Qualification specification

Qualify Me Level 3 Award in Emergency First Aid at Work

Qualification number: QM-EFAW-001

Meets the HSE requirements for emergency first aid at work training under the Health and Safety (First-Aid) Regulations 1981.

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[Company name] | [Address] | [Phone] | [Email] | qualifyme.org

Draft for internal review. Not for publication until all bracketed items are confirmed.

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1. Introduction

This specification sets out what an approved centre needs to know in order to deliver, assess and quality assure the Qualify Me Level 3 Award in Emergency First Aid at Work. It explains how the qualification is built, what learners must achieve, how the assessment works and what Qualify Me expects of centres and their staff.

Centres should read it alongside the Qualify Me centre handbook and policies [Centre handbook title and link: to be confirmed]. If anything is unclear, please contact the Qualify Me centre support team using the details below.

- Organisation: [Company name], trading as Qualify Me
- Address: [Address]
- Telephone: [Phone]
- Email: [Email]
- Website: qualifyme.org

2. Qualification regulation and support

Qualify Me, an independent awarding body for first aid, fire safety and security qualifications, designed this qualification and is responsible for awarding it.

Regulation status: Meets the HSE requirements for emergency first aid at work training under the Health and Safety (First-Aid) Regulations 1981.

Qualification number: QM-EFAW-001.

The content of the qualification has been mapped to the course content for emergency first aid at work set out by the Health and Safety Executive (HSE) in L74, First aid at work: The Health and Safety (First-Aid) Regulations 1981, Guidance on Regulations, and to the HSE information sheet GEIS3, Selecting a first-aid training provider. First aid practice is taught in line with the current guidelines of Resuscitation Council UK.

Centres can obtain support with approval, registration, assessment materials and certification from the Qualify Me centre support team: [Email], [Phone].

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3. Key facts

Qualification title	Qualify Me Level 3 Award in Emergency First Aid at Work
Qualification number	QM-EFAW-001
Regulation status	Meets the HSE requirements for emergency first aid at work training under the Health and Safety (First-Aid) Regulations 1981.
Level	3
Unit reference	QM-EFAW-U1
Assessment grading	Pass or Fail
Assessment method	Practical assessment by direct observation throughout the course, plus a multiple-choice theory paper [number of questions, duration and pass mark: to be confirmed by Qualify Me]
Contact hours	Minimum 6 hours, excluding breaks, over a minimum of 1 day (HSE)
Guided learning hours (GLH)	6
Total qualification time (TQT)	7
Credit value	1
Certificate validity	3 years from the date of course completion (HSE L74). Annual refresher training strongly recommended (HSE L74).
Minimum age	14
Maximum ratio	12 learners for each tutor or assessor

Contact hours, certificate validity and the maximum ratio follow published HSE guidance. The remaining values are set by Qualify Me. Any value still shown in [square brackets] has not yet been confirmed.

4. Qualification overview and objective

The qualification prepares learners to act as emergency first aiders in the workplace. It is intended for organisations whose first aid needs assessment, carried out under the Health and Safety (First-Aid) Regulations 1981, shows that staff trained to emergency first aid at work (EFAW) level are required.

Learners will develop the knowledge and practical skills to:

- understand what an emergency first aider does at work, including how to prevent cross-infection, why incidents and actions should be recorded and how to use the first aid equipment available
- assess an emergency so that they can act safely, promptly and effectively
- give first aid to a casualty who is unresponsive, including a casualty having a seizure
- give cardiopulmonary resuscitation (CPR) and use an automated external defibrillator (AED)
- give first aid to a casualty who is choking
- give first aid to a casualty who is wounded and bleeding
- give first aid to a casualty who is suffering from shock
- give appropriate first aid for minor injuries, including small cuts, grazes and bruises, minor burns and scalds, and small splinters

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HSE guidance states that first aid certificates are valid for three years. Learners who achieve the qualification will therefore hold a certificate that remains valid for three years, counted from the course completion date, after which they will need to complete the full course again to remain a workplace emergency first aider. HSE strongly recommends that first aiders also complete annual refresher training during the three-year period to keep their skills current.

5. Entry requirements

There are no formal prior qualifications needed to take this course.

Learners must be at least 14 years old on the first day of the course.

Because the practical assessment involves kneeling at floor level and performing CPR for a sustained period, centres or employers should carry out an initial assessment before the course to check that each learner is physically able to take part. Where a learner may need support, see section 13, Reasonable adjustments and special considerations.

