



**LEVEL 2 AWARD  
IN  
EMERGENCY FIRST AID AT WORK (QCF)**

**Information for Centres**

**Qualification Number: 500/7559/7  
September 2009**

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## ANNEXES

## 1 About Lantra Awards

Lantra Awards is a nationally recognised Awarding Body approved to develop and accredit Qualifications such as NVQ/SVQ's; VRQ's and QCF provision. We offer national Qualifications in a range of subject areas, as well as technical awards and customised provision to accredit in-house training. Our portfolio of credit-based Qualifications is constantly developing and the Level 2 Award in Emergency First Aid at Work is designed to add value to our existing provision as well as enable progression routes for a range of learners across the land-based industries.

## 2 Qualifications and Credit Framework

Since 2006 the Regulatory Authorities have been testing the Qualifications and Credit Framework which is a new Qualifications structure built from credit based units. Units are then selected and combined into Qualifications in order to enable a more flexible learner centred approach; depending on the agreed rules of combination for each Qualification.

It is anticipated that as the QCF develops it will enable more freedom; choice and flexibility for learners enabling them to undertake smaller bite-sized learning opportunities that can build up achievements over time. Learners' can therefore work at their own pace and in their own learning context.

This Qualification is designed to fit into the ethos of the QCF and has been designed to enable flexibility and encourage positive outcomes for all learners.

## 3 What are the aims of this Qualification?

The Qualification is intended to offer employers the choice for their employees following the findings of their first-aid needs assessment to ensure the most appropriate route is chosen for the circumstances of the workplace.

The Qualification is aligned to the Health and Safety Executive (HSE), The Health and Safety (First-Aid) Regulations 1981. The Regulations require that, in order to provide first aid to their employees who are injured or become ill whilst at work, employers must have suitable people, equipment and facilities.

**Learners, who have undertaken the Lantra Awards Emergency First Aid at Work Technical Awards may, however choose to use this as evidence towards claiming the Qualification.**

## 4 Who is the Qualification designed for?

The Qualification is for employees where the employer has identified through their first-aid needs assessment that this is the most appropriate route for the circumstances of the workplace.

The Qualification consists of one unit, Emergency First Aid Skills which may be of value and used as transferrable evidence when used within other qualifications or as standalone.

The Qualification aims to fill the training gap in this area and will encourage learners to develop their knowledge, understanding and skills to support their role(s) and, develop their careers, in varied situations under minimal guidance or direction. The Qualification will enhance the ability of personnel to work safely, effectively and efficiently in the workplace; reducing unnecessary risks to themselves and others.

## **5 What are the benefits from doing the Qualification?**

Learners undertaking this Qualification will develop their knowledge and skills. Additionally the Qualification will ensure personnel and the workplace is complying with HSE Regulations. The Qualification can be tailored to meet the needs of the business.

## **6 What's in the Level 2 Award in Emergency First Aid at Work?**

This Qualification is made up of a single unit, Emergency First Aid Skills. The content is aligned with the Health and Safety (First-Aid) Regulations 1981 and will enable learners to:

- understand the role of the first aider including reference to:
  - the importance of preventing cross infection;
  - the need for recording incidents and actions;
  - use of available equipment;
- assess the situation and circumstances in order to act safely, promptly and effectively in an emergency;
- administer first aid to a casualty who is unconscious (including seizure);
- administer cardiopulmonary resuscitation;
- administer first aid to a casualty who is choking
- administer first aid to a casualty who is wounded and bleeding;
- administer first aid to a casualty who is suffering from shock;
- provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).

For a full unit list please see Annex A.

## **7 Are there any entry requirements for the Qualification?**

No

## **8 How long would it take for a learner to complete the Qualification?**

The recommended notional learning time for the achievement of a single credit is 10 hours. This Qualification is awarded on the achievement of 1 credit (10 GLH).

Learners may take slightly less or slightly more time to achieve the number of credits required: - but the size of the Qualification is based upon notional learning time and represents an average rather than a defined number of learning hours. It is important that Centres approved to deliver the Qualification give the appropriate time and support to enable learners to achieve. Learners may claim certification for any credit / units they achieve irrespective of whether they have completed the full Qualification.

## **9 My organisation is interested in offering this Qualification. What do I have to do now?**

Your organisation must apply to Lantra Awards to become an approved centre for this Qualification. If you meet the criteria set in the Application for Centre Approval Form, Lantra Awards will approve your organisation as an 'assessment centre' which means that you can offer this Qualification.

Learners cannot be assessed for any part of the Qualification unless they have been registered with Lantra Awards by an approved centre. Only approved centres can register learners.

The application form for centre approval is provided in Annex C.

