



Qualification Guidance Document

BIIAB Level 3 Award in First Aid at Work

England – 610/0555/1

Northern Ireland - 610/0555/1

Wales – C00/5031/0

About Us

At BIIAB Qualifications Limited we continually invest in high quality qualifications, assessments and services for our chosen sectors. As a UK leading sector specialist, we continue to support employers and skills providers to enable individuals to achieve the skills and knowledge needed to raise professional standards across our sectors.

BIIAB Qualifications Limited have an on-line registration system to help customers register learners on their qualifications, units and exams. In addition, it provides features to view exam results, invoices, mark sheets and other information about learners already registered.

The system is accessed via a web browser by connecting to our secure website using a username and password: [Skills and Education Group Awards Secure Login](#)

Sources of Additional Information

The [BIIAB Qualifications Limited](#) website provides access to a wide variety of information.

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Specification Code

The specification code is A2498-03.

Issue	Date	Details of change
1.0	April 2022	New Release
1.1	June 2022	Headers Updated

1.2	April 2023	Reformatted Qualification Guide into new branding
1.3	July 2024	Qualifications in Wales (QiW) Designation Approval
2.0	January 2026	Units updated in line with the FAAOF. The FAAOF have updated the units' following updates to the Resuscitation Council UK (RCUK) Guidelines 2025. Qualification Guide rebranded in line with company branding policy.

This guide should be read in conjunction with the Indicative Content document which is available on our secure website using the link above.

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This is a live document and as such will be updated when required. It is the responsibility of the approved centre to ensure the most up-to-date version of the Qualification Specification is in use. Any amendments will be published on our website and centres are encouraged to check this site regularly.

Qualification Summary

BIIAB Level 3 Award in First Aid at Work Ofqual - 610/0555/1 NI - 610/0555/1 Wales - C00/5031/0									
Qualification Purpose	Confirm Occupational Competence/Licence to Practice								
Age Range	<table border="1"> <tr> <td>Pre 16</td> <td></td> <td>16-18</td> <td>✓</td> <td>18+</td> <td>✓</td> <td>19+</td> <td>✓</td> </tr> </table>	Pre 16		16-18	✓	18+	✓	19+	✓
Pre 16		16-18	✓	18+	✓	19+	✓		
Regulation	The above qualifications are regulated by: <ul style="list-style-type: none"> > Ofqual > QiW 								
Assessment	<ul style="list-style-type: none"> > Multiple-Choice exam > Practical demonstration 								
Type of Funding Available	See FaLA (Find a Learning Aim)								
Grading	Pass/Fail To achieve a Pass grade, learners must achieve all the Learning Outcomes and Assessment Criteria in all the units completed.								
Operational Start Date	01/03/2026								
Operational End Date									
Certification End Date									
Guided Learning (GL)	18 Hours								
Total Qualification Time (TQT)	22 Hours								
Credit Value	2								
BIIAB Qualifications Limited Sector	Health and Social Care								
Regulator Sector	1.3 Health and Social Care								

Support from Trade Associations

These qualifications have been developed in collaboration with Awarding Organisations/Bodies belonging to the First Aid Awarding Organisation Forum Supported by the Health and Safety Executive.

Introduction

BIIAB Qualifications Limited is regulated to deliver this qualification by Ofqual and CCEA Regulations in England and Northern Ireland respectively. The qualification is also regulated by Qualification Wales. The qualification has a unique Qualification Number (QN) which is shown below. Each unit within the qualification will also have a regulatory Unit Reference Number (URN).

This guidance has been developed to provide guidance for learners, assessors and quality assurers undertaking, delivering, or quality assuring this qualification.

The purpose of the guidance is to provide the majority of the key information that may be needed to prepare for, and help support, the successful delivery of the qualification, in one place.

If this guidance is updated, centres will be notified by BIIAB Qualifications Limited.

Pre-requisites

There are no entry requirements for this qualification. However, learners must be assessed to ensure they have a reasonable chance of achievement and will be able to generate the required evidence.

BIIAB Qualifications Limited expects approved centres to recruit with integrity on the basis of a trainee's ability to contribute to and successfully complete all the requirements of a unit(s) or the full qualification.

Qualification Structure and Rules of Combination

Rules of Combination: Level 3 Award in First Aid at Work

Learners must achieve 2 credits. All credits must come from the 2 mandatory units.

