



# Award in First Aid at Work (RQF)

LEVEL  
3

This qualification is aimed at those who intend to develop and gain formal recognition of their knowledge, understanding and skills of first aid at work



**Total Qualification Time:**  
**22 hrs**

**Qualification Number:** 603/2432/6



**Guided Learning (GL):**  
**18 hrs**

**Qualification Age:** 16

**Availability:** This qualification is regulated in England

**Operational From:** 1 October 2017



# Qualification Objectives

## What does this qualification cover?

The objective of this qualification is to provide learners with the knowledge, understanding and skills of first aid at work.

## Who is the qualification for?

This qualification is aimed at those who are interested in gaining an understanding in first aid at work.

## Who supports this qualification?

The SFJ Awards Level 3 Award in First Aid at Work (RQF) meets The Health and Safety (First Aid) Regulations 1981 in respect of First Aid at Work.



# Qualification Progression

## What future education could this qualification lead to?

Learners could progress to other qualifications in the sector, including the SFJ Awards Level 3 Award in Paediatric First Aid (RQF).

## What future employment could this qualification lead to?

As all employers are required by law to have first aid provision for their employees, this qualification is appropriate for all individuals working or intending to work at any organisational level.



# Qualification Achievement

## What are the entry requirements for the qualification?

Prior to registration learners are required to be:

- accurately identified
- at least 16 years of age
- learners should be able to work at level 2 or above

## How will it be assessed?

This qualification contains 2 mandatory units to be completed by the learner. Each unit is comprised of a number of learning outcomes and assessment criteria which must all be achieved.

Learning outcomes that begin 'The learner will understand...' will be assessed through theory-based activities.

Learning outcomes that begin 'The learner will be able to...' are assessed through practical activities.

For example:

<b>Learning outcomes</b> The learner will...	<b>Assessment criteria</b> The learner will...
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 for consent to provide first aid
2. Be able to provide first aid to an unresponsive casualty	2.1 Identify when to administer Cardio Pulmonary Resuscitation (CPR) 2.2 Demonstrate CPR using a manikin 2.3 Justify when to place a casualty into the recovery position 2.4 Demonstrate how to place a casualty into the recovery position 2.5 Identify how to administer first aid to a casualty who is experiencing a seizure

## What will be assessed?

All learning outcomes in this qualification must be assessed using methods appropriate for the learning outcomes, which may be knowledge or skills based:

- Portfolio of Evidence (including for example records of professional discussions, question and answer sessions, reflective accounts)
- Practical Demonstration / Assignment



# Qualification Delivery

## What facilities and/or equipment are needed to deliver this qualification?

The approved centre is required to have:

- one or more delivery sites with facilities to support the programme of training and assessment
- equipment in place to facilitate the full programme of learning and assessment
- opportunities in the workplace for learners to carry out tasks/activities which allow them to generate evidence to meet assessment criteria.

## What qualification materials support this qualification?

This qualification is supported by additional documents which must be read by all relevant personnel within approved centres approved to offer this qualification. These include:

- SFJ Level 3 Award in First Aid at Work (RQF) Qualification Handbook, detailing unit specifications, learning outcomes and assessment criteria for the qualification
- SFJ Awards Centre Handbook
- SFJ Awards Assessment Guidance
- SFJ Awards Quality Assurance (Internal and External) Guidance

Our policies are available on the SFJ Awards website  
<https://sfjawards.com/policies/>.

SFJ Awards also have template forms available to support assessors and internal quality assurers.

## What workforce is needed to be able to deliver this qualification?

The approved centre is required to have a qualified and competent qualification workforce in place which includes as a minimum:

- Head of Centre
- Centre Coordinator
- Assessor(s) and Internal Quality Assurers (IQA) who:
  - Are occupationally knowledgeable in first aid
  - Have current occupational competence in first aid
- Assessors who are:
  - Qualified with a recognised assessor qualification, or
  - Working towards a recognised assessor qualification, or
  - Able to prove equivalent competence through training to appropriate national standards
- IQA(s) who are:
  - Qualified with a recognised IQA qualification, or
  - Working towards a recognised IQA qualification, or
  - Able to prove equivalent competence through training to appropriate national standards

## How much does this qualification cost?

Qualification registration fees are available from SFJ Awards on request.

## How to apply to deliver this qualification

SFJ Awards' approved centres should complete the Qualification Approval Form available from Odyssey or the Centre Resources section of the website:

[www.sfjawards.com/centres/centre-resources](http://www.sfjawards.com/centres/centre-resources)

Other centres will need to become approved by SFJ Awards. For information and the centre application form please see our website:

[www.sfjawards.com/centres/become-a-centre](http://www.sfjawards.com/centres/become-a-centre)

For more information please contact SFJ Awards' Customer Support Team:

**Tel: 0114 284 1970**

**Email: [info@sfjawards.com](mailto:info@sfjawards.com)**

**Website: [www.sfjawards.com](http://www.sfjawards.com)**



# Qualification Structure

Learners must successfully complete 2 mandatory units to achieve the qualification

Unit title	Level	GL	Reference	Assessment method(s)
Emergency First Aid in the Workplace	3	6	J/616/4637	All learning outcomes in this qualification must be assessed using methods appropriate for the learning outcomes, which may be knowledge or skills based: <ul style="list-style-type: none"><li>• Portfolio of Evidence (including for example records of professional discussions, question and answer sessions, reflective accounts)</li><li>• Practical Demonstration / Assignment</li></ul>
Recognition and Management of Illness and Injury in the Workplace	3	12	L/616/4638	

# Contacts



## **SFJ Awards**

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## **Ofqual**

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Website: [www.gov.uk/government/organisations/ofqual](http://www.gov.uk/government/organisations/ofqual)

## **Qualifications Wales**

Tel: 01633 373 222  
Email: [enquiries@qualificationswales.org](mailto:enquiries@qualificationswales.org)  
Website: [www.qualificationswales.org](http://www.qualificationswales.org)

## **CCEA**

How to contact: <https://ccea.org.uk/contact>  
Email: [info@ccea.org.uk](mailto:info@ccea.org.uk)  
Website: <https://ccea.org.uk/regulation>

## **Skills for Justice**

How to contact: [www.sfjuk.com/contact](http://www.sfjuk.com/contact)  
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Website: [www.sfjuk.com](http://www.sfjuk.com)

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SFJ Awards is part of the Workforce Development Trust, a not for profit organisation, together with Skills for Justice and Skills for Health. For over 10 years Skills for Health and Skills for Justice have been working with employers, Governments of the UK and agencies within the skills system, to better equip workforces with the right skills now and for the future. During this time both Skills for Health and Skills for Justice have earned an enviable reputation for their knowledge of the health and justice sectors and their proactive approach to the development of skills and qualifications, along with an ability to deliver genuinely workable solutions for the employers they represent. SFJ Awards is an awarding organisation that builds upon this reputation. We work with employers in the policing, community safety, legal, armed forces and health sectors and understand their specific challenges, enabling us to quality assure learning outcomes that are suited to the needs of the sectors.