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Qualification Specification

HABC Level 3 Award in First Aid at Work (QCF)

Qualification Number: 600/7373/1

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Version 8.2 January 2017

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HABC Level 3 Award in First Aid at Work (QCF)

Introduction

This qualification specification is designed to outline all you need to know in order to offer this qualification at your centre. If you have any further questions, please contact your HABC Account Manager.

Qualification Details

The HABC Level 3 Award in First Aid at Work (QCF) has been accredited by the regulators of England and Wales (Ofqual and the Welsh Government) and is part of the Qualifications and Credit Framework (QCF).

It is supported by Skills for Health, the Sector Skills Council for health.

Key Facts

Qualification Number:	600/7373/1
Learning Aim Reference:	60073731
Credit Value:	3
Assessment Method:	Practical demonstration and oral/written questions
Guided Learning Hours (GLH):	24
Contact Hours*	18

*See Guidance on Delivery section for more information

Qualification Overview and Objective

This qualification is designed for those learners wishing to gain a nationally recognised qualification in first aid and become a first aider in their workplace. This qualification meets the requirements for training first-aiders in those organisations that have identified that staff need to be trained to this level within their first-aid needs assessment.

The recommended duration of the course for this qualification is 3 days; however the course duration may be increased to meet additional learning needs if required, but not reduced.

Topics covered include: the roles and responsibilities of the first aider; assessing an incident, recognising signs and symptoms of injury and illness, assisting a casualty who is suffering from major injury and illness, chest injuries, spinal injuries and anaphylaxis. The qualification is assessed via on-going oral questioning and practical demonstration.

The qualification provides learners with the knowledge, understanding and skills in first aid.

Entry Requirements

In order to register on to this qualification, learners are required to meet the following entry requirements:

- 16 years of age or above
- It is advised that learners have a minimum of Level 1 in English and maths.

Qualification Structure

In order to achieve the qualification, learners must achieve the two mandatory units:

- Emergency First Aid in the Workplace [A/504/4517]
- Recognition and Management of Illness and Injury in the Workplace [F/504/4518]

Full details relating to the Rules of Combination for this qualification can be found in Appendix 1 of this specification. All units are contained in Appendix 2.

Delivery/Assessment Ratios

In order to effectively deliver and assess this qualification, centres must not to exceed the ratio of 1 qualified tutor/assessor to 12 learners.

Guidance on Delivery

This qualification has a minimum guided learning hour's value of 24 hours. The Health & Safety Executive (HSE), in addition to this guidance, have stipulated that the minimum contact hours for this qualification, excluding breaks, should be for a minimum period of 18 hours over 3 days and for requalification 12 hours over 2 days.

Use of blended learning

This qualification may be delivered by blended learning where the following principles are adhered to:

- The time taken to complete the first aid course should **not** be reduced. There may be a benefit in flexibility but blended learning should not reduce the overall time required to take the course.
- A minimum of **two-thirds** of the training time should be **face-to-face** learning
- The practical content of the learning outcomes should be delivered and assessed face-to-face.

In addition, where learners are set work to complete that forms part of the assessment during any distance learning, centres must adhere to the principles below:

- Following completion of the distance element of learning, the learner must be assessed by a suitably qualified first aid assessor.
- The first aid assessor must be satisfied that all the assessment criteria for the content delivered by distance learning have been met and auditable evidence should be generated for this purpose.

- It is the centre's responsibility to confirm the identity of the learner and the authenticity of the evidence.
- The assessment should be quality assured.

Important note for training delivered in Northern Ireland: The above principles do not apply to Northern Ireland. The full contact hours must be delivered face to face.

The Skills for Health 'Assessment Principles for First Aid Qualifications' also states that this qualification can also be delivered over a maximum of a 10-week period, with the minimum duration of each training session being 2 hours.

Guidance on Assessment

HABC has worked with subject matter experts in first aid to develop robust and streamlined assessment paperwork (available from the HABC Members Download Area) which includes:

1] Practical observation

The practical assessment of learners for the qualification is completed throughout the course delivery. This ongoing assessment will involve learners demonstrating practical first aid skills across a number of areas. The recording of assessment will be via the HABC QCF FAW Assessment Pack – Practical.

