



Qualification Guidance Document

BIIAB Award in Emergency First Aid at Work at SCQF Level 6

Scotland – R866 04



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 its 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 A2494-06.

Issue	Date	Details of change
1.0	July 2024	Qualification guide created for SQA Accreditation

1.1	January 2026	Updated qual title name in the section 'Blended Learning in First Aid – Quality Assurance Standards'
1.2	January 2026	<p>Units updated in line with the FAAOF. The FAAOF have updated the units' following updates to the Resuscitation Council UK (RCUK) Guidelines 2025.</p> <p>Qualification Guide rebranded in line with company branding policy.</p> <p>All references to SQA Accreditation amended to Qualifications Scotland Accreditation</p>

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 Award in Emergency First Aid at Work at SCQF Level 6 – R866 04							
Qualification Purpose	To confirm occupational competence and/or 'licence to practice'.						
Age Range	Pre 16		16-18		18+	✓	19+ ✓
Regulation	The above qualification(s) is/are regulated by Qualifications Scotland Accreditation						
Assessment	<ul style="list-style-type: none"> > Multiple Choice Examination > 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	31/07/2024						
Review Date	30/04/2027						
Operational End Date	30/04/2027						
Certification End Date	31/10/2027						
SCQF Credit	1						
BIIAB Qualifications Limited Sector	Care Services						
Regulator Sector	1.3 Health and Social Care						
Support from Trade Associations	This qualification has been developed in collaboration with Awarding Organisations/Bodies belonging to the First Aid Awarding Organisation Forum and is supported by the Health and Safety Executive.						

Introduction

BIIAB Qualifications Limited is regulated to deliver this qualification by Qualifications Scotland Accreditation. The qualification has a unique Group Award Code which is shown below. Each unit within the qualification will also have a regulatory Unit Reference Number (URN).

The Group Award Code will be displayed on the final certificate for the qualification.

Qualification Title	Group Award Code
BIIAB Award in Emergency First Aid at Work at SCQF Level 6	R866 04

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: BIIAB Award in Emergency First Aid at Work at SCQF Level 6

Learners must achieve 1 SCQF credit. This credit must come from the mandatory unit listed below.

Unit Title	Unit Number	SCQF Level	SCQF Credit	Assessment Method
Mandatory Group Minimum Credit Target - 1				
Emergency First Aid in the Workplace	UR38 04	6	1	Practical Demonstration and Knowledge Test

Aim

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

The purpose of the qualifications 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:

- > 18+
- > 19+

Assessment

Overview of Assessment Strategy

The Assessment Strategy has been designed by BIIAB, in conjunction with an expert panel, educational 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.

In order to assess formally learners' skills, BIIAB Qualifications Limited has developed **practical demonstration assessments**. These are scenarios for simulation by the centres. The scenarios will allow learners to demonstrate their skills in administering emergency first aid to adults. The assessor will also ask questions during the practical assessment in order to ascertain the learners' knowledge and understanding during the application of their skills.

BIIAB has developed four versions of each of the practical demonstration assessments. Centres may decide which version to use for each assessment, **centres who do not have the latest versions of these practical scenarios can request them from BIIAB customer services**. These must be stored in a secure location before the tests are due to take place.

After completing the practical demonstration assessments, centres **must** keep the completed paperwork for inspection by BIIAB Qualifications Limited External Quality Assurers.

The practical demonstration for this unit is as follows:

Unit No.	Assessment Method
3FAW1V2	<ul style="list-style-type: none">> Scene Survey and Cardio-Pulmonary Resuscitation> Recovery Position> Choking> Bleeding

In order to assess formally the learners' knowledge, BIIAB Qualifications Limited has developed **multiple-choice knowledge tests**.

If taken on paper, the tests are scheduled in ORS, the centre **must** download the paper, mark scheme, candidate answer sheet and nominal roll and store in a secure location before the test is due to take place. Each scheduled cohort will sit the same test. The centre (assessor) will use the mark scheme to determine if the learner has achieved the required pass mark. The candidate answer sheets, mark scheme, unused exam papers and nominal rolls must be returned to BIIAB

Qualifications Ltd for further processing. After internal verification by the centre, the centre must upload the overall results to ORS (BIIAB's Online Registration and Certification Service) and they will be subject to external verification by the BIIAB External Quality Assurer (EQA).

