

# Qualification specification

## CIEH Level 3 Award in First Aid at Work (QCF)

**Qualification accreditation number: 600/7559/4**

Introduction	1
Qualification overview	1
Key facts	2
Qualification structure	3
Entry guidance	6
Geographical coverage	6
Delivering training	6
Assessment	6
Reasonable adjustment	7
Special consideration	7
Results	7
Resits	7
Appeals	7
Progression	7
Trainer/assessor requirements	7
Internal quality assurance	8
External quality assurance	8
Requalification	8
Contact details	8
Appendix 1	9

### Introduction

This document provides key information about the structure, content and administration of the CIEH Level 3 Award in First Aid at Work. It should be read in conjunction with the CIEH *Procedure Manual*.

It may be useful to make available some of the content of this document to candidates in order to enhance their understanding of the qualification, for example the details of the unit of assessment.

### Qualification overview

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. These regulations apply to all workplaces, including those with five or fewer employees, and to the self-employed.

How much first-aid provision an employer has to make depends on the circumstances of each workplace.

In assessing their needs, employers should consider the:

- nature of the work and workplace hazards and risks
- size of the organisation and the nature of the workforce
- organisation's record of accidents and ill health
- working arrangements.

If, having assessed first-aid needs, an employer decides to appoint first aiders, the first aiders must have a valid certificate of competence. There are two regulated courses for first aid in the workplace:

- the three-day First Aid at Work (FAW) course
- a one-day Emergency First Aid at Work (EFAW) course.

For regulatory purposes, successfully completing a FAW course will enable the candidate to act as a first aider in the workplace.

## Key facts

The CIEH Level 3 Award in First Aid at Work is regulated in England by the Office of Qualifications and Examinations Regulation (Ofqual), in Wales by the Department for Education and Skills (DfES) and in Northern Ireland by the Council for the Curriculum, Examinations and Assessment (CCEA) and is part of the Qualifications and Credit Framework (QCF). It is supported by the Health and Safety Executive (HSE) and Skills for Health.

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

<b>Qualification title</b>	CIEH Level 3 Award in First Aid at Work
<b>Qualification accreditation number (QAN)</b>	600/7559/4
<b>Guided learning hours</b>	24
<b>Qualification level</b>	3
<b>Credit value</b>	3
<b>Assessment method</b>	Portfolio of evidence

## Qualification structure

The CIEH Level 3 Award in First Aid at Work comprises two mandatory units, with a total value of three credits.

<b>QCF unit title</b>	Emergency First Aid in the Workplace
<b>Unit reference number</b>	A/504/4517

<b>Learning outcomes</b>	<b>Assessment criteria</b>
<b>The learner will:</b>	<b>The learner can:</b>
1 Understand the role and responsibilities of a first aider	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
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 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
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 cardiopulmonary resuscitation using a manikin
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"><li>• partially blocked airway</li><li>• completely blocked airway</li></ul> 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

<b>QCF unit title</b>	Recognition and Management of Illness and Injury in the Workplace
<b>Unit reference number</b>	F/504/4518

## Learning outcomes      Assessment criteria

### The learner will:

		<b>The learner can:</b>
1	Be able to conduct a secondary survey	1.1 Identify the information to be collected when gathering a casualty history 1.2 Conduct a head to toe survey
2	Be able to administer first aid to a casualty with injuries to bones, muscles and joints	2.1 Recognise suspected: <ul style="list-style-type: none"> <li>• fractures</li> <li>• dislocations</li> <li>• sprains and strains</li> </ul> 2.2 Administer first aid for: <ul style="list-style-type: none"> <li>• fractures</li> <li>• dislocations</li> <li>• sprains and strains</li> </ul>
3	Be able to administer first aid to a casualty with suspected head and spinal injuries	3.1 Recognise suspected: <ul style="list-style-type: none"> <li>• concussion</li> <li>• skull fracture</li> <li>• cerebral compression</li> <li>• spinal injury</li> </ul> 3.2 Administer first aid for suspected: <ul style="list-style-type: none"> <li>• Concussion</li> <li>• Skull Fracture</li> <li>• Cerebral compression</li> <li>• Spinal injury</li> </ul>
4	Be able to administer first aid to a casualty with suspected chest injuries	4.1 Recognise the different types of chest injury 4.2 Administer first aid for a chest injury
5	Be able to administer first aid to a casualty with burns and scalds	5.1 Recognise the factors that affect the severity of burns and scalds. 5.2 Administer first aid for burns involving: <ul style="list-style-type: none"> <li>• dry heat</li> <li>• wet heat</li> <li>• electricity</li> <li>• chemicals</li> </ul>

