



VTCT

Assessment Record

Learner name:

Learner number:

FA3A1

**VTCT Level 3 Award in First Aid at
Work**

603/2381/4

FA3A1F_v3



Qualification at a glance

This is an Assessment Record which should be used to record the results of **practical assessments** and other requirements attached to this qualification. The Assessment Record should be completed by assessors to confirm that the learner has achieved all mandatory units.

This Assessment Record must be used alongside the Qualification Specification FA3A1 - VTCT Level 3 Award in First Aid at Work, which outlines the full qualification requirements and content.

This can be located under the documents tab on the VTCT Level 3 Award in First Aid at Work webpage on www.vtct.org.uk.

Qualification title	VTCT Level 3 Award in First Aid at Work
Qualification number	603/2381/4
VTCT product code	FA3A1
First registration date	1st October 2017
Age range	16+
Total qualification time (TQT)	21
Guided learning (GL) hours	18
Assessment	<p>This qualification will be assessed by:</p> <ul style="list-style-type: none">• Portfolio of evidence• Practical assessments <p>All assessment criteria in the unit must be evidenced to achieve this qualification.</p>
Entry requirements	There are no formal entry requirements for this qualification.
Support materials	Assessment Principles for Regulated First Aid Qualifications, unit specifications and assessment trackers can be downloaded from the VTCT website (www.vtct.org.uk).



To be awarded the VTCT Level 3 Award in First Aid at Work. This qualification is valid for three years.

Learners must achieve a Pass grade in:

- All mandatory units

The minimum TQT required to achieve this qualification is 21

Qualification structure

VTCT product code	Unit title	Level	GL	Unit number
Mandatory units				
UFA1	Emergency First Aid in the workplace	3	6	M/616/4020
UFA2	Recognition and management of illness and injury in the workplace	3	12	J/616/4038

This should be completed by assessors to confirm that the learner has achieved all mandatory units. Completion of a portfolio of evidence is also required.

Unit achievement

Unit code	Date achieved	Learner signature	Assessor initials	IQA signature (if sampled)
Mandatory units				
UFA1				
UFA2				

Portfolio of evidence completed	Yes	No
	<input type="radio"/>	<input type="radio"/>
Assessor		Learner
Signature		Signature
Date		Date
IQA (if sampled)		EQA (if sampled)
Signature		Signature
Date		Date



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VTCT

UFA1

Emergency first aid in the workplace

M/616/4020

UFA1_v1



Practical assessment

Practical assessment

Learners must meet all Pass Criteria to achieve a pass grade.

Pass Criteria	✓
LO4 Be able to assess an incident	
P8 - Conduct a scene survey	<input type="radio"/>
P9 - Conduct a primary survey of a casualty	<input type="radio"/>
P10 - Summon appropriate assistance when necessary	<input type="radio"/>
LO5 Be able to provide first aid to an unresponsive casualty	
P11 - Identify when to administer Cardio Pulmonary Resuscitation (CPR)	<input type="radio"/>
P12 - Demonstrate CPR using a manikin	<input type="radio"/>
P13 - Justify when to place a casualty into the recovery position	<input type="radio"/>
P14 - Demonstrate how to place a casualty into the recovery position	<input type="radio"/>
P15 - Identify how to administer first aid to a casualty who is experiencing a seizure	<input type="radio"/>
LO6 Be able to provide first aid to a casualty who is choking	
P16 - Identify when choking is mild or severe	<input type="radio"/>
P17 - Demonstrate how to administer first aid to a casualty who is choking	<input type="radio"/>
LO7 Be able to provide first aid to a casualty with external bleeding	
P18 - Identify the severity of external bleeding	<input type="radio"/>
P19 - Demonstrate how to control external bleeding	<input type="radio"/>



Assessor		Learner	
Signature		Signature	
Date		Date	
IQA (if sampled)		EQA (if sampled)	
Signature		Signature	
Date		Date	



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Knowledge criteria

Knowledge assessment criteria

In order to Pass this unit, learners must achieve all Pass criteria.

