



QA Level 3 Award in  
**Administering  
Emergency Oxygen (RQF)**

Qualification Specification

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## Key qualification information

Qualification number:	603/0544/7
Operational start date:	16/09/2016
Number of units:	1 mandatory unit/1 credit
Total Qualification Time (TQT):	6
Guided Learning Hours (GLH):	3
Assessment methods:	<ul style="list-style-type: none"> <li>• Learner Workbook</li> <li>• Practical assessment – 1 completed throughout the course</li> </ul>

## Qualsafe Awards

Not only is Qualsafe Awards (QA) one of the largest Awarding Organisations (AO) in the UK, we are also the biggest AO for First Aid qualifications, making us an extremely trusted and recognisable name that employers look for when selecting a training provider.

We are recognised and regulated by the Office of Qualifications and Examinations Regulation (Ofqual), Qualifications Wales and the Northern Ireland Council for the Curriculum, Examinations and Assessment (CCEA). This means we can offer Centres an extensive range of qualification suites including First Aid; Prehospital Care; Health and Safety; Mental Health First Aid; Licensing; Food Safety; Fire Safety; Education and Training; Manual Handling and Health and Social Care.

With a specialist team of subject matter experts on hand to support our Centres, including A&E Consultants, doctors, paramedics, nurses, physiotherapists and specialists in other sectors such as mental health, you can be confident that you are truly working with the industry experts.

## Qualification overview

This qualification forms part of the QA First Aid suite of qualifications. The qualification and learning outcomes are based on the recommendations of:

- Resuscitation Council (UK)
- The British Thoracic Society
- UK Ambulance Services Clinical Practice Guidelines (JRCALC)

Learners should be able to demonstrate the administration of safe, prompt and effective use of emergency oxygen, which can arise when providing emergency treatment and/or management in first aid situations.

This qualification specification provides information for Centres about the delivery of the QA Level 3 Award in Administering Emergency Oxygen (RQF) and includes the unit information, assessment methods and quality assurance arrangements.

### Objective

The objective of the qualification is to prepare Learners through making sure they are competent to carry out their role and responsibilities, in line with agreed ways of working when administering emergency oxygen.

### Intended audience

This qualification is for people who have a specific responsibility to be able to safely administer and monitor the effects of emergency oxygen within their scope of practice. This includes (but is not limited to) the following roles/personnel:

- A first aider operating in a high risk workplace such as:
  - In welding, flame cutting and similar processes;
  - For helping people with breathing difficulties;
  - In hyperbaric chambers as a medical treatment;
  - For food preservation and packaging;
  - In steelworks and chemical plants
- Community first responders
- Fire, police and other emergency services personnel
- Cabin/film crews
- Those working in doctor's surgeries, walk-in medical centres or within the security service.

While achievement of this qualification confirms Learners have met both the theoretical and practical requirements, this does not imply a 'license to practice' – the scope of practice will be determined by the organisation responsible for oxygen provision. This qualification does not allow a Learner to obtain, store or administer oxygen without clinical governance.

## Structure

This qualification comprises 1 mandatory unit with a Total Qualification Time (TQT) of 6 hours. Full details of this unit are in *Appendix 1*.

Learners must complete all assessments in the unit successfully within the registration period to achieve the qualification. The maximum period to achieve the qualification, including any referrals is 4 weeks.

TQT is the total number of hours required for a Learner to achieve this qualification. It has 2 elements:

- Guided Learning Hours (GLH) is the time a Learner is being taught and assessed under the immediate guidance of a Trainer/Assessor, which for this qualification is 3 GLH (minimum), and
- The number of hours a Learner will reasonably be likely to spend in preparation, study, including assessment, as directed by, but not under the immediate guidance or supervision of a trainer, e.g. pre-course reading and assessment of the Learner Workbook, which for this qualification is 3 hours.

## Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a process for recognising any previous learning undertaken or assessments attained by a Learner. The Learner must prove that they meet some or all of the learning outcomes or assessment criteria requirements for this qualification before RPL can be considered.