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6	Be able to administer first aid to a casualty with an eye injury	6.1	Give examples of common eye injuries
		6.2	Administer first aid for eye injuries involving: <ul style="list-style-type: none"><li>• dust</li><li>• chemicals</li><li>• embedded objects</li></ul>
7	Be able to administer first aid to a casualty with sudden poisoning	7.1	Identify the routes that poisons can take to enter the body
		7.2	Administer immediate first aid to a casualty affected by sudden poisoning
		7.3	Identify sources of information for treating those affected by sudden poisoning
8	Be able to administer first aid to a casualty with anaphylaxis	8.1	Identify common triggers for anaphylaxis
		8.2	Recognise anaphylaxis
		8.3	Administer immediate first aid for a casualty suffering from anaphylaxis
9	Be able to provide first aid to a casualty with suspected major illness	9.1	Recognise major illnesses including: <ul style="list-style-type: none"><li>• heart attack</li><li>• stroke</li><li>• epilepsy</li><li>• asthma</li><li>• diabetes</li></ul>
		9.2	Administer first aid to a casualty suffering from major illnesses including: <ul style="list-style-type: none"><li>• heart attack</li><li>• stroke</li><li>• epilepsy</li><li>• asthma</li><li>• diabetes</li></ul>

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## Entry guidance

There are no prerequisites for completing the CIEH Level 3 Award in First Aid at Work, as the required knowledge and understanding of first aid are covered in the training.

However, the CIEH recommends that candidates should have a minimum of Level 1 in literacy or equivalent to undertake this qualification.

This qualification is approved for delivery to candidates aged 16+.

Candidates must be physically able to carry out the procedures detailed in the unit of assessment and must participate in at least 80 per cent of the training programme to be eligible for assessment.

## Geographical coverage

The CIEH Level 3 Award in First Aid at Work is suitable for candidates in England, Wales and Northern Ireland.

This qualification can be delivered overseas, but candidates should be advised that the content of the programme, and skills taught and assessed, accord with currently accepted first-aid practice in the United Kingdom.

## Delivering training

It is recommended that the ratio of candidates to trainer/assessor is 12:1.

The CIEH has developed a training pack to help trainers deliver the programme in a structured way. It includes a:

- copy of the course book, *First Aid at Work – the good practice guide*
- two manuals entitled *Trainers' Notes*
- two CD-ROMs containing a PowerPoint presentation, activity sheets and practice sheets.

Although the use of CIEH training materials is not compulsory, these materials provide a clear indication of the scope and depth required of the training provision. As with all CIEH qualifications, the *Trainers' Notes* manual defines the minimum standard for training delivery. However, trainers are responsible for developing and adapting the content of the *Trainers' Notes* manual to meet the needs of their clients and candidates.

Trainers are also responsible for keeping the content of their training programmes up to date – whether these are based on CIEH materials or other sources.

To purchase course books, training packs and/or candidate assessment records, please contact the Sales Team:

- by phone on 020 7827 5900
- by email to sales@cieh.org
- by downloading an order form from [www.cieh.org/training](http://www.cieh.org/training) and returning it to CIEH Sales Team, Chartered Institute of Environmental Health, Chadwick Court, 15 Hatfields, London SE1 8DJ.

## Assessment

The assessment regime for the CIEH Level 3 Award in First Aid at Work is comprised of a number of elements.

Candidates must:

- participate in all five assessment activities
- complete two test papers
- demonstrate competence in first-aid procedures for the management of a casualty:
  - who is unresponsive and breathing normally (recovery position)
  - who is unresponsive and not breathing normally (cardiopulmonary resuscitation)
  - with external bleeding and who is in shock (including a secondary survey).

The candidate's achievement can be recorded in the candidate assessment booklet (supplied with the candidate assessment record).

If interventions are required when the candidate is completing any element of the assessment, the trainer should note these in the comments sections in the candidate assessment booklet.

Trainers not using the CIEH candidate assessment booklet must devise an alternative means of recording the assessment of candidate performance against all the criteria outlined in the unit of assessment. The unit of assessment sets the standard to determine a learner's ability to act safely, promptly and effectively when an emergency occurs at work and to deal with a casualty.

When all elements of the assessment have been completed, the candidate, trainer and, where appropriate, the internal verifier should sign the candidate assessment booklet. The candidate assessment booklet (or alternative portfolio of evidence) should be kept by the centre (see below 'The centre's responsibility').

