



QA Level 2 Award in **Activity First Aid (QCF)**

Qualification Specification

This qualification specification provides information for Centres about the delivery of the QA Level 2 Award in Activity First Aid (QCF) and includes the unit information, assessment methods and quality assurance arrangements.

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Key Qualification Information

Qualification Accreditation Number (QAN):	600/7866/2
Guided Learning Hours (GLH):	20
Contact Learning Hours (CTH):	12
Credit Value:	2
Number of Units:	2 mandatory units
Assessment Methods:	Practical assessment: completed throughout the course Theory assessment: 1 x 20 multiple choice question paper (minimum score 14) Theory assessment: 1 x 30 multiple choice question paper (minimum score 20)

1. Qualification Overview

This qualification, and the learning outcomes covered thereby, are based on the recommendations of the Resuscitation Council (UK) and the Skills for Health Assessment Principles for First Aid Qualifications. QA Level 2 Award in Activity First Aid (QCF) is registered on the Qualifications and Credit Framework (QCF) regulated by Ofqual.

1.1 Aim of Qualification

The aim of the qualification is to enable Learners to attain the knowledge and competencies needed to deal with a range of emergency first aid situations. Learners should be able to demonstrate the practical administration of safe, prompt, effective first aid in emergency situations with an understanding of the role of the first aider.

1.2 Structure of the Qualification

This qualification is comprised of two mandatory units with a total value of 2 credits with 20 guided learning hours* (see further information below). The unit details can be found on Appendix 1.

*Guided learning hours are provided as a guide to the estimated hours an average Learner would study to gain the unit. This does not have to be face to face instructional time and can include self directed study at home, such as reading course handouts and further self study. We recommend that the minimum face to face time that the QA Level 2 Award in Activity First Aid (QCF) should be delivered in is 12 hours contact teaching (excludes breaks).

1.3 Intended Audience

The qualification is designed for people who have a specific responsibility at work, or in voluntary and community activities, to provide First Aid when dealing with an emergency situation whilst undertaking activities, such as sports, swimming, hiking, rock climbing, etc.

1.4 Entry Requirements

There are no formal entry requirements, but in order to benefit from the learning, Learners should possess communication skills sufficient to allow them to address the assessment requirements of the qualification.

1.5 Requalification Requirements

This Award in Activity First Aid is only valid for a period of 3 years, within which time the Learner will need to re-take the course and the assessment in order to remain qualified.

1.6 Relationship with Other Qualifications

QA Level 2 Award in Activity First Aid (QCF) contains 2 units that appear in a number of qualifications offered by other awarding organisations. Therefore the unit achieved in this qualification can be transferred to these qualifications. Please see Section 4.4 for details of qualifications which could be used under Recognition of Prior Learning.

1.7 Progression

Whilst there are no specific routes of progression, Learners who achieve the QA Level 2 Award in Activity First Aid (QCF) could be used to aid progression in the sports and recreational activities industries, etc.

2. Qualification Delivery and Support

2.1 Trainer Requirements

All Trainers should have the skills to teach and be able to demonstrate first aid knowledge and experience. Each Trainer must be approved by Quallsafe Awards and have submitted a personal portfolio (including copies of any certificates) that contains:

- i. A current and valid:
 - First Aid at Work certificate;
 - or**
 - NMC or a GMC Certificate with evidence of current first aid knowledge;
 - or**
 - HPC registered Paramedic Certificate.
- ii. A formal teaching or training qualification (see table of acceptable qualifications below).
*Note: It is recognised that Trainer may not hold formal qualifications but may have significant experience in undertaking these roles. **Under the requirements of the Skills for Health Assessment Principles for First Aid Qualifications, all Trainers of First Aid qualifications, including the QA Level 2 Award in Activity First Aid (QCF) will be required to have a formal qualification by 1st October 2015 at the latest. In the meantime a portfolio be should be maintained and include details of knowledge and experience gained and the time period over which they were applied, and any contributing training undertaken and the learning outcomes achieved. There should be evidence that the individual has conducted at least two practical and two theoretical first-aid training/assessing sessions under the supervision of a qualified assessor / quality assurer. (see iii. below).***
- iii. A chronological list of training delivered that shows the Trainer has regularly provided First Aid at Work training during the previous 3 years, including copies of any quality assurance records (e.g. conducting at least two practical and two theoretical first-aid training/assessing sessions under the supervision of a qualified assessor/quality assurer) during that time. *Note: If the Trainer has delivered less than 6 EFAW, FAW or FAW requalification courses in the previous 3 years, evidence of other first aid training experience is required, i.e. copies of quality assurance records covering at least two practical and two theoretical first aid training sessions, duly completed and signed by another suitably qualified Trainer or Assessor.*

2.2 Assessor Requirements

There is no requirement for a separate assessor when delivering this Activity First Aid qualification. Once Trainers have been approved as competent to deliver this course, they will be able to conduct the assessment of the Learners.

