

www.safecertawards.com



Version 1.1 – Feb 2020

SafeCert Level 2 Award in Manual Handling Principles (RQF)

Qualification Number – 603/4591/3

SafeCert – The Safe Awarding Body

Document Control

Document Title: Qual Spec – SafeCert Level 2 Award in Manual Handling Principles (RQF)
Document Number: QS-MHP2RQF
Author: Paul Horsburgh
Change Authority: Tulsa McLain

Change History

Version	Date	Reason for change	Change by
1.0	01/01/2019	Final Release for CCEA Regulation	Paul Horsburgh
1.1	16/02/2020	Reasonable Adjustments, EQA visits, blended learning and required age	Paul Horsburgh

Change Mechanism

Any person seeking to alter this document must consult the author before making any change. SafeCert Awards Ltd Change Authority must endorse any alterations to the approved version of this document before any wider dissemination of the altered document.

The person altering must indicate every change between the previous (approved) document version and the modified document version.

Copyright

The copyright in this work is vested in SafeCert Awards Ltd, and the document is issued in confidence for the purpose for which it is supplied. It must not be reproduced in whole or in part or used for tendering or manufacturing purposes except under agreement or with the consent in writing of SafeCert Award Ltd and then only on condition that this notice is included in any such reproduction. No information as to the contents or subject matter of this document or any part thereof arising directly or indirectly there from shall be given orally or in writing or communicated in any manner whatsoever to any third party being an individual firm or company or any employee thereof without the prior consent of writing of SafeCert Awards Ltd. Copyright © SafeCert Awards Ltd, 2018 to present. All Rights Reserved

Registered address:

SafeCert Awards Ltd

38 Main Street, Gortin BT79 8PH

Tel: 0845 500 2 100

www.safecertawards.com

Table of Contents

3

SECTION ONE	The Regulated Qualification Framework (RQF)	4
	Introduction and Qualification Details	5
	Learning Outcomes Unit 1: Manual Handling Principles in Health and Safety	5
	Mode of Delivery and Assessment	5
	External Documents Relating to the Qualification	6
	Unit: Manual Handling Principle in Health and Safety	7
	Additional Information about the Award	7
	Guidance Notes on Delivery	8
	Prerequisites	8
	Qualification Structure	8
	Opportunities for Progression	8
	Pre-Qualification Procedures	8
	ID Checking	8
	Initial Assessment	9
SECTION TWO	Assessment Overview	9
	Deliver/Assessment Ratio's	9
	Guidance on Assessment	9
	Guidance on Internal Quality Assurance	9
	Guidance on External Quality Assurance	10
	Reassessment Procedures	10
	Grading and Unit Certification	10
	Examination Procedures	11
	Facilities, Resources and Safety Considerations	11
	Reasonable Adjustments	11
SECTION THREE	Centre Staffing	12
	Criteria for Trainer/Assessors	13
	Criteria for Internal Quality Assurers	13
	Internal Quality Assurance	14
	Delivery	14
	Useful Websites	14

The Regulated Qualifications Framework (RQF)

The Regulated Qualifications Framework (RQF) is the vehicle for regulating qualifications within Northern Ireland, England and Wales. The framework provides a single, simple system for cataloguing all qualifications regulated by CCEA Regulation by both level and size. (Scotland has its own qualification framework called the SCQF).

Qualifications on the Regulated Qualifications Framework (RQF) have both a level and a size allocated to them to support individuals in making an informed choice about the most appropriate qualification for them.

Each RQF qualification title contains the following:

- **The Level of the qualification (from entry level to level 8)**
- **The Size of the qualification (Award, Certificate or Diploma)**
- **Details indicating the content of the qualification**

Each qualification has a published structure, outlining what must be achieved by each individual. This is to ensure that candidates demonstrate suitable knowledge and skills that meet the required standards.

