



## Qualification Specification

# STA Level 3 Award in First Aid at Work



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## This qualification is regulated by Ofqual (England) and by Qualifications Wales (Wales)

### STA Level 3 Award in First Aid at Work

Qualification Number: 610 / 5833 / 6

QW Number: C00 / 5241 / 3

#### Unit Title

This qualification consists of 2 mandatory units.

Unit Title	Code	Unit Level	GLH
Emergency First Aid in the Workplace	M / 651 / 6401	3	6
Recognition and Management of Illness and Injury in the Workplace	R / 651 / 6402	3	12

GLH = Guided learning hours

#### Total Qualification Time 22 hours

#### Qualification Delivery

The recommended contact hours for this qualification is 18 hours, which includes teaching and assessing but excludes breaks.

The course may be run over 3 days, but can also be delivered over a maximum of a 10-week period, with the minimum of each training session being 2 hours.

The course can be delivered:

- Fully face-to-face (18 hours)
- Via blended learning using a combination of distance learning through STA First Aid online programme or live remote tutor-led online sessions (up to 6 hours), and face-to-face delivery (minimum 12 hours).

**Note: Distance learning must be completed prior to the face-to-face element and all assessments must take place face-to-face.**

The ratio for this qualification is a maximum of 12 learners to 1 tutor.

## Introduction

First aid can be described as the helping behaviours and initial care provided for an acute illness or injury. First aid can be initiated by anyone in any situation.

Appointed first aiders in the workplace must be competent to provide first aid to someone who is injured or becomes ill while at work, as well as be able to apply first aid to a range of specific injuries and illnesses.

STA Level 3 Award in First Aid at Work complies with the requirements of the Health and Safety (First Aid) Regulations 1981 and The Health and Safety (First-Aid) Regulations (Northern Ireland) 1982 and currently accepted first aid practice.

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## Qualification Objective

STA Level 3 Award in First Aid at Work aims to provide learners with the knowledge and practical competences required to be able to deal with a range of workplace emergency first aid situations, as well as a range of specific injuries and illnesses.

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## Target Learners

STA Award in First Aid at Work is suitable for learners who act as an appointed first aider at work or in voluntary and community activities, or for personal interest and development.

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## Entry Requirements

- Be 14 years of age or older at time of assessment
- Be able to perform practical demonstrations on the floor.

There are no previous qualifications or experience required, however it is advisable that learners have a minimum of level 1 in literacy and numeracy or equivalent.



## Qualification Validity Period / Requirements

This qualification is valid for a period of 3 years. Learners need to retake the qualification before the certificate expiry date to remain qualified.

Health and Safety Executive (HSE) strongly recommends that first aiders undertake annual refresher training during any three-year certification period. This will help learners maintain their skills and keep up-to-date with any changes to first aid procedures.

**Note: STA provide resources to support first aiders in completing annual refresher training in line with HSE recommendations. For more information, visit [www.sta.co.uk](http://www.sta.co.uk)**

Providing a learner's STA Award in First Aid at Work certificate has not expired by more than 1 calendar month (e.g. expired on 5th, started course on or before 4th of the following month), the contact hours may be reduced to 12 hours over 2 days.

First Aid at Work requalifications can be delivered:

- Fully face-to-face (12 hours)
- Via blended learning using a combination of distance learning through STA First Aid online programme or live remote tutor-led online sessions (up to 6 hours), and face-to-face delivery (minimum 6 hours).

**Note: Distance learning must be completed prior to the face-to-face element and all assessments must take place face-to-face.**

Learners must be assessed against all learning outcomes and assessment criteria in the units. To attend the shorter re-qualification course, learners should provide evidence of their previous STA Award in First Aid at Work qualification.

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.

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## Progression

STA Award in First Aid at Work holders may wish to develop knowledge and skills further by completing additional STA first aid qualifications or CPDs.

Experienced first aiders may wish to become a Junior Medic Instructor or an STA First Aid Tutor / Assessor to pass on the knowledge and skills they have acquired through training to others.

Alternatively, learners may wish to complete additional STA qualifications such as manual handling, fire marshal, lifesaving, swimming teaching and pool plant, to support a career in the leisure industry.

## Assessment Format

Pass / Fail

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## Assessment Methods

STA Award in First Aid at Work is tutor assessed through practical demonstrations and completion of a multiple-choice theory assessment paper.

All practical elements must be completed and performed independently by the learner without prompting by the tutor.

The multiple-choice assessment paper is to be completed independently by learners under exam conditions, with the tutor or other approved person, acting as the invigilator. Learners must achieve a minimum mark or higher to successfully pass the multiple-choice theory assessment paper.

