loads.
d) Outline of assessment methods.
e) Link to ITC policies and procedures on homepage of ITC website, including Appeals (P5) and Complaints (P16) procedures.
f) Information on how to request reasonable adjustment to assessment so that learners have a fair assessment opportunity.
g) Contact details for their course tutor or mentor.

5.3 Registration of Learners

Centres must meet the following requirements:

a) Learners must be registered with ITC within 10 working days of the course completion date.
b) Learner registration details must be entered into the ITC Web Office database.
c) Centres must have procedures in place to confirm the identity of each learner before they undertake an assessment.

5.4 Leaner Identity

Learners must be informed of the requirement to bring suitable identification to the training course [and assessment if not assessed on the day of the course].

5.5 Leaner Progression

- Level 3 Award in First Aid at Work
- Level 2 Award in Basic Life Support and Automated External Defibrillation
- Level 3 Award in Paediatric First Aid.

6. Assessment

6.1 Assessment of the Units

- Skills and knowledge are assessed in this unit.
- Evidence of meeting each assessment criteria is required.
- The assessment evidence is generated by practical observation and learner questioning throughout the course by the assessor.

6.2 Assessment Tasks

Skills and knowledge

a) The skills and knowledge of each learner are continuously assessed by practical observation and learner questioning throughout the course by the assessor.
b) Learners must perform all the **practical** techniques described in the learning outcomes for this unit to pass.
c) Simulation is permitted.

6.3 Internal Assessment

Centres must have verification/moderation systems to ensure all assessment evidence is authentic, reliable, valid and sufficient and standardisation systems to ensure all staff can make consistent and fair assessment decisions.

Practical competency is to be recorded by the Internal Assessor on the A1.3 Assessment Plan produced by ITC or similar Centre generated document approved by ITC External Quality Assurer.

Assessment results are to be recorded upon A1.3F Assessment Plan or similar Centre generated document approved by ITC External Quality Assurer.

To assist in collecting authentic, reliable, valid and sufficient evidence ITC has developed and is continually updating evidence recording documents. The updated version will always be available from Support Resources on the ITC Web Office. Including:

- A1.3F +F EFAW Assessment Plan
- A8.3F +F EFAW Assessment Protocols
- A4.3F +F EFAW Qualification Assessment Guidance.
- A5.3F +F EFAW Qualification Assessment Programme.

If learners do not meet the standard the Centre will make arrangements to allow the learner a referral opportunity. This must be completed within 3 weeks of the original course start date.

If the referral is not passed then the learner will have to redo the whole training course and undergo the full assessment again.

6.4 Internal Quality Assurance of Assessment

Assignment evidence is to be internally quality assured following ITC centrally produced procedures [Appendix document listing of this document] or procedures agreed with ITC External Quality Assurance.

To assist Centres in this function the following documents are available on the Centre Web-Office.

- A1.3F +F EFAW Assessment Plan
- FAAAS First Aid Assessor Annual Summary
- PR6 Annual Review of Tutor/Assessor (Appraisal & Verification Evidence)
- IQA1: Internal Quality Assurance Process
- IQA2: Centre Standardisation Records
- IQA3: Internal Quality Assurance Sampling Record
- IQA4: Internal Quality Assurance Sampling Report Record
- IQA5: Internal Quality Assurance Record Form.

7. Supporting Resources for Delivery

7.1 Web Office Support Resources List

Available via Centre Login to Centre Web Office space.

8. External Quality Assurance

8.1 Procedures

Centres will be notified of proposed external quality assurance events/visits, except for the regime of unannounced visits.

As well as viewing assessment procedures and judgements the visit will include:

a) Confirmation of all policies and documented procedures after initial pre-visit desk research.
b) A review of the evidence of Centre internal quality assurance and staff development events.
c) A review of the evidence generated from previous external quality assurance events, including action plan evidence.
d) A review of learner assessment evidence.
e) Any guidance required to administer or deliver the qualification.

8.2 Visit Details

Centres will be allocated an External Quality Assurer. For each visit:

a) The Centre will normally be notified in advance to allow time to make suitable arrangements. Normally planned at the previous external quality assurance visit.
b) The agenda for the meeting will be forwarded to the Centre.
c) The meeting will occur on the planned date.
d) Preliminary action plans will be drafted for agreement and review at the time of the Centre visit.
e) Action Plan evidence will be generated according to the specified timescale by the Centre and approved or referred by ITC
f) Risk rating will be applied to each Centre.

Centres visits will usually be planned to coincide with qualification delivery and assessment and the ITC EQA will observe teaching, assessing, internal quality assurance activity as appropriate. Centre visits report will be archived on the ITC Web Office for all Centre staff to review and meet any action plan deadlines.

Occupational Knowledge and Competence in First Aid Appendix 1

All trainers, assessors, internal quality assurers and external quality assurers must have 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 equivalent[1]) 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.

Acceptable Training/Assessing Qualifications Appendix 2

This list is **not exhaustive** but provides a guide to acceptable training and/or assessing qualifications. Trainers who also assess learner competence must hold a qualification (or separate qualifications) to enable them to perform both functions.

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		✓

***Assessors who do not hold a formal assessing qualification may alternatively attend *First Aid Assessor CPD Training* with an Awarding Organisation/Body.**

Qualifications suitable for Internal Quality Assurance Appendix 3

This list is **not exhaustive** but provides a guide to acceptable IQA qualifications:

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.

Appendices taken from Assessment Principles for Regulated First Aid Qualifications – July 2017