Please note that centres must not copy or keep any exam paper or mark scheme. If in doubt, please refer to the user guides for ORS for further details on scheduling exams.

The table below sets out the multiple-choice knowledge test requirements for this unit:

Unit No.	Assessment Method	Duration of Exam	Total Marks	Pass Mark
3FAW1V2	Multiple-choice paper	30	17	70%

- > Learners achieving **less than** 70% will have failed and will need to be scheduled to take another multiple-choice test.
- > Learners achieving 70% **or over**, but less than 100%, must demonstrate to the assessor that they know and understand the remaining assessment criteria. This can be assessed through professional discussion or oral questions. For tests taken on-screen, the report generated automatically will identify the assessment criteria not achieved by the candidate. For tests taken on paper, the mark scheme will identify which assessment criteria each question relates to, therefore the assessor will be able to identify the assessment criteria not achieved by the candidate.
- > Learners achieving 100% will have passed and do not need further knowledge testing.

Please refer to BIIAB Qualifications Limited Centre Support Manual and Examination, Invigilation Regulations and all other relevant documentation and procedures for the delivery of multiple-choice tests.

Centres can decide in what order to assess learners; it is usual but not compulsory for learners to take the knowledge test before the practical test.

Recording of results by the assessor

If the learners are taking the multiple-choice knowledge test on-screen, their results will be available in ORS as soon as the learners have completed and submitted their answers. The assessor **must** record in ORS whether the learner has achieved all remaining knowledge assessment criteria. The assessor **must**

also record in ORS the result of the learner’s practical demonstration assessment. The results will be checked by BIIAB Qualifications Limited staff and certificates issued accordingly.

If the learners are taking the multiple-choice knowledge test on paper instead of on-screen, the assessor **must** record on the Candidate Answer Sheet the results of the multiple-choice test, the results of the assessment of the remaining knowledge assessment criteria and the result of the learner’s practical demonstration assessment. The centre **must** post the Candidate Answer Sheets to BIIAB where they will be checked, scanned into ORS and certificates will be issued accordingly.

For more information, please see the process flowcharts and Candidate Answer Sheet overleaf.

Assessment Methodology for each Learning Outcome

Unit No. 3FAW1V2	Learning Outcome	Assessment Methodology
1	Understand the role and responsibilities of a first aider	Knowledge Test
2	Be able to assess an emergency situation safely	Practical demonstration and knowledge test
3	Be able to provide first aid to an unresponsive casualty	Practical demonstration and knowledge test
4	Be able to provide first aid to a casualty who is choking	Practical demonstration and knowledge test
5	Be able to provide first aid to a casualty with external bleeding	Practical demonstration and knowledge test
6	Know how to provide first aid to a casualty who is in shock	Knowledge test
7	Know how to provide first aid to a casualty with minor injuries	Knowledge test

Assessment Process

Assessment is the process used to judge the competence, of a learner, against set standards.

The assessor is the person who is responsible for determining learners' competence. The assessor may be a workplace supervisor or an external person who is trained and qualified or working towards a qualification relevant to the assessor role.

Assessors base their judgement on performance and decide how it compares to the national standard. The assessor will also ask questions based on the knowledge required to do the work, to ascertain the knowledge and understanding of the learner.

When the required units have been completed and the assessor is satisfied that the learner has met the national standard, a recommendation for a certificate will be made.

An Internal Quality Assurer (IQA) is responsible for the quality assurance of the qualifications within the training organisation and will provide advice, guidance and support to the assessors. IQAs also ensure that the assessors apply the standards consistently and fairly. The IQA will review the portfolio of evidence during the assessment process.

An External Quality Assurer (EQA), who is appointed by BIIAB, will quality assure the assessment and internal quality assurance decisions involved in the development of the portfolio. The EQA will quality assure the qualification process, which ensures that certification of the qualification is reliable, consistent and to the national standard, by checking the consistency of assessments made by the training provider, and across training providers.

