# ITC Level 3 Award in First Aid for Fire Fighters

## G.F 610/7609/0

## Qualification Specification
## Guidance for Centres

# ITC First

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For all policy statements and downloadable documents

Upload to:

| Ofqual Portal | SQA Accreditation Share Point | ITC WebOffice Support Resources | ITC Public Website | ITC Google Drive |
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## Appendix Documents Listing

Hard copy documents go out of date.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

**Unit Specifications**
a) H/616/8470 First Aid for Fire Fighters Unit

**Delivery Resources**
a) G.F Centre Guidance [This document]
b) A1.F1 FAFF Assessment Plan 1
c) A1.F2 FAFF Assessment Pan 2
d) A4.F FAFF Assessment Specification
e) CPE.F FAFF Candidate Pack and Document List

**Internal Quality Assurance**
a) PR6.F Monitoring Visit Record
b) PR6Fg Monitoring Visit Record with Guidance
c) IQA1: Internal Moderation Process
d) IQA2: Centre Standardisation Records
e) IQA3: Internal Moderation Sampling Record
f) IQA4: Internal Moderation Sampling Report Record
g) IQA5: Internal Quality Assurance Record Form

**Centre Approval**
a) C9: Centre Agreement

**ITC Forms**
a) C4: Access to Training & Assessment Request Form
b) C7: Special Considerations Request Form
c) F3: Malpractice & Misconduct Report Form
d) 05: Replacement Certificate Request Form

**ITC Policies**
a) P1: Customer Charter
b) P3: Fees Policy
c) P5: Appeals Policy
d) P6: Malpractice, Maladministration & Misconduct Policy
e) P7: Language Policy
f) P8: Equality, Diversity and Assessment Policy
g) P9: Record Retention Policy
h) P12: Automatic E-mail Policy - Removal from list
i) P14: Sanctions Policy
j) P15: Withdrawal from Delivery Policy
k) P16: Complaints Policy
l) P17: Invoice Policy
m) P19: Recognition of Prior Learning
n) P22: Data Protection and Privacy



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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 ITC Level 3 Award in First Aid for Fire Fighters.

Qualification Number: **610/7609/0**

It explains the administration, assessment and quality assurance requirements for this qualification.

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 understand in order to deliver this qualification.

## 1.2 Documented Procedures

ITC First (ITC) is a regulated Awarding Organisation supporting externally regulated and non-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

## 2.1 Qualification Objectives

This qualification is designed to support Fire Fighters staff who work throughout the UK with first aid kits whose content requires training in using AED's, airway adjuncts, oxygen therapy, splinting and emergency bandaging.

## 2.2 Learner Entry Requirements

No formal entry requirements. Direct entry for any learner who would benefit from the programme, this qualification is for those who have attended previous FAW training.

## 2.3 Qualification Structure

To meet the requirements of this qualification the learner must achieve the single mandatory unit.

**Qualification details:**

| Title | Number |
|---|---|
| ITC Level 3 Award in First Aid for Fire Fighters | 610/7609/0 |



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**Unit details:**
The qualification is derived from 1 unit:

| Title | Number | Credit | Level | GLH | TQT |
|---|---|---|---|---|---|
| Fire Fighters First Aid | M/652/2107 | 2 | 3 | 15 | 18 |

**Unit Review dates**
January 31, 2028

## 2.4 Learning Outcomes & Assessment Outcomes

| **Unit Title** | | **Fire fighter first aid** | |
|---|---|---|---|
| **Unit Reference** | | **M/652/2107** | |
| **Mandatory Unit** | | **Yes** | |
| **Learning Outcomes** *The learner will:* | | **Assessment Outcomes** *The learner can:* | |
| 1 | Be able to assess a casualty in the Fire Fighting workplace | 1.1 | Conduct a primary survey |
| | | 1.2 | Conduct a secondary survey |
| | | 1.3 | Gather a casualty history |
| | | 1.4 | Record and interpret vital signs |
| | | 1.5 | Select priority casualties according to triage principles |
| 2 | Be able to manage a casualty with a potential breathing problem in the Fire Fighting workplace | 2.1 | Clear the airway of an unresponsive casualty using postural drainage |
| | | 2.2 | Demonstrate cardio pulmonary resuscitation on a manikin, incorporating AED use, according to current guidelines |
| | | 2.3 | Describe the accepted modification in the cardio pulmonary resuscitation sequence for drowning and paediatric casualties |
| | | 2.4 | Administer first aid according to current guidelines to a casualty who is choking |
| 3 | Be able to apply aids and equipment to basic life support in the Fire Fighting workplace | 3.1 | Select and insert an airway management adjunct |
| | | 3.2 | Use an aspiration device |
| | | 3.3 | Use a bag, valve and mask |
| | | 3.4 | Interpret pulse oximeter readings |
| | | 3.5 | Identify factors to consider prior to oxygen administration |
| | | 3.6 | Employ oxygen through a non-rebreatheable mask |
| 4 | To be able to manage a casualty with blood loss in the Fire Fighting workplace | 4.1 | Administer first aid to a casualty with external bleeding |
| | | 4.2 | Administer first aid to a casualty with catastrophic bleeding |
| | | 4.3 | Recognise and administer first aid to casualty with the signs of shock |
| 5 | To be able to manage an injured casualty in the Fire Fighting workplace | 5.1 | Recognise and manage a casualty with a suspected:<br>● limb fracture<br>● limb dislocation |
| | | 5.2 | Recognise and manage a casualty with a suspected:<br>● head injury<br>● neck injury<br>● spinal injury<br>● chest injury<br>● abdominal injury |



