



Qualification Specification

First Aid at Work (Initial)

Business Development
Centre
Stafford Park 4
Telford
Shropshire
TF3 3BA

Tel: 0845 833 6450
Tel: 0790 150 1075

info@aroma-training.co.uk
www.aroma-training.co.uk

Contents

Introduction Page 2

Qualification Details

Key Facts

Qualification Overview

Entry Guidance

Legislation

Course Delivery

Geographical Coverage

Qualification Structure Page 3

How The Qualification is Assessed

Progression

Training Materials

Pricing Page 4

Unit 1: Emergency First Aid Skills Page 5 & 6

First Aid at Work

Introduction

This Qualification Specification document is designed to outline all you need to know about this qualification. If you have any further questions, please do contact us.

Qualification details

This qualification is accredited by Highfield Awarding Body for Compliance (HABC). The Award in First Aid at Work is approved by the Health & Safety Executive (HSE).

Key facts

- Guided Learning Hours (GLH) 18 (3 days)
- Assessment Method 9/12 Multi-Choice Examination Paper
Oral examination & practical examination
- Certification is valid for 3 years and all learners and customers will receive an automatic email and telephone reminder 2 months prior to the certificate expiry date.

Qualification overview

The Award in First Aid at Work is a qualification aimed at those who wish to become a First Aider in the workplace for the purpose of the Health & Safety (First Aid) Regulations 1981. This qualification is intended for candidates already working or preparing to work in industry that is identified within the Company's risk assessment of First Aid as being high risk.

Learners gaining this qualification will know that First Aid is the responsibility of everyone involved in the working environment. Its topics are regarded by the Health & Safety Executive as being important to maintaining good practice in the safe, prompt and effective treatment of injuries and ill health in the workplace.

Entry guidance

There are no prerequisites for this qualification. It is advised that learners have a minimum Level 1 in literacy or numeracy or equivalent.

Cohorts are to be no larger than 12 learners per Nominated Tutor.

Legislation

The Health & Safety (First Aid) Regulations 1981 requires employers to provide adequate and appropriate personal, facilities and equipment to enable employees to receive First Aid if they became ill or injured at work.

Geographical coverage

This qualification is suitable for learners in England, Wales or Northern Ireland.

Course delivery

The qualification can be delivered in any part of the country, as an open course at one of our training venues which is open to everyone, or as a closed course subject to a minimum number of 7 learners or as an in-company course, delivered at your company premises again subject to a minimum of 5 learners.

Qualification structure:

This qualification is made up of one mandatory unit, the details of which are included at the end of this document.

Learner must successfully complete the assessments for this unit to achieve the qualification.

The qualification can be taken as a free standing qualification or as part of a wider programme of training.

How the qualification is assessed:

This is a single unit qualification, assessed by a 12 question multi-choice examination, followed by 3 practical assessments:

- Dealing with an Unconscious Casualty;
- Incident Management
- Cardio Pulmonary Resuscitation (CPR)

Learners must practically demonstrate the application of the correct techniques in all the First Aid areas indicated within the learning outcomes of the unit.

Successful candidates must achieve a score of at least 9 correct answers out of 12 in the multi-choice examination before moving on to the practical assessments.

The practical assessments will be conducted by independent assessors who have not been involved in the course.

The examination paper is set and marked by the Instructor/Assessor.

Following the assessment, the learner will be told by the tutor whether the learner has passed or failed. Certificates for successful learners will be dispatched from HABC to the centre and then dispatched to the learner.

Successful learners will also receive a wallet-sized plastic card detailing their qualification.

This qualification lasts for a period of 3 years, after which point learners will need to re-sit the course.

It is also strongly recommended by the Health & Safety Executive that the learner attends a 3hrs annual update to refresh their skills and learn of any updates to procedures.

Progression:

Progression and further learning routes include:

- Level 2 Award in Cardiopulmonary Resuscitation and Automated External Defibrillation.
-

Training Materials:

The following are included in the course fee:-

- First Aid at Work Handbook, published by Highfield.co.uk.
 - First Aid at Work Course Workbook
 - Universal Small First Aid Kit
-

Pricing:

At Aroma Training Academy we don't charge for extras like some training companies. The individual price is fully inclusive of V.A.T., refreshments, comprehensive workbook, course handbook, exam costs, certificates and travel expenses.

All full day open courses include a light buffet lunch.

Open Courses:	<i>This course can be delivered locally or nationally at a town near to you either in-company or at one of our training locations.</i>											
Refreshment Provided:	Yes	Light Lunch Provided:		Yes	Re-Sit Exam Fee:			£15	Individual Learners Price:			£195
Candidates No:	1	2	3	4	5	6	7	8	9	10	11	12
Fully Inclusive Course Price:	£195	£390	£555.75	£741	£877.50	£1,053	£1,160.25	£1,326	£1,404	£1,560	£1,608.75	£1,638
Individual Price:	£195	£195	£185.25	£185.25	£175.50	£175.50	£165.75	£165.75	£156	£156	£146.25	£135.50
Savings on Course Price	-	-	£29.25	£39	£97.50	£117	£204.75	£234	£351	£390	£536.25	£702
In-Company Price Plan:	<i>These courses are held on the client's premises therefore do not include refreshments or lunch unless provided by the client. A minimum number of five candidates and a suitable and appropriate training room must be provided, there are no travel expenses.</i>											

Unit 1: Emergency First Aid Skills

Unit No: Y/600/1250

Level: 2

Credit: 1

GLH: 18

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. The role and responsibility of a First Aider.	1.1 Identify the role and responsibilities of an emergency first aider. 1.2 Describe how to minimise the risk of infection to self and others. 1.3 Describe how to complete an incident report form. 1.4 Identify the first aid equipment available and describe how it can be used safely.
2. Know how to assess an incident.	2.1 Describe how to conduct a scene survey. 2.2 Describe how to make a primary survey of a casualty. 2.3 Identify when and how to call for help.
3. Manage an unresponsive casualty who is breathing normally.	3.1 Demonstrate how to assess a casualty's level of consciousness. 3.2 Demonstrate how to open a casualty's airway and check breathing. 3.3 Demonstrate how to place an unconscious casualty into the recovery position that maintains an open airway and explain why it is important. 3.4 Describe how to treat a casualty who is in seizure.
4. Manage an unresponsive casualty who is not breathing normally.	4.1 Demonstrate how to administer effective Cardio Pulmonary Resuscitation using a manikin.
5. Recognise and assist a casualty who is choking.	5.1 Describe how to identify a casualty with a partially and completely blocked airway obstruction. 5.2 Demonstrate how to treat a casualty who is choking.
6. Manage a casualty who is wounded and bleeding.	6.1 Demonstrate how to control severe external bleeding.
7. Manage a casualty who is in shock.	7.1 Describe signs and symptoms of shock. 7.2 Demonstrate how to manage a casualty who is in shock.
8. Understand how to manage a casualty with a minor injury.	8.1 Describe how to manage a casualty with a minor injury including: <ul style="list-style-type: none"> ● Small cuts, grazes and bruises. ● Minor burns and scalds. ● Small splinters.

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
9. Administer First Aid for a range of conditions.	9.1 Describe how to manage a casualty with a range of conditions including: <ul style="list-style-type: none"> ● Injuries to bones, muscles and joints, including suspected spinal injuries. ● Chest injuries ● Burns and scalds ● Eye injuries ● Sudden poisoning ● Anaphylactic shock
10. Managing a casualty for a range of major illnesses.	10.1 Describe how to manage a casualty with major illnesses including: <ul style="list-style-type: none"> ● Heart attack ● Stroke ● Asthma ● Diabetes