

MPQC Level 3 Award in First Aid at Work							
<b>Qualification Reference Number:</b>	603/2434/X				<b>Accreditation Start Date:</b>	<b>Accreditation End Date:</b>	<b>Certification End Date:</b>
<b>Qualification Level:</b> 3	<b>EQF Level:</b> 4	<b>Credits:</b> 2	<b>GLH:</b> 18	<b>TQT:</b> 21	01/10/2017	30/09/2027	30/09/2030
<b>Qualification Purpose:</b>		Confirm the ability to meet a 'licence to practice' or other legal requirements made by the relevant sector, professional or industry body.					
<b>Applicable National Occupational Standard(s):</b>		Please see the NOS database for details <a href="https://www.ukstandards.org.uk/">https://www.ukstandards.org.uk/</a>					
<b>Qualification Summary:</b>		<p>The purpose of the MPQC Level 3 Award in First Aid at Work is to provide Candidates with the skills, knowledge and understanding to provide appropriate care and manage life threatening conditions, minor illness and injuries.</p> <p>Where an organisation's Risk Assessment of First Aid needs identifies that there is a requirement for Emergency First Aid at Work qualified staff, the Level 3 Award in First Aid at Work meets the requirements of the Health and Safety Executive (HSE) First Aid Regulations. All Candidates will have the knowledge and skills required to provide First Aid in an occupational setting in a prompt, safe and effective manner. This qualification can only be delivered by Assessment Centres approved by MP Awards and in accordance with the Assessment Principles for First Aid Qualifications and these principles must be applied in addition to the generic criteria and regulations of Ofqual/Qualifications Wales and the MP Awards Centre Manual.</p> <p>This qualification expires three years after the Certification Date; the expiry date is printed on the Certificate.</p>					
<b>Qualification Structure:</b>		To achieve this qualification Candidates must achieve all assessment criteria in the two mandatory units within 10 weeks.					
<b>Pre-Entry Requirements:</b>		None					
<b>Exemptions and RPL:</b>		None					
<b>Language of Assessment:</b>		English					

Mandatory Units – Candidate <b><u>MUST</u></b> achieve all units						
Unit Title	Mandatory Unit (M)	Level	Credits	Ofqual Reference	MP Awards Reference	Guided Learning
Emergency First Aid in the Workplace	M	3	1	D/616/4675	UEFAWv2	6
Recognition and Management of Illness and Injury in the Workplace	M	3	1	K/616/4677	URMIIWv2	12

**Centre Staff Requirements:****Internal Quality Assurers, Tutors and Assessors must:**

1. Be **registered** and recognised by an Approved Centre, registered and approved by MP Awards.
2. Hold, or are working towards the appropriate qualification, as specified in the **Assessment Principles for First Aid Qualifications**.

**Trainers**

Those involved in the training of these qualifications must have knowledge and competency in First Aid as well as knowledge and competency to train based on qualifications and experience. An acceptable portfolio must show:

- i. **Occupational knowledge and competence in first aid - evidenced by:**
  - Holding a First Aid at work/medical qualification as detailed in Appendix 1
- ii. **Knowledge and competency in teaching/training first aid - evidenced by:**
  - Holding an acceptable teaching/training qualification as detailed in Appendix 2

**AND either:**

- Providing an acceptable log of teaching First Aid within the last 3 years **or**
- Providing an acceptable record of competently teaching theoretical and practical first aid sessions under the supervision of a suitably qualified Trainer/Assessor

**Assessors**

Those involved in the assessment of these qualifications must have knowledge and competency in First Aid, as well as knowledge and competency to assess based on qualifications and experience. An acceptable portfolio must show:

- i. **Occupational knowledge and competence in first aid - evidenced by:**
  - Holding a First Aid at work/medical qualification as detailed in Appendix 1
- ii. **Knowledge and competency in assessing first aid - evidenced by:**
  - Holding an acceptable assessing qualification/CPD Training as detailed in Appendix 2

**AND either:**

- Providing an acceptable log of First Aid assessments conducted within the last 3 years **or**
- Providing an acceptable record of competently assessing theoretical and practical First Aid qualifications under the supervision of a suitably qualified assessor.

