



Qualification Specification

Highfield Level 3 International Award in First Aid at Work and the Safe Use of an Automated External Defibrillator

Contents

Introduction.....	3
Key facts.....	3
Qualification Overview.....	3
Entry Requirements.....	3
Delivery and assessment ratios.....	3
Blended learning.....	3
Guidance on assessment.....	4
Guidance on quality assurance.....	4
Centre requirements.....	4
Geographical Coverage.....	5
Tutor/Assessor requirements.....	4
Reasonable Adjustments and Special Considerations.....	5
ID requirements.....	5
Progression.....	6
Useful Websites.....	6
Recommended Training Materials.....	6
Appendix 1: Qualification Unit(s).....	7

Highfield Level 3 International Award in First Aid at Work 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:	3 days (18 hours)
Assessment Method:	Portfolio of Evidence (see guidance of assessment)

Qualification Overview

The Level 3 International Award in First Aid at Work and the Safe Use of an Automated External Defibrillator is a qualification aimed at providing candidates with the necessary knowledge, understanding and skills to support first aid and the use of a defibrillator in the workplace.

Topics covered include: roles and responsibilities of a first aider, assessing incidents, managing casualties who are: unresponsive and not breathing, managing casualties in shock, administering first aid to casualties with suspected: head, spinal, chest injuries, with burns, scalds, eye injuries, and those suffering from sudden poisoning and anaphylaxis, as well as knowing how to safely use an automated external defibrillator.

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 candidates can meet the necessary standard of 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/assessor to a maximum of 12 candidates in any one instance.

Blended learning

Part of this qualification can be achieved by completing the e-learning prior to attending the classroom based teaching. For further information on the Highfield e-learning material please contact your centre manager.

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.

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 recommends that Centres involved in the delivery of this qualification have the following resources in place and ensure that all candidates have access to them:

- 1 training defibrillator available for every 4 learners;
- 1 resuscitation manikin to a maximum of 4 candidates
- 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 candidate OR manikin face wipes to be used after each candidate's demonstration)
- replacement airways and lungs for resuscitation manikins (changed at the end of each course)
- 1 disposable training dressing per candidate
- 1 pair of disposable gloves (not latex) per candidate
- 1 first aid kit
- training rooms that have carpeted floors or mats/blankets provided for practical sessions
- adequate training and assessment facilities to accommodate candidates on course; and
- a training room which is safe, has adequate ventilation, lighting sufficient for candidates to read easily, and temperature suitable to maintain a 'short sleeve' environment. It is also required that training rooms are able to cater for people with special needs (where appropriate).

Geographical Coverage

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

Tutor/Assessor requirements

Highfield requires nominated tutors/assessors to have:

- 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 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.

The qualification on completion is valid for a period of 3 years, after which candidates are expected to requalify. It is also recommended that annual refresher training takes place to ensure knowledge and skills are maintained.

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 candidates must be instructed, ahead of the course/assessment when the candidate 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 the person they are claiming to be. All Centres are therefore required to ensure that each candidate's identification is checked before they can sit the examination/assessment and write the type of photo identification provided by each candidate on the Candidate List under "Identification Provided". HABC will accept the following as proof of a candidates Identity:

- National identity card (i.e. 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.
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For more information on candidate ID requirements, please refer to the HABC Examination and Invigilation Regulations within the Core Manual.

Progression

Progression and further learning routes include:

- Highfield Level 3 Award in First Aid response (RQF)
- Highfield Level 3 Award in Paediatric First Aid (RQF)

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

Useful Websites

The following website are recommended to support centres in the delivery of this qualification:

- www.Highfieldproducts.com (Highfield Products)
 - www.Highfieldqualifications.com (Highfield Qualifications)
 - www.Highfieldinternational.com (Highfieldabc MEA)
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Recommended Training Materials

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

- Morley, J. & Sprenger, C. *First Aid at Work Book*. Highfield Products
 - Morley, J. & Sprenger, C. *First Aid at Work Interactive Training Presentation*. Highfield Products
 - *The Complete First Aid Interactive Training package*. Highfield Products
 - Morley, J. & Sprenger, C. (2016). *BLS & AED Handbook*. Highfield Products
 - Morley, J. & Sprenger, C. *BLS & AED Training Presentation*. Highfield Products
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Appendix 1: Qualification Unit(s)

