



FAQ Level 3 Award in Paediatric First Aid  
FAQ Level 3 Award in Emergency Paediatric First Aid

Guidance for centres

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## Introduction

Welcome to the FutureQuals FAQ Level 3 Award in Emergency Paediatric First Aid and FAQ Level 3 Award in Paediatric First Aid centre guidance document.

The purpose of this document is to provide support for tutors, assessors and internal/external quality assurance personnel in their respective roles.

It will assist in ensuring these qualifications are delivered, assessed and quality assured to the required standard and is compliant with regulatory requirements. This guidance document **must** be used in conjunction with the relevant qualification specification(s).

These qualifications contain a mix of theory and practical assessments. Learners are expected to demonstrate their competency in the Learning Outcomes and Assessment Criterion through demonstration and observation, or through short multiple choice question papers. The written assessment **must** be conducted under controlled conditions. Invigilators are required to monitor the conditions under which the written assessment is taken. The Invigilator can be the tutor/assessor delivering the course.

The delivery and assessment of these qualifications can be done by the same person providing they comply with the requirements of both Trainer and Assessor qualifications.

Each of the Paediatric First Aid qualifications require an element of practical and theory/written assessment.

Learners must:

- Participate in all assessment activities
- Ensure the Evidence Log is signed and dated.

Centres must have systems in place to ensure that an individual completing an assessment is the person he/she is claiming to be. Please see the qualification specification for the required and accepted forms of identification.

To satisfy this requirement, centres are required to populate the Attendance Register and ensure that each learner's identification is checked and that the type of identification provided by each learner is recorded on the Register before assessments are undertaken. Each learner must sign the Register. The Assessor **must** sign and date the Attendance Register to confirm and verify the learners taking part in the course. Centres are also required to record the question paper set used for the theory/written assessment.

At the start of the course, learners must be made aware that they may be required to participate as a simulated patient or in the role of first aider during the course. Centres may wish to seek consent from learners to undertake these roles prior to the start of the training session.

A copy of the Attendance Register can be found in Appendix 1.

## The Evidence Log

The Evidence Log must be used throughout the delivery of the qualification(s). Centres are strongly advised to use the template Evidence Log produced by FutureQuals for these qualifications. The Evidence Log can be downloaded from the secure CentreHub365 SharePoint site. The Evidence Log is used to record evidence of assessment decisions made for each learner. The Evidence Log is a Word document, so assessors can choose to complete this electronically or complete this by hand.

If a centre chooses not to use the FutureQuals' Evidence Log template, they may create their own. However, these logs must clearly demonstrate how they meet the qualification's Learning Outcomes and Assessment Criterion, capture questions asked and learner responses, and must be fully compliant with the practical and theory assessments associated with these qualifications.

Centres must submit their devised Evidence Log and the Approval Request Form to FutureQuals for approval **six weeks** prior to the commencement of an Emergency Paediatric First Aid or Paediatric First Aid course. FutureQuals will confirm whether the centre-devised Evidence Log meets the required standard and provide feedback and recommendations. The Approval Request Form and the centre's Evidence Log must be sent to [qualityassurance@futurequals.com](mailto:qualityassurance@futurequals.com). The Approval Form can be found in Appendix 2 of this document, or downloaded directly from the FutureQuals' website.

The induction checklist must be signed at the start of the delivery of the qualification by the learner to ensure they have understood the course requirements. All aspects of the Evidence Log must be signed by the learner and assessor (and IQA if this activity is being undertaken).

The Evidence Log is designed to be easy-to-use and follows the Learning Outcomes (LOs) laid out in the specification. It allows for assessors to collect evidence on a learner's competency across a range of practical demonstrations. It is designed so assessors complete (and sign) the grey boxes and learners complete (and sign) the orange boxes. Learners are assessed on all LOs and must achieve each LO to pass the qualification. The Evidence Log provides space for answers to be collected to the written, theory assessment.

Oral questioning may be used during observations to confirm a learner's understanding. Assessors **must** document learner's comments or responses to questions in the 'Assessors Comments/Feedback' box on the Evidence Log.

After each day, when all LOs and assessments have been completed, the learner, trainer/assessor and IQA (where appropriate) should sign the Evidence Log. The trainer/assessor must indicate the result of the assessment.

