

Qualification Specification

QNUK Level 3 Award in
Responding to Incidents with an AED (RQF)

603/2456/9

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1. Introduction

Qualifications Network Limited (QNUK) is an Awarding Organisation recognised and regulated by the Office of Qualifications and Examinations (Ofqual) in England, the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland and Qualifications Wales.

This specification outlines key information required by users of this qualification to ensure they can make an informed decision about the suitability of the qualification they are taking or proposing to take for the purposes that they intend to use it.

2. Contact Us

Please get in touch if you need any advice or guidance with this qualification.

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3. Version Number

Centres should make sure they are using the most up to date document by checking the footer which will confirm the current version number.

Version 3: Dec 2021 – new qualification template applied

| | |
|-------------------------|------------------------|
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4. Qualification Objective

This qualification is aimed those working in an environment where an Automated External Defibrillator (AED) is available and staff members require training in its use and maintenance. The qualification has been mapped to current Resuscitation Council (UK) guidelines and will support a role in the workplace.

5. Geographical Coverage of this Qualification

This qualification is available across the UK.

6. Benefit for Learners

This qualification will equip learners with the skills to use and maintain an AED in a workplace or leisure environment.

7. Progression

Learners could progress to the:

- QNUK Level 3 Award in First Aid at Work (RQF)

8. Recognition of Prior Learning

QNUK are unable to accept requests for recognition of prior learning (RPL) for this qualification.

9. Complementary Courses

This qualification may be added to other first aid courses; a further 60-90 minutes learning time must be added to consolidate the additional content.

This qualification will complement any course providing the learner with an additional skillset enhancing their employability.

10. Qualification Information

| | |
|--------------------------------|--|
| Qualification Number (QN) | 603/2456/9 |
| Learning Aim | 60324569 |
| Total Qualification Time (TQT) | 5 |
| Guided Learning Hours (GLH) | 3 |
| Credit value | N/A |
| Level | 3 |
| Validity | 12 months |
| Assessment | Invigilated MCQ paper and observed practical tasks |
| Achieving the qualification | Learners must achieve the 1 mandatory unit |

11. Qualification Structure

| Unit No. | Unit Title | Level | Credit | GLH |
|------------------------|---|-------|--------|-----|
| Mandatory units | | | | |
| L/616/4946 | Maintaining and Using an Automated External Defibrillator | 3 | N/A | 3 |

The learning outcomes for the qualification may be found in Appendix 1. The Assessment Guidance details the assessment criteria which are used to determine if a learner has met the requirements of the learning outcomes. Further depth of coverage is also provided in the Assessment Guidance.

12. Learner Entry Requirements

There are no specific recommended prior learning requirements for this qualification. Entry is at the discretion of the centre; however, learners should be aged 16 years and over, and able to undertake the responsibilities of having an AED on site, to take this qualification.

Learners between 14-16 years can undertake the qualification, however they should not be relied upon by employers to be fully responsible for the AED(s) on site.

Learners will be required to demonstrate first aid procedures as they would in a real work environment. This includes providing CPR to a casualty who is on the floor, therefore be physically capable of doing so.

Learners must have sufficient command of the English language to understand and undertake the recommended assessment methods for this qualification.

There are no other pre-requisites for this qualification, however, learners should be able to work at level 2 and above.

13. Delivery

This qualification is typically delivered in a face-to-face format over a half-day period. Learners should complete the qualification within 4 weeks.

13.1. Venue Requirements

The training venue should be suitable for learning and meet all relevant Health and Safety requirements.

13.2. Equipment Requirements

For example, resuscitation manikins, AED training units, sanitation wipes, pocket masks and other related equipment based on the learner's work setting.

13.3. Trainer to Learner Ratio

The maximum Trainer to Learner ratio for this qualification is 1:12

14. Centre Personnel Requirements

This qualification is delivered by suitably qualified trainers.

All those who deliver and assess this qualification must:

1. Hold a current First Aid at Work Certificate (issued by an Ofqual/SQA/Welsh Government recognised Awarding Organisation/Body, a First aid at work issued by a Recognised Voluntary Aids Society; or
2. Hold a regulated Pre-hospital care course at level 3 or above; or
3. Hold a current Offshore First Aid Certificate issued by a HSE approved training provider or
4. Have a current registration as a Doctor with the General Medical Council (GMC). Or
5. Have a current registration as a Nurse with the Nursing and Midwifery Council (NMC). Or
6. Have a current registration as a Paramedic with the Health and Care Professions Council (HCPC).
7. Hold one of the following qualifications or their recognised equivalent:
 - a. Cert Ed/PGCE/B Ed/M Ed
 - b. CTLLS/DTLLS

