



# **APEX INITIATIVES LTD**

## **QUALIFICATION SPECIFICATION**

### **OUTDOOR FIRST AID**

**(16HR)**

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Approved by:	Matthew Earls / Melanie Earls (Directors)
Author/Contact	Matthew Earls / Melanie Earls

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## 1.0 Introduction

Apex Initiatives Ltd (APEXi) are a provider of UK Mountaineering, Medical and First-Aid qualifications. This specification provides the key information for users to make an informed decision as to whether the qualification is suitable for their personal and/or business needs and fits the purpose for which they intend to use it.

## 2.0 Contact Information

For any queries in relation to this course please contact:

Apex Initiatives Ltd  
17 Ingleby Road  
Messingham  
North Lincolnshire  
DN17 3SS

Tel: 0330 043 2420  
Email: [info@apexi.co.uk](mailto:info@apexi.co.uk)  
Web: [www.apexi.co.uk](http://www.apexi.co.uk)

Apex Initiatives Ltd are a company Registered in England No: 14676806

## 3.0 Document Version

Version	Changes	Date
1.0	First issue.	March 2024

## 4.0 Qualification Objective

This qualification will develop the user's knowledge, understanding, and skills required to support casualties and safely deliver first aid in the outdoor environment where help is more than 30 minutes away.

## 5.0 Legal Recognition

This qualification meets the legislative requirements for Emergency First Aid at Work in accordance with the Health and Safety (First Aid) Regulations 1981.

[First aid at work: The Health and Safety \(First Aid\) Regulations 1981. Guidance on Regulations L74](#)

The Health & Safety Executive (HSE) provides guidance on selecting a first-aid training provider. The following link supports due diligence when selecting a first aid training provider.

[GEIS3 - Selecting a first aid training provider - A guide for employers](#)



Section 22.0 provides a completed copy of the document, demonstrating how APEXi are a diligent and responsible provider, meeting these legal requirements.

## 6.0 Industry Recognition

This qualification meets the outdoor sports industry NGB requirements for 2 day (16hr) Outdoor First Aid.

## 7.0 Recognition of Prior Learning

APEXi would accept request for recognition of prior learning if the following qualification had been successfully completed no more than 6 weeks prior to commencement of this course:

1. AIL-QUAL-FA-008 Essential Outdoor First Aid  
(8 hours Guided Learning)

## 8.0 Qualification Details

Qualification name:	Outdoor First Aid (16hr)
Reference number:	AIL-QUAL-OFA16
Delivery:	Face to face only
Assessor: Learner ratio	1:12 (maximum)
Guided learning hours:	16 (minimum 2 days)
Prior learning hours:	None
Valid for:	3 years
Assessment:	Observation of practice (OBS)
Completion time:	Qualification must be completed within 8 weeks.

## 9.0 Assessment Units

This qualification requires successful completion of the following mandatory units:

1. AIL-UNIT-EOFA Essential Outdoor First Aid  
(8 hours Guided Learning)
2. AIL-UNIT-MIIO Management of Illness and Injury in the Outdoor Environment  
(8 hours Guided Learning)

## 10.0 Combined Qualification

The following may be awarded following successful completion of assessment unit 1:

AIL-QUAL-OFA8	Essential First Aid for the Outdoors (8hr)
AIL-QUAL-FAW6	Emergency First Aid at Work (6hr)

## 11.0 Certification

Certificates are produced electronically in accordance with:



## GEIS3 - Selecting a first aid training provider - A guide for employers

### **12.0 Entry Requirements**

Prior knowledge:	No prior knowledge, skills or qualifications are required.
Minimum age:	Minimum 16 years. Learners aged 14-16 may undertake the qualification but must not be relied upon as sole first aiders.
Physical capability:	Learners must be able to demonstrate first aid procedures during assessment. The Learner must perform these in a simulated realistic work environment for the learner.
Language:	This course will be delivered in English. The learner must have sufficient understanding of the English language to understand the content and undertake the assessments. British Sign Language may be used but it is the sole responsibility of the learner to facilitate this.

### **13.0 Learner Identification**

Prior to release of certificates, all candidates must provide 1 photographic or 2 non-photographic forms of identification that would be accepted by the Disclosure and Barring Service:

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021>

### **14.0 Venue Requirements**

The venue must include provision for both indoor and outdoor teaching.

All venues must provide:

- Access to toilets, welfare, and refreshment facilities.
- Suitable seating and writing surfaces.
- Sufficient space for activities.
- Absence of distractions.