**It is the responsibility of the approved centre to ensure that all tutors / instructors are competent to deliver and assess the units they are teaching. Lantra Awards recommends that all instructors are approved by Lantra Awards or by an equivalent internal system of quality assurance.**

#### **10 My organisation is already an approved Lantra Awards training provider. Do I still need to apply for centre approval?**

Regulations require awarding bodies to approve each centre for specific Qualifications, regardless of any other activities that organisation may undertake.

#### **11 Quality Assurance - How is the Qualification Assessed?**

In order to achieve the Qualification learners need to demonstrate that they have met the evidence requirements for the assessment criteria of each individual unit. The Technical Awards provision within Lantra Awards offers an Emergency First Aid at Work training and assessment course which will enable learners to evidence and achieve the Level 2 Award in Emergency First Aid Ofqual Accredited Qualification. By completing the Technical Awards course the learner will receive a certificate of basic training highlighting the validity of the certificate and ensuring compliance with the Regulations.

It is essential, should centres wish to devise their own assessments to meet the need of individual groups or the context of individual learners; that they comply with the Health and Safety (First-Aid) Regulations 1981; this can be done following consultation with the Qualifications team at Lantra Awards and with the support of the External Verifier / Moderator.

All learner activity is internally assessed; internally verified and externally verified as outlined below.

- Assessments set by Lantra Awards or by centre in consultation with Lantra Awards.
- Learners assessed internally; using agreed assessment.
- Portfolios of evidence internally verified by an internal verifier at the centre.
- Portfolios externally verified by an external verifier appointed by Lantra Awards.

#### **Marking**

Each benchmark / task should be assessed against the assessment criteria of the unit being undertaken and judged to be either achieved or not achieved. Where a series of tasks are set, the learners must demonstrate the achievement of the required standards identified in the assessment criteria in all tasks in order to achieve the unit credit. All of the assessment criteria within a unit must be met before the unit is achieved. The unit is not banded or graded.

Learner performance should be recorded on an appropriate form or forms. Lantra Awards has developed appropriate tracking sheets for all units which are available as electronic copies. The template is included on the Qualification disc, available upon request.

Centres will be required to provide samples of assessment tasks and activity for regular standardisation events.

### **Quality Assurance**

For internally assessed assignments that are externally moderated, External Moderators are responsible for liaising with the centre to arrange a review of the centres internal verification process and sampling of learners' work.

All learners' work must be retained by the centre until instructed to release this following moderation.

Lantra Awards provides guidance and training to Internal Moderators which includes the size and nature of samples and additional samples when required. External Moderators will stipulate the sample from the list of registered learners provided by Lantra Awards. The sample must normally be at least 10% or 10 completed assignments, whichever is larger. External Moderators may request a higher sample e.g. where the centre is new or where previous moderation activities have indicated some inconsistency or errors in marking learners' work. Where more than one internal assessor is active then the moderator must ensure that the internal moderation process samples the marking of all assessors. Feedback to assessors should be evident and where there are inconsistencies across markers then evidence of action to address this should be available to the External Moderator.

External Moderators are responsible for giving feedback to the centre regarding the accuracy and consistency of their assessment decisions and internal moderation process and where relevant indicate where the centre can improve on these. Following moderation, External Moderators must complete the appropriate documentation to demonstrate that moderation has taken place and that the moderator is satisfied with the internal assessment and moderation process.

### **Internal Assessors**

The Centre Information Pack for each Qualification will offer guidance on the nature and type of assessment evidence that is acceptable. This will include the extent to which learners are allowed to re-draft work and the type and extent of feedback that can be given to learners by assessors.

Where more than one assessor operates within a centre, Lantra Awards requires the assessors to be standardised internally and to provide evidence to Lantra Awards that this has taken place via the internal moderation system. The External Moderator for the centre will request a sample of work from the centre that will include that will have been internally moderated.

Lantra Awards requires written confirmation from the learner and the assessor that the work produced is authentic and moderators will sample this area from time to time.

## **12 What is the cost of the Qualification?**

QCF Qualification fees are based upon a combined full Qualification fee or individual unit fees depending upon the requirements of the learner. For a current list of all centre approval and learner registration charges access the published fees list. Learners who have undertaken the Lantra Awards Technical Awards will pay a reduced fee.

External Moderator visits and distance monitoring will be charged to the centre at current rates. For a list of current rates access the published fees list.

**13 What do I do if a learner wishes to enquire about or appeal against his / her test results?**

Lantra Awards has an enquiries policy and an appeals procedure that can be used in these circumstances. There are fees for enquiries and appeals, which will be refunded in full if the appeal is upheld or if a learner's results are changed as a result of an enquiry. See Lantra Awards Policy Document for details.