Important note for training delivered in Northern Ireland: HSENI have a requirement that the practical assessment must be completed by an independent assessor at the end of the course.

2] Written/Oral questioning

Learners are required to answer a series of questions ensuring their understanding of the theory content is sufficient to meet the required standard. Oral questioning can be used to extract further information for these questions during the practical assessments, with the tutor documenting the responses, or when needing to supplement learners' written responses, according to individual learners' needs. The recording of assessment will be via the HABC QCF FAW Assessment Pack – Theory.

3] Accident Report Form

Learners are required to show evidence that they are able to complete an accident report form. The recording of assessment will be via the HABC Accident Report Form.

A full explanation of their usage is provided in the Tutor, Assessor and Internal Quality Assurance Pack, available to download from the HABC Member's Area. Whilst it is not mandatory to use any of the HABC assessment paperwork, centres wishing to use an alternative must first seek approval from the HABC External Quality Support (EQS) Team.

Where learners are set work to complete that forms part of the assessment during any distance learning, centres must adhere to the principles outlined in the 'Guidance on Delivery' section.

In line with guidance provided by the HSE, the qualification supports/approves work place emergency first aiders for a period of 3 years, after which point learners will need to retake the course. In addition to this it is also recommended that learners refresh their knowledge annually.

Requalification Guidance

The qualification provides learners with a valid first aid at work certificate that support the requirements from the HSE: approved first aider for a period of 3 years, after this period learners are required to retrain. The recommended duration of the retraining course is 12 hours over **2 days**; however the course duration may be increased to meet additional learning needs if required, but not reduced. The Skills for Health 'Assessment Principles for First Aid Qualifications' also state that this qualification can also be delivered over a maximum of a 6-week period, with the minimum duration of each training session being 2 hours.

Learners will still need to be assessed against all learning outcomes and assessment criteria in both units. In order 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 course; however it is important to note that during this period, learners are not qualified to provide First Aid.

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 that requalification process.

Guidance on Quality Assurance

HABC require Centres to have in place a robust mechanism for internal quality assurance. Internal quality assurance must be completed by an appropriately qualified person and that person must not have been involved in any aspect of the delivery or assessment of the course they are quality assuring.

Internal quality assurance should monitor both the delivery and assessment of the qualification, including any distance learning, and can involve a number of different methods of monitoring e.g. observation of course delivery/assessment, sampling of course assessment material, learner interviews etc.

Once complete, this assessment paperwork and Internal Quality Assurance paperwork must be stored by the centre for a minimum period of 3 years to allow for quality assurance checks.

HABC will support Centre's by conducting ongoing engagements to ensure and verify the effective and efficient delivery of the qualification.

Centre Requirements

HABC require centres involved in the delivery of this qualification to have the following resources in place:

- a minimum of 1 Resuscitation manikin between a maximum of 4 learners
- safety procedures in place for manikin faces e.g. facilities to sterilise the manikin faces at the end of each course OR one disposable face shield per learner OR manikin face wipes to be used after each learner's demonstration
- replacement airways and lungs for each resuscitation manikin to be changed at the end of each course

- a minimum of 1 training defibrillator between a maximum of 4 learners*
- a minimum of 1 disposable training dressing per learner
- a minimum of 1 pair of disposable gloves (not latex) per learner
- a minimum of 1 first aid kit
- training rooms that have carpeted floors or mats/blankets provided, for use during practical sessions
- adequate training and assessment facilities to accommodate maximum number of learners on course
- a training room which is safe, that has adequate ventilation, lighting sufficient for learners to read easily, and temperature suitable to maintain a 'shirt sleeve' environment. It is also required that training rooms are able to cater for people with special needs (where appropriate).

**Where fewer AED trainers are provided, learning hours/lesson plans should be adjusted accordingly to ensure learners are not disadvantaged.*

Geographical Coverage

This qualification is suitable for learners in England, Wales or Northern Ireland.

