

Level 2 Award in Emergency First Aid at Work (6928-02)

October 2017 Version 1.2



Qualification at a glance

Subject area	First Aid
City & Guilds number	6928-02
Age group approved	16-18, 19+
Assessment	Practical
Fast track	N/A
Support materials	Centre handbook
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates

Title and level	GLH	TQT	City & Guilds number	Accreditation number
Level 2 Award in Emergency First Aid at Work	8	10	6928-02	601/2821/5

Version and date	Change detail	Section
1.1 April 2015	Who the Assessment Principles for First Aid Qualifications is set out by.	Assessment
1.2 October 2017	Added TQT details Deleted QCF	Qualification at a glance & Structure Throughout



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1 Introduction

This document tells you what you need to do to deliver the qualification:

Area	Description
Who is the qualification for?	The qualification is designed for those who need to be able to undertake Emergency First Aid, generally in a work environment as a first line First Aider but may be used for all staff as part of an induction programme.
What does the qualification cover?	It allows learners to learn, develop and demonstrate the skills required for Emergency First Aid specifically; <ul style="list-style-type: none"> • Role and responsibility of a First Aider • Assessment of an incident • Attending to a range of casualties such as; <ul style="list-style-type: none"> ○ Minor injuries ○ Unresponsiveness ○ Choking ○ Shock ○ External bleeding
What opportunities for progression are there?	Successful learners may progress on to the Level 3 First Aid at work or a Paediatric First Aid programme. The qualification is only valid for 3 years at which time candidates should undertake a requalification programme.

Structure

To achieve the **Level 2 Award in Emergency First Aid at Work**, learners must achieve **1** credit from the mandatory unit.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value	Unit Level
A/504/4517	Unit 201	Emergency first aid in the workplace	1	2

Total Qualification Time

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a Learner to achieve a qualification. It includes both guided learning hours (which are listed separately) and hours spent in preparation, study and assessment.

Title and level	GLH	TQT
Level 2 Award in Emergency First Aid at Work	8	10



2 Centre requirements

Approval

City & Guilds Centres

Existing City & Guilds centres who wish to offer this qualification must use the **standard** Qualification Approval Process.

Non-City & Guilds Centres

To offer the **Level 2 Award in Emergency First Aid at Work** qualification, new centres will need to gain both centre and qualification approval. Please refer to the *Centre Manual - Supporting Customer Excellence* for further information.

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification before designing a course programme.

Resource requirements

Physical resources and site agreements

Centres can use specially designated areas within a centre to assess a learner, where the use of particular equipment is required, for example, using a resuscitation mannequin. The equipment and materials must meet industry standards and be capable of being used under normal working conditions to allow a learner to demonstrate their ability to act safely, promptly and effectively when an emergency occurs at work.

Centres should teach the first-aid management of injuries and illness, in relation to the topics covered in the qualification, in accordance with:

- current guidelines published by the Resuscitation Council (UK); and
- the current edition of the first-aid manual of the Voluntary Aid Societies, such as St John Ambulance; or
- other published guidelines, provided they are in line with the two above or supported by a responsible body of medical opinion.

Equipment requirements

1. An appropriate manikin based on the age of resuscitation taught.
2. Triangular bandage
3. Adhesive dressing
4. Roller bandage.

Class sizes

- Centres should demonstrate that class size is appropriate and will typically be 12 or less learners. Where first-aid training is offered in class sizes of greater than 12, centres will be expected to provide additional trainers and/or assessors to ensure that the training needs of individual candidates and/or the ability to adequately assess their competence is met.

Tutors/Assessors

Staff delivering or assessing this qualification must be able to demonstrate that they meet the following occupational expertise requirements. They should have knowledge and competence in first aid, as demonstrated by:

- a current, valid First Aid at Work certificate; or
- being registered and licensed as a doctor with the General Medical Council; or
- current registration as a nurse with the Nursing and Midwifery Council; or
- current registration as a paramedic with the Health and Care Professions Council; and
- an in-depth knowledge of the subject of first aid and first-aid training.

In addition, they should also have knowledge and competence in assessing and internal quality assuring qualifications, as demonstrated by:

- 6317 – City & Guilds Level 3 Assessment and Quality Assurance qualifications (as appropriate to role); or
- an assessing qualification such as those listed in Table 1; and
- a internal quality assurer qualification such as those listed in Table 2; or
- working towards such a qualification with the objective of achieving it within two years, providing they have previous experience of verifying first-aid training and assessing qualifications.

