



Level 3 Award in

First Aid at Work

Qualification Specification

Qualification Recognition Number: 603/1375/4

ABBE Qualification Code: AwardFAWL317

April 2019

Why this document is being revised

This document has been revised by ABBE in April 2019. A summary of the changes made to this document is, as follows:

- Page 5 – ABBE’s new address added to 1.4

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1. ABBE

1.1 Introduction

ABBE, the Awarding Body for Building Education is a forward thinking organisation that offers a range of apprenticeships, qualifications, benefits and support.

ABBE is regulated by Ofqual for the delivery of a range of qualifications. Our qualifications are nationally recognised helping learners to achieve their full potential and ambitions.

The full range of qualifications can be found on our website <http://www.abbeqa.co.uk>

1.2 Mission Statement

Our Values - Quality through Standards: Our aim is to provide a high quality experience by building a strong community of mutual support and trust. We can use our collective talents to build meaningful partnerships to help us all to achieve our goals. ABBE is a recognised Awarding Organisation with strong professional integrity.

Our Vision: Is that every learner is confident, successful and has the opportunity to achieve their full potential.

Our Mission: ABBE Educates, inspires and empowers learners

1.3 Qualification Specification

The aim of this specification is to provide learners and centres with information about the content of this qualification. This specification is a live document and, as such, will be updated when required.

Additional qualification details are available for ABBE approved centres in the ABBE qualification handbook.

1.4 Enquiries

Any enquiries relating to this qualification should be addressed to:

ABBE
Birmingham City University
University House
15 Bartholomew Row
Birmingham
B5 5JU

Telephone: 0121 331 5174
Email: abbeenquiries@bcu.ac.uk
Website: www.abbeqa.co.uk



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2. Qualification Information

2.1 Qualification Purpose

The purpose of the Level 3 Award in First Aid at Work is to provide learners with the skills, knowledge and understanding to provide appropriate care and manage life threatening conditions, minor illness and injuries.

Where an organisation's risk assessment of First Aid needs identifies that there is a requirement for First Aid qualified staff, the Level 3 Award in First Aid at Work meets the requirements of the Health and Safety Executive (HSE) First Aid Regulations. All learners will have the knowledge and skills required to provide Emergency First Aid in an occupational setting in a prompt, safe and effective manner.

This qualification is a licence to practice and is only **valid for 3 years** after which you must requalify.

2.2 Who could take this Qualification?

This qualification is designed for people who want to receive training in emergency first aid and is especially suited for nominated first aiders in smaller, low risk working environments.

2.3 Qualification Number

ABBE Level 3 Award in First Aid at Work: 603/1375/4

2.4 Qualification Level

This qualification has been listed on the Regulated Qualifications Framework (RQF) at: Level 3

2.5 Total Qualification Time

This qualification is allocated Total Qualification Time (TQT) this includes Guided Learning (GL) expressed in hours, which indicates the number of hours of supervised or directed study time and assessment. Credit has also be allocated to this qualification:

- The Total Qualification Time (TQT) for this qualification is: 22
- Guided Learning (GL) for this qualification is: 18
- Credit Value: 2 credits

2.6 Progression

Learners who achieve the Level 3 Award in First Aid at Work may progress onto other related qualifications within first aid and employment, either paid or voluntary.

2.7 Age ranges

Pre 16	No
16-18	Yes
18+	Yes
19+	Yes



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2.8 Structure of the Qualification

To achieve the ABBE Level 3 Award in First Aid at Work learners must achieve the two mandatory units.

Mandatory Units			
URN	Unit Name	Credit Value	Level
D/616/8578	Emergency First Aid in the Workplace	1	3
D/615/6818	Recognition and Management of Illness and Injury in the Workplace	2	3

2.9 Barred Units

Units with the same title at different levels or units with the same content cannot be combined in the same qualification.

2.10 Language

ABBE qualifications and assessment materials will be provided through the medium of English.

2.11 Grading

This qualification is: Pass/Fail

2.12 Pre-course Procedures

This qualification is available to anyone who is capable of reaching the required standards. They have been developed free from any barriers that unfairly restrict access or progression thereby promoting equal opportunities.

There are no pre-entry requirements for this qualification.

2.13 Qualification Review Boards

Qualification Review Boards (QRBs) are set up for each qualification. The Boards are drawn from employers, centres, Higher Educational Institutes (HEIs) and others with a vested interest in the sector in which the qualification is used. The purpose of the QRB is to ensure that the content of the qualification and the proposed assessment methodology are fit for purpose and are appropriate to meet the requirements of the sector.

QRBs are ongoing and will be scheduled for specific points within the qualification lifetime; at the notional mid-point and again towards the review date of the qualification. During this process, the QRB will consider any feedback received on the performance of the qualification and will consider if the content, structure, purpose and assessment methodology remain appropriate to the needs of the sector. This will help to improve both our qualification and the specification.



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3. Qualification Unit(s)

Unit 1: Emergency First Aid in the Workplace

Unit Reference Number: D/616/8578

Level: 3

Credit: 1

Unit Summary

The purpose of this unit is to assess the knowledge, understanding and practical skills required to deal with a range of emergencies requiring first aid in the workplace.

