



# Activity First Aid Level 2 (VTQ)

## QUALIFICATION SPECIFICATION

QUALIFICATION NUMBER: PRO/115/ACTFA

*This Qualification is Endorsed by an Awarding Organisation Regulated by Ofqual*



## Endorsed, CPD Certified and ISO Standards

All ProTrainings classroom and online qualifications are endorsed through an Awarding Organisation Regulated by Ofqual, through the Skills for Care Scheme with the highest level of recognition and are approved through the CPD Standards services for CPD certification.

ProTrainings: Additional quality at an affordable price.



This is the highest standard of recognised endorsement and only organisations who have a proven history of continued success in making a difference in the training industry can be awarded the Centre of Excellence endorsement. ProTrainings proudly announce that we have received this endorsement for continuous professional training delivery.

As a recognised Skills for Care provider who is already endorsed for delivering training through digital e-learning, classroom and blended formats, this enhanced Centre of Excellence endorsement will take our credibility and quality of training to an advanced state of recognition. But what does this new Centre of Excellence endorsement mean?

The Centre of Excellence status means that we have been able to consistently demonstrate exemplary commitment to meeting the needs of learners in the adult social care sector. This meant we needed to comply with the social model of care and be able to measure the impact of provision on the lives of people who use these services.

We embarked on this provision to prove how consistent ProTrainings services are, to test whether we are meeting a high standard, to evolve, adapt and improve our provision and to place ourselves amongst a small selection of companies who are a Skills for Care Centre of Excellence.

Gaining this accolade has resulted in receiving a designation as a 'Centre of Excellence in Adult Social Care and Learning and Development' and we do not plan on stopping our standards here. We will continue to offer the finest services so that lives are rewarded through the training and services we provide.



# **ProTrainings Europe Limited**

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## Introduction

Welcome to **ProTrainings Europe Limited**.

ProTrainings EU is a certifying organisation recognised for providing training and qualifications in England, UK and across the globe.

ProTrainings EU offer qualifications designed in-house and qualifications which are regulated by Ofqual through TQUK and FutureQuals. Our qualifications are carefully designed to meet industry standards and regulatory requirements giving every learner or user confidence that training meets HSE, Ofqual, UK & EU Resuscitation Council, Skills for Health, Ofsted and Skills for Care training standards.

Our unique approach to training delivery is designed to accommodate learning styles in all their forms, including online, classroom and blended formats. Our variety of delivery methods have been a preferred choice for many learners who require training through general interest and as part of their profession. Our training has been comprehensively designed to meet standards that fall within the boundaries of qualifications overseen by awarding organisations.

ProTrainings high standards include a robust training approach that meets strict specifications, quality assurance requirements and qualification standards. As a result of implementing a comprehensive quality assurance process, ProTrainings online and classroom courses have been CPD certified, endorsed through The Skills for Care Scheme (ProTrainings being the first organisation gaining approval for classroom and online training in the United Kingdom) and we have surpassed an external audit by being approved for ISO45001 : 2018 and ISO9001 : 2015 for maintaining high organisational standards.

Our qualifications are designed to support and encourage learners to develop their knowledge and skills. This development may result in progression into employment or career development in the workplace. Our qualifications also allow learners to progress onto further qualifications.

For more information please visit [www.ProTrainings.uk](http://www.ProTrainings.uk) for news, updates and information on a variety of qualifications spanning into the Health & Safety industry, First Aid world, Pet First Aid environment and Health & Social Care sector.

## Qualifications Specifications

ProTrainings EU offer policies and guidelines for centres, organisations and individuals through this specification. Information in this specification will include the course curriculum, learning outcomes, units and general guidelines on how the course is delivered.

We aim to support our centres by providing guidance in this specification for a better understanding on how our courses are delivered and processed.

Our specifications document can be accessed on our website at [www.ProTrainings.uk](http://www.ProTrainings.uk) along with other specifications for respective qualifications listed under each sub-heading.