Learners should have a level of spoken and written English sufficient to follow the training and complete the theory paper [suggested: equivalent to Level 1 English, to be confirmed by Qualify Me].

6. Delivery and assessment ratios

Each tutor or assessor may be responsible for no more than 12 learners at any one time. HSE guidance (GEIS3) advises that in classes larger than 12, without extra trainers or assessors, it may be difficult to meet each learner's training needs or to assess their competence properly.

Where a course has more than 12 learners, a second suitably qualified tutor or assessor must be present for the whole course.

7. Centre requirements

To be approved for this qualification, a centre must provide enough well-maintained equipment for every learner to complete their training and assessment within the required contact hours. As a minimum, Qualify Me expects the following [equipment ratios: suggested values, to be confirmed by Qualify Me]:

- adult resuscitation manikins, at least 1 manikin for every 4 learners
- a hygiene system for manikins: a disposable face shield for each learner, or manikin wipes used after each learner, or a process for disinfecting manikin faces after each course
- replacement lungs and airways for each manikin, changed after every course
- training defibrillators (AED trainers), at least 1 for every 4 learners; if fewer are provided, the session plan must be adjusted so that no learner has less practice time
- a choking training aid, such as a choking vest or choking manikin, so that back blows and abdominal thrusts are never practised on another person
- at least 1 disposable training dressing for each learner
- at least 1 pair of disposable gloves for each learner, in a latex-free material such as nitrile
- a tourniquet trainer and a wound packing trainer for demonstration of catastrophic bleeding control
- a stocked workplace first aid kit for reference
- an accident book or incident record form for demonstration

The training venue must:

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- be safe, clean and suitable for the number of learners on the course
- have adequate ventilation and heating, and lighting good enough for learners to read comfortably
- have a carpeted floor, or mats or blankets, so that learners can kneel safely during practical work
- be accessible, or adaptable, for learners with disabilities or other needs
- provide a suitable space for the theory paper to be taken under controlled conditions

8. Guidance on delivery

Contact hours

HSE guidance (GEIS3) states that an EFAW course should include at least 6 hours of training and assessment, not counting breaks, delivered over a minimum of 1 day. Qualify Me requires centres to meet this minimum on every course. The same duration applies when a learner retakes the course to requalify.

Guided learning hours (GLH) for the qualification are 6 and total qualification time (TQT) is 7. The qualification has a credit value of 1. GLH covers time spent learning under the direct supervision of a tutor. TQT adds an estimate of the further time an average learner spends on unsupervised activity, such as pre-course reading or revision. These values are a guide; the 6 contact hours are a firm minimum.

Delivery in blocks

The course may be split into blocks provided that each block lasts at least 2 hours and the learner completes all training and assessment within 3 weeks, in line with HSE guidance (GEIS3).

Blended learning

HSE accepts blended learning, a mix of e-learning and face-to-face teaching, as a way of delivering workplace first aid training, provided that sufficient time is given to classroom learning and the practical elements are assessed by direct observation. Centres that wish to use blended learning must apply to Qualify Me before doing so, and must meet the following conditions:

- the total learning time must not be shorter than the face-to-face course
- at least [suggested: 3 hours, to be confirmed by Qualify Me] of the course must be delivered face to face
- e-learning may cover theory only; all practical skills must be taught and assessed in person, with the tutor and learners physically present together
- the e-learning must be completed before the face-to-face session, and the centre must keep evidence that it was completed
- learners must be supported while they study online and must know how to use the technology
- the centre must have a robust way of confirming that the person completing the e-learning is the registered learner
- the face-to-face session must still cover every assessment requirement in this specification

Teaching current first aid practice

All content must be taught in line with the current guidelines published by Resuscitation Council UK and, for other aspects of first aid, the current first aid manual of the Voluntary Aid Societies (St John Ambulance, British Red Cross and St Andrew's First Aid) or other published guidance supported by a responsible body of medical opinion. Centres must update their teaching materials when these guidelines change. Employers may ask for the course to reflect hazards specific to their workplace; centres may add this as extra content, but it must not replace any part of the core syllabus.

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9. Guidance on assessment

The qualification is graded Pass or Fail. To achieve the qualification, a learner must pass both of the following assessments.

Practical assessment

Practical skills are assessed by the assessor through direct observation, as HSE strongly recommends, during the course. Learners demonstrate each skill on a manikin, training device or in a simulated scenario, and the assessor records the outcome on the Qualify Me practical observation record [document name and version: to be confirmed]. A learner who does not meet the standard on a first attempt may be given further practice and reassessed during the course.

