qualsafe



Qualsafe Level 3 Award in

First Aid at Work

(Annual Refresher) (RQF)

Qualification Specification

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Key qualification information

Qualification number:	**603/3154/9**
Operational start date	**26 April 2018**
Total Qualification Time (TQT):	**4**
Guided Learning Hours (GLH):	**3**
Number of units:	**1 mandatory unit**
Credit value:	**1**
Assessment methods:	**Practical assessment – 3 completed throughout the course**

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Qualsafe Awards

Not only is Qualsafe Awards (QA) one of the largest Awarding Organisations (AO) in the UK, we are also the biggest AO for First Aid qualifications, making us an extremely trusted and recognisable name that employers look for when selecting a training provider.

We are recognised and regulated by the Office of Qualifications and Examinations Regulation (Ofqual), Qualifications Wales and the Northern Ireland Council for the Curriculum, Examinations and Assessment (CCEA). This means we can offer Centres an extensive range of qualification suites including First Aid, Prehospital Care, Health and Safety, Mental Health First Aid, Licensing, Food Safety, Fire Safety, Education and Training, Manual Handling, Health and Social Care and Sport and Leisure.

With a specialist team of subject matter experts on hand to support our Centres, including A&E Consultants, doctors, paramedics, nurses, physiotherapists and specialists in other sectors such as mental health, you can be confident that you are truly working with the industry experts.

Qualification overview

This regulated qualification forms part of the QA First Aid suite of qualifications. The qualification and learning outcomes are based on the recommendations of:

- The Resuscitation Council (UK)
- A distinguished panel of experts in emergency medical care

This QA qualification is:

- For people who deal with first aid at work enabling them to refresh skills and knowledge as workplace first aiders under the Health and Safety (First Aid) Regulations 1981
- Based on the Health and Safety Executive (HSE) training standard for delivery of First Aid at Work (FAW) courses for the purposes of the Health and Safety (First Aid) Regulations 1981

Learners should be able to demonstrate the practical administration of safe, prompt, effective first aid in
emergency situations with an understanding of the role of first aider.

This qualification specification provides information for Centres about the delivery of the Qualsafe Level 3 Award in First Aid at Work (Annual Refresher) (RQF) and includes the unit information, assessment methods and quality assurance arrangements.

Objective

The objective of the qualification is to benefit Learners by preparing them to deal with a range of first aid situations. It is designed to help maintain skills and keep up to date with any changes to first aid procedures.

Intended audience

This qualification is predominantly for qualified first aiders who have a specific interest or a responsibility at work, or in voluntary and community activities, to be able to provide first aid to people they are caring for when dealing with an emergency.

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Structure

This qualification contains 1 mandatory unit with a Total Qualification Time (TQT) of 4 hours. Full details of this unit are in *Appendix 1*.

Learners must complete all assessments successfully within the registration period to achieve the qualification. The maximum period to achieve this qualification including any referrals is 3 weeks

TQT is the total number of hours required for a Learner to achieve this qualification. It has 2 elements:

- Guided Learning Hours (GLH) is the time a Learner is being taught and assessed under the immediate guidance of a Trainer/Assessor, which for this qualification is 3 GLH, and
- The number of hours a Learner will reasonably be likely to spend in preparation and study as directed by but not under the immediate guidance or supervision of a Trainer, e.g. pre-course reading, which for this qualification is 1 hour

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a process for recognising any previous learning undertaken or assessments attained by a Learner. The Learner must prove they have met some or all the learning outcomes or assessment criteria for this qualification before RPL can be considered.

Any evidence submitted as RPL must be, valid, authentic, reliable, current and specific.

In some cases, Centres may need to produce mappings against QA learning outcomes and assessment criteria to confirm comparability of qualification certificates or evidence being submitted. Mapping templates created by QA must be used for this process. Please see QA *Recognition of Prior Learning (RPL) Policy* for further details.

