

Qualification Specification

Level 2 Award in Emergency First Aid at Work (QCF)

Qualification Number: 500/7427/1

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HABC Level 2 Award in Emergency First Aid at Work (QCF)

Introduction

This Qualification Specification document is designed to outline all you need to know to offer this qualification in your Centre. If you have any further questions, please contact your account manager.

Qualification Details

The HABC Level 2 Award in Emergency First Aid at Work has been accredited by the regulators of England, Wales and Northern Ireland (Ofqual, Welsh Government and CCEA) and is part of the Qualifications and Credit Framework (QCF).

It is supported by Skills for Health, the Sector Skills Council for health.

Key facts

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|---------------------------------|------------------------------------------|
| • QAN | 500/7427/1 |
| • Learning Aim Reference | 50074271 |
| • Credit Value | 1 |
| • Assessment Method | Oral examination & practical examination |

Qualification Overview

This qualification is typically delivered as a one day programme and aimed at learners already working or preparing to work in industry that is identified within the Company's risk assessment of First Aid as being lower risk.

Learners gaining this qualification will know that First Aid is the responsibility of everyone involved in the working environment. Its topics are regarded by the Health & Safety Executive as being important to maintaining good practice in the safe, prompt and effective treatment of injuries and ill health in the workplace.

Entry Guidance

There are no prerequisites for this qualification. It is advised that learners have a minimum of Level 1 in literacy or numeracy or equivalent.

Cohorts are to be no larger than 12 learners per Nominated Tutor.

This qualification is approved for delivery to the age ranges pre-16, 16-18 and 19+.

Geographical Coverage

The qualification is suitable for learners in England, Wales or Northern Ireland.

Special Needs

HABC have measures in place for learners with special needs. Please see the Reasonable Adjustments Policy, Annex 17 of the HABC Core Manual.

Qualification Structure

This qualification is made up of one mandatory unit, the details of which are included at the end of this document.

Learners must successfully complete the assessment for this unit to achieve the qualification.

The qualification can be taken as a free standing qualification or as part of a wider programme of training.

This qualification is typically delivered as a one day programme but can be split over a maximum of 4 weeks with each session lasting no less than 2 hours.

How the qualification is assessed

This qualification is assessed through practical assessment and oral questioning through the duration the course by the tutor. Learners must practically demonstrate the application of the correct techniques in all the First Aid areas indicated within the learning outcomes of the unit.

Following the assessment, a list of results will be provided to the Centre Contacts stating whether learners have passed or failed. Certificates for successful learners will be dispatched for distribution by the Centre Contacts.

Successful learners will also receive a wallet-sized plastic card detailing their qualification.

This qualification lasts for a period of 3 years, after which point learners will need to re-sit the course.

Progression

Progression and further learning routes include:

- 3-day First Aid at Work qualification
 - Level 2 Award in Cardiopulmonary Resuscitation and Automated External Defibrillation
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Nominated Tutor Requirements

HABC require that Nominated Tutors have teaching experience and hold a qualification in the relevant subject area.

Suitable Subject Area Qualifications may include:

- A current and valid First Aid at Work certificate
- Registration with the NMC or GMC
- A registered paramedic with the HPC

Suitable Teaching Qualifications include:

- Level 3 or 4 PTLLS
- Diploma or Certificate in Education
- Bachelors or Masters Degree in Education
- City and Guilds Teachers Certificate or equivalent
- Level 3 NVQ in Training and/or Development
- Professional Trainers Certificate
- Evidence of at least 30 hours of first aid tuition. Within the 30 hours of tuition, there must be evidence that the individual has conducted at least two practical and two theoretical first aid training/assessing sessions under the supervision of a qualified trainer/assessor.

Nominated Tutors should also be able to demonstrate relevant experience and knowledge in a work context and provide evidence of engagement with the subject field and continuing professional development.

Please note Nominated Tutors will need to upload appropriate certificates to their application before HABC will be able to approve. For this qualification this includes an in-date First Aid at Work certificate as well as a teaching qualification certificate.

ID Requirements

All learners must be instructed to bring photographic identification to the assessment to be checked by the invigilator/assessor. This instruction should be given ahead of the course/assessment when the learner registers and/or with any pre-course materials.

It is the responsibility of the Centre to have systems in place to ensure that the person taking an examination/assessment is indeed the person they are purporting to be. All Centres are therefore required to ensure that each learner's photographic identification is checked before they are allowed to undertake the examination/assessment and write the type of photo identification provided by each learner on the Candidate List under "Identification Provided". HABC will accept the following as proof of a learner's identity:

- Valid Passport (any nationality)
- Signed UK Photo card Driving Licence
- Valid Warrant Card issued by HM Forces, Police
- Other photographic ID card, e.g. Employee ID Card (must be current employer), Student ID Card, Travel card.

For more information on learner ID requirements, please refer to Annex 26: Invigilation Instructions.

Key Skills

This qualification provides the opportunity for learners to develop competence in key skills and produce evidence towards attaining key skills. The qualification does not ensure key skills are met as this would depend upon learners producing a portfolio of evidence and the mode of study adopted.

Useful Websites

<http://www.hse.gov.uk/>
<http://www.skillsforhealth.org.uk/>

Recommended Training Materials

First Aid Handbook, Christian Sprenger and John Morley. Highfield.co.uk Ltd

Unit 1: Emergency First Aid Skills

Unit no: Y/600/1250
 Level: 2
 Credit: 1

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. Understand the role and responsibilities of an emergency first aider	1.1 Identify the role and responsibilities of an emergency first aider 1.2 Describe how to minimise the risk of infection to self and others 1.3 Describe how to complete an incident report form 1.4 Identify the first aid equipment available and describe how it can be used safely
2. Know how to assess an incident	2.1 Describe how to conduct a scene survey 2.2 Describe how to make a primary survey of a casualty 2.3 Identify when and how to call for help
3. Manage an unresponsive casualty who is breathing normally	3.1 Demonstrate how to assess a casualty's level of consciousness 3.2 Demonstrate how to open a casualty's airway and check breathing 3.3 Demonstrate how to place an unconscious casualty into the recovery position that maintains an open airway and explain why it is important 3.4 Describe how to treat a casualty who is in seizure
4. Manage an unresponsive casualty who is not breathing normally	4.1 Demonstrate how to administer effective Cardio Pulmonary Resuscitation using a manikin
5. Recognise and assist a casualty who is choking	5.1 Describe how to identify a casualty with a partially and completely blocked airway obstruction 5.2 Demonstrate how to treat a casualty who is choking
6. Manage a casualty who is wounded and bleeding	6.1 Demonstrate how to control severe external bleeding
7. Manage a casualty who is in shock	7.1 Describe signs and symptoms of shock 7.2 Demonstrate how to manage a casualty who is in shock

8. Understand how to manage a casualty with a minor injury

8.1 Describe how to manage a casualty with:

- Small cuts, grazes and bruises
- Minor burns and scalds
- Small splinters