Table 1: Acceptable training/assessor qualifications	Train	Assess
A1 (D32/33) – Assess candidates using a range of methods	-	✓
A2 (D32) – Assess candidates' performance through observation	-	✓
Cert Ed, PGCE, B Ed, M Ed	✓	✓
CTLLS/DTLLS	✓	✓
English National Board 998	✓	✓
First Aid at Work Trainer/Assessor qualification*	✓	✓
Further and Adult Education Teacher's Certificate	✓	✓
IHCD Instructional Methods	✓	✓
IHCD Instructor Certificate	✓	✓
Learning and Development Unit 9D – Assess workplace competence using direct and indirect methods	-	✓

Learning and Development Unit 9D1 – Assess workplace competence using direct and indirect methods	-	✓
Nursing mentorship qualifications	✓	✓
PTLLS	✓	-
PTLLS with unit 'Principles and Practice of Assessment'	✓	✓
Qualifications based on the Learning and Development NOS for assessors	-	✓
S/NVQ level 3 in training and development	✓	✓
S/NVQ level 4 in training and development	✓	✓
TQFE (Teaching Qualification for Further Education)	✓	✓
Training Group A22, B22, C21, C23, C24	✓	-
Level 3 Award in Education & Training	✓	✓
Level 4 Certificate in Education & Training	✓	✓
Level 5 Diploma in Education & Training	✓	✓

* From 1 October 2015 this qualification will no longer be considered valid for the purposes of demonstrating competence to train or assess first aid.

Centre staff may undertake more than one role, eg tutor and assessor or internal quality assurer, but cannot internally verify their own assessments.

Internal Quality Assurer

Centre staff should hold, or be working towards, the relevant Internal Quality Assurer TAQA qualification for their role in internal quality assuring this qualification, as demonstrated by:

- 6317 – City & Guilds Level 3 Assessment and Quality Assurance qualifications (as appropriate to role); or
- a internal quality assurer qualification such as those listed in Table 2; or
- working towards such a qualification with the objective of achieving it within two years, providing they have previous experience of verifying first-aid training and assessing qualifications.

Table 2: Acceptable verifying qualifications
D35 – Externally verify the assessment process
V1 – Conduct internal quality assurance of the assessment process
V2 – Conduct external quality assurance of the assessment process
Level 4 Award in the internal quality assurance of assessment processes and practice
Level 4 Award in the external quality assurance of assessment processes and practice
Level 4 Certificate in leading the internal quality assurance of assessment processes and practice
Level 4 Certificate in leading the external quality assurance of assessment processes and practice

Continuing professional development (CPD)

Centres must support their staff to ensure that they have current knowledge of the occupational area, that delivery, mentoring, training, assessment and verification is in line with best practice, and that it takes

account of any national or legislative developments.

Centre staff are expected to demonstrate their CPD achievement of approximately 26 – 30 hours per year, providing evidence that consists of updates around subject specialism. The amount of CPD will depend on the amount time staff are involved in training/assessing the qualification.

Learner entry requirements

City & Guilds does not set entry requirements for this qualification. However, centres must ensure that learners have the potential and opportunity to gain the qualification successfully.

Age restrictions

City & Guilds cannot accept any registrations for learners under 16 as this qualification is not approved for under 16s.



3 Delivering the qualification

Initial assessment and induction

An initial assessment of each learner should be made before the start of their programme to identify:

- if the learner has any specific training needs,
- support and guidance they may need when working towards their qualification.
- any units they have already completed, or credit they have accumulated which is relevant to the qualification.
- the appropriate type and level of qualification.

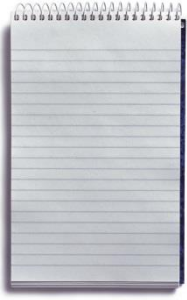
We recommend that centres provide an induction programme so the learner fully understands the requirements of the qualification, their responsibilities as a learner, and the responsibilities of the centre. This information can be recorded on a learning contract.

Delivery time

Centres delivering the **Level 2 Award in Emergency First Aid at Work** should allow at least six hours (not including breaks) over a minimum period of one day for the training and assessment face-to-face contact hours.

E-learning

For this qualification, substitution of any of the minimum required face-to-face teaching time with e-learning, blended learning or any other form of distance learning is not permitted.