Unit Title:	International First Aid at Work and the Safe Use of an Automated External Defibrillator (AED)
Level:	3
Recommended Duration:	18 hrs

Learning Outcomes	Assessment Criteria
<i>The candidate will</i>	<i>The candidate can</i>
1 Understand the role and responsibilities of a first aider	1.1 State the role and responsibilities of a first aider 1.2 Identify how to minimise the risk of infection to yourself and others 1.3 Identify recommended first aid kit content requirement
2 Know how to assess an incident	2.1 Conduct a scene survey 2.2 Conduct a primary survey of a casualty 2.3 Call for help to support a casualty 2.4 Conduct a head to toe survey
3 Be able to manage an unresponsive casualty who is breathing normally	3.1 Assess a casualty's level of consciousness 3.2 Open a casualty's airway and check breathing 3.3 Place an unresponsive casualty in the recovery position 3.4 Manage a casualty who is in seizure
4 Know how to manage a casualty who is not breathing normally and unresponsive	4.1 Identify when cardio pulmonary resuscitation is needed 4.2 Demonstrate cardio pulmonary resuscitation using a manikin
5 Know how to recognise and assist a casualty who is choking	5.1 Identify the signs of a partially and completely blocked airway 5.2 Demonstrate first aid for a partially and completely blocked airway
6 Know how to recognise and assist a casualty with a minor injury	6.1 Identify the different types of external bleeding 6.2 Demonstrate first aid for controlling external bleeding 6.3 Identify how to administer first aid for a casualty with small cuts, grazes and bruises
7 Know how to manage a casualty who is in shock	7.1 Identify the typical signs and symptoms of hypovolemic shock 7.2 Demonstrate first aid for a casualty who is in shock
8 Know how to administer first aid to a casualty with injuries to bones, muscles and joints	8.1 Recognise suspected fractures, dislocations and sprains and strains 8.2 Demonstrate first aid for a casualty with a fracture, dislocation and sprain/strain

Learning Outcomes	Assessment Criteria
<i>The candidate will</i>	<i>The candidate can</i>
9 Know how to administer first aid to a casualty with suspected head and spinal injuries	9.1 Recognise suspected concussion, skull fracture, cerebral compression and spinal injury 9.2 Demonstrate first aid for a casualty with a suspected concussion, skull fracture, cerebral compression and spinal injury
10 Know how to administer first aid to a casualty with suspected chest injuries	10.1 Recognise different types of chest injury 10.2 Administer first aid for a chest injury
11 Know how to administer first aid to a casualty with burns and scalds	11.1 Recognise factors that could affect the severity of a burn and scald 11.2 Identify how to administer first aid for burns involving dry heat, wet heat, electricity and chemicals
12 Know how to administer first aid to a casualty with an eye injury	12.1 Give examples of common eye injuries 12.2 Identify how to administer first aid for eye injuries involving dust, chemicals and embedded objects
13 Know how to administer first aid to a casualty with sudden poisoning	13.1 Identify the routes that poisons can take to enter the body 13.2 Identify how to administer immediate first aid to a casualty affected by sudden poisoning 13.3 Identify sources of information for treating those affected by sudden poisoning
14 Know how to administer first aid to a casualty with anaphylaxis	14.1 Identify common triggers for anaphylaxis 14.2 Recognise signs and symptoms of anaphylaxis 14.3 Identify how to administer first aid for a casualty suffering from anaphylaxis
15 Know how to provide first aid to a casualty with suspected major illness	15.1 Recognise signs and symptoms for a casualty suffering from a heart attack, stroke, epileptic seizure, asthma and diabetes 15.2 Identify how to administer first aid for a casualty suffering from major illnesses including heart attack, stroke, epileptic seizure, asthma and diabetes
16 Know how to safely use an automated external defibrillator (AED)	16.1 Describe the differences between using an AED on an adult and child 16.2 Identify safety considerations when using an automated external defibrillator 16.3 Demonstrate the correct placement of AED electrode pads on a manikin 16.4 Follow AED voice prompts accurately 16.5 Demonstrate how to combine the use of an automated external defibrillator with minimal interruptions in cardiopulmonary resuscitation

Learning Outcomes	Assessment Criteria
<i>The candidate will</i>	<i>The candidate can</i>
	using a manikin 16.6 Demonstrate the safe delivery of AED shock 16.7 State the procedures if the casualty shows signs of life and starts to breath normally 16.8 Identify the information required when handing over the casualty