



**Highfield.co.uk**  
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 know 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.

### 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 3 practical assessments, including Dealing with an Unconscious Casualty, Incident Management 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 practical assessments will be conducted by independent assessors who have not been involved in the course.

6.2 The examination paper is set and marked by the Instructor/Assessor.

### 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 for distribution by Nominated Tutors.

## 8. **Sample Questions**

8.1 Sample questions can be provided upon request from Highfield.

## 9. **Suggested Reading**

9.1 Sevett. S 2009 3-Day First Aid at Work Handbook 1<sup>st</sup> Edition Highfield Publications.

## 10. **Required Qualifications and Experience of Nominated Tutors/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 **Suitable Subject Area Qualifications may include:**

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

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

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

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

10.3.2 For these exemptions to apply, the trainer/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.

### 10.4 **Suitable Teaching Qualifications Include:**

10.4.1 Further and Adult Education Teachers Certificate

10.4.2 Cert Ed/PGCE/B Ed/M Ed

10.4.3 CTLLS/DTLLS

10.4.4 NVQ Level 3 in Training and Development

10.4.5 NVQ Level 4 in Training and Development



- 10.4.6 IHCD Instructional Methods
  - 10.4.7 IHCD Instructor Certificate
  - 10.4.8 First Aid at Work Trainer/Assessor Qualification
  - 10.4.9 English National Board 998
  - 10.4.10 Training Group A22, B22, C21, C23, C24 (training only)
  - 10.4.11 PTLLS (training only)
  - 10.4.12 A1 (D32/33) (assessing only)
  - 10.4.13 A2 (D32) (assessing only)
- 10.5 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.