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Qualification Specification

Highfield Level 3 Award in Paediatric First Aid (RQF)

Qualification Number: 603/3846/5

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Highfield Level 3 Award in Paediatric First Aid (RQF)

Introduction

This qualification specification is designed to outline all you need to know to offer this qualification at your centre. If you have any further questions, please contact your account manager.

Qualification regulation and support

The Highfield Level 3 Award in Paediatric First Aid (RQF) is awarded by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF is a qualification framework regulated by Ofqual and CCEA Regulation. The qualification is also regulated by Qualifications Wales.

Key facts

Qualification number:	603/3846/5
Learning aim reference:	60338465
Credit value:	2
Assessment method:	Practical assessment and multiple-choice theory Assessment
Grading:	This qualification is graded as pass/fail
Contact hours*:	12
Guided learning hours (GLH):	12
Total qualification time (TQT):	15

*See Guidance on Delivery section for more information

Qualification overview and objective

The objective of this qualification is to support learners wishing to become a paediatric first aider in the workplace with a responsibility for the welfare of infants and children. This qualification is intended for learners already working or preparing to work in industry.

Learners gaining this qualification will know that first aid is the responsibility of everyone involved in the working environment. Topics within this course are regarded by the Early Years Foundation Stage as being important to maintaining good practice in the safe, prompt and effective treatment of injuries and ill health of infants and children who are under the care of trained personnel.

This qualification meets the requirements for Paediatric First Aid outlined in the Early Years Foundation Stage.

The qualification is valid for a period of 3 years, after which point learners will need to retake the course. In addition to this it is recommended that learners refresh their knowledge annually.

Entry requirements

Learners are required to be 16 years of age prior to certification. It is also advised that learners have a minimum of level 1 in literacy to enable them to complete the assessment.

Delivery/assessment ratios

To effectively deliver and assess this qualification, centres **must not** exceed the ratio of 1 qualified tutor/assessor to 12 learners.

Centre requirements

Highfield require centres involved in the delivery of this qualification to have the following resources in place:

- A minimum of 1 child resuscitation manikin between a maximum of 4 learners, and 1 baby manikin between a maximum of 4 learners;
- Safety procedures in place for manikin faces e.g. facilities to sterilise the manikin faces at the end of each course OR one disposable face shield per learner OR manikin face wipes to be used after each learner's demonstration
- Replacement airways and lungs for each resuscitation manikin to be changed at the end of each course
- a minimum of 1 training defibrillator between a maximum of 4 learners*
- A minimum of 1 disposable training dressing per learner
- A minimum of 1 pair of disposable gloves (not latex) per learner
- A minimum of 1 first aid kit
- A minimum of 1 **Jext** auto-injector training aid
- A minimum of 1 **Epi-Pen** auto-injector training aid
- A minimum of 1 **Emerade** auto-injector training aid
- Training rooms that have carpeted floors or mats/blankets provided, for use during practical sessions
- Adequate training and assessment facilities to accommodate maximum number of learners on course
- A training room which is safe that has adequate ventilation, lighting sufficient for learners to read easily, and temperature suitable to maintain a 'shirt sleeve' environment. It is also required that training rooms are able to cater for people with special educational needs and/or disabilities (where appropriate).

**Where fewer AED trainers are provided, learning hours/lesson plans should be adjusted accordingly to ensure learners are not disadvantaged.*

Guidance on delivery

The total qualification time (TQT) for this qualification is 15 hours. It has been agreed with the First Aid Awarding Organisation Forum (FAAOF) that centres must deliver courses with a minimum contact time of 12 hours over a period of at least **2 days**.

This qualification may be delivered over a longer period provided each training sessions lasts at least 2 hours. The training delivery and assessment must be completed within a 7-week period.

Use of blended learning

The contact hours for this qualification may be reduced where blended learning is used, provided the following principles are adhered to:

- At least **6 hours** of the training time should be face-to-face.
 - There may be a benefit in flexibility but blended learning should **not** reduce the overall time required to take the course. A minimum of 12 hours of learning must be provided to learners, combining time spent face to face or by distance.
-

- The practical content of the qualification should be delivered and assessed face-to-face. Distance learning must only cover theory.