The candidate should fill in his/her personal details on the candidate assessment record. The trainer should confirm the outcome of the assessment on the candidate assessment record and submit this, together with a summary sheet, to the CIEH for the results to be processed and certificate issued.

## The centre's responsibilities

Centres are responsible for maintaining up-to-date information on trainers/assessors and internal verifiers and for ensuring the currency of the competence of all those involved in the assessment and internal quality assurance process.

Centres are responsible for keeping each candidate's record of achievement (in the form of a completed candidate assessment booklet or an alternative portfolio of evidence) for a minimum of three years (until the candidate's CIEH Level 3 Award in First Aid at Work certificate expires).

The External Verifier will review the candidate assessment booklet or alternative portfolio of evidence when he/she visits.

The centre must, on request, supply the CIEH with the candidate assessment booklets or alternative portfolios of evidence for any candidate who has a current certificate for the CIEH Level 3 Award in First Aid at Work.

## Reasonable adjustment

The CIEH is committed to providing all candidates with an equal opportunity to achieve units and qualifications through the provision of alternative assessment arrangements where necessary. See 'Procedure for reasonable adjustment' in the CIEH *Procedure Manual* for further information.

## Special consideration

If a candidate or group of candidates experiences an unforeseen circumstance during an assessment, for example a fire alarm sounds or a candidate falls ill, a trainer can submit details to the CIEH when the results are sent to Examination Services for processing. The circumstances will be considered and taken into account when the results are processed. See 'Procedure for special consideration' in the CIEH *Procedure Manual* for further information.

## Results

Candidates who participate in all the assessment activities, achieve a score of seven or more on the test paper 1 and a score of 14 or more on test paper 2 and demonstrate competence in the specified first-aid procedures will pass the assessment and receive a CIEH Level 3 Award in First Aid at Work certificate. QCF credit certificates are available on request.

Certificates will be sent directly to the centre where the training was delivered within seven working days.

## Resits

If a candidate fails any part of the assessment for the CIEH Level 3 Award in First Aid at Work, he or she is permitted to retake the test papers and/or the practical assessment once on the same day.

If a candidate fails again, he or she will have to undertake the full training programme before being allowed another attempt at the assessment.

## Appeals

Candidates have a right to appeal, should they be dissatisfied with the trainer's assessment. Initially, the centre's own appeals procedures should be implemented. If necessary, the centre should then contact the CIEH on the candidate's behalf, which will trigger the CIEH appeals procedure. If this is not possible, candidates are allowed to contact CIEH Examination Services directly under the terms of the Candidate Charter. See 'Procedure for appeal' in the CIEH *Procedure Manual*.

## Progression

There is no recommended progression on completion of the CIEH Level 3 Award in First Aid at Work..

## Trainer/assessor requirements

Those involved in the training and assessment of the CIEH Level 3 Award in First Aid at Work must have knowledge and competency in first aid as well as knowledge and competency to train and assess based on qualifications and experience

Trainers/assessors must be occupationally competent in the area of:

1 First aid – this can be evidenced by:

- a FAW certificate issued by either HSE or an Awarding Organisation/Body
- or
- registration as a:
    - doctor with the General Medical Council (GMC)
    - nurse with the Nursing and Midwifery Council (NMC)
    - paramedic with the Health and Care Professions Council (HCPC)

2 Training and/or assessing in line with the Learning and Development NOS 9 Assess Learner Achievement – this can be evidenced by holding a qualification listed in Appendix 1.

Trainers should also be able to provide a detailed, chronological list of evidence to show that they have regularly provided EFAW/FAW training/assessment during the previous three years. If this is limited, evidence of other first-aid training/assessment may be provided. These records will be reviewed by the External Verifier when he/she visits the centre.

In accordance with the Skills for Health First Aid Assessment Principles, it is recognised that trainer/assessors may not hold formal qualifications but may have significant experience in undertaking these roles. It is expected that the trainer/assessors be registered and working towards formal qualifications within one year and that the qualifications are gained within two years.

During this period a portfolio 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.

## Annual trainer evaluation

In order to maintain training standards, it is recommended that all trainers delivering the CIEH Level 3 Award in First Aid at Work participate in annual trainer evaluation. This should be carried out using the Annual Trainer Evaluation Form (ATEF), which can be downloaded from [www.cieh.org](http://www.cieh.org).

The annual trainer evaluation can be conducted by any competent trainer/assessor.

Trainers who are registered and work at the same centre can carry out the annual trainer evaluation on their colleagues.

