

# Qualification Guide

## **OCNLR Level 3 Award in Emergency First Aid at Work**

## OCN London Qualification Guide

OCNLR Level 3 Award in Emergency First Aid at Work  
Qualification No: 603/3096/X

OCN London aims to support learning and widening opportunities by recognising achievement through credit-based courses and qualifications, promoting high standards of excellence and inclusiveness.

We are proud of our long-term role and unique history in providing innovative learning solutions for a wide range of learners and particularly those who have not previously benefitted from education.

At the heart of what OCN London offers is:

- a commitment to inclusive credit-based learning;
- the creative use of credit with responsive, demand-led qualification development;
- high quality service and support;
- respect for and encouragement of diversity – in learners and learning approaches, partners and settings;
- the development of people, capacity and resources that will ensure effective business partnerships.

#### **To navigate within this Qualification Guide**

To locate a section in this electronic guide, click on the heading in the table of contents, on page 4. To return to the contents page, click again on any major heading within the document. Users can of course also scroll through pages in the usual way.

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## General Information

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This qualification guide contains details of everything you need to know about the **OCNLR Level 3 Award in Emergency First Aid at Work**. It makes reference to the curriculum areas covered and identifies the learners for whom the qualification has been developed. The guide also covers important aspects of assessment and moderation that are particular to the qualification. The guide should be used by all involved in the delivery and assessment of the qualification. The Account Manager for your Centre will provide support and advice on how to seek approval to offer the qualification.

If you are not yet an OCN London Approved Centre but wish to use these qualifications, then please contact the Centre Approvals Manager on [pam@ocnlondon.org.uk](mailto:pam@ocnlondon.org.uk) for details of the Centre Approval application process.

## Qualification Overview

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The OCNLR Level 3 Award in Emergency First Aid at Work qualification has been developed to help meet employers' legal duties under the [Health and Safety \(First-Aid\) Regulations 1981](#). The regulations require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. The regulations apply to all workplaces, including those with fewer than five employees and to the self-employed.

The OCNLR Level 3 Award in Emergency First Aid at Work qualification is regulated by Ofqual, the qualifications regulator for England, and is registered on the Regulated Qualifications Framework (RQF). It is not a licence to practise.

### Qualification details

The OCNLR Level 3 Award in Emergency First Aid at Work qualification is available at Level 3 only.

### Level 3 Award

- Qualification Number: 603/3096/X
- Qualification credit value: 1
- Operational start date: 1st April 2018
- Review date: 1<sup>st</sup> August 2027
- Total Qualification Time (TQT): 7
- Guided Learning Hours (GLH): 6
- Assessment requirements: internally assessed, internally and externally moderated.

### Purpose of the qualification

The purpose of OCNLR Level 3 Award in Emergency First Aid at Work qualification is to provide learners with the skills and knowledge to undertake the role of emergency first aider at work.

### Validity period

The OCNLR Level 3 Award in Emergency First Aid at Work qualification is valid for a period of three years from the date of achievement.

Learners who have previously attained the OCNLR Level 3 Award in Emergency First Aid at Work qualification (FAW) should requalify by undertaking the full qualification again (see Appendix B).

### Who the qualification is for

The OCNLR Level 3 Award in Emergency First Aid at Work qualification is suitable for learners who wish to become qualified emergency first aiders in the workplace.

## Delivering the qualification

Centres must adhere to:

Appendix A - the [Assessment Principles for Regulated First Aid Qualifications](#) and

Appendix B - the [Shared Standards Related to the Delivery, Assessment and Quality Assurance](#).

These should be read alongside the [Assessment and Moderation](#) section of this Qualification Guide.

## Entry guidance

The qualification is suitable for learners aged 16 and above.

## Progression and related qualifications

On completion of the qualification, learners may wish to undertake the more comprehensive **OCNLR Level 3 Award in First Aid at Work qualification**, or higher level qualifications in this, or a related, subject.

## Structure of the qualification

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### Rules of combination for achievement

To achieve the OCNLR Level 3 Award in Emergency First Aid at Work qualification, learners must complete 1 credit from the single mandatory unit.

### Qualification units

Ofqual Unit No.	OCNLR Unit Code	Unit title	Level	Credit Value	GLH
<b>Mandatory</b>					
<a href="#">K/616/9474</a>	PV1/3/LQ/001	Emergency First Aid in the Workplace*	L3	1	6

\*This unit includes updated content as of 1<sup>st</sup> January 2026.