Following the distance element of learning, learners' skills and knowledge must be assessed in full during the face-to-face part of the course, in accordance with the qualification specification.

TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming guided learning hours) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance. However, contact hours **must** be met.

Guidance on assessment

This qualification is graded pass/fail. Highfield has created assessment paperwork for each component of the assessment. Learners **must** achieve a pass in each of the following assessment components to pass the qualification:

1] Practical assessment

The practical assessment is completed throughout the course delivery. This ongoing assessment requires learners to demonstrate practical first aid skills. The practical assessment will be recorded using the practical matrix within the Assessment Pack.

2] Centre-marked multiple-choice theory assessment

Learners are required to answer a series of questions contained within theory question papers, available to download from the members' area of the website. Oral questioning may be used. In this case, the assessor should document the responses within the assessment pack. Theory paperwork is externally set by Highfield and internally assessed by the centre.

Each multiple-choice theory assessment paper contains 25 questions. Learners must achieve 100%, 25/25 to pass the theory component. Learners' theory assessment papers will be internally marked by the assessor against the required mark scheme. Assessors may use oral questioning to ensure all questions have been passed. Further guidance is provided within the Tutor, Assessor and IQA Support Pack.

Assessment must be undertaken in **controlled conditions**. This means:

- learners must complete the assessment unaided
- books and other training aids must not be accessed by the learners.
- at least one authorised member of staff must be present in the assessment area while the assessment is being carried out.
- learners may complete the theory assessment in more than one sitting however the centre must collect the paperwork and hold it securely until the assessment recommences.

For more information, please refer to the Highfield Qualifications Core Manual.

Sample assessment materials are included within appendix 3 of this qualification specification. A full explanation of how to use the Highfield assessment paperwork is provided in the **Tutor, Assessor and Internal Quality Assurance Pack**, available to download from the Members' Area of the Highfield website.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

Guidance on quality assurance

Highfield requires centres to have in place a robust mechanism for internal quality assurance (IQA). IQA must be completed by an appropriately qualified person and that person must not have been involved in any aspect of the delivery or assessment of the course they are quality assuring.

Internal Quality Assurance should monitor both the delivery and assessment of the qualification, including any distance learning, and can involve a number of different methods of monitoring, e.g. observation of course delivery/assessment, sampling of course assessment material and learner interviews.

Once complete, this assessment paperwork and IQA paperwork must be stored by the centre for a minimum period of 3 years to allow for quality assurance checks.

Highfield is required to externally quality assure the qualification and support centres in the implementation and management of the award. Highfield will support centres with external quality assurance by centre engagement visits and desk-based reviews.

Recognition of prior learning (RPL)

The unit Emergency Paediatric First Aid is contained within the following two qualifications:

- Highfield Level 3 Award in Emergency Paediatric First Aid (RQF) (603/3847/7)
- Highfield Level 3 Award in Paediatric First Aid (RQF) (603/3846/5)

Learners may transfer achievement of Emergency Paediatric First Aid to the Highfield Level 3 Award in Paediatric First Aid (RQF), provided both are achieved within a 7-week period.

Tutor requirements

Highfield require nominated tutors for this qualification to meet the following four requirements:

1. Occupational knowledge and competence in **first aid*** evidenced by holding a first aid at work/medical qualification as detailed below:
 - Holding a current:
 - **First Aid at Work Certificate** (issued by an Ofqual/SQA/Qualifications Wales/CCEA Regulation recognised Awarding Organisation/Body (or equivalent*) **or**
 - Holding a current **Level 3 Award in Paediatric First Aid qualification** (issued by an Ofqual/SQA/Qualifications Wales/CCEA Regulation recognised Awarding Organisation/Body)
 - or**
 - Current registration as:
 - a **Doctor** with the General Medical Council (GMC**) **or**
 - a **Nurse** with the Nursing and Midwifery Council (NMC**) **or**
 - a **Paramedic** with the Health and Care Professions Council (HCPC**)
2. Knowledge and competency in **teaching/training** first aid evidenced by holding an acceptable teaching/training qualification as detailed in **Appendix 4**.
3. Knowledge and understanding of **paediatric first aid** requirements.