4 Assessment

The assessment should determine a learner's ability to act safely, promptly and effectively when an emergency occurs at work and to deal with a casualty. Assessment should comply with the **Assessment Principles for First Aid Qualifications** as set out by the First Aid Awarding Organisation Forum which can be found at:

http://www.skillsforhealth.org.uk/component/docman/doc_download/2365-first-aid-assessment-principles-october-2013-acg-approved.html

Candidates must:

- achieve all learning outcomes within the unit

Assessment strategy

Assessment may take place at any time during the delivery of the qualification and does not need to be done as a final assessment. It is however a requirement for the learner to be aware that assessment is taking place. The assessment methodology will consist of one or a mixture of the following:

- observation of practical application of skills and knowledge
- professional discussion to demonstrate underpinning knowledge
- question and answer session to demonstrate underpinning knowledge
- demonstrating practical skills must be carried out where indicated by the Assessment Criteria
- Simulation is permitted – each unit details what may be simulated

Recognition of prior learning (RPL)

RPL is not allowed for this qualification.



5 Units

Availability of units

The following unit can also be obtained from The Register of Regulated Qualifications: <http://register.ofqual.gov.uk/Unit>

Structure of units

These units each have the following:

- City & Guilds reference number
- unit accreditation number (UAN)
- title
- level
- credit value
- guided learning hours
- unit aim
- endorsement by a sector or other appropriate body
- information on assessment
- learning outcomes which are comprised of a number of assessment criteria

Unit 201

Emergency first aid in the workplace

UAN:	A/504/4517
Level:	2
Credit value:	1
GLH:	8
Endorsement by a sector or regulatory body:	This unit is endorsed by Skills for Care and Development.
Aim:	To provide learners with the skills and knowledge to safely administer emergency first aid in the workplace.

Learning outcome
The learner will: 1. understand the role and responsibilities of a first aider
Assessment criteria
The learner can: 1.1 identify the role and responsibilities of a first aider 1.2 describe how to minimise the risk of infection to self and others 1.3 identify the need for establishing consent to provide first aid 1.4 complete an accident report form 1.5 identify the first aid equipment that should be available in a workplace 1.6 describe the safe use of first aid equipment.

Learning outcome
The learner will: 2. be able to assess an incident
Assessment criteria
The learner can: 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.

Learning outcome
The learner will: 3. be able to manage an unresponsive casualty who is breathing normally
Assessment criteria
The learner can: 3.1 assess a casualty's level of consciousness 3.2 open a casualty's airway and check breathing 3.3 explain why it is important to place an unconscious casualty into the recovery position 3.4 place an unresponsive casualty in the recovery position 3.5 manage a casualty who is in seizure.

Learning outcome
The learner will: 4. be able to manage an unresponsive casualty who is not breathing normally
Assessment criteria
The learner can: 4.1 recognise the need to commence Cardio Pulmonary Resuscitation 4.2 demonstrate Cardio Pulmonary Resuscitation using a manikin

Learning outcome
The learner will: 5. be able to recognise and assist a casualty who is choking
Assessment criteria
The learner can: 5.1 describe how to identify a casualty with a a. partially blocked airway b. completely blocked airway 5.2 administer first aid to a casualty who is choking

Learning outcome
The learner will: 6. be able to manage a casualty with external bleeding
Assessment criteria
The learner can: 6.1 identify the types of external bleeding 6.2 control external bleeding.

Learning outcome
The learner will: 7. be able to manage a casualty who is in shock
Assessment criteria
The learner can: 7.1 recognise shock 7.2 administer first aid to a casualty who is in shock.

Learning outcome
The learner will: 8. be able to manage a casualty with a minor injury
Assessment criteria
The learner can: 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 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on **www.cityandguilds.com**.

Centre Manual - Supporting Customer Excellence contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

Our Quality Assurance Requirements encompasses all of the relevant requirements of key regulatory documents such as:

- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

Access to Assessment & Qualifications provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information on such things as:

- **Walled Garden:** how to register and certificate candidates on line
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for e-assessments.

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Useful contacts

UK learners General qualification information	T: +44 (0)844 543 0033 E: learnersupport@cityandguilds.com
International learners General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413 E: intcg@cityandguilds.com
Centres Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: centresupport@cityandguilds.com
Single subject qualifications Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: singlesubjects@cityandguilds.com
International awards Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: intops@cityandguilds.com
Walled Garden Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: walledgarden@cityandguilds.com
Employer Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	T: +44 (0)121 503 8993 E: business@cityandguilds.com
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