



QNUK Level 3 Award in  
Emergency First Aid at Work (RQF)  
Qualification Specification

Section	Page
1 Introduction	2
2 Contact us	2
3 Document control	2
4 Qualification objective	3
5 Sector support and industry recognition	3
6 Geographical coverage	3
7 Benefit to learners	3
8 Progression	3
9 Recognition of prior learning	3
10 Qualification information	4
11 Qualification structure	4
12 Learner entry requirements	4
13 Learner identification	5
14 Delivery requirements	6
15 Centre personnel requirements	7
16 Assessment requirements	8
17 Moderation	9
18 Results	9
19 Appendix 1: Units of assessment	10
20 Appendix 2: Command verbs	17
21 Appendix 3: Specimen assessment material	27

## 1 Introduction

Qualifications Network Limited (QNUK) is an Awarding Organisation recognised and regulated by the Office of Qualifications and Examinations (Ofqual) in England, the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland and Qualifications Wales.

This specification outlines key information required by users of the qualification to ensure they can make an informed decision about the suitability of the qualification they are taking or proposing to take for the purposes that they intend to use it.

## 2 Contact us

Please get in touch if you need any advice or guidance with this qualification.

### Head Office:

Qualifications Network  
 First Floor Offices  
 86A Lancaster Road  
 Enfield  
 Middlesex  
 EN2 0BX

**Email:** [centres@qnuk.org](mailto:centres@qnuk.org)

**Tel:** 020 3795 0559

## 3 Document control

<b>Document owner:</b>	Qualifications manager
<b>Date last updated:</b>	21/08/2022
<b>Next review:</b>	21/08/2025
<b>Status:</b>	Approved
<b>Version:</b>	V4
<b>Document control number:</b>	L3EFAW QS V4

Version number	Date amended	Section	Details
V4	Aug 2022	All	New template

## 4 Qualification objective

This qualification develops the learner's knowledge, understanding and skills in delivering emergency first aid in the workplace and will support a role in the workplace. This qualification meets the requirements for Emergency First Aid at Work as outlined in the Health and Safety (First Aid) Regulations 1981 and the Health and Safety (First Aid) Regulations (Northern Ireland) 1982.

## 5 Sector support and industry recognition

This qualification has been written with the collaboration of members of the First Aid Awarding Organisation Forum (FAAOF).

## 6 Geographical coverage

This qualification is available across the UK and internationally.

## 7 Benefit to learners

This qualification will provide learners with the skills, knowledge and understanding to support individuals carrying out a first aid role in the workplace.

## 8 Progression

Learners could progress to the:

- QNUK Level 3 Award in First Aid at Work (RQF)
- QNUK Level 3 Award for the First Person on the Scene (RQF)
- QNUK Level 3 Award in First Aid Trauma and Casualty Care (FTACC) (RQF)
- QNUK Level 3 Award in Basic Trauma and Casualty Care (RQF)

### 8.1 Combined qualifications

The QNUK Level 3 Award in Responding to Incidents with an AED (RQF) or the QNUK Award in Responding to Anaphylactic Reactions (RQF) could be delivered alongside this qualification; extra learning time is required to cover the additional content.

## 9 Recognition of prior learning

We do not accept recognition of prior learning for this qualification.

## 10 Qualification information

<b>Qualification Number (QN):</b>	603/2452/1
<b>Learning Aim:</b>	60324521
<b>Total Qualification Time (TQT):</b>	7
<b>Guided Learning Hours (GLH):</b>	6
<b>Credit value:</b>	1
<b>Level:</b>	3
<b>Validity:</b>	3 years
<b>Assessment:</b>	Invigilated MCQ paper, and observed practical tasks
<b>Achieving the qualification:</b>	Learners must achieve the single mandatory unit
<b>Time to complete:</b>	Learners must complete the qualification within 4 weeks

## 11 Qualification structure

### Mandatory units

Unit No.	Unit Title	Level	GLH	TUT	Credit
K/616/4940	Emergency First Aid in the Workplace	3	6	7	1

### Optional units

Unit No.	Unit Title	Level	GLH	TUT	Credit
N/A	N/A	N/A	N/A	N/A	N/A

### 11.1 Rules of combination

Learners must complete the mandatory unit

## 12 Learner entry requirements

Any prior knowledge, skills, understanding or qualifications that are required to undertake this qualification are outlined below:

Learners should be a minimum of 16 years to undertake this qualification

Learners aged 14 - 16 may take the qualification; however, they should not be relied upon to be the sole first aider.