RPL is considered for this qualification. The potential outcomes could include reduction or exemption of:

- Learning outcomes and GLH
- Assessments

RPL for this qualification **must** be approved by QA prior to implementation. Note: Charge may apply.

Entry requirements

Learners must be at least 14 years old on the first day of training and be able to perform practical tasks at floor level. There are no other formal entry requirements but we strongly recommend that Learners have a minimum of Level 1 in literacy and numeracy or equivalent.

Other course requirements

Due to the practical nature of this course, Learners should wear appropriate clothing and footwear, e.g. trousers and flat footwear.

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Requalification requirements

This qualification is valid for 1 year. The Learner should retake the qualification before the certificate expiry date.

The Learner should retake their primary first aid at work qualification before the 3-year expiry date to maintain the sequence of training recommendations issued by the Health and Safety Executive (illustrated in Fig.1).

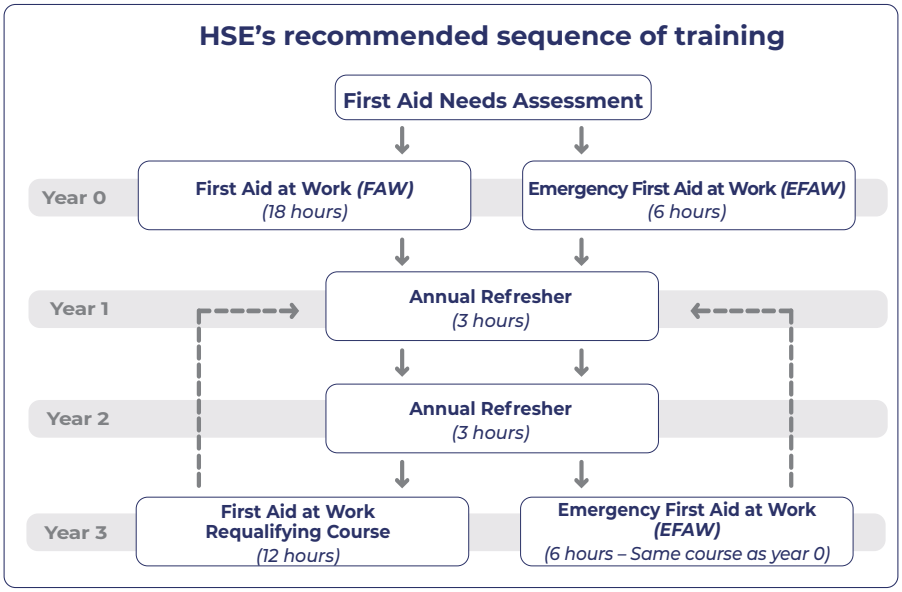


Fig. 1

Qualification approval requirements

QA requires the Centre:

- To have appropriate policies, systems and procedures in place
- To appoint suitable individuals from their personnel team to train, assess and quality assure their QA qualifications
- To have suitable and adequate venues, equipment and learning resources

In order to secure and maintain approval from QA, Centres need a minimum staffing requirement for each qualification suite they deliver, which for this qualification is:

One Trainer/Assessor	Responsible for the delivery and assessment of qualifications
One Internal Quality Assurer	Responsible for quality assuring the delivery and assessment of this qualification

QA requires the Centre staff to read and understand QA's key policies and procedures, and to abide by their contents.

Trainers

All Trainers should have the skills, knowledge and experience to be able to teach and demonstrate the subject. Each Trainer must be approved by QA and provide evidence of:

1. A First Aid at Work qualification/medical registration as shown in *Appendix 2*
2. An acceptable teaching/training qualification as shown in *Appendix 3*
3. An acceptable log/record of teaching first aid as shown in *Appendix 2*

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Trainers are expected to keep up to date with the subject area and provide evidence of continuing professional development (CPD).