4. Knowledge and understanding of how to safely and effectively use an automated external defibrillation (AED) machine.

**recognised First Aid at Work certificate equivalents that are not listed above, must be submitted to Highfield with a comprehensive mapping. Please speak to your Highfield Account Manager for further information.*

*** registered healthcare professionals must act within their scope of practice and therefore have current expertise in first aid to teach/assess the subject.*

Note: In addition to the above, assessors are required to keep a log of courses that they have been involved with and any continuous professional development they have undertaken.

Assessor requirements

Highfield require those involved in the assessing of the qualification to meet the following four criteria:

1. Occupational knowledge and competence in **first aid*** - evidenced by holding a first aid at work/medical qualification as detailed below:
 - Holding a current:
 - **First Aid at Work Certificate** (issued by an Ofqual/SQA/Qualifications Wales/CCEA Regulation recognised Awarding Organisation/Body (or equivalent*)) **or**
 - Holding a current **Level 3 Award in Paediatric First Aid qualification** (issued by an Ofqual/SQA/Qualifications Wales/CCEA Regulation recognised Awarding Organisation/Body)
 - or**
 - Current registration as:
 - a **Doctor** with the General Medical Council (GMC**) **or**
 - a **Nurse** with the Nursing and Midwifery Council (NMC**) **or**
 - a **Paramedic** with the Health and Care Professions Council (HCPC**)
2. Knowledge and competency in **assessing** first aid - evidenced by holding an acceptable assessing qualification or CPD Training as detailed in **Appendix 4**.
3. Knowledge and understanding of **paediatric first aid** requirements.
4. Knowledge and understanding of how to safely and effectively use an automated external defibrillation (AED) machine.

**recognised First Aid at Work certificate equivalents that are not listed above, must be submitted to Highfield with a comprehensive mapping. Please speak to your Highfield Account Manager for further information.*

*** registered healthcare professionals must act within their scope of practice and therefore have current expertise in first aid to teach/assess the subject.*

Note: In addition to the above, assessors are required to keep a log of courses that they have been involved with and any continuous professional development they have undertaken.

Internal quality assurance (IQA) requirements

Highfield require those involved in the internal quality assurance of the qualification to meet the following four criteria:

1. Occupational knowledge and competence in **first aid*** - evidenced by holding a first aid at work/medical qualification as detailed below:
 - Holding a current:
 - **First Aid at Work Certificate** (issued by an Ofqual/SQA/Qualifications Wales/CCEA Regulation recognised Awarding Organisation/Body (or equivalent*) **or**
 - Holding a current **Level 3 Award in Paediatric First Aid qualification** (issued by an Ofqual/SQA/Qualifications Wales/CCEA Regulation recognised Awarding Organisation/Body)
 - or**
 - Current registration as:
 - a **Doctor** with the General Medical Council (GMC**) **or**
 - a **Nurse** with the Nursing and Midwifery Council (NMC**) **or**
 - a **Paramedic** with the Health and Care Professions Council (HCPC**)
2. Knowledge and competency in **internal quality assurance** evidenced by holding a qualification or CPD Training as detailed in **Appendix 5**.
3. Knowledge and understanding of **paediatric first aid** requirements.
4. Knowledge and understanding of how to safely and effectively use an automated external defibrillation (AED) machine.

**recognised First Aid at Work certificate equivalents that are not listed above, must be submitted to Highfield with a comprehensive mapping. Please speak to your Highfield Account Manager for further information.*

*** registered healthcare professionals must act within their scope of practice and therefore have current expertise in first aid to teach/assess the subject.*

Note: In addition to the above 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**

Countersigning strategy

While it is a minimum requirement for centres to have the appropriately qualified workforce in place, it is understood that centres may have new personnel who are working towards those requirements. During this period, centres are required to have a robust countersigning strategy in place that supports and validates unqualified assessment/quality assurance decisions, until the point where they meet the requirements as detailed above.

