



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

Qualification Specification

# Contents

<b>Qualsafe Awards .....</b>	<b>3</b>	<b>Quality assurance .....</b>	<b>10</b>
<b>Qualification overview .....</b>	<b>3</b>	Centre internal quality assurance .....	10
Objective .....	3	Qualsafe Awards external quality assurance .....	10
Purpose .....	3	<b>Further information .....</b>	<b>11</b>
Intended audience .....	4	Contact us .....	11
Structure .....	4	Useful addresses and websites .....	11
Other units .....	4	<b>Appendix 1 – Qualification units .....</b>	<b>12</b>
Recognition of Prior Learning .....	4	<b>Appendix 2 – Occupational knowledge and competence in administration of medical gases .....</b>	<b>13</b>
Entry requirements .....	4	<b>Appendix 3 – Acceptable training/ assessing qualifications .....</b>	<b>14</b>
Other course requirements .....	5	<b>Appendix 4 – Qualifications suitable for internal quality assurance .....</b>	<b>15</b>
Progression .....	5		
Requalification requirements .....	5		
<b>Qualification approval requirements...5</b>			
Trainer .....	5		
Assessor .....	5		
Internal Quality Assurers .....	6		
Venue and equipment .....	6		
<b>Course/Centre administration .....</b>	<b>7</b>		
Registering Learners .....	7		
Certification .....	7		
<b>Delivery and support .....</b>	<b>7</b>		
Learner to Trainer ratio .....	7		
Delivery plan .....	8		
Learning materials .....	8		
Ongoing support .....	9		
<b>Assessment .....</b>	<b>9</b>		
Overview .....	9		
Methods .....	9		
Access to assessment .....	9		
Specific equality issues relevant to this qualification .....	10		
Informal record of achievement .....	10		

## Key qualification information

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

## Qualsafe Awards

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

We are recognised and regulated by the Office of Qualifications and Examinations Regulation (Ofqual), Qualifications Wales and the Northern Ireland Council for the Curriculum, Examinations and Assessment (CCEA). This means we can offer Centres an extensive range of qualification suites including First Aid; Prehospital Care; Health and Safety; 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 the other sectors, you can be confident that you are truly working with the industry experts.

## Qualification overview

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

- Resuscitation Council (UK)
- Skills for Health Assessment Principles for First Aid Qualifications
- The British Thoracic Society
- UK Ambulance Services Clinical Practice Guidelines 2016 (JRCALC)

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

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

### Objective

The objective of the qualification is to 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 oxygen.

### Purpose

The purpose of the QA Level 3 Award in Administering Emergency Oxygen (RQF) is qualification purpose E. Updating and Continuing Professional Development (CPD), sub-purpose E3. Develop knowledge and/or skills relevant to a particular specialisation within an occupation or set of occupations.



## Intended audience

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

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

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

## Structure

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

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

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

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

## Other units

No other units can be combined to count towards the QA Level 3 Award in Administering Emergency Oxygen (RQF).

## Recognition of Prior Learning

Recognition of prior learning (RPL) is not allowed for this course due to the short length and the assessment being included in the course delivery. Learners have to attend the whole course and complete the workbook.

## 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 minimum of a Level 3 First Aid at Work (QCF) (FAW) or higher level first aid/emergency care qualification 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 and numeracy or equivalent.

### Other course requirements

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

### Progression

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

### Requalification requirements

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

## Qualification approval requirements

Qualsafe Awards requires the Centre:

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

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

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

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

### Trainer

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

1. A relevant vocational qualification and or experience as shown in *Appendix 2*
2. 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 Assessors 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 administering 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
- Visit and observe assessments
- Carry out other related internal quality assurance

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

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

- 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*

## Venue and equipment

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

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



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

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

## Course/Centre administration

### Registering Learners

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

### Certification

After a Learner has completed an assessment, unit or qualification, whether they have passed or not, Centres must enter the details and assessment results on the Customer Portal at:

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

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

The Learner receives 1 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.