Assessors

All Assessors should have the skills, knowledge and experience to be able to assess the subject. Each Assessor must be approved by QA and provide evidence of:

1. A First Aid at Work qualification/medical registration as shown in *Appendix 2*
2. An acceptable assessing qualification as shown in *Appendix 3* **or** attendance at relevant CPD training with an Awarding Organisation (AO)
3. An acceptable log/record of assessing first aid as shown in *Appendix 2*

There is no requirement for a separate Assessor when delivering this qualification. Trainers can perform the role of both Trainer and Assessor providing they meet the requirements for each role.

Assessors are expected to keep up to date with the subject area and provide evidence of CPD.

Internal Quality Assurers

Internal Quality Assurers (IQAs) of this qualification must have knowledge and competency in first aid as well as knowledge and competency in internal quality assurance. Each IQA must be approved by QA and provide evidence of:

1. A First Aid at Work qualification/medical registration as shown in *Appendix 2*
2. An acceptable internal quality assurance qualification as shown in *Appendix 4* or attendance at relevant CPD training with an Awarding Organisation (AO)

IQAs are expected to keep up to date with the subject area and provide evidence of CPD.

They must also:

- Have knowledge of the requirements of the qualification they are quality assuring at the time the assessment is taking place
- Have knowledge and understanding of the role of IQAs
- Attend training delivery and observe assessments being carried out
- Carry out other related internal quality assurance

Full details of the Centre's requirements for internal quality assurance are in the QA *Centre Assessment Standards Scrutiny (CASS) Guidance*.

Note: IQAs cannot quality assure a course for which they were the Trainer and/or Assessor.

Venue and equipment

Quality training involves using premises conducive to learning and it is a Centre's responsibility to make sure all venues used for training and assessment purposes are suitable and adequate – whether these are hired or in-house training rooms. They must also comply with all current legislation.

In addition, it is important to use a wide range of equipment and learning resources to support delivery.

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As a minimum, Centres must make sure their venues, equipment and other resources include:

Resource/area:	Requirements:
Resuscitation manikins	Provide a minimum ratio of 1 manikin to every 4 Learners to facilitate training and assessment of rescue breaths, chest compressions and Automated External Defibrillation (AED) pad placement.
Hygiene	Sufficient procedures to maintain hygiene when using resuscitation manikins and other training equipment.
Audio visual (AV) equipment and training aids	Sufficient AV equipment and training aids to facilitate learning using varying teaching methods.
Learning materials	Learners should be provided with reference materials which cover the topics included in the qualification. Reference materials should be comprehensive and in accordance with currently accepted first aid practice. Learners should have access to these reference materials for the validity of their certification.
AED trainers	For qualifications including AED training, at least 1 AED trainer to every 4 Learners. If fewer AED trainers are provided, adjust learning hours/lesson plans accordingly to make sure Learners are not disadvantaged.
Choking vest/manikins	Provide Learners with suitable choking vests or manikins to facilitate training and assessment of back blows and abdominal thrusts.
Training venue	The training 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.

Optional catastrophic bleeding practical assessment

The following resources are required for the optional catastrophic bleeding practical assessment:

- A manufactured tourniquet
- Equipment required for the application of an improvised tourniquet
- A replica wound with training equipment for wound packing
- Imitation haemostatic dressings or other dressings

Course/Centre administration

Registering Learners

Centres must ensure Learners are registered in accordance with the guidance in the QA *Centre Handbook*.

Certification

After a Learner has completed an assessment, unit or qualification, whether they have passed or not, Centres must enter the details and assessment results on the QA Customer Portal at: www.qualsafeawards.org

Centres will be given login details and guidance on using the QA Customer Portal when they are approved to deliver a QA qualification.

The Learner receives a certificate on achieving this qualification.

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Learners who complete the optional training and assessment for use of tourniquets and haemostatic dressings have additional text included on their certificate that acknowledges these skills.

The certificate date is the date the Learner achieves the final unit. This qualification is valid for 1 year.

QA recommends Learners complete annual refreshers every year to maintain their basic skills and keep up to date with any changes to first aid procedures.

QA have developed a verification tool that means the validity of every certificate can be verified online. This verification tool can be found on the QA website.