This unit meets The Health and Safety (First Aid) Regulations 1981 in respect of First Aid at Work.

Assessment Guidance

This unit must be assessed using the following method(s):

- Portfolio of evidence
- Simulation is allowed for this unit

Learning Outcome The learner will:	Assessment Criterion The learner can:
1. Understand the role and responsibilities of a first aider	1.1 Identify the role and responsibilities of a first aider
	1.2 Identify how to minimise the risk of infection to self and others
	1.3 Identify the need for consent to provide first aid
2. Be able to assess an incident	2.1 Conduct a scene survey
	2.2 Conduct a primary survey of a casualty
	2.3 Summon appropriate assistance when necessary
3. Be able to provide first aid to an unresponsive casualty	3.1 Identify when to administer Cardio Pulmonary Resuscitation (CPR)
	3.2 Demonstrate CPR using a manikin
	3.3 Justify when to place a casualty in the recovery position
	3.4 Demonstrate how to place a casualty in the recovery position
	3.5 Identify how to administer first aid to a casualty who is experiencing a seizure
4. Be able to provide first aid to a casualty who is choking	4.1 Identify when choking is: <ul style="list-style-type: none"> • Mild • Severe
	4.2 Demonstrate how to administer first aid to a casualty who is choking



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5. Be able to provide first aid to a casualty with external bleeding	5.1 Identify the severity of external bleeding
	5.2 Demonstrate how to control external bleeding
6. Know how to provide first aid to a casualty who is in shock	6.1 Recognise a casualty who is suffering from shock
	6.2 Identify how to administer first aid to a casualty who is suffering from shock
7. Know how to provide first aid to a casualty with minor injuries	7.1 Identify how to administer first aid to a casualty with: <ul style="list-style-type: none"> • small cuts • grazes • bruises • small splinters
	7.2 Identify how to administer first aid to a casualty with minor burns and scalds



Unit 2: Recognition and Management of Illness and Injury in the Workplace

Unit Reference Number: D/615/6818

Level: 3

Credit: 2

Unit Summary

The purpose of this unit is to assess the knowledge, understanding and skills required to deal with a range of illnesses and Injuries in the workplace.

This unit meets The Health and Safety (First Aid) Regulations 1981 in respect of First Aid at Work.

Assessment Guidance

This unit must be assessed using the following method(s):

- Portfolio of evidence
- Simulation is allowed for this unit

Learning Outcome The learner will:	Assessment Criterion The learner can:
1. Be able to conduct a secondary survey.	1.1 Identify the information to be collected when gathering a casualty history
	1.2 Demonstrate how to conduct a head to toe survey
2. Be able to provide first aid to a casualty with injuries to bones, muscles and joints.	2.1 Recognise suspected; <ul style="list-style-type: none">• Fractures and dislocations• Sprains and strains
	2.2 Identify how to administer first aid for; <ul style="list-style-type: none">• Fractures• Dislocations• Sprains and strains
	2.3 Demonstrate how to apply: <ul style="list-style-type: none">• A support sling• An elevated sling
3. Be able to provide first aid to a casualty with suspected head and spinal injuries.	3.1 Recognise suspected: <ul style="list-style-type: none">• Head injury• Spinal injury
	3.2 Identify how to administer first aid for suspected head injury
4. Know how to provide first aid to a casualty with suspected chest injuries.	4.1 Recognise a suspected: <ul style="list-style-type: none">• Flail chest• Penetrating chest injury
	4.2 Identify how to administer first aid for a: <ul style="list-style-type: none">• Flail chest



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	<ul style="list-style-type: none"> • Penetrating check injury
5. Know how to provide first aid to a casualty with burns and scalds.	5.1 Identify the factors that affect the severity of burns and scalds
	5.2 Identify how to administer first aid for burns involving: <ul style="list-style-type: none"> • Dry heat • Wet heat • Electricity • Chemicals
6. Be able to administer first aid to a casualty with an eye injury.	6.1 Identify how to administer first aid for eye injuries involving: <ul style="list-style-type: none"> • Dust • Chemicals • Embedded objects
7. Know how to provide first aid to a casualty with sudden poisoning.	7.1 Identify the routes that poisons can take to enter the body
	7.2 Identify how to administer immediate first aid to a casualty affected by sudden poisoning.
	7.3 Identify sources of information for treating those affected by sudden poisoning
8. Know how to provide first aid to a casualty with anaphylaxis.	8.1 Identify common triggers for anaphylaxis.
	8.2 Recognise suspected anaphylaxis.
	8.3 Identify how to administer first aid for a casualty suffering from anaphylaxis.
9. Know how to provide first aid to a casualty with suspected major illness.	9.1 Recognise suspected: <ul style="list-style-type: none"> • Heart Attack • Stroke • Epileptic seizure • Asthma attack • Diabetic emergency
	9.2 Identify how to administer first aid to a casualty suffering from: <ul style="list-style-type: none"> • Heart Attack • Stroke • Epileptic seizure • Asthma attack • Diabetic emergency





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