

# Qualification Specification

---

## QNUK Level 3 Award in First Aid Trauma and Casualty Care (FTACC) (RQF)

603/7034/8

## Contents

1. Introduction .....	1
2. Contact Us.....	1
3. Version Number.....	1
4. Qualification Objective .....	2
5. Sector Support and Industry Recognition.....	2
6. Geographical Coverage of this Qualification .....	2
7. Benefit for Learners .....	2
8. Progression .....	2
9. Recognition of Prior Learning .....	2
10. Qualification Information .....	2
11. Qualification Structure.....	3
12. Learner Entry Requirements.....	3
13. Delivery .....	3
13.1. Venue Requirements .....	3
13.2. Equipment Requirements.....	3
13.3. Blended Learning.....	4
13.4. Trainer to Learner Ratio .....	4
13.5. Recommended Resources .....	4
14. Centre Personnel Requirements.....	4
15. Assessment Requirements .....	5
15.1. Portfolio of evidence .....	5
15.2. Multiple-Choice Question Paper .....	5
16. Moderation .....	5
17. Resits.....	6
18. Reasonable Adjustments .....	6
19. Results.....	6
Appendix 1: Units .....	7

## 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 qualification is for people who may deal with emergency first aid situations involving trauma and medical episodes. It is based on the recommendations of The ATACC Group International Medical Advisory Group (MAG) and The ATACC Group Medical Education and Training standards.

This QNUK qualification has been developed in collaboration with The ATACC Group. The course is designed to be delivered through simulation and training in a unique and motivational style that is easy to follow and understand.

This qualification specification outlines key information required by learners to ensure they are able to make an informed decision in regard to the qualifications they are undertaking.

This specification outlines key information required by users of the 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.

### Head Office:

Qualifications Network  
First Floor Offices  
86A Lancaster Road  
Enfield  
Middlesex  
EN2 0BX

Email: [centres@qnuk.org](mailto:centres@qnuk.org)

Tel: 020 3795 0559

## 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.

Document owner	Qualifications Manager
Date last updated	16/12/2020
Next review	DD/MM/YYYY
Status	Draft
Version	1
Document control number	QS L3FTACC

## 4. Qualification Objective

The objective of this qualification is to benefit learners by enabling them to attain skills and knowledge needed to deal with a wide range of situations in order to provide first aid in the workplace. It provides learners with the necessary skills and knowledge to be a first aider in a workplace environment.

## 5. Sector Support and Industry Recognition

The QNUK Level 3 Award in First Aid Trauma and Casualty Care (FTACC) (RQF) is based on the Health and Safety Executive (HSE) training standards for delivery of First Aid at Work (FAW) for the purposes of meeting the Health and Safety (First Aid) Regulations 1981.

The course is designed to offer focused training that empowers individuals to feel confident and effective in providing emergency first aid in their workplace environment.

## 6. Geographical Coverage of this Qualification

This qualification is available in England, Wales, Scotland and Northern Ireland and internationally upon request.

## 7. Benefit for Learners

This qualification is ideal for those who want to be considered for the role of first aider in the workplace. It is also ideal for those wishing to aid career development into such roles as a first aider at work or part of an emergency medical response team.

## 8. Progression

Learners could progress to the:

- QNUK Level 3 Award in Basic Trauma and Casualty Care (BTACC) (RQF)
- QNUK Level 3 Award in Rescue Trauma and Casualty Care (RTACC) (RQF)
- Industrial Emergency Medical Response Team or Event Medical Team Member

## 9. Recognition of Prior Learning

QNUK would welcome requests for recognition of prior learning (RPL) where a learner is able to provide sufficient, reliable and valid evidence, such as:

- *Level 3 Award in First Aid at Work (RQF)*
- *Level 3 Award in Basic Trauma and Casualty Care (RQF)*

## 10. Qualification Information

Qualification Number (QN)	603/7034/8
Learning Aim	60370348
Total Qualification Time (TQT)	22
Guided Learning Hours (GLH)	18
Credit value	2
Level	3

Validity	3 years
Assessment	Invigilated MCQ paper and observed practical tasks
Achieving the qualification	Learners must achieve the 2 mandatory units

## 11. Qualification Structure

Unit No.	Unit Title	Level	GLH	TUT	Credit
<b>Mandatory unit</b>					
H/618/6127	Management of bleeding and altered levels of consciousness	3	10.5		1
K/618/6128	Management of respiratory distress, altered motor function and injuries	3	7.5		1

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 14 years and over to take this qualification.