Learners must demonstrate first aid procedures as part of their assessment, as they would in a real work environment, including providing CPR to a casualty on the floor. Therefore, learners must be physically capable of performing CPR on the floor.

Where learners are unable to perform practical tasks, they may opt to undertake the QNUK Level 2 Award in Essential First Aid (RQF)

There are no other pre-requisites for this qualification.

## 12.1 Language of the assessment

Learners must have sufficient command of the English language to understand and undertake the recommended assessment methods for this qualification.

It is strongly recommended that learners should be working at level 2 literacy.

Learners may use BSL, however in these cases centres may be asked to video record assessments for verification purposes.

## 13 Learner identification

Anyone undertaking a regulated qualification is required to prove their identity. This ensures only those with a genuine claim to the qualification can make that claim.

Learners who are unwilling or unable to provide a copy of their identification prior to assessment will not be able to complete their qualification.

Identification documents should reflect the learners current legal name. Certificates will be issued in this name.

Learners are required to provide at least 1 form of photo I.D. If photo I.D is not available, 2 forms of non-photographic I.D can be produced.

Acceptable forms of photographic I.D (1 required) are:

- Signed UK Photo card driving licence
- Signed passport (any nationality)
- Valid EU Photo identity card
- SIA security licence (with photo)
- Current and valid warrant card issued by HM forces or Police
- Current and valid Prison service card (with photo)
- Proof of age card
- Employee photo identification card
- Student photo identification card for a recognised educational establishment
- Firearms license (with photo)

Acceptable forms of non-photographic I.D (2 required) are:

- Current driving license – paper version
- Birth certificate
- Marriage/civil partnership certificate
- Mortgage statement (issued within past 12 months)
- Bank or building society statement (issued within last 3 months)
- Bank or building society account opening confirmation letter (issued within last 3 months)
- Credit card statement (issued within last 3 months)
- Pension or endowment financial statement (issued within last 12 months)
- P45 or P60 statement (issued within last 12 months)
- Council tax statement (issued within last 12 months)
- Valid work permit or visa issue by UK government
- Utility bill – excluding mobile phone bill (issued within last 3 months)
- Benefit statement e.g. child benefit, pension (issued within last 3 months)

## 14 Delivery requirements

This qualification is delivered in a face-to-face setting over a minimum of a 1-day period. Learners should complete the qualification within 4 weeks.

### 14.1 Venue requirements

#### 14.1.1 Physical classrooms

Classrooms should be suitable for learning and meet all relevant Health and Safety requirements.

Classrooms should:

- have suitable light and heat
- be a suitable temperature
- be free from obtrusive noise and odours
- have sufficient seating
- have suitable surfaces for note taking
- be of a suitable size for learners (approximately 11m<sup>3</sup> per learner in a room with 3m high ceilings)
- have access to toilets and welfare facilities
- have access to refreshment facilities

#### 14.1.2 Video conferencing classrooms

Where this qualification is delivered over a video conferencing learners should have a suitable device that allows an appropriate level of interaction. Interaction should include:

- Quiz functionality
- White board
- Audio
- Cameras on policy\*

\*Where learners are under 18, a 'camera on' policy may impact safeguarding policies. In these cases, a suitable assessment should be made of the appropriateness of cameras on. Where an assessment is being undertaken that requires cameras to be on, any safeguarding concerns must be addressed and managed appropriately in order to maintain the validity and authenticity of the assessment.

### 14.2 Equipment requirements

Centres are responsible for ensuring this qualification is delivered using the following equipment as a minimum.