Pass Criteria	
LO1 Understand the role and responsibilities of a first aider	Portfolio reference
P1 - Identify the role and responsibilities of a first aider	
P2 - Identify how to minimise the risk of infection to self and others	
P3 - Identify the need for consent to provide first aid	
LO2 Know how to provide first aid to a casualty who is in shock	Portfolio reference
P4 - Recognise a casualty who is suffering from shock	
P5 - Identify how to administer first aid to a casualty who is suffering from shock	
LO3 Know how to provide first aid to a casualty with minor injuries	Portfolio reference
P6 - Identify how to administer first aid to a casualty with small cuts, grazes, bruises and small splinters	
P7 - Identify how to administer first aid to a casualty with minor burns and scalds	

Assessor	Learner
Signature	Signature
Date	Date
IQA (if sampled)	EQA (if sampled)
Signature	Signature
Date	Date



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VTCT



UFA2

Recognition and management of illness and injury in the workplace

J/616/4038

UFA2_v1



Practical assessment

Practical assessment

Learners must meet all Pass Criteria to achieve a pass grade.

Pass Criteria	✓
LO7 Be able to conduct a secondary survey	
P14 - Identify the information when gathering casualty history	<input type="radio"/>
P15 - Demonstrate how to conduct a head to toe survey	<input type="radio"/>
LO8 Be able to administer first aid to a casualty with suspected injuries to bones, muscles and joints	
P16 - Recognise suspected fractures, dislocations, sprains and strains	<input type="radio"/>
P17 - Identify how to administer first aid for fractures, dislocations, sprains and strains	<input type="radio"/>
P18 - Demonstrate how to apply a support sling and an elevated sling	<input type="radio"/>
LO9 Be able to administer first aid to a casualty with suspected head and spinal injuries	
P19 - Recognise a suspected head injury and spinal injury	<input type="radio"/>
P20 - Identify how to administer first aid for a suspected head injury	<input type="radio"/>
P21 - Demonstrate how to administer first aid for a suspected spinal injury	<input type="radio"/>

Assessor		Learner	
Signature		Signature	
Date		Date	
IQA (if sampled)		EQA (if sampled)	
Signature		Signature	
Date		Date	



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Knowledge criteria

Knowledge assessment criteria

In order to Pass this unit, learners must achieve all Pass criteria.

Pass Criteria	
LO1 Know how to provide first aid to a casualty with suspected chest injuries	Portfolio reference
P1 - Recognise a suspected flail chest and penetrating chest injury	
P2 - Identify how to administer first aid for a flail chest and penetrating chest injury	
LO2 Know how to provide first aid to a casualty with burns and scalds	Portfolio reference
P3 - Identify the factors that affect the severity of burns and scalds	
P4 - Identify how to administer first aid for burns involving dry heat, wet heat, electricity and chemicals	
LO3 Know how to provide first aid to a casualty with an eye injury	Portfolio reference
P5 - Identify how to administer first aid for eye injuries involving dust, chemicals and embedded objects	
LO4 Know how to provide first aid to a casualty with sudden poisoning	Portfolio reference
P6 - Identify the routes that poisons can take to enter the body	
P7 - Identify how to administer first aid to a casualty affected by sudden poisoning	
P8 - Identify sources of information for treating those affected by sudden poisoning	
LO5 Know how to provide first aid to a casualty with anaphylaxis	Portfolio reference
P9 - Identify common triggers for anaphylaxis	
P10 - Recognise suspected anaphylaxis	
P11 - Identify how to administer first aid for a casualty suffering from anaphylaxis	



LO6 Know how to provide first aid to a casualty with suspected major illness	Portfolio reference
P12 - Recognise suspected heart attack, stroke, epileptic seizure, asthma attack and diabetic emergency	
P13 - Identify how to administer first aid to a casualty suffering from a heart attack, stroke, epileptic seizure, asthma attack and diabetic emergency	

Assessor		Learner	
Signature		Signature	
Date		Date	
IQA (if sampled)		EQA (if sampled)	
Signature		Signature	
Date		Date	



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