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 1 and above.

## 13. Delivery

This qualification is delivered in a face-to-face setting over a 3-day period. Learners should complete the qualification within 10 weeks.

### 13.1. Venue Requirements

The training venue must be acceptable for learning and meet all relevant Health and Safety requirements. The requirements should include learner facilities, classroom for theory and outdoor areas for practical elements.

### 13.2. Equipment Requirements

Resource/area:	Requirements:
Resuscitation manikins and AED Training devices	Provide a minimum ratio of 1 manikin and AED training device to every 4 Learners. Note: Manikins must be suitable for facilitating the jaw thrust manoeuvre.
Hygiene and Personal Protective Equipment (PPE)	Safety gloves to facilitate training and assessment. Sufficient procedures to maintain hygiene when using cardiopulmonary resuscitation manikins and other training equipment.

<b>Choking vest or manikin</b>	Provide anti-choking vest or suitable choking manikin to facilitate training and assessment of treatment for severe choking.
<b>Cavity wound</b>	Provide a minimum of 1 cavity wound and dressing (ideally Z folded) to facilitate training and assessment of packing a cavity wound.
<b>Tourniquets</b>	Provide a minimum of 6 tourniquet pack to facilitate training and assessment of: <ul style="list-style-type: none"> <li>• Improvised tourniquet (2 x triangular bandages and trauma shears)</li> <li>• Manufactured tourniquet (ideally C-A-T tourniquet or similar)</li> </ul> Tourniquet pack to include: <ul style="list-style-type: none"> <li>• Replica arm or leg</li> <li>• Manufactured tourniquet (C-A-T tourniquet or similar)</li> <li>• Triangular bandage (2 x triangular bandages)</li> <li>• Improvised windlass (trauma shears or similar)</li> </ul>
<b>Bandages and dressings</b>	Sufficient clean bandages, dressings and other first aid consumables found in a comprehensive first aid kit to facilitate training and assessment
<b>Adrenaline auto-injector training devices</b>	Provide at least 1 of each of the following training devices to facilitate training and assessment of anaphylaxis: <ul style="list-style-type: none"> <li>• EpiPen</li> <li>• Jext</li> <li>• Emerade</li> </ul>
<b>Asthma reliever inhaler and spacer training device</b>	Provide the following training devices to facilitate the training of asthma: <ul style="list-style-type: none"> <li>• Reliever inhaler</li> <li>• Spacer device</li> </ul>

### 13.3. Blended Learning

Blended learning is acceptable for this qualification provided suitable controls are in place to ensure learners complete all elements.

### 13.4. Trainer to Learner Ratio

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

### 13.5. Recommended Resources

Centres must provide each candidate with FTACC manual to support progress through the qualification.

## 14. Centre Personnel Requirements

This qualification is only available through QNUK in collaboration with The ATACC Group and subject to joint approval requirements and procedures.

A representative from each Centre must attend an annual 1-day TAG/QNUK improving and maintaining standards event to remain approved to offer this qualification.