*For details of qualifications required by the Assessor, IQA and EQA, please see the Assessment Principles for Regulated First Aid Qualifications in the next section.

Assessments will be accessible and will produce results that are valid, reliable, transparent and fair. BIIAB Qualifications Limited will ensure that the result of each assessment taken by a learner in relation to a qualification reflects the level of attainment demonstrated by that learner in the assessment and will be based upon the achievement of all of the specified learning outcomes.

Details of the ordering process, assessment documentation, invigilation requirements to centres and the documentation to be completed can be found in the Examination and Invigilation Regulations for the Administration of BIIAB Qualifications document, available on the BIIAB website www.biiab.co.uk

BIIAB Qualifications Limited will make every effort to ensure that it allows for assessment to:

- > be up to date and current
- > reflect the context from which the learner has been taught
- > be flexible to learner needs

Appeals

If learners are dissatisfied with an assessment outcome, they have the right to appeal. The **main** reasons for an appeal are likely to be:

- > learners do **not** understand why they are not yet regarded as having sufficient knowledge
- > learners believe they are competent and that they have been misjudged

BIIAB Qualifications Limited expects most appeals from learners to be resolved within the centre. BIIAB Qualifications Limited will only consider a learner's appeal after the centre's internal appeals procedure has been fully exhausted.

For full details of the BIIAB Qualifications Limited's appeals procedure please refer to <https://biiab.co.uk/policies-and-procedures/>

Assessment Principles for Regulated First Aid Qualifications

Introduction

These Assessment Principles have been produced by the First Aid Awarding Organisation Forum (FAAOF) in cooperation with the Health and Safety Executive (HSE) and Qualification Regulators.

These principles must be applied in addition to the generic criteria and regulations that Ofqual/Qualifications Wales/CCEA Regulation/Qualifications Scotland Accreditation require Awarding Organisations/Bodies meet for the delivery of regulated/accredited qualifications.

Awarding Organisations/Bodies who follow these First Aid Assessment Principles should also participate in the First Aid Awarding Organisation Forum (FAAOF) in line with the FAAOF Terms of Reference.

This document relates to First Aid Qualifications including but not limited to:

- > **BIIAB Award in Emergency First Aid at Work at SCQF Level 6**
- > **BIIAB Award in First Aid at Work at SCQF Level 6**

This document deals with training, assessment, evidence and quality assurance under the following headings:

- > Roles and responsibilities of those involved in the training, assessment and quality assurance processes
- > Assessment and sources of evidence

Roles and Responsibilities of those involved in the Training, Assessment and Quality Assurance Processes

This document details the requirements of Trainers and Assessors separately. It is accepted, however, that both roles may be performed by the same person, providing the qualifications and experience requirements are met.

Trainers

Those involved in the training of these qualifications **must** have knowledge and competency in first aid as well as knowledge and competency to train based on qualifications and experience. An acceptable portfolio must show:

- i. Occupational knowledge and competence in first aid - evidenced by:**
 - > Holding a first aid at work qualification/medical registration as detailed in Appendix 1
- ii. Knowledge and competency in teaching/training first aid - evidenced by:**
 - > Holding an acceptable teaching/training qualification as detailed in Appendix 2

AND either:

- > Providing an acceptable log of teaching first aid within the last 3 years **or**
- > Providing an acceptable record of competently teaching theoretical and practical first aid sessions under the supervision of a suitably qualified Trainer/Assessor

Assessors

Those involved in the assessment of these qualifications **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 first aid at work qualification/medical registration as detailed in Appendix 1
- ii. Knowledge and competency in assessing first aid - evidenced by:**
 - > Holding an acceptable assessing qualification/CPD Training as detailed in Appendix 2

AND either:

- > Providing an acceptable log of first aid assessments conducted within the last 3 years **or**
- > Providing an acceptable record of competently assessing theoretical and practical first aid qualifications under the supervision of a suitably qualified assessor.