**14 What if a learner loses their certificate?**

Lantra Awards will issue a replacement certificate if a learner loses the original, provided that the learner can provide proof of identity (e.g. birth certificate, wedding certificate, driving licence) and can give details of the centre they were registered with. Lantra Awards will check all claims for replacement certificates against the original certificate claim form. The centre may be contacted for authentication. The certificate will be clearly marked as a replacement. There is a fee for all replacement certificates – contact Lantra Awards for the current fee.

**15 Is the Level 2 Award in Emergency First Aid at Work nationally recognised?**

The Qualification has been designed as a QCF Qualification which fits into the Qualifications and Credit Framework at Level 2. All Qualifications within the Qualifications and Credit Framework are regulated in England, Wales and Northern Ireland by the Qualifications and Curriculum Authority (Ofqual). The Qualification has been approved by Ofqual and will be listed on the Learning Aims Database.

**16 Is there funding for the Qualification?**

Approved Qualifications are eligible for funding from local Learning and Skills Councils (or equivalent bodies in Wales and Northern Ireland). The Qualification is listed upon the National Database of Approved Qualifications (NDAQ) and upon the Learning Aims Database. Funding may be available to organisations which are LSC-approved training providers (or equivalent) at the discretion of the local LSC concerned.

**17 Is the Qualification available throughout the UK, including Scotland?**

Yes. Although QCF Qualifications are not regulated in Scotland, the Qualification is available to anyone who wishes to use it. Lantra Awards makes no distinction between centres and learners in Scotland and those elsewhere.

**18 Some of my learners have additional needs. What arrangements can be made to support them?**

Lantra Awards publishes its Equal Opportunities Policy in the Policies Document sent to all centres on approval.

Centres are expected to make appropriate arrangements including reasonable adjustments and these are detailed in the policy to ensure that learners with additional needs can access assessments wherever possible. The Equal Opportunities Policy covers alternative assessment arrangements which can be made for learners with visual and / or auditory impairment, with permanent or temporary physical impairment, specific learning difficulties or dyslexia, and learners for whom English is a second language.

## **19 How do I make a complaint or an appeal?**

The Lantra Awards Complaints and Appeals Procedures are published in the Lantra Awards Policies Document issued to all approved centres.

## **20 What do I do if I suspect any form of malpractice in connection with this Qualification?**

Contact Lantra Awards with as much information as you can provide about the suspected malpractice and the circumstances surrounding the matter. You should also refer to the malpractice procedure in the Lantra Awards Policies Document for information about how Lantra Awards investigates such cases.

**Unit List**

<b>Unit Code</b>	<b>Unit Title</b>	<b>Credit Value</b>
Y/600/1250	Emergency First Aid Skills	1

**ADMINISTRATION PROCESS**

**Learners registered against Qualification and selected units of Qualification**



**Claim form received from Lantra Awards**



**Unit/s and credit achievement recorded**



**Claim forms completed**



**Claim forms signed by assessor and samples by Internal Moderator**



**Claim forms signed by External Moderator**



**Returned to Lantra Awards**



**Data checked by Lantra Awards**



**Certificates issued by Lantra Awards**



#### 4. Quality Assurance

This Qualification is internally assessed, internally moderated and finally externally moderated by an approved Lantra Awards External Moderator.  
External Moderators will visit the centre at least once per annum.  
External Moderator visits and distance monitoring will be charged to the centre at current rates.  
For a list of current rates access the published fees list.

Lantra Awards may visit approved centres without giving prior notice, as part of quality assurance monitoring procedures. Please tick to confirm that your organisation is aware of this.

#### Details of the person who will be the Internal Moderator contact within the centre for the Qualification

Name

Job Title

Address and telephone number (if different from above)

E-mail address

#### 5. Centre Type

Please indicate which category best fits your centre type (tick one box only)

- (01) Community, voluntary aided or controlled secondary comprehensive or middle school
- (02) Community, voluntary aided or controlled secondary selective school
- (03) Community, voluntary aided or controlled secondary modern school
- (04) Foundation secondary comprehensive or middle school
- (05) Foundation secondary selective school
- (06) Foundation secondary modern school
- (07) Independent school
- (08) FE college/tertiary college
- (09) Sixth form college
- (10) Adult Education Centre
- (11) University or other HE centre
- (12) Private training provider
- (13) Local/central government/NHS
- (14) Voluntary organisation
- (15) Employer
- (16) HM prison/youth offenders institution
- (17) Armed forces
- (18) Overseas centre
- (19) Other

**6. Awarding body approval**

Is your organisation already an approved centre for other Qualifications?

- NVQ/SVQ/VRQ
- Lantra Awards Technical Awards (i.e. are you a registered training provider)
- Other

.....  
.....