### Trainer/Assessor

- Must hold the QNUK Level 3 Award in First Aid Trauma and Casualty Care (FTACC) (RQF) or QNUK Level 3 Award in Rescue Trauma and Casualty Care (RTACC) (RQF) or be HCPC registered paramedic, NMC registered Nurse, GMC registered Doctor with prehospital care experience **and**
- Hold an acceptable education and training qualification **and**
- Hold or be working towards an acceptable assessing qualification **and**

- Attend a two day The ATACC Group (TAG) qualification orientation and assessment course

\*Registered Healthcare Professionals must attend a 1-day TAG/QNUK improving and maintaining standards event every 3 years to remain approved as a Trainer/Assessor

### Internal Quality Assurers

Internal Quality Assurers (IQAs) of this qualification must have knowledge and competency in First Aid Trauma and Casualty Care (FTACC) as well as knowledge and competency in internal quality assurance practice. An acceptable portfolio must show:

- Must hold the QNUK Level 3 Award in First Aid Trauma and Casualty Care (FTACC) (RQF) or QNUK Level 3 Award in Rescue Trauma and Casualty Care (RTACC) or be HCPC registered paramedic, NMC registered Nurse, GMC registered Doctor with prehospital care experience **and**
- Knowledge and competency in internal quality assurance – evidenced by holding or working towards a qualification **and**
- Attend a 1-day TAG/QNUK improving and maintaining standards event

## 15. Assessment Requirements

### 15.1. Portfolio of evidence

Learners are assessed for this qualification through:

- Observation of practical tasks/activities
- Invigilated multiple choice questions

### 15.2. Multiple-Choice Question Paper

The MCQ papers 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	Unit 1 - 35 minutes, Unit 2 – 25 minutes
Pass mark	70% (Unit 1 - 16 / 22, Unit 2 – 11 / 15)
Grading	Pass / Fail

Example MCQ is included at Appendix 3, page 12.

## 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. Resits

Due to the nature of this qualification and the standard of first aid expected, Learners have no more than 3 attempts on each practical assessment. A Learner who fails/refers to meet the criteria on a practical assessment the Trainer/Assessor should give the Learner feedback on the performance and share the assessment result.

After 3 attempts resulting in non-achievement their registration will cease and they will be unable to achieve certification on their current course. However Learners may register on to the qualification and begin again (additional fees will apply). Contact QNUK if further information is needed.

## 18. Reasonable Adjustments

Learners are required to complete the assessments in a manner appropriate to the purpose of the qualification.

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.

## 19. 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

<b>Unit title:</b>	Management of bleeding and altered levels of consciousness
<b>Unit aim:</b>	To equip Learners with skills and knowledge to manage casualties who are bleeding and casualties who are experiencing an altered level of consciousness.

**1. The learner will:** Understand the role and responsibilities of a first aider

<b>Assessment Criteria:</b>		<b>Types of Evidence</b>
<b>1.1</b>	Identify the role and responsibilities of a first aider	MCQ
<b>1.2</b>	Identify the need for consent	Obs

**2. The learner will:** Know how to minimise the risk of infection

<b>Assessment Criteria:</b>		<b>Types of Evidence</b>
<b>2.1</b>	Identify how to minimise the risk of infection to self and others	MCQ, Obs

**3. The learner will:** Know how and when to contact the emergency services and provide a casualty handover

<b>Assessment Criteria:</b>		<b>Types of Evidence</b>
<b>3.1</b>	Identify when to summon the appropriate assistance	MCQ, Obs
<b>3.2</b>	Demonstrate how to summon the appropriate assistance	Obs
<b>3.3</b>	Use SBAR when providing a handover to the ambulance service	Obs

**4. The learner will:** Know how to assess an incident and casualty

<b>Assessment Criteria:</b>		<b>Types of Evidence</b>
<b>4.1</b>	Conduct a scene survey	Obs
<b>4.2</b>	Use the BURPS method of casualty assessment	MCQ

**5. The learner will:** Know how to provide first aid to a casualty with minor bleeding/injuries

<b>Assessment Criteria:</b>		<b>Types of Evidence</b>
<b>5.1</b>	Identify how to administer first aid to a casualty with: <ul style="list-style-type: none"> <li>• Small cuts/grazes</li> <li>• Bruises</li> <li>• Small splinters</li> <li>• Eye injuries</li> </ul>	MCQ

**6. The learner will:** Be able to provide first aid to a casualty with internal and external bleeding

<b>Assessment Criteria</b>		<b>Types of Evidence</b>
----------------------------	--	--------------------------

