



Qualsafe Level 3 Award in
**Administering
Emergency
Medical Gases (RQF)**

Qualification Specification

Contents

Qalsafe Awards.....3

Qualification overview3

Objective.....3

Intended audience.....3

Structure.....4

Other units.....4

Recognition of Prior Learning.....4

Entry requirements.....4

Other course requirements.....4

Requalification requirements.....4

Qualification approval requirements...5

Trainer.....5

Assessor.....5

Internal Quality Assurers.....5

Venue and equipment.....6

Course/Centre administration.....6

Pre-registering courses.....6

Registering Learners.....7

Certification.....7

Delivery and support.....7

Learner to Trainer ratio.....7

Delivery plan.....7

Qalsafe at Home.....7

Learning materials.....8

Ongoing support.....8

Assessment.....8

Overview.....8

Methods.....8

Access to assessment.....9

Specific equality issues relevant to this qualification.....9

Informal record of achievement.....9

Quality assurance.....9

Centre internal quality assurance.....9

Qalsafe Awards external quality assurance.....10

Further information.....10

Contact us.....10

Useful addresses and websites.....10

Appendix 1 – Qualification units11

Qualification unit 1.....11

Qualification unit 2.....11

Appendix 2 – Occupational knowledge and competence in administration of medical gases.....12

Appendix 3 – Acceptable training/ assessing qualifications.....13

Appendix 4 – Qualifications suitable for internal quality assurance.....14

Key qualification information

Qualification number: 603/0597/6

Operational start date: 27/09/2016

Number of units: 2 mandatory units

Total Qualification Time (TQT): 10

Guided Learning Hours (GLH): 6

Assessment methods:

- Learner Workbook

- Practical assessment – 1 completed throughout the course



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 Prehospital Care qualifications. It will provide the Learner with the knowledge and understanding to be able to administer emergency medical gases in a prehospital care setting.

The qualification and learning outcomes are based on the recommendations of:

- Resuscitation Council (UK)
- Assessment Principles for First Aid Qualifications
- The British Thoracic Society
- UK Ambulance Services Clinical Practice Guidelines (JRCALC)

Learners should be able to demonstrate the safe and prompt administration of, and effective use of, emergency medical gases that can be used when providing emergency treatment and/or management in prehospital care situations.

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

Objective

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

Note: This does not imply a 'licence to practice' – the scope of practice will be determined by the organisation responsible for medical gases provision. This qualification does not allow a Learner to obtain, store or administer medical gases without clinical governance.

Intended audience

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

- 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



Structure

This qualification comprises 2 mandatory units with a Total Qualification Time (TQT) of 10 hours. Full details of these are in *Appendix 1*.

Learners must complete all assessments in the units 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 6 GLH (minimum), and
- The number of hours a Learner will reasonably be likely to spend in preparation and study as directed by, but not under the immediate guidance or supervision of a Trainer, e.g. pre-course reading, which for this qualification is 4 hours

Other units

No other units can be combined to count towards the Qualsafe Level 3 Award in Administering Emergency Medical Gases (RQF) qualification.

Recognition of Prior Learning

Recognition of Prior Learning is a process for recognising any learning undertaken and/or attained by a Learner. The Learner must prove they have met some or all the learning outcomes and/or assessment criteria for this qualification before RPL can be considered.

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

In some cases, Centres may need to produce mappings against QA learning outcomes and assessment criteria to confirm comparability of qualification certificates and/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 the Qualsafe Level 3 Award in Administering Emergency Medical Gases (RQF) with the following potential outcomes:

- Reduction or exemption of the guided learning hours for the units
- Exemption of assessments for the units

Learners who are qualified First Responders/Casualty Carers from the emergency services (police, fire and rescue, search and rescue) and armed forces personnel may be entitled to claim RPL. This may result in a reduction or exemption of the GLH for the component or exemption of some assessments for the component. The Learner must prove they have met some or all the learning outcomes and/or assessment criteria for this qualification before RPL can be considered.

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.

Before they can register on to this qualification, Learners must have:

- Successfully completed a Level 3 First Aid at Work (QCF/RQF) (FAW) or QA recognised equivalent, **and**
- Knowledge/awareness of an automated external defibrillator (AED) if it isn't incorporated into the FAW

There are no other formal entry requirements but to benefit from the learning we advise that Learners have a minimum of Level 2 in literacy or equivalent and a basic understanding of first aid.