All learning outcomes and assessment criteria in the units must be achieved in order for the learner to be deemed competent in order to pass the qualification.

The skills within the course and during the assessments must be performed in line with the most current version of the STA Adult and Paediatric First Aid resource manual.

Tutors should refer to the STA First Aid assessment strategy document for detailed guidance on the assessment process.

## Re-assessment

If a learner is unsuccessful in the course assessment, the learner is only required to re-sit the required assessment element, for example, if a learner fails the practical, they are only required to re-sit the practical element.

The re-sit of an assessment must be completed within 10 weeks (7 weeks for revalidation) from the start date of the course. All re-takes must be registered with Safety Training Awards.

Due to the type of qualification being a license to practice competency-based qualification, we can only permit 1 assessment re-sit. If a learner has been unsuccessful following a re-sit, the learner must undertake another full course of instruction.

## Reasonable Adjustments and Special Considerations

Safety Training Awards is committed to ensuring individuals with additional needs, disabilities, temporary illness or injury, or other adverse circumstance outside their control, are not unfairly disadvantaged when undertaking first aid qualifications or assessments. For further information, please refer to the policies section on the Safety Training Awards website:

<https://www.safetytrainingawards.co.uk/policies/>

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## Recognition of Prior Learning

Recognition of prior learning (RPL) may be applied for depending on a learner's qualification. Should RPL be applied, learners must complete all assessment requirements. For further information, please refer to the policies section on the Safety Training Awards website:

<https://www.safetytrainingawards.co.uk/policies/>

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## Awarding Organisation Policies

A full list of awarding organisation policies are available on the website:

<https://www.safetytrainingawards.co.uk>

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## Industry Standards

- Health and Safety (First Aid) Regulations 1981 and The Health and Safety (First-Aid) Regulations (Northern Ireland) 1982
  - First aid at work: The Health and Safety (First Aid) Regulations 1981: Guidance on Regulations (L74)
  - First Aid Awarding Organisation Forum Delivery Standards and Assessment Principles
  - Resuscitation Council (UK) Guidelines.
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## Tutor / Assessor Requirements

Tutors must have the skills, knowledge, experience and competency to be able to tutor / assess the subject.

Tutors must be approved by Safety Training Awards and provide evidence of:

1. Holding STA Award in First Aid at Work (or acceptable equivalent), or current medical registration as detailed in Appendix 1
2. Holding STA Level 3 Award in Education and Training (or acceptable equivalent as detailed in Appendix 2)
3. Maintaining occupational competency by providing evidence of continuing professional development (CPD).

## IQA Requirements

Internal quality assurers (IQAs) must have the skills, knowledge, experience and competency to be able to quality assure the subject.

IQAs must be approved by Safety Training Awards and provide evidence of:

1. Holding STA Award in First Aid at Work (or acceptable equivalent), or current medical registration as detailed in Appendix 1
2. Holding STA Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (or acceptable equivalent as detailed in Appendix 3), or have completed STA Internal Quality Assurance CPD.

**Note: Internal quality assurers cannot quality assure a course for which they were a learner, tutor and / or assessor.**

## Minimum Course Resource Requirements

- STA Adult and Paediatric First Aid resource manuals – 1 per learner to keep
- Adult resuscitation manikins – minimum 1 : 4 learners
- AED trainer – minimum 1 : 4 learners. Where fewer AED trainers are provided, contact hours should be adjusted accordingly to ensure learners are not disadvantaged
- Sufficient procedures must be in place to ensure hygiene during the use of resuscitation manikins and other training equipment
- Resuscitation pocket masks and face shields
- Disposable gloves
- Sufficient clean bandages, dressings, triangular bandages and other items commonly found in a first aid kit must be available to facilitate training and assessment
- Choking training device
- Adrenaline auto-injector training device
- Tourniquet and wound packing training aids where required
- Sufficient audio-visual (AV) equipment and training aids should be available to facilitate learning using varying teaching methods
- All equipment must be cleaned, serviced and maintained in line with manufacturers instructions and relevant legislation / industry guidance
- The venue must meet acceptable health and safety standards and be conducive to learning, with sufficient size, floor surfaces, seating, writing surfaces, toilet facilities, ventilation, lighting, heating, access, exits, cleanliness, absence of distracting noise.

## Appendix 1

### Acceptable Evidence of Competency in First Aid

All Tutors, Assessors and Internal Quality Assurers must have occupational knowledge and competence in first aid.

Acceptable evidence includes:

- Holding a current regulated First Aid at Work Certificate (issued by an Ofqual / SQA Accreditation / Qualifications Wales / CCEA Regulation recognised Awarding Organisation / Body (or equivalent))
- Current registration as a Doctor with the General Medical Council (GMC)
- Current registration as a Nurse with the Nursing and Midwifery Council (NMC)
- Current registration as a Paramedic with the Health and Care Professions Council (HCPC).

