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Course Specification
First Aid at Work (FAW 3-Day)



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COURSE SPECIFICATION FOR FIRST AID AT WORK (FAW 3-Day)

1. **Title - Highfield Award in First Aid at Work**

1.1 **Target Group**

1.1.1 The award in First Aid at Work is a qualification aimed at those who wish to become a First Aider in the workplace for the purposes of the Health and Safety (First Aid) Regulations 1981. This qualification is intended for candidates already working or preparing to work in industry.

1.1.2 Persons gaining this qualification will learn that First Aid is the responsibility of everyone involved in the working environment. Its topics are regarded by the Health & Safety Executive as being important to maintaining good practice in the safe, prompt and effective treatment of injuries and ill health in the workplace.

2. **Pre-requisites**

2.1 There are no pre-requisites for this qualification. It is advised that candidates have a minimum of Level 1 in literacy or numeracy or equivalent.

3. **Guided Learning Hours**

3.1 Guided learning hours for this qualification are 18 hours and run over 3 days.

4. **Restrictions on Candidate Entry**

4.1 Candidates must have undertaken a course of instruction approved by Highfield and covering the syllabus prior to taking the examination.

5. **Special Needs**

5.1 Highfield have measures in place for delegates with special needs. (Please contact Highfield for details of policies and application form for Special Consideration).

6. **Qualification Structure**

6.1 This is a single unit qualification, assessed by a 12 question multi-choice examination, followed by a practical assessment, including Incident Management, Dealing with Shock, Dealing with an Unconscious Casualty and CPR. Successful candidates must achieve a score of at least 9 correct answers out of 12 in the multi-choice examination before moving on to the practical assessments. The course tutor must not take part in the practical assessments. It is an HSE requirement that the practical assessments will be conducted by independent assessors who have not been involved in the course. There is a maximum of 12 delegates on a course. For 1 - 6 candidates there must be 1 assessor and for 7 - 12 candidates there must be 2 assessors. The training for this qualification can be split over a maximum of 10 weeks.



6.2 The examination paper is marked by the course tutor and submitted back to Highfield.

7. Examination Results and Certificates

7.1 Following the assessment, a list of results will be provided stating whether candidates have passed or failed. Certificates for successful candidates will be dispatched to the nominated Tutor for distribution. Successful delegates will receive a wallet sized plastic card detailing their qualification. Delegates will only be registered first aiders once a paper certificate has been issued.

8. Sample Questions

8.1 Sample questions can be provided upon request from Highfield.

9. Suggested Reading

9.1 Sevet. S 2009 3-Day First Aid at Work Handbook 1st Edition Highfield Publications.

10. Required Qualifications and Experience of Nominated Tutors and Assessors

10.1 Nominated Tutors must have sufficient expertise to speak with authority on the subject to be taught at the levels at which they wish to train.

10.2 Highfield require that Nominated Tutors have teaching experience and hold a qualification in the relevant subject area.

10.3 Independent assessors must be registered with the centre delivering the course and must possess the same qualifications as a tutor.

10.4 Suitable Subject Area Qualifications may include:

10.4.1 A current First Aid at Work qualification as a minimum apart from the following who are exempt from this requirement:

10.4.1.1 doctors registered with the General Medical Council (GMC);

10.4.1.2 nurses registered with the Nursing and Midwifery Council (NMC);

10.4.1.3 Paramedics registered with the Health Professions Council (HPC).

10.4.2 For these exemptions to apply, the tutor/assessor should demonstrate current experience (within the previous three years) of first-aid skills by producing sufficient evidence in their portfolio. Highfield will need to see a current GMC, NMC or HPC certificate at the time of approval.



10.5 Suitable Teaching Qualifications Include:

- 10.5.1 Further and Adult Education Teachers Certificate
- 10.5.2 Cert Ed/PGCE/B Ed/M Ed
- 10.5.3 CTLLS/DTLLS
- 10.5.4 NVQ Level 3 in Training and Development
- 10.5.5 NVQ Level 4 in Training and Development
- 10.5.6 IHCD Instructional Methods
- 10.5.7 IHCD Instructor Certificate
- 10.5.8 First Aid at Work Trainer/Assessor Qualification
- 10.5.9 English National Board 998
- 10.5.10 Training Group A22, B22, C21, C23, C24 (training only)
- 10.5.11 PTLLS (training only)
- 10.5.12 A1 (D32/33) (assessing only)
- 10.5.13 A2 (D32) (assessing only)

10.6 Nominated Tutors should also be able to demonstrate relevant experience and knowledge in a work context, evidence of engagement with the subject field, and continuing professional development.