



**FAQ LEVEL 3 AWARD IN**

# **FIRST AID AT WORK (RQF)**

## **OVERVIEW SPECIFICATION**

Qualification Numbers: **610/1291/9 and C00/4705/2**

Qualification Reference: **AFAWL3**



01530 836662



[AO@futurequals.com](mailto:AO@futurequals.com)



[futurequals.com](http://futurequals.com)

Copyright © Future (Awards and Qualifications) Ltd 2023 All rights reserved. The content of this publication is, unless otherwise indicated, copyright of Future (Awards and Qualifications) Ltd T/A FutureQuals® and may not be reproduced, translated or distributed in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), without prior written permission from FutureQuals.

FutureQuals® is a UK registered trade mark of Future (Awards and Qualifications) Ltd T/A FutureQuals.

## Table of Contents

---

Document Details and Version History .....	4
Introduction .....	5
<i>Introduction to FutureQuals</i> .....	5
<i>Introduction to Qualification Specification</i> .....	5
<i>Publication Information</i> .....	6
Qualification Information .....	7
<i>Purpose and Aims</i> .....	7
<i>Qualification Size and Registration Length</i> .....	7
<i>Qualification Fees</i> .....	7
<i>Funding Information</i> .....	7
<i>Qualification Structure - Components, Rules of Combination and Requirements</i> .....	8
Qualification Assessment .....	9
<i>Method of Assessment</i> .....	9
<i>Assessment Principles</i> .....	9
<i>Grading</i> .....	9
<i>Resits</i> .....	10
Qualification Resources.....	11
<i>Source Reference Tools, Required Reading and Further Reading</i> .....	11
<i>Learning Resources, Assessments and Sample Assessments</i> .....	11
Learner Requirements and Information .....	12
<i>Entry Requirements</i> .....	12
<i>Exit Requirements</i> .....	12
<i>Initial Assessment and Centre Learner Support</i> .....	12
<i>Reasonable Adjustments and Special Considerations</i> .....	12
<i>Fair Access to Assessment</i> .....	13
<i>Identification Requirements</i> .....	13
<i>Learner Authenticity</i> .....	13
<i>Recognition of Prior Learning (RPL)</i> .....	13
<i>Requalification</i> .....	14
<i>Progression Opportunities</i> .....	14
Centre Requirements and Information.....	15
<i>Qualification Delivery Requirements</i> .....	15
<i>Workforce Requirements</i> .....	15
Component Specifications .....	16

<b>Enquiries .....</b>	<b>20</b>
<b><i>Contact Us</i> .....</b>	<b>20</b>
<b><i>Feedback</i> .....</b>	<b>20</b>

## Document Details and Version History

Document Details	
<b>Document Name</b>	FAQ Level 3 Award in First Aid at Work (RQF) – Overview Qualification Specification
<b>Purpose of Document</b>	To confirm requirements and provide guidance regarding the administration, delivery and assessment of this qualification
<b>Document Version Number</b>	V1.3
<b>Document Owner</b>	The Development Team
<b>Date Version Approved</b>	10/08/22
<b>Next Scheduled Review Date</b>	01/08/24

Version History			
<b>New Version Number</b>	<b>Date Amended</b>	<b>Section/Page Number Amended</b>	<b>Details of Amendment(s)</b>
1.0	21.09.22	Throughout	This refreshed qualification replaces the FAQ Level 3 Award in First Aid at Work QN: 603/2408/9
1.1	13.12.22	Qualification Assessment Qualification Information	References to FAAOF updated. QiW qualification number added, following approval.
1.2	15.02.23	Qualification Assessment	Resit information updated.
1.3	02.05.23	Learner Requirements and Information	Fair Access to Assessment information added

# Introduction

---

## *Introduction to FutureQuals*

FutureQuals is a forward-thinking, Learner-centric and customer-focused awarding and end-point assessment organisation committed to excellence.

### **Our Values**

Visionary | Supportive | Innovative | Professional

### **Our Vision**

“We envisage a place in which every Learner achieves their full potential.”

### **Our Mission**

“To provide Learners, Centres and Organisations with respected, valued, inclusive and quality-assured qualifications and assessments.”

Recognised to offer regulated qualifications in England, Wales, Northern Ireland, and accredited qualifications in Scotland, FutureQuals provide approved Centres with specialist, progressive qualifications.

FutureQuals is recognised to deliver high-quality apprenticeship end-point assessment for employers and training providers in England.