Once any internal quality assurance has taken place, all completed Evidence Logs **must** be saved and retained securely by the centre. If the Evidence Log has been completed by hand, then this must be scanned in, saved and retained securely within the centre.

The Evidence Log must be kept by the centre for a minimum of three years. All Evidence Logs may be subject to review during external quality assurance activities.

FutureQuals' External Quality Assurers will check the Evidence Logs and the Attendance Register during quality assurance monitoring activities.

## Practical Assessments Guidance

You will need to apply the following general rules for all **practical assessments**:

- As the assessor, you must assess each Learner during the course, the Learner must be aware they are being assessed and be able to demonstrate the necessary skills without prompting or referring to literature.
- You must give clear guidance before the assessment and feedback at the end.
- Allow the Learner to carry out the task uninterrupted unless there is a need to prevent injury.
- If a Learner does something potentially dangerous (e.g. that could result in injury), the Trainer/Assessor should stop the Learner immediately, explain the problem and refer the Learner to retake the assessment from the start.
- The Evidence Log must be used to record assessment outcomes and competencies. Assessors should insert a ✓, 'Y' or 'Yes' in the achieved column to show that the Learner has passed that criteria or insert a ✗, 'N' or 'No' to show the Learner has not passed that criteria.
- All ACs **must** be achieved to be awarded the qualification. Any ACs that are referred, the Learner must re-sit these assessments until they have achieved them.

- You should give the Learner feedback on the performance. You should refer a Learner who fails an assessment. If the Learner does not pass during the practise session allocated time, you may wish to give them the chance to come back to retake the assessment. The Learner does not need to retake the course (unless they want to), they just need to retake the referred assessment.

It is important that no Learner is turned away from a training course due to a physical impairment. To assess competence and gain certification however, the Learner will need to demonstrate certain practical skills, e.g. demonstrating the treatment of a casualty who is on the floor. The Learner must perform the required skills without assistance from a third party. Centres may be able to make adjustments themselves in line with the FutureQuals' *Reasonable adjustment and special consideration* policy, however, in certain circumstances outlined in the policy pre-approval prior to implementation is required.

If any help or support is offered when a learner is completing the assessments, the Trainer/Assessor must note this in the Assessor Comments/Feedback box on the Evidence Log.

When all learning outcomes have been completed, the Learner, Trainer/Assessor and IQA (where appropriate) must sign the Evidence Log. The trainer/assessor must indicate the result of the assessment.

## Theory/Written Assessments Guidance

The written assessment is made up of 10 multiple choice questions for Emergency Paediatric First Aid and 30 multiple choice questions for Paediatric First Aid, covering a range of first aid Learning Outcomes. The assessment time for the Emergency Paediatric First Aid written assessment is 15 minutes. The assessment time for the Paediatric First Aid written assessment is 15 minutes for Day 1 and 25 minutes for Day 2. Learners may finish the assessments on Day 2 earlier than the allotted assessment time and centres are permitted to reduce the assessment time by 5 minutes if they find the allocated time too much. Learners are assessed on their theory, knowledge and understanding of first aid. Learners are required to achieve at least 80% in the written assessments to pass.

The written assessment is designed to be as flexible as possible for your course delivery. One assessment paper and one resit paper is available for centres doing L3AEPFA. Two papers are available and two resit papers are available; one for each day of the course for those centres doing L3APFA. FutureQuals advise centres to use one assessment paper at the end of each day of the course, however, if centres choose to give learners all the written assessments in one go at the end of the final day of the course, then this is acceptable. If this is the case, then the overall assessment time should be increased to 40 minutes. Centres should note on the Evidence Log if a learner has re-sat a paper and which paper set they took/used.

Written assessment papers and corresponding mark schemes will be uploaded into the secure CentreHub365 SharePoint site on or around the 1<sup>st</sup> of every month. These papers will be valid for use in assessments until the 1<sup>st</sup> of the following month. Centres are responsible for downloading these papers and for using them appropriately during a live assessment. Centre's Internal Quality Assurers should review this as part of their quality assurance activities. For centres running First Aid courses at the start of a new month, FutureQuals advises centres to use the new month's written assessments as soon as possible. However, we appreciate that centres prepare for courses in advance and are permitted to continue to use the previous month's assessments during the first

week of a new month. Centres should have processes in place to manage the security and risk around preparing and printing live assessment materials in advance.