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| | | | |
|---|---|---|---|
| | | | • pelvis injury<br>• femur injury<br>• suspension trauma/crush injury<br>• effect from cold / heat from the environment |
| | | 5.3 | Know when to administer entonox for the management of pain in a casualty |
| | | 5.4 | Know how to administer entonox to a casualty |
| 6 | Be able to manage a casualty with a medical emergency in the Fire Fighting workplace | 6.1 | Recognise and manage a casualty with:<br>• asthma<br>• epilepsy<br>• diabetes<br>• chest pain<br>• stroke<br>• anaphylaxis |
| 7 | Be able to manage a casualty with burns in the Fire Fighting workplace | 7.1 | Identify the factors that effect the severity of burns |
| | | 7.2 | Know how to administer first aid for burns involving:<br>• dry heat<br>• wet heat<br>• electricity<br>• chemicals |
| 8 | Understand Mental Health Concerns for the Fire Fighter | 8.1 | Identify Mental Health symptoms |
| | | 8.2 | Recognise the steps of Mental Health first aid |
| | | 8.3 | Identify how to apply non-judgmental listening methods |
| | | 8.4 | Identify how to provide reassurance and helpful information |
| | | 8.5 | Identify where to signpost to appropriate professional agencies |

See section 6 for further indication of coverage and depth of this qualification, the outcomes expected of learners and specimen assessment materials.

## 2.5 Qualification Assessment

The mandatory unit in this qualification is assessed by a portfolio of evidence and a multi choice question exam paper, developed by each learner from a range of Centre devised tasks, and predominantly tutor observation of learner performance. After assessment by the Centre, evidence of achievement will be made available for internal quality assurance and external quality assurance.

Each learner has to produce evidence to meet all the assessment outcomes of each unit and this evidence must be authentic, reliable, valid and sufficient.

ITC template documents for assessment planning and recording are available in the support resources section of the ITC Website.

## 2.6 Awarding

After assessment by the Centre, evidence of achievement will be made available to ITC.

After moderation a list of outcomes [Pass/Not yet meeting standard] will be forwarded to the Centre along with any certificates.



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

The qualification certificate has valid lifetime of 3 years when supported by annual refresher training.

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, moderated and passed. This is a single unit qualification

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

# 3. Centre Approval to Deliver ITC Qualifications

## 3.1 Centre Approval

Centres wishing to offer the ITC Award in First Aid for Fire Fighters will need to complete:

a) Digital centre application form - http://www.itcfirst.org.uk/centres.htm
b) Centre agreement – C9

Centres will need to consider:

a) Sufficient resources for the delivery the qualification – physical and staffing, listed in this document – section 3.6.
b) Learner access to sufficient resources for the award – learning centre, visual aids, textbooks and mentor.
c) Quality assurance procedures – internal assessment and internal quality assurance.

## 3.2 Teaching Programme

The content of the teaching programme is the responsibility of the Centre and is developed by the staff team of the Centre. ITC has a typical programme, 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

Centres offering this qualification must provide internal quality assurance that is standardised across individual assessors, assessment locations and learners.

The Centre must 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.



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There should be a risk based quality assurance plan that monitors the skills of tutors at least annually, 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.

See section 4.1 for qualifications of staff involved with assessment and internal 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 documented policies and procedures. ITC can provide various template documents upon request.

A Centre complaints and appeals policy is to be made available to every learner upon registration.

## 3.6 Resource Requirements

Centres delivering this qualification will be expected to have the physical training resources required to deliver the qualification, including:

a) Current Fire & Rescue Service Appliance First Aid Equipment.
b) Access to medical gases (Oxygen & Entonox) and associated delivery kit.
c) A CPR training manikin per 2 learners.
d) Appropriate bandages, dressings, tourniquets and haemostatic agents to deal with minor to catastrophic blood loss.
e) The range of specialist splints required by the qualification.

# 4. Centre Staffing

## 4.1 Tutor Credentials

Centres are expected to have an appropriate number of suitable tutors with experience and a clear understanding of FAFF content, who hold or are working towards a relevant teaching, assessing, quality assurance qualification appropriate for the course they are delivering.