Theory assessment

Knowledge is assessed by a multiple-choice theory exam set by Qualify Me [number of questions, time allowed and pass mark: to be confirmed by Qualify Me; suggested 15 questions, at least 30 minutes, pass mark 11 out of 15]. Learners sit the paper once all of the knowledge content has been taught, which will normally be towards the close of the course.

The theory paper is marked by the assessor using the Qualify Me mark scheme. Where a learner narrowly misses the pass mark, the assessor may ask supplementary oral questions on the criteria answered incorrectly, and must record the questions and the learner's answers on the Qualify Me supplementary questioning record [document name: to be confirmed], kept with the learner's paper. [Policy on oral questioning and resits: to be confirmed by Qualify Me]

The theory paper must be taken under controlled conditions:

- learners work alone and without help from others
- notes, books, phones and other aids must not be used
- at least one authorised member of centre staff must be in the room throughout
- papers must be stored securely before and after use

Assessment materials

All assessment materials are set by Qualify Me and must be used without alteration. These include the theory papers and answer sheets, the mark schemes, the supplementary questioning record and the practical observation record. They are available to approved centres from [location of centre resources, for example a secure centre portal: to be confirmed].

Centres are responsible for making sure, as far as they reasonably can, that no one with a personal interest in a learner's result, such as a relative or line manager, is involved in assessing, invigilating or quality assuring that learner's assessment.

10. Guidance on quality assurance

Internal quality assurance

Every approved centre must have a documented internal quality assurance (IQA) plan that names the person responsible for quality assurance. The IQA must be suitably qualified (see section 12) and must not quality assure any course they have delivered or assessed themselves.

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The IQA plan should cover the delivery and the assessment of the qualification, including any e-learning, and should use a mix of methods such as observing tutors and assessors at work, sampling completed assessment records and theory papers, and speaking to learners. In line with HSE guidance, the performance of each tutor and assessor must be reviewed at least once a year.

Centres must also have a documented course evaluation process that includes learner feedback, and a documented complaints procedure.

Record keeping

Centres must keep a detailed assessment record for every learner, together with the related IQA records, for at least 3 years after the course is completed, in line with HSE guidance. Records must be available to Qualify Me on request.

External quality assurance

Qualify Me monitors each centre through external quality assurance, which may include visits, remote reviews of records and unannounced observation of courses [frequency and sampling approach: to be confirmed by Qualify Me]. Centres must cooperate fully with these activities.

11. Recognition of prior learning (RPL)

RPL allows a learner's previous learning to count towards a qualification. Because this qualification confirms a learner's current practical competence for workplace purposes, every learner must complete the full course and both assessments; earlier training or an existing first aid certificate cannot be used to exempt them from any part of it. [RPL policy: to be confirmed by Qualify Me]

[Credit transfer to a Qualify Me Level 3 Award in First Aid at Work: to be confirmed by Qualify Me once that qualification is available.]

12. Tutor, assessor and IQA requirements

One person may act as both tutor and assessor on a course, provided they meet the requirements for both roles.

Tutors

Tutors delivering this qualification must:

- show occupational competence in first aid by holding either a current First Aid at Work certificate, or current registration as a doctor with the General Medical Council (GMC), a nurse with the Nursing and Midwifery Council (NMC) or a paramedic with the Health and Care Professions Council (HCPC)*
- hold an acceptable teaching or training qualification, such as one of those listed in Appendix 4
- keep a record of the courses they have delivered and of their continuing professional development (CPD) in first aid and teaching, covering at least the last 3 years
- keep their first aid knowledge up to date, including any changes to Resuscitation Council UK guidelines

Assessors

Assessors for this qualification must:

- meet the same first aid competence requirement as tutors*

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- hold an acceptable assessing qualification, such as one of those listed in Appendix 4, or be working towards one under the countersigning arrangements below [alternative CPD route for assessors: to be confirmed by Qualify Me]
- keep a record of the courses they have assessed and of their CPD, covering at least the last 3 years
- keep their first aid knowledge up to date

Internal quality assurers

IQAs for this qualification must:

- meet the same first aid competence requirement as tutors*
- have a thorough knowledge of first aid and of first aid training
- hold an acceptable assessing qualification (Appendix 4) and an acceptable IQA qualification (Appendix 5), or be working towards an IQA qualification with the aim of achieving it within 2 years, provided they already have experience of quality assuring first aid training and assessment
- understand the requirements of this specification and the role of the assessor
- observe assessments and carry out the other IQA activities in the centre's plan

**Registered healthcare professionals must work within their scope of practice and must be able to show current knowledge and skills in first aid.*

Countersigning arrangements

Centres may employ new assessors or IQAs who are working towards the required qualification. In this case, the centre must have a written countersigning arrangement under which a fully qualified assessor or IQA reviews and signs off every decision made by the unqualified member of staff until they are fully qualified.

