



# **APEX INITIATIVES LTD**

## **QUALIFICATION SPECIFICATION**

### **FIRST AID AT WORK** **(FAW)**

Document Type:	First Aid Course
Document Reference:	AIL-QUAL-FA-002
Version:	1.0
Issued:	January 2025
For Review:	January 2026
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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:

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## 3.0 Document Version

Version	Changes	Date
1.0	First issue.	January 2025

## 4.0 Qualification Objective

This qualification will develop the user's knowledge, understanding, and skills required to support casualties in the workplace, providing both:

- an appropriate First Aid needs assessment has been undertaken by the employer, and:
- First Aid at Work is identified as the required training.

<https://www.hse.gov.uk/pubns/priced/l74.pdf>

All teaching is in accordance with the current Resuscitation Council (UK) guidelines and other appropriate published guidelines represented by responsible medical opinion.



## 5.0 Legal Recognition

This qualification meets the legislative requirements for 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 Recognition of Prior Learning

There is no recognition of prior learning associated with this qualification.

## 7.0 Qualification Details

Qualification name:	First Aid at Work
Reference number:	AIL-QUAL-FA-002
Delivery:	Face to face only
Assessor: Learner ratio	1:12 (maximum)
Guided learning hours:	18
Contact hours:	21
Prior learning hours:	None
Valid for:	3 years
Assessment:	Observation of practice
Completion time:	Qualification must be completed within 4 weeks.

## 8.0 Assessment Units

This qualification requires successful completion of the following mandatory units:

1. AIL-UNIT-EFA6      Emergency First Aid
2. AIL-UNIT-FAII      First Aid Management of Illness and Injury

## 9.0 Certification

Certificates are produced electronically in accordance with:

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



## 10.0 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.

## 11.0 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>

## 12.0 Venue Requirements

The venue must include provision for indoor 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:

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

## 13.0 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.
- Adrenaline autoinjectors/sprays (various current types).
- Example medications i.e. inhalers, GTN, aspirin, etc.
- Equipment to demonstrate slings, splinting, etc.

Courses that include catastrophic bleeding:

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

#### **14.0 Recommended Resources**

Suitable learning resources and reference manuals include:

- First Aid Made Easy (Nigel Barraclough)
- First Aid Manual (St John Ambulance)
- Resuscitation Council (UK) First Aid Guidelines

#### **15.0 Trainers and Assessors**

Trainers and assessors must have occupational knowledge and competence in First Aid, it's training and assessment. Acceptable evidence for both trainers and assessors is outlined in:

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

All trainer's certifications and/or exemptions are available on request.

#### **16.0 Course Evaluation**

All candidates are encouraged to provide online course feedback prior to release of the certificate. All feedback is used to constantly review our courses and delivery.

#### **17.0 Complaints Procedure**

All complaints, however received, are processed and addressed in accordance with our Complaints Policy (AIL-POL-016), available on request.

#### **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:

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

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

All IQA observations are undertaken by an external organisation.

## 19.0 Observation of Practice

Learners are assessed through practical assessments. These will be simulated practice, in accordance with the course learning outcomes.

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>
<b>Training syllabus</b>			
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?	✓		<u>Section 7.</u> <u>Section 23.</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?	N/A	N/A	<u>Not applicable</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?	N/A	N/A	<u>Not applicable</u>
<b>Certificates</b>			
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-EFAW)