**Internal Quality Assurance**

Those involved in the Internal Quality Assurance of these qualifications (IQAs) must have knowledge and competency in First Aid as well as knowledge and competency in Internal Quality Assurance. An acceptable portfolio must show:

**i. Occupational knowledge and competence in first aid - evidenced by:**

- Holding a First Aid at work qualification/medical registration as detailed in Appendix 1

**ii. Knowledge and competency in internal quality assurance – evidenced by:**

- Holding an acceptable internal quality assurance qualification/completing CPD training as detailed in Appendix 3

Internal Quality Assurers must:

- Have knowledge of the requirements of the qualification they are quality assuring at the time any assessment is taking place.
- Have knowledge and understanding of the role of assessors.
- Visit and observe assessments.
- Carry out other related internal quality assurance.

**Appendix 1****Occupational Knowledge and Competence in First Aid**

All Trainers, Assessors, Internal Quality Assurers and External Quality Assurers must have occupational knowledge and competence in First Aid.

**This may be evidenced by:**

- Holding a qualification issued by an Ofqual/SQA/Qualifications Wales/CCEA Regulation recognised Awarding Organisation/Body (or equivalent<sup>1</sup>) as follows:

Qualification delivered:	Minimum qualification to be held by the Trainer/Assessor/IQA/EQA: <sup>1</sup>
First Aid at Work or Emergency First Aid at Work	First Aid at Work
Paediatric First Aid or Emergency Paediatric First Aid	Paediatric First Aid or First Aid at Work

**Or:**

- Current registration as a Doctor with the General Medical Council (GMC<sup>2</sup>); *Or*
- Current registration as a Nurse with the Nursing and Midwifery Council (NMC<sup>2</sup>); *Or*
- Current registration as a Paramedic with the Health and Care Professions Council (HCPC<sup>2</sup>).

<sup>1</sup> if the trainer/assessor/IQA/EQA holds a non-regulated first aid qualification the awarding organisation should undertake due diligence to ensure current occupational knowledge and competence.

<sup>2</sup> registered healthcare professionals must act within their scope of practice and therefore have current expertise in first aid to teach/assess the subject.

**Appendix 2:****Acceptable Training/Assessing Qualifications**

This list is **not exhaustive** but provides a guide to acceptable training and/or assessing qualifications. Trainers who also assess learner competence must hold a qualification (or separate qualifications) to enable them to perform both functions.

Qualification	Train	Assess*
<b>CURRENT QUALIFICATIONS</b> <i>(available for new trainers/assessors to undertake):</i>		
Level 3 Award in Education and Training	✓	✓
Level 4 Certificate in Education and Training	✓	✓
Level 5 Diploma in Education and Training	✓	✓
Level 3 Award in Teaching and Assessing in First Aid Qualifications (RQF)	✓	✓
Cert Ed/PGCE/B Ed/M Ed	✓	✓
SVQ 3 Learning and Development SCQF Level 8	✓	✓
SVQ 4 Learning and Development SCQF Level 9	✓	✓
TQFE (Teaching Qualification for Further Education)	✓	✓
Planning and Delivering Learning Sessions to Groups SCQF Level 6 (SQA Unit)	✓	✓
SCQF Level 6 Award in Planning and Delivering Learning Sessions to Groups (SQA Accredited)	✓	✓
L&D Unit 6 Manage Learning and Development in Groups SCQF Level 8 (SQA Accredited)	✓	
L&D Unit 7 Facilitate Individual Learning and Development SCQF Level 8 (SQA Accredited)	✓	
L&D Unit 8 Engage and Support Learners in the Learning and Development Process SCQF Level 8 (SQA Accredited)	✓	
Carry Out the Assessment Process SCQF Level 7 (SQA Unit)		✓
Level 3 Award in Assessing Competence in the Work Environment		✓
Level 3 Award in Assessing Vocationally Related Achievement		✓
Level 3 Award in Understanding the Principles and Practices of Assessment		✓
Level 3 Certificate in Assessing Vocational Achievement		✓
L&D Unit 9DI Assess Workplace Competence Using Direct and Indirect Methods SCQF Level 8 (SQA Accredited)		✓
L&D Unit 9D Assess Workplace Competence Using Direct Methods SCQF Level 7 (SQA Accredited)		✓

