

TQUK Level 3 Award in First Aid at Work (QCF) Assessment Record

Course Ref.

Learner Name

Trainer
Use
Only

Regulated Qualification completed

Safe use of AED optional learning section completed

Tourniquets & Haemostatic Dressings optional learning section completed

Level 3 Award in First Aid at Work (QCF)

Assessment Record

Guidance

Learners must:

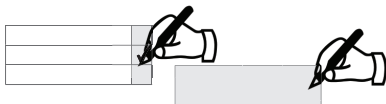
- Participate in all assessment activities
- Fully complete the Assessment Record
- Ensure the Assessment Record is signed and dated

If any help or support is offered when a learner is completing the assessments, the trainer/assessor must note this in the Learner Feedback box. When all learning outcomes have been completed, the learner, trainer/assessor and IQA (where appropriate) should sign the back of the Assessment Record. The trainer/assessor must indicate the result of the assessment.

The Assessment Record must be kept by the centre for a minimum of one year. All Assessment Records may be subject to review during external verification activities.

This assessment record also includes optional learning sections. Evidence of completing these sections can be included on certificates where this type of training has taken place.

Structure: Learners must achieve 3 credits from the two mandatory units to be awarded the Level 3 Award in First Aid at Work (QCF).



Please note: Learners should **ONLY** complete sections in which the answer box is grey. Please **DO NOT** complete the trainer/assessor use sections.

Unit Title:

Emergency First Aid in the Workplace

Reference Number:

A/504/4517

Learner name	
Trainer name	
Date assessment carried out	
Assessment requirements	This unit must be assessed in accordance with the Skills for Health document Assessment Principles for First Aid Qualifications. (Appendix 1 of the qualification specification) Simulation is allowed for this unit.

Learning outcome

Understand the role and responsibilities of a first aider

Identify the role and responsibilities of a first aider

AC 1.1 achieved?

Y

N

1. Explain the role of a first aider:

manual
pg.04

2. Which of the following is the first aider's responsibility?

Assess casualty	<input type="checkbox"/>
Report incident to HSE	<input type="checkbox"/>
Complete accident/incident report form	<input type="checkbox"/>
Treat injuries appropriately	<input type="checkbox"/>
Make area safe	<input type="checkbox"/>
Restock first aid kit	<input type="checkbox"/>

manual
04-06

Describe how to minimise the risk of infection to self and others

AC 1.2 achieved?

Y

N

3. Risk of infection can be minimised by: (tick all that apply)

Washing your hands before dealing with a casualty	<input type="checkbox"/>
Wearing disposable protective gloves	<input type="checkbox"/>
Covering up any cuts you may have	<input type="checkbox"/>
Washing your hands immediately after dealing with a casualty	<input type="checkbox"/>
Opening a window to improve ventilation	<input type="checkbox"/>
Disposing of soiled dressings in a yellow 'clinical waste' bag or follow company procedure	<input type="checkbox"/>
Asking your casualty to remove clothing	<input type="checkbox"/>

manual
pg.04

Learning outcome

Understand the role and responsibilities of a first aider

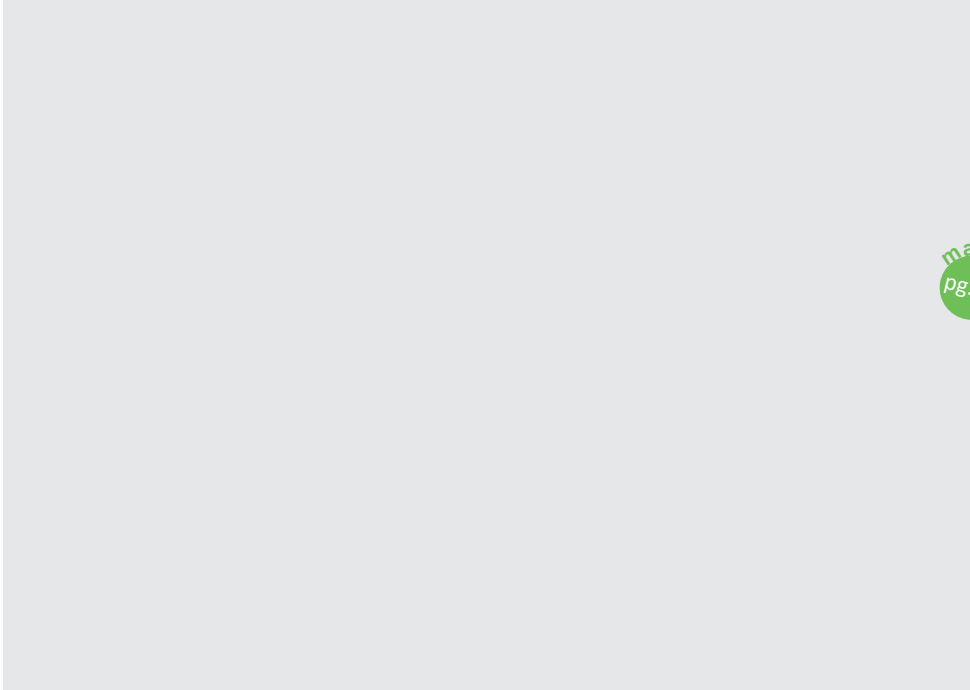
Identify the need for establishing consent to provide first aid