13. Reasonable adjustments and special considerations

Qualify Me is committed to making assessment accessible to all learners. Reasonable adjustments and special considerations are managed under the Qualify Me Reasonable Adjustments and Special Considerations Policy [policy title and link: to be confirmed].

Centres should ask learners about any support they need before the course. Adjustments can be made during training, for example allowing a learner to practise CPR with the manikin on a table. However, as HSE guidance makes clear, at the point of formal assessment each learner must demonstrate first aid competence without help of any kind. For example, every learner must perform CPR and use the AED with the manikin at floor level at least once.

Centres should also follow the joint statement Reasonable Adjustments and Special Considerations in First Aid Qualifications, produced by the First Aid Awarding Organisation Forum, the First Aid Quality Partnership and Resuscitation Council UK (see section 17, Useful websites).

14. ID requirements

Centres must confirm that each learner is who they say they are before any assessment takes place. Qualify Me accepts the following as proof of identity:

- a valid passport of any nationality
- a UK photocard driving licence
- a valid HM Forces or police warrant card
- another photographic identity card, such as an employee, student or travel card

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Where a learner has none of the above, the centre may accept a document bearing the learner's signature, such as a bank card, or confirmation of identity from a responsible third party such as the learner's line manager or a member of the employer's human resources team. The method used must be recorded. [ID policy reference: to be confirmed by Qualify Me]

15. Certification

Certificates are issued by Qualify Me only to learners who have passed both assessments. In line with HSE L74, each certificate will show:

- the name of the training organisation (the approved centre)
- the name of the qualification
- the name of the learner
- a validity period of 3 years from the date the course was completed
- a statement that the certificate has been issued for the purposes of complying with the Health and Safety (First-Aid) Regulations 1981
- a statement that teaching was delivered in line with currently accepted first aid practice

[Certificate design, issue timescales and verification service: to be confirmed by Qualify Me]

16. Progression

Learners who achieve this qualification may wish to progress to further study, for example:

- [Qualify Me Level 3 Award in First Aid at Work: planned, to be confirmed]
- [Qualify Me Level 3 Award in Paediatric First Aid: planned, to be confirmed]
- [Qualify Me fire safety qualification, for example a fire marshal or fire warden award: planned, to be confirmed]
- annual refresher training in emergency first aid, as recommended by HSE

17. Useful websites

Organisation or resource	Website
Health and Safety Executive (HSE), first aid at work	https://www.hse.gov.uk/firstaid/
HSE L74, First aid at work: Guidance on Regulations	https://www.hse.gov.uk/pubns/books/l74.htm
HSE GEIS3, Selecting a first-aid training provider	https://www.hse.gov.uk/pubns/geis3.htm
HSE first aid legislation	https://www.hse.gov.uk/firstaid/legislation.htm
HSE INDG214, First aid at work: Your questions answered	https://www.hse.gov.uk/pubns/indg214.htm
Health and Safety (First-Aid) Regulations 1981	https://www.legislation.gov.uk/uksi/1981/917/contents
Health and Safety Executive for Northern Ireland	https://www.hseni.gov.uk/
Resuscitation Council UK	https://www.resus.org.uk/

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Organisation or resource	Website
Resuscitation Council UK 2025 Adult basic life support guidelines	https://www.resus.org.uk/professional-library/2025-resuscitation-guidelines/adult-basic-life-support-guidelines
Resuscitation Council UK 2025 First aid guidelines	https://www.resus.org.uk/professional-library/2025-resuscitation-guidelines/first-aid-guidelines
First Aid Awarding Organisation Forum, reasonable adjustments	https://faaof.org/reasonable-adjustments/
First Aid Quality Partnership, documents	https://firstaidqualitypartnership.org.uk/documents/
NHS, burns and scalds	https://www.nhs.uk/conditions/burns-and-scalds/
The Circuit, national defibrillator network	https://www.thecircuit.uk/
Qualify Me	https://qualifyme.org

Appendix 1: Qualification structure

To achieve the Qualify Me Level 3 Award in Emergency First Aid at Work, learners must complete the single mandatory unit below.