Unit Title	Unit Number	Level	Credit Value	GL
Mandatory Group Minimum Credit Target - 2				
Emergency First Aid in the Workplace	Y/651/9295	3	1	6
Recognition and Management of Illness and Injury in the Workplace	A/651/9296	3	1	12

Aim

This qualification has been designed to allow learners to obtain and then demonstrate the knowledge and skills required to be able to administer first aid to adults in the workplace.

The purpose of the qualification is to confirm competence in an occupational role to the standards required.

The Health and Safety (First Aid) Regulations 1981 and the Health and Safety (First Aid) Regulations (Northern Ireland) 1982 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces including those with less than five employees and to the self-employed. By arranging for their employees to be trained in first aid, employers are helping to meet their health and safety regulatory requirements.

This qualification has been developed in collaboration with Awarding Organisations/Bodies belonging to the First Aid Awarding Organisation Forum. The Forum invites and receives regular input and attendance from other organisations such as the Health and Safety Executive (HSE) and Qualification Regulators.

The qualification is valid for 3 years. The learner needs to retake the qualification before the certificate expiry date in order to remain qualified.

Target Group

This qualification is appropriate for use in the following age ranges:

- > 16-18
- > 18+
- > 19+

Assessment

The Assessment Strategy has been designed by BIIAB Qualifications Limited, in conjunction with an expert panel, industry experts and a steering group. All BIIAB Qualifications Limited approved training centres and their assessment must adhere to the designed assessment strategy for this qualification.

Please refer to the Assessment Guidance document linked to this qualification for further information on the assessment methods and all relevant information on assessing.

Resources

BIIAB Qualifications Limited provides the following additional resources for this qualification:

- > Purpose Statement
- > Learner Unit Achievement Checklist
- > Indicative Content
- > Assessment Guidance
- > Multiple-choice Knowledge Tests
- > Candidate Answer Sheets
- > Practical Demonstration Assessment Scenarios

Practice Assessment Material

BIIAB Qualifications Limited confirm that there is no practice assessment material for this qualification.

Teaching Strategies and Learning Activities

Centres should adopt a delivery approach which supports the development of all individuals. The aims and aspirations of all the learners, including those with identified special needs or learning difficulties/disabilities, should be considered and appropriate support mechanisms put in place.

Progression Opportunities

Learners wishing to specialise in first aid at work may also wish to consider undertaking:

- > Level 3 Award in Emergency First Aid at Work (Management of Life-Threatening Bleeding) (*Ofqual Ref: 61052164*)
- > Level 3 Award in First Aid at Work (Management of Life-Threatening Bleeding) (*Ofqual Ref: 61052176*)

Centres should be aware that Reasonable Adjustments, which may be permitted for assessment, may in some instances limit a learner's progression into the

sector. Centres must, therefore, inform learners of any limits their learning difficulty may impose on future progression.

Tutor / Assessor Requirements

BIIAB Qualifications Limited require those involved in the teaching and assessment process to be suitably experienced and / or qualified. Assessors should also be trained and qualified to assess or be working towards appropriate qualifications.

Those responsible for Internal Quality Assurance (IQA) must be knowledgeable of the subject/occupational area to a suitable level to carry out accurate quality assurance practices and processes.

Language

This specification and associated assessment materials are in English only.

Unit Details

Emergency First Aid in the Workplace	
Unit Reference	Y/651/9295
Level	3
Credit Value	1
Guided Learning (GL)	6
Unit Summary	<p>This unit will allow learners to attain knowledge and practical competences required to deal with a range of workplace first aid situations. By undertaking this unit, learners will have the confidence to take prompt and effective action in the event of an accident or sudden illness, helping to minimise injury and potentially save lives until professional medical assistance arrives. Upon successful completion of this unit, learners will be competent in responding to workplace emergencies in line with current first aid guidelines and organisational procedures.</p> <p>This unit has been written in line with the First Aid at Work Health and Safety (First Aid) Regulations 1981 Guidance on Regulations (L74) Resuscitation Council (UK) Guidelines.</p>
Learning Outcomes (1 to 7)	Assessment Criteria (1.1 to 7.2)
The learner will	The learner can
1. Understand the role and responsibilities of a first aider	1.1 Identify the role and responsibilities of a first aider 1.2 Identify how to minimise the risk of infection to self and others 1.3 Identify the need for consent to provide first aid
2. Be able to assess an emergency situation safely	2.1 Conduct a scene survey 2.2 Conduct a primary survey of a casualty

