



Qualification Specification

ProQual Level 3 Award in First Aid at Work

ProQual Level 3 Award in First Aid at Work



This qualification is part of ProQual's broad offer of qualifications in the First Aid Sector.

To find out more about other qualifications in this, or any other sector, or for our latest fees; check our Fees Schedule via the QR code below:



Scan Here

Contents

Introduction.....	3
Qualification Profile	4
Learner Profile	5
Qualification Structure	5
Centre Requirements	7
Certification	8
Assessment Requirements.....	9
Staffing Requirements.....	9
Assessment Practice	12
Enquiries, Appeals and Adjustments.....	13
Units – Learning Aims and Assessment Criteria.....	14
Emergency First Aid in the Workplace.....	14
Recognition and Management of Illness and Injury in the Workplace	17
Appendix One – Command Verb Definitions	20

Introduction

The ProQual Level 3 Award in First Aid at Work provides a nationally recognized qualification for those wishing to carry out an emergency first aider role in the workplace. This qualification is designed to address the requirements set out in the Health and Safety (First Aid) Regulations 1981.

This qualification would also be suitable for people who wish to carry out an emergency first aider role within a voluntary organisation, or for delivery to the general public to provide fundamental, potentially life-saving, first aid knowledge and skills.

This qualification has been developed in line with the national requirements for first aid qualifications, Resuscitation Council (UK) guidelines and the best practice set out by the First Aid Awarding Organisation Forum.

The Awarding Body for this qualification is ProQual AB. This qualification is approved for delivery in England and has been accredited onto the Regulated Qualification Framework (RQF). The regulator for this qualification is Ofqual, and it has been entered onto Ofqual's register of qualifications.

Qualification Profile

Qualification Title:	ProQual Level 3 Award in First Aid at Work
Qualification Number:	610/4644/9
Level:	Level 3
Total Qualification Time (TQT):	22 Hours
Guided Learning Hours (GLH):	18 Hours
Assessment:	Pass / Fail
	Internally assessed and verified by centre staff
	External quality assured by ProQual Verifiers
Qualification Start Date:	16/09/2024
Qualification Review Date:	16/09/2027

Learner Profile

There are no formal academic entry requirements for this qualification, however centres should satisfy themselves that candidates:

- Are physically capable of carrying out the required practical elements of this qualification.
- Have sufficient English language ability.

Candidates must be aged at least 14 years old on the day that they are registered for the qualification. Centres are reminded that no assessment should take place prior to candidate registration.

Qualification Structure

This qualification consists of **two** mandatory units. Candidates must complete both mandatory units to achieve this qualification. There are no optional units.

Mandatory Units – Candidates must complete all units in this group.				
Unit Number	Unit Title	Level	TQT	GLH
R/651/2460	Emergency First Aid in the Workplace	3	10	6
T/651/2461	Recognition and Management of Illness and Injury in the Workplace	3	12	12

This qualification is valid for **3 years** from the date of certification.

The requirements for contact hours are detailed on the following page.

For First-Time Candidates, or Candidates with a First Aid at Work Certificate that expired more than 1 calendar month before the start of the course:

Candidates **must** receive **at least 18 hours** of learning and assessment, with **at least 12 hours** of face-to-face delivery. ProQual defines face-to-face delivery as the assessor and candidate being physically present in the same room. All assessment must take place face-to-face.

Where distance learning is used to deliver any aspect of this qualification:

- The total time required to undertake this qualification must not be reduced.
- In the case of employees completing this qualification in a workplace setting, paid time should be provided to complete the distance learning. Employees should not be expected to complete any element of distance learning in their “own time”.

The shortest period over which this qualification can be completed is in sessions of **6 hours** each, not including breaks, spread over **3 days**.

The longest period over which this qualification can be completed is in sessions of **2 hours** each, not including breaks, spread over **10 weeks**.

For Candidates with a currently valid First Aid at Work Certificate, or Candidates with a First Aid at Work Certificate that expired less than one month before the start of the course:

Candidates **must** receive **at least 12 hours** of learning and assessment, with **at least 6 hours** of face-to-face delivery. ProQual defines face-to-face delivery as the assessor and candidate being physically present in the same room. All assessment must take place face-to-face.

Where distance learning is used to deliver any aspect of this qualification:

- The total time required to undertake this qualification must not be reduced.
- In the case of employees completing this qualification in a workplace setting, paid time should be provided to complete the distance learning. Employees should not be expected to complete any element of distance learning in their “own time”.

This shortest period over which this qualification can be completed is in sessions of **6 hours** each, not including breaks, spread over **2 days**.

The longest period over which this qualification can be completed is in sessions of **2 hours** each, not including breaks, spread over **7 weeks**.

Centre Requirements

Centres must be approved to deliver this qualification. If your centre is not approved to deliver this qualification, please complete and submit the **ProQual Additional Qualification Approval Form**.