Other course requirements

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

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:

One Trainer/Assessor	Responsible for the delivery and assessment of qualifications
One Internal Quality Assurer	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. A formal teaching/training qualification as shown in *Appendix 3*

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. A formal (regulated) assessing qualification **or** attended relevant Assessor CPD training with an Awarding Organisation (AO) as shown in *Appendix 3*

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 delivery of medical gases as well as knowledge and competency in internal quality assurance practice. An acceptable portfolio must show:

1. A relevant vocational qualification and/or experience as shown in *Appendix 2*
2. The IQA
 - holds a formal (regulated) internal quality assurance qualification as shown in *Appendix 4* **or**
 - has attended relevant Internal Quality Assurance CPD training with AO as shown in *Appendix 4*

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
- Attend training delivery and visit and observe assessments being carried out
- Carry out other related internal quality assurance

Full details of the Centre's requirements for internal quality assurance are in the *QA Centre Assessment Standards Scrutiny (CASS) 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:
Resuscitation manikins	Provide a minimum ratio of 1 manikin to every 4 Learners. In addition, for paediatric first aid, provide 1 child manikin to every 4 Learners and 1 baby manikin to every 4 Learners.
Oxygen (O₂)/accessories	Provide a minimum ratio of 1 CD/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.
N₂O/O₂ therapy	N ₂ O/O ₂ cylinder (1 per 4 Learners) Demand valve, hose and probe Mouthpieces Face masks Bacterial/viral filters
AED trainers	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.
Training venue	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.
Audio visual (AV) equipment and training aids	Sufficient AV equipment and training aids to facilitate learning using varying teaching methods.
Learning materials	Provide Learners with clear and accurate reference books/handouts covering the topics included in the qualification.

Course/Centre administration

Pre-registering courses

Centres approved to deliver this qualification must pre-register courses on the QA Customer Portal at least 5 working days in advance of the course start date. This will allow QA to make the necessary external quality assurance arrangements, which includes unannounced visits. Centres must adhere to this pre-course registration requirement and should be aware that any identified non-compliance in this respect will lead to the imposition of sanctions in line with the content of the *QA Sanctions Policy*.

Centres not pre-registering courses on the QA Customer Portal with 5 working days' notice will not be able to download assessment paperwork or deliver planned courses.

It should be noted that Centres cannot register courses after the event and must purchase sufficient qualifications from QA in advance to facilitate pre-course registration. Further guidance can be found on the QA Customer Portal.

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 QA Customer Portal at: www.qualsafeawards.org

Centres will be given login details and guidance on using the QA 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.

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. The delivery plan should:

- Include a course timetable, clearly showing the required subjects and criteria/learning outcomes are covered and the minimum 6 GLH 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 assessments
- Be emailed to: info@qualsafeawards.org

Qualsafe at Home

The theory element of this qualification can be delivered online using a virtual classroom. Further details about the requirements for delivering a Qualsafe at Home course are available to approved Centres in the 'Centre downloads' section of their QA Customer Portal. All Centres must seek approval for remote training by completing the *Qualsafe at Home Centre Application*. All Centre staff involved in the remote delivery for this qualification must read and understand all guidance and requirements in advance of delivery.

The practical elements of this qualification **must** take place in a face-to-face classroom and cannot be completed remotely.

Note: theory sessions **must** be completed before the practical face-to-face classroom sessions and the practical assessments must take place during the face-to-face sessions.

Learning materials

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

1. HSE's risk management website: www.hse.gov.uk/risk
2. Confined spaces: A brief guide to working safely Leaflet INDG258(rev1) HSE Books 2012 <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

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.

Centres can choose alternative books or other learning materials but these **must be approved** by Qualsafe Awards prior to use. **Note:** Charges may apply.

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 units within the qualification, see *Appendix 1*
- Give Learners feedback on their progress and how they might be able to improve

Assessment

Overview

The Qualsafe Level 3 Award in Administering Emergency Medical Gases (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 externally set, internally marked assessment tools to make sure Learners are assessed against the required knowledge, skills and understanding, as detailed in the learning outcomes and assessment criteria shown in *Appendix 1*. For these units there are:

- Practical assessments – observed by the Trainer throughout the course, with the results of each learning outcome recorded on the practical assessment paperwork, see *Learner Workbook – Guidance for Trainer/ Assessor use*. There is 1 practical assessment for this qualification; Administering emergency medical gases

- Theory assessment – 1 workbook for each Learner. We recommend Learners answer all the questions/activities successfully on the day of the course

There are 2 possible grades available of Pass or Fail. All mandatory areas of assessment must individually meet or exceed the required pass criteria/mark for the Learner to achieve this qualification.