	2.3	Summon appropriate assistance when necessary
3. Be able to provide first aid to an unresponsive casualty	3.1	Identify when to administer cardiopulmonary resuscitation (CPR)
	3.2	Demonstrate adult CPR using a manikin
	3.3	Identify when to place a casualty into the recovery position
	3.4	Demonstrate how to place a casualty into the recovery position
	3.5	Demonstrate continual monitoring of breathing whilst the casualty is in the recovery position
	3.6	Identify how to administer first aid to a casualty who is experiencing a seizure
4. Be able to provide first aid to a casualty who is choking	4.1	Identify when a casualty is choking
	4.2	Demonstrate how to administer first aid to a casualty who is choking
5. Be able to provide first aid to a casualty with external bleeding	5.1	Identify whether external bleeding is life-threatening
	5.2	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	6.1	Recognise when a casualty is suffering from shock
	6.2	Identify how to administer first aid to a casualty who is suffering from shock
7. Know how to provide first aid to a casualty with minor injuries	7.1	Identify how to administer first aid to a casualty with: <ul style="list-style-type: none"> > Small cuts > Grazes > Bruises > Small splinters > Nosebleeds

	7.2	Identify how to administer first aid to a casualty with minor burns and scalds
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Recognition and Management of Illness and Injury in the Workplace

Unit Reference	A/651/9296	
Level	3	
Credit Value	1	
Guided Learning (GL)	12	
Unit Summary	<p>This unit will allow learners to attain knowledge and practical competences required to deal with a range of workplace first aid situations. The unit focuses on enabling learners to respond effectively and efficiently to sudden medical conditions, helping to reduce the severity of for casualties. On completion of this unit, learners will be able to recognise and manage illness and injury confidently and in accordance with national first aid standards.</p> <p>This unit has been written in line with the First Aid at Work Health and Safety (First Aid) Regulations 1981 Guidance on Regulations (L74) Resuscitation Council (UK) Guidelines.</p>	
Learning Outcomes (1 to 9)	Assessment Criteria (1.1 to 9.2)	
The learner will	The learner can	
1. Be able to conduct a secondary survey	1.1	Identify the information to be collected when gathering a casualty history
	1.2	Demonstrate how to conduct a head-to-toe-survey
2. Be able to provide first aid to a casualty with suspected injuries to bones, muscles and joints	2.1	Recognise a suspected: <ul style="list-style-type: none"> > Fracture or dislocation > Sprain or strain
	2.2	Identify how to administer first aid for a casualty with suspected: <ul style="list-style-type: none"> > Fracture or dislocation > Sprain or strain
	2.3	Demonstrate how to apply: <ul style="list-style-type: none"> > A support sling

		<ul style="list-style-type: none"> > An elevated sling
3. Be able to provide first aid to a casualty with suspected head and spinal injuries	3.1	Recognise a suspected: <ul style="list-style-type: none"> > Head injury > Spinal injury
	3.2	Identify how to administer first aid for a suspected head injury
	3.3	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	4.1	Identify how to administer first aid for suspected: <ul style="list-style-type: none"> > Fractured ribs > Penetrating chest injury
5. Know how to provide first aid to a casualty with burns and scalds	5.1	Identify how to recognise the severity of burns and scalds
	5.2	Identify how to administer first aid for burns involving: <ul style="list-style-type: none"> > Dry/wet heat > Chemicals > Electricity
6. Know how to provide first aid to a casualty with an eye injury	6.1	Identify how to administer first aid for eye injuries involving: <ul style="list-style-type: none"> > Dust > Chemicals > Embedded objects
7. Know how to provide first aid to a casualty with suspected poisoning	7.1	Identify how poisonous substances can enter the body
	7.2	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	8.1	Recognise suspected anaphylaxis
	8.2	Identify how to administer first aid for a casualty with suspected anaphylaxis
	8.3	Demonstrate the use of a 'training device' adrenaline auto-injector