Internal Quality Assurance

Those involved in the internal quality assurance of these qualifications (IQAs) **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 first aid at work qualification/medical registration as detailed in Appendix 1

ii. Knowledge and competency in internal quality assurance – evidenced by:

- > Holding an acceptable internal quality assurance qualification/completing CPD training as detailed in Appendix 3

Internal Quality Assurers **must**:

- > Have knowledge of the requirements of the qualification they are quality assuring at the time any assessment is taking place.
- > Have knowledge and understanding of the role of assessors.
- > Visit and observe assessments.
- > Carry out other related internal quality assurance.

External Quality Assurance

Those involved in the external quality assurance of these qualifications (EQAs) must have knowledge and competency in first aid as well as knowledge and competency in external quality assurance. An acceptable portfolio should show:

i. Occupational knowledge and competence in first aid - evidenced by:

- > Holding a first aid at work qualification/medical registration as detailed in Appendix 1

ii. Knowledge and competency in external quality assurance – evidenced by:

- > Holding an acceptable external quality assurance qualification as detailed in Appendix 4

External Quality Assurers **must**:

- > Have knowledge of the requirements of the qualification they are quality assuring at the time any assessment is taking place.
- > Have knowledge and understanding of the role of Assessors and Internal Quality Assurers.

Assessment and Sources of Evidence

Assessment Centres

Assessment Centres will be responsible for maintaining up-to-date information on trainers/assessors and Internal Quality Assurers and for ensuring the currency of the competence of all those involved in the assessment and internal quality assurance process.

Simulation

Simulation is permitted – each unit details what may be simulated.

Assessment

The assessment should determine a learner's ability to act safely, promptly and effectively when an emergency occurs at work and to deal with a casualty. All learning outcomes in the unit(s) **must** be achieved. Assessment may take place at any time during the delivery of the qualification and does not need to be done as a final assessment. It is however a requirement for the learner to be aware that assessment is taking place.

Standards of first aid practice

Skills and knowledge **must** be taught and assessed in accordance with currently accepted first aid practice in the United Kingdom as laid down:

- > by the Resuscitation Council (UK); **and**
- > in other publications, provided that they are supported by a responsible body of medical opinion.

Appendix 1

Occupational Knowledge and Competence in First Aid

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/Qualifications Wales/CCEA Regulation recognised Awarding Organisation/Body, or equivalent¹) as follows:

Qualifications Delivered	Minimum qualification to be held by the Trainer / Assessor / IQA / EQA ¹ :
Level 3 Award in First Aid at Work or Level 3 Award in Emergency First Aid at Work	Level 3 Award in First Aid at Work
Level 3 Award in Paediatric First Aid or Level 3 Award in Emergency Paediatric First Aid	Level 3 Award in Paediatric First Aid or Level 3 Award in 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 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.

Appendix 2

Acceptable Training/Assessing Qualifications

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	<input type="checkbox"/>	<input type="checkbox"/>
Level 4 Certificate in Education and Training	<input type="checkbox"/>	<input type="checkbox"/>
Level 5 Diploma in Education and Training	<input type="checkbox"/>	<input type="checkbox"/>
Level 3 Award in Teaching and Assessing in First Aid Qualifications (RQF)	<input type="checkbox"/>	<input type="checkbox"/>
Cert Ed/PGCE/B Ed/M Ed	<input type="checkbox"/>	<input type="checkbox"/>
SVQ 3 Learning and Development SCQF Level 8	<input type="checkbox"/>	<input type="checkbox"/>
SVQ 4 Learning and Development SCQF Level 9	<input type="checkbox"/>	<input type="checkbox"/>
TQFE (Teaching Qualification for Further Education)	<input type="checkbox"/>	<input type="checkbox"/>
Planning and Delivering Learning Sessions to Groups SCQF Level 6	<input type="checkbox"/>	<input type="checkbox"/>
SCQF Level 6 Award in Planning and Delivering Learning Sessions to Groups	<input type="checkbox"/>	<input type="checkbox"/>
L&D Unit 6 Manage Learning and Development in Groups SCQF Level 8	<input type="checkbox"/>	
L&D Unit 7 Facilitate Individual Learning and Development SCQF Level 8	<input type="checkbox"/>	
L&D Unit 8 Engage and Support Learners in the Learning and Development Process SCQF Level 8	<input type="checkbox"/>	
Carry Out the Assessment Process SCQF Level 7		<input type="checkbox"/>
Level 3 Award in Assessing Competence in the Work Environment		<input type="checkbox"/>
Level 3 Award in Assessing Vocationally Related Achievement		<input type="checkbox"/>