Tutor Requirements

HABC require those involved in the training of the qualification to meet the following criteria:

1. Occupational knowledge and competence in **first aid*** - evidenced by holding a first aid at work/medical qualification as detailed below:
 - Holding a current **First Aid at Work Certificate** (issued by an Ofqual/SQA/Welsh Government recognised Awarding Organisation, a HSE approved training provider or recognised equivalent*) **or**
 - Holding a current **Offshore First Aid Certificate** issued by a HSE approved training provider **or**
 - Current registration as a **Doctor** with the General Medical Council (GMC) **or**
 - Current registration as a **Nurse** with the Nursing and Midwifery Council (NMC) **or**
 - Current registration as a **Paramedic** with the Health and Care Professions Council (HCPC).
2. Knowledge and competency in **teaching/training** first aid - evidenced by holding an acceptable teaching/training qualification as detailed in **Appendix 4**.
3. Knowledge and understanding of how to safely and effectively use an automated external defibrillation (AED) machine.

**recognised First Aid at Work certificate equivalents that are not listed above, must be submitted to HABC with a comprehensive mapping. Please speak to your HABC Account Manager for further information.*

Note: In addition to the above, tutors are required to keep a log of courses that they have been involved with and any continuous professional development they have undertaken.

Assessor Requirements

HABC require those involved in the assessing of the qualification to meet the following criteria:

1. Occupational knowledge and competence in **first aid*** - evidenced by holding a first aid at work/medical qualification as detailed below:
 - Holding a current **First Aid at Work Certificate** (issued by an Ofqual/SQA/Welsh Government recognised Awarding Organisation, a HSE approved training provider or recognised equivalent*) **or**
 - Holding a current **Offshore First Aid Certificate** issued by a HSE approved training provider **or**
 - Current registration as a **Doctor** with the General Medical Council (GMC) **or**
 - Current registration as a **Nurse** with the Nursing and Midwifery Council (NMC) **or**
 - Current registration as a **Paramedic** with the Health and Care Professions Council (HCPC).
2. Knowledge and competency in **assessing** first aid - evidenced by holding an acceptable assessing qualification or CPD Training as detailed in **Appendix 4**.
3. Knowledge and understanding of how to safely and effectively use an automated external defibrillation (AED) machine.

**recognised First Aid at Work certificate equivalents that are not listed above, must be submitted to HABC with a comprehensive mapping. Please speak to your HABC Account Manager for further information.*

Note: In addition to the above, assessors are required to keep a log of courses that they have been involved with and any continuous professional development they have undertaken.

Internal Quality Assurance (IQA) Requirements

HABC require those involved in the internal quality assurance of the qualification to meet the following criteria:

1. Occupational knowledge and competence in **first aid*** - evidenced by holding a first aid at work/medical qualification as detailed below:
 - Holding a current **First Aid at Work Certificate** (issued by an Ofqual/SQA/Welsh Government recognised Awarding Organisation, a HSE approved training provider or recognised equivalent*) **or**
 - Holding a current **Offshore First Aid Certificate** issued by a HSE approved training provider **or**
 - Current registration as a **Doctor** with the General Medical Council (GMC) **or**
 - Current registration as a **Nurse** with the Nursing and Midwifery Council (NMC) **or**
 - Current registration as a **Paramedic** with the Health and Care Professions Council (HCPC).
2. Knowledge and competency in **internal quality assurance** – evidenced by holding a qualification or CPD training as detailed in **Appendix 5**.

3. Knowledge and understanding of how to safely and effectively use an automated external defibrillation (AED) machine.

**recognised First Aid at Work certificate equivalents that are not listed above, must be submitted to HABC with a comprehensive mapping. Please speak to your HABC Account Manager for further information.*

Note: In addition to the above Internal Quality Assurers must:

- have knowledge of the requirements of the qualification they are quality assuring at the time any assessment is taking place
- have knowledge and understanding of the role of assessors
- visit and observe assessments
- carry out other related internal quality assurance.

