

YMCA Level 2 Award in Emergency First Aid at Work (600/8544/7)

Qualification Specification



YMCA Awards

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Level 2 Award in Emergency First Aid at Work

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Contents

Introduction	6
About YMCA Awards.....	6
Qualification overview	6
Qualification aim.....	6
Target group and age range.....	6
Qualification structure	7
Total Qualification Time (TQT).....	7
Guided Learning Hours (GLH)	7
Recommended Guided Learning Hours – our ongoing review	7
Entry requirements	8
Opportunities for progression	8
Mapping to standards.....	8
Centre approval	8
Qualification approval.....	8
Tutor, assessor and IQA approval requirements	8
Registration.....	8
Qualification availability.....	8
Reasonable adjustments and special considerations	9
Enquires and appeals procedures.....	9
Assessment and quality assurance	9
How the qualification is assessed	9
Internal assessment	9
External assessment.....	10
Assessors.....	10
Internal and external quality assurance	10
Qualification content	10
Unit specifications and recommended assessment methods	10
Emergency First Aid in the Workplace (A/504/4517).....	11
Unit aim.....	11
Unit content	11

Introduction

About YMCA Awards

At YMCA Awards, we are passionate about learner progress. Our qualifications support every learner, whether taking their first steps into fitness or simply wishing to boost their skills. Our high quality resources and assessment materials have been created by leading industry experts in consultation with employers and training providers.

YMCA Awards are an internationally recognised organisation. We are highly respected in health and fitness circles, and most importantly of all we have helped over 200, 000 people launch and advance their careers.

Qualification overview

This qualification is regulated by:

Ofqual
CCEA (Council for Curriculum, Examinations and Assessment)
QW (Qualifications Wales).

Qualification aim

The aim of this qualification is to recognise the skills, knowledge and competence needed for an individual to administer emergency first aid in the workplace. This includes being able to assess, diagnose and treat casualties before the arrival of medically trained staff.

Overview of knowledge, skills and understanding

Knowledge and understanding relating to the qualification:

- roles and responsibilities of a first aider
- the skills, knowledge and competence needed to administer emergency first aid

Skills relating to the qualification:

- assess an incident
- manage an unresponsive casualty
- manage a casualty with external bleeding
- assist a casualty who is choking
- manage a casualty with a minor injury
- manage a casualty who is in shock.

Target group and age range

This qualification is aimed at a range of learners aged 14 and over.

Qualification structure

To achieve the YMCA Level 2 Award in Emergency First Aid at Work, learners must complete 1 mandatory unit.

Unit reference number	Unit title	Level	Credit
A/504/4517	Emergency First Aid in the Workplace	2	1

The Total Qualification Time (TQT) for this qualification is 7. The Guided Learning Hours (GLH) assigned are 6 minimum.

Total Qualification Time (TQT)

This is an estimate of the total amount of time, measured in hours that a learner would reasonably need to be able to show the level of achievement necessary for the award of a qualification.

Total Qualification Time is made up of the following two elements:

- (a) the number of hours which an awarding organisation has assigned to a qualification for Guided Learning (see below), and
- (b) an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

Guided Learning Hours (GLH)

This is:

- Face-to-face delivery (learning delivered by a lecturer, supervisor, tutor or other appropriate member of the training team)
- E-learning with a lecturer, teacher or tutor present/available in real-time (the co-presence of learner and tutor can be either remote or in the same physical place)
- Invigilated assessment (external tests sat under controlled or open-book conditions)
- Internal assessment carried out by the learner with a lecturer, teacher or tutor present/available in real-time (the co-presence of learner and tutor can be either remote or in the same physical place).

This is **not**:

Unsupervised learning such as:

- E-learning that the learner carries out unsupervised and with no real-time support from a lecturer, teacher or tutor
- Assessment internally carried out by the learner without a lecturer, teacher or tutor present/available in real-time (for example, completing a Learner Assessment Record (LAR) at home)
- Any additional further study, revision and training activities that the learner does unsupervised to support their learning.

Recommended Guided Learning Hours – our ongoing review

Your External Quality Assurer (EQA) will ask you to feedback on GLH annually as part of the quality assurance visit. You should base your feedback on a typical learner taking this qualification and the time spent on supervised learning (GLH). If you feel the GLH is different from the above and you wish to feedback before your next EQA visit, please email us: awards.products@ymca.co.uk.