Delivery and support

Learner to Trainer ratio

To maintain the quality of training and assessment, make sure the class ratio is no more than 12 Learners to 1 Trainer. Never allow more Learners on the course than you can cater for during the assessment.

Delivery plan

QA provides Centres with a complimentary course programme and detailed lesson plans, which are carefully designed to meet the objective of this qualification and the needs of Learners, making sure Learners are adequately prepared for the assessments.

For Centres wanting to include additional skills, we have created an additional session for catastrophic bleeding, including use of tourniquets and haemostatic dressings.

Centres not using QA lesson plans, which are created and provided free on qualification approval, must submit their own delivery plan and have it approved by us **before** delivering this qualification. Note: Charges may apply. Please refer to the QA *Fees and Charges List*. The delivery plan should:

- Include a course timetable and detailed lesson plans, clearly showing the required subjects and learning outcomes/assessment criteria are covered and the minimum 3 guided learning hours are met
- Be carefully designed to meet the objective of this qualification and the needs of Learners, making sure Learners are adequately prepared for the assessment
- Be emailed to: info@qualsafeawards.org

Learning materials

Centres must provide each Learner with suitable reference materials that covers the lesson plans and learning outcomes for this qualification. We recommend either:

- *Emergency First Aid Made Easy* by Nigel Barraclough
- *First Aid Made Easy* by Nigel Barraclough
- *Concise First Aid Made Easy* by Nigel Barraclough

Centres can choose alternative books or other learning materials but these **must be approved** by QA prior to use. Note: Charges may apply. Please refer to the QA *Fees and Charges List*.

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Ongoing support

QA Centres should provide appropriate levels of support to Learners throughout the qualification. The purpose of the support is to:

- Assess knowledge and competence in relation to learning outcomes and the detailed assessment criteria of the unit within the qualification, see *Appendix 1*
- Give Learners feedback on their progress and how they might be able to improve

Assessment

Overview

The Qualsafe Level 3 Award in First Aid at Work (Annual Refresher) (RQF) skills and knowledge should be taught and assessed in accordance with currently accepted first aid practice in the UK.

Methods

QA has devised externally set, internally marked assessment tools to make sure Learners are assessed against the required knowledge, skills and understanding, as detailed in the learning outcomes and assessment criteria shown in *Appendix 1*. Centres should download all assessment papers from the QA Customer Portal in advance of the course. For this qualification there are:

- Practical assessments – observed by the Trainer throughout the course, with the results of each learning outcome recorded on the practical assessment paperwork, see QA *Guide to Assessing First Aid Qualifications*. There are 3 mandatory and 1 optional practical assessment for this qualification:
  - CPR and safe use of an AED
  - Unconscious casualty
  - Choking casualty
  - Catastrophic bleeding (optional)

There are 2 possible grades available of Pass or Fail. All mandatory areas of assessment must individually meet or exceed the required pass criteria/mark for the Learner to achieve this qualification.

Note: The practical assessments are shown together on a single sheet. The uniquely numbered sheets give each Learner a unique identifier for our computer systems.

Note: Centres should download all assessment papers from the QA Customer Portal in advance of the course.

Access to assessment

QA is committed to equality when designing the assessments for qualifications. Centres can make sure they do not unfairly exclude the assessment needs of a particular Learner by following the QA *Access to Assessment Policy* to determine whether it is appropriate to:

- Make a Reasonable Adjustment or
- Request Special Consideration for the Learner

When a reasonable adjustment needs to be made, Centres should check the QA *Access to Assessment Policy* to see if the adjustment required needs prior approval or if the *Reasonable Adjustment Form* can be submitted retrospectively. If the adjustment requires prior approval, then Centres must complete a *Reasonable Adjustment Form* and send it to QA with any

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relevant supporting evidence at least five working days in advance of course delivery for review and approval. Centres should retain a copy of this form for their own records.