Unit reference	Unit title	Level	GLH	Credit value
QM-EFAW-U1	Emergency first aid in the workplace	3	6	1

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Appendix 2: Qualification content

Unit title	Emergency first aid in the workplace
Unit reference	QM-EFAW-U1
Level	3
GLH	6
Credit value	1

Unit aim

This unit gives learners the knowledge and practical skills they need to act as an emergency first aider in the workplace and to deal safely with the most common life-threatening emergencies and minor injuries until professional help arrives. Its content follows the HSE course content for emergency first aid at work in L74 and GEIS3.

Learning outcomes and assessment criteria

Learning outcomes The learner will:	Assessment criteria The learner can:
1. Understand the role and responsibilities of an emergency first aider	**1.1** Outline the role and responsibilities of an emergency first aider in the workplace **1.2** Explain how a first aider can reduce the risk of cross-infection **1.3** Explain why first aid incidents and the actions taken should be recorded **1.4** Identify the first aid equipment commonly found in a workplace and how to use it safely **1.5** Explain when and how consent to give first aid should be obtained
2. Be able to assess an emergency situation safely, promptly and effectively	**2.1** Carry out a scene assessment **2.2** Carry out a primary survey of a casualty **2.3** Summon appropriate help, including the emergency services
3. Be able to give first aid to a casualty who is unresponsive, including a casualty having a seizure	**3.1** Identify when a casualty should be placed in the recovery position **3.2** Demonstrate how to place a casualty in the recovery position **3.3** Demonstrate how to monitor the airway and breathing of a casualty in the recovery position **3.4** Describe the first aid for a casualty having a seizure
4. Be able to give cardiopulmonary resuscitation (CPR) and use an automated external defibrillator (AED)	**4.1** Recognise when a casualty needs CPR **4.2** Demonstrate adult CPR on a resuscitation manikin **4.3** Demonstrate the safe use of a training AED

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Learning outcomes The learner will:	Assessment criteria The learner can:
5. Be able to give first aid to a casualty who is choking	**5.1** Describe how to tell mild choking from severe choking in an adult **5.2** Demonstrate the first aid for an adult who is choking
6. Be able to give first aid to a casualty who is wounded and bleeding	**6.1** Explain how to recognise life-threatening external bleeding **6.2** Demonstrate how to control external bleeding
7. Know how to give first aid to a casualty who is suffering from shock	**7.1** Describe the signs and symptoms of hypovolaemic shock **7.2** Describe the first aid for a casualty with hypovolaemic shock
8. Know how to give appropriate first aid for minor injuries	**8.1** Describe the first aid for small cuts and grazes **8.2** Describe the first aid for bruises **8.3** Describe the first aid for small splinters **8.4** Describe the first aid for minor burns and scalds

Indicative content

The indicative content explains the scope of each assessment criterion. Where it says 'must', every listed point has to be covered and assessed. Where it says 'may', the list shows the expected range and tutors should cover the points relevant to the learners and their workplace.

1.1 The role and responsibilities of an emergency first aider may cover:

- keeping themselves, the casualty and others safe
- assessing the incident and the casualty
- giving prompt and suitable first aid and prioritising casualties
- calling for appropriate help
- preventing cross-infection
- recording the incident and the action taken
- using the first aid equipment provided safely and reporting used or missing items
- handing over to the emergency services
- looking after their own wellbeing after an incident

1.2 Reducing the risk of cross-infection may cover:

- washing hands, or using hand gel where water is not available
- wearing disposable gloves and other personal protective equipment
- covering their own cuts and grazes
- using a face shield or pocket mask for rescue breaths
- using sterile dressings and avoiding touching the wound
- safe disposal of clinical waste and used sharps

1.3 Recording incidents and actions may cover:

- the date, time and place of the incident
- the casualty's details and what happened
- the injury or illness and the first aid given
- what happened next, for example the casualty went home or to hospital
- using the accident book or the employer's incident reporting system
- the employer's duties under RIDDOR, and keeping records confidential

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1.4 First aid equipment may cover:

- the contents of a workplace first aid kit and the purpose of each item
- the location of first aid kits and the nearest AED
- checking and restocking equipment
- eye wash stations and other equipment identified by the employer's first aid needs assessment