2.3 Teaching and Training Qualifications

The following qualifications are accepted for delivery and assessment of the QA Level 2 Award in Activity First Aid (QCF). If a Trainer's qualifications do not appear on this list, please let us have the details, as they may still be acceptable.

Teaching/Assessing Qualifications	
Further and Adult Education Teachers Certificate	IHCD Instructional Methods
B.Ed/ M. Ed	IHCD Instructor Certificate
PGCE/ PCET/ Cert Ed	City and Guilds Teachers Certificate or equivalent
NVQ Level 3 in Learning and Development	A1/ A2 / D32/ D33 (Assessor Awards)
NVQ Level 4 in Learning and Development	Level 3 Certificate in Assessing
PTTLS, CTLLS, DTLLS	Level 3 Award in Assessing
SQA Accredited Learning and Development	TQFE (Teaching Qualification for Further Education)

Note: This list is not exhaustive.

2.4 Venue and Equipment Requirements

Quality training involves using premises which are conducive to learning and it is a Centre's responsibility to ensure that all premises used for training and assessment purposes are suitable and adequate – whether these are hired or in-house training rooms. They must also comply with all current legislation. The minimum standards for venues are:

Area:	Requirements:
Room Size	Each Learner should have a minimum of 1.25 sq. metres, e.g. a minimum room size of 4 x 4 metres for 12 Learners.
Toilets	Separate, clean facilities for male and female Learners.
Ventilation	Should be adequate.
Lighting	Suitable for reading.
Heating	The room temperature should maintain a 'shirt sleeve' environment.
Access/Exits	Should be safe, well lit and cater for people with special needs.
Floor coverings	Should be clean and carpeted or mats/blankets provided for use during practical sessions.
Cleanliness	Should maintain a clean, tidy and hygienic environment.
Noise	The training environment should be sufficiently quiet to allow Learners to hear the Trainer clearly and not distract from the learning activities (such as frequent tannoy announcements).

In addition, it is important that there is a wide range of resources and that these are appropriate to the active process of learning. The minimum standards required for equipment and other resources are:

Area	Requirements:
Seating	1 per Learner.
Writing surfaces	Adequate for each Learner to take notes (resting on a book is sufficient but we recommend clip boards as a minimum).
Learning materials	Flip charts, PowerPoint, OHPs etc. should be available and appropriate to the lesson plan and the aims, objectives and outcomes. A current reference book or handout should be provided for each Learner to keep after the course.
Audio-visual equipment	An OHP, slides, PowerPoint, and other audio-visual equipment appropriate to the lesson plan/objectives.
CPR Manikins	A minimum of 1 manikin to every 4 Learners (as per the European Resuscitation Council guidelines).
Dressings/Bandages	1 per Learner is recommended.
Hygiene	There should be effective procedures in place for maintaining hygiene when using equipment, particularly CPR manikins.

2.5 Learning Materials

All Learners should be provided with a suitable reference book that covers the learning outcomes for this qualification. We recommend:

- First Aid Made Easy by Nigel Barraclough

Centres are free to choose alternative books or other learning materials but these must be approved by Qualsafe Awards prior to use.

2.6 Ongoing Support

Qualsafe Awards Centres should provide appropriate levels of support to Learners, before, during and following the training. The purpose of the support is to:

- Assess knowledge and competence in relation to learning outcomes and the detailed assessment criteria of the unit within the qualification;
- Give Learners feedback on their progress and how they might be able to improve.

2.7 Learner to Trainer Ratio

In order to ensure that classes are of a size that Trainers can effectively deliver and invigilate the practical and theory assessments for this qualification, the Learner to Trainer ratio should not exceed 12:1.