Centres delivering this qualification must ensure that all face-to-face delivery takes place in an appropriate venue. A venue will be appropriate if it meets **all** of the following requirements:

- Meets acceptable health and safety requirements.
- Is of sufficient size for the number of candidates.
- Has appropriate flooring for candidates carrying out practical activities, such as simulated CPR.
- Has sufficient seating and writing surfaces for the number of candidates.
- Has sufficient toilet facilities for the number of candidates.
- Has appropriate ventilation and lighting for candidates to complete practical and written assessment.
- Has no distracting noise.

Additionally, centres **must** provide the following equipment:

- Resuscitation manikins, at a minimum ratio of 1 manikin to 4 candidates.
- Sufficient hygiene products to ensure manikins are appropriately cleaned between each candidate's use.
- Appropriate AED training devices, at a minimum ratio of 1 training device to 4 candidates.
- Appropriate manikins for the simulation of a choking casualty.
- Clean bandages, dressings and other items commonly found in first aid kits.
- Training device adrenaline auto-injectors – **NOT** live auto-injectors.
- Appropriate AV equipment and learning aids to facilitate learning using varying and appropriate teaching methods.

Any learning materials developed by the centre should be clear and accurate, covering the topics included in this qualification.

Finally, centres should provide candidates with information on how to view ProQual's policies and procedures.

Certification

Candidates who achieve the requirements for this qualification will be awarded:

- A certificate listing all units achieved, and
- A certificate giving the full qualification title:

ProQual Level 3 Award in First Aid at Work

Claiming certificates

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the qualification. All certificates will be issued to the centre for successful candidates.

Unit certificates

If a candidate does not achieve all of the units required for a qualification, the centre may claim a unit certificate for the candidate which will list all of the units achieved.

Replacement certificates

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement.

Assessment Requirements

Staffing Requirements

Centre staff who are delivering first aid training **must** meet the following requirements:

- Has occupational knowledge and competence in first aid, evidenced by **at least one** of the following:
 - Holding a **currently valid** First Aid at Work qualification, that has been issued by an Awarding Organisation regulated by Ofqual, SQA, Qualifications Wales or CCEA.
 - Current registration as a doctor with the General Medical Council.
 - Current registration as a nurse with the Nursing and Midwifery Council.
 - Current registration as a paramedic with the Health and Care Professions Council.

AND

- Has occupational knowledge and competence in teaching/training first aid, evidenced by:
 - Holding one of the following qualifications:
 - Level 3 Award in Education and Training.
 - Level 4 Certificate in Education and Training.
 - Level 5 Diploma in Education and Training.
 - Level 5 Diploma in Teaching (Further Education and Skills).
 - Level 3 Award in Teaching and Assessing in First Aid Qualifications.
 - Cert Ed.
 - PGCE.
 - BEd.
 - MEd.
 - Evidence of delivering first aid training in the last 3 years, either alone or under the supervision of a suitably qualified trainer.

Centres delivering this qualification must ensure that the candidate to trainer ratio does not exceed 12:1.

Centre staff who are filling the role of assessor for this qualification **must** meet the following requirements:

- Has occupational knowledge and competence in first aid, evidenced by **at least one** of the following:
 - Holding a **currently valid** First Aid at Work qualification, that has been issued by an Awarding Organisation regulated by Ofqual, SQA, Qualifications Wales or CCEA.
 - Current registration as a doctor with the General Medical Council.
 - Current registration as a nurse with the Nursing and Midwifery Council.
 - Current registration as a paramedic with the Health and Care Professions Council.

AND

- Has occupational knowledge and competence in assessing first aid, evidenced by:
 - Holding one of the following qualifications:
 - Level 3 Award in Education and Training.
 - Level 4 Certificate in Education and Training.
 - Level 5 Diploma in Education and Training.
 - Level 5 Diploma in Teaching (Further Education and Skills).
 - Level 3 Award in Teaching and Assessing in First Aid Qualifications.
 - Cert Ed.
 - PGCE.
 - BEd.
 - MEd.
 - Level 3 Award in Assessing Competence in the Work Environment.
 - Level 3 Award in Assessing Vocationally Related Achievement.
 - Level 3 Award in Understanding the Principles and Practice of Assessment.
 - Level 3 Certificate in Assessing Vocational Achievement.
 - Evidence of assessing first aid training in the last 3 years, either alone or under the supervision of a suitably qualified assessor.

A member of centre staff may act as both the trainer and the assessor for this qualification, provided they meet the requirements for **both** roles.

Centre staff who are filling the role of IQA for this qualification **must** meet the following requirements:

- Has occupational knowledge and competence in first aid, evidenced by **at least one** of the following:
 - Holding a **currently valid** First Aid at Work qualification, that has been issued by an Awarding Organisation regulated by Ofqual, SQA, Qualifications Wales or CCEA.
 - Current registration as a doctor with the General Medical Council.
 - Current registration as a nurse with the Nursing and Midwifery Council.
 - Current registration as a paramedic with the Health and Care Professions Council.

AND

- Has occupational knowledge and competence in internal quality assurance, evidenced by holding one of the following qualifications:
 - 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.
 - Level 4 Certificate in Education and Training, with completion of an optional unit on Internal Quality Assurance.
 - Level 5 Diploma in Education and Training, with completion of an optional unit on Internal Quality Assurance.
 - Level 5 Diploma in Teaching (Further Education and Skills), with completion of an optional unit on Internal Quality Assurance.