## Appendix 2

### Acceptable Tutoring / Assessing Qualifications

Current qualifications (available for new tutors / assessors to undertake):	Tutor	Assess*
Level 3 Award in Education and Training	✓	✓
Level 4 Certificate in Education and Training	✓	✓
Level 5 Diploma in Education and Training	✓	✓
Level 3 Award in Teaching and Assessing in First Aid Qualifications (RQF)	✓	✓
Cert Ed / PGCE / B Ed / M Ed	✓	✓
SVQ 3 Learning and Development SCQF Level 8	✓	✓
SVQ 4 Learning and Development SCQF Level 9	✓	✓
TQFE (Teaching Qualification for Further Education)	✓	✓
Planning and Delivering Learning Sessions to Groups SCQF Level 6 (SQA Unit)	✓	✓
SCQF Level 6 Award in Planning and Delivering Learning Sessions to Groups (SQA Accredited)	✓	✓
L&D Unit 6 Manage Learning and Development in Groups SCQF Level 8 (SQA Accredited)	✓	
L&D Unit 7 Facilitate Individual Learning and Development SCQF Level 8 (SQA Accredited)	✓	
L&D Unit 8 Engage and Support Learners in the Learning and Development Process SCQF Level 8 (SQA Accredited)	✓	
Carry Out the Assessment Process SCQF Level 7 (SQA Unit)		✓
Level 3 Award in Assessing Competence in the Work Environment		✓
Level 3 Award in Assessing Vocationally Related Achievement		✓
Level 3 Award in Understanding the Principles and Practices of Assessment		✓
Level 3 Certificate in Assessing Vocational Achievement		✓
L&D Unit 9DI Assess Workplace Competence Using Direct and Indirect Methods SCQF Level 8 (SQA Accredited)		✓
L&D Unit 9D Assess Workplace Competence Using Direct Methods SCQF Level 7 (SQA Accredited)		✓



Other acceptable qualifications:	Tutor	Assess*
CTLLS / DTLLS	✓	✓
PTLLS with unit 'Principles and Practice of Assessment' (12 credits)	✓	✓
Further and Adult Education Teacher's Certificate	✓	✓
IHCD Instructional Methods	✓	✓
IHCD Instructor Certificate	✓	✓
English National Board 998	✓	✓
Nursing mentorship qualifications	✓	✓
NOCN Tutor Assessor Award	✓	✓
S / NVQ level 3 in training and development	✓	
S / NVQ level 4 in training and development	✓	✓
PDA Developing Teaching Practice in Scotland's Colleges SCQF Level 9 (SQA Qualification)	✓	✓
PDA Teaching Practice in Scotland's Colleges SCQF Level 9 (SQA Qualification)	✓	
PTLLS (6 credits)	✓	
Regulated Qualifications based on the Learning and Development NOS 7 Facilitate Individual Learning and Development or NOS 6 Manage Learning and Development in Groups	✓	
Training Group A22, B22, C21, C23, C24	✓	
Learning and Teaching – Assessment and Quality Standards SCQF Level 9 (SQA Unit)		✓
A1 Assess Candidates Using a Range of Methods or D33 Assess Candidates Using Differing Sources of Evidence		✓
Conduct the Assessment Process SCQF Level 7 (SQA Unit)		✓
A2 Assess Candidate Performance through Observation or D32 Assess Candidate Performance		✓
Regulated Qualifications based on the Learning and Development NOS 9 Assess Learner Achievement		✓

## Appendix 3

### Acceptable Internal Quality Assurance Qualifications

L&D Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment SCQF Level 8 (SQA Accredited)
Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
Conduct the Internal Verification Process SCQF Level 8 (SQA Unit)
Regulated Qualifications based on the Learning and Development NOS 11 Internally Monitor and Maintain the Quality of Assessment
V1 Conduct Internal Quality Assurance of the Assessment Process or D34 Internally Verify the Assessment Process
Internally Verify the Assessment Process SCQF Level 8 (SQA Unit)