Any evidence submitted as RPL must be, valid, authentic, reliable, current and specific

In some cases, Centres may need to carry out mapping against QA learning outcomes and assessment criteria to confirm comparability of qualification certificates or evidence being submitted. Mapping templates created by QA must be used for this process. Please see the *QA Recognition of Prior Learning (RPL) Policy* for further details.

RPL is considered for this qualification. The potential outcomes could include reduction or exemption of:

- Learning outcomes or GLH
- Assessments

RPL for this qualification must be approved by QA prior to implementation. **Note:** Charges may apply.

## Entry requirements

Learners must be at least 16 years old on the first day of the training and be able to perform practical tasks at floor level.

Before registering on to this qualification, Centres should check that Learners have successfully completed a minimum of a Level 3 First Aid at Work (RQF) or higher level first aid/emergency care qualification or QA recognised equivalent

There are no other formal entry requirements but we strongly recommend Learners have a minimum of Level 2 in literacy and numeracy or equivalent.

## Other course requirements

Due to the practical nature of this course, Learners should wear appropriate clothing and footwear, e.g. trousers and flat footwear.

## Progression

The QA Level 3 Award in Administering Emergency Oxygen (RQF) qualification may be used towards other qualifications at the same and higher levels.

## Requalification requirements

This qualification is valid for a period of 1 year. The Learner needs to retake the qualification before the certificate expiry date to remain qualified.

# Qualification approval requirements

Qualsafe Awards requires the Centre:

- To have appropriate policies, systems and procedures in place
- To appoint suitable individuals from their personnel team to train, assess and quality assure their QA qualifications
- To have suitable and adequate venues, equipment and learning resources

In order to secure and maintain approval from QA, Centres need a minimum staffing requirement for each qualification suite they deliver, which for this qualification is:

<b>One Trainer/Assessor</b>	Responsible for the delivery and assessment of qualifications
<b>One Internal Quality Assurer</b>	Responsible for quality assuring the delivery, assessment and awarding of this qualification

Qualsafe Awards requires the Centre staff to read and understand QA's key policies and procedures, and to abide by their contents.

## Trainer

All trainers should have the skills, knowledge and experience to be able to teach and demonstrate the subject. Each Trainer must be approved by Qualsafe Awards and provide evidence of:

1. A relevant vocational qualification and or experience as shown in *Appendix 2*
2. An acceptable teaching/training qualification as shown in *Appendix 3*
3. An acceptable log/record of teaching first aid as shown in *Appendix 2*

Trainers are expected to keep up to date with the subject area and provide evidence of continuing professional development (CPD).

## Assessor

All Assessors should have the skills, knowledge and experience to be able to assess the subject. Each Assessor must be approved by Qualsafe Awards and provide evidence of:

1. A relevant vocational qualification and/or experience as shown in *Appendix 2*
2. An acceptable assessing qualification as shown in *Appendix 3* **or** attendance at relevant Assessor CPD training with an Awarding Organisation (AO)
3. An acceptable log/record of assessing first aid as shown in *Appendix 2*

There is no requirement for a separate assessor when delivering this qualification. Trainers can perform both the role of the trainer and assessor providing they meet the requirements for each role.

Assessors are expected to keep up to date with the subject area and provide evidence of CPD.

## Internal Quality Assurers

Internal Quality Assurers (IQAs) of this qualification must have knowledge and competency in administering medical gases as well as knowledge and competency in internal quality assurance. Each IQA must be approved by Qualsafe Awards and provide evidence of:

1. A relevant vocational qualification and/or experience as shown in *Appendix 2*
2. An acceptable internal quality assurance qualification as shown in *Appendix 4* **or** attendance at relevant CPD training with an Awarding Organisation (AO)

IQAs are expected to keep up to date with the subject area and provide evidence of CPD.

They must also:

- Have knowledge of the requirements of the qualification they are assuring at the time the assessment is taking place
- Have knowledge and understanding of the role of IQAs
- Visit and observe assessments
- Carry out other related internal quality assurance

For full details of the Centre's requirements for internal quality assurance are in *QA Centre Quality Assurance Guidance*.

**Note:** IQAs cannot quality assure a course for which they were the Trainer and/or Assessor.

## Venue and equipment

Quality training involves using premises conducive to learning and it is a Centre's responsibility to make sure all venues used for training and assessment purposes are suitable and adequate – whether these are hired or in-house training rooms. They must also comply with all current legislation.