Counter Signing Strategy

Whilst it is a minimum requirement for Centre's to have the appropriately qualified workforce in place, it is understood that Centres will have new personal that are working toward those requirements. During the period, Centres are required to have a robust countersigning strategy in place that supports and validates unqualified assessment/quality assurance decision, until the point where they meet the requirements as detailed above.

Reasonable Adjustments and Special Considerations

HABC have measures in place for learners who require additional support. Please refer to the HABC Reasonable Adjustments Policy for further information/guidance.

ID Requirements

It is the responsibility of the Centre to have systems in place to ensure that the person taking an examination is indeed the person they are claiming to be. All Centres are therefore required to ensure that each learner's identification is checked before they are allowed to sit the examination and write the type of identification provided by each learner on the Learner List under "Identification Provided". HABC recommend the following as proof of a Learners Identity:

- valid passport (any nationality);
- signed UK photo card driving licence;
- valid warrant card issued by HM Forces, Police;
- other photographic ID card, e.g. valid warrant card issued by HM Forces, Police, employee ID card, student ID card, travel card.

In the event that a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identity containing a signature, for example a credit card or a third-party representative, such as a Line Manager, Human Resources Manager or invigilator, will be accepted.

For more information on learner ID requirements, please refer to the HABC Core Manual.

Progression

Upon successful completion of this qualification, learners may wish to continue their development via the completion of any of the following signposted qualifications/training:

- HABC Level 3 Award in First Aid Response
- HABC Level 3 Award in Paediatric First Aid (QCF)
- HABC Level 2 Award in Basic Life Support and Safe Use of an Automated External Defibrillator (RQF)

Useful Websites

- Health and Safety Executive www.hse.gov.uk
- Skills for Health www.skillsforhealth.org.uk
- The Resuscitation Council (UK) www.resus.org.uk
- Office of Qualifications and Examinations Regulation www.ofqual.gov.uk

Recommended Training Materials

The following resources have been reviewed by HABC and are recommended training materials for users of this qualification:

- Morley, J. & Sprenger, C. (2013) First Aid at Work Handbook. Highfield.co.uk.Ltd
- Morley, J. & Sprenger, C. (2013) Interactive First Aid at Work Training Package. Highfield.co.uk.Ltd

Appendix 1: Rules of Combination

In order to complete the HABC Level 3 Award in First Aid at Work (QCF), learners must achieve a minimum of **3 credits** overall:

- **all units** in the mandatory group totaling **3 credits**

Mandatory Group

Learners must achieve **all units** in this group.

Unit reference	Unit Title	Level	Credit
A/504/4517	Emergency First Aid in the Workplace	2	1
F/504/4518	Recognition and Management of Illness and Injury in the Workplace	3	2

Appendix 2: All Units

Unit 1: Emergency First Aid in the Workplace

QCF Level: 2
 GLH: 8
 QCF Credit: 1

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
1. understand the role and responsibilities of a first aider	1.1 identify the role and responsibilities of a first aider 1.2 describe how to minimise the risk of infection to self and others 1.3 identify the need of establishing consent to provide first aid 1.4 complete an accident report form 1.5 identify the first aid equipment that should be available in a workplace 1.6 describe the safe use of first aid equipment
2. be able to assess an incident	2.1 conduct a scene survey 2.2 conduct a primary survey of a casualty 2.3 give examples of when to call for help
3. be able to manage an unresponsive casualty who is breathing normally	3.1 assess a casualty's level of consciousness 3.2 open a casualty's airway and check breathing 3.3 explain why it is important to place an unconscious casualty into the recovery position 3.4 place an unresponsive casualty in the recovery position 3.5 manage a casualty who is in seizure
4. be able to manage an unresponsive casualty who is not breathing normally	4.1 recognise the need to commence Cardio Pulmonary Resuscitation 4.2 demonstrate Cardio Pulmonary Resuscitation using a manikin
5. be able to recognise and assist a casualty who is choking	5.1 describe how to identify a casualty with a <ul style="list-style-type: none"> • partially blocked airway • completely blocked airway 5.2 administer first aid to a casualty who is choking

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
6. be able to manage a casualty with external bleeding	6.1 identify the types of external bleeding 6.2 control external bleeding
7. be able to manage a casualty who is in shock	7.1 recognise shock 7.2 administer first aid to a casualty who is in shock
8. be able to manage a casualty with a minor injury	8.1 administer first aid to a casualty with small cuts, grazes and bruises 8.2 administer first aid to a casualty with minor burns and scalds 8.3 administer first aid to a casualty with small splinters

Additional Assessment Guidance/Requirements

This section of the specification provides further details on any additional assessment guidance/requirement in order to consistently provide valid, reliable, comparable assessments.