Papers **must** be stored securely within the centre and must not be shared outside the allotted assessment time during the course being delivered. Any hard copies of the written assessment papers that have been printed or photocopied **must** be destroyed after the assessment has taken place and at the end of each month where the assessment is live.

Centres **must** inform FutureQuals immediately if a suspected security breach has occurred and centres will be informed that a new assessment paper will be made available to them.

The question paper set **must** be recorded on the Evidence Log, as well as the Attendance Register. Evidence Logs will be used by External Quality Assurers as part of their monitoring activities to confirm that centres are using the correct version of the assessment paper.

If a learner does not achieve the 80% pass mark, a resit paper is available for centres to use. This can be found in the CentreHub365 SharePoint site. If more than one resit is required, the centre must apply to FutureQuals for additional assessment material.

For centres offering a refresher course in Paediatric First Aid at Work, then all the LOs and ACs, assessment exercises and two written multiple choice tests must be completed within the course to ensure on-going competence in Paediatric First Aid.

## Assessment conditions

You will need to apply the following general rules for all theory/written assessments. The assessment must be conducted by an invigilator, who may also be the tutor/assessor.

For external assessment, FutureQuals require that Learners are directly supervised throughout the assessment session to reduce the risk of plagiarism and malpractice. The contents of all materials must be treated as strictly confidential by centres and should not be shared with anyone other than those taking or administering the assessment.

Assessment conditions:

- Learners must be provided with a quiet, undisturbed space for the duration of the assessment.
- Learners must not have access to mobile phones or any other resources.
- It is not necessary to remove any materials from the assessment environment, such as posters or notices, but invigilators must ensure that these do not include inappropriate materials, such as deliberate prompts.

Learners write their responses to the multiple choice question paper in the Evidence Log. There are two pages in the combined Evidence Log dedicated to the written assessment.

- Answer sheet 1 should be used for both Level 3 Emergency Paediatric First Aid and Level 3 First Aid at Work assessments.
- Answer sheet 2 should only be used for learners undertaking Level 3 Paediatric First Aid.

Assessors are responsible for recording the question paper set used as the written assessment for that course on each learner Evidence Log and on the Attendance Register. FutureQuals' External Quality Assurers will check the Evidence Logs and the Question Paper set used for assessment during quality assurance monitoring activities.

Assessors should mark the responses to the multiple choice assessment in line with the correct answers listed on the mark scheme. Learners should achieve a minimum of 80% to pass the written assessment.

Invigilators should be used when conducting the written multiple choice assessment. The Invigilator can be the tutor/assessor delivering the course.

Invigilators for the written assessment should refer to the FutureQuals '*Instructions for Conducting Controlled Assessments*' policy for full guidance on invigilating theory assessments.

The invigilator is responsible for ensuring that all of the conditions in the '*Instructions for Conducting Controlled Assessments*' policy are met and must sign the Attendance register to confirm compliance with those conditions.

## Accessing assessment materials

Centres will be set up with access to FutureQuals CentreHub365 page, that is unique and secure.

Live Assessment materials will be uploaded on or around the 1<sup>st</sup> of each month, to the MCQ Assessment folder. See below:

Name	Modified	Modified By
MCQ Assessment Papers - EFA...	3 minutes ago	Nate Daniels

The MCQ Assessment folder is split into four sub-folders, for L3AEFAW and L3AFAW and L3AEPFA and L3APFA. See below:

Name	Modified	Modified By
Archived	6 December, 2018	Nathan McKay
L3AEFAW	6 December, 2018	Nathan McKay
L3AEPFA	4 days ago	Lucy Carruthers
L3AFAW	6 December, 2018	Nathan McKay
L3APFA	4 days ago	Lucy Carruthers

Within each L3AEPFA and L3APFA there are is a sub-folder for each day of the training course. In this case, one for L3AEPFA and two for L3APFA. Centres should use the “Day 1” folder for the assessment of the *Emergency Paediatric First Aid* component, which is common to both L3AEPFA and L3APFA. See below:

Document Library > MCQ Assessme... > L3AEPFA

Name	Modified	Modified By
Centre communication	4 days ago	Lucy Carruthers
Day 1	A few seconds ago	Lucy Carruthers

Centres only offering L3APFA have access to “Day 1” and “Day 2” assessment folders as shown below. Centres who just offer the one-day L3AEPFA qualification will not have access to these folders.