6.1	Identify the severity of: <ul style="list-style-type: none"> <li>Internal bleeding</li> <li>External bleeding</li> </ul>	MCQ
6.2	Identify how to manage internal bleeding	MCQ
6.3	Use a range of techniques to control external bleeding, including: <ul style="list-style-type: none"> <li>Direct pressure</li> <li>Packing a wound</li> <li>Applying a tourniquet</li> <li>Applying an improvised tourniquet</li> </ul>	Obs
6.4	Recognise a casualty suffering from shock	MCQ, Obs
6.5	Demonstrate positioning for a casualty suffering from shock	Obs

<b>7. The learner will:</b> Be able to provide first aid to an unconscious breathing casualty		
<b>Assessment Criteria:</b>		<b>Types of Evidence</b>
7.1	Justify when to place a casualty in the recovery position	MCQ, Obs
7.2	Demonstrate managing an airway using: <ul style="list-style-type: none"> <li>Head tilt chin lift</li> <li>Jaw thrust</li> <li>Recovery position</li> </ul>	Obs

<b>8. The learner will:</b> Know how to provide first aid to a casualty who is experiencing seizure		
<b>Assessment Criteria:</b>		<b>Types of Evidence</b>
8.1	Recognise the characteristics of a casualty suffering from: <ul style="list-style-type: none"> <li>Focal seizures</li> <li>Absence seizures</li> <li>Generalised seizures</li> </ul>	MCQ
8.2	Identify how to administer first aid to a casualty who is experiencing a seizure	MCQ, Obs

<b>9. The learner will:</b> Know how to provide first aid to a casualty with minor bleeding/injuries		
<b>Assessment Criteria:</b>		<b>Types of Evidence</b>
9.1	Recognise the characteristics of a casualty suffering from: <ul style="list-style-type: none"> <li>Hypoglycaemia</li> <li>Hyperglycaemia</li> </ul>	MCQ
9.2	Identify how to administer first aid to a casualty suffering from: <ul style="list-style-type: none"> <li>Hypoglycaemia</li> <li>Hyperglycaemia</li> </ul>	MCQ

10. The learner will: Know how to provide first aid to a casualty with sudden poisoning		
Assessment Criteria:		Types of Evidence
10.1	Identify the routes that poisons can take to enter the body	MCQ
10.2	Identify how to administer immediate first aid to a casualty affected by sudden poisoning	MCQ
10.3	Identify sources of information for treating those affected by sudden poisoning	MCQ

11. The learner will: Know how to provide first aid to a casualty with head injuries		
Assessment Criteria:		Types of Evidence
11.1	Recognise the characteristics of a casualty suffering from: <ul style="list-style-type: none"> <li>• Concussion</li> <li>• Compression</li> <li>• Fractured skull</li> </ul>	MCQ
11.2	Identify how to administer first aid to a casualty suffering from: <ul style="list-style-type: none"> <li>• Hypoglycaemia</li> <li>• Hyperglycaemia</li> </ul>	MCQ

12. The learner will: Be able to provide first aid to a casualty with no signs of life		
Assessment Criteria:		Types of Evidence
12.1	Justify when to administer Cardiopulmonary Resuscitation (CPR)	MCQ
12.2	Demonstrate a primary survey and Cardiopulmonary Resuscitation (CPR)	Obs
12.3	Demonstrate the safe use of an Automated External Defibrillator (AED)	Obs

<b>Unit title:</b>	Management of respiratory distress, altered motor function and injuries
<b>Unit aim:</b>	To equip Learners with skills and knowledge to manage casualties who are experiencing respiratory distress, altered motor function and injuries.