## Assessment and Moderation

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### Assessment process

The assessment process for this qualification is as follows:

- The learners are assessed through activities that are internally set by tutor assessors;
- The activities must be designed to enable learners to meet the assessment criteria of the unit;
- Learners' portfolios of assessed evidence must be internally moderated at the Centre;
- The portfolios of assessed evidence will be externally moderated by an OCN London External Moderator.

There is no additional external assessment for this qualification.

### Devising assessments

If the assessment criterion uses the verb 'demonstrate' the learner must demonstrate the skill.

If demonstration of a skill requires a complex sequence of actions (e.g. CPR, unresponsive casualty, choking and wounds and bleeding) each step in the sequence should be assessed.

The assessment must be designed in such a way as to ensure reliability and clear marking guidance must be provided to trainers, assessors and internal quality assurers.

Some assessment criteria contain bullet points, and it is intended that the learner should be assessed against each bullet pointed item.

Each unit has a supplementary page with information on the types of assessment activities that can (indicated as 'Optional' or 'O') and/or must (indicated as 'Prescribed' or 'P') be used to assess learners against the unit. Tutor assessors must always refer to this page before devising assessment tasks.

OCN London assessment guidance relevant to the units in this qualification is in the '[OCNLR Assessment Guidance and Ofqual Level Descriptors](#)' section of this qualification guide. The guidance includes a general description of the activity and the type of evidence that is appropriate. The activity or activities set must enable the learners to meet the standards detailed in the assessment criteria. Please contact OCN London for further guidance on devising appropriate assessments.

Centre devised assessments should be scrutinised by the Internal Moderator before use to ensure that they are fit for purpose. Centre devised assessments will be scrutinised by the External Moderator to ensure reliability and validity of assessment.

### Marking assessment activities

Each activity must be marked against the identified assessment criteria in the unit and judged to be either achieved or not achieved.

Assessors need to ensure that the work in a learner's portfolio is:

- Authentic – it is the result of the learner's own performance or activity;
- Sufficient – enabling the assessor to make a consistent and reliable judgement;
- Adequate – appropriate to the level.

Where a series of activities are set, learners must demonstrate the achievement of the required standard identified in the assessment criteria in all activities. All of the assessment criteria in a unit must be met before the unit is deemed achieved.

The unit achievement is not graded. Units are either achieved or not achieved.

### **Standardisation**

Standardisation is a process that promotes consistency in the understanding and application of standards in relation to assessment. It:

- compares assessment judgements from different tutor/assessors;
- promotes consistent judgements by different tutor/assessors;
- identifies good practice in assessment;
- promotes the sharing of good practice in assessment between centre staff.

Standardisation events should be held periodically within centres to ensure consistent and effective assessment practice. Standardisation events may also be held by OCN London and it is a requirement that each Centre offering units from the qualification must contribute assessment materials and learners' evidence for standardisation, if requested.

OCN London will notify Centres of the required sample for standardisation purposes and assessment materials, learners' evidence and tutor feedback may be collected by External Moderators.

### **Learners with particular requirements**

If learners have particular requirements the Centre should refer to the 'Access to Fair Assessment Policy and Procedure' which can be found on our website at: [Access to Fair Assessment Policy and Procedure](#) and gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty, without compromising the achievement of the assessment criteria.

### **Requirements for tutor/assessors**

#### **Tutors/trainers**

Those involved in the training of these qualifications must have knowledge and competency in first aid as well as knowledge and competency to train based on qualifications and experience. An acceptable portfolio must show:

**Occupational knowledge and competence in first aid – evidenced by:**

- Holding a first aid at work qualification/medical registration as detailed in Appendix 1

**Knowledge and competency in teaching/training first aid – evidenced by:**

- Holding an acceptable teaching/training qualification as detailed in Appendix 2

AND either:

- Providing an acceptable log of teaching first aid within the last 3 years

or

- Providing an acceptable record of competently teaching theoretical and practical first aid sessions under the supervision of a suitably qualified Trainer/Assessor

**Assessors**

Those involved in the assessment of these qualifications must have knowledge and competency in first aid as well as knowledge and competency to assess based on qualifications and experience.