Learners may be eligible for special consideration if their performance through the assessment process has been affected by some temporary illness, injury or adverse set of circumstances. A *Special Consideration Request Form* should be completed and sent to QA within 5 working days of the Learner assessment taking place, along for with any supporting evidence (where available), for consideration and approval. Centres should retain a copy of this form for their own records.

Note: If you have any suggestions for improvements, please let us know.

Learners should be informed about Centre's and QA's appeals and complaints procedures and how they can access these. Information about these procedures can be found in the QA *Training Commitment* which should be presented to Learners during their course.

Specific equality issues relevant to this qualification

It is important no Learner is turned away from a training course due to disabilities or impairments. However, to assess competence and gain certification, the Learner will need to demonstrate certain practical skills. For instance, for first aid qualifications the Learner must be assessed performing practical tasks such as CPR, as per QA *Guide to Assessing First Aid Qualifications*. To pass the assessment, the Learner must demonstrate the required practical skills without assistance from a third party

Informal record of achievement

If a Learner with disabilities cannot perform 1 or more of the practical tasks required, it may be possible for the Centre to provide a letter recording the learning outcomes that the Learner achieved. For example, a Learner may be able to demonstrate chest compression only CPR and instruct a third party how to place a casualty in the recovery position. The letter should clearly state that "this record of achievement does not constitute a Qualsafe Level 3 Award in First Aid at Work (Annual Refresher) (RQF)".

Assessment language

Assessment in British Sign Language (BSL) may be permitted for this qualification for the purpose of a Reasonable Adjustment. See QA *Access to Assessment Policy*.

Assessment in languages other than English may be permitted. However, the certificate issued could only be used to support a role in the workplace as long as proficiency in English is not required for the role supported by this qualification. See QA *Language Policy*.

Prior approval from QA is required before any assessment is delivered through BSL or a language other than English. Any request will be considered in terms of viability and there may be charges depending on the work required to meet the request, e.g. translating assessment papers.

If a Learner passes the assessment process in another language or through BSL, their certificate will show extra information, including the language of assessment and if required, confirmation of the context in which the certificate can be used.

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Quality assurance

Centre internal quality assurance

The Centre is required to sample a reasonable amount of assessments as part of the quality assurance of the qualification. This standardisation of assessment across Learners and Trainers is to make sure there is fairness and consistency in assessment practices. Centres are required to adhere to QA's internal quality assurance requirements. Further details can be found in the QA *Centre Assessment Standards Scrutiny (CASS) Guidance*.

Centres must retain all Learner documents and records for a period of 3 years and make sure these are available for review by QA or our representatives, e.g. External Quality Assurers (EQAs), on request.

Qualsafe Awards external quality assurance

QA operates a system of ongoing monitoring, support and feedback for approved Centres.

QA employs a risk-based model to decide the frequency of external quality assurance activity.

Further details of the QA external quality assurance programme can be found in the QA *Centre Assessment Standards Scrutiny (CASS) Guidance*.

Further information

Contact us

If you have any queries or comments we would be happy to help you, contact us:

Email: info@qualsafeawards.org

Tel: 0330 660 0899

Useful addresses and websites

- Qualsafe Awards, City View, 3 Wapping Road, Bradford, BD3 0ED www.qualsafeawards.org/home
- Office of Qualifications and Examinations Regulation (Ofqual): www.gov.uk/government/organisations/ofqual
- Qualifications Scotland Accreditation: https://accreditation.qualifications.gov.scot/accreditation/home
- Council for the Curriculum Examinations and Assessment (CCEA): https://ccea.org.uk/regulation
- Health & Safety Executive (HSE): www.hse.gov.uk
- Resuscitation Council (UK): www.resus.org.uk

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Appendix 1 – Qualification unit and components

The Qualsafe Level 3 Award in First Aid at Work (Annual Refresher) (RQF) has 1 unit that Learners are required to complete in order to achieve the qualification.