A full list of our qualifications and end-point assessments can be found on our website: <https://www.futurequals.com>

## *Introduction to Qualification Specification*

Welcome to the **FAQ Level 3 Award in First Aid at Work (RQF)** Overview Qualification Specification.

The aim of this overview qualification specification is to outline the qualification requirements and provide guidance to FutureQuals Centres regarding the administration, delivery and assessment of this qualification. It is recommended that you study this specification in detail, becoming fully conversant with the procedures and accompanying documents, including the full qualification specification, which contains detailed Component criteria and assessment information.

### ***Publication Information***

Every effort has been made to ensure that the information contained in this document is true and correct at the time of publication. However, FutureQuals products and services are subject to continuous development and improvement. We, therefore, reserve the right to change these products and services from time to time. FutureQuals cannot accept liability for any loss or damage incurred from the use of information in this publication.

Any changes and updates will be documented in the version history of this specification.

## Qualification Information

---

<b>Qualification Title:</b>	FAQ Level 3 Award in First Aid at Work (RQF)
<b>Qualification Level:</b>	3
<b>Qualification Product Code:</b>	AFAWL3
<b>Qualification Numbers:</b>	610/1291/9 and C00/4705/2
<b>Qualification Type:</b>	RQF
<b>Regulated by:</b>	Ofqual, CCEA and QiW

### ***Purpose and Aims***

The purpose of the **FAQ Level 3 Award in First Aid at Work (RQF)** is to provide Learners with the skills, knowledge and understanding required to act as a first aider in the workplace. The qualification covers all the required first aid skills necessary to manage a patient that is not breathing normally, is unconscious, bleeding, or is ill or injured prior to the arrival of the emergency services.

This qualification forms part of the FutureQuals First Aid Suite.

### ***Qualification Size and Registration Length***

Minimum credits required to achieve this qualification: **2**

Guided Learning (GL) for this qualification: **18 hours**

Total Qualification Time for this qualification (TQT): **22 hours**

Registration Length: **10 weeks**

### ***Qualification Fees***

Please visit our website for information on registration fees, and applicable assessment resit fees, or to view our Fees and Pricing Policy.

### ***Funding Information***

The **FAQ Level 3 Award in First Aid at Work (RQF)** may be eligible for public funding, as determined by the Department for Education (DfE), Qualification Wales and the Department for the Economy in Northern Ireland.

For information regarding potential sources of funding, please contact your local funding office.



### **Qualification Structure - Components, Rules of Combination and Requirements**

To achieve the **FAQ Level 3 Award in First Aid at Work (RQF)**, Learners must meet the Rules of Combination and follow all guidance relating to barred Components and Component order.

<b>Group M - Mandatory Components</b>					
<b>Component Number</b>	<b>Component URN</b>	<b>Component Name</b>	<b>Credit Value</b>	<b>GLH</b>	<b>Component Level</b>
<b>Module 1:</b>					
1	A/650/3616	Emergency First Aid in the Workplace	1	6	3
2	D/650/3617	Recognition and Management of Illness and Injury in the Workplace	1	12	3

**Rules of Combination** - Learners must achieve all the Components in Group M - Mandatory Components.

## Qualification Assessment

---

The purpose of assessment is to ensure that effective learning has taken place and to provide Learners with the opportunity to present evidence demonstrating how they have met the learning outcomes and assessment criteria.

### **Method of Assessment**

The following assessment methods and materials, developed by FutureQuals, **must** be used for assessment of the **FAQ Level 3 Award in First Aid at Work (RQF)** qualification:

- *FAQ Level 3 Award in First Aid at Work (RQF) Evidence Log*
- *Component 1 – Day 1 Assessment - Emergency First Aid in the Workplace* (paper-based assessment)
- *Component 2 – Day 2 Assessment - Recognition and Management of Illness and Injury in the Workplace* (paper-based assessment)
- *Component 2 – Day 3 Assessment - Recognition and Management of Illness and Injury in the Workplace* (paper-based assessment)

All evidence produced by the Learner must be their own.

### **Assessment Principles**

FutureQuals will always publish Assessment Principles, whether they have been developed by a Sector Skills Council (SSC) or are FutureQuals' own. The latest version of the generic FutureQuals Assessment Principles is available on the FutureQuals website and should be used in conjunction with any qualification-specific Assessment Principles.