Entry requirements

There are no entry requirements for this qualification.

Opportunities for progression

Learners could go on to develop their knowledge and skills further by completing higher level qualifications in the area, such as:

- Level 3 Award in First Aid at Work.

Mapping to standards

This qualification's units link to National Occupational Standards including:

- Provide First Aid to an individual needing emergency assistance (SFHCS35)
- Administer First Aid (SFJGD9)
- Administer First Aid (SFJRM4).

For more information please visit www.ukstandards.org.uk.

EFAW skills and knowledge should be taught and assessed in accordance with currently accepted first aid practice in the UK. The Health and Safety Executive (HSE) accept the first aid management of injuries and illness, in so far as they relate to the topics covered in an EFAW qualification. This is provided that they are supported by a responsible body of medical opinion, as laid down by the Resuscitation Council (UK) and in other publications.

Centre approval

This qualification can only be offered by centres approved by YMCA Awards to deliver it. Details of YMCA Awards approvals processes can be found on our website: www.ymcaawards.co.uk/centres/become-a-ymca-awards-centre.

Qualification approval

If your centre is already approved, you should only need to complete and submit a qualification approval form to deliver this qualification. However, you may also need to complete an additional staff approval form if the qualification is going to be delivered by staff who are not currently approved by YMCA Awards. Details of additional approvals can be found on our website: www.ymcaawards.co.uk/approvals.

Tutor, assessor and IQA approval requirements

To make sure you meet the most up-to-date requirements please see the YMCA Awards staff approval requirement document. This can be found on our website: www.ymcaawards.co.uk/centres/centre-guidance.

Registration

All learners must be registered within the first 10% of the duration of their course (eg, for a course that lasts 10 days, learners should be registered on the first day of their course at the latest). For further details on registration please go to our website: www.ymcaawards.co.uk/registration.

Qualification availability

This qualification is available in:

England and regulated by Ofqual

Northern Ireland and regulated by CCEA (Council for Curriculum, Examinations and Assessment)

Wales and regulated by QW (Qualifications Wales).

Reasonable adjustments and special considerations

In making this qualification available, YMCA Awards has made every attempt to make sure that there are no unnecessary barriers to achievement. You can find full details of our reasonable adjustment and special considerations policy on our website: www.ymcaawards.co.uk/centres/policies-and-procedures.

Enquires and appeals procedures

YMCA Awards has an appeals procedure in accordance with the regulatory arrangements in the General Conditions of Recognition. Full details of these procedures are available on our website: www.ymcaawards.co.uk/centres/policies-and-procedures.

Assessment and quality assurance

How the qualification is assessed

Assessment is the process of measuring a learner's skills, knowledge and understanding against the standards set in the qualification.

This qualification is a unit-based qualification and each unit contains learning outcomes and assessment criteria. Learning outcomes set out what the learner is expected to know, understand or be able to do as a result of the learning process. Assessment criteria detail the standards a learner is expected to meet and are broken down into what the learner 'can' do as a result of successfully achieving the unit.

The learner can be assessed holistically or individually as long as they show that the learning outcomes have been achieved.

Competency based learning outcomes (eg, be able to) are typically assessed through direct observation and these will take place in a real work environment. Where a real work environment is not stipulated the observation can be simulated and be internally assessed.

Knowledge based learning outcomes (eg, know or understand) can be assessed in a number of different ways such as worksheets, projects, professional discussion etc. The assessment method chosen should reflect the content of the unit.

This qualification must be assessed in line with YMCA Awards assessment policies and procedures www.ymcaawards.co.uk/centres/centre-guidance.

The YMCA Level 2 Award in Emergency First Aid at Work is assessed through internal assessment.

Internal assessment

YMCA Awards suggest the following approaches to internal assessment:

Using a Learner Assessment Record (LAR)

This document typically contains assessment guidance and paperwork developed by YMCA Awards to support the assessment of a qualification.

A Learner Assessment Record is available for this qualification. Please make sure you are logged in to the centre home on the website and follow this link: www.ymcaawards.co.uk/download-resources/lars.

Creating a portfolio of evidence

If a YMCA Awards Learner Assessment Record (LAR) is not used to evidence internal assessment then the learner must create a portfolio of evidence. Centres must work with learners to create this portfolio and need to make sure that the learner's portfolio shows coverage of the learning outcomes and/or assessment criteria where required.