- c. PTLLS (12 credits)
 - d. Further and Adult Education Teacher's Certificate
 - e. IHCD Instructional Methods
 - f. IHCD Instructor Certificate
 - g. S/NVQ level 3 in training and development
 - h. S/NVQ level 4 in training and development
 - i. TQFE (Teaching Qualification for Further Education)
 - j. English National Board 998
 - k. Nursing mentorship qualifications
 - l. NOCN Tutor Assessor Award
 - m. Level 3 Award in Education and Training (QCF/RQF)
 - n. Level 4 Certificate in Education and Training (QCF/RQF)
 - o. Level 5 Diploma in Education and Training (QCF/RQF)
8. If none of the above teaching/assessing qualifications are held, delivery staff must hold both a teaching qualification AND assessing qualification from the list below
- a. Accredited Qualifications based on the Learning and Development NOS 7 Facilitate Individual Learning and Development (Teaching)
 - b. Training Group A22, B22, C21, C23, C24 (Teaching)
 - c. SQA Accredited Planning and Delivering Learning Sessions to Groups (Teaching)
 - d. A1 (D32/33) – Assess candidates using a range of methods (Assessing)
 - e. A2 (D32) – Assess candidates' performance through observation (Assessing)
 - f. Regulated Qualifications based on the Learning and Development NOS 9 Assess Learner Achievement (Assessing)
 - g. SQA Accredited Learning and Development Unit 9DI – Assess workplace competences using direct and indirect methods – replacing Units A1 and D32/33 (Assessing)
 - h. SQA Accredited Learning and Development Unit 9D - Assess workplace competence using direct methods – replacing Units A2 and D32 (Assessing)
 - i. SQA Carryout the Assessment Process (Assessing)
 - j. Level 3 Award in Assessing Competence in the Work Environment (QCF/RQF) (Assessing)
 - k. Level 3 Award in Assessing Vocationally Related Achievement (QCF/RQF) (Assessing)
 - l. Level 3 Award in Understanding the Principles and Practices of Assessment (QCF/RQF) (Assessing)
 - m. Level 3 Certificate in Assessing Vocational Achievement (QCF/RQF) (Assessing)
 - n. Assessor/IQA CPD Day (Assessing)
9. Show current evidence of continuing professional development in teaching, assessment and the subject matter.

Internal Quality Assurance Requirements

Each centre must have access to a suitably qualified IQA. The IQA cannot verify the delivery or assessment of individual learners or cohorts of learners where the IQA has been involved in the delivery or assessment of the qualification for those learners.

All those who are involved with the quality assurance of this qualification internally must:

1. have up-to-date working knowledge and experience of best practice in assessment and quality assurance;
2. meet the delivery staff requirements for this qualification;
3. hold one of the following internal quality assurance qualifications or their recognised equivalent:
 - a. Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (QCF/RQF);or

- b. Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (QCF/RQF); or
 - c. V1 Conduct internal quality assurance of the assessment process; or
 - d. D34 Internally verify the assessment process; or
 - e. Have completed a 7-hour assessor and IQA CPD training with an awarding organisation, and
4. show current evidence of continuing professional development in assessment, quality assurance and the subject matter.

15. Assessment Requirements

Learners are assessed for this qualification through:

15.1. Multiple-Choice Question Paper

The MCQ paper will be taken under examination conditions, i.e. learners will sit a minimum of 1.25 metres apart, will not confer during the examination and no electronic devices (such as mobile phones) or books, including dictionaries, will be permitted.

| | |
|------------------------|------------|
| Language of assessment | English |
| Duration | 20 minutes |
| Pass mark | 70% (5/7) |
| Grading | Pass/Fail |

Example MCQs are included at Appendix 2.

15.2. Practical Tasks

Learners are assessed completing several practical first aid tasks.

| | |
|------------------------|-------------|
| Language of assessment | English |
| Duration | As required |
| Pass mark | 100% |
| Grading | Pass/Fail |

16. Moderation

The level of external moderation required for this qualification will be risk based and in line with the Centre Assessment Standards Scrutiny Strategy applicable to this qualification.

There may be situations within the centre devised assessment methodology that require observations, in these situations QNUK EQA Department will also require to conduct verification visits to ensure the accuracy and consistency of assessment decisions.

QNUK EQA Department will advise the centre of the required levels of moderation/verification to anticipate for this qualification upon centre approval for delivery.

17. Reasonable Adjustments

All learners are required to complete the assessment criteria in a manner appropriate to the purpose of the qualification.

For this qualification learners must be able to perform relevant practical first aid tasks on the floor during the summative assessment.

The prescribed assessment methods for this qualification should not unfairly disadvantage learners who would otherwise be able to demonstrate competence in line with the purpose of the qualification. Learners should contact their centre to discuss reasonable adjustment if they feel the prescribed assessment methods would disadvantage them.

18. Results

The centre is required to submit learner results within 10 working days of assessment to Qualifications Network UK for moderation. We will issue verified results and appropriate certification to the approved centre within 7 working days of receiving the results. Centres will forward results and/or certificates to learners, who can expect to receive them within 20 working days of taking the assessment. If learners have not received results and/or certificates within 25 working days, they should contact the centre in the first instance.

