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Qualification Specification
Highfield Level 2 International
Award in Basic Life Support and
Safe Use of an Automated
External Defibrillator

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Highfield Level 2 International Award in Basic Life Support and the Safe Use of an Automated External Defibrillator

Introduction

This specification 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 centre manager.

Key facts

Recommended Duration:	½ day (4 hours)
Assessment Method:	Practical assessment and multiple-choice theory assessment

Qualification overview

This qualification is recommended for learners who wish to understand basic first aid in the workplace and who also have access to a defibrillator.

Learners gaining this qualification will know that cardiopulmonary resuscitation and automated external defibrillation are an essential part of the chain of survival. The topics covered are seen by industry to be important in maintaining good practice in the safe, quick and effective administration of cardiopulmonary resuscitation and automated external defibrillation.

Upon completion, learners should be able to safely and effectively use an automated external defibrillation machine. In line with industry guidance, this qualification is valid for a period of 3 years. After this period, learners are required to complete the qualification again.

Important Note: Highfield MEA recommends that you contact the relevant Government Department in the country that you want to deliver this qualification, to ensure that local laws are being adhered to and that there are no additional approval requirements. It may be that you are required to register as a training provider within the country itself. Highfield MEA approves centres based on its own criteria but does not represent any other organisations or departments.

Entry requirements

Centres are responsible for ensuring that learners can meet the necessary standards of the language in which the course is being delivered.

Delivery and assessment ratios

To effectively deliver and assess this qualification, it is recommended that Centres do not exceed the ratio of 1 qualified tutor to a maximum of 12 learners in any one instance. If centres wish to increase this ratio, they must first request approval from Highfield.

Guidance on delivery

It is recommended that the full qualification is delivered over a half-day period, however the delivery programme may be adjusted in accordance with candidates' needs and / or local circumstances.

Guidance on assessment

The qualification is assessed using the Highfield assessment pack and is split into two component parts. Further guidance on assessments and use of the assessment pack is in the Tutor assessor pack, available in the members' area of the website.

1. **Practical Observation:** This 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 the theory exam papers, available to download from the members' area of the website. If further questioning was done for areas where learners did not pass, this must be recorded on the MCQ paper. Oral questioning may be used. In this case, the assessor should record the responses of learners on the **knowledge capture** sheet that is available in the download area.

The theory assessment paperwork **must be retained** by the centre and submitted to Highfield if requested.

Learners **must** achieve a pass in each element of the theory and practical assessments in order to pass the qualification. The recording of the practical and theory assessment **outcomes** will be via the Assessment Pack, which is available to download from the Highfield website. The completed practical assessment pack **must be submitted** to Highfield for quality assurance checks and processing.

Centres must take all reasonable steps to avoid any part of the assessment of a learner being undertaken by any person who has a personal interest in the result of the assessment.

It is recommended that learners retake the qualification every 3 years, to confirm their competence. It is also recommended that learners refresh their knowledge every year.

Guidance on quality assurance

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 via Centre engagements and desk-based reviews.

Centre requirements

Highfield require centres involved in the delivery of this qualification have the following resources in place and ensure that all learners have access to them:

- One training defibrillator available for every 4 learners;
- Resuscitation manikins, at a minimum ratio of 1 manikin for every 4 learners;
- Sufficient procedures must be in place to ensure hygiene during the use of resuscitation manikins and other training equipment;
- Sufficient audio-visual equipment and training aids should be available to facilitate learning using a variety of teaching methods;
- Training rooms that have carpeted floors or mats/blankets provided, for use during practical sessions; and
- Training rooms must meet acceptable health and safety standards and be conducive to learning. They should be large enough and have sufficient seating, writing surfaces, toilet facilities, ventilation, lighting, heating, access and exits. They should also be clean and hygienic, and there should be no distracting noises.

Geographical coverage

This qualification has been developed for learners outside of the UK.

Tutor/assessor requirements

Highfield requires nominated tutors/assessors to have:

- hold a valid and recognised first aid at work certificate, or equivalent
- Knowledge and competency in the delivery of first aid training
- Knowledge and competency in the assessment of first aid training
- Knowledge and understanding of how to safely and effectively use an Automated External Defibrillation (AED) machine.

Nominated tutors/assessors 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.

Tutors/assessors who have evidence of delivering a minimum of 30 hours of accredited formal training per year, in a relevant qualification, may requalify to deliver/assess this and similar qualifications through completion of the qualification assessment only or a reduction in the learning hours, at the discretion of Highfield.

Reasonable adjustments and special considerations

Highfield Qualifications has measures in place for learners who require additional support. Reasonable adjustments such as additional time for the exam; assistance during the exam such as using a scribe or a reader, is available upon approval from Highfield. Please refer to Highfield Qualifications' Reasonable Adjustments Policy for further information/guidance on this.

www.highfieldinternational.com/download

ID requirements

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

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 claiming to be. All Centres are therefore required to ensure that each learner's identification is checked before they can sit the examination/assessment and write the type of photo identification provided by each learner on the Learner List under "Identification Provided". Highfield will accept the following as proof of a learners Identity:

- National identity card (e.g. Emirates ID card);
- Valid passport (any nationality);
- Signed photo card driving licence;
- Valid warrant card issued by police, local authority or equivalent; or
- 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 the Highfield Examination and Invigilation Regulations within the Core Manual.

Progression

Progression and further learning routes include:

- Highfield Level 2 International Award in Paediatric First Aid;
- Highfield Level 2 International Award in Paediatric First Aid and Managing Illness & Injury; and
- Highfield Level 3 International Award in First Aid at Work and The Safe Use of an Automated External Defibrillator.

Highfield offers a range of qualifications to help learners progress their careers and personal development. Please contact your centre manager for further information.

Useful websites

- www.highfieldproducts.com (Highfield Products)
 - www.highfieldinternational.com (Highfield MEA)
 - www.highfieldqualifications.com (Highfield UK)
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Recommended training materials

- Morley, J. & Sprenger, C. (2016) BLS and AED Handbook. Highfield Products
- Morley, J. & Sprenger, C. CPR and AED Training Presentation. Highfield Products

Appendix 1: Qualification Unit

Unit Title: International Basic Life Support and the Safe Use of an Automated External Defibrillator
Level: 2
Duration: 4 hours

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
1. Be able to manage an unresponsive casualty who is breathing normally	1.1 Assess the scene for danger 1.2 Assess a casualty’s level of consciousness 1.3 Demonstrate how to open a casualty’s airway and check for breathing 1.4 Demonstrate how to place an unresponsive casualty in the recovery position
2. Be able to manage an unresponsive casualty who is not breathing normally	2.1 Recognise the need to start cardiopulmonary resuscitation (CPR) 2.2 Perform cardiopulmonary resuscitation (CPR) on a manikin
3. Know how to safely use an automated external defibrillator	3.1 Identify safety considerations when using an automated external defibrillator (AED) 3.2 List differences in the procedure when using an automated external defibrillator on a child
4. Be able to safely use an automated external defibrillator	4.1 Demonstrate the correct placement of AED electrode pads on a manikin 4.2 Follow AED voice prompts accurately 4.3 Demonstrate how to combine the use of an automated external defibrillator with minimal interruptions in cardiopulmonary resuscitation using a manikin 4.4 Demonstrate the safe delivery of AED shock 4.5 State the procedure to follow if the casualty shows signs of life and starts to breathe normally 4.6 Identify the information required when handing over the casualty to the emergency services