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Qualification Specification
Highfield Level 2 International
Award in Emergency First Aid at
Work

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Highfield Level 2 International Award in Emergency First Aid at Work

Introduction

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

Key facts

Recommended Duration:	1 day (7 hours)
Assessment Method:	Practical assessment and multiple-choice theory assessment

Qualification Overview

The Level 2 International Award in Emergency First Aid at Work is a qualification aimed at providing learners with the necessary knowledge, understanding and skills to support emergency first aid in the workplace.

The qualification covers knowledge such as the roles and responsibilities of a first aider and how to assess and incident. It also covers first aid skills in cardiopulmonary resuscitation (CPR), providing first aid to a casualty who is choking and dealing with external bleeding and shock.

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

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, centres must not exceed the ratio of 1 tutor to 12 learners. 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 1 day period; however the delivery programme may be adjusted in accordance with learners' 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.

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 will conduct external quality assurance engagements to support Centres in the effective implementation and on-going management of this qualification. For example, this could be conducted via Highfield sampling Centre paperwork or conducting support visits to Centres.

Centre requirements

To effectively deliver this qualification, centres must have the following resources in place:

- 1 resuscitation manikin to 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 resuscitation manikins (changed at the end of each course)
 - 1 disposable training dressing per learner
 - 1 pair of disposable gloves (not latex) per learner
 - 1 first aid kit
 - training rooms that have carpeted floors or mats/blankets provided for practical sessions
 - adequate training and assessment facilities to accommodate learners on course; and
 - a training room which is safe, has adequate ventilation, lighting sufficient for learners 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).
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Geographical Coverage

This qualification is 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

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.

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.

<https://www.highfieldinternational.com/downloads>

ID requirements

All learners must be instructed to bring photographic identification to the assessment to be checked by the invigilator. This instruction should have been 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 claiming to be. All Centres are therefore required to ensure that each learner's identification is checked before they are allowed to sit the examination/assessment and write the type of photo identification provided by each learner on the Learner List under "Identification Provided". HABC 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 3 International Award in First Aid at Work
- Highfield Level 3 Award in First at Work (RQF)
- Highfield Level 2 International Award in Paediatric First Aid
- Highfield Level 2 International Award in Emergency First Aid and Defibrillation

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

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

- www.highfieldproducts.com (Highfield Products)
 - www.highfieldinternational.com (Highfield MEA)
 - www.highfieldqualifications.com (Highfield UK)
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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. First Aid Handbook. Highfield Products
 - Morley, J. & Sprenger, C. Interactive Emergency First Aid at Work Training Package. Highfield Products
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Appendix 1: Qualification Unit

Unit Title: International Emergency First Aid at Work

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner 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 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
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 be able 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 and grazes 6.4 identify how to administer first aid for a casualty with minor burns and scalds
7 know how to manage a casualty who is in shock	7.1 identify the signs and symptoms of hypovolemic shock 7.2 demonstrate first aid for a casualty who is in hypovolemic shock