



Qualsafe Level 3 Award in the
**Safe Administration of
Lifesaving Medication (RQF)**

Qualification Specification

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Key qualification information

Qualification number:	601/9020/6
Operational start date:	1st July 2016
Guided Learning Hours (GLH):	14
Total Qualification Time (TQT):	30
Credit value:	3
Number of units:	1
Assessment methods:	<ul style="list-style-type: none">• Theory assessment/Learner Workbook• Practical assessment and skills test – 5 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 suite of qualifications. The qualification and learning outcomes are based on the guidance of:

- Resuscitation Council (UK)
- Skills for Health Assessment Principles
- The Royal College of Surgeons of Edinburgh – Faculty of Pre-Hospital Care
- Medicines & Healthcare products Regulatory Agency (MHRA)

This QA qualification is for people who work as emergency care providers in various emergency care settings who would be expected to assess patients, administer medication and monitor the effects of the medication.

Learners should be able to demonstrate the practical administration of safe, prompt, effective medication delivery with an understanding of the role of a medication provider.

This qualification specification provides information for Centres about the delivery of the Qualsafe Level 3 Award in the Safe Administration of Lifesaving Medication (RQF) and includes the unit information, assessment methods and quality assurance arrangements.

Objective

The objective of the qualification is to benefit Learners by providing them with the knowledge and confidence to administer lifesaving medication at emergency or life-threatening incidents.

Intended audience

This qualification is for Learners who are employed by a Care Quality Commission (CQC) registered organisation (or overseas equivalent) that have a specific responsibility to be able to safely administer and monitor the effects of certain lifesaving medications within their scope of practice.

Typical roles may include:

- Ambulance technician
- Associate practitioner
- Medical technician
- Assistant practitioner



Learners must have successfully completed the Qualsafe Level 4 Certificate in First Response Emergency Care (RQF) or a QA recognised equivalent to undertake the Qualsafe Level 3 Award in the Safe Administration of Lifesaving Medication (RQF).

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

Structure

This qualification contains 1 mandatory unit with a Total Qualification Time (TQT) of 30 hours. Full details of this unit are in *Appendix 1*.

Learners must complete all assessments/skills tests in the unit successfully within the registration period to achieve the qualification. The maximum period to achieve this qualification, including any referrals is 6 weeks.

TQT is the total number of hours required for a Learner to achieve this qualification. It has two 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 14 GLH, **and**
- The number of hours a Learner will reasonably be likely to spend in preparation and study, including assessment, as directed by, but not under the immediate guidance or supervision of a Trainer, which for this qualification is 16 hours

Other units

No other units can be combined to count towards the Qualsafe Level 3 Award in the Safe Administration of Lifesaving Medication (RQF) qualification.

Relationship with other related qualifications

The Qualsafe Level 3 Award in the Safe Administration of Lifesaving Medication (RQF) can be transferred to other qualifications under Recognition of Prior Learning (RPL) towards achievement of that qualification providing it is achieved within its registration period.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) 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 this qualification with the following potential outcomes:

- Reduction or exemption of learning outcomes or Guided Learning Hours for the units
- Exemption of all assessments for the units

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



Entry requirements

Learners must:

- Be at least 18 years old on the first day of the training **and**
- Be employed by a CQC registered organisation (or overseas equivalent) **and**
- Have successfully completed the Qualsafe Level 4 Certificate in First Response Emergency Care (RQF) or a QA recognised equivalent.

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 and numeracy or equivalent.

Progression

The Qualsafe Level 3 Award in the Safe Administration of Lifesaving Medication (RQF) qualification may be used towards other qualifications at the same and higher levels, plus aid career progression in a relevant profession.

Requalification requirements

Following achievement of this qualification the Learner must maintain a current continuing professional development (CPD) portfolio related to the learning outcomes of the qualification that is sufficient to demonstrate an ability to provide safe and current practice.

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/Assessor

People delivering and assessing this qualification must:

- Have occupational knowledge and competency in the safe administration of lifesaving medication as shown in *Appendix 2* **and**
- Have an acceptable teaching qualification as shown in *Appendix 3* **and**
- Hold or be working towards an acceptable assessing qualification as shown in *Appendix 3*

Trainers 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 the safe administration of lifesaving medication as well as knowledge and competency in internal quality assurance. An acceptable portfolio must show:

1. A relevant vocational qualification and/or experience as shown in *Appendix 2*
2. The IQA:
 - holds or is working towards 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 quality assuring at the time the assessment is taking place
- Know and understand the IQA role
- Attend training delivery 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/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 to use a wide range of equipment and learning resources to support delivery.

As a minimum, Centres must 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.
Hygiene	Sufficient procedures to maintain hygiene when using resuscitation manikins and other training equipment.
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.
AED trainers	At least 1 AED trainer to every 4 Learners.
Airway manikin	The manikin must be suitable to demonstrate the airway manoeuvres and accept oropharyngeal, nasopharyngeal and supraglottic airways. 1 manikin to every 4 Learners.
Suction devices	A minimum of 1 suction device to every 4 Learners.