1.5 Consent may cover:

- asking a responsive casualty for permission before giving first aid
- implied consent where a casualty is unresponsive
- respecting a casualty's right to refuse help, and what to do if they refuse

2.1 A scene assessment may cover:

- checking for danger to the first aider, bystanders and the casualty
- working out what happened
- finding out how many casualties there are and who needs help first
- giving tasks to bystanders

2.2 The primary survey must follow a structured approach in line with current Resuscitation Council UK guidance, for example:

- Danger
- Response
- Catastrophic bleeding
- Airway
- Breathing
- Circulation
- Disability
- Exposure

2.3 Summoning help may cover:

- shouting for help
- calling 999 or 112 on a mobile phone set to speaker, so the call handler can guide the first aider
- asking a bystander to call and to fetch an AED
- when it is appropriate to leave a casualty to call for help
- calling NHS 111 for urgent but non-life-threatening problems

3.1 The recovery position should be used when a casualty:

- has a reduced level of response
- is breathing normally and does not need CPR

3.1 Learners must also know that a casualty with agonal (gasping) breathing needs CPR, not the recovery position, and that a casualty with suspected trauma should be moved only when this is needed to protect the airway or the casualty must be left alone.

3.2 Placing a casualty in the recovery position may cover:

- turning the casualty onto their side in a stable position with an open airway that allows fluids to drain
- turning a casualty in late pregnancy onto their left side
- turning the casualty to the other side after 30 minutes

3.3 Monitoring must include:

- checking breathing continually, so that any change to abnormal breathing is spotted at once
- starting CPR immediately if normal breathing stops

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3.4 First aid for a seizure may cover:

- protecting the casualty from injury by moving dangers away and cushioning the head
- not restraining the casualty or putting anything in their mouth
- noting the time the seizure starts and how long it lasts
- opening the airway and checking breathing once the seizure stops
- when to call 999 or 112, for example a seizure lasting more than 5 minutes, a first seizure or an injured casualty

4.1 Recognising the need for CPR must cover:

- a casualty who is unresponsive and not breathing
- a casualty who is unresponsive and not breathing normally, including slow, laboured or gasping (agonal) breathing
- calling 999 or 112 as soon as an unresponsive casualty is found

4.2 Adult CPR must be demonstrated in line with current Resuscitation Council UK guidelines and must include:

- hands placed on the lower half of the breastbone, in the centre of the chest
- chest compressions to a depth of 5 to 6 cm at a rate of 100 to 120 per minute, allowing the chest to recoil fully
- 30 compressions followed by 2 rescue breaths, giving just enough air to make the chest start to rise
- keeping interruptions to compressions as short as possible
- compression-only CPR where the first aider is unable or unwilling to give rescue breaths

4.2 CPR must be demonstrated at floor level for at least [suggested: 2 minutes, to be confirmed by Qualify Me].

4.3 Safe use of a training AED must include:

- switching on the AED and following its spoken and visual prompts
- attaching the pads correctly to the bare chest
- making sure no one touches the casualty while the AED analyses the heart rhythm or delivers a shock
- restarting CPR immediately when instructed

5.1 Mild choking may be recognised when the casualty can speak, cough and breathe. Severe choking may be recognised when the casualty:

- cannot speak or cough effectively
- cannot breathe or is struggling to breathe
- is clearly distressed
- becomes unresponsive

5.2 First aid for an adult who is choking must include:

- encouraging the casualty to cough
- up to 5 back blows
- up to 5 abdominal thrusts if back blows do not work
- calling 999 or 112 if the obstruction has not cleared, and continuing to alternate back blows and abdominal thrusts
- starting CPR if the casualty becomes unresponsive
- advising anyone who has received abdominal thrusts to be checked by a healthcare professional
- not using blind finger sweeps

5.2 Back blows and abdominal thrusts must be demonstrated on a training aid, never on another learner.

6.1 Life-threatening external bleeding may be recognised by:

- blood spurting or flowing rapidly from a wound

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- blood pooling on the ground or soaking through clothing
- bleeding that is not controlled by firm direct pressure

6.2 Controlling external bleeding may cover:

- wearing gloves and keeping the wound as clean as possible
- applying firm, direct pressure to the wound
- applying a dressing, ideally a haemostatic dressing where available, and packing the wound where needed
- applying a tourniquet to a limb when bleeding is not controlled by direct pressure, 5 to 7 cm above the wound and not over a joint, and noting the time it was applied
- helping the casualty to sit or lie down
- calling 999 or 112 for life-threatening bleeding