As part of the Internal Quality Assurance process, IQAs **must** observe assessment in practice.

Assessment Practice

If an assessment criterion uses the command verb **demonstrate**, this means that it **must** be assessed through a practical demonstration of the skill.

Assessors should use the *ProQual Level 3 Award in Emergency First Aid at Work Assessment Book* to record the result of this assessment.

If an assessment criterion uses any other command verb, then it may be assessed through one of the methods outlined below. Assessment must be consistent throughout the qualification, so where an assessor chooses one method to assess a learning outcome, they should use the same assessment method for all learning outcomes:

Oral Questioning

Assessors may ask, alongside the practical assessment, the questions in the *ProQual Level 3 Award in First Aid at Work Assessment Book* and record the candidate response. Assessors must decide if the answer is sufficient to meet the assessment criteria.

Candidates must be aware that assessment is taking place.

When this method of assessment is used the pass mark is **100%**.

Candidate Workbook

Candidates may complete the *ProQual Level 3 Award in First Aid at Work Candidate Workbook*. This may be completed in sections as the candidate progresses through their first aid training. **Candidates must be aware the workbook is assessed.**

When this method of assessment is used the pass mark is **100%**.

Written Test Paper

Candidates may complete the *ProQual Level 3 Award in First Aid at Work Test Paper*. This **must** be completed in accordance with the test guidance issued to approved centres.

When this method of assessment is used the pass mark is **80%**.

Centres are not permitted to use their own assessment materials.

Enquiries, Appeals and Adjustments

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

Units – Learning Aims and Assessment Criteria

Title:		Emergency First Aid in the Workplace		Level:		3		
Unit Number:		R/651/2460	TQT:		10	GLH:		6
Learning Outcomes <i>The learner will be able to:</i>			Assessment Criteria <i>The learner can:</i>					
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	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	<i>Continued</i>	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 having a seizure.
4	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	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 who is 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.

Additional Assessment Information

Assessment criteria that begin with the command verb **demonstrate**, must be assessed by practical demonstration. This must be recorded in the *ProQual Level 3 Award in First Aid at Work Assessment Book*.

The remaining assessment criteria can be assessed through oral questioning, the candidate workbook or the written test paper. Assessors must use the same assessment method for all assessment criteria.

Centres **must** use the ProQual assessment materials, **unaltered** and in accordance with the provided assessment guidance.

Detailed assessment guidance is provided to centres approved to deliver this qualification.

Title:		Recognition and Management of Illness and Injury in the Workplace		Level:		3	
Unit Number:		T/651/2461		TQT:		12	
GLH:						12	
Learning Outcomes <i>The learner will be able to:</i>				Assessment Criteria <i>The learner can:</i>			
1	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	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. • An elevated sling. 				
3	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 head 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. • Electricity.
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	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.

9	Know how to provide first aid to a casualty with suspected major illness.	9.1	Recognise suspected: <ul style="list-style-type: none"> • Heart attack. • Stroke. • Epileptic seizure. • Asthma attack. • Diabetic hypoglycaemic emergency.
		9.2	Identify how to administer first aid to a casualty suffering from: <ul style="list-style-type: none"> • Heart attack. • Stroke. • Epileptic seizure. • Asthma attack. • Diabetic hypoglycaemic emergency.

Additional Assessment Information

Assessment criteria that begin with the command verb **demonstrate**, must be assessed by practical demonstration. This must be recorded in the *ProQual Level 3 Award in First Aid at Work Assessment Book*.

The remaining assessment criteria can be assessed through oral questioning, the candidate workbook or the written test paper. Assessors must use the same assessment method for all assessment criteria.

Centres **must** use the ProQual assessment materials, **unaltered** and in accordance with the provided assessment guidance.

Detailed assessment guidance is provided to centres approved to deliver this qualification.

Appendix One – Command Verb Definitions

The table below explains what is expected from each **command verb** used in an assessment objective. Not all verbs are used in this specification.

Apply	Use existing knowledge or skills in a new or different context.
Analyse	Break a larger subject into smaller parts, examine them in detail and show how these parts are related to each other. This may be supported by reference to current research or theories.
Classify	Organise information according to specific criteria.
Compare	Examine subjects in detail, giving the similarities and differences.
Describe	Provide detailed, factual information about a subject.
Discuss	Give a detailed account of a subject, including a range of contrasting views and opinions.
Evaluate	As with compare but extended to include pros and cons of the subject. There may or may not be a conclusion or recommendation as appropriate.
Explain	As with describe, but extended to include causation and reasoning.
Identify	Select or ascertain appropriate information and details from a broader range of information or data.
Interpret	Use information or data to clarify or explain something.
Produce	Make or create something.
State	Give short, factual information about something.
Specify	State a fact or requirement clearly and in precise detail.



ProQual Awarding Body

ProQual House
Unit 1, Innovation Drive
Newport, Brough
HU15 2GX

Tel: 01430 423 822
enquiries@proqualab.com
www.proqualab.com