In addition, it is important there is a wide range of learning resources to support delivery.

As a minimum, Centres should make sure their venues, equipment and other resources include:

Resource/area:	Requirements:
<b>Resuscitation manikins</b>	Provide a minimum ratio of 1 manikin to every 4 Learners to facilitate training and assessment.
<b>Oxygen/accessories</b>	Provide a minimum ration of 1CD/D size cylinder to every 4 Learners (suitable for training) with the relevant equipment for use. A variety of non re-breather masks, venturi masks, bag valve masks (B-V-M) and nasal cannula.
<b>Oxygen therapy</b>	Demand valve, hose and probe Mouthpieces Face masks Bacterial/viral filters
<b>AED trainers</b>	For qualifications that include AED training, at least 1 AED trainer to every 4 Learners. If fewer AED trainers are provided, adjust learning hours/lesson plans accordingly to make sure Learners are not disadvantaged.
<b>Training venue</b>	The training venue must meet acceptable health and safety standards and be conducive to learning, with sufficient: size, floor surfaces, seating, writing surfaces, toilet facilities, ventilation, lighting, heating, access, exits, cleanliness, absence of distracting noise.
<b>Audio visual (AV) equipment and training aids</b>	Sufficient AV equipment and training aids to facilitate learning using varying teaching methods.
<b>Learning materials</b>	Provide Learners with clear and accurate reference books/handouts covering the topics included in the qualification. Learners should have access to these reference materials for the validity of their certification.

## Course/Centre administration

### Registering Learners

Register Learners with Qualsafe Awards in accordance with the guidance in the *QA Centre Handbook*.

### Certification

After a Learner has completed an assessment, unit or qualification, whether they have passed or not, Centres must enter the details and assessment results on the Customer Portal at:  
[www.qualsafeawards.org](http://www.qualsafeawards.org)

Centres will be given login details and guidance on using the Customer Portal when they are approved to deliver a QA qualification.

The Learner receives a certificate on achieving this qualification:

The certificate date is the date the Learner achieves the final unit. This qualification is valid for 1 year. The Learner needs to re-take the qualification and the assessments before the end of the 1 year to remain qualified.

QA have developed a verification tool that means the validity of every certificate can be verified online. This verification tool can be found on the QA website.

## Delivery and support

### Learner to Trainer ratio

To maintain the quality of training and assessment, make sure the class ratio is no more than 12 Learners to 1 Trainer. The assessment space should allow Learners to sit at least 1 metre apart to prevent collusion during the workbook theory assessment. Never allow more Learners on the course than you can cater for during the assessment.

### Delivery plan

Qualsafe Awards provides Centres with a complimentary course programme and detailed lesson plans, which are carefully designed to meet the objective of this qualification and the needs of Learners, making sure Learners are adequately prepared for the assessments.

For Centres wanting to include additional skills, we have created an additional session for catastrophic bleeding, including use of tourniquets and haemostatic dressings.

Centres not using QA lesson plans, which are created and provided free on qualification approval, must submit their own delivery plan and have it approved by us **before** delivering this qualification. **Note:** Charges may apply. The delivery plan should:

- Include a course timetable and detailed lesson plans, clearly showing the required subjects and learning outcomes/assessment criteria are covered and the minimum 3 guided learning hours are met
- Be carefully designed to meet the objective of this qualification and the needs of Learners, making sure Learners are adequately prepared for the assessment
- Be emailed to: [info@qualsafeawards.org](mailto:info@qualsafeawards.org)

## Learning materials

Centres must provide each Learner with access to suitable learning materials to support their progress through the qualification. We recommend:

### References

1. HSE's risk management website: [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk)
2. Confined spaces: A brief guide to working safely Leaflet INDG258(rev1) HSE Books 2012 [www.hse.gov.uk/pubns/INDG258.htm](http://www.hse.gov.uk/pubns/INDG258.htm)
3. BS EN ISO 2503:2009 Gas welding equipment. Pressure regulators and pressure regulators with flow-metering devices for gas cylinders used in welding, cutting and allied processes up to 300 bar (300 MPa) British Standards Institution
4. BS EN ISO 10524: Parts 1–4:2006 Pressure regulators for use with medical gases British Standards Institution
5. BS EN ISO 3821:2010 Gas welding equipment. Rubber hoses for welding, cutting and allied processes British Standards Institution
6. BS EN ISO 5359:2008 Low-pressure hose assemblies for use with medical gases British Standards Institution
7. Oxygen use in the workplace: Fire and explosion hazards Leaflet INDG459 <http://www.hse.gov.uk/pubns/indg459.pdf>

### Further reading

The safe use of compressed gases in welding, flame cutting and allied processes HSG139 HSE Books 1997 ISBN 978 0 7176 0680 1 [www.hse.gov.uk/pubns/books/HSG139.htm](http://www.hse.gov.uk/pubns/books/HSG139.htm)

Industrial gas cylinder manifolds and distribution pipework/pipelines (excluding acetylene)CP4 (rev3) Code of Practice British Compressed Gases Association 2005

The safe use of oxy-fuel gas equipment (individual portable or mobile cylinder supply) CP7(rev5) Code of Practice British Compressed Gases Association 2008

Guidance for the storage of gas cylinders in the workplace Guidance Note GN2(rev4) British Compressed Gases Association 2011.

## Ongoing support

Qualsafe Awards Centres should provide appropriate levels of support to Learners, before, during and after the training. The purpose of the support is to:

- Assess knowledge and competence in relation to learning outcomes and the detailed assessment criteria of the unit within the qualification, see *Appendix 1*
- Give Learners feedback on their progress and how they might be able to improve

# Assessment

## Overview

The QA Level 3 Award in Administering Emergency Oxygen (RQF) skills and knowledge should be taught and assessed in accordance with currently accepted skills for health principles in the UK.

## Methods

Qualsafe Awards has devised assessment tools to make sure Learners gain the required knowledge, skills and understanding, as detailed in the learning outcomes and assessment criteria shown in the *Appendix 1*. For this unit there are:

- Practical assessments – observed by the Trainer throughout the course, with the results of each learning outcome recorded on the practical assessment paperwork. There is 1 practical assessment for this qualification: Administering emergency oxygen
- Theory assessments – a workbook for each Learner and we recommend Learners answer all the questions/activities successfully on the day of the course

**Note:** Centres should download all assessment papers/workbooks from the Customer Portal in advance of the course.

## Access to assessment

Qualsafe Awards is committed to equality when designing the assessments for this qualification. Centres can make sure they do not unfairly exclude the assessment needs of a particular Learner by following the *QA Access to Assessment Policy* to determine whether it is appropriate to make a:

- Reasonable adjustment or
- Special consideration

When a reasonable adjustment is made or requested, e.g. written or theory assessment delivered verbally, Centres must complete a Reasonable Adjustment Form and send it to QA with any relevant supporting evidence. Centres should retain a copy of this form for their own records.

Learners may be eligible for a special consideration if they have been affected by adverse circumstances beyond their control. A Special Consideration Request Form should be completed and sent to QA for consideration along with supporting evidence prior to implementation. Centres should retain a copy of this form for their own records.

**Note:** If you have any suggestions for improvements, please let us know.

Learners should be informed about the Centre's and QA's appeal procedures and how they can access these.

## Specific equality issues relevant to this qualification

It is important no Learner is turned away from a training course due to disabilities or impairments. To assess competence and gain certification however, the Learner will need to demonstrate certain practical skills. For instance, for first aid qualifications the Learner must be assessed performing practical tasks such as CPR, as per *QA Guide to Assessing First Aid Qualifications*. To pass the assessment, the Learner must demonstrate the required practical skills without assistance from a third party.

## Informal record of achievement

If a Learner with disabilities cannot perform 1 or more of the practical tasks required, it may be possible for the Centre to provide a letter recording the learning outcomes that the Learner achieved. The letter should clearly state that “this record of achievement does **not** constitute a QA Level 3 Award in Administering Emergency Oxygen (RQF)”.

## Assessment language

Assessment in British Sign Language (BSL) may be permitted for this qualification for the purpose of a Reasonable Adjustment. See *QA Access to Assessment Policy*.

