

11	<ul style="list-style-type: none"> <li>Major illness: heart attack, stroke, epileptic seizure, asthma attack, diabetic hypoglycaemic emergency</li> <li>Suspected poisoning</li> <li>Anaphylaxis and using auto-injector (training device)</li> </ul>	3hrs
12	Internally assessed Multiple-choice exam and further questioning (if needed)	45 mins
<b>Total delivery and assessment time:</b>		<b>22hrs</b>

## Requalification

The qualification provides learners with a valid first aid at work certificate that supports the requirements from the HSE for an approved first aider for a period of 3 years. After this period, learners are required to retrain.

### Highfield offers 2 options for learners who require retraining:

**Option 1.** The learner can complete a 12-hour Requalification over 2 days. The duration of this course may be increased to meet additional learning needs if required, but not reduced. As stated in the *Delivery Standards for Regulated First Aid Qualifications*, the 12-hour requalification can also be delivered over a maximum of a 7-week period, with the minimum duration of each training session being 2 hours.

The centre must keep a copy of the original First Aid certificate that the learner is wishing to update, together with all assessment paperwork and Internal Quality Assurance paperwork involved in the requalification process.

NOTE: If the learner has previously held an older FAW certificate (where it does not include auto injectors) learners are advised to complete the additional learning before undertaking an assessment for this qualification (launched April 2022).

**Option 2.** Learners with recent experience as first aid tutors who fulfil all relevant criteria listed below will be permitted to undertake the First Aid at Work assessments only (without undergoing further training or adhering to the usual 12-hour minimum contact time for a Requalification).

To access the Assessment Only Requalification, learners must be able to evidence to the centre:

- their previous First Aid at Work certificate (which should not have expired by more than 1 calendar month at the point of re-assessment)
- successful delivery of a regulated FAW course within the 3 months prior to sitting their assessments
- a satisfactory internal quality assurance observation report on a regulated FAW course they have delivered within the past 12 months prior to sitting their assessments

NOTE: If learner/tutor is delivering/approved to deliver the new FAW qualifications (where it includes demonstration of correctly using auto injectors) they are able to do this assessment only option. If the learner/tutor is not approved, they should do the 12-hour re-qualification option 1.

Further information can be found in the Supporting Evidence Checklist form available in the Download Area. Centres are required to complete this form for learners that complete an Assessment Only Requalification course to verify that appropriate evidence has been checked and learners meet all relevant requirements prior to undertaking their assessments. The form and associated evidence should be retained together with all assessment paperwork and Internal Quality Assurance paperwork involved in the requalification process. This may be requested for review as part of External Quality Assurance activity carried out by Highfield.

Learners completing both the 12-hour and Assessment Only Re-qualifications will still need to be assessed against **all** learning outcomes and assessment criteria in both units. For learners to remain qualified they must also retake their qualification whilst their certificate remains in date.

NB. Learners have a one-month period of grace, post-certificate expiry, to be able to access the shorter courses, however, it is important to note that during this period learners are **not** qualified to provide first aid.

To **re-certificate after the 1-month period of grace**, learners must be assessed against all learning outcomes and assessment criteria in both units, during a full 3-day course.

### Programme Delivery Summary – First Aid at Work Requalification (2-day) Course

The following summary provides an overview of each phase of the recommended delivery programme.

Phase	Component	Duration
1	<ul style="list-style-type: none"> <li>• Introduction to the first-aider</li> <li>• What is first aid?</li> <li>• First aid in the workplace</li> <li>• Responsibilities of the first-aider</li> </ul>	30mins
2	<ul style="list-style-type: none"> <li>• Assessing an incident</li> <li>• Scene survey</li> <li>• Primary survey</li> <li>• Secondary survey</li> <li>• Casualty communication</li> </ul>	2hrs
3	<ul style="list-style-type: none"> <li>• Principles of resuscitation</li> <li>• The respiratory system</li> <li>• CPR</li> <li>• Adult basic life support</li> <li>• Compression only CPR</li> <li>• AED</li> <li>• Recovery position</li> <li>• Seizure</li> </ul>	2hrs
4	<ul style="list-style-type: none"> <li>• Obstructed airway</li> <li>• Choking</li> </ul>	45mins
5	<ul style="list-style-type: none"> <li>• The circulatory system</li> <li>• Types of bleeding and if it is life threatening</li> <li>• Wounds and embedded objects</li> </ul>	1hr

6	<ul style="list-style-type: none"> <li>• Shock</li> </ul>	45mins
7	<ul style="list-style-type: none"> <li>• Minor injuries small cuts, grazes, bruises, small splinters, nose bleeds, burns and scalds (dry/wet heat, chemicals, electricity)</li> </ul>	2hrs
8	<ul style="list-style-type: none"> <li>• Bones, muscles and joints</li> </ul>	1hr 15mins
9	<ul style="list-style-type: none"> <li>• Types of fractures and dislocation</li> <li>• Sprains and strains</li> <li>• Applying a support sling</li> <li>• Head injuries</li> <li>• Spinal injuries</li> </ul>	1h 45 mins
10	<ul style="list-style-type: none"> <li>• Types of chest injuries</li> <li>• Recognition and treatment</li> </ul>	1hr 30mins
11	<ul style="list-style-type: none"> <li>• Major illness: heart attack, stroke, epileptic seizure, asthma attack, diabetic hypoglycaemic emergency</li> <li>• Suspected poisoning</li> <li>• Anaphylaxis and using auto-injector (training device)</li> </ul>	1h 45 mins
12	Internally assessed Multiple-choice exam and further questioning (if needed)	45 mins
<b>Total delivery and assessment time:</b>		<b>16hrs</b>