Document Library > MCQ Assessme... > L3APFA

Name	Modified	Modified By
Centre communication	4 days ago	Lucy Carruthers
Day 1	A few seconds ago	Lucy Carruthers
Day 2	2 minutes ago	Lucy Carruthers

Centres will also find an archive of all communication sent out regarding these qualifications for their reference. This folder is the “Centre communication” folder.

Each “Day 1” and “Day 2” folders have a subset of folders which contain sets of assessment materials and their corresponding mark schemes that are live for that month. The month the assessment relates to (for example, January 2019, February 2019) will also appear in the Set 1 folder name. That way it is clear to centres which assessment is live for that month. Centres will only have access to the live folder for that assessment month.

An example of L3AEPFA Day 1:

Document Library > MCQ Assessme... > L3AEPFA > Day 1

 Name ▾	Modified ▾	Modified By ▾
 Set 1	A few seconds ago	Lucy Carruthers
 Set 2	A few seconds ago	Lucy Carruthers

An example of L3APFA Day 2:

Document Library > MCQ Assessme... > L3APFA > Day 2

 Name ▾	Modified ▾	Modified By ▾
 Set 1	A few seconds ago	Lucy Carruthers
 Set 2	A few seconds ago	Lucy Carruthers

If centres are having trouble accessing their CentreHub365 page, then they should contact the FutureQuals Customer Support team for further assistance and review the User Guide available on the FutureQuals’ website.

## Internal Quality Assurance (IQA) guidance

Internal quality assurance should take place throughout the delivery of the qualification(s) in line with the centre's annual plan. Its purpose is to ensure that the assessors' assessment decisions are applied consistently and fairly to the unaided performance of all learners.

The IQA should sample Evidence Logs for clarity, completeness and quality, ensuring that assessment decisions are rigorous and recorded accurately. A representative sample of Evidence Logs should be used to verify the quality and consistency of an/each assessor's assessment decisions.

The IQA should check a sample of evidence by using appropriate techniques, including:

- Observation of the assessors at work
- Sampling evidence from several learners and assessors
- Discussion of the assessment process with the assessor
- Observing assessment feedback interviews by an assessor with a learner
- Comparison of different assessors' assessments of the same qualification/component
- Leading standardisation meetings where assessments can be discussed or moderated.

Any issues arising from this sampling activity should be reported back to FutureQuals and the allocated EQA.

All quality assurance activities **must** be recorded. Copies of IQA reports **must** be kept on file by the centre for at least three years. Quality assurance documentation **must** be signed by the assessor to confirm understanding of any feedback provided. The IQA should ensure that all records of internal quality assurance are made available to the EQA as part of any monitoring activities. Internal Quality Assurance reports should also be discussed at assessor team/ standardisation meetings.

### **Assessment Support**

The assessment scenarios are examples and centres can use their own delivery methods and scenarios to fulfil the assessment criteria and requirements.

### **Primary Survey and Recovery Position Assessment**

For this assessment the Learner must demonstrate they can assess the level of consciousness, open the airway and check breathing.

The Learner must place an infant and/or child in the recovery position. You may use an infant and/or child manikin. The assessment must start with the unconscious infant and/or child laid on the floor, on their back with their arms at their side and legs straight. There should be ample space for the Learner to work appropriately at the side of the infant and/or child. Do not position the infant and/or child in any other position.

#### ***Pass or Refer?***

To pass the primary survey assessment and recovery position assessment, the Learner must achieve every criterion. If a learner does not achieve one or more criterion, then they must be referred and given the opportunity to retake the assessment.

### **CPR Assessment**

The CPR practical assessment should be performed on an appropriate infant and/or child resuscitation manikin on the floor. There should be ample space for the Learner to work appropriately at the side of the infant and/or child manikin.

#### ***Pass or Refer?***

To pass the CPR practical assessment, the Learner must achieve every criterion. If a learner does not achieve one or more criterion, then they must be referred and given the opportunity to retake the assessment.

### **Bleeding Assessment**

The scenario for the wounds, bleeding and shock practical assessment, for example, could be that an infant and/or child has cut their forearm accidentally. The Trainer should ideally use a replica wound to indicate the location of the wound. The Learner must demonstrate the methods to control the bleeding in an infant and/or child and place infant and/or child in a position suitable for the treatment of hypovolemic shock, i.e. laid down with legs elevated.