## 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

Quallsafe 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 3 guided learning hours are met
- Be carefully designed to meet the objective of this qualification and the needs of Learners, making sure Learners are adequately prepared for the assessments
- Be emailed to: [info@quallsafeawards.org](mailto:info@quallsafeawards.org).

## Learning materials

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

### References

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

### Further reading

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

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

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

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



## Ongoing support

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

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

## Assessment

Qualsafe Awards provides Centres with complementary assessment tools, which are:

- Cost effective for the Centre to deliver
- Carefully designed to meet the objective of this qualification and the needs of the Learners
- Carefully designed to demonstrate full coverage of all assessment criteria for this qualification

## Overview

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

## Methods

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

- Practical assessments – observed by the Trainer throughout the course, with the results of each learning outcome recorded on the practical assessment paperwork. There is 1 practical assessment for this qualification:
  - Administering emergency oxygen
- Theory assessments – a workbook for each Learner and we recommend Learners answer all the questions/activities successfully on the day of the course
- Formative assessments – a range of informal assessment procedures employed by the Trainer/Assessor during the learning process to measure each Learner's knowledge, skills and understanding related to the assessment criteria

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

## Access to assessment

Qualsafe Awards is committed to equality and when designing the assessments for this qualification has made sure they are:

- As accessible as reasonably possible
- Able to permit reasonable adjustments to be made, while minimising the need for them

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

Centres should make sure all Learners have access to assessment and are given equal opportunities to demonstrate their competence.

If a reasonable adjustment or special consideration has been made, e.g. written/theory assessments have been completed verbally if required. Centres must mitigate risk in line with QA policies and complete a Reasonable Adjustment/Special Consideration Request Form, available to download from the Customer Portal. For more details see *QA Access to Assessment Policy*.

Note: Upload completed Reasonable Adjustment/Special Consideration Request Forms to the Customer Portal when requesting certification.

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

### Specific equality issues relevant to this qualification

It is important no Learner is turned away from a training course due to disabilities or impairments.

### Informal record of achievement

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

## Quality assurance

### Centre internal quality assurance

The Centre is required to sample a reasonable amount of assessments as part of the quality of the qualification. This standardisation of assessment across Learners and Trainers is to make sure there is fairness and consistency in assessment practices. The arrangements for this should be included in the Centre's approved internal quality assurance policy.

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

### Qualsafe Awards external quality assurance

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

A Centre's approval status for this qualification is dependent upon 3 successful QA audits. EQA visits will be carried out in line with our quality assurance strategy.

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

## Further information

### Contact us

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

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

Tel: 0845 644 3305

### Useful addresses and websites

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



## Appendix 1 – Qualification unit

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

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

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

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

Acceptable evidence includes:

- Current registration as a Doctor with the General Medical Council (GMC) **or**
- Current registration as a Nurse with the Nursing and Midwifery Council (NMC) **or**
- Current registration as a Paramedic with the Health and Care Professions Council (HCPC) **or**
- Institute of Health and Care Development (IHCD) Ambulance Technician with an up-to-date portfolio **or**
- Military - CMT 1, RAF MA, Navy LMA with an up-to-date portfolio **or**
- NHS Ambulance Service – Emergency Care Assistant with an up-to-date portfolio **or**
- IHCD First Person on Scene – enhanced **or**
- Voluntary Aid Society – Emergency Ambulance Grade **or**
- Current First Aid at Work Certificate (issued by an Ofqual/SQA/Qualifications Wales recognised Awarding Organisation/Body, a HSE approved training provider or recognised equivalent\*) with up-to-date training in the administration of emergency medical gases **or**
- Equivalent\*

\*Other equivalent qualifications must be submitted to Quasafe 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 or be working towards an acceptable assessor qualification, as identified in the table below:

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

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

## Appendix 4 – Qualifications suitable for internal quality assurance

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

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

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 Quasafe Awards with detailed evidence of course/qualification content, learning outcomes and assessment criteria.



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

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