

Qualsafe Level 3 Award in

Forestry First Aid +F (RQF)

Qualification Specification

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Key qualification information

Qualification number:	**603/3156/2**
Operational start date:	**26 April 2018**
Total Qualification Time (TQT):	**3**
Guided Learning Hours (GLH):	**2**
Credit value:	**1**
Number of units:	**1 mandatory unit**
Assessment methods:	• **Theory assessment/multiple choice question paper: 1 x 10 question paper (minimum score 7)** • **Practical assessment – 1 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 qualification forms part of the QA First Aid suite of qualifications. The qualification and learning outcomes are based on the recommendations of:

- Resuscitation Council (UK)
- A distinguished panel of experts in emergency medical care
- Recommendations in the First Aid at Work – Forestry Commission Policy

The Qualsafe Level 3 Award in Forestry First Aid +F (RQF) is designed to accompany a valid and appropriate Emergency First Aid at Work or First Aid at Work qualification.

This qualification outlines the basic knowledge and practical skills for providing emergency first aid when certain special hazards are identified. Learners will practise managing an incident and demonstrate how to treat specific conditions.

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

Objective

The objective of the qualification is to benefit Learners by providing them with appropriate first aid training in a forestry context, as set out in the First Aid at Work – Forestry Commission Policy enabling them to attain the knowledge and practical competencies needed to deal with specific special hazards in an emergency situation.

Intended audience

This qualification is for people who hold or intend to complete an Emergency First Aid at Work or First Aid at Work qualification who may deal with special hazards in an emergency situation within a forestry/agricultural context.

Note: Those working in core operations on Forestry Commission land will require an appropriate and valid Emergency First Aid at Work or First Aid at Work qualification in combination with this Qualsafe Level 3 Award in Forestry First Aid +F (RQF) qualification.

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Structure

This qualification contains 1 mandatory unit with a Total Qualification Time (TQT) of 3 hours. Full details of this are in *Appendix 1*.

Learners must complete all assessments in the unit 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 2 GLH, and
- The number of hours a Learner will reasonably be likely to spend in preparation and study, including assessment, 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 the 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 or GLH
- Assessments

RPL for this qualification must be approved by QA prior to implementation. Note: Charges may apply. Please refer to the QA *Fees and Charges List*.

Entry requirements

Learners must be at least 14 years old on the first day of the training. There are no other formal entry requirements but we strongly recommend 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.

Requalification requirements

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

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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*

Trainers are expected to keep up to date with the subject area and provide evidence of continuing professional development (CPD). Note: QA strongly recommends that CPD includes tourniquet application and packing a wound (with or without haemostatic dressings).

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 Assessor 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. Note: QA strongly recommends that CPD includes tourniquet application and packing a wound (with or without haemostatic dressings).

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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) as shown in *Appendix 4*

IQAs are expected to keep up to date with the subject area and provide evidence of CPD. Note: QA strongly recommends that CPD includes tourniquet application and packing a wound (with or without haemostatic dressings).

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 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.

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

Resource/area:	Requirements:
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.
Bandages and dressings	Sufficient clean crepe bandages, dressings and bandages to facilitate training and assessment.
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.

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Tourniquets/training limbs	Provide a minimum ratio of 1 training limb model to every 4 Learners to facilitate training and assessment. (A suitable pipe may be used.) Provide a variety of tourniquets for management of catastrophic bleeding.
Training haemostatic agents	A variety of training haemostatic agents for management of catastrophic bleeding and/or samples of training haemostatic agent packaging.

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 1 certificate on achieving this qualification.

The certificate date is the date the Learner achieves the unit. This qualification is valid for 3 years. The Learner needs to re-take the qualification and the assessments before the end of 3 years to remain qualified.

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.

Refresher training

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

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. The assessment space should allow Learners to sit at least 1 metre apart to prevent collusion during the theory/multiple choice question paper assessment. 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.

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:

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- Include a course timetable, clearly showing the required subjects and criteria/learning outcomes are covered and the minimum 2 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 assessments
- 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:

- *First Aid Made Easy* by Nigel Barraclough
- *Emergency 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 Qualsafe Awards prior to use. Note: Charges may apply. Please refer to the QA *Fees and Charges List*.

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 Forestry First Aid +F (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 assessment – observation and verbal questioning 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 is 1 practical assessment for this qualification:
  - Forestry first aid (+F) (incorporating catastrophic bleeding and adder snake bites)
- Theory assessment/multiple choice question paper – there is 1 paper per unit for each Learner and Learners should answer all the questions under 'examination' conditions, see QA *Multiple Choice Question Paper Guidelines*.
  - The maximum time allowed is 15 minutes
  - The minimum mark is 7 out of 10 to be considered for an overall 'Pass'

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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: 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 this qualification. 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
- Special consideration

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 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 five working days of the Learner assessment taking place, along 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 the 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 Forestry First Aid +F (RQF)".