Qualification Level

The level of a qualification relates to the complexity and difficulty associated with the development of the knowledge and skills of a particular subject. Qualification levels start at Entry Level and then progress from Level 1 through to Level 8

Qualification Size

The size of a qualification is an indication of the total amount of time a qualification will take to complete. This is referred to as Total Qualification Time (TQT). Qualification sizes are expressed using the terms Award, Certificate or Diploma

Total Qualification Time (TQT)

Total Qualification Time (TQT) provides a guide for the average time it takes to complete a qualification broken down into two types of activity:

Guided Learning (GL) – consists of activities completed by the candidate under the direct instruction or supervision of a lecturer, supervisor or tutor whether through physical presence or electronic means provided as a measurement of time in hours

Total Qualification Time (TQT) - consists of the Guided Learning (GL) plus all other time taken in preparation, study or any other form of participation in education or training but not under the direct supervision of a lecturer, supervisor or tutor provided as a measurement of time in hours

Introduction

This Qualification Specification is designed to outline information relating to the delivery and achievement of this qualification. If you have any further questions, please contact our staff at SafeCert Awards Ltd (SafeCert) contact details page 2 in this document.

Qualification Title:

SafeCert Level 2 Award in Manual Handling Principles (RQF)

This qualification consists of one mandatory unit as follows:

- Unit 1: Manual Handling Principles in Health and Safety

Qualification Details

The SafeCert Level 2 Award in Manual Handling Principles is Accredited by CCEA Regulation. This qualification is part of the RQF. The Guided Learning hours are 3 hours. The Total Qualification Time (TQT) is 4 hours which includes guided learning hours and the assessment which is classroom based.

Qualification Objective

To provide an excellent introduction, to the safe principles of manual handling in the workplace.

Manual Handling Principles in Health and Safety – Summary of Learning Outcomes

This unit has 3 Learning outcomes:

1. Understand the reasons for safe manual handling
2. Understand how manual handling risk assessments contribute to improving health and safety
3. Understand the principles, types of equipment and testing requirements associated with manual handling safety

Mode of Delivery and Assessment

Assessment is on-going and is trainer/assessor led. Throughout the duration of the course, the trainer/assessor observes the practical skills of the candidates. At the end of the course, there is a multiple choice question paper, followed by a brief professional discussion.

There are detailed requirements for the delivery and assessment of these qualifications, guidance on which is specified in this document. Therefore delivery and assessment must be undertaken in line with this guidance, regardless of the mode of delivery chosen.

SafeCert – The Safe Awarding Body

External Documents Relating to the Qualification

There are a range of additional documents available, pertaining to this qualification. The main ones are as follows:

- Tutor/Assessor & IQA Support Guidance for this award. This is the assessment guidance together with the assessments. (This is only given to approved SafeCert centres for this award).
- Centre Handbook. (This is only for approved SafeCert centres).
- There are other policies such as appeals procedure and reasonable adjustments which can be seen in the about us page on the SafeCert website.

Centre's must be approved by SafeCert Awards, before they can provide any of the SafeCert Award qualifications. Qualifications approval can be included at initial approval. If a centre wishes to seek approval for further awards after the initial approval, they would complete and submit the additional awards approval form.

More Information about your qualification can be found on our website: www.safecertawards.com

Unit: Manual Handling Principles in Health and Safety	
The purpose of this unit is to provide an excellent specific training in manual handling principles in the workplace.	
Learning Outcome	Assessment Criteria
1. Understand the reasons for safe manual handling	1.1 Outline the potential injuries and ill health associated with incorrect manual handling 1.2 Outline employers and employees duties relating to manual handling at work 1.3 Outline the consequences for non-compliance with health and safety requirements at work
2. Understand how manual handling risk assessments contribute to improving health and safety	2.1 Explain the terms ‘hazard’ and ‘risk’ in the context of manual handling work 2.2 Outline the process for carrying out a manual handling risk assessment 2.3 Describe the principles of the risk control hierarchy when applied to manual handling
3. Understand the principles, types of equipment and testing requirements associated with manual handling safety	3.1 Describe safe movement principles associated with manual handling 3.2 Outline the types of equipment designed to be used for manual handling tasks 3.3 Outline the requirements for the testing, servicing and examination of manual handling and lifting equipment

Additional Information about the award			
Qualification Number	603/4591/3	RQF Level	2
GLH – (Guided Learning Hours)	3 Hours	RQF Credit	0
TQT – (Total Qualification Time)	4 Hours		
Support for the award from SSC or another appropriate body		Assessment requirements and guidance	This award must be assessed in accordance with the current Tutor/Assessor & IQA Support Guidance - SafeCert Level 2 Award in Manual Handling Principles (RQF) document

Guidance Notes on Delivery

This qualification is designed as an introduction to manual handling principles in the workplace that will benefit any worker. The qualification has a minimum contact time of 3 hours, so that it can be completed in a half-day session.