Reasonable adjustments and special considerations

Highfield Qualifications has measures in place for learners who require additional support. Please refer to Highfield Qualifications' Reasonable Adjustments Policy for further information/guidance.

ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment. Highfield Qualifications recommends the following as proof of a learner's identity:

- a valid passport (any nationality)
- a signed UK photocard driving licence
- a valid warrant card issued by HM forces or the police
- another photographic ID card, e.g. employee ID card, student ID card, travel card etc.

If a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identification containing a signature, for example, a credit card. Identification by a third-party representative, such as a line manager, human resources manager or invigilator, will also be accepted.

For more information on learner ID requirements, please refer to Highfield Qualifications' Core Manual.

Progression opportunities

Upon successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:

- Highfield Level 3 Award in Emergency First Aid at Work (EFAW)
- Highfield Level 3 Award in First Aid at Work (FAW)
- Highfield Level 3 Award in First Aid Response
- Highfield Level 2 Award in Basic Life Support and Safe Use of an Automated External Defibrillator

Useful websites

- Early Years Foundation Stage framework www.gov.uk/
- Skills for Care and Development
www.skillsforcareanddevelopment.org.uk/home/home.aspx
- Care Council for Wales: socialcare.wales/
- Northern Ireland Social Care Council: nisc.info/
- Skills for Health www.skillsforhealth.org.uk/
- The Resuscitation Council (UK) www.resus.org.uk/

Recommended training materials

The following resources have been reviewed by Highfield and are recommended training materials for users of this qualification:

- Morley, J. & Sprenger, C. (2017) Paediatric First Aid Handbook. Highfield Products
- Morley, J. & Sprenger, C. (2018) Paediatric First Aid Presentation. Highfield Products

Appendix 1: Qualification structure

To achieve the **Highfield Level 3 Award in Paediatric First Aid (RQF)**, learners must achieve the following mandatory units:

Mandatory Group

Unit Reference	Unit Title	Level	Credit
J/617/3404	Emergency Paediatric First Aid	3	1
R/617/3406	Managing paediatric illness, injuries and emergencies	3	1

Appendix 2: Qualification content

Unit 1: Emergency Paediatric First Aid

Unit number: J/617/3404

Credit: 1

GLH: 6

Level: 3

Unit introduction

Purpose of the unit is for the learner to attain knowledge and practical competencies required to deal with a range of paediatric first aid situations.

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
1. Understand the role and responsibilities of the paediatric first aider	1.1 Identify the role and responsibilities of a paediatric first aider 1.2 Explain how to minimise the risk of infection to self and others 1.3 Define an infant and a child for the purposes of first aid treatment
2. Be able to assess an emergency situation safely	2.1 Conduct a scene survey 2.2 Conduct a primary survey on an infant and a child 2.3 Summon appropriate assistance when necessary
3. Be able to provide first aid for an infant and a child who are unresponsive	3.1 Identify when to administer Cardio pulmonary Resuscitation (CPR) to an infant and a child 3.2 Demonstrate CPR using an infant and a child manikin 3.3 Justify when to place an infant or a child into the recovery position 3.4 Demonstrate how to place an infant and a child into the recovery position 3.5 Demonstrate continual monitoring of breathing for an infant and a child whilst they are in the recovery position 3.6 Identify how to administer first aid to an infant or a child who is experiencing a seizure
4. Be able to provide first aid for an infant and a child who are choking	4.1 Identify when choking is: <ul style="list-style-type: none"> • mild • severe 4.2 Demonstrate how to administer first aid to an infant and a child who is choking
5. Be able to provide first aid to an infant and a child with external bleeding	5.1 Identify the severity of external bleeding for an infant and a child 5.2 Demonstrate how to administer first aid to an infant or a child with external bleeding
6. Know how to provide first aid to an infant or a child who is suffering from shock	6.1 Recognise when an infant or a child is suffering from shock 6.2 Identify how to administer first aid to an infant or a child who is suffering from shock

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
<p>7. Know how to provide first aid to an infant or a child with bites, stings and minor injuries</p>	<p>7.1 Identify how to administer first aid for:</p> <ul style="list-style-type: none"> • Bites • Stings • Small cuts • Grazes • Bumps and bruises • Small splinters • Nose bleeds

Additional assessment requirements

Simulation is permitted in this unit.