The assessment of this unit must include both practical demonstration/assignment and oral examination with the practical being assessed by simulation.

Assessment criteria 4.2: demonstrate **Cardio Pulmonary Resuscitation** using a manikin
Successful assessment must include the effective demonstration of using an automated external defibrillator (AED) as follows:

- place AED pads correctly
- follow AED instructions

Unit 2: Recognition and Management of Illness and Injury in the Workplace

QCF Level: 3
 GLH: 16
 QCF Credit: 2

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
1. be able to conduct a secondary survey.	1.1 identify the information to be collected when gathering a casualty history 1.2 conduct a head to toe survey and others
2. be able to administer first aid to a casualty with injuries to bones, muscles and joints.	2.1 recognise suspected; <ul style="list-style-type: none"> • fractures • dislocations • sprains and strains 2.2 administer first aid for; <ul style="list-style-type: none"> • fractures • dislocations • sprains and strains
3. be able to administer first aid to a casualty with suspected head and spinal injuries.	3.1 recognise suspected; <ul style="list-style-type: none"> • concussion • skull fracture • cerebral compression • spinal injury 3.2 administer first aid for suspected <ul style="list-style-type: none"> • concussion • skull fracture • cerebral compression • spinal injury
4. be able to administer first aid to a casualty with suspected chest injuries.	4.1 recognise the different types of chest injury 4.2 administer first aid for a chest injury
5. be able to administer first aid to a casualty with burns and scalds.	5.1 recognise the factors that affect the severity of burns and scalds. 5.2 administer first aid for burns involving; <ul style="list-style-type: none"> • dry heat • wet heat • electricity • chemicals
6. be able to administer first aid to a casualty with an eye injury.	6.1 give examples of common eye injuries 6.2 administer first aid for eye injuries involving;

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
	<ul style="list-style-type: none"> • dust • chemicals • embedded objects
7. be able to administer first aid to a casualty with sudden poisoning	7.1 identify the routes that poisons can take to enter the body 7.2 administer immediate first aid to a casualty affected by sudden poisoning 7.3 identify sources of information for treating those affected by sudden poisoning
8. be able to administer first aid to a casualty with anaphylaxis.	8.1 identify common triggers for anaphylaxis 8.2 recognise anaphylaxis 8.3 administer immediate first aid for a casualty suffering from anaphylaxis
9. be able to provide first aid to a casualty with suspected major illness.	9.1 recognise major illnesses including; <ul style="list-style-type: none"> • heart attack • stroke • epilepsy • asthma • diabetes 9.2 administer first aid to a casualty suffering from major illnesses including; <ul style="list-style-type: none"> • heart attack • stroke • epilepsy • asthma • diabetes

Additional Assessment Guidance/Requirements

This section of the specification provides further details on any additional assessment guidance/requirement in order to consistently provide valid, reliable, comparable assessments.

The assessment of this unit must include both practical demonstration/assignment and oral examination with the practical being assessed by simulation.