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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.

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. The arrangements for this are included 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 are available in the QA *Centre Assessment Standards Scrutiny (CASS) Guidance*.

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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
- Qualifications Wales: www.qualificationswales.org
- 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
- Forestry Commission: https://www.forestryengland.uk/sites/default/files/pdf/First%20Aid%20Policy.pdf

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Appendix 1 – Qualification unit and components

The Qualsafe Level 3 Award in Forestry First Aid +F (RQF) has 1 unit that Learners are required to complete in order to achieve the qualification.

Unit title:	Forestry First Aid +F	
GLH:	2	
Learning outcomes ***The Learner will:***	**Assessment criteria** ***The Learner can:***	**Indicative content:**
1. Know how to manage a casualty who is experiencing the effects of extreme cold and extreme heat	1.1 Identify the effects of: • Extreme cold • Extreme heat	Recognising extreme cold *(hypothermia)* may include: • Pale skin • Cold to the touch • Shivering *(followed by muscle stiffness as body cools further)* • Slowing down of bodily functions • Lethargy and confusion • Eventually unconsciousness Recognising extreme heat *(heat exhaustion)* may include: • Pale, sweaty skin • Nausea or vomiting • Hot to the touch Recognising extreme heat *(heat stroke)* may include: • High body temperature • Confusion and agitation • Hot, dry and flushed skin • No sweating • Fitting • Throbbing headache • Lowered levels of consciousness
	1.2 Identify how to treat the effects of: • Extreme cold • Extreme heat	Administering first aid for extreme cold *(hypothermia)* may include: • Sheltering from the environment • Replacing wet clothing with dry garments • Wrapping in warm blankets • Covering the head • Giving a warm drink • Maintaining airway and breathing • If unconscious, place in recovery position with insulating materials under and around the casualty • Calling 999/112 Administering first aid for extreme heat (heat exhaustion) may include: • Moving the casualty to a cool shaded area • Remove excessive clothing2. Be able to manage catastrophic bleeding

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2. Be able to manage catastrophic bleeding	2.1 Identify catastrophic bleeding	Life-threatening *(catastrophic)* bleeding may be identified by: • Rapidly flowing or spurting blood from a wound • Pooling of blood on the ground (or clothing) • Bleeding that cannot be controlled by direct manual pressure alone
	2.2 Demonstrate how to treat catastrophic bleeding using: • Direct pressure • A tourniquet • Haemostatic agents	Life-threatening *(catastrophic)* bleeding treatment may include: • Wound packing • Tourniquet application • Improvised tourniquet application
3. Know how to manage a casualty with crush injuries	3.1 Identify the effects of a crush injury	Identifying the effects of crush injury may include: • Recognising toxins are released into surrounding tissues • Releasing a casualty from prolonged crushing can cause severe shock
	3.2 Identify critical time factors associated with crush injury	Identifying critical time factors may include: • Not releasing a casualty from a severe crushing of 15 minutes or more *(without emergency medical help in attendance)*
	3.3 Identify how to manage a crush injury	Identifying how to manage a crush injury may include: • Calling 999/112 for emergency help • Releasing the casualty for crushing less than 15 minutes • Wating for emergency help before releasing crushing of more than 15 minutes • Primary survey • Treating for shock • Controlling bleeding • Monitoring airway and breathing
4. Know how to manage a casualty with Lyme disease	4.1 Identify the signs and symptoms of Lyme disease	Identifying the signs and symptoms of Lyme disease may include: • Flu like symptoms • Bulls eye skin rash • Lesions around the bite area • Neurological problems in later stages
	4.2 Identify how to treat Lyme disease	Identifying how to treat Lyme's disease may include: • Seeking medical attention as soon as possible

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5. Know how to manage a casualty with an adder snake bite	5.1 Identify the signs and symptoms of an adder snake bite	Identifying the signs and symptoms of an adder snake bite may include: • Severe pain around the bite location • Swelling/redness/bruising • Nausea • Hives • Wheezing • Anaphylactic reaction
	5.2 Identify how to manage an adder snake bite	Identifying how to manage an adder snake bite may include: • Calling 999/112 for emergency help • Keeping the person calm and at rest • Keeping the bitten body part still and immobilise the affected limb, as this may slow the spread of venom Removing tight clothes, rings or watches from the affected limb
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.
Simulation		Simulation is permitted in this unit. The following AC must be assessed by practical demonstration: 2.2.

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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/Qualifications Scotland Accreditation/Qualifications 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 options:

- A 36-hour log of teaching first aid within 3 years. Which must include one of the following (or equivalent) 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 a qualification (or separate qualifications) 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	√	√
NOCN Tutor Assessor Award	√	√

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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 (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 (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 internal quality assurance 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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