For more information please use our online chat service or contact our office on 01206 805 359. Alternatively, please email our support department at [support@protrainings.uk](mailto:support@protrainings.uk) or compliance department at [compliance@protrainings.uk](mailto:compliance@protrainings.uk).

## Introduction to Activity First Aid Level 2 (VTQ)

This ProTrainings Outdoor Pursuits 16 Hour First Aid (VTQ) qualification is designed to cover content that is appropriate and applicable to an activity or outdoor environment, which can include remote locations such as mountainsides, hills, forests, fields or anywhere that is generally considered outside or an activity. This course aims to deliver training that covers primary and secondary care which is adapted to the outdoor world where the emergency services may be harder to access.

This qualification is available as a classroom or blended course and can be a great alternative for covering subjects that are not in the standard workplace first aid qualifications but are unique to first aid in an outdoor location.

The blended option includes 6 hours of online content and 6 hours of classroom study and students must complete the online Activity First Aid course to meet the blended requirements for this qualification.

All our first aid courses are designed to meet the UK and European Resuscitation Council Guidelines and will include content on first aid as per the HSE requirements.

The content of this and all our courses has been independently certified as conforming to universally accepted Continuous Professional Development (CPD) guidelines and come with a Certified CPD Statement as well as a ProTrainings Certificate and for online courses an Evidence-Based Learning statement.

## Qualification Delivery

**Guided Learning Hours (GLH):** These hours are made up of real-time contact time, guidance or supervision of a learner by an instructor, supervisor, tutor or trainer.

GLH for this qualification is 12

**Total Qualification Time (TQT):** This is an estimate of the total length of time it is expected that a learner will typically take to achieve and demonstrate the level of attainment necessary for the award of the qualification i.e. to achieve all learning outcomes.

TQT for this qualification is 14

Our Activity First Aid Level 2 (VTQ) course is taught over two days and will include theoretical and practical assessments.

## Entry Requirements

There are no specific entry requirements however, learners should have a minimum of Level 2 in literacy, numeracy or equivalent.

The qualification is suitable for learners aged 14 years and above.

**Progression - Successful learners can progress to other qualifications such as:**

- Outdoor First Aid (VTQ)
- First Person on the Scene Level 4 (RQF)
- First Responder on the Scene Level 3 (RQF)

## Requirements to teach the Activity First Aid Level 2 (VTQ)

Approval to deliver this course is sanctioned by ProTrainings Europe Limited only.

Instructors must hold the relevant qualifications, experience and occupational competence to qualify for approval. A detailed portfolio providing descriptive dates, CPD log and meeting/passing IQA reviews is required for approval.

Supporting evidence which clearly outlines where instructors qualify to teach this course must be emailed to our compliance manager at [compliance@protrainings.uk](mailto:compliance@protrainings.uk).

### Certification

This qualification is overseen by our compliance department and all courses undergo a robust internal quality assurance review prior to certification.

A desktop-review and site visit will form part of our evaluation.

Paperwork should be marked and assessed by the approved instructor/centre and uploaded to our online management suite following successful completion of the course. Courses should be passed within 5 working days after the course has been taught.

### Learner Access

ProTrainings offer highly sophisticated and supportive services to successful learners who complete online, classroom and blended training. Our online system offers the learner a uniquely designed portal where there is access to a free student manual, CPD credit statement, evidence-based learning document, optional weekly refresher videos and an area for downloadable content with a cohort of supporting evidence relevant to the qualification the learner completes.

ProTrainings after service adds clarity to teaching, promotes continuous learning and encourages learners to revisit and revise subjects they have been taught.