## Unit Specification

Unit 1		Emergency First Aid in the Workplace
Learning Outcomes:	Assessment Criteria:	
1. Understand the role and responsibilities of a first aider	1.1 1.2 1.3	Identify the role and responsibilities of a first aider Identify how to minimise the risk of infection to self and others Identify the need for consent to provide first aid
2. Be able to assess an emergency situation safely	2.1 2.2 2.3	Conduct a scene survey Conduct a primary survey of a casualty Summon appropriate assistance when necessary
3. Be able to provide first aid to an unresponsive casualty who is breathing normally	3.1 3.2 3.3	Identify when to place a casualty into the recovery position Demonstrate how to place a casualty into the recovery position Demonstrate continual monitoring of breathing whilst the casualty is in the recovery position
4. Be able to provide first aid to an unresponsive casualty who is not breathing normally	4.1 4.2 4.3	Identify when to administer Cardiopulmonary Resuscitation (CPR) Identify considerations when administering CPR and using an automated external defibrillator Demonstrate CPR including AED for adult sudden collapse using an adult manikin
5. Be able to provide first aid to a casualty who is choking	5.1 5.2	Identify when a casualty is choking Demonstrate how to administer first aid to a casualty who is choking
6. Know how to provide first aid to a casualty who is experiencing a seizure	6.1	Identify how to administer first aid to a casualty who is experiencing a seizure
7. Know how to provide first aid to a casualty who is suffering from shock	7.1 7.2	Recognise when a casualty is suffering from shock Identify how to administer first aid to a casualty who is suffering from shock
8. Be able to provide first aid to a casualty with external bleeding	8.1 8.2	Identify whether external bleeding is life-threatening Demonstrate how to administer first aid to a casualty with external bleeding
9. Know how to provide first aid to a casualty with minor injuries	9.1        9.2	Identify how to administer first aid to a casualty with: <ul style="list-style-type: none"> <li>• Small cuts</li> <li>• Grazes</li> <li>• Bumps and bruises</li> <li>• Small splinters</li> <li>• Nosebleeds</li> </ul> Identify how to administer first aid to a casualty with minor burns and scalds

## Unit Specification

Unit 2		Recognition and Management of Illness and Injury in the Workplace
Learning Outcomes:	Assessment Criteria:	
1. Be able to provide first aid to a casualty with suspected injuries to bones, muscles and joints	1.1	Recognise a suspected: <ul style="list-style-type: none"> <li>• Fracture or dislocation</li> <li>• Sprain or strain</li> <li>• Cramp</li> </ul> 1.2 Identify how to administer first aid for a casualty with suspected: <ul style="list-style-type: none"> <li>• Fracture or dislocation</li> <li>• Sprain or strain</li> <li>• Cramp</li> </ul> 1.3 Demonstrate how to apply: <ul style="list-style-type: none"> <li>• A support sling</li> <li>• An elevated sling</li> </ul>
2. Be able to provide first aid to a casualty with suspected head and spinal injuries	2.1	Recognise a suspected: <ul style="list-style-type: none"> <li>• Head injury</li> <li>• Spinal injury</li> </ul> 2.2 Identify how to administer first aid for a suspected head injury 2.3 Demonstrate how to administer first aid for a casualty with a suspected spinal injury
3. Know how to provide first aid to a casualty with an eye injury	3.1	Identify how to administer first aid for a casualty with an eye injury involving: <ul style="list-style-type: none"> <li>• Dust</li> <li>• Chemicals</li> <li>• Embedded objects</li> </ul>
4. Know how to provide first aid to a casualty with a suspected acute medical condition or sudden illness	4.1	Recognise suspected: <ul style="list-style-type: none"> <li>• Asthma attack</li> <li>• Heart attack</li> <li>• Stroke</li> <li>• Diabetic hypoglycaemic emergency</li> </ul> 4.2 Identify how to administer first aid to a casualty suffering from: <ul style="list-style-type: none"> <li>• Asthma attack</li> <li>• Heart attack</li> <li>• Stroke</li> <li>• Diabetic hypoglycaemic emergency</li> </ul>
5. Be able to provide first aid to a casualty with anaphylaxis	5.1	Recognise suspected anaphylaxis 5.2 Identify how to administer first aid for a casualty with suspected anaphylaxis 5.3 Demonstrate the use of a 'training device' adrenaline auto-injector
6. Know how to provide first aid to a casualty with suspected poisoning	6.1	Identify how poisonous substances can enter the body 6.2 Identify how to administer first aid to a casualty with suspected sudden poisoning
7. Know how to provide first aid to a casualty with burns and scalds	7.1	Identify how to recognise the severity of burns and scalds 7.2 Identify how to administer first aid for burns involving: <ul style="list-style-type: none"> <li>• Dry / wet heat</li> <li>• Chemicals</li> <li>• Electricity</li> <li>• Radiation (sunburn)</li> </ul>
8. Know how to provide first aid to a casualty with suspected chest injuries	8.1	Identify how to administer first aid for suspected: <ul style="list-style-type: none"> <li>• Fractured ribs</li> <li>• Penetrating chest injury</li> </ul>
9. Be able to conduct a secondary survey	9.1	Identify the information to be collected when gathering a casualty history 9.2 Demonstrate how to conduct a head-to-toe survey