Appendix 1: Units

Unit 1 Maintaining and using an Automated External Defibrillator (L/616/4946)

Unit Summary

The learner will develop the skills and knowledge to safely use an Automated External Defibrillator in an emergency situation.

| 1. The learner will: Be able to assess an incident | | |
|--|---|-------------------|
| Assessment Guidance | | Types of Evidence |
| 1.1 | The learner must conduct a scene survey demonstrating their awareness of the environment, including other hazards that could affect themselves, potential casualties and bystanders; identify available first aid equipment. | Observation |
| 1.2 | The learner must conduct a primary survey of a casualty demonstrating their awareness of dangers, response, open airway and a breathing check. | Observation |
| 1.3 | The learner must summon appropriate assistance when necessary demonstrating this on completion of the primary survey and requesting appropriate assistance from bystanders or the emergency services. | Observation |

| 2. The learner will: Be able to provide first aid to an unresponsive casualty that is not breathing normally | | |
|--|--|-------------------|
| Assessment Guidance | | Types of Evidence |
| 2.1 | The learner must identify when to administer Cardio-Pulmonary Resuscitation (CPR) differentiating between casualties who require resuscitation and those who should be placed in the recovery position; awareness of agonal gasps. | Observation |
| 2.2 | The learner must demonstrate CPR using a manikin in accordance with current Resuscitation Council (UK) guidelines; use of an AED including the placement of pads and following of AED instructions. | Observation |
| 2.3 | The learner must demonstrate CPR for: <ul style="list-style-type: none"> • an adult victim of drowning • child or infant including modifications to adult CPR protocol for infants and children; protocol for adult victims of drowning to include 5 initial breaths. | Observation |
| 2.4 | The learner must demonstrate the correct use of an Automated External Defibrillator including correct pad placement for adults and paediatric casualties; follow the instructions from the AED and trouble shoot as appropriate. | Observation |
| 2.5 | The learner must conduct a hand over to the emergency services including relevant information about the casualty, the incident and the treatment provided so far, including the number of shocks provided. | Observation |

| 3. The learner will: Be able to provide first aid to an unresponsive casualty that is breathing normally | | |
|--|---|-------------------|
| Assessment Guidance | | Types of Evidence |
| 3.1 | The learner must justify when to place a casualty into the recovery position differentiating between casualties who require resuscitation and when they should be placed into a recovery position. | Observation |

| | | |
|------------|--|-------------|
| 3.2 | The learner must demonstrate how to place a casualty into the recovery position in accordance with current Resuscitation Council (UK) guidelines. | Observation |
|------------|--|-------------|

4. The learner will: Be able to provide first aid to a casualty who is choking

| Assessment Guidance | | Types of Evidence |
|---------------------|--|-------------------|
| 4.1 | The learner must identify when choking is mild or severe and demonstrate how to recognise the features of a mild and a severe obstruction of the airway. | Observation |
| 4.2 | The learner must demonstrate how to administer first aid to a casualty who is choking following the treatment protocol for choking casualties in accordance with current Resuscitation Council (UK) guidelines. | Observation |

5. The learner will: Understand the principles of using and maintaining an Automated External Defibrillator (AED)

| Assessment Guidance | | Types of Evidence |
|---------------------|--|-------------------|
| 5.1 | The learner must outline the links of the chain of survival in accordance with current Resuscitation Council (UK) guidelines. | MCQ |
| 5.2 | The learner must identify when a defibrillator battery requires changing and should know the importance of regular checks of the AED. | MCQ |
| 5.3 | The learner must identify when electrode pads need replacing and should know the importance of regular checks of the AED. | MCQ |
| 5.4 | The learner must describe how to troubleshoot problems if the AED does not function correctly including motion detected; check pads; no power to the unit; low battery warning; maintenance warning. | MCQ |
| 5.5 | The learner must describe the safety considerations when using AEDs including <ul style="list-style-type: none"> • only using an AED on a casualty who is not breathing normally • using age appropriate pads if available • ensuring the casualty's chest is bare • location of pads is dry and free from excessive hair and jewellery • ensure metal such as jewellery, underwire bras are removed from the chest area • Ensure the casualty and AED unit are not in water • ensure that AED pads are not touching conductive materials • ensure the AED is used in an environment that is free for the risk of explosion and flammable vapours • oxygen should be at least 1 metre away and switched off • ensure no body touches the casualty during the shock phase • awareness that AEDs can be used on infants and pregnant casualties. | MCQ |

Appendix 2: Specimen Assessment Materials

1 Which of the following casualty's should AED pads be placed on to?

- A** A child who is conscious and breathing
- B** An adult who is suffering from severe chest pains
- C** A pregnant casualty who is not breathing normally
- D** A senior citizen who is unconscious but breathing normally

2 What action should be taken if, when using an AED, there is a low battery warning alert?

- A** Stop using the AED and simply perform CPR
- B** Stop CPR and attempt to find a new battery
- C** Continue to use the unit until help arrives or no more shocks are available
- D** Place the AED on charge and stop CPR

3 Which of the following is the last link in the chain of survival?

- A** Early CPR
- B** Early defibrillation
- C** Early post resuscitation care
- D** Early recognition