A typical portfolio of evidence could include:

- Evidence index
- Assessor observation – completed observational checklists and related action plans
- Witness testimony
- Candidate's proof of work
- Worksheets
- Assignments/projects/reports/presentations
- Record of professional discussion
- Record of oral and written questioning
- Candidate and peer reports
- Recognition of Prior Learning (RPL).
- Summary of achievement.

Centres need to make sure assessment specifications and paperwork are signed off by the EQA before delivery.

As a guide to selecting appropriate assessment methods see the suggested example in the 'Qualification content' section of this specification.

External assessment

There is no external assessment for this qualification.

Assessors

The role of the assessor is to make an informed judgement about the evidence a learner should provide to show they can meet the assessment criteria. For further guidance please see the 'Role of the assessor' document on the website: www.ymcaawards.co.uk/centres/centre-guidance.

Internal and external quality assurance

The role of the Internal Quality Assurer (IQA) is to make an informed judgement(s) regarding the practice of and decisions made by the assessment team to maintain standards. They are a vital link between the assessors and the External Quality Assurer (EQA). For further information on the role of the IQA and the EQA go to the website: www.ymcaawards.co.uk/centres/centre-guidance.

Qualification content

Unit specifications and recommended assessment methods

Emergency First Aid in the Workplace (A/504/4517)

Unit aim

This unit covers the knowledge and skills a first aider needs to deal with responsive and unresponsive casualties, both breathing and non-breathing. It also covers bleeding, shock, choking and minor injuries. The first aider should understand their role and responsibilities, and how to make a report of any incident.

Unit content

The learner will:

1 Understand the role and responsibilities of a first aider.

The learner can:

- 1.1 Identify the role and responsibilities of a first aider.
- 1.2 Describe how to minimise the risk of infection to self and others.
- 1.3 Identify the need for establishing consent to provide first aid.
- 1.4 Complete an accident report form.
- 1.5 Identify the first aid equipment that should be available in a workplace.
- 1.6 Describe the safe use of first aid equipment.

The learner will:

2 Be able to assess an incident.

The learner can:

- 2.1 Conduct a scene survey.
- 2.2 Conduct a primary survey of a casualty.
- 2.3 Give examples of when to call for help.

The learner will:

3 Be able to manage an unresponsive casualty who is breathing normally.

The learner can:

3.1 Assess a casualty's level of consciousness.

3.2 Open a casualty's airway and check breathing.

3.3 Explain why it is important to place an unconscious casualty into the recovery position.

3.4 Place an unresponsive casualty in the recovery position.

3.5 Manage a casualty who is in seizure.

The learner will:

4 Be able to manage an unresponsive casualty who is not breathing normally.

The learner can:

4.1 Recognise the need to commence Cardio Pulmonary Resuscitation.

4.2 Demonstrate Cardio Pulmonary Resuscitation using a manikin.

The learner will:

5 Be able to recognise and assist a casualty who is choking.

The learner can:

5.1 Describe how to identify a casualty with a

- Partially blocked airway
- Completely blocked airway

5.2 Administer first aid to a casualty who is choking.

The learner will:

6 Be able to manage a casualty with external bleeding.

The learner can:

6.1 Identify the types of external bleeding.

6.2 Control external bleeding.

The learner will:

7 Be able to manage a casualty who is in shock.

The learner can:

7.1 Recognise shock.

7.2 Administer first aid to a casualty who is in shock.

The learner will:

8 Be able to manage a casualty with a minor injury.

The learner can:

8.1 Administer first aid to a casualty with small cuts, grazes and bruises.

8.2 Administer first aid to a casualty with minor burns and scalds.

8.3 Administer first aid to a casualty with small splinters

Assessment specification

- Worksheet
- Observation of practical skills
- Compulsory questions



YMCA Awards is one of the UK's leading health, fitness and wellbeing specific awarding organisations. It offers training centres and learners across the world a diverse suite of qualifications, from introductory (Level 1) to advanced levels (Level 4).

YMCA Awards issues over 30,500 qualification certificates a year, helping learners in the UK and overseas to launch and progress their careers in the active leisure sector.

*To view YMCA Awards' full range of qualifications please visit
www.ymcaawards.co.uk.*

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