OTHER ACCEPTABLE QUALIFICATIONS:		
CTLTS/DTLLS	✓	✓
PTLLS with unit 'Principles and Practice of Assessment' (12 credits)	✓	✓
Further and Adult Education Teacher's Certificate	✓	✓
IHCD Instructional Methods	✓	✓
IHCD Instructor Certificate	✓	✓
English National Board 998	✓	✓
Nursing mentorship qualifications	✓	✓
NOCN Tutor Assessor Award	✓	✓
S/NVQ level 3 in training and development	✓	✓
S/NVQ level 4 in training and development	✓	✓
PDA Developing Teaching Practice in Scotland's Colleges SCQF Level 9 (SQA Qualification)	✓	✓
PDA Teaching Practice in Scotland's Colleges SCQF Level 9 (SQA Qualification)	✓	

\*Assessors who do not hold a formal assessing qualification may alternatively attend First Aid Assessor CPD Training with an Awarding Organisation/Body.

**Appendix 3****Qualifications suitable for Internal Quality Assurance**

This list is not exhaustive but provides a guide to acceptable IQA qualifications:

L&D Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment SCQF Level 8 (SQA Accredited)
Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
Conduct the Internal Verification Process SCQF Level 8 (SQA Unit)
Regulated Qualifications based on the Learning and Development NOS 11 Internally Monitor and Maintain the Quality of Assessment
V1 Conduct Internal Quality Assurance of the Assessment Process or D34 Internally Verify the Assessment Process

**NOTE:**

**IQAs who do not hold a formal IQA qualification may alternatively attend Internal Quality Assurance CPD Training with an Awarding Organisation/Body.**

**Certificates**

The date of certification should be based on the **achievement of the final unit**. The validity period of the qualification, as specified in **Table 2**, should be calculated from that date.

Certificates issued for *Emergency First Aid at Work* or *First Aid at Work* Qualifications must contain the following:

- Reference to the Health and Safety (First-Aid) Regulations 1981;
- Confirmation that the certificate is valid for three years from the date of achievement of the final unit;
- The name of the training organisation (where permissible by the qualification regulator)

**Duration of Training**

The minimum duration of contact hours (time set aside for direct teaching and assessing excluding breaks) for each qualification is set out in **Table 2**.

For FAW/EFAW the total contact hours should be for a minimum of:

- First Aid at Work - 18 hours over three days.
- First Aid at Work Re-qualifying\* - 12 hours over two days.
- Emergency First Aid at Work - 6 hours over one day.

**\*FAW Re-qualifying**

Candidates who have previously attained the FAW qualification should re-qualify by undertaking the full qualification again. Providing the Learner's FAW certificate has not expired by more than 28 days, the contact hours may be reduced to 12 hours over 2 days. Candidates must be assessed against all learning outcomes and assessment criteria in the units. To attend the shorter re-qualification course, Candidates should provide evidence of their previous FAW qualification.

AOs, Centres and employers should be aware that if a workplace first aider's certificate expires, they will not be accepted as a first aider for the purposes of the First Aid at Work Regulations until they have re-taken the qualification.

**Lesson plans**

Centres should plan and deliver training in accordance with detailed lesson plans, detailing timetables for delivery, aims, outcomes and objectives for each session, Candidate and trainer activity. Training should be delivered to the principles set out in NOS 7 Facilitate Individual Learning and Development.

**End of Course Evaluation**

Centres should have an evaluation procedure, based on Candidate feedback, to evaluate the ability of the Trainer/Assessor, the structure and content of the course, the equipment used and the training venue.

**Internal Quality Assurance**

In addition to monitoring assessments, IQA monitoring undertaken by centres should **also** verify the Trainer's ability in **teaching** First Aid.