Assessment in languages other than English may be permitted. However, the certificate issued could only be used to support a role in the workplace as long as proficiency in English is not required for the role supported by this qualification. See *QA Language Policy*.

Prior approval from QA is required before any assessment is delivered through BSL or a language other than English. Any request will be considered in terms of viability and there may be charges depending on the work required to meet the request, e.g. translating assessment papers.

If a Learner passes the assessment process in another language or through BSL, their certificate will show extra information, including the language of assessment and if required, confirmation of the context in which the certificate can be used.

## Quality assurance

### Centre internal quality assurance

The Centre is required to sample a reasonable amount of assessments as part of the quality of the qualification. This standardisation of assessment across Learners and Trainers is to make sure there is fairness and consistency in assessment practices. Further details can be found in the *QA Centre Quality Assurance Guidance*.

Centres must retain all Learner documents and records for a period of 3 years and make sure these are available for review by QA or their representatives, e.g. External Quality Assurers (EQAs), on request.

### Qualsafe Awards external quality assurance

Qualsafe Awards operates a system of ongoing monitoring, support and feedback for approved Centres across the United Kingdom.

QA employs a risk-based model to decide the frequency of external quality assurance activity.

Further details of the Qualsafe Awards' external quality assurance programme are available in the *QA Centre Quality Assurance Guidance*.

## Further information

### Contact us

If you have any queries or comments we would be happy to help you, contact us:

Email: [info@qualsafeawards.org](mailto:info@qualsafeawards.org)

Tel: 0330 660 0899

### Useful addresses and websites

- Qualsafe Awards, City View, 3 Wapping Road, Bradford, BD3 0ED  
[www.qualsafeawards.org/home](http://www.qualsafeawards.org/home)
- Office of Qualifications and Examinations Regulation (Ofqual): [www.gov.uk/government/organisations/ofqual](http://www.gov.uk/government/organisations/ofqual)
- Scottish Qualifications Authority (SQA) Accreditation: <http://accreditation.sqa.org.uk>
- Qualifications Wales: [www.qualificationswales.org](http://www.qualificationswales.org)
- Health & Safety Executive (HSE): [www.hse.gov.uk](http://www.hse.gov.uk)
- Resuscitation Council (UK): [www.resus.org.uk](http://www.resus.org.uk)

## Appendix 1 – Qualification unit

The QA Level 3 Award in Administering Emergency Oxygen (RQF) has 1 unit that Learners are required to complete in order to achieve the qualification.

<b>Title:</b>	Administering emergency oxygen
<b>GLH:</b>	3
<b>Level:</b>	3
<b>Learning outcomes</b> <i>The Learner will:</i>	<b>Assessment criteria</b> <i>The Learner can:</i>
<b>1. Understand the principles of administering oxygen in an emergency</b>	1.1 Clarify the health and safety considerations when using oxygen 1.2 Describe the benefits of administering oxygen in an emergency situation 1.3 Give examples of when using oxygen in an emergency is required 1.4 State the indications for using oxygen for adults and children in an emergency 1.5 State the cautions and contraindication when using oxygen in an emergency
<b>2. Be able to administer oxygen in an emergency</b>	2.1 Perform safety checks on equipment required to administer oxygen 2.2 Demonstrate the safe administration of oxygen using required equipment 2.3 Demonstrate cardiopulmonary resuscitation (CPR) using: <ul style="list-style-type: none"> <li>• Oxygen</li> <li>• Bag valve mask (B-V-M)</li> <li>• AED</li> </ul> 2.4 Monitor and record the effects of administering oxygen

## Appendix 2 – Occupational knowledge and competence in administration of medical gases

All Trainers, Assessors, IQAs and EQAs must have occupational knowledge and competence in the delivery of emergency medical gases.