Have you ever had awarding body approval withdrawn from your organisation?

- No
- Yes (if so, please attach a brief account of the circumstances in which this happened)
- UKRLP Number if available:

**7. Accountable person role**

Please confirm that the accountable person within your centre will take responsibility for (please tick)

- Registering learners with Lantra Awards.
- Settling the invoice for fees.
- Monitoring candidates' progress towards target award(s).
- Notifying Lantra Awards of candidates who withdraw from the Qualification.
- Ensuring that tests/assessments are conducted in accordance with Lantra Awards requirements.
- Sending completed test papers, where appropriate, to Lantra Awards for marking.
- Receiving results and certificates from Lantra Awards and distributing to candidates.
- Making sure that candidates with additional requirements have the facilities they need to access the Qualification.
- Ensuring the collection of data and the monitoring of equal opportunities and that where appropriate steps are taken to address identified inequalities that may arise.
- Disseminating information received from Lantra Awards onto candidates.
- Dealing with administrative queries.
- Referring technical or complex issues to Lantra Awards where necessary.
- Retaining and storing records securely.
- Arranging access to Unique Learner Numbers (ULNs) and Learner Records.
- Seeking to maximise opportunities for the recognition of prior achievement (RPL), credit transfer and exemption.
- Where partnership arrangements exist with regards to the qualification, retaining documentation regarding the respective roles and responsibilities.

**8. Units**

Does your organisation intend to offer all units?

Yes / No (If no -please identify those areas being delivered)

Please confirm that your organisation will:

- Ensure all tutors/assessors have the appropriate knowledge and experience to deliver and assess the units being delivered.
- Ensure that all tutors/assessors understand the nature of credit-based Qualifications.
- Ensure appropriate in-house training and CPD to support QCF Qualifications.
- Make assessment/internal verification and standardisation arrangements as required.
- Register all learners and track their progress against assessment criteria appropriately.
- Maintain appropriate contact with appointed External Moderator.

**9. Candidates**

Roughly how many candidates do you expect to register within the next 12 months?

.....

Is your organisation willing to take external candidates referred by Lantra Awards?

- Yes
- No

**10. Policies**

Please confirm your organisation has the policies listed below and that they will be made available to the External Moderator on request:

- Equal Opportunities Policy
- Appeals Procedure
- Complaints Procedure
- Malpractice Procedure
- Health and Safety Policy
- Children and Vulnerable Adults Policy

**Declaration**

I undertake to administer this Qualification in accordance with the guidance given in this Information Pack and agree to allow the awarding body and regulators access to premises, people and records and to co-operate with for monitoring activities.

Signed ..... Position .....

Name (please print) .....Date .....

*Please return this form for the attention of the Qualifications Co-ordinator, Lantra Awards, Lantra House, Stoneleigh Park, Coventry, Warwickshire. CV8 2LG  
Fax: 024 7641 1655 Email: [lesley.colvin@lantra-awards.co.uk](mailto:lesley.colvin@lantra-awards.co.uk)*

**For Lantra Awards use:**

Approval given				Date:.....	Initials:.....
<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Letter sent to centre	<input type="checkbox"/>			Date:.....	Initials:.....
Database record established	<input type="checkbox"/>			Date:.....	Initials:.....
Fee received	<input type="checkbox"/>			Date:.....	Initials:.....

**2001 Census Ethnic Group Classifications**

**Please use the following code(s) to indicate ethnicity when completing the Learner Registration Form.**

<b>England and Wales</b>		<b>Northern Ireland</b>		<b>Scotland</b>	
	<b>White:</b>				<b>White:</b>
01	British	21	White	41	Scottish
02	Irish	22	Chinese	42	British
03	Any other White background	23	Irish traveller	43	Irish
	<b>Mixed:</b>	24	Indian	44	Any other White background
04	White and Black Caribbean	25	Pakistani		<b>Mixed:</b>
05	White and Black African	26	Bangladeshi	45	
06	White and Asian	27	Black Caribbean		<b>Asian, Asian Scottish or Asian British:</b>
07	Any other Mixed background	28	Black African	46	Indian
	<b>Asian or Asian British:</b>	29	Black other	47	Pakistani
08	Indian	30	Mixed ethnic group	48	Bangladeshi
09	Pakistani	31	Any other ethnic group	49	Chinese
10	Bangladeshi			50	Any other Asian background
11	Any other Asian background				<b>Black, Black Scottish or Black British:</b>
	<b>Black or Black British:</b>			51	Caribbean
12	Caribbean			52	African
13	African			53	Any other Black background
14	Any other Black background				<b>Other ethnic background</b>
	<b>Chinese or other ethnic Group:</b>			54	Any other ethnic group
15	Chinese				
16	Any other ethnic group				