Further assessment requirements

The following ACs **must** be assessed by practical demonstration: 2.1, 2.2, 2.3, 3.2, 3.4, 3.5, 4.2, 5.2, 6.1, 6.2

- **Role and Responsibilities:** may include reference to:
 - preventing cross infection;
 - the need for recording incidents and actions;
 - safe use of available equipment;
 - assessing an incident;
 - summoning assistance;
 - prioritising treatment;
 - dealing with post incident stress;
 - contents of a paediatric first aid box
 - **Others** may include:
 - Infant or child receiving first aid
 - Work colleagues
 - Parents
 - Carers
 - Other people within the infant or child’s environment
 - **Infant and a child:** the learner must apply their skills or knowledge to **both** infant (baby) **and** child first aid situations
 - **When necessary:** learners should be able to evaluate a situation to determine when to summon further assistance and what type of assistance to request
 - **When to administer Cardio Pulmonary Resuscitation:** must include agonal gasps
 - **CPR:** must demonstrate correct placement of AED pads on a child manikin and identify where to place AED pads on an infant manikin. The learner must also demonstrate ‘following AED instructions’
- A Learner must be able to perform CPR effectively and continuously for AT LEAST 2 MINUTES to be considered competent. This must include combining rescue breaths with chest compressions at the current recommended ratio. At floor level (or on a table for an infant).**

- **Infant or a child:** the learner may apply their skills or knowledge to **either** an infant (baby) **or** a child first aid situation because the recognition/treatment would be the same
- **Recovery Position:** a position that maintains a stable open draining airway
- **Administer first aid:** provide appropriate help for an infant (baby) or a child, manage the situation and seek appropriate assistance when necessary
- **Seizure:** relates to a generalised seizure. *First aiders should be suspicious of cardiac arrest in any casualty presenting with seizure*
- **Shock:** hypovolaemic shock (resulting from blood loss)
- **Bites:** human and animal bites
- **Stings:** bee and wasp stings

Unit 2: Managing paediatric illness, injuries and emergencies

Unit number: R/617/3406

Credit: 1

GLH: 6

Level: 3

Unit Introduction

Purpose of the unit is for the learner to attain knowledge and practical competencies required to deal with a range of paediatric first aid situations.

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
<p>1. Be able to provide first aid to an infant or a child with suspected injuries to bones, muscles and joints</p>	<p>1.1 Recognise a suspected:</p> <ul style="list-style-type: none"> • Fracture or dislocation • Sprain or strain <p>1.2 Identify how to administer first aid for an infant or a child with a suspected:</p> <ul style="list-style-type: none"> • Fracture or dislocation • Sprain or strain <p>1.3 Demonstrate how to apply:</p> <ul style="list-style-type: none"> • A support sling • An elevated sling
<p>2. Be able to provide first aid to an infant or a child with suspected head and spinal injuries</p>	<p>2.1 Recognise a suspected:</p> <ul style="list-style-type: none"> • Head injury • Spinal injury <p>2.2 Identify how to administer first aid for an infant or a child with a suspected head injury</p> <p>2.3 Demonstrate how to administer first aid for an infant or a child with a suspected spinal injury</p>
<p>3. Know how to provide first aid to an infant or a child with conditions affecting the eyes, ears and nose</p>	<p>3.1 Identify how to administer first aid for an infant or a child with a foreign body in the:</p> <ul style="list-style-type: none"> • Eye • Ear • Nose <p>3.2 Identify how to administer first aid for an infant or a child with an eye injury</p>
<p>4. Know how to provide first aid to an infant or a child with an acute medical condition or sudden illness</p>	<p>4.1 Recognise suspected:</p> <ul style="list-style-type: none"> • Diabetic emergency • Asthma attack • Allergic reaction • Meningitis • Febrile convulsions <p>4.2 Identify how to administer first aid for an infant or a child who is suspected to be suffering from:</p> <ul style="list-style-type: none"> • Diabetic emergency • Asthma attack • Allergic reaction