- suitable presentation materials
- reference manual (Learners may be required to purchase these separately)
- suitable number of adult resuscitation manikins (one manikin per four learners)
- suitable manikin disinfectant wipes
- suitable number of AED training devices (one unit per four learners)
- first aid kits containing a range of equipment including dressings and bandages as appropriate for the work environment
- other first aid equipment as appropriate for the individual setting

Additional equipment may include:

- Posters and realia

## 14.3 Blended learning

Blended learning is accepted for this qualification.

Blended learning includes: Live face-to-face learning and assessment, the use of live video conferencing, self study and self-directed e-learning.

Where video conferencing, or self-directed e-learning is used, no more than 1/3<sup>rd</sup> of the total guided learning hours can be delivered in these formats. The remaining two thirds must be delivered in a live, face-to-face format with learners and assessor being in the same physical location.

### 14.3.1 E-learning

When using e-learning it is important that:

- the individual being trained knows how to use the technology that delivers the training
- the training provider has an adequate means of supporting the individual during their training;
- the training provider has a robust system in place to prevent identity fraud. This includes gaining copies of the learners I.D, their IP address and tracking them through the course.
- the provider has an appropriate means of assessing the e-learning component of the training.

## 14.4 Assessor to learner ratio

The maximum assessor to learner ratio for this qualification is 1: 12

## 14.5 Recommended resources

Learners should have access to a suitable first aid manual for the duration of the course. Examples include:

- Voluntary Aids Society First Aid manual
- Emergency First aid at Work Manual from QNUK resources

## 15 Centre personnel requirements

Centres are required to ensure anyone involved in the delivery, assessment and quality assurance of our qualifications are registered with QNUK and approved to deliver, assess or quality assure the qualification.

Any courses delivered without the above approval will be invalidated.

Internal quality assurers are required to ensure that trainers, assessors and quality assurance staff, and their records, including qualification certificates and CPD are up to date and maintained.

### 15.1 Trainers/ assessors

Specific details related to the training, assessing, subject knowledge and CPD requirements are outlined in our delivery resource requirements document. This is available on our website.

Those involved in the delivery and assessment of this qualification must:



1. Hold a suitable first aid or medical qualification (type 1) appendix 4, **and**
2. Hold a teaching qualification as listed in appendix 1, **and**
3. Hold an assessing qualification (type 1) as listed in appendix 1, **and**
4. Show current evidence of continuing professional development in teaching, assessment and the subject matter. **and**
5. Provide an acceptable log of teaching first aid within the last 3 years **or**
6. Provide an acceptable record of competently teaching theoretical and practical first aid sessions under the supervision of a suitably qualified assessor

## 15.2 Internal quality assurers

Internal quality assurers for this qualification must:

Meet the above trainer/ assessor requirements.

They should also:

- meet the qualification requirement for IQAs (type 1) listed in appendix 2 **and**
- show current evidence of continuing professional development in assessment, quality assurance and the subject matter.

## 16 Assessment requirements

Learners are assessed for this qualification using the following methods:

- Multiple choice examination
- Observation

### 16.1 Multiple choice examination

The MCQ paper will be taken under examination conditions, i.e. learners will sit a minimum of 1.25 metres apart, will not confer during the examination and no electronic devices (such as mobile phones) or books, including dictionaries, will be permitted.

<b>Language of assessment:</b>	English
<b>Duration:</b>	30 minutes
<b>Pass mark:</b>	70% (11/15)
<b>Grading:</b>	Pass / Fail

### Resits

If a learner is unsuccessful with the multiple-choice examination, they can have a second attempt. This must be taken within the time allowed for completion of the qualification.

Where a learner has failed to score 60% or more they should undertake additional training before resitting the assessment.

If a learner fails a second attempt, with or without additional training, they will have failed the qualification and will not be able to resit the assessments.

### 16.2 Practical observations

Learners are required to undertake a number of practical observations.