Indoor classrooms must be risk assessed prior to delivery and meet the current HSE standards:

<https://www.hse.gov.uk/risk/assets/docs/classroom-checklist.pdf>

Additionally, outdoor teaching areas must be risk assessed prior to delivery and if used in isolation, must also provide:

- Respite from inclement weather.
- Environmental challenges for scenarios such as slopes, and different terrains.

## 15.0 Equipment Requirements

The following must be available at all venues:

- Presentation materials (flipchart, paper, pens, etc.).
- Audio visual aids (projector, laptop, etc.).
- Learning materials (reference books, handouts, etc.).

Course specific materials required:

- Adult and child resuscitation manikins (minimum ratio 1:3 Learners).
- AED trainer (minimum ratio 1:3 Learners).
- Choking vest (or similar)
- Disinfectant wipes.
- Face shields.
- First aid kits containing a suitable variety of dressings, bandages, etc.
- Outdoor equipment including rucksacks, foil blankets, roll mats, sleeping bags, etc.
- Example medications i.e. inhalers, adrenaline autoinjectors, GTN, etc.
- Examples of splinting, slings, pelvic binders, etc.

Courses that include catastrophic bleeding:

- Manufactured tourniquet.
- Equipment to create an improvised tourniquet.
- Replica wound for wound packing.
- Haemostatic dressings (or similar for demonstration purposes, i.e. bandage strips).

## 16.0 Recommended Resources

Suitable learning resources and reference manuals include:

- Emergency First Aid Made Easy (Nigel Barraclough)
- First Aid Manual (St John Ambulance)
- Outdoor First Aid (Katherine Wills)

## 17.0 Trainers and Assessors

Trainers and assessors must have occupational knowledge and competence in First Aid. Acceptable evidence for both trainers and assessors are outlined in:

<https://www.hse.gov.uk/pubns/geis3.pdf>

Additionally, all Outdoor First Aid trainers must have experience of working in the outdoor environment, evidenced by:

- Evidence of previously holding an outdoor first aid certificate **and**
- An outdoor activities instructor certificate or evidence of significant outdoor experience i.e. Mountain Rescue, Military Medic.



## 18.0 Internal Quality Assurance

Internal Quality Assurers (IQAs) must meet the trainer/assessor requirements. Additionally, they should also meet the qualifications required for an IQA outlined in:

<https://www.hse.gov.uk/pubns/geis3.pdf>

**and** demonstrate current evidence of quality assurance within the industry sector.

All IQA observations are undertaken annually by an external organisation.

## 19.0 Observation of Practice (OBS)

Learners are assessed through practical assessments, realistically based around outdoor activities and situations. These will be simulated practice, in accordance with the course learning outcomes, and performed in an outdoor environment.

Language: English  
Duration: N/A  
Pass Mark: 100%  
Grading: Pass/Fail

If a Learner is unsuccessful with an observed practical assessment, they can be awarded a second attempt providing it is within the timescale of the qualification.

If a Learner fails the second attempt, with or without additional training, they will have failed the qualification and will be required to re-sit a full course.

## 20.0 Results

The candidate will be informed of their result at the end of the course.

## 21.0 References

This document is written in accordance with the following latest guidance from:

- Health and Safety Executive (HSE)
- Resuscitation Council UK (RCUK)





## 22.0 HSE First Aid Training Organisation Evaluation

**Table 1 Checklist for evaluating the competence of first-aid training organisations**

CHECK	YES	NO	NOTES
<b>Trainers/assessors</b>			
Do the trainers/assessors have a current FAW certificate or qualify for an exemption?	✓		<u>Section 15.</u>
Do the trainers/assessors have an appropriate training/ assessing qualification?	✓		<u>Section 15.</u>
<b>Quality assurance</b>			
Is there a documented quality assurance plan designating an individual to take responsibility for quality assurance, including assessment of the performance of trainers/ assessors at least annually?	✓		<u>Section 18.</u>
Does the designated person have a current FAW certificate or qualify for an exemption?	✓		<u>Section 18.</u>
Does the designated person have an assessing/verifying qualification?	✓		<u>Section 18.</u>
Is there a documented course evaluation procedure?	✓		<u>Section 16.</u>
Is there a documented complaints procedure?	✓		<u>Section 17.</u>
<b>Teaching currently accepted first-aid practice</b>			
Is FAW/EFAW taught in accordance with current guidelines on adult basic life support published by the Resuscitation Council (UK), and for other aspects of first aid, in accordance with current guidelines published by the Voluntary Aid Societies or other published guidelines that are supported by a responsible body of medical opinion?	✓		<u>Section 4.</u>