You can view the FutureQuals Assessment Principles here:  
<https://www.futurequals.com/assets/AssessmentPrinciples.pdf>

Any Assessment Principles specific to a qualification will always be reproduced in the specification they relate to. The **FAQ Level 3 Award in First Aid at Work (RQF)** must be assessed according to the *FAAOF Assessment Principles for Regulated First Aid Qualifications*, which can be found in *Appendix 2 - FAAOF Assessment Principles for Regulated First Aid Qualifications*.

### **Grading**

The overall qualification is graded as **Pass** or **Fail**.

Any Component assessment-specific grading threshold will be outlined in the relevant Component assessment guidance.

***Resits***

Learners can attempt each of the multiple-choice question (MCQ) assessments up to a maximum of three times. An appropriate amount of time, at the discretion of the Centre, must be given in between resits to allow Learners to consolidate their knowledge prior to re-attempting an assessment.

All resit attempts must be completed within the qualification registration period.

## Qualification Resources

---

### ***Source Reference Tools, Required Reading and Further Reading***

In support of delivering the **FAQ Level 3 Award in First Aid at Work (RQF)**, FutureQuals recognises the use of the following publications as required reading and source reference tools:

- First Aid Manual 11th Edition: Written and Authorised by the UK's Leading First Aid Providers, published by DK
- Resuscitation Council UK's Guidelines (current version)

The assessment criteria, additional guidance and assessment tools of this qualification have been developed with reference to the concepts and practices detailed within these publications. Therefore, it is recommended that Centres and Learners make use of these publications to prepare for assessment and to further develop knowledge and skills.

### ***Learning Resources, Assessments and Sample Assessments***

In support of delivering the **FAQ Level 3 Award in First Aid at Work (RQF)**, FutureQuals has created the following resources and guides:

- *FAQ Level 3 Award in First Aid at Work (RQF) – Full Qualification Specification (including the relevant assessment principles)*
- *FAQ Level 3 Award in First Aid at Work (RQF) – Overview Qualification Specification*
- *FutureQuals Guidance for Centres on the Delivery of First Aid Qualifications\**
- All externally set assessments, as detailed in Methods of Assessment
- MCQ Sample Assessment – *Component 1 – Day 1 - Emergency First Aid in the Workplace*
- MCQ Sample Assessment – *Component 2 – Day 2 and Day 3 (combined) - Recognition and Management of Illness and Injury in the Workplace*

\*Please note, the *FutureQuals Guidance for Centres on the Delivery of First Aid Qualifications* **must** be used in conjunction with this specification.

The Head of Centre (and staff authorised by the HoC) at Centres approved to deliver this qualification will be provided with access to a SharePoint folder containing the full qualification specification, assessment materials, as well as any resources and sample assessments.

Please note, the assessment result of a sample assessment has no impact on the Learner's final grade.

## **Learner Requirements and Information**

---

### ***Entry Requirements***

Learners must:

- be 16 years of age (or older) on the first day of teaching

There are no formal qualification entry requirements that Learners must complete prior to completing the qualification.

### ***Exit Requirements***

There are no formal exit requirements for this qualification.

### ***Initial Assessment and Centre Learner Support***

It is recommended that Learners complete an initial assessment prior to starting their learning programme. This ensures that the aspirations of the Learner are understood, any prior learning can be recognised, and any support needs or Learner requirements that may affect the successful completion of the programme are identified.

This initial assessment will need to take account of:

- the support available to the Learner within the Centre during his/her programme of study
- any specific support that might be necessary to allow the Learner to access assessment for the qualification
- any requirements of the Learner, making use of specialist advice from external sources, as appropriate.

It is our intention that there should be no discrimination on the grounds of a protected characteristic. FutureQuals and approved Centres have a responsibility to ensure that the process of assessment is robust, fair and allows a Learner to demonstrate their knowledge and skills, without compromising the assessment criteria.

### ***Reasonable Adjustments and Special Considerations***

We are committed to improving access for Learners with disabilities and other difficulties, without compromising assessment.

Further details are provided in the *Reasonable Adjustments and Special Considerations Policy*, which can be found on the FutureQuals website.

### ***Fair Access to 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.

FutureQuals is committed to equality and as part of our qualification development process, ensure that assessments are as accessible as reasonably possible and, where necessary, allow reasonable adjustments to be made. Centres must ensure that all Learners have equal and fair access to assessment. This may involve providing assessment arrangements or making reasonable adjustments in accordance with the Equality Act.

However, to assess competence in FutureQuals first aid qualifications, Learners will need to demonstrate achievement of practical skills without assistance from a third party, including CPR and demonstrating the treatment of a casualty who is on the floor.