Level 3 Award in Understanding the Principles and Practices of Assessment		<input type="checkbox"/>
Level 3 Certificate in Assessing Vocational Achievement		<input type="checkbox"/>
L&D Unit 9DI Assess Workplace Competence Using Direct and Indirect Methods SCQF Level 8		<input type="checkbox"/>
L&D Unit 9D Assess Workplace Competence Using Direct Methods SCQF Level 7		<input type="checkbox"/>

Qualification	Train	Assess *
Other Acceptable Qualifications		
CTLLS/DTLLS	<input type="checkbox"/>	<input type="checkbox"/>
PTLLS with unit 'Principles and Practice of Assessment' (12 credits)	<input type="checkbox"/>	<input type="checkbox"/>
Further and Adult Education Teacher's Certificate	<input type="checkbox"/>	<input type="checkbox"/>
IHCD Instructional Methods	<input type="checkbox"/>	<input type="checkbox"/>
IHCD Instructor Certificate	<input type="checkbox"/>	<input type="checkbox"/>
English National Board 998	<input type="checkbox"/>	<input type="checkbox"/>
Nursing mentorship qualifications	<input type="checkbox"/>	<input type="checkbox"/>
NOCN Tutor Assessor Award	<input type="checkbox"/>	<input type="checkbox"/>
S/NVQ level 3 in training and development	<input type="checkbox"/>	<input type="checkbox"/>
S/NVQ level 4 in training and development	<input type="checkbox"/>	<input type="checkbox"/>
PDA Developing Teaching Practice in Scotland's Colleges SCQF Level 9	<input type="checkbox"/>	<input type="checkbox"/>
PDA Teaching Practice in Scotland's Colleges SCQF Level 9	<input type="checkbox"/>	
PTLLS (6 credits)	<input type="checkbox"/>	
Regulated Qualifications based on the Learning and Development standard NOS 7 Facilitate individual learning and development or NOS 6 Manage learning and development in groups	<input type="checkbox"/>	
Training Group A22, B22, C21, C23, C24	<input type="checkbox"/>	
Learning and Teaching – Assessment and Quality Standards SCQF Level 9		<input type="checkbox"/>

A1 Assess Candidates Using a Range of Methods or D33 Assess Candidates Using Differing Sources of Evidence		<input type="checkbox"/>
Conduct the Assessment Process SCQF Level 7		<input type="checkbox"/>
A2 Assess Candidate Performance through Observation or D32 Assess Candidate Performance		<input type="checkbox"/>
Regulated Qualifications based on the Learning and Development NOS 9 Assess Learner Achievement NOS 9 Assess learner achievement		<input type="checkbox"/>

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

Appendix 3

Qualifications suitable for Internal Quality Assurance

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 (Qualifications Scotland Accreditation)
--

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 (Qualifications Scotland Accreditation 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 (Qualifications Scotland Accreditation Unit)
--

NOTE:

IQAs who do not hold a formal IQA qualification may alternatively attend *Internal Quality Assurance CPD Training* with an Awarding Organisation/Body.

Appendix 4

Qualifications suitable for External Quality Assurance

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

L&D Unit 12 Externally Monitor and Maintain the Quality of Workplace Assessment SCQF Level 9
Regulated qualifications based on the Learning and Development standard NOS12 Externally monitor and maintain the quality of assessment
Level 4 Award in the External Quality Assurance of Assessment Processes and Practice
Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice
Conduct External Verification of the Assessment Process SCQF Level 9
V2 Conduct External Quality Assurance of the Assessment Process or D35 Externally Verify the Assessment Process
Externally Verify the Assessment Process SCQF Level 9

It is understood that not all EQAs will be qualified initially, and that sufficient time should be considered to achieve these qualifications. During this time Awarding Organisations/Bodies must ensure that EQAs are following the principles set out in the Learning and Development standard [Externally monitor and maintain the quality of assessment - National Occupational Standards \(ukstandards.org.uk\)](#).

