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Qualification Specification

Highfield Level 2 International Award in Basic Life Support and Use of an AED

Version 2 March 2024

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Highfield Level 2 International Award in Basic Life Support and the Use of an AED

Introduction

This specification is designed to outline all you need to know to offer this qualification in your Centre. If you have any further questions, please contact your centre manager.

Key facts

Recommended Duration:	½ day (4 hours)
Assessment Method:	Practical assessment and multiple-choice theory assessment

Qualification overview

Learners gaining this qualification will know that cardiopulmonary resuscitation and automated external defibrillation are an essential part of the chain of survival. The topics covered are seen by industry to be important in maintaining good practice in the safe, quick and effective administration of cardiopulmonary resuscitation and automated external defibrillation.

Upon completion, learners should be able to safely and effectively use an automated external defibrillation machine. In line with industry guidance, this qualification **certificate is valid for a period of 3 years**, after which learners are expected to **requalify**. It is also recommended that annual refresher training takes place to ensure knowledge and skills are maintained.

Important Note: Highfield International recommends that you contact the relevant Government Department in the country that you want to deliver this qualification, to ensure that local laws are being adhered to and that there are no additional approval requirements. It may be that you are required to register as a training provider within the country itself. Highfield MEA approves centres based on its own criteria but does not represent any other organisations or departments.

Entry requirements

Centres are responsible for ensuring that learners can meet the necessary standards of the language in which the course is being delivered.

There is no specific age restriction for this qualification however centres must assess the suitability of learners on completing the course and ensure they are able to effectively perform CPR prior to registration.

Delivery and assessment ratios

To effectively deliver and assess this qualification, it is recommended that Centres do not exceed the ratio of 1 qualified tutor to a maximum of 12 learners in any one instance. If centres wish to increase this ratio, they must first request approval from Highfield.

Guidance on delivery

It is recommended that the full qualification is delivered over a half-day period, however the delivery programme may be adjusted in accordance with candidates' needs and / or local circumstances.

Centre requirements

To effectively deliver this qualification, centres must have the following resources in place:

- 1 resuscitation manikin to 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 resuscitation manikins (changed at the end of each course)
 - a minimum of 1 training defibrillator between a maximum of 4 learners
 - a minimum of 1 pair of disposable gloves (not latex) per learner
 - training rooms that have carpeted floors or mats/blankets provided for practical sessions
 - a training room which is safe, has adequate ventilation, lighting sufficient for learners to read easily, and temperature suitable to maintain the comfort of learners for knowledge and practical training and assessment. It is also required that training rooms are able to cater for people with special needs (where appropriate – please refer to the Highfield Reasonable Adjustment Policy).
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Guidance on assessment

The qualification is assessed using the Highfield assessment pack and is split into two component parts. Further guidance on assessments and use of the assessment pack is in the Tutor assessor pack, available in the members' area of the website.

- **Practical assessment:** This practical assessment is completed throughout the course delivery. This ongoing assessment requires learners to demonstrate practical first aid skills. The practical assessment topics can be found on the **Assessment Crib Sheet** which the Assessor should refer to.
- **Centre-marked multiple-choice theory assessment:** Learners are required to answer a series of questions, using the **Examination Answer Sheet (EAS)**, available to download from the members' area of the website **OR** assessors can use oral questioning, referring to the **Assessment Crib Sheet** for the knowledge topics. Where the assessor marks a learner as 'refer' to any of the questions, Assessors must record additional questions asked of learners, together with the learner's response, within the '**Assessor comments on any further questioning used**' space provided on the **EAS**.

The theory assessment paperwork **must be retained** by the centre and submitted to Highfield if requested.

Learners must achieve a pass in each element of the theory and practical assessments in order to pass the qualification. The recording of the practical and theory assessment **outcomes** will be via the Assessment Pack, which is available to download from the Highfield website. The completed practical assessment pack **must be submitted** to Highfield for quality assurance checks and processing.

A full explanation of how to use the Highfield assessment paperwork is provided in the **Tutor, Assessor and Internal Quality Assurance Support Pack**, available to download from the Members' Area of the Highfield website.

Guidance on Internal Quality Assurance

Highfield requires centres to have in place a robust mechanism for internal quality assurance. Internal quality assurance (IQA) must be completed by an appropriately experienced person and that person must not have been involved in any aspect of the delivery or assessment of the course they are quality assuring.