Training syllabus			
Does the course content adequately meet the needs of your workplace as indicated by your first aid needs assessment?	✓		<u>Section 4.</u>
For FAW, does the syllabus include the topics listed in Appendix 1 and does the course include at least 18 training and assessment contact hours, over three days?	N/A	N/A	<u>Not applicable</u>
For FAW requalification, does the syllabus include the topics listed in Appendix 1 and does the course last at least 12 training and assessment contact hours, over two days?	N/A	N/A	<u>Not applicable</u>
For EFAW, does the syllabus include the topics listed in Appendix 2 and does the course last at least six training and assessment contact hours, over one day?	✓		<u>Section 7.</u> <u>Section 23.</u>
For EFAW requalification, does the syllabus include the topics listed in Appendix 2 and does the course last at least six training and assessment contact hours, over one day?	✓		<u>Section 7.</u> <u>Section 23.</u>
Certificates			
Do the certificates issued to students assessed as competent contain the name of the training organisation, the title of the qualification (e.g. FAW or EFAW), reference to the Health and Safety (First Aid) Regulations 1981, the date of issue and confirmation the certificate is valid for three years? (If training is neither FAW nor EFAW the certificate should also list the learning outcomes of the syllabus on which candidates have been assessed.)	✓		<u>Section 9.</u>

## 23.0 Assessment Unit 1 Specification (AIL-UNIT-EOFA)

LEARNING OUTCOMES		
<b>Unit:</b>	<b>Essential Outdoor First Aid</b>	
<b>Reference:</b>	<b>AIL-UNIT-EOFA</b>	
<b>Guided Learning Hours</b>	<b>8 hours</b>	
<b>Unit Summary:</b>	The learner will develop the knowledge, understanding and skills to effectively manage first aid emergencies in the outdoor environment.	
<b>Learning outcome</b> <i>In the context of outdoor first aid, the learner will:</i>	<b>Objective</b> <i>In the context of outdoor first aid, the learner can:</i>	<b>Evidence</b>
0. Understand the course requirements.	0.1 Register attendance and meet Instructor/Learners. 0.2 Understand the course health and safety requirements. 0.3 Understand the course timings. 0.4 Understand the use of mobile phones and electronic devices. 0.5 Understand the course specifics. 0.6 Understand the assessment process.	N/A
1. Understand the roles and responsibilities of a first aider.	1.1 Identify the role and responsibilities of a first aider. 1.2 Identify how to minimise the risk of infection to self and others. 1.3 Identify the need to establish consent. 1.4 Identify first aid equipment that should be available.	Observation of Practice
2. Be able to manage an incident.	2.1 Conduct a scene survey. 2.2 Conduct a casualty primary survey. 2.3 Demonstrate how to protect a casualty from environmental factors. 2.4 Summon appropriate help when necessary. 2.5 Demonstrate how to monitor a casualty until help arrives and handover to emergency services.	Observation of Practice
3. Be able to provide first aid to a casualty who is unresponsive and breathing normally.	3.1 Identify when to place a casualty in the safe airway position. 3.2 Demonstrate how to place a casualty in the safe airway position.	Observation of Practice

	3.3 Demonstrate continual monitoring of airway and breathing for a casualty in the safe airway position.	
	3.4 Identify how to administer first aid to a casualty who is having a seizure.	
4. Be able to provide first aid to a casualty who is unresponsive and not breathing normally.	4.1 Demonstrate when to commence Cardiopulmonary Resuscitation (CPR) and apply an Automated External Defibrillator (AED). 4.2 Demonstrate CPR and safe defibrillation on an adult casualty. 4.3 Identify modifications to CPR and Defibrillation in: <ul style="list-style-type: none"> <li>• Pregnancy.</li> <li>• Children.</li> <li>• Drowning.</li> <li>• Avalanches.</li> <li>• Lightning strikes.</li> <li>• Remoteness.</li> </ul>	Observation of Practice
5. Be able to provide first aid to a casualty who is choking.	5.1 Identify when a casualty is choking. 5.2 Demonstrate how to administer first aid to an adult, child, or infant who is choking.	Observation of Practice
6. Be able to provide first aid to a casualty with external bleeding, minor injuries or burns.	6.1 Identify whether an external bleed is life threatening (catastrophic). 6.2 Demonstrate control of external bleeding using: <ul style="list-style-type: none"> <li>• Direct pressure.</li> <li>• Dressings.</li> <li>• Haemostatic agents.</li> <li>• Tourniquets.</li> </ul> 6.3 Demonstrate how to administer first aid to a casualty with a minor injury: <ul style="list-style-type: none"> <li>• Small cuts and grazes.</li> <li>• Bruises.</li> <li>• Small splinters.</li> <li>• Nosebleeds.</li> </ul> 6.4 Demonstrate how to administer first aid to a casualty with a minor burn and scald.	Observation of Practice
7. Be able to provide first aid to a casualty who is in shock.	7.1 Identify when a casualty is shocked. 7.2 Demonstrate how to provide first aid to a casualty in shock.	Observation of Practice
8. Be able to provide first aid to a casualty who has been immersed or submerged in water.	8.1 Identify how to administer first aid to a casualty that has been immersed or submerged in water.	Observation of Practice