**Complaints - Scope of Complaints Procedure:** The procedure deals with complaints arising from:

- Delivery (or lack of delivery) of services for education and training including teaching, course content, tutoring, assessment, feedback on progress and learner support during learning programmes
- Incorrect or misleading information about services provided by the Centre
- Delivery (or lack of delivery) of support services provided by the Centre including administration of fees, enrolment processes, Centre accommodation, health and safety and learner resource services
- Unacceptable actions or behaviour by Centre staff and/or other learners in the Centre

#### How to complain

Complaints should initially be made in writing to the Head of Centre or to your designated tutor. This can be completed using your student login for [www.ProTrainings.uk](http://www.ProTrainings.uk)

Support can be made available for all those involved in a complaint including:

- Representation: parent, guardian, friend or supporter
- Help with completing the written complaint
- Induction will provide further details regarding this process.

# Activity First Aid Level 2 (VTQ)

PRO/115/ACTFA

## Course Summary

### **Introductory First Aid Training**

Fears of First Aid

Asking Permission to Help

Scene Safety

Chain of Survival

ABCD's

Initial Assessment

Stop Think Act

Barriers

Face Shields

Adult Bag Mask (optional)

First Aid Kit

Dealing with an Emergency away from EMS

support

Deciding to move a patient or not

### **Cardiac Arrest**

Adult, Child, Infant CPR

Adult CPR Hand Over

Compression-Only CPR

AED Introduction

### **Heart Attack**

Heart Attack

### **Choking Training**

Conscious Adult, Child, Infant Choking

Unconscious Adult, Child, Infant Choking

### **Bleeding Control**

Types of Bleeding

Serious Bleeding

Internal bleeding

Plasters

Other Injuries

### **Secondary Care Ongoing Assessments for Injury and**

### **Illness**

Illness Assessment

RICE - Strains, Sprains and Soft Tissue Injuries

Adult Fractures

Head Injury

Eye Injuries

Spinal Injury

Allergies

Burns

Heat and Cold Emergencies

Shock

Diabetes

Asthma

Epilepsy and Seizures

# Learning Outcomes – PRO/115/ACTFA

These learning outcomes are mapped to meet an Activity First Aid Level 2 (VTQ) criterion. Each learning outcome presents a knowledge, skill or assessment to help students understand the curriculum in finer detail.

<b>Learning Outcomes (LO)</b> The learner will:	<b>LO</b>
<b>UNIT – 1 / Day One</b>	
<b>Understand the role and responsibilities of a first aider</b>	<b>LO1</b>
Identify the role and responsibilities of a first aider	1.1
Identify how to minimise the risk of infection to self and others	1.2
Identify the need for consent to provide first aid	1.3
<b>Be able to assess an incident</b>	<b>LO2</b>
Conduct a scene survey	2.1
Conduct a primary survey of casualty	2.2
Summon appropriate assistance when necessary	2.3
<b>Be able to provide first aid to an unresponsive</b>	<b>LO3</b>
Identify when to administer Cardio Pulmonary Resuscitation (CPR)	3.1
Demonstrate CPR on an infant, child and adult using a Manikin	3.2
Justify when to place a casualty into the recovery position	3.3
Demonstrate how to place a casualty into the recovery position	3.4
Identify how to administer first aid to a casualty who is experiencing a seizure	3.5
<b>Be able to provide first aid to a casualty who is choking</b>	<b>LO4</b>
Identify when choking is: • Mild • Severe	4.1
Demonstrate how to administer first aid to an infant, child and adult who is choking	4.2
<b>Be able to provide first aid to a casualty with external bleeding</b>	<b>LO5</b>
Identify the severity of external bleeding	5.1
Demonstrate control of external bleeding	5.2
<b>Know how to provide first aid to a casualty who is in shock</b>	<b>LO6</b>
Recognise a casualty who is suffering from shock (Hypovolaemic)	6.1
Identify how to administer first aid to a casualty who is suffering from shock	6.2
<b>Know how to provide first aid to a casualty with minor and major injuries</b>	<b>LO7</b>