#### ***Pass or Refer?***

To pass the wounds, bleeding and shock practical assessment, the Learner must achieve every criterion. If a learner does not achieve one or more criterion, then they must be referred and given the opportunity to retake the assessment.

### **Choking Assessment**

The scenario for the choking assessment, for example, could be that an infant and/or child has been eating an apple whilst talking and has a full obstruction.

***Pass or Refer?***

To pass the choking assessment, the Learner must achieve every criterion. If a learner does not achieve one or more criterion, then they must be referred and given the opportunity to retake the assessment.

**Fracture Scenario**

The scenario for the dislocation assessment, for example, could be that a child has something crush their hand which appears to have caused multiple fractures. The Trainer should ideally use make up to simulate a bruising to the hand area.

The Learner must demonstrate supporting the injury using an elevated sling and arranging transfer to hospital.

***Pass or Refer?***

To pass the dislocation assessment, the Learner must achieve every criterion. If a learner does not achieve one or more criterion, then they must be referred and given the opportunity to retake the assessment.

**Dislocation Scenario**

The scenario for the fracture assessment, for example, could be that a child has suffered trauma to the shoulder and it has dislocated the joint. The Trainer should ideally use make up to simulate a bruising to the area.

The Learner must demonstrate supporting the injury using a support sling and arranging transfer to hospital.

***Pass or Refer?***

To pass the fracture assessment, the Learner must achieve every criterion. If a learner does not achieve one or more criterion, then they must be referred and given the opportunity to retake the assessment.

**Spinal Injury Scenario**

The scenario for the spinal injuries assessment, for example, could be that an infant and/or child has fallen from a climbing frame and is complaining of neck pain.

***Pass or Refer?***

To pass the spinal injuries assessment, the Learner must achieve every criterion. If a learner does not achieve one or more criterion, then they must be referred and given the opportunity to retake the assessment.

### **Adrenaline or auto-injector assessment**

The Learner must demonstrate using all three adrenaline auto-injector pens correctly and arranging transfer to hospital.

#### ***Pass or Refer?***

To pass the adrenaline auto-injector assessment, the Learner must achieve every criterion. If a learner does not achieve one or more criterion, then they must be referred and given the opportunity to retake the assessment.

### **Written Assessment**

The written assessment consists of 10 multiple choice questions which test a learner's knowledge and understanding of Emergency Paediatric First Aid or 20 multiple choice questions for Paediatric First Aid. The end of each day of training concludes with the written assessment, lasting 15 minutes, Emergency Paediatric First Aid and 25 minutes for Paediatric First Aid, completed under controlled conditions and supervised by an Invigilator.

#### ***Pass or Refer?***

To pass the written, multiple choice assessment, the Learner must achieve 80%. If a learner does not 80%, then they must be referred and given the opportunity to retake the assessment.

**Appendix 1**

**Assessment Attendance Register**

Centre	
Cohort	
Date of assessment	
Question paper set used	

Surname	Forename(s)	Learner Number if available	Learner Signature	Type of Identification provided

By signing the register, you are confirming that assessments have been taken in line with our requirements.

Assessor Name		Assessor Signature		Date	
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Appendix 2

**EVIDENCE LOG APPROVAL FORM FOR: PAEDIATRIC EMERGENCY FIRST AID (L3AEPFA) AND PAEDIATRIC FIRST AID (L3APFA)**

<b>Centre name:</b>	
<b>Centre number:</b>	
<b>Location:</b>	
<b>Date:</b>	
<b>Form filename:</b>	

Please complete the above section of this form and send it and your centre Evidence Log for review, a minimum of **six weeks** prior to the commencement of the course, to:  
[qualityassurance@futurequals.com](mailto:qualityassurance@futurequals.com)

<b>Feedback on Evidence Log:</b>			
Does the Evidence Log meet all the Learning Outcome/Assessment Criterion requirements stated in the specification?	Yes	No	If No, explain why:
Does the Evidence Log allow the assessor to record valid and authentic evidence for a learner's assessment?	Yes	No	If No, explain why:
Does the Evidence Log allow for the collation of feedback, the recording of oral questions and answers?	Yes	No	If No, explain why:
<b>Decision</b>			
<b>Signature</b>			