Note: Centres should download all assessment papers/workbooks from the QA 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 needs to be made, Centres should check the *QA Access to Assessment Policy* to see if the adjustment required needs prior approval or if the Reasonable Adjustment Form can be submitted retrospectively. If the adjustment requires prior approval, then Centres must complete a Reasonable Adjustment Form and send it to QA with any relevant supporting evidence at least five working days in advance of course delivery for review and approval. Centres should retain a copy of this form for their own records.

Learners may be eligible for 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 along with any supporting evidence (where available) for consideration and approval. 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 appeals and complaints procedures and how they can access these. Information about these procedures can be found in the *QA Training Commitment* which should be presented to Learners during their course.

Specific equality issues relevant to this qualification

It is important no Learner is turned away from a training course due to disabilities or impairments. However, to assess competence and gain certification, the Learner will need to demonstrate certain practical skills. To pass the assessment, the Learner must demonstrate the required practical skills without assistance from a third party (unless authorised by QA following a reasonable adjustment request).

Informal record of achievement

If a Learner with disabilities cannot perform the practical task 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 Qualsafe Level 3 Award in Administering Emergency Medical Gases (RQF)".

Quality assurance

Centre internal quality assurance

The Centre is required to sample a reasonable amount of assessments as part of the quality assurance of the qualification. This standardisation of assessment across Learners and Trainers is to make sure there is fairness and consistency in assessment practices. Centres are required to adhere to QA's internal quality assurance requirements. Full details of the Centre's requirements for internal quality assurance are in the *QA Centre Assessment Standards Scrutiny (CASS) 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.

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

**Further details of the QA external quality assurance programme are available in the QA Centre
Assessment Standards Scrutiny (CASS) 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

Tel: 0330 660 0899

Useful addresses and websites

- Qualsafe Awards, City View, 3 Wapping Road, Bradford, BD3 0ED: www.qualsafe.org
- Office of Qualifications and Examinations Regulation (Ofqual): www.gov.uk/government/organisations/ofqual
- Council for the Curriculum Examinations and Assessment (CCEA): <https://ccea.org.uk/regulation>
- Scottish Qualifications Authority (SQA) Accreditation: <http://accreditation.sqa.org.uk>
- Qualifications Wales: www.qualificationswales.org
- Faculty of Pre Hospital Care The Royal College of Surgeons of Edinburgh: <https://fphc.rcsed.ac.uk>
- Health & Safety Executive (HSE): www.hse.gov.uk
- Skills for Health: www.skillsforhealth.org.uk
- Resuscitation Council (UK): <https://www.resus.org.uk>



Appendix 1 – Qualification units

Qualification unit 1

The Qualsafe Level 3 Award in Administering Emergency Medical Gases (RQF) has 2 units that Learners are required to complete in order to achieve the qualification.

Title:	Administering emergency oxygen
GLH:	3
Level:	3
Learning outcomes The Learner will:	Assessment criteria The Learner can:
1. Understand the principles of administering oxygen in an emergency	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 situations when using oxygen in an emergency is required 1.4 State the indications when using oxygen for adults and children in an emergency 1.5 State the cautions and contraindications when using oxygen in an emergency
2. Be able to administer oxygen in an emergency	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"> • Oxygen • Bag valve mask (B-V-M) • AED 2.4 Monitor and record the effects of administering oxygen

Qualification unit 2

Title:	Administering an emergency analgesic agent
GLH:	3
Level:	3
Learning outcomes The Learner will:	Assessment criteria The Learner can:
1. Understand use of a combination of nitrous oxide 50% and oxygen 50%	1.1 Clarify the health and safety considerations when using a combination of nitrous oxide 50% and oxygen 50% 1.2 Identify the actions of a combination of nitrous oxide 50% and oxygen 50% 1.3 State the indications when using a combination of nitrous oxide 50% and oxygen 50% in an emergency for adults and children 1.4 State the cautions and contraindications when using a combination of nitrous oxide 50% and oxygen 50% in an emergency
2. Be able to administer 50:50 mixture of nitrous oxide and oxygen in an emergency	2.1 Perform safety checks on equipment required to administer a combination of nitrous oxide 50% and oxygen 50% 2.2 Demonstrate the safe administration of nitrous oxide 50% and oxygen 50% oxygen using required equipment 2.3 Monitor and record the effects of administering nitrous oxide 50% and oxygen 50%

Note: Full and detailed qualification content is available to approved Centres in the form of lesson plans which are provided free of charge.