Identify how to administer first aid to a casualty with: • Small cuts • Grazes • Bruises • Small splinters	7.1
Identify how to administer first aid to a casualty with minor burns and scalds	7.2
Be able to safely remove a helmet without causing additional injury to the spine or head	7.3
Understand how to move a patient with a suspected spinal injury	7.4
<b>UNIT – 2 / Day Two</b>	
<b>Be able to conduct a secondary survey</b>	<b>LO1</b>
Identify the information to be collected when gathering a casualty history	1.1
Demonstrate how to conduct a head to toe survey	1.2
<b>Be able to provide first aid to a casualty with suspected injuries to bones, muscles and joints</b>	<b>LO2</b>
Recognise suspected: - Fractures and dislocations - Sprains and strains	2.1
Identify how to administer first aid for: Fractures and dislocations - Sprains and strains	2.2
Demonstrate how to apply: a support sling - an elevated sling	2.3
<b>Be able to provide first aid to a casualty with suspected head and spinal injuries</b>	<b>LO3</b>
Recognise a suspected: - Head injury - Spinal injury	3.1
Identify how to administer first aid for a suspected head injury	3.2
Demonstrate how to administer first aid for a suspected spinal injury	3.3
<b>Know how to provide first aid to a casualty with suspected chest injuries</b>	<b>LO4</b>
Recognise a suspected: - Flail chest and Penetrating chest injury	4.1
Identify how to administer first aid for a: - Flail chest - Penetrating chest injury	4.2
<b>Know how to provide first aid to a casualty with burns and scalds</b>	<b>LO5</b>
Identify the factors that affect the severity of burns and scalds	5.1
Identify how to administer first aid for burns involving: Dry heat - Wet heat - Electricity - Chemicals	5.2
<b>Know how to provide first aid to a casualty with an eye injury</b>	<b>LO6</b>
Identify how to administer first aid for eye injuries involving: - Dust - Chemicals - Embedded objects	6.1
<b>Know how to provide first aid to a casualty with sudden poisoning</b>	<b>LO7</b>
Identify the routes that poisons can take to enter the body	7.1
Identify how to administer first aid to a casualty affected by sudden poisoning	7.2
Identify sources of information for treating those affected by sudden poisoning	7.3
<b>Know how to provide first aid to a casualty with anaphylaxis</b>	<b>LO8</b>
Identify common triggers for anaphylaxis	8.1

Recognise suspected anaphylaxis	8.2
Identify how to administer first aid for a casualty suffering from anaphylaxis	8.3
<b>Know how to deal with a temperature related illnesses</b>	<b>LO9</b>
Identify what causes Heat Exhaustion and Heat Stroke	9.1
Treat a casualty who has a high and low temperature	9.2
<b>Know how to provide first aid to a casualty with suspected major illness</b>	<b>LO10</b>
Recognise suspected: - Heart Attack - Stroke - Epileptic seizure - Asthma attack - Diabetic emergency	10.1
Identify how to administer first aid to a casualty suffering from: Heart Attack Stroke - Epileptic seizure - Asthma attack - Diabetic emergency	10.2



## Useful Websites

### **ProTrainings Europe Limited**

[www.ProTrainings.uk](http://www.ProTrainings.uk)

### **Health and Safety Executive**

[www.hse.gov.uk](http://www.hse.gov.uk)

### **The Resuscitation Council (UK)**

[www.resus.org.uk](http://www.resus.org.uk)

### **Skills for Health**

[www.skillsforhealth.org.uk](http://www.skillsforhealth.org.uk)

### **Office of Qualifications and Examinations Regulation**

[www.ofqual.gov.uk](http://www.ofqual.gov.uk)

### **Ofsted**

[www.gov.uk/ofsted](http://www.gov.uk/ofsted)

### **Skills for Care**

[www.skillsforcare.org.uk](http://www.skillsforcare.org.uk)

### **The CPD Standards Office**

[www.cpdstandards.com](http://www.cpdstandards.com)

### **QMS International**

[www.qmsuk.com](http://www.qmsuk.com)

### **FOFATO**

[www.fofato.co.uk](http://www.fofato.co.uk)

### **NASDU**

[www.nasdu.co.uk](http://www.nasdu.co.uk)

### **TQUK**

[www.tquk.org](http://www.tquk.org)



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