AC 1.3 achieved?

Y

N

4. Explain why consent must be obtained before first aid is provided:



manual
pg.04

Complete an accident report form

AC 1.4 achieved?

Y

N

5. Tick all the information that must be included in an accident form:

Name, address and occupation of the injured person	<input type="checkbox"/>
Who was responsible for the accident	<input type="checkbox"/>
Details of the injury suffered	<input type="checkbox"/>
Name, address, occupation and signature of you the report writer	<input type="checkbox"/>
When and where the accident happened	<input type="checkbox"/>
Details of treatment or advice offered or refused	<input type="checkbox"/>
A description of how the accident happened, giving the cause if you can	<input type="checkbox"/>

manual
pg.05

Practical exercises

Trainer/Assessor Section

Conduct a scene survey

AC 2.1 achieved?

Y

N

Conduct a primary survey of a casualty

AC 2.2 achieved?

Y

N

Demonstrate how and when to call for help

AC 2.3 achieved?

Y

N

Assess a casualty's level of responsiveness

AC 3.1 achieved?

Y

N

Open a casualty's airway and check breathing

AC 3.2 achieved?

Y

N

Place an unresponsive casualty in the recovery position

AC 3.4 achieved?

Y

N

Demonstrate Cardio Pulmonary Resuscitation using a manikin

AC 4.2 achieved?

Y

N

Administer first aid to a casualty who is choking

AC 5.2 achieved?

Y

N

Control external bleeding

AC 6.2 achieved?

Y

N

Administer first aid to a casualty who is in shock

AC 7.2 achieved?

Y

N

Administer first aid to a casualty with small cuts, grazes and bruises

AC 8.1 achieved?

Y

N

Regulated Feedback and Declarations

Trainer/Assessor Feedback to Learner

Learner - I can confirm that I have received feedback from the Trainer/Assessor and I am happy with the feedback I have received.

Learner Signature:

Learner - I certify that I have completed all elements of the assessment.

Learner Signature:

Date:

Trainer/Assessor - I certify that the learner **has** **has not** (please tick) demonstrated competence, knowledge and understanding to the required standard with regards to all elements of the assessment.

Trainer/Assessor Signature:

Date:

Internal Verifier - I certify that I have internally verified this assessment record.

Internal Verifier Name:

Signature:

Date:

Unit Title:

Recognition and Management of Illness
and Injury in the Workplace

Reference Number:

F/504/4518

Learner name	<input type="text"/>
Trainer name	<input type="text"/>
Date assessment carried out	<input type="text"/>
Assessment requirements	This unit must be assessed in accordance with the Skills for Health document Assessment Principles for First Aid Qualifications. (Appendix 1 of the qualification specification) Simulation is allowed for this unit.

Learning outcome

Be able to administer First Aid to a casualty with suspected head and spinal injuries

Identify common triggers for anaphylaxis

AC 8.1 achieved?

 Y N

1. List possible causes of an anaphylactic reaction?

manual
pg.54

Recognise anaphylaxis

AC 8.2 achieved?

 Y N

2. The possible symptoms of anaphylaxis include: (tick all that are correct)

Cold, clammy skin	<input type="checkbox"/>
Difficulty in breathing	<input type="checkbox"/>
Swelling of the face, neck, mouth or tongue	<input type="checkbox"/>
Dizziness	<input type="checkbox"/>
Tingling in the hands and feet	<input type="checkbox"/>
Pain, redness and swelling around the area of contact	<input type="checkbox"/>

manual
pg.54

Learning outcome

Be able to administer First Aid to a casualty with suspected head and spinal injuries

Recognise major illnesses including heart attack, stroke, epilepsy, asthma or diabetes

AC 9.1 achieved?

 Y N

3. Identify several main features of each:

manual
56-63

Heart attack		
Stroke		
Epilepsy	Minor	
	Major	
Asthma		
Diabetes	Hyper	
	Hypo	