This is the end of the Assessment Principles for Regulated First Aid Qualifications.

Additional Requirements for Centres

Lesson Plans

Centres should plan and deliver training in accordance with detailed lesson plans, detailing timetables for delivery, aims, outcomes and objectives for each session, learner and trainer activity. Training should be delivered to the principles set out in the standard [Facilitate individual learning and development - National Occupational Standards \(ukstandards.org.uk\)](https://www.ukstandards.org.uk).

End of Course Evaluation

Centres should have an evaluation procedure, based on learner feedback, to evaluate the ability of trainer/assessors, the structure and content of the course, the equipment used and the training venue.

Internal Quality Assurance

In addition to monitoring assessments, IQA monitoring undertaken by centres should also verify the trainer's ability in teaching first aid. Each trainer/assessor should have at least one IQA monitoring visit per year.

Training Venue and Equipment Requirements

Resuscitation manikins	Should be provided at a minimum ratio of 1 manikin per 4 learners.
Hygiene	Sufficient procedures must be in place to ensure hygiene during the use of resuscitation manikins and other training equipment.
AV equipment and training aids	Sufficient Audio-Visual equipment and training aids should be available to facilitate learning using varying teaching methods.
Learning materials	Learners should be provided with clear and accurate reference books/handouts covering the topics included in the qualification.

AED trainers	At least one AED trainer should be available per 4 learners. Where fewer AED trainers are provided, learning hours/lesson plans should be adjusted accordingly to ensure learners are not disadvantaged.
Bandages and dressings	Sufficient clean bandages, dressings and other items commonly found in a first aid kit must be available 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.

Standards for Duration, Certification and Delivery

Qualification	Min Contact Hours ¹	Min Days ²	Max Weeks ³	Minimum Session ⁴	Max Learner/Trainer Ratio	Certificate Validity
BIIAB Level 3 Award in Emergency First Aid at Work	6	N/A	3	2 hours	12:1	3 years
BIIAB Level 3 Award in First Aid at Work	18	3	10	2 hours	12:1	3 years

1. Time set aside for direct classroom teaching and assessing excluding breaks.
2. Minimum number of days over which the training should be delivered.
3. Maximum number of weeks over which the qualification can be attained.
Special considerations may be taken into account to increase this duration if necessary.
4. Minimum duration of any one training session.

Blended Learning in First Aid – Quality Assurance Standards

1. Blended learning or distance learning is acceptable, but the time taken to complete the first aid course should not be reduced. There may be a benefit

- in flexibility, but blended learning should not reduce the overall time required to take the course.
2. The employer should provide paid time for the employee to undertake the training. The employee should not be required to take the distance-learning element of the course in their 'own' time.
 3. Following completion of the distance element of learning, the learner must be assessed by a suitably qualified first aid assessor (who has qualifications and experience as described in the First Aid Assessment Principles document/GEIS 3). The first aid assessor must satisfy him/herself that all the assessment criteria for the learning outcomes delivered via distance learning have been met. Auditable evidence should be generated. It is the centre's responsibility to confirm the identity of the learner and the authenticity of the evidence.
 4. The assessment should be quality assured following national occupational standards (NOS).
 5. A minimum of **two-thirds** of the training time should be **face-to-face** learning (e.g., 4 hours minimum face-to-face for the BIIAB Award in Emergency First Aid at Work at SCQF Level 6).
 6. The general practical elements of the training course are the learning outcomes that should be delivered and assessed face-to-face.

Resources

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

- > Purpose Statement
- > Learner Unit Achievement Checklist
- > Indicative Content
- > 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	UR38 04
BIIAB Reference	3FAW1V2
Level	6
SCQF Credit	1
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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Assessment Requirements and Evidence Requirements

This unit should be delivered, assessed and quality assured in accordance with Assessment Principles for Regulated First Aid Qualifications.

Additional Information

Simulation

Simulation is permitted in this unit. The following ACs must be assessed by practical demonstration: 3.2, 3.4, 3.5, 4.2, 5.2

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.