3. Centre Requirements

3.1 Delivery Plan

The qualification will appear on the Qualifications and Credit Framework (QCF) and therefore Centres are required to submit a delivery plan prior to delivering this qualification (unless the Centre opts to use the plans provided by Quasafe Awards). The delivery plan should show a course timetable, showing that the required subjects are covered and the minimum 12 direct contact teaching hours are met.

3.2 Access to Assessment

Centres should ensure that all Learners have access to assessment and are given equal opportunities to demonstrate their competence. Learners should be informed of the availability of appeals procedures and how they can access these. If a Learner has special requirements for assessment, the Centre may need to obtain approval from Quasafe Awards about any variation in assessment arrangements that are being proposed to meet the needs of particular Learners. Centres should refer to the Quasafe Awards *Access to Assessment Policy* and Section 5.6 of the *Centre Handbook*.

Specific Equality Issues Relevant to this Qualification

By necessity, First Aid qualifications require the Learner to be assessed performing practical tasks such as CPR. To pass the assessment, the Learner must demonstrate the required practical skills.

It is important that no Learner is turned away from a training course due to a physical impairment. To assess competence and gain certification however, the Learner will need to demonstrate certain practical skills:

CPR Assessment

The Learner must demonstrate CPR on a resuscitation manikin on the floor. If the Learner has difficulty kneeling on the floor, they may practise with the manikin on a table or chair if it is safe to do so. Padding may be provided to kneel on. In real life of course, the casualty is likely to fall to the floor, so the Learner must demonstrate CPR as per Quasafe Awards *Guide to Assessing First Aid Qualifications* at least once, which requires the manikin to be placed on the floor. Padding such as a folded coat may be provided to kneel on during the assessment.

Unconscious Casualty Assessment

The Learner must demonstrate the treatment of an unconscious casualty who is on the floor as per Quasafe Awards *Guide to Assessing First Aid Qualifications*. The Learner does not necessarily have to kneel on the floor to achieve this, but must perform the required skills without assistance from a third party.

Wounds Bleeding and Shock Assessment

The Learner must demonstrate the treatment of bleeding including the application of a sling, dressings and shocked casualty positioning. The Learner must perform the skill without assistance from a third party as per Quasafe Awards *Guide to Assessing First Aid Qualifications*.

Fractures, Neck and Spine Injury Assessment

The Learner must demonstrate the management and treatment of Fractures, Dislocations and Neck/ Spinal injuries. The Learner should be assessed in the use of support sling, elevated sling and Manual in line Stabilisation (MILS) which must be performed on the floor. The Learner must perform the skill without assistance from a third party as per Quasafe Awards *Guide to Assessing First Aid Qualifications*.

Secondary Survey Practical Assessment

The Learner must demonstrate a secondary survey on a casualty who is on the floor. In real life of course, the casualty is likely to fall to the floor, so the Learner must demonstrate the secondary survey

as per Quasafe Awards *Guide to Assessing First Aid Qualifications* at least once, which requires the simulated casualty to lay the floor. Padding such as a folded coat may be provided to kneel on during the assessment.

Informal Record of Achievement

If a physically impaired Learner cannot perform one or more of the practical tasks required, it may be possible for the Centre to provide a letter recording the learning outcomes that the Learner achieved. For example, a Learner may be able to demonstrate ‘chest compression only CPR’, instruct a third party how to place a casualty in the recovery position and pass the theoretical assessments. The letter should clearly state that “this record of achievement does not constitute a certificate for the QA Level 2 Award in Activity First Aid (QCF)”.

3.3 Registering Learners

Learners should be registered with Quasafe Awards in accordance with the guidance in the *Centre Handbook*.

There should be an efficient administrative system for recording, storing and retrieving training information. This information should be retained for a minimum of 3 years. Records should include:

- Course dates including the names of Trainers used;
- Names and details of Learners;
- Requalification dates of Learners;
- Proof of achievement of learning outcomes (assessment records).

3.4 Centre Internal Quality Assurance

The Centre is required to have in place arrangements for sampling a reasonable amount of assessments as part of the quality assurance of the qualification. This standardisation of assessment across Learners and Trainers is to ensure that there is fairness and consistency in assessment practices. The arrangements for this should be described in the Centre’s own internal quality assurance policy. Centres should retain all Learner documents and records for a period of 3 years and ensure these are made available for review by Quasafe Awards or their representatives (e.g. External Quality Assurers) on request. Full details of the Centre’s requirement for internal quality assurance can be found in the Quasafe Awards *Internal Quality Assurance Guidelines* document and Section 9 of the *Centre Handbook*.