### ***Identification Requirements***

It is a Centre's responsibility to confirm the identity of a Learner as part of its registration process, and for any online assessments.

The following are acceptable examples of proof of a Learner's identity:

- a valid passport (any nationality)
- a national identity card issued by an EU country
- a Gibraltar identity card
- a signed UK photocard driving licence
- a valid warrant card issued by HM Forces or the Police
- other photographic ID card, e.g., employee ID card (must be current employer), student ID card or a travel card

### ***Learner Authenticity***

It is a regulatory requirement that assessment evidence is authenticated as the work of the named Learner. Therefore, FutureQuals require that a declaration of authenticity is signed by the Learner for each assessment submitted (this includes e-portfolio systems). If an assessment is conducted online through the XAMS Platform, Learners will also be asked to declare that the assessment attempt is their own.

### ***Recognition of Prior Learning (RPL)***

RPL is a method of assessing and validating learning, achievement or credit that considers whether a Learner can demonstrate they meet the assessment requirements for a Component. This may be through knowledge, understanding or skills they already possess. Provided the assessment requirements of a given Component or qualification have been met, the use of RPL is acceptable for the achievement of the Component(s) or a whole

qualification. For further information, Centres should refer to the FutureQuals Recognition of Prior Learning Policy, which can be found on the FutureQuals website.

### ***Requalification***

Once awarded, the **FAQ Level 3 Award in First Aid at Work (RQF)** certificate is valid for a period of three years. The Learner will need to retake the full qualification before the certificate expiry date in order to remain qualified.

Dependent upon the Learner's current skills, knowledge and experience, the guided learning hours may be reduced to no less than 12 hours over 2 days. Learners must be assessed against all learning outcomes and assessment criteria in the Component(s). To attend the shorter re-qualification course, Learners should provide evidence of their previous qualification.

Centres and employers should be aware that if a workplace first aider's certificate expires, they will not be accepted as a first aider for the purposes of the First Aid at Work Regulations until they have re-taken the qualification.

### ***Progression Opportunities***

The **FAQ Level 3 Award in First Aid at Work (RQF)** can support progression on to the following qualifications:

- FAQ Level 3 Award for First Responders on Scene: Emergency First Responder
- FAQ Level 3 Award for First Responders on Scene: Ambulance Service Community Responder
- FAQ Level 3 Award for First Responders on Scene: Ambulance Service Co-Responder
- FAQ Level 3 Award in Immediate Emergency Care: Fire and Rescue

## Centre Requirements and Information

---

### ***Qualification Delivery Requirements***

**Learner Ratios:** It is recommended that, as best practice, a single Trainer teaches no more than 12 Learners so that each Learner receives an appropriate level of support.

**Guided Learning Hours:** The 18 hours of guided learning must take place over a minimum of three days.

**Minimum Duration:** The minimum duration of any training session is 2 hours.

**Delivery Plans:** Centres must deliver training in line with the requirements as set out in the *FutureQuals Guidance for Centres on the Delivery of First Aid Qualifications*.

**Assessment:** Assessment must be carried out as outlined in the Qualification Assessment section of this specification, as well as in line with any Component-specific assessment requirements.

**Training Venue and Equipment Requirements:** Centres must have a sufficient training venue and all required equipment as detailed in the *FutureQuals Guidance for Centres on the Delivery of First Aid Qualifications*.

### ***Workforce Requirements***

In order to deliver, assess and quality assure the **FAQ Level 3 Award in First Aid at Work (RQF)**, Centres must first have applied for, and received, approval to offer the qualification.

Centres must have in place appropriately experienced and qualified staff. This includes Tutors, Assessors, Invigilators and Internal Quality Assurers (IQAs). All workforce requirements can be found in the *FAAOF Assessment Principles for Regulated First Aid Qualifications*.



## Component Specifications

---

### Component 1: Emergency First Aid in the Workplace

**Component Reference Number: A/650/3616**

Credit value: 1

GL: 6 hours

Level: 3

#### Component Summary

The purpose of this Component is to assess the Learner's knowledge and practical competencies required to deal with a range of workplace first aid situations, including their role and responsibilities, scene safety, and providing first aid for an unresponsive casualty, choking, external bleeding, shock and minor injuries.

#### Required Reading

In support of delivering this Component, FutureQuals recognises the use of the following publications as source reference tools:

- First Aid Manual 11th Edition: Written and Authorised by the UK's Leading First Aid Providers, published by DK
- Resuscitation Council UK's Guidelines (current version)

The assessment criteria, additional guidance and assessment tools of this Component have been developed with reference to the concepts and practices detailed in these publications. It is, therefore, recommended that Centres and Learners make use of these publications to prepare for assessment and to further develop knowledge and skills.