LEARNING OUTCOMES		
Unit:	Emergency First Aid	
Reference:	AIL-UNIT-EFA6	
Guided Learning Hours	6 hours	
Unit Summary:	The learner will develop the knowledge, understanding and skills to effectively manage first aid emergencies.	
Learning outcome <i>In the context of first aid, the learner will:</i>	Objective <i>In the context of first aid, the learner can:</i>	Evidence
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.	Not Required
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 and its safe use. 1.5 Complete an accident report form.	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 Summon appropriate help when necessary. 2.4 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, child or infant casualty. 4.3 Identify modifications to CPR and Defibrillation in: <ul style="list-style-type: none"> <li>• Pregnancy.</li> <li>• Children.</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	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>• Tourniquets.</li> </ul>	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 with a minor injury.	8.1 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>• Bites and stings.</li> <li>• Bruises.</li> <li>• Small splinters.</li> <li>• Nosebleeds.</li> <li>• Minor burns and scalds.</li> <li>• Eye injuries.</li> <li>• Foreign bodies in eyes, ears, and nose.</li> </ul>	Observation of Practice

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

LEARNING OUTCOMES		
<b>Unit:</b>	<b>First Aid Management of Illness &amp; Injury</b>	
<b>Reference:</b>	<b>AIL-UNIT-FAIL</b>	
<b>Guided Learning Hours</b>	<b>12 hours</b>	
<b>Unit Summary:</b>	The learner will develop the knowledge, understanding and skills to effectively manage illness and injury in the first aid setting.	
<b>Learning outcome</b> <i>In the context of first aid, the learner will:</i>	<b>Objective</b> <i>In the context of 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.	Not Required
1. Be able to 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. Understand the basic anatomy and physiology of the respiratory system.	2.1 Identify the key structures of the respiratory system and their role in normal breathing. 2.2 Recognise the signs of abnormal breathing and hypoxia.	Observation of Practice
3. Understand the basic anatomy and physiology of the cardiovascular system.	3.1 Identify the key structures of the cardiovascular system and their role in maintaining a normal circulation. 3.2 Identify the signs and symptoms of shock.	Observation of Practice

<p>4. Be able to provide first aid to a casualty with a suspected major illness.</p>	<p>4.1 Identify the signs and symptoms displayed by 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> <li>• Sepsis</li> </ul> <p>4.2 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> <li>• Sepsis</li> </ul>	<p>Observation of Practice</p>
<p>5. Be able to provide first aid to a casualty with burns and scalds.</p>	<p>5.1 Identify how to recognise the severity of burns and scalds.</p> <p>5.2 Demonstrate how to administer first aid to a casualty with burns and scalds, according to cause.</p> <p>5.3 Demonstrate how to administer first aid to a casualty who has had an electric shock.</p>	<p>Observation of Practice</p>
<p>6. Be able to provide first aid to a casualty exposed to poisons/chemicals</p>	<p>6.1 Identify routes of exposure to a poison/chemical and obtain information i.e. COSHH.</p> <p>6.2 Identify ways of gathering information regarding the poison/chemical.</p> <p>6.3 Demonstrate how to administer first aid to a casualty exposed to poisons/chemicals.</p>	<p>Observation of Practice</p>
<p>7. Be able to provide first aid to a casualty who is experiencing the effects of extreme heat/cold.</p>	<p>7.1 Identify the signs and symptoms of a casualty who is experiencing the effects of extreme heat /cold.</p> <p>7.2 Demonstrate how to administer first aid to a casualty who is experiencing the effects of extreme heat /cold.</p>	<p>Observation of Practice</p>

<p>8. Be able to provide first aid to a casualty with a suspected major / musculoskeletal injury.</p>	<p>8.1 Identify the signs and symptoms of a suspected major / musculoskeletal injury to:</p> <ul style="list-style-type: none"> <li>• Head</li> <li>• Spine</li> <li>• Chest</li> <li>• Abdomen</li> <li>• Pelvis</li> <li>• Legs / Arms</li> </ul>	<p>Observation of Practice</p>
	<p>8.2 Demonstrate how to administer first aid to a casualty with a suspected major / musculoskeletal injury to:</p> <ul style="list-style-type: none"> <li>• Head</li> <li>• Spine</li> <li>• Chest</li> <li>• Abdomen</li> <li>• Pelvis</li> <li>• Legs / Arms</li> </ul>	