7.1 Signs and symptoms of hypovolaemic shock may cover:

- pale, cold and clammy skin, or pallor inside the lips on darker skin
- a fast, weak pulse
- fast, shallow breathing
- dizziness, weakness or fainting, especially when sitting or standing up
- blue or grey tinge to the lips (cyanosis)
- anxiety, confusion or a reduced level of response

7.2 First aid for hypovolaemic shock may cover:

- treating the cause, for example controlling bleeding
- calling 999 or 112
- helping the casualty to lie down
- keeping the casualty warm and reassured
- monitoring breathing and level of response

8.1 First aid for small cuts and grazes may cover:

- cleaning the wound with clean running water
- covering it with a sterile dressing or plaster
- advising the casualty to seek medical advice if there are signs of infection

8.2 First aid for bruises may cover:

- applying a cold compress or wrapped ice pack for up to 20 minutes
- resting and raising the injured part where comfortable

8.3 First aid for small splinters may cover:

- cleaning the area
- removing the splinter with clean tweezers, gripping it close to the skin
- cleaning and covering the area
- seeking medical advice if the splinter is deep or cannot be removed

8.4 First aid for minor burns and scalds may cover:

- cooling the burn under cool running water for 20 minutes
- removing jewellery and loose clothing near the burn, unless stuck to it
- covering the burn with cling film or a clean plastic bag
- not applying creams, lotions or ice
- recognising when to seek medical advice, for example for large or deep burns, or burns to the face, hands, feet or genitals

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Unit guidance

- Assessment of this unit relies on simulated scenarios and training equipment.
- The assessor must see the learner perform the following criteria in a practical demonstration: 2.1, 2.2, 2.3, 3.2, 3.3, 4.2, 4.3, 5.2, 6.2. Criteria 1.2 and 1.5 may also be observed holistically during practical work.
- The following criteria are assessed by the theory paper, supported by questioning where needed: 1.1, 1.3, 1.4, 3.1, 3.4, 4.1, 5.1, 6.1, 7.1, 7.2, 8.1, 8.2, 8.3, 8.4.
- [Assessment mapping: suggested, to be confirmed by Qualify Me]
- The unit must be delivered and assessed in line with HSE L74, HSE GEIS3 and the current guidelines of Resuscitation Council UK.

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Appendix 3: Sample assessment material

Qualify Me provides approved centres with a practical observation record and a bank of multiple-choice theory papers with mark schemes. The extracts below show the style of these materials. They are samples only and must not be used for live assessment. [Final assessment materials: to be developed and confirmed by Qualify Me]

Practical observation record (extract)

AC	Skill observed	Standard met (Yes or No)	Assessor comments
2.1	Checks the scene for danger and identifies the number of casualties		
2.2	Carries out a primary survey in the correct sequence		
2.3	Calls 999 or 112 with the phone on speaker and asks for an AED		
4.2	Delivers 30 compressions at 5 to 6 cm depth and 100 to 120 per minute, then 2 effective rescue breaths, at floor level		
4.3	Switches on the AED, places pads correctly, ensures everyone stands clear and follows prompts		
3.2	Places the casualty in a stable recovery position with an open airway		
3.3	Monitors breathing continually and responds to a change		
5.2	Gives up to 5 back blows then up to 5 abdominal thrusts on a training aid		
6.2	Applies direct pressure and a dressing to control bleeding		

Multiple-choice theory paper (sample questions)

Question 1. An adult has collapsed. They do not respond and are only making occasional gasps. What should the first aider do?

a) Place them in the recovery position and keep checking their breathing
b) Call 999 or 112 and start CPR
c) Wait for one minute to see whether their breathing improves
d) Sit them up and give them sips of water

Question 2. What is the correct depth of chest compressions for an adult?

a) 2 to 3 cm
b) 3 to 4 cm
c) 5 to 6 cm
d) 7 to 8 cm

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Question 3. A colleague has scalded the back of their hand with water from a kettle. For how long should the burn be cooled under cool running water?

a) 2 minutes
b) 5 minutes
c) 10 minutes
d) 20 minutes

Question 4. Which of the following is a sign of hypovolaemic shock?

a) Pale, cold and clammy skin
b) Hot, flushed and dry skin
c) A slow, strong pulse
d) Slow, deep breathing

Mark scheme for the samples: 1 b, 2 c, 3 d, 4 a.