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
	<ul style="list-style-type: none"> • Meningitis • Febrile convulsions
5. Know how to provide first aid to an infant or a child who is experiencing extremes of body temperature	5.1 Recognise when an infant or a child is suffering from: <ul style="list-style-type: none"> • extreme cold • extreme heat 5.2 Identify how to administer first aid for an infant or a child who is suffering from: <ul style="list-style-type: none"> • extreme cold • extreme heat
6. Know how to provide first aid to an infant or a child who has sustained an electric shock	6.1 Identify how to safely manage an incident involving electricity 6.2 Identify how to administer first aid for an infant or a child who has suffered an electric shock
7. Know how to provide first aid to an infant or a child with burns and scalds	7.1 Identify how to recognise the severity of burns and scalds 7.2 Identify how to administer first aid for an infant or a child with burns and scalds
8. Know how to provide first aid to an infant or a child with suspected poisoning	8.1 Identify how poisonous substances can enter the body 8.2 Identify how to administer first aid for an infant or a child with suspected sudden poisoning
9. Be able to provide first aid to an infant or a child with anaphylaxis	9.1 Recognise suspected anaphylaxis in an infant or a child 9.2 Identify how to administer first aid for an infant or a child with suspected anaphylaxis 9.3 Demonstrate the use of a 'training device' adrenaline auto-injector

Additional assessment requirements
<p>Simulation is permitted in this unit.</p> <p><u>Further assessment requirements</u> The following ACs must be assessed by practical demonstration: 1.3, 2.3, 9.3</p> <ul style="list-style-type: none"> • Infant or a child: the learner may apply their skills or knowledge to either an infant (baby) or a child first aid situation because the treatment would be the same • Recognise: to include signs and/or symptoms of the condition and/or where appropriate mechanism of injury • Fracture: should include possibility of 'green stick' fracture • Administer first aid: Provide appropriate help to a child or infant (baby), manage the situation and seek appropriate assistance when necessary • Head injury: includes <ul style="list-style-type: none"> – concussion, – compression and – skull fracture.

The learner is not expected to differentiate between these conditions

- **Foreign body:** includes dust/sand/a fly etc. on the eye
- **Diabetic emergency:** should focus on the condition of hypoglycaemia
- **Asthma attack:** must include assisting a child to use a spacer device and to take their own inhaler
- **Poisonous substances** may include:
 - plants;
 - fungi;
 - medication;
 - cleaning products;
 - food;
 - airborne pollutants;
 - drugs;
 - alcohol
- **The use of a 'training device' adrenaline auto-injector:** must be demonstrated using a training device and NOT a live auto-injector

Appendix 3: Sample assessment material

Highfield provides centres with a practical assessment matrix and a learner theory pack to be used to assess the qualification.

The **theory question papers** contain multiple-choice questions that meet the knowledge requirements of the qualification. A sample of these questions is below:

1. Which of the following is a responsibility of a paediatric first aider?
a) Ensure the business complies with Early Years Foundation Stage Statutory Framework
b) Undertake the first aid needs assessment
c) Ensure available first aid equipment is fit for purpose
d) Implement controls of identified hazards

2. Which of the following defines an infant for the purposes of first aid treatment?
a) Under 3 months of age
b) Under 6 months of age
c) Under 12 months of age
d) Under 18 months of age

The **practical assessment matrix** is used to capture whether the assessor has seen learners demonstrate each skill to the appropriate standard. A sample of the matrix is below:

Learner Name (in capitals)	EXAMPLE NAME	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
DRABC	✓												
CPR	✓												
AED	✓												
Recovery position	✓												

Assessment guidance outlining what the appropriate standard is for each skill and task is contained within the Tutor, Assessor and IQA Support Pack, available to download from the Highfield website.