There are detailed requirements for the delivery and assessment of these qualifications specified in this document. Therefore delivery and assessment must be undertaken in line with this guidance, regardless of the mode of delivery chosen.

Any training materials used for assessment purposes must either be endorsed by SafeCert beforehand or approved by the SafeCert external quality adviser before their usage in line with this document. Where SafeCert Awards endorsed materials are available by training providers they will be listed on our website www.safecertawards.com

Prerequisites

Age - Candidates must be 14 years and above.

These qualifications are available to anyone who is capable of reaching the required standards.

There are no formal requirements for entry to these qualifications.

Qualification Structure

This qualification consists of one mandatory unit, the details of which are included on page 5 of this document. The validity of each certificate will expire after three years after which it needs to be renewed.

Opportunities for Progression

Successful completers can progress to:

- SafeCert Level 2 Award in Manual Handling Principles and Practices (RQF)
- SafeCert Level 2 Award in Health and Safety at Work (RQF)

Pre-Qualification Procedures

The qualification is designed to be delivered free from any barriers that restrict access or progression thereby promoting equal opportunities.

ID Checking

All candidates must be instructed to bring photographic identification to the assessment to be checked by the assessor. This instruction should be given ahead of the course/assessment when the candidate registers and/or with any pre-course materials.

SafeCert – The Safe Awarding Body

It is the responsibility of the Centre to have systems in place to ensure that the person taking an examination/assessment is indeed the person they are purporting to be. All Centres are therefore required to ensure that each candidate's photographic identification is checked before they are allowed to undertake the examination/assessment and write the type of photo identification provided by each candidate on the Candidate List under "Identification Provided".

Initial Assessment

All centres need to carry out an initial assessment that identifies what competence and knowledge a candidate has already so that this can be taken into account. This should be recorded so that centres can identify any associated special requirements and record this in appropriate plans

SECTION 2 – ASSESSMENT OVERVIEW

Delivery /Assessment Ratios

In order to effectively deliver and assess this qualification, it is recommended that centres do not exceed the ratio of 1 qualified tutor/assessor to 16 candidates. It is essential all candidates get an adequate amount of contact time each and this would prove difficult, if the number of candidates exceeded 16. If a centre wishes to increase this ratio, they must first request approval and state how they would support candidate needs.

Please note a student cannot assume responsibility in the workplace until they reach the age of 16, and then it is the employer's responsibility to ensure that the student is suitable for that role.

Guidance on Assessment

SafeCert has worked with subject specialists to develop a robust and streamlined assessment process which includes the following:

1. Multiple Choice Assessment – Candidates are assessed with a multiple choice assessment. This can then be supplemented with a professional discussion, if the candidate fails to cover, all the performance criteria.

Full details and assessment materials are recorded in the Tutor/Assessor Guidance support information.

Guidance on Internal Quality Assurance

SafeCert centres require having in place a robust internal quality assurance system. The Internal Quality Assurance must be completed by a suitably qualified person who has also not been involved with the delivery or assessment of the award.

SafeCert – The Safe Awarding Body

The Internal Quality Assurers Role is to monitor not only the assessment of the qualification but also how it is delivered. This can be completed in some ways such as observing a course delivery/assessment, sampling assessments, candidate interviews in person or by telephone, etc.

All assessment materials must be kept at the centre for a minimum of 3 years and made available for any quality assurance checks.

Guidance on External Quality Assurance

SafeCert approved centres are required to be externally quality assured to support centres in the implementation and management of the award and ensure the validity and value of the qualification.