## 24.0 Assessment Unit 2 Specification (AIL-UNIT-MIIO)

LEARNING OUTCOMES		
<b>Unit:</b>	<b>Recognition and Management of Illness and Injury in the Outdoor Environment</b>	
<b>Reference:</b>	<b>AIL-UNIT-MIIO</b>	
<b>Guided Learning Hours</b>	<b>8 hours</b>	
<b>Unit Summary:</b>	The learner will develop the knowledge, understanding and skills to effectively recognise and provide first aid to a range of common injuries and illnesses in the outdoor environment.	
<b>Learning outcome</b> <i>In the context of outdoor first aid, the learner will:</i>	<b>Objective</b> <i>In the context of outdoor first aid, the learner can:</i>	<b>Evidence</b>
0. Understand the course requirements.	0.1 Register attendance and meet Instructor/Learners. 0.2 Understand the course health and safety requirements. 0.3 Understand the course timings. 0.4 Understand the use of mobile phones and electronic devices. 0.5 Understand the course specifics. 0.6 Understand the assessment process.	N/A
1. Be able conduct a secondary survey.	1.1 Identify the information required when gathering a casualty history. 1.2 Demonstrate a secondary survey on a casualty.	Observation of Practice
2. Be able to provide first aid to a casualty with a suspected musculoskeletal limb injury.	2.1 Identify the signs and symptoms of a suspected: <ul style="list-style-type: none"> <li>• Fracture</li> <li>• Dislocation</li> <li>• Sprain</li> <li>• Strain</li> </ul> 2.2 Demonstrate how to administer first aid to a casualty with a suspected: <ul style="list-style-type: none"> <li>• Fracture</li> <li>• Dislocation</li> <li>• Sprain</li> <li>• Strain</li> </ul>	Observation of Practice

3. Be able to provide first aid to a casualty with a suspected major injury.	3.1 Identify the signs and symptoms of a suspected major injury to: <ul style="list-style-type: none"> <li>• Head</li> <li>• Spine</li> <li>• Chest</li> <li>• Abdomen</li> <li>• Pelvis</li> </ul> 3.2 Demonstrate how to administer first aid to a casualty with a suspected major injury to: <ul style="list-style-type: none"> <li>• Head</li> <li>• Spine</li> <li>• Chest</li> <li>• Abdomen</li> </ul>	Observation of Practice
4. Be able to provide first aid to a casualty with burns and scalds.	4.1 Identify how to recognise the severity of burns and scalds. 4.2 Demonstrate how to administer first aid to a casualty with burns and scalds, according to cause.	Observation of Practice
5. Be able to provide first aid to a casualty with an eye injury.	5.1 Demonstrate how to administer first aid to a person with a suspected eye injury.	Observation of Practice
6. Be able to provide first aid to a casualty with bites and stings.	6.1 Identify the signs and symptoms of a suspected bite or sting. 6.2 Demonstrate how to administer first aid to a person with a suspected bite or sting.	Observation of Practice
7. Be able to provide first aid to a casualty who is experiencing the effects of extreme heat/cold.	7.1 Identify the signs and symptoms displayed by a casualty experiencing the effects of extreme heat/cold. 7.2 Demonstrate how to administer first aid to a casualty experiencing the effects of extreme heat/cold.	Observation of Practice
8. Be able to provide first aid to a casualty with a suspected major illness.	8.1 Identify the signs and symptoms displayed by a casualty with a suspected major illness, including: <ul style="list-style-type: none"> <li>• Anaphylaxis</li> <li>• Asthma</li> <li>• Chest Pain</li> <li>• Diabetic emergencies</li> <li>• Seizures</li> <li>• Stroke</li> </ul>	Observation of Practice

	<p>8.2 Demonstrate how to administer first aid to a casualty with a suspected major illness, including:</p> <ul style="list-style-type: none"> <li>• Anaphylaxis</li> <li>• Asthma</li> <li>• Chest Pain</li> <li>• Diabetic emergencies</li> <li>• Seizures</li> <li>• Stroke</li> </ul>	
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