Resource/area:	Requirements:
Airways	A selection of airways to suit the Learners' various skills sets: <ul style="list-style-type: none"> • A full set of OPA (sizes 00 to 4) • A full set of NPA (sizes 6 to 8) • A variety of supraglottic airways
Oxygen therapy	Oxygen (O ₂) cylinders with the relevant equipment for use: <ul style="list-style-type: none"> • Non-rebreather masks • Pocket masks • Adult bag-valve-mask • Nebuliser mask • Multi flow rate masks (Ventura type or similar) • Nasal cannulae devices
Administration equipment	Injection administration training equipment: <ul style="list-style-type: none"> • Various ampoules suitable for training • Training samples of each lifesaving medication assessed during the qualification • Various sizes of needles (including blunt drawing up needles) • Various sizes of syringes • Injection training pad/device • Gauze • Tape • Sharps bin
Monitoring and assessment equipment	Various monitoring and assessment equipment, including: <ul style="list-style-type: none"> • Manual sphygmomanometer • Stethoscopes • Pulse oximeter • Thermometer and consumables • Blood glucose monitor and consumables • Peak flow meter and consumables • Electrocardiograph (ECG) monitor and consumables

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 qualification certificate on achieving this qualification.

Qualsafe Awards recommend Learners also complete CPD activities to maintain their basic skills and keep up to date with any changes to medication administration practice.

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 6 Learners to one Trainer. The assessment space should allow Learners ample room to perform practical assessments. Assessments are to be carried out on a 1:1 basis. Learners should sit at least 1 metre apart to prevent collusion during the multiple-choice question paper assessment.

Note: You should never allow more Learners on the course than you can cater for during 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. Note: Charges may apply. The delivery plan should:

- Include a course timetable, clearly showing the required subjects and criteria/learning outcomes are covered and the minimum 14 Guided Learning Hours are met
- Be emailed to: info@qualsafeawards.org

Learning materials

Centres must provide each Learner with suitable learning materials to support their progress through the qualification. As a minimum we recommend:

- *Medication Safety: An Essential Guide* edited by Molly Courtenay and Matt Griffiths
- *JRCALC Clinical Practice Guidelines* by JRCALC, AACE and University of Warwick

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 throughout the qualification. 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

Formative assessment methods during the learning process should be used in order to modify teaching and learning activities as appropriate, with the aim of improving Learner attainment.

Assessment

Overview

The Qualsafe Level 3 Award in the Safe Administration of Lifesaving Medication (RQF) skills and knowledge should be taught and assessed in accordance with currently accepted health practice 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*.

Centres should download all assessment papers from the QA Customer Portal in advance of the course. For this qualification there are:

- Practical assessments/skills tests – observed by the Trainer throughout the course, with the results of each learning outcome recorded on the practical assessment paperwork, see *QA Guide to Assessing Qualsafe Level 3 Award in the Safe Administration of Lifesaving Medication (RQF)*. There are 5 practical assessments/skills tests for this qualification:
 - Calculations
 - Diabetic patient
 - Anaphylactic shock
 - Administration of medication
 - Medication overdose
- Theory assessment – a workbook for each Learner

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 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 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 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 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. For instance, for prehospital care qualifications the Learner must be assessed performing practical tasks such as administration of medication as per *QA Guide to Assessing Qualsafe Level 3 Award in the Safe Administration of Lifesaving Medication (RQF)*. 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 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 Qualsafe Level 3 Award in the Safe Administration of Lifesaving Medication (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. Further details can be found 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 Qualsafe Awards or our representatives, e.g. External Quality Assurers (EQAs), on request.

Qualsafe Awards external quality assurance

QA 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.qualsafeawards.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
- Health & Safety Executive (HSE):
www.hse.gov.uk
- Skills for Health:
www.skillsforhealth.org.uk
- Resuscitation Council (UK):
www.resus.org.uk
- Faculty of Pre-Hospital Care:
www.fphc.rcsed.ac.uk
- Medicines & Healthcare products
Regulatory Agency:
www.gov.uk/government/organisations/medicines-and-healthcare-products-regulatory-agency



Appendix 1 – Qualification unit

The Qualsafe Level 3 Award in the Safe Administration of Lifesaving Medication (RQF) has 1 unit that Learners are required to complete in order to achieve the qualification.