#### Learning Outcomes and Assessment Criteria

<b>Learning Outcome - The Learner will:</b>	<b>Areas covered:</b>
1. Understand the role and responsibilities of a first aider	First aider role and responsibilities
	Minimising infection risk
	First aid consent
2. Be able to assess an emergency situation safely	Conducting scene surveys
	Casualty primary survey
	Summoning appropriate assistance
3. Be able to provide first aid to an unresponsive casualty	When to administer CPR
	Demonstrating adult CPR
	When recovery position is used
	How recovery position is used
	Recovery position breathing monitoring
First aid for seizures	

4. Be able to provide first aid to a casualty who is choking	Identifying choking
	First aid for choking
5. Be able to provide first aid to a casualty with external bleeding	Life-threatening external bleeding
	External bleeding first aid
6. Know how to provide first aid to a casualty who is suffering from shock	Recognising shock
	Shock first aid
7. Know how to provide first aid to a casualty with minor injuries	First aid for small cuts, grazes, bruises, small splinters, and nosebleeds
	Minor burns and scalds first aid

## Component 2: Recognition and Management of Illness and Injury in the Workplace

Component Reference Number: D/650/3617

Credit value: 1

GL: 12 hours

Level: 3

### Component Summary

The purpose of this Component is to assess the Learner's knowledge and practical competencies required to deal with a range of workplace first aid situations, including providing first aid for burns, scalds, eye injuries, anaphylaxis, suspected poisoning, or major illness, as well as suspected bone, muscle, joint, head, spinal or chest injury.

### Required Reading

In support of delivering this Component, FutureQuals recognises the use of the following publications as source reference tools:

- First Aid Manual 11th Edition: Written and Authorised by the UK's Leading First Aid Providers, published by DK
- Resuscitation Council UK's Guidelines (current version)

The assessment criteria, additional guidance and assessment tools of this Component have been developed with reference to the concepts and practices detailed in these publications. It is, therefore, recommended that Centres and Learners make use of these publications to prepare for assessment and to further develop knowledge and skills.

### Learning Outcomes and Assessment Criteria

Learning Outcome - The Learner will:	Areas covered:
1. Be able to conduct a secondary survey	Collecting casualty history
	Conduct a head-to-toe survey
2. Be able to provide first aid to a casualty with suspected injuries to bones, muscles and joints	Recognising fractures, dislocations, sprains, and strains
	First aid for fractures, dislocations, sprains, and strains
	Applying a support sling or elevated sling
3. Be able to provide first aid to a casualty with suspected head and spinal injuries	Recognise head injury or spinal injury
	Head injury first aid
	Spinal injury first aid
4. Know how to provide first aid to a casualty with suspected chest injuries	Fractured ribs and penetrating chest injury first aid
	Burns and scalds severity

5. Know how to provide first aid to a casualty with burns and scalds	Dry/wet heat, chemical, and electricity first aid
6. Know how to provide first aid to a casualty with an eye injury	Eye injury first aid
7. Know how to provide first aid to a casualty with suspected poisoning	How poisonous substances enter the body
	Sudden poisoning first aid
8. Be able to provide first aid to a casualty with anaphylaxis	Recognising anaphylaxis
	Anaphylaxis first aid
	Adrenaline auto-injector demonstration
9. Know how to provide first aid to a casualty with suspected major illness	Recognising heart attack, stroke, epileptic seizure, asthma attack, and diabetic hypoglycaemic emergency
	First aid for heart attack, stroke, epileptic seizure, asthma attack, and diabetic hypoglycaemic emergency

## Enquiries

---

### **Contact Us**

Any enquires relating to this qualification should be addressed to:

Future (Awards and Qualifications) Ltd  
EMP House  
Telford Way  
Coalville  
Leicestershire  
LE67 3HE

Tel: **01530 836662**

E-mail: **customersupport@futurequals.com**

Website: **<https://www.futurequals.com>**

### **Feedback**

Your feedback is very important to us. We're always open to suggestions for enhancing and improving our services, products and systems.

Please email us at [customersupport@futurequals.com](mailto:customersupport@futurequals.com) or call us on 01530 836662.



**FAQ LEVEL 3 AWARD IN**  
FIRST AID AT WORK (RQF)



**FutureQuals**<sup>®</sup>



01530 836662



AO@futurequals.com



futurequals.com