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

All Trainers, Assessors and IQAs 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 4 Certificate in First Response Emergency Care (QCF/RQF) **or**
- Qualsafe Level 4 Certificate in First Response Emergency Care (RQF) **or**
- QA Level 5 Diploma in First Response Emergency and Urgent Care (RQF) **or**
- Qualsafe Level 5 Diploma in First Response Emergency and Urgent Care (RQF)

An up-to-date portfolio showing competence in administering emergency medical gases is additionally required for the following:

- Institute of Health and Care Development (IHCD) Ambulance Technician **or**
- Military – CMT 1, RAF MA, Navy LMA **or**
- NHS Ambulance Service – Emergency Care Assistant **or**
- IHCD First Person on Scene – enhanced **or**
- Voluntary Aid Society – Emergency Ambulance Grade **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:

Current Qualifications	Train	Assess
Level 3 Award in Teaching and Assessing in First Aid Qualifications	✓	✓
Level 3 Award in Education and Training	✓	✓
Level 4 Certificate in Education and Training	✓	✓
Level 5 Diploma in Education and Training	✓	✓
Cert Ed/PGCE/B Ed/M Ed	✓	✓
SVQ 3 Learning and Development SCQF Level 8	✓	✓
SVQ 4 Learning and Development SCQF Level 9	✓	✓
TQFE (Teaching Qualification for Further Education)	✓	✓
Planning and Delivering Learning Sessions to Groups SCQF Level 6 (SQA Unit)	✓	✓
L&D Unit 6 Manage Learning and Development in Groups SCQF Level 8 (SQA Accredited)	✓	✓
L&D Unit 7 Facilitate Individual Learning and Development in Groups SCQF Level 8 (SQA Accredited)	✓	✓
L&D Unit 8 Engage and Support Learners in the Learning and Development Process SCQF Level 8 (SQA Accredited)	✓	✓
Carry Out the Assessment Process SCQF Level 7 (SQA Unit)		✓
Level 3 Award in Assessing Competence in the Workplace Environment		✓
Level 3 Award in Assessing Vocationally Related Achievement		✓
Level 3 Award in Understanding the Principles and Practices of Assessment		✓
Level 3 Certificate in Assessing Vocational Achievement		✓
L&D Unit 9DI – Assess workplace competences using direct and indirect methods SCQF Level 8 (SQA Accredited) – replacing Units A1 and D32/33		✓
L&D Unit 9D – Assess workplace competence using direct methods SCQF Level 7 (SQA Accredited) – replacing Units A2 and D32		✓
Other Acceptable Qualifications		
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	✓	✓
English National Board 998	✓	✓
Paramedic/Nursing mentorship qualifications	✓	✓
S/NVQ Level 3 in training and development	✓	✓
S/NVQ Level 4 in training and development	✓	✓
PDA Developing Teaching Practice in Scotland's Colleges SCQF Level 9 (SQA Qualification)	✓	
PDA Teaching Practice in Scotland's Colleges SCQF Level 9 (SQA Qualification)	✓	
PTLLS (6 credits)	✓	
Training Group A22, B22, C21, C23, C24	✓	
Learning and Teaching – Assessment and Quality Standards SCQF Level 9 (SQA Unit)		✓
A1 (D32/33) – Assess candidates using a range of methods		✓
Conduct the Assessment Process SCQF Level 7 (SQA Unit)		✓
A2 (D32) – Assess candidates' performance through observation		✓

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

Appendix 4 – Qualifications suitable for internal quality assurance

Internal Quality Assurers (IQAs) must:

- Follow the principles set out in the current Learning and Development NOS 11 *Internally Monitor and Maintain the Quality of Assessment* **and**
- Hold one of the following acceptable quality assurance qualifications:

L& D Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment SCQF Level 8 (SQA Accredited)
Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice
Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
Conduct the Internal Verification Process SCQF Level 8 (SQA Unit)
Regulated Qualifications based on the Learning and Development NOS 11 Internally Monitor and Maintain Quality of Assessment
V1 Conduct Internal Quality Assurance of the Assessment Process or D34 Internally Verify the Assessment Process
Internally Verify the Assessment Process SCQA Level 8 (SQA Unit)

Note: IQAs who do not hold a formal IQA 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.