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Appendix 4: Acceptable training and assessing qualifications

The table below gives a guide to qualifications that Qualify Me accepts as evidence of competence to train and to assess this qualification. It is based on the list of acceptable training and assessing qualifications published by HSE in GEIS3 and is not exhaustive. Staff who train and assess must hold a qualification, or qualifications, covering both roles.

Qualification	Train	Assess
Level 3 Award in Education and Training	✓	✓
Level 4 Certificate in Education and Training	✓	✓
Level 5 Diploma in Education and Training	✓	✓
Cert Ed, PGCE, B Ed, M Ed	✓	✓
CTLLS or DTLLS	✓	✓
PTLLS	✓	
PTLLS with the unit 'Principles and Practice of Assessment'	✓	✓
TQFE (Teaching Qualification for Further Education)	✓	✓
Further and Adult Education Teacher's Certificate	✓	✓
IHCD Instructional Methods	✓	✓
IHCD Instructor Certificate	✓	✓
English National Board 998	✓	✓
Nursing mentorship qualifications	✓	✓
S/NVQ Level 3 in Training and Development	✓	✓
S/NVQ Level 4 in Training and Development	✓	✓
Training Group A22, B22, C21, C23, C24	✓	
A1 (D32/D33): Assess candidates using a range of methods		✓
A2 (D32): Assess candidates' performance through observation		✓
Learning and Development Unit 9D: Assess workplace competence using direct methods		✓
Learning and Development Unit 9DI: Assess workplace competence using direct and indirect methods		✓
Qualifications based on the Learning and Development National Occupational Standards for assessors		✓
Level 3 Award in Assessing Competence in the Work Environment		✓
Level 3 Award in Assessing Vocationally Related Achievement		✓
Level 3 Certificate in Assessing Vocational Achievement		✓

[Acceptance of other teaching or assessing qualifications, including Scottish equivalents, and any assessor CPD route: to be confirmed by Qualify Me]

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Appendix 5: Acceptable internal quality assurance qualifications

The following qualifications are accepted as evidence of competence in internal quality assurance. The list is based on HSE GEIS3 and is not exhaustive.

Qualification	IQA
D34: Internally verify the assessment process	✓
V1: Conduct internal quality assurance of the assessment process	✓
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	✓
Qualifications based on the Learning and Development National Occupational Standard 11: Internally monitor and maintain the quality of assessment	✓

[Acceptance of other IQA qualifications, including Scottish equivalents, and any IQA CPD route: to be confirmed by Qualify Me]

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Appendix 6: Items to be confirmed by Qualify Me

This schedule lists every item in this draft that needs a decision or detail from Qualify Me. Remove this appendix before the specification is published.

Item	Where it appears	Suggested value or action
Company name	Cover, section 1	Registered company name
Address	Cover, section 1	Registered or correspondence address
Phone	Cover, sections 1 and 2	Centre support telephone number
Email	Cover, sections 1 and 2	Centre support email address
Theory exam: number of questions, duration and pass mark	Key facts, section 9	Suggested: 15 questions, at least 30 minutes, pass mark 11 out of 15
English level	Section 5	Equivalent to Level 1 English
Equipment ratios	Section 7	1 manikin and 1 AED trainer per 4 learners, plus listed consumables
Minimum face-to-face time for blended learning	Section 8	3 hours, with all practical work face to face
Centre handbook title and link	Section 1	Publish handbook and add link
Practical observation record name	Section 9	Name and version of the form
Supplementary questioning record name	Section 9	Name and version of the form
Oral questioning and resit policy	Section 9	Decide when oral questions and resits are allowed
Location of centre resources	Section 9	For example a secure centre portal
External quality assurance approach	Section 10	Visit frequency and sampling approach
RPL policy	Section 11	Suggested: RPL not available for this qualification
Credit transfer to First Aid at Work	Section 11	Decide once the FAW qualification exists
Assessor CPD route	Section 12, Appendix 4	Decide whether a CPD route is accepted
Reasonable Adjustments and Special Considerations Policy	Section 13	Publish policy and add link
ID policy reference	Section 14	Reference to the centre handbook section
Certificate design and verification	Section 15	Design, issue timescales and online check
Progression qualifications	Section 16	Confirm planned Qualify Me titles
Minimum CPR demonstration time	Appendix 2	2 minutes at floor level
Assessment mapping	Appendix 2	Confirm which criteria are practical and which are theory
Final assessment materials	Appendix 3	Develop live theory papers and observation records
Other acceptable qualifications	Appendices 4 and 5	Decide on Scottish equivalents and CPD routes

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