Acceptable evidence includes:

- 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) **or**
- QA Level 3 Certificate in First Response Emergency Care (RQF) **or**
- QA Level 4 Certificate in First Response Emergency Care (RQF) **or**
- QA Level 5 Diploma in First Response Emergency and Urgent Care (RQF) **or**
- QA Level 3 Award for Emergency First Responders (RQF) **or**
- Institute of Health and Care Development (IHCD) Ambulance Technician with an up-to-date portfolio **or**
- Military - CMT 1, RAF MA, Navy LMA with an up-to-date portfolio **or**
- NHS Ambulance Service – Emergency Care Assistant with an up-to-date portfolio **or**
- IHCD First Person on Scene – enhanced **or**
- Voluntary Aid Society – Emergency Ambulance Grade **or**
- Current First Aid at Work Certificate (issued by an Ofqual/SQA/Qualifications Wales recognised Awarding Organisation/Body, a HSE approved training provider or recognised equivalent\*) with up-to-date training in the administration of emergency medical gases **or**
- Equivalent\*

\*Other equivalent qualifications must be submitted to Qualsafe Awards with detailed evidence of course/qualification content, learning outcomes and assessment criteria.

This list is not exhaustive but provides a guide to acceptable qualifications. Trainers who also assess student competence must hold a qualification (or separate qualifications) to enable them to perform both functions.

## Appendix 3 – Acceptable training/assessing qualifications

This list is not exhaustive but provides a guide to acceptable training and/or assessing qualifications. Trainers who also assess Learner competence must also hold an acceptable assessor qualification, as identified in the table below:

Qualification	Train	Assess
Cert Ed/PGCE/B Ed/M Ed	√	√
CTLTS/DTLLS	√	√
PTLLS with unit 'Principles and Practice of Assessment' (12 credits)	√	√
Further and Adult Education Teacher's Certificate	√	√
IHCD Instructional Methods	√	√
IHCD Instructor Certificate	√	√
S/NVQ Level 3 in Training and Development	√	√
S/NVQ Level 4 in Training and Development	√	√
TQFE (Teaching Qualification for Further Education)	√	√
English National Board 998	√	√
Nursing mentorship qualifications	√	√
NOCN Tutor Assessor Award	√	√
Level 3 Award in Education and Training (QCF or RQF)	√	√
Level 4 Certificate in Education and Training (QCF or RQF)	√	√
Level 5 Diploma in Education and Training (QCF or RQF)	√	√
PTLLS (6 credits)	√	
Accredited Qualifications based on the Learning and Development NOS 7 Facilitate Individual Learning and Development	√	
Training Group A22, B22, C21, C23, C24	√	
SQA Accredited Planning and Delivering Learning Sessions to Groups	√	
A1 (D32/33) – Assess candidates using a range of methods		√
A2 (D32) – Assess candidates' performance through observation		√
Regulated Qualifications based on the Learning and Development NOS 9 Assess Learner Achievement		√
SQA Accredited Learning and Development Unit 9DI – Assess workplace competences using direct and indirect methods – replacing Units A1 and D32/33		√
SQA Accredited Learning and Development Unit 9D – Assess workplace competence using direct methods – replacing Units A2 and D32		√
SQA Carry Out the Assessment Process		√
Level 3 Award in Assessing Competence in the Work Environment (QCF or RQF)		√
Level 3 Award in Assessing Vocationally Related Achievement (QCF or RQF)		√
Level 3 Award in Understanding the Principles and Practices of Assessment (QCF or RQF)		√
Level 3 Certificate in Assessing Vocational Achievement (QCF or RQF)		√

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

## Appendix 4 – Qualifications suitable for internal quality assurance

Internal Quality Assurers (IQAs) must hold one of the following acceptable quality assurance qualifications:

SQA Accredited Learning and Development Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment
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 (QCF or RQF)
Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice (QCF or RQF)
Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (QCF or RQF)
V1 or D34
SQA Internally Verify the Assessment Process

**Note:** IQAs who do not hold a formal Internal Quality Assurance qualification may alternatively attend *Internal Quality Assurance CPD Training* with an Awarding Organisation.

**Note:** If relevant qualifications or experience do not appear on this list, please provide us with details as these alternatives could be acceptable. Other equivalent qualifications must be submitted to Qualsafe Awards with detailed evidence of course/qualification content, learning outcomes and assessment criteria.



**[www.qualsafeawards.org](http://www.qualsafeawards.org)**

Tel: 0330 660 0899

Email: [info@qualsafeawards.org](mailto:info@qualsafeawards.org)