Unit title:	First Aid at Work Annual Refresher	
GLH:	3	
Learning outcomes ***The Learner will:***	**Assessment criteria** ***The Learner can:***	**Indicative content:**
1. Be able to assess an incident	1.1 Conduct a scene survey	Conducting a scene survey may include: • Checking for further danger • Identifying the number of casualties • Evaluating what happened • Prioritising treatment • Delegating tasks
	1.2 Conduct a primary survey of a casualty	The primary survey sequence may include: • **D:** Danger • **R:** Response • *C: Catastrophic bleeding* • **A:** Airway • **B:** Breathing • **C:** Circulation • **D:** Disability • **E:** Exposure NB. These roles and responsibilities may be demonstrated holistically.
	1.3 Summon appropriate assistance when necessary	Summoning appropriate assistance may include: • Shouting for help • Calling 999/112 via speakerphone or bystander • Leaving the casualty to call 999/112 • Calling an NHS emergency helpline such as 111 NB. These roles and responsibilities may be demonstrated holistically.
2. Be able to provide first aid to an unresponsive casualty	2.1 Identify when to administer cardiopulmonary resuscitation (CPR)	Identifying when to administer CPR **must** include: • When the casualty is unresponsive and: ◦ Not breathing ◦ Not breathing normally/agonal breathing/slow laboured breathing/panting
	2.2 Demonstrate adult **CPR** using a manikin	Demonstrating adult CPR **must** include: • 30 chest compressions ◦ Correct hand positioning ◦ 5-6cm compression depth ◦ 100-120 per minute

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		• 2 rescue breaths ◦ Correct rescue breath positioning ◦ Blowing steadily into mouth *(about 1 sec to make chest rise)* ◦ Taking no longer than 10 seconds to deliver 2 breaths • AED *(Defibrillator)* ◦ Correct placement of AED pads ◦ Following AED instructions **CPR** – minimum demonstration time of 2 minutes at floor level. May additionally include use of rescue breath barrier devices.
	2.3 Identify when to place a casualty into the recovery position	Identifying when to place the casualty into the recovery position may include when the casualty has lowered levels of response and: • Does not need CPR • Is breathing normally • Is uninjured An injured casualty may be placed in the recovery position if the airway is at risk (e.g. fluids in the airway or you need to leave the casualty to get help).
	2.4 Demonstrate how to place a casualty into the recovery position	Placing a casualty into the recovery position may include: • Placing in a position that maintains a stable, open, draining airway at floor level • Continually monitoring airway and breathing • Turning the casualty onto the opposite side every 30 minutes Placing heavily pregnant casualty on their left side
	2.5 Identify how to administer first aid to a casualty who is experiencing a seizure	Administering first aid to a casualty having a generalised seizure may include: • Keeping the casualty safe (removing dangers) • Noting the time and duration of the seizure • Opening airway and checking breathing post seizure • Determining when to call 999/112
3. Be able to provide first aid to a casualty who is choking	3.1 Identify when a casualty is choking	Identifying mild choking may include recognising the casualty is able to: • Speak • Cough • Breathe Identifying severe choking may include recognising the casualty is: • Unable to cough effectively • Unable to speak • Unable or struggling to breathe • In visible distress • Unconscious
	3.2 Demonstrate how to administer first aid to a casualty who is choking	Administering first aid for choking must include the following: • Encouraging to cough • Up to 5 back blows • Up to 5 abdominal thrusts • Calling 999/112 when required • CPR if unconscious Demonstration must be simulated using a training device, not another Learner.

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Additional information about the unit	
*indicative content	The purpose of the indicative content in this unit is to provide an indication of the context behind each assessment criteria, however, where the term '**must**' is used within the indicative content, these elements must be included within the assessment.
Simulation	Simulation is permitted in this unit. The following ACs must be assessed by practical demonstration: 2.1, 2.2 and 3.2.

Note: Full and detailed qualification content is available to approved Centres in the form of lesson plans and a training presentation which are provided free of charge.