3.5 Quasafe Awards External Quality Assurance

Quasafe Awards operates a regional model of external quality assurance on a rolling basis. Centres are selected for quality assurance on a random basis combined with a risk assessment process. Additional external quality assurance may be undertaken following feedback from third parties. Further details of the Quasafe Awards external quality assurance policy and procedures can be found in Section 10 of the *Centre Handbook*.

3.6 Certification

Centres must enter all Learners’ details and assessment results via the Customer Portal on www.quasafeawards.org, indicating when a Learner has successfully completed a unit or qualification shown through the assessment and Internal Quality Assurance process. Centres will be provided with login details and guidance on how to use the Customer Portal when they are approved to deliver a QCF qualification.

The Learner will receive two certificates on achieving the qualification. One will detail the qualification itself, whilst the other will list the units that make up the qualification. Centres will also have the option of having wallet sized plastic cards printed, which include a very brief pictorial guide to CPR and details of when refresher and requalification courses should be undertaken by the Learner.

4. Qualification Assessment

4.1 Assessment Overview

Activity First Aid skills and knowledge should be taught and assessed in accordance with currently accepted first aid practice in the UK. **Please refer to the Qualsafe Awards *Guide to Assessing First Aid Qualifications* and the *Guide to Invigilating Multiple Choice Question Papers* for full details of the assessment process, including delivery; marking; reasonable adjustments; conflicts of interest; and security of the papers both pre and post assessment.**

4.2 Assessment Methods

There are 2 methods used to assess the QA Level 2 Award in Activity First Aid (QCF) qualification.

- **Practical assessment** – this is observed by the Trainer throughout the course, with the results of each key skill being recorded on the Practical Assessment Papers provided by Qualsafe Awards. The Practical Assessment Papers are:
 - Cardiopulmonary Resuscitation Practical Assessment
 - Unconscious Casualty Practical Assessment
 - Wounds and Bleeding Practical Assessment
 - Management of Fractures Practical Assessment
 - Secondary Survey Practical Assessment

Practical Assessment Papers can be used to record results for a class of up to 12 Learners. To pass the Practical Assessments the Learner must demonstrate ALL of the essential skills listed in **bold** on the assessment papers, plus a minimum amount of the other skills, as per the Qualsafe Awards *Guide to Assessing First Aid Qualifications* for more details on how to conduct the practical assessment.

- **The Theory Assessment (Multiple Choice Question Paper)** – there are 2 Multiple Choice Question Papers which a Centre must download from the Qualsafe Awards *Customer Portal* prior to the course. There is one paper for each Learner and Learners should answer all the questions under ‘examination’ conditions. The maximum time allowed for the Multiple Choice Question Papers and the minimum scores they need to achieve are as follows:

Name of Paper	Time allowed	Minimum Score/No of Questions
First Aid Essentials	30 minutes	14/20
Management of Illness and Injury in Activities	45 minutes	20/30

As a minimum, Learners must achieve at least the above minimum scores on the Multiple Choice Question Papers in order to be considered for an overall ‘Pass’. **However, even where a Learner achieves this minimum, if their final result is less than 100%, Trainers are expected to make a professional judgement as to whether that Learner has actually achieved all of the assessment criteria.** Trainers should use all assessment evidence available, including formative and practical assessments, to reach this judgement.

All assessment papers MUST be downloaded in advance of the course from the *Customer Portal*.

4.3 Mandatory Units

Due to the QA Level 2 Award in Activity First Aid (QCF) qualification consisting of 2 units, the whole course is mandatory in order for the qualification to be achieved.

4.4 Other Units / Recognition of Prior Learning

Unit 1 of this qualification (First Aid Essentials) is very similar to the unit used in the Level 2 Award in Emergency First Aid at Work (Emergency First Aid in the Workplace) and therefore Recognition of Prior Learning (RPL) is simple to apply to enable Learners to achieve **both** qualifications. Please contact Qualsafe Awards for further details if you would like this option for your Learners.

Appendix 1

Qualification Unit 1

The QA Level 2 Award in Activity First Aid (QCF) has two units that Learners are required to complete in order to achieve the qualification.