The IQA must ensure that:

- The delivery and assessment are in line with the qualification requirements;
- All assessment paperwork is completed accurately; and
- An audit trail is provided for internal quality assurance.

Highfield International will conduct external quality assurance engagements to support Centres in the effective implementation and on-going management of this qualification. For example, this could be conducted via Highfield sampling centre paperwork or conducting support visits to centres.

Geographical coverage

This qualification has been developed for learners outside of the UK.

Tutor/assessor requirements

Highfield requires nominated tutors/assessors to:

- hold a valid **First Aid at Work** certificate or other valid advanced first aid certificate. Highfield will consider other first aid/medical qualifications, and experience, on a case-by-case basis.
- hold a valid teaching/training/first aid instructor certificate or have relevant experience deemed acceptable by Highfield.

Tutors/assessors who have evidence of delivering a minimum of 30 hours of accredited formal training per year, in a relevant qualification, may requalify to deliver/assess this and similar qualifications through completion of the qualification assessment only or a reduction in the learning hours, at the discretion of Highfield.

Reasonable adjustments and special considerations

Highfield Qualifications has measures in place for learners who require additional support. Reasonable adjustments such as additional time for the exam; assistance during the exam such as using a scribe or a reader, is available upon approval from Highfield. Please refer to Highfield Qualifications' Reasonable Adjustments Policy for further information/guidance on this.

www.highfieldinternational.com/policies

ID requirements

All learners must be instructed to bring photographic identification to the assessment to be checked by the assessor. The assessor must note the type of photo identification provided by each learner on the learner list document. Highfield International will accept the following as proof of a learners' identity:

- National identity card (e.g. Emirates ID card);
 - Valid passport (any nationality);
 - Signed photo card driving licence; or
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- Other photographic ID card, e.g. employee ID card (must be current employer), student ID card

For more information on learner ID requirements, please refer to the Highfield Examination and Invigilation Regulations within the Core Manual.

Progression

Progression and further learning routes include:

- Highfield Level 3 International Award in Paediatric First Aid;
- Highfield Level 3 International Award in Paediatric First Aid and Managing Illness & Injury; and
- Highfield Level 3 International Award in Advanced First Aid and Use of an AED.

Highfield offers a range of qualifications to help learners progress their careers and personal development. Please contact your centre manager for further information.

Useful websites

The following links are recommended to support centres in the delivery of this qualification:

- www.highfieldinternational.com/first-aid/first-aid-videos (For First Aid Videos)
 - www.highfieldqualifications.com/products/training-resources (Highfield Products)
 - The Resuscitation Council (UK) www.resus.org.uk
 - Health and Safety Executive www.hse.gov.uk
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Recommended training materials

- Morley, J. & Sprenger, C. BLS and AED Handbook. Highfield Products
- Morley, J. & Sprenger, C. CPR and AED Training Presentation. Highfield Products

Appendix 1: Qualification Unit

Unit Title: International Basic Life Support and Use of an AED
Level: 2
Duration: 4 hours

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
1. Be able to manage an unresponsive casualty who is breathing normally	1.1 Assess the scene for danger 1.2 Assess a casualty's level of consciousness 1.3 Demonstrate how to open a casualty's airway and check for breathing 1.4 Demonstrate how to place an unresponsive casualty in the recovery position
2. Be able to manage an unresponsive casualty who is not breathing normally	2.1 Recognise the need to start cardiopulmonary resuscitation (CPR) 2.2 Perform cardiopulmonary resuscitation (CPR) on a manikin
3. Know how to safely use an automated external defibrillator	3.1 Identify safety considerations when using an automated external defibrillator (AED) 3.2 List differences in the procedure when using an automated external defibrillator on a child
4. Be able to safely use an automated external defibrillator	4.1 Demonstrate the correct placement of AED electrode pads on a manikin 4.2 Follow AED voice prompts accurately 4.3 Demonstrate how to combine the use of an automated external defibrillator with minimal interruptions in cardiopulmonary resuscitation using a manikin 4.4 Demonstrate the safe delivery of AED shock 4.5 State the procedure to follow if the casualty shows signs of life and starts to breathe normally 4.6 Identify the information required when handing over the casualty to the emergency services