<p>9. Know how to provide first aid to a casualty with suspected major illness</p>	<p>9.1</p> <p>9.2</p>	<p>Recognise suspected:</p> <ul style="list-style-type: none">> Heart Attack> Stroke> Epileptic seizure> Asthma attack> Hypoglycaemic emergency <p>Identify how to administer first aid to a casualty suffering from:</p> <ul style="list-style-type: none">> Heart Attack> Stroke> Epileptic seizure> Asthma attack> Hypoglycaemic emergency
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Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies

BIIAB Qualifications Limited policy enables learners to avoid duplication of learning and assessment in a number of ways:

- > **Recognition of Prior Learning (RPL)** – a method of assessment that considers whether a learner can demonstrate that they can 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.
- > **Exemption** - Exemption applies to any certificated achievement which is deemed to be of equivalent value to a unit within BIIAB Qualifications Limited qualification but which does not necessarily share the exact learning outcomes and assessment criteria. It is the assessor's responsibility, in conjunction with the Internal Moderator, to map this previous achievement against the assessment requirements of the BIIAB Qualifications Limited qualification to be achieved in order to determine its equivalence.
 - > Any queries about the relevance of any certificated evidence should be referred in the first instance to your centre's internal moderator and then to BIIAB Qualifications Limited.
 - > It is important to note that there may be restrictions upon a learner's ability to claim exemption or credit transfer which will be dependent upon the currency of the unit/qualification and a learner's existing levels of skill or knowledge.
 - > Where past certification only provides evidence that could be considered for exemption of part of a unit, learners must be able to offer additional evidence of previous or recent learning to supplement their evidence of achievement.
- > **Credit Transfer** – BIIAB Qualifications Limited may attach credit to a qualification, a unit or a component. Credit transfer is the process of using certificated credits achieved in one qualification and transferring that achievement as a valid contribution to the award of another qualification. Units/Components transferred must share the same learning outcomes and assessment criteria along with the same unit number. Assessors must ensure that they review and verify the evidence through sight of:
 - > Original certificates OR
 - > Copies of certificates that have been signed and dated by the internal moderator confirming the photocopy is a real copy and make these available for scrutiny by the External Moderator.
- > **Equivalencies** – opportunities to count credits from the unit(s) from other qualifications or from unit(s) submitted by other recognised organisations towards the place of mandatory or optional unit(s) specified in the rule of combination. The unit must have the same credit value or greater than the unit(s) in question and be at the same level or higher.

BIIAB Qualifications Limited encourages its centres to recognise the previous achievements of learners through Recognition of Prior Learning (RPL), Exemption, Credit Transfer and Equivalencies. Prior achievements may have resulted from past or present employment, previous study or voluntary activities. Centres should provide advice and guidance to the learner on what is appropriate evidence and present that evidence to the external moderator in the usual way.

Further guidance can be found in 'Delivering and Assessing Qualifications' which can be downloaded from bijab.co.uk/for-centres/

Certification

Learners will be certificated for all units and qualifications that are achieved and claimed.

BIIAB Qualifications Limited policies and procedures are available on the website.

Exemptions

This qualification contains no exemptions. For further details see Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies.

Glossary of Terms

GL (Guided Learning)

GL is where the learner participates in education or training under the immediate guidance or supervision of a tutor (or other appropriate provider of education or training). It may be helpful to think – ‘Would I need to plan for a member of staff to be present to give guidance or supervision?’

GL is calculated at qualification level and not unit/component level.

Examples of Guided Learning include:

- > Face-to-face meeting with a tutor
- > Telephone conversation with a tutor
- > Instant messaging with a tutor
- > Taking part in a live webinar
- > Classroom-based instruction
- > Supervised work
- > Taking part in a supervised or invigilated formative assessment
- > The learner is being observed as part of a formative assessment.

TQT (Total Qualification Time)

The number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required, in order for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.’ The size of a qualification is determined by the TQT.

TQT is made up of the Guided Learning (GL) plus all other time taken in preparation, study or any other form of participation in education or training but not under the direct supervision of a lecturer, supervisor or tutor.

TQT is calculated at qualification level and not unit/component level.

Examples of unsupervised activities that could contribute to TQT include:

- > Researching a topic and writing a report
- > Watching an instructional online video at home/e-learning
- > Watching a recorded webinar
- > Compiling a portfolio in preparation for assessment
- > Completing an unsupervised practical activity or work
- > Rehearsing a presentation away from the classroom
- > Practising skills unsupervised
- > Requesting guidance via email – will not guarantee an immediate response.