Most Centres are anticipated to employ staff who are both tutors and assessors of the qualification. ITC require 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 Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice or equivalent or attending an ITC tailored CPD event for IQA staff.



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

a) Teaching / assessing experience who hold a teaching qualification:
b) Level 3 Award in Education and Training or equivalent or above.
c) See appendices of Awarding Organisation Assessment Principles for a list of other acceptable qualifications.
d) Occupational area qualification:
    i) Holding a current First Aid at Work qualification certificate (Centre of Ofqual, SQA Accreditation, Qualifications Wales regulated Awarding Organisation).
    ii) Holding a current Offshore First Aid certificate (HSE approved training provider).
    iii) Current registration as a Doctor (with GMC), Nurse (with NMC), or Paramedic (with HCPC).
e) Subject specific requirements:
    i) Have held a First Aid for Fire Fighters (FAFF) qualification certificate.
    ii) Have attended a FAFF Trainer-Assessor induction event.
f) Portfolio logbooks must be maintained:
    i) Training Log.
    ii) Continuous Professional Development Log showing 6 or more hours per year.

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

## 4.2 Assessor Credentials

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

- Assessing experience who hold an acceptable assessing qualification:
    - Assessor Award or equivalent.
    - Experienced Assessor who has attended an Awarding Body CPD event.
    - See appendices of Awarding Organisation Assessment Principles for a list of acceptable qualifications.
- Occupational area qualification:
    - Holding a current First Aid at Work qualification certificate (Centre of Ofqual, SQA Accreditation, Qualifications Wales regulated Awarding Organisation).
    - Holding a current Offshore First Aid certificate (HSE approved training provider).
    - Current registration as a Doctor (with GMC), Nurse (with NMC), or Paramedic (with HCPC).
- Subject specific requirements:
    - Have held a First Aid for Fire Fighters (FAFF) qualification certificate.
    - Have attended a FAFF Trainer induction event.
- Portfolio logbooks must be maintained:
    - Training Log.
    - Continuous Professional Development Log.

There must be evidence of meeting these requirements on the ITC website 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:

- Internal quality Assurance experience who hold an acceptable internal quality assurers qualification:
    - Internal Quality Assurance Award or equivalent.


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

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

Internal Quality Assurance requires the nominated individuals to have:
- Current knowledge of the requirements of the qualification they are quality assurance.
- Knowledge and understanding of the role of assessors.
- Monitor all teaching and assessing staff regularly – minimum 6 hours annually.
- 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

It is the responsibility of the Centre to provide guidance and advice to learners prior to the commencement of the programme, they should have literacy and numeracy competence appropriate for the qualification.

The entry requirements for these qualifications are stated in section 2.2.

## 5.2 Information to Learners

Pre-course information should be provided to learners containing:

a) Joining details.
b) Literacy, numeracy, ICT requirements.
c) ID requirements.
d) Expectations of course members.
e) Outline of assessment assignment timelines.
f) Link to ITC policies and procedures on homepage of ITC website, including Appeals (P5) and Complaints (P16) procedures.
g) Information on how to request reasonable adjustment to assessment so that learners have a fair assessment opportunity.

## 5.3 Registration of Learners

Centres must meet the following requirements:

a) Learner registration details must be entered into ITC WebOffice database within 10 working days of enrolment.
b) Centres are to keep original learner registration documents.



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c) Centres must have procedures in place to confirm the identity of each learner before they undertake an assessment.

Individual learning plans should be developed between the mentor and each learner with information to allow the learner to complete the assessment portfolios. The plan should identify learning needs and a written plan to address these needs.

## 5.4 Learner Identity

Learners must be informed of the requirement to bring suitable identification to the training course.

## 5.5 Learner Progression

This is a stand alone qualification with a valid lifetime of 3 years when supported by annual refresher training.

# 6. Assessment

## 6.1 Assessment of the Unit

ITC provides assessment tasks outlines and standardisation events for these tasks. Resources are available from the Support Resources section of the ITC website.

Centre devised assessment tasks must provide sufficient evidence for all of the assessment criteria in the unit selected. These assessment tasks must be scrutinised and agreed by the Centre IQA or Centre Manager before implementation.

Centre devised tasks must provide:

a) Description of the task set for each learner mapped to the assessment outcomes

**Indication of coverage and depth**
This is provided by the assessment outcomes identified in 2.4. The intention is to replicate the Fire Fighting workplace as far as is possible in a simulation. All outcomes will be demonstrated during holistic practical competence in the Fire Fighting workplace and the knowledge component is 'how to do' various required actions such as:

a) Manage a casualty with an injury in the context of an incident using all of the content of the course, rather than apply a triangular bandage support in isolation.
b) Manage scenarios involving novel circumstances so that basic principles have to be applied to the scenario with prompt responses anticipated.