These practical's can be in a simulated environment, however the practical should be undertaken as it would in a real environment and in line with the purpose of the qualification.

<b>Language of assessment:</b>	English
<b>Duration:</b>	As required
<b>Pass mark:</b>	100%
<b>Grading:</b>	Pass / Fail

## Resits

If a learner is unsuccessful with the practical observation, they can have a second attempt. This must be taken within the time allowed for completion of the qualification.

If a learner fails a second attempt, with or without additional training, they will have failed the qualification and will not be able to resit the assessments.

## 17 Moderation

This qualification has been rated as QNUK as medium risk. As centre assessors are responsible for assessment decisions, it is subject to both moderation and verification.

Moderation will initially require QNUKs EQA department to moderate or check each assessment decision for the MCQ assessment. We will also ensure centres assessment decisions in regard to practical skills in this, or a closely related subject are verified.

The level of moderation and verification is dependent on the risk level of the centre.

Direct claims status (DCS) may be available for medium or low risk centres who have demonstrated consistent high levels of quality assurance. DCS is reviewed regularly at intervals determined by our Centre Assessment Standards Scrutiny Strategy (CASSS).

Centres should allow for an additional 3 days where assessment decisions are being moderated.

## 18 Results

The centre is required to submit learner results within 10 working days of assessment to Qualifications Network UK for moderation.

We will issue verified results and appropriate certification to the approved centre within 10 working days of receiving the results.

Centres with DCS will have certificates issued within 7 days.

Centres will forward results and/or certificates to learners, who can expect to receive them within 24 working days of taking the assessment. If learners have not received results and/or certificates within 28 working days, they should contact the centre in the first instance.

If a centre is in a sanction or has been withdrawn from QNUK either voluntarily or otherwise, we reserve the right to send certificates directly to learners.

## 19 Appendix 1: Units of assessment

Unit 1 | Emergency First Aid in the Workplace

| K/616/4940

### Unit summary:

The learner will develop the skills, knowledge and understanding to deal effectively with a range of emergencies in the workplace requiring first aid.

<b>LO 1</b>	<b>The learner will understand the role and responsibilities of a first aider</b>
-------------	---

Assessment Criteria		Types of evidence
<b>The learner can:</b>		
<b>1.1</b>	Identify the role and responsibilities of a first aider	MCQ
<b>1.2</b>	Identify how to minimise the risk of infection to self and others	MCQ
<b>1.3</b>	Identify the need for consent to provide first aid	MCQ

<b>LO 2</b>	<b>The learner will be able to assess an emergency situation safely</b>
-------------	---

Assessment Criteria		Types of evidence
<b>The learner can:</b>		
<b>2.1</b>	Conduct a scene survey	Obs
<b>2.2</b>	Conduct a primary survey of a casualty	Obs
<b>2.3</b>	Summon appropriate assistance when necessary	Obs

<b>LO x</b>	<b>The learner will be able to provide first aid to an unresponsive casualty</b>
-------------	--

Assessment Criteria		Types of evidence
<b>The learner can:</b>		
<b>3.1</b>	Identify when to administer Cardiopulmonary Resuscitation (CPR)	Obs

<b>3.2</b>	Demonstrate adult CPR using a manikin	Obs
<b>3.3</b>	Identify when to place a casualty into the recovery position	Obs
<b>3.4</b>	Demonstrate how to place a casualty into the recovery position	Obs
<b>3.5</b>	Demonstrate continual monitoring of breathing whilst the casualty is in the recovery position	Obs
<b>3.6</b>	Identify how to administer first aid to a casualty who is experiencing a seizure	MCQ

**LO 4 The learner will be able to provide first aid to a casualty who is choking**

<b>Assessment Criteria</b>		<b>Types of evidence</b>
<b>The learner can:</b>		
<b>4.1</b>	Identify when a casualty is choking	Obs
<b>4.2</b>	Demonstrate how to administer first aid to a casualty who is choking	Obs