SafeCert Awards employs a risk-based model to decide the frequency of EQA visits and each approved Centre will receive at least 1 EQA visit within a 3-year cycle. In addition to the EQA Visits SafeCert Awards will also conduct the following:

- Sample Desktop EQA Spot Checks on Assessment – This is where we will ask a sample of centres each year to send in all assessment paperwork so we can conduct an EQA desktop approval on assessment
- Sample EQA Centre Visits on Observation of Assessment – This is where we will conduct a sample of visits to monitor assessments during the assessment process at the centre.

SafeCert centres, must provide access to all records, for any EQA visits. Full details can be seen in the Centre Handbook.

Reassessment Procedures

Candidates who are unsuccessful in any aspect of the assessment process will be offered one further opportunity to be reassessed in the appropriate component of the assessment, ideally within the timeframe allocated. Candidates should be aware that there may well be an additional charge for conducting reassessments.

Plans for assessment and assignment tasks must be approved by SafeCert before the first assessment being undertaken by the candidates. This approval process will be carried out by the EQA either electronically (or using other forms of correspondence), or at an initial quality assurance visit. Materials for approval can be sent directly to SafeCert's office manager who will ensure it is passed to the appropriate person. A standard SafeCert observation proforma is available for use by centres.

Grading

Assessment is pass/fail.

Unit Certification

Due to the qualification consisting of just one unit, all assessment components must be completed by the candidate, and they must pass the centre quality assurance process to be certificated.

SafeCert – The Safe Awarding Body

Centre Examination Procedures

SafeCert requires centres to monitor assessments in place:

- Assessor must keep all assessment papers in secure locked area until the start of the assessment
- Assessor will ensure no candidates have any written notes or other reference material during the assessment
- Assessor will ensure the assessment room is in a quiet area and the room has an Exam Notice – Please keep quiet during the assessment
- Assessor will make sure there is no talking during the assessment
- Assessor will ensure there is a suitable distance between candidates to prevent copying of answers
- All candidates will need to sit at their desk and remain quiet until the full assessment period is complete
- All candidates must stop writing as soon as the assessor has indicated the assessment time is now completed
- All question papers and answer sheets, should then be marked by the assessor. This is then sent to IQA for internal quality assurance of results and then held in secure locked area, for at least the duration of the validity of the award. SafeCert will then request full assessment materials sent in, if you are a new centre or for periodic EQA desktop spot checks on assessment. If you have direct claims, then only the registration and results are required to be sent in, unless otherwise requested. During external quality assurance visits, the EQA will need access to all assessment and IQA documents. SafeCert Awards will also conduct EQA observation of assessment visits to a sample of centres each year

Facilities/Resources/Safety Considerations

Any training or assessment site must meet the requirements of health and safety and accepted safe practice in the delivery of SafeCert Qualifications.

Training and assessment must be able to provide a suitable teaching area/environment conducive to candidates' learning i.e. well lit, well ventilated and of adequate size as per above requirements.

Reasonable Adjustments

Awarding organisations and centres are only required by law to do what is 'reasonable' regarding giving access. What is reasonable will depend on the individual circumstances, the practicality and effectiveness of the adjustment. Other factors, such as the need to maintain competence standards and health and safety, must also be taken into consideration.

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the candidate at a substantial disadvantage in the assessment situation.

Reasonable adjustments must not affect the integrity of what needs to be assessed, but may involve:

- changing standard assessment arrangements, for example allowing a candidate extra time to complete the assessment activity

SafeCert – The Safe Awarding Body

- adapting assessment materials, such as providing materials in Large Print
- providing access for facilitators during the assessment, such as a sign language interpreter or a reader
- re-organising the assessment room, such as removing visual stimuli for an autistic candidate.

Reasonable adjustments are approved and agreed before the assessment activity takes place. They constitute an arrangement to give the candidate access to the assessment activity. The use of a reasonable adjustment will not be taken into consideration during the assessment of a candidate's work.

All awarding organisations and centres have a responsibility to ensure that the process of assessment is robust and fair while allowing the candidate to show what they know and can do without compromising the assessment criteria.

Adjustments to assessments:

- should not invalidate the assessment requirements of the qualification
- should not give the candidates an unfair advantage
- should reflect the candidate's normal way of working
- should be based on the individual need of the candidate.