Appendix 3: Sample Assessment Material

HABC provides centres with the following assessment documents:

Practical Assessment

Theory Assessment

Accident Report Form

Appendix 4: Acceptable Training/Assessing Qualifications

The following list provides details of qualification required to undertake the separate roles of trainer and assessor:

Qualification	Train	Assess*
CURRENT QUALIFICATIONS (available for new trainers/assessors to undertake):		
Level 3 Award in Education and Training	✓	✓
Level 4 Certificate in Education and Training	✓	✓
Level 5 Diploma in Education and Training	✓	✓
Level 3 Award in Teaching and Assessing in First Aid Qualifications (RQF)	✓	✓
Cert Ed/PGCE/B Ed/M Ed	✓	✓
SVQ 3 Learning and Development SCQF Level 8	✓	✓
SVQ 4 Learning and Development SCQF Level 9	✓	✓
TQFE (Teaching Qualification for Further Education)	✓	✓
Planning and Delivering Learning Sessions to Groups SCQF Level 6 (SQA Unit)	✓	✓
SCQF Level 6 Award in Planning and Delivering Learning Sessions to Groups (SQA Accredited)	✓	✓
L&D Unit 6 Manage Learning and Development in Groups SCQF Level 8 (SQA Accredited)	✓	
L&D Unit 7 Facilitate Individual Learning and Development SCQF Level 8 (SQA Accredited)	✓	
L&D Unit 8 Engage and Support Learners in the Learning and Development Process SCQF Level 8 (SQA Accredited)	✓	
Carry Out the Assessment Process SCQF Level 7 (SQA Unit)		✓
Level 3 Award in Assessing Competence in the Work Environment		✓
Level 3 Award in Assessing Vocationally Related Achievement		✓
Level 3 Award in Understanding the Principles and Practices of Assessment		✓
Level 3 Certificate in Assessing Vocational Achievement		✓
L&D Unit 9DI Assess Workplace Competence Using Direct and Indirect Methods SCQF Level 8 (SQA Accredited)		✓
L&D Unit 9D Assess Workplace Competence Using Direct Methods SCQF Level 7 (SQA Accredited)		✓
OTHER ACCEPTABLE QUALIFICATIONS:		
CTLLS/DTLLS	✓	✓
PTLLS with unit 'Principles and Practice of Assessment' (12 credits)	✓	✓
Further and Adult Education Teacher's Certificate	✓	✓
IHCD Instructional Methods	✓	✓
IHCD Instructor Certificate	✓	✓

English National Board 998	✓	✓
Nursing mentorship qualifications	✓	✓
NOCN Tutor Assessor Award	✓	✓
S/NVQ level 3 in training and development	✓	✓
S/NVQ level 4 in training and development	✓	✓
PDA Developing Teaching Practice in Scotland's Colleges SCQF Level 9 (SQA Qualification)	✓	✓
PDA Teaching Practice in Scotland's Colleges SCQF Level 9 (SQA Qualification)	✓	
PTLLS (6 credits)	✓	
Regulated Qualifications based on the Learning and Development NOS 7 Facilitate Individual Learning and Development or NOS 6 Manage learning and development in groups	✓	
Training Group A22, B22, C21, C23, C24	✓	
Learning and Teaching – Assessment and Quality Standards SCQF Level 9 (SQA Unit)		✓
A1 Assess Candidates Using a Range of Methods or D33 Assess Candidates Using Differing Sources of Evidence		✓
Conduct the Assessment Process SCQF Level 7 (SQA Unit)		✓
A2 Assess Candidate Performance through Observation or D32 Assess Candidate Performance		✓
Regulated Qualifications based on the Learning and Development NOS 9 Assess Learner Achievement		✓

*Assessors who do not hold a formal assessing qualification may alternatively attend *First Aid Assessor CPD Training* with a recognised Awarding Organisation.

Appendix 5: Acceptable Internal Quality Assurance Qualifications

This list is not exhaustive but provides a guide to acceptable IQA qualifications:

L&D Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment SCQF Level 8 (SQA Accredited)	✓
Regulated Qualifications based on the Learning and Development NOS 11 Internally Monitor and Maintain the Quality of Assessment	✓
Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice	✓
Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice	✓
Internal Quality Assurance of the Assessment Process or D34 Internally Verify the Assessment Process.	✓
Internally Verify the Assessment Process SCQF Level 8 (SQA Unit)	✓

NOTE: IQAs who do not hold a formal IQA qualification may alternatively attend Internal Quality Assurance CPD Training with a recognised Awarding Organisation.