## 6.2 Assessment Tasks

Evidence for meeting all assessment outcomes must be produced by the learner when completing the assessment tasks.

a) Practical work must generate evidence for each learner that can be recorded by witness statement, annotated photograph, video or tutor observation report.
b) Product evidence must either be kept for the IQA & EQA or video evidence or annotated photograph.



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**Example of specimen assessment materials**

**E.g. LO3** Requires learners to complete the skill to the standards stated on document TO1.

| | | | |
|---|---|---|---|
| LO3 | Be able to apply aids and equipment to basic life support in the Fire Fighting workplace | AO 3.1 | Select and insert an airway management adjunct |

**TO1 Extract – states current standards**

**1. Oro-pharangeal airway – only on unconscious casualty**

| Stage | Action | ▸ | Comment |
|---|---|---|---|
| | Check response | | |
| | Look for oral trauma | | |
| | Select colour/size | | |
| | Size by point of jaw to centre of teeth | | |
| | Insert upside down | | |
| | Twist into place | | |
| | Ensure flange is on casualty lips | | |
| | Monitor | | |

**2. Naso-pharyngeal airway – conscious or unconscious casualty**

| Stage | Action | ▸ | Comment |
|---|---|---|---|
| | Look for head trauma or suspected skull fracture | | |
| | Select suitable size | | |
| | Use water soluble lubricant prior to insertion | | |
| | Place bevel in larger nostril towards centre of nose (septum) | | |
| | Advance the NPA gently, straight in, following floor of nose | | |
| | Ensure phlange is resting on casualty nostril | | |

| | |
|---|---|
| Q. What to do if resistance is felt when gently advancing the NPA? | A. |
| Q. Is there a different technique for right and left nostril? | A. |

## 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.

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 Centre Web-Office. Including:

- A1.F - Tutor Observation Assessment Record
- A4.F - FAFF Assessment Specification



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Centres must send learner records for ITC prior to certification:
- Learner Registration & Evaluation forms,
- Completed course register,
- Completed assessment observation records,
- Summary of certificates claimed and other relevant information, e.g. reasonable adjustments made.

Centres must keep assessment evidence for all units for each learner until the EQA visit. As stated in the signed ITC Centre agreement (C9) all learner assessment evidence must be made available to ITC upon request.

## 6.4 Internal Quality Assurance

Centres must have and follow an Internal Quality Assurance Policy.

Assignment evidence is to be internally quality assured following ITC centrally produced or procedures agreed with ITC External Quality Assurer.

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

a) IQA1: Internal Quality Assurance Process
b) IQA2: Centre Standardisation Records
c) IQA3: Assessment Sampling Record
d) IQA4: Assessor Sampling Report Record
e) IQA5: Internal Quality Assurance Record Form
f) PR6.F: IQA Monitoring Visit Record - FAFF
g) PR6.Fg: IQA Monitoring Visit Record Guidance Document - FAFF

All IQA evidence must be maintained and archived for minimum of 5 years.

# 7. Supporting Resources for Delivery

## 7.1 Reading List

No specific reading list for this qualification.

# 8. External Quality Assurance

## 8.1 Procedures

An External Quality Assurance event may include some or all of the following methods:
a) Initial Centre visit
b) Ongoing Centre visit
c) Desktop research
d) Internet research
e) Telephone or video interview
f) Unannounced visit to training event


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g) Action Plan evidence review
h) Postal moderation
i) Attendance at standardisation events

The nature of the activity will depend upon the risk rated track record of the Centre.

Centres will be notified of proposed external quality assurance events twice per year. During the Centre visit all the completed learner assessment evidence will be made available for moderation. Moderation of learner assessment evidence will be on a sampling basis.

As well as sampling the external quality assurance event may include the following specific requests:

- Confirmation of all policies and documented procedures
- A review of the evidence of Centre internal quality assurance and staff development events
- A review of the evidence generated from previous external moderations events including action plan evidence
- A review of documented draft assignment feedback by tutors
- A review of assessment evidence from any registered learner
- Any guidance required to administer or deliver the qualification

## 8.2 Visit Details

Centres will be allocated a named External Quality Assurer who will normally contact the Centre prior to a visit. For each visit:

- The Centre will be notified in advance to allow time to make suitable arrangements. Normally planned at the previous visit.
- The agenda for the meeting will be forwarded to the Centre.
- The meeting will occur on the planned date.
- Preliminary action plans will be drafted for agreement and review at the time of the Centre visit.
- Action Plan evidence will be generated according to the specified timescale by the Centre and approved or referred by ITC
- Risk rating will be applied to each Centre and risk managed on a Centre by Centre basis.

## 8.3 Qualification Standardisation

Centres must provide samples of assessment evidence from units, assessment materials or learner evidence upon request from ITC.



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