Trainers who work alone can have their initial annual trainer

evaluation completed by the External Verifier (EV) as part of the first EV visit. There will be no charge for this service. The trainer should then log on to CIEH CourseFinder to find CIEH registered centres in his/her geographical area so he/she can arrange for another registered trainer to conduct the next annual trainer evaluation.

When the annual trainer evaluation has been completed, a copy of the ATEF should be added to the trainer's portfolio to provide evidence of the evaluation. Trainers should act on any recommendations for improvements and keep a record of the actions taken for review at the next annual trainer evaluation.

## Internal quality assurance

Centres need to set up a system for internal verification of assessments. The function of internal verification may be performed by a competent person at the same centre or another centre. A sample of candidate assessment booklets/ alternative portfolios of evidence should be reviewed and countersigned by the internal verifier and this action noted on the candidates' candidate assessment records before the results are submitted to the CIEH for processing.

The CIEH will monitor how many assessments are being internally verified and, if required, request the centre to provide candidate assessment booklets/portfolios of evidence for review.

Those involved in the internal quality assurance of this qualification must be occupationally competent in first aid and competent in internal quality assurance (see Skills for Health First Aid Assessment Principles).

## External quality assurance

It is a Health and Safety Executive requirement that all first-aid training centres are monitored. Centres registered to deliver the CIEH Level 3 Award in First Aid at Work will be contacted shortly after registration by a CIEH external verifier to arrange an external verification visit.

The external verifier will:

- check the level of facilities and equipment that a centre provides
- verify the portfolios of evidence produced by trainers
- observe practical training and assessment to ensure it is conducted to an appropriate standard
- review the records of achievement (candidate assessment booklets or alternative portfolios of evidence) for candidates who have been issued with a CIEH Level 3 Award in First Aid at Work .

External verifiers will observe the practical assessments of three to four candidates and provide advice and guidance where needed.

After the first visit, centres will be visited by an external verifier again after approximately two-and-a-half years and then at five-year intervals.

If the external verifier has any concerns about facilities and equipment, trainers' portfolios, the delivery of training and/or the conduct of assessment, centre/trainer registration may be suspended pending the implementation of recommendations for improvements and a follow-up external verification visit.

Those involved in the external quality assurance of this qualification must be occupationally competent in first aid and competent in external quality assurance (see Skills for Health First Aid Assessment Principles).

## Requalification

The CIEH Level 3 Award in First Aid at Work certificate is valid for three years. In order to requalify after three years, candidates must be assessed again against all the learning outcomes and assessment criteria in the unit of assessment. The training programme for requalification may be reduced to 12 hours.

## Contact details

Registered centres and trainers can contact the CIEH by calling 020 7827 5800 between 08:30 and 17:30, Monday to Friday. There is an option to leave a voicemail if lines are busy or if calling outside business hours.

Alternatively, contact can be made by email:

- [customerservices@cieh.org](mailto:customerservices@cieh.org) – for all general enquiries, including registrations
- [examinationservicesteam@cieh.org](mailto:examinationservicesteam@cieh.org) – for enquiries about results and certificates.

Responses will be made within two working days.

Written correspondence should be addressed to:

Customer Services

Chartered Institute of Environmental Health

Chadwick Court

15 Hatfields

London SE1 8D J

## Appendix 1

**Qualifications suitable for Trainers/Assessors**

- SQA Accredited Learning and Development Unit 9DI – Assess workplace competences using direct and indirect methods – replacing Units A1 and D32/33
- SQA Accredited Learning and Development Unit 9D - Assess workplace competence using direct methods – replacing Units A2 and D32
- QCF Qualifications based on the Learning and Development NOS 9 Assess Learner Achievement
- Level 3 Award in Assessing Competence in the Work Environment (QCF)
- Level 3 Award in Assessing Vocationally Related Achievement (QCF)
- Level 3 Award in Understanding the Principles and Practices of Assessment (QCF)
- Level 3 Certificate in Assessing Vocational Achievement (QCF)
- A1 or D32/D33
- A2 or D32
- Further and Adult Education Teachers Certificate
- Cert Ed/PGCE/BEd/MEd
- PTLLS/CTLLS/DTLLS
- S/NVQ level 3 in Training and Development
- S/NVQ level 4 in Training and Development
- IHCD Instructional Methods
- IHCD Instructor Certificate
- English National Board 998
- Training Group A22, B22, C21, C23, C24 TQFE (Teaching Qualification for Further Education)
- NOCN Tutor Assessor Award

Note: This list is not exhaustive.



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**Email** customerservices@cieh.org **Web** [www.cieh.org/training](http://www.cieh.org/training)