1. The learner will: Know how to provide first aid to a casualty with breathing difficulties		
Assessment Criteria:		Types of Evidence
1.1	Recognise when choking is: <ul style="list-style-type: none"> <li>• Mild</li> <li>• Severe</li> </ul>	Obs
1.2	Demonstrate how to administer first aid to a casualty who is choking	Obs
1.3	Recognise the characteristics of a casualty suffering from: <ul style="list-style-type: none"> <li>• Flail chest</li> <li>• Penetrating chest injury</li> </ul>	MCQ

1.4	Identify how to administer first aid for a: <ul style="list-style-type: none"> <li>• Flail chest</li> <li>• Penetrating chest injury</li> </ul>	MCQ
1.5	Recognise the characteristics of a casualty suffering from an asthma attack	MCQ
1.6	Identify how to administer first aid for a casualty suffering from an asthma attack	MCQ

<b>2. The learner will:</b> Be able to provide first aid to a casualty with anaphylaxis		
<b>Assessment Criteria:</b>		<b>Types of Evidence</b>
2.1	Demonstrate how to provide first aid to a casualty with anaphylaxis	Obs
2.2	Recognise suspected anaphylaxis	MCQ, Obs
2.3	Demonstrate how to administer first aid for a casualty suffering from anaphylaxis	Obs

<b>3. The learner will:</b> Know how to evaluate impaired motor function of pain score of a casualty and provide first aid		
<b>Assessment Criteria:</b>		<b>Types of Evidence</b>
3.1	Recognise the characteristics of a casualty suffering from: <ul style="list-style-type: none"> <li>• Stoke</li> <li>• Angina</li> <li>• Heart Attack</li> </ul>	MCQ, Obs
3.2	Demonstrate how to administer first aid to a casualty suffering from a stroke	Obs
3.3	Identify how to administer first aid to a casualty suffering from: <ul style="list-style-type: none"> <li>• Angina</li> <li>• Heart attack</li> </ul>	MCQ
3.4	Recognise the characteristics of a casualty suffering from: <ul style="list-style-type: none"> <li>• Fractures</li> <li>• Dislocations</li> <li>• Sprains and strains</li> <li>• Spinal injuries</li> </ul>	MCQ
3.5	Demonstrate how to administer first aid to a casualty suffering from: <ul style="list-style-type: none"> <li>• Fractures</li> <li>• Spinal injuries</li> </ul>	Obs
3.6	Identify how to administer first aid to a casualty suffering from: <ul style="list-style-type: none"> <li>• Sprains and strains</li> <li>• Dislocations</li> </ul>	MCQ

<b>4. The learner will:</b> Know how to provide first aid to a casualty with burns and scalds		
<b>Assessment Criteria:</b>		<b>Types of Evidence</b>
4.1	Recognise the characteristics associated with burns and scalds	MCQ
4.2	Identify how to administer first aid to a casualty with burns and scalds	MCQ

Rationale for level			
	Level	Emphasis	Comments
Knowledge	3	Strong	
Skills	3	Strong	
Overall	3		

Rationale for TQT and credit			
	Hours	Comments	
Guided learning	15	The content dictates the guided learning hours, as the content is above and beyond the emergency first aid at work. It requires an additional hour to cover the knowledge and skills and facilitate assessment.	
Directed study	3	The FTACC manual is available to Learners and Trainers may refer to certain areas of the manual for further study.	
Independent study	1	The FTACC manual is available to Learners prior to starting the course and use as a reference during breaks etc.	
Non invigilated assessment	3	The content dictates the guided learning hours, as the content is above and beyond the emergency first aid at work. It requires an additional hour to cover the knowledge and skills and facilitate assessment.	
TQT:	22	Credit:	2

## Appendix 4: Specimen Assessment Material

**1** Which the following is a common sign of a someone suffering from a stroke?

- A** Partial paralysis.
- B** Central chest pain.
- C** Abdominal discomfort.
- D** Lower leg pain.

**2** Which of the following are signs and symptoms of severe choking?

- A** Repeatably coughing.
- B** Widespread rash.
- C** Silent gasping.
- D** Flushed sweaty skin.

**3** Which of the following are responsibilities of a first aider?

- A** Prevent the situation from worsening.
- B** Promote good quality first aid training.
- C** Preserve crime scene evidence immediately.
- D** Provide safe hygiene practices in the workplace.