**LO 5 The learner will be able to provide first aid to a casualty with external bleeding**

<b>Assessment Criteria</b>		<b>Types of evidence</b>
<b>The learner can:</b>		
<b>5.1</b>	Identify whether external bleeding is life-threatening	Obs
<b>5.2</b>	Demonstrate how to administer first aid to a casualty with external bleeding	Obs

**LO 6 The learner will know how to provide first aid to a casualty who is suffering from shock**

<b>Assessment Criteria</b>		<b>Types of evidence</b>
<b>The learner can:</b>		
<b>6.1</b>	Recognise when a casualty is suffering from shock	MCQ
<b>6.2</b>	Identify how to administer first aid to a casualty who is suffering from shock	MCQ

**LO 7 The learner will know how to provide first aid to a casualty with minor injuries**

	<b>Assessment Criteria</b>	<b>Types of evidence</b>
<b>The learner can:</b>		
	Identify how to administer first aid to a casualty with:	
<b>7.1</b>	<ul style="list-style-type: none"> <li>• Small cuts</li> <li>• Grazes</li> <li>• Bruises</li> <li>• Small splinters</li> <li>• Nosebleeds</li> </ul>	MCQ
<b>7.2</b>	Identify how to administer first aid to a casualty with minor burns and scalds.	MCQ

K/616/4940

Emergency First Aid in the Workplace

What needs to be learnt?

Identification of the roles and responsibilities of a first aider may include:

- 1.1
  - Preventing cross infection
  - Recording incidents and actions
  - Safe use of available equipment
  - Assessing an incident
  - Summoning appropriate assistance
  - Prioritising treatment
  - Dealing with post incident stress

Minimising the risk of infection may include:

- 1.2
  - Personal Protective Equipment (*PPE*)
  - Hand hygiene
  - Disposal of contaminated waste
  - Using appropriate dressings
  - Barrier devices during rescue breaths
  - Covering own cuts

**Others** may include casualties, work colleagues or people within the workplace environment.

Identifying the need to gain consent may include:

- 1.3
  - Gaining consent
  - Implied consent

Conducting a scene survey may include:

- 2.1
  - Checking for further danger
  - Identifying the number of casualties
  - Evaluating what happened
  - Prioritising treatment
  - Delegating tasks

The primary survey sequence may include:

- 2.2
  - Danger
  - Response
  - Airway
  - Breathing
  - Circulation

Summoning appropriate assistance may include:

- 2.3
  - Shouting for help
  - Calling 999/112 via speakerphone or bystander
  - Leaving the casualty to call 999/112
  - Calling an NHS emergency helpline such as 111

Identifying when to administer CPR must include:

- 3.1
  - When the casualty is unresponsive and:
    - Not breathing
    - Not breathing normally/agonal breathing

Demonstrating CPR must include:

- 30 chest compressions
  - Correct hand positioning
  - 5-6cm compression depth
  - 100-120 per minute
- 2 rescue breaths
  - Correct rescue breath positioning
  - Blowing steadily into mouth (*about 1 sec to make chest rise*)
  - Taking no longer than 10 seconds to deliver 2 breaths
- AED (*Defibrillator*)
  - Correct placement of AED pads
  - Following AED instructions

**CPR** – minimum demonstration time of 2 minutes at floor level. May additionally include use of rescue breath barrier devices

Identifying when to place the casualty into the recovery position should include when the casualty has lowered levels of response and:

- Does not need CPR
- Is breathing normally
- Is uninjured

An injured casualty may be placed in the recovery position if the airway is at risk (*e.g. fluids in the airway or you need to leave the casualty to get help*)

Placing a casualty into the recovery position may include:

- Placing in a position that maintains a stable, open, draining airway at floor level
- Continually monitoring airway and breathing
- Turning the casualty onto the opposite side every 30 minutes
- Placing heavily pregnant casualty on their left side

Continually monitoring airway and breathing includes:

- Continual checking for normal breathing to ensure that cardiac arrest can be identified immediately

Administering first aid to a casualty having a generalised seizure may include:

- Keeping the casualty safe (*removing dangers*)
- Noting the time and duration of the seizure
- Opening airway and checking breathing post seizure
- Determining when to call 999/112

Identifying mild choking may include recognising the casualty is able to:

- Speak
- Cough
- Breathe

4.1 Identifying severe choking may include recognising the casualty is:

- Unable to cough effectively
- Unable to speak
- Unable or struggling to breathe
- In visible distress
- Unconscious

Administering first aid for choking should include the following:

- 4.2**
- Encouraging to cough
  - Up to 5 back blows
  - Up to 5 abdominal thrusts
  - Calling 999/112 when required
  - CPR if unconscious

Identifying the severity of arterial bleeding may include recognising the blood:

- Is under pressure
- spurts in time with the heartbeat

**Recognition that arterial bleeding is a life-threatening emergency**

**5.1** Identifying the severity of venous bleeding may include recognising the blood:

- Volume in veins is comparable to arteries
- Flows profusely from the wound

**Recognition that venous bleeding is a life-threatening emergency**

For context - identifying capillary bleeding may include recognising that blood trickles from the wound. Capillary bleeding is **not** a life-threatening emergency

Administering first aid for external bleeding may include:

- 5.2**
- Maintaining aseptic technique
  - Siting or laying the casualty
  - Examining the wound
  - Applying direct pressure onto (*or into*) the wound
  - Dressing the wound

Catastrophic bleeding treatment may include:

- Wound packing
- Tourniquet application
- Improvised tourniquet application

**Shock:** hypovolaemic shock (*resulting from blood loss*)

Hypovolaemic shock recognition may include:

- 6.1**
- Pale, clammy skin
  - Fast, shallow breathing
  - Rise in pulse rate
  - Cyanosis
  - Dizziness/passing out when sitting or standing upright

Administering first aid for hypovolaemic shock may include:

- 6.2**
- Treating the cause
  - Casualty positioning
  - Keeping the casualty warm
  - Calling 999/112



Administering first aid for small cuts and grazes may include:

- Irrigation
- Dressing

Administering first aid for bruises may include:

- Cold compress for 10 minutes

Small splinter removal may include the following steps:

**7.1**

- Cleaning of area
- Remove with tweezers
- Dress

Administering first aid for a nosebleed may include:

- Sitting the casualty down, head tipped forwards
- Pinching the soft part of the nose
- Telling the casualty to breathe through their mouth

Administering first aid for minor burns and scalds may include:

**7.2**

- Cooling for 20 minutes
- Removing jewellery and loose clothing
- Covering the burn
- Determining when to seek advice

Rationale for level	Level	Emphasis	Comments
Knowledge	3	Strong	
Skills	3	Strong	
Overall	3		

Rationale for TQT and credit	Hours	Comments
Guided learning:	6	
Directed study:	0	
Independent study:	1	
Work-based learning:	0	
Non invigilated assessment:	0	
TUT:	7	
Credit value:	1	

## 20 Appendix 2: Command verbs

To ensure that learners can meet the requirements of each criterion, they should be explained to the learner prior to assessment and fully understood by the Assessor for this qualification.

<b>Conduct</b>	Carry out
<b>Demonstrate</b>	Apply skills in a practical situation and/or show an understanding of the topic
<b>Describe</b>	Write or speak about the topic or activity giving detailed information
<b>Identify</b>	Provide brief information about a subject, specific process or activity

21

**Appendix 3: Specimen assessment material**

1. At what point should an ambulance be called for a casualty who is having a seizure?

- A Immediately in call cases
- B If the seizure lasts longer than normal
- C Only if the casualty has never had a seizure before
- D Only if the casualty is a child

2. Which **ONE** of the following is a treatment for a casualty suffering from shock?

- A Allow a drink of warm sweet tea
- B Allow sips of a suitable sports drink
- C Give nothing to eat or drink
- D Provide small amounts of water

3. Which of the following items should **NOT** be found in a First Aid kit?

- A Dressings
- B Ice pack
- C Safety pins
- D Paracetamol