Title:	Administering lifesaving medication in a prehospital or emergency and urgent care setting
GLH:	14
Level:	3
Credit value:	3
Learning outcomes The Learner will:	Assessment criteria The Learner can:
1. Understand legislation guidelines, policies and protocols relevant to the administration of lifesaving medication in an emergency and urgent care setting	1.1 Summarise safe administration of lifesaving medication: <ul style="list-style-type: none"> • Legislation • Regulations 1.2 Summarise workplace policies relevant to the administration of lifesaving medication 1.3 Explain workplace protocols relevant to the safe administration of lifesaving medication 1.4 Explain own responsibilities, limitations and boundaries to administering lifesaving medication in an emergency and urgent care setting
2. Know the features of, and guidelines for, administering lifesaving medication	2.1 Identify presentation of lifesaving medications 2.2 State the indications for administering lifesaving medication 2.3 State the actions of lifesaving medication 2.4 Identify contraindications of lifesaving medications 2.5 Describe side effects of lifesaving medication 2.6 Explain other considerations and additional information for lifesaving medications 2.7 Clarify dosage and administration of lifesaving medications
3. Know the common types of lifesaving medication and their use in an emergency or urgent care situation	3.1 Describe common types of lifesaving medication including their effects and potential side effects 3.2 Explain the importance of taking physiological measurements before and after administering lifesaving medication 3.3 Give examples of common adverse reactions to lifesaving medication 3.4 Explain how to deal with common adverse reactions to lifesaving medication 3.5 Explain the different drug routes for the administration of lifesaving medication
4. Be able to determine a patient's condition in order to distinguish the correct lifesaving medication	4.1 Perform a patient assessment 4.2 Demonstrate how to obtain consent from a patient 4.3 Diagnose a patient's condition 4.4 Distinguish lifesaving medication according to the patient's condition 4.5 Apply universal precautions for infection prevention and control 4.6 Demonstrate how to prepare a lifesaving medication for administration
5. Be able to demonstrate the safe and effective administration of lifesaving medication in a prehospital or emergency and urgent care setting	5.1 Identify prehospital care equipment required to administer lifesaving medication 5.2 Identify common methods for administering lifesaving medication 5.3 Summarise safety aspects for administering lifesaving medication 5.4 Apply safe working practices when administering lifesaving medication 5.5 Demonstrate a range of techniques for administering lifesaving medication



<p>6. Know how to assess, monitor and review the effects of lifesaving medication</p>	<p>6.1 Identify the route for lifesaving medication</p> <p>6.2 Safely administer lifesaving medication</p> <ul style="list-style-type: none"> • In line with legislation and agreed ways of working • Whilst minimising pain and trauma to the patient <p>6.3 Explain how to report immediate problems with the administration</p> <p>6.4 Assess a patient throughout the administration process</p> <p>6.5 Assess a patient after administration process</p> <p>6.6 Safely dispose of clinical waste</p> <p>6.7 Maintain security of medication</p> <p>6.8 Summarise how to dispose of out-of-date medication</p> <p>6.9 Summarise how to dispose of part used medication in accordance with legal and organisational requirements</p> <p>6.10 Follow organisational procedures for recording the administration of lifesaving medication</p>
<p>Assessment guidance</p>	<p>Lifesaving medications: Must include:</p> <ul style="list-style-type: none"> • Adrenaline 1:1000 • Aspirin • Glucogel • Ipratropium bromide • Naloxone hydrochloride (Narcan) • Salbutamol <p>May include (providing the medication will fall within the Learner's scope of practice):</p> <ul style="list-style-type: none"> • Activated charcoal • Cetirizine hydrochloride • Clopidogrel • Dexamethasone • Patient's own Buccal Midazolam <p>(this list is not exhaustive)</p> <p>NB: It is the responsibility of the Centre to retain assessment records that show which lifesaving medications the Learner has been assessed in.</p> <p>Drug routes may include:</p> <ul style="list-style-type: none"> • Intramuscular • Intraosseous • Intravenous • Subcutaneous • Inhalation • Nebulised • Oral • Rectal • Sublingual/Buccal • Intranasal <p>Safety aspects:</p> <ul style="list-style-type: none"> • Drug type • Drug strength • Whether the packaging is intact • Clarity of fluid • Expiry date

Full and detailed qualification content is available to approved Centres in the form of lesson plans.



Appendix 2 – Occupational knowledge and competence in prehospital care and the administration of lifesaving medication

All Trainers, Assessors and IQAs must have occupational knowledge and competence in prehospital care and the administration of lifesaving medication.

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**
- Current registration as a Pharmacist with the General Pharmaceutical Council (GPhC)

This list is not exhaustive but provides a guide to acceptable qualifications.

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.

Trainers who also assess Learner competence must hold a qualification (or separate qualifications) to enable them to perform both functions, see *Appendix 3*.



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 hold or be working towards 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 Level7 (SQA Accredited) – replacing Units A2 and D32		✓
Other Acceptable Qualifications		
CTLLS/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		√

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*. Centres must be able to prove this, for example, through demonstrable experience, a declaration or witness testimony. An appropriate awareness of the standards must be shown **and**
- Hold or be working towards 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.