**Table 1 – Training Venue and Equipment Requirements:**

<b>Resuscitation manikins</b>	Should be provided at a minimum ratio of 1 manikin per 4 Learners. For paediatric first aid, 1 child manikin per 4 Learners and 1 baby manikin per 4 Learners should also be provided.
<b>Hygiene</b>	Sufficient procedures must be in place to ensure hygiene during the use of resuscitation manikins and other training equipment.
<b>AV Equipment and training aids</b>	Sufficient Audio-Visual equipment and training aids should be available to facilitate learning using varying teaching methods.
<b>Learning materials</b>	Learners should be provided with clear and accurate reference books/handouts covering the topics included in the qualification.
<b>AED Trainers</b>	For qualifications that include training in the use of an AED, at least one AED trainer should be available per 4 Learners. Where fewer AED trainers are provided, learning hours/lesson plans should be adjusted accordingly to ensure Learners are not disadvantaged.
<b>Bandages and dressings</b>	Sufficient clean bandages, dressings and other items commonly found in a first aid kit must be available to facilitate training and assessment
<b>Training Venue</b>	The training venue must meet acceptable health and safety standards and be conducive to learning, with sufficient: Size, floor surfaces, seating, writing surfaces, toilet facilities, ventilation, lighting, heating, access, exits, cleanliness, absence of distracting noise.

**Table 2 – Standards for Duration, Certification and Delivery of First Aid Qualifications**

<b>Qualification</b>	<b>Minimum Contact Hours<sup>1</sup></b>	<b>Minimum Days<sup>2</sup></b>	<b>Maximum Weeks<sup>3</sup></b>	<b>Minimum Session<sup>4</sup></b>	<b>Learner/Trainer Ratio<sup>5</sup></b>	<b>Certificate Validity<sup>6</sup></b>	<b>Annual Refresher<sup>7</sup> Recommended</b>
First Aid at Work	18	3	10	2 hours	12:1	3 Years	Yes
First Aid at Work (Requalification)	12	2	6	2 hours	12:1	3 Years	Yes
Emergency First Aid at Work	6	1	3	2 hours	12:1	3 Years	Yes
Paediatric First Aid	12	2	6	2 hours	12:1	3 Years	Yes
Emergency Paediatric First Aid	6	1	4	2 hours	12:1	3 Years	Yes
Activity First Aid	12	2	6	2 hours	12:1	3 Years	Yes
CPR and AED	6	1	3	2 hours	12:1		

1. Time set aside for direct classroom teaching and assessing excluding breaks.
2. Minimum number of days over which the training should be delivered.
3. Maximum number of weeks over which the qualification can be attained. Special considerations may be taken into account to increase this duration if necessary.
4. Minimum duration of any one training session.
5. Maximum number of Learners per trainer or Learners per assessor at any one time.
6. Validity period of certificate to be calculated from the date of achievement of the final unit.
7. Indicated if annual refreshers are recommended for the qualification in the years between re-qualifying. It is accepted that not all IT systems will allow, but if possible, AOs should indicate that annual refreshers are recommended on certificates, ideally indicating the month/years in which the annual refreshers should take place, along with the date before which full re-qualification should be undertaken.

**Assessment Methods:**

**Must be assessed and quality assured in accordance with the First Aid Assessment Strategy and MP Awards evidence requirements.**

Skills and knowledge must be taught and assessed in accordance with currently accepted First Aid practice in the United Kingdom. At present, HSE accepts the First Aid management of injuries and illness, in as far as they relate to the topics covered in an EFAW and FAW training course, as laid down:

- By the Resuscitation Council (UK); and
- In other publications; provided that they are supported by a responsible body of medical opinion.

For this qualification all learning outcomes must be assessed using methods appropriate to the assessment of competence-based qualifications. There must be valid, authentic and sufficient evidence for all the assessment criteria. The primary source of evidence will be from by observation of practical demonstration in the training environment, course participation and questioning/discussions.

**Simulation is permitted for this qualification.**

**Minimum Evidence Requirements:**

Competence must be demonstrated by **achievement of all assessment criteria.**

**Assessment System:**

Whilst Approved Centres are free to develop their own assessment record system; MP Awards has developed a ready-made system for Centres to use which is available at no cost. However, Centres are advised to check with MP Awards when devising their own assessment system to ensure it meets the standards in full.

**Endorsements:** None

**Fee Structure**

**Full Qualification and Unit registration fees which are inclusive of certification fees can be found on the approved price list, details are available on the website or by contacting MP Awards on 0115 972 6121**

**Review of charges:** Fees are reviewed annually and any changes notified to Approved Centres in October for implementation in January