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Appendix 2 – Occupational knowledge, competence and experience

Occupational knowledge and competence

All Trainers, Assessors and IQAs must have occupational knowledge and competence in first aid.

Acceptable evidence includes:

- Holding a current First Aid at Work certificate issued by an Ofqual/Qualification Scotland Accreditation/ Qualification Wales/CCEA Regulation recognised Awarding Organisation/Body (or equivalent*) **or**
- Holding a current Offshore First Aid Certificate issued by a HSE approved training provider **or**
- Current registration as a Doctor with the General Medical Council (GMC)** **or**
- Current registration as a Nurse with the Nursing and Midwifery Council (NMC)** **or**
- Current registration as a Paramedic with the Health and Care Professions Council (HCPC)**

*recognised First Aid at Work certificate equivalents must be submitted to QA with comprehensive mapping which evidences that all assessment criteria of the FAW qualification have been achieved within the past 3 years. Equivalent qualifications without an expiry date and achieved more than 3 years ago will require additional evidence to be submitted of up-to-date competence in First Aid.

**registered healthcare professionals must act within their scope of practice and therefore have current expertise in first aid to teach/assess the subject.

Teaching experience

All Trainers must have experience in teaching first aid. Acceptable evidence includes either of the following:

- A 36-hour log of teaching first aid within 3 years, which must include one of the following (or equivalent) delivered within 6 months:
  - 1 Emergency First Aid at Work,
  - 1 First Aid at Work,
  - 1 Paediatric First Aid, **or**
- A record of being observed by a qualified/approved Trainer within 12 months, during which practical and theoretical topics were delivered competently for a duration of 6 GLH

Assessing experience

All Assessors must have experience in assessing first aid. Acceptable evidence includes either of the following:

- A log of performing assessments on 6 first aid courses within 3 years **or**
- A record of being observed by a qualified/approved Assessor within 12 months, during which 4 practical and 1 theoretical assessment were delivered competently

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Appendix 3 – Acceptable training/assessing qualifications

This list is not exhaustive but provides a guide to acceptable training and/or assessing qualifications.
Trainers who also assess Learners competence must hold an acceptable assessor qualification) to enable them to perform both functions.

Qualification	Train	Assess
Current qualifications *(available for new trainers/assessors to undertake):*		
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 (QCF or 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 (Qualifications Scotland Unit)	√	√
SCQF Level 6 Award in Planning and Delivering Learning Sessions to Groups (Qualifications Scotland Accredited)	√	√
L&D Unit 6 Manage Learning and Development in Groups SCQF Level 8 (Qualifications Scotland Accredited)	√	
L&D Unit 7 Facilitate Individual Learning and Development SCQF Level 8 (Qualifications Scotland Accredited)	√	
L&D Unit 8 Engage and Support Learners in the Learning and Development Process SCQF Level 8 (Qualifications Scotland Accredited)	√	
Carry Out the Assessment Process SCQF Level 7 (Qualifications Scotland 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 (Qualifications Scotland Accredited)		√
L&D Unit 9D Assess Workplace Competence Using Direct Methods SCQF Level 7 (Qualifications Scotland Accredited)		√
Other acceptable qualifications:		
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	√	√

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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 (Qualifications Scotland Qualification)	√	√
PDA Teaching Practice in Scotland's Colleges SCQF Level 9 (Qualifications Scotland 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 (Qualifications Scotland 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 (Qualifications Scotland 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		√

Note: Assessors who do not hold a formal assessing qualification may alternatively attend *First Aid Assessor CPD* Training with an Awarding Organisation.

Appendix 4 – Qualifications suitable for internal quality assurance

This list is not exhaustive but provides a guide to acceptable IQA qualifications:

L&D Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment SCQF Level 8 (Qualifications Scotland 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 (Qualifications Scotland 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 (Qualifications Scotland Unit)

Note: IQAs who do not hold a formal internal quality assurance qualification may alternatively attend *Internal Quality Assurance CPD Training* with an Awarding Organisation/Body.

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