SafeCert has a Reasonable adjustments policy which can be found on our website

<http://www.safecertawards.com/pdf/ReasonableAdjustmentsPolicy.pdf> or you can obtain a copy by e-mailing SafeCert at info@safecertawards.com.

SECTION 3

Centre Staffing

Ensure that there are a sufficient number of people either trained or qualified to assess the number of candidates they anticipate to register. Ensure that there are a sufficient number of people either trained or qualified to internally quality assure for the number of candidates and assessors

Put quality assurance systems in place to ensure that all assessments are valid, reliable, authentic and sufficient while providing sufficient training and updating for the IQAs identified as being responsible for quality assurance.

Ensure that there is a system of standardisation in place to ensure that all assessments are consistent and fair and those undertaking the roles of quality assurance and assessment maintain their skills, knowledge, and understanding regarding assessment and quality assurance and the associated qualification.

The occupational expertise of those undertaking the roles of assessment and internal verification is one of the key factors underpinning valid, fair and reliable assessment. The integrity of assessments and verifications is of paramount importance. Centres must ensure that there is sufficient time to conduct effective assessment and internal verification.

SafeCert – The Safe Awarding Body

Criteria for Trainer/Assessors

SafeCert requires that Nominated Trainers/Assessors have teaching experience and qualify in the relevant subject area.

Suitable Subject Area Qualifications may include:

- Health and Safety Award or Certificate at RQF Level 3 or above
- NEBOSH Certificate
- Health and Safety Trainer or Manual Handling CPD Award delivered by a recognised awarding body

Suitable teaching or assessing qualification may include.

Teaching

- PTLLS Teaching Award
- Level 3 Award in Education and Training
- Planning and Delivering Learning Sessions to Groups SCQF Level 6

Assessing

- TAQA Assessor Awards (or D32/D33/A1, A2)
- SQA Assess Work based Competence using Direct Methods
- SQA Assess Work based Competence using Direct and Indirect Methods
- Planning and Delivering Learning Sessions to Groups SCQF Level 6
- Regulated Manual Handling Assessing CPD Certificate from Awarding Body

**** . Assessors who do not hold a formal assessing qualification may alternatively attend Health and Safety or Manual Handling CPD Training with a recognised Awarding Organisation**

Criteria for Internal Quality Assurers

SafeCert requires the Nominated IQA for an approved centre must hold a qualification in the relevant subject area.

Suitable Subject Area Qualifications may include:

- Health and Safety Award or Certificate at RQF Level 2 or above
- NEBOSH Certificate
- Health and Safety Trainer or Manual Handling Trainer CPD Award delivered by a recognised awarding body

As well as the subject knowledge and competence the IQA must also have one of the approved IQA qualifications as listed below.

Qualification	IQA*
V1 or D34	✓
Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice	✓

SafeCert – The Safe Awarding Body

Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice	✓
Regulated Qualifications based on the Learning and Development NOS 11 Internally Monitor and Maintain the Quality of Assessment	✓
SQA Accredited Learning and Development Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment	✓
SQA Internally Verify the Assessment Process	✓

***. IQAs who do not hold a formal IQA qualification may alternatively attend Internal Quality Assurance CPD Training with a recognised Awarding Organisation**

Internal Quality Assurance

Internal quality assurance is key to ensuring that the assessment of evidence for units is of a consistent and appropriate quality. Those carrying out internal quality assurance must be occupationally knowledgeable in the area they are assuring and be qualified to make quality assurance decisions.

Delivery

The qualification must be delivered using a program of training that is approved by SafeCert Awards having been checked that the learning outcomes have been met. A qualification can be approved with initial centre approval form or after with an additional awards application form, these can be downloaded from www.safecertawards.com, or you can contact SafeCert for more information.

The program may be applied flexibly, 'by candidates' needs and local circumstances; facilitators/assessors are encouraged to repeat sessions that candidates have not fully grasped or introduce additional sessions to ensure understanding and competence. It is recommended that where possible the theoretical sessions are interspersed with practical aspects.

Useful Websites

Company	Website
HSENI	www.hseni.gov.uk/
HSE	www.hse.gov.uk
ROSPA	www.rospa.com
SafeCert Awards	www.safecertawards.com