An acceptable portfolio must show:

**Occupational knowledge and competence in first aid – evidenced by:**

- Holding a first aid at work qualification/medical registration as detailed in Appendix 1

**Knowledge and competency in assessing first aid – evidenced by:**

- Holding an acceptable assessing qualification/CPD Training as detailed in Appendix 2

AND either:

- Providing an acceptable log of first aid assessments conducted within the last 3 years

or

- Providing an acceptable record of competently assessing theoretical and practical first aid qualifications under the supervision of a suitably qualified assessor.

**Internal Quality Assurance**

Those involved in the internal quality assurance of these qualifications (IQAs) must have knowledge and competency in first aid as well as knowledge and competency in internal quality assurance. An acceptable portfolio must show:

**Occupational knowledge and competence in first aid – evidenced by:**

- Holding a first aid at work qualification/medical registration as detailed in Appendix 1

**Knowledge and competency in internal quality assurance – evidenced by:**

- Holding an acceptable internal quality assurance qualification/CPD training as detailed in Appendix 3

**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

## Assessment Guidance and Ofqual Level Descriptors

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For OCN London's Assessment Guidance and Ofqual's Level Descriptor relevant to this qualification, please click on the link below.

[Level 3 Assessment Guidance and Ofqual's Level Descriptors](#)

## Appendices

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Centres must adhere to the assessment principles and shared standards in the links below. These should be read alongside the [Assessment and Moderation](#) section of this Qualification Guide.

### [Appendix A](#)

Assessment Principles for Regulated First Aid Qualifications

### [Appendix B](#)

Shared Standards Related to the Delivery, Assessment and Quality Assurance

#### **Appendix 1**

Occupational Knowledge and Competence in First Aid

All Trainers, Assessors, Internal Quality Assurers and External Quality Assurers must have occupational knowledge and competence in First Aid.

This may be evidenced by:

- Holding a qualification issued by an Ofqual/SQA Accreditation/Qualifications Wales/CCEA

Regulation recognised Awarding Organisation/Body (If the Trainer/Assessor/IQA/EQA holds a non-regulated first aid qualification the Awarding Organisation/Body should undertake due diligence to ensure current occupational knowledge and competence.) as follows:

Qualification delivered:

First Aid at Work or Emergency First Aid at Work. Minimum qualification to be held by the Trainer/Assessor/IQA/EQA:

First Aid at Work

Paediatric First Aid or

Emergency Paediatric First Aid

Or

Paediatric First Aid or First Aid at Work

- Current registration as a Doctor with the General Medical Council (GMC)2

Or

- Current registration as a Nurse with the Nursing and Midwifery Council (NMC)2

Or

- Current registration as a Paramedic with the Health and Care Professions Council (HCPC).

Registered healthcare professionals must act within their scope of practice and therefore have current expertise in First Aid to teach/assess the subject.

## About OCN London

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OCN London is a well-established national awarding organisation with over 25 years' experience in accrediting learning. We are a not-for-profit organisation with charitable status, dedicated to widening participation in learning and training, social inclusion and employability. We are also a market leader in the recognition of achievement through credit-based units and qualifications. Based in London we work with Centres both across the UK and abroad, offering national qualifications and accredited programmes.

Our mission is to provide opportunities for people from across society to benefit from learning, particularly those who have not previously benefitted from education.

### Why work with us?

- We are agile and responsive. This means you will get a personal service with direct access to a named contact and a quick turnaround.
- We pride ourselves on our close relationships with Centres. The people we work with see us as a trusted partner, not just a supplier.
- We want to help you secure the best from your learners and employees.
- We have a reputation for high quality. The OCN London brand carries national recognition and kudos.
- We are flexible and recognise the importance of accommodating the needs of different learners and different learning styles.
- We offer exceptional value for money. Just ask the people we work with.
- We are committed to the belief that learning can change lives.

OCN London is regulated by Ofqual and the Quality Assurance Agency for Higher Education.

If you would like to deliver any of our qualifications, please contact our Curriculum Development Team on **020 7689 5867**.

For further information call **020 7278 5511**. E: [enquiries@ocnlondon.org.uk](mailto:enquiries@ocnlondon.org.uk)

Or visit our website: [www.ocnlondon.org.uk](http://www.ocnlondon.org.uk)



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