Appendix 4: Acceptable Training/Assessing Qualifications

The following list provides details of qualification required to undertake the separate roles of trainer and assessor:

Qualification	Train	Assess*
CURRENT QUALIFICATIONS (available for new trainers/assessors to undertake):		
Level 3 Award in Education and Training	✓	✓
Level 4 Certificate in Education and Training	✓	✓
Level 5 Diploma in Education and Training	✓	✓
Level 3 Award in Teaching and Assessing in First Aid Qualifications (RQF)	✓	✓
Cert Ed/PGCE/B Ed/M Ed	✓	✓
SVQ 3 Learning and Development SCQF Level 8	✓	✓
SVQ 4 Learning and Development SCQF Level 9	✓	✓
TQFE (Teaching Qualification for Further Education)	✓	✓
Planning and Delivering Learning Sessions to Groups SCQF Level 6 (SQA Unit)	✓	✓
Planning and Delivering Training Sessions to Groups SCQF Level 6 (SQA Unit)	✓	✓
SCQF Level 6 Award in Planning and Delivering Learning Sessions to Groups (SQA Accredited)	✓	✓
L&D Unit 6 Manage Learning and Development in Groups SCQF Level 8 (SQA Accredited)	✓	
L&D Unit 7 Facilitate Individual Learning and Development SCQF Level 8 (SQA Accredited)	✓	
L&D Unit 8 Engage and Support Learners in the Learning and Development Process SCQF Level 8 (SQA Accredited)	✓	
Carry Out the Assessment Process SCQF Level 7 (SQA Unit)		✓
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 Practices of Assessment		✓
Level 3 Certificate in Assessing Vocational Achievement		✓
L&D Unit 9DI Assess Workplace Competence Using Direct and Indirect Methods SCQF Level 8 (SQA Accredited)		✓
L&D Unit 9D Assess Workplace Competence Using Direct Methods SCQF Level 7 (SQA Accredited)		✓
OTHER ACCEPTABLE QUALIFICATIONS:		
CTLLS/DTLLS	✓	✓
PTLLS with unit 'Principles and Practice of Assessment' (12 credits)	✓	✓
Further and Adult Education Teacher's Certificate	✓	✓
IHCD Instructional Methods	✓	✓
IHCD Instructor Certificate	✓	✓

English National Board 998	✓	✓
Nursing mentorship qualifications	✓	✓
NOCN Tutor Assessor Award	✓	✓
S/NVQ level 3 in training and development	✓	✓
S/NVQ level 4 in training and development	✓	✓
PDA Developing Teaching Practice in Scotland's Colleges SCQF Level 9 (SQA Qualification)	✓	✓
PDA Teaching Practice in Scotland's Colleges SCQF Level 9 (SQA Qualification)	✓	
PTLLS (6 credits)	✓	
Regulated Qualifications based on the Learning and Development NOS 7 Facilitate Individual Learning and Development or NOS 6 Manage learning and development in groups	✓	
Training Group A22, B22, C21, C23, C24	✓	
Learning and Teaching – Assessment and Quality Standards SCQF Level 9 (SQA Unit)		✓
A1 Assess Candidates Using a Range of Methods or D33 Assess Candidates Using Differing Sources of Evidence		✓
Conduct the Assessment Process SCQF Level 7 (SQA Unit)		✓
A2 Assess Candidate Performance through Observation or D32 Assess Candidate Performance		✓
Regulated Qualifications based on the Learning and Development NOS 9 Assess Learner Achievement		✓

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

Appendix 5: Acceptable Internal Quality Assurance Qualifications

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

Qualification	IQA*
L&D Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment SCQF Level 8 (SQA Accredited)	✓
Regulated Qualifications based on the Learning and Development NOS 11 Internally Monitor and Maintain the Quality of Assessment	✓
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	✓
V1 Conduct Internal Quality Assurance of the Assessment Process or D34 Internally Verify the Assessment Process.	✓
Conduct the Internal Verification Process SCQF Level 8 (SQA Unit)	✓
Internally Verify the Assessment Process SCQF Level 8 (SQA Unit)	✓

NOTE: IQAs who do not hold a formal IQA qualification may alternatively attend Internal Quality Assurance CPD Training with a recognised Awarding Organisation.