Title:	First Aid Essentials
Unit ref:	D/504/6101
GLH:	10
Level:	2
Credit value:	1
Learning outcomes The Learner will:	Assessment criteria The Learner can:
1. Understand the role and responsibilities of a first aider.	1.1 Identify the role and responsibilities of a first aider. 1.2 Identify how to minimise the risk of infection to self and others. 1.3 Identify the need of establishing consent to provide first aid. 1.4 Identify the first aid equipment that should be available. 1.5 Describe the safe use of first aid equipment.
2. Be able to assess an incident.	2.1 Conduct a scene survey. 2.2 Conduct a primary survey of a casualty. 2.3 Give examples of when to call for help.
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 Identify when to place an unconscious casualty into the recovery position. 3.4 Place an unconscious casualty into the recovery position. 3.5 Manage a casualty who is in seizure.
4. Be able to manage an unresponsive casualty who is not breathing normally.	4.1 Recognise the need to commence Cardiopulmonary Resuscitation. 4.2 Demonstrate how to administer effective Cardiopulmonary Resuscitation using a manikin. 4.3 Identify the accepted modifications to Cardiopulmonary Resuscitation for children.
5. Be able to recognise and assist a casualty who is choking.	5.1 Describe how to identify a casualty with a; <ul style="list-style-type: none"> • Partially blocked airway • Completely blocked airway 5.2 Administer first aid to a casualty who is choking.
6. Be able to manage a casualty with external bleeding.	6.1 Identify the types of external bleeding. 6.2 Control external bleeding.
7. Be able to manage a casualty who is in shock.	7.1 Recognise shock. 7.2 Administer first aid to a casualty who is in shock.
8. Be able to manage a casualty with a minor injury.	8.1 Administer first aid to a casualty with small cuts, grazes and bruises. 8.2 Administer first aid to a casualty with minor burns and scalds. 8.3 Administer first aid to a casualty with small splinters.

Appendix 1

Qualification Unit 2

The QA Level 2 Award in Activity First Aid (QCF) has two units that Learners are required to complete in order to achieve the qualification.

Title:	Management of Illness and Injury in Activities
Unit ref:	T/601/3616
GLH:	10
Level:	2
Credit value:	1
Learning outcomes The Learner will:	Assessment criteria The Learner can:
1. Conduct a secondary survey	1.1 Explain the importance of consent. 1.2 Demonstrate a secondary survey; <ul style="list-style-type: none"> • Gathering Patient History • Physical Assessment
2. Administer first aid to a casualty with injuries to bones, muscles and joints	2.1 Describe how to recognise and manage common types of; <ul style="list-style-type: none"> • Fractures • Dislocations • Sprains • Strains
3. Administer first aid to a casualty with suspected head, neck and back injuries	3.1 Describe how to recognise and manage suspected; <ul style="list-style-type: none"> • Concussion • Skull Fracture • Cerebral Compression 3.2 Demonstrate how to manage a suspected spinal injury.
4. Administer first aid to a casualty with suspected chest and abdominal injuries	4.1 Describe how to recognise and manage a chest injury. 4.2 Describe how to recognise and manage an abdominal injury.
5. Administer first aid to a casualty with thermal injuries	5.1 Describe how to manage a burn and scald injury. 5.2 Describe how to manage an incident involving electricity.
6. Administer first aid to a casualty with eye injuries	6.1 Describe how to recognise and manage eye injuries.
7. Administer first aid to a casualty with sudden poisoning	7.1 Describe how poisons enter the body. 7.2 Describe how to recognise and treat a casualty affected by common poisonous substances, including plants. 7.3 Identify sources of information that provide procedures for treating those affected by poisonous substances.
8. Administer first aid to a casualty with anaphylactic shock	8.1 Identify common triggers for anaphylaxis. 8.2 Recognise and manage a casualty suffering from anaphylactic shock.

<p>9. Know how to provide first aid to a casualty with suspected major illness</p>	<p>9.1 Describe how to recognise and manage the signs and symptoms of major illnesses;</p> <ul style="list-style-type: none"> • Heart Attack • Stroke • Epilepsy • Diabetes • Asthma
<p>10. Know how to provide First Aid to a casualty who is experiencing the effects of extreme heat and cold</p>	<p>10.1 Describe how to recognise and treat the effects of extreme cold occurring by participating in activities.</p> <p>10.2 Describe how to recognise and treat the effects of extreme heat occurring by participating in activities.</p>



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