SafeCert Level 2 Award in Principles of Infection Prevention and Control (RQF)

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<thead>
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<th>Change by</th>
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<tr>
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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 Accreditation, Ofqual and Qualifications Wales by both level and size. (Scotland has its own qualification framework called the SCQF) The RQF is now replacing the QCF for all regulated qualifications.

Qualifications on the Regulated Qualifications Framework (RQF) have both a level and a size allocated to them in order 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 setting out what must be achieved by an individual in order to demonstrate their knowledge and skills in order to meet the required standard as part of the delivery and certification process.

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 indicated using the term 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 of the average time it takes to complete a qualification broken down into two types of activity:

- Guided Learning (GL) - made up of activities completed by the learner 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) - made up 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

TQT is a new system used by the Regulator and will be phased in up to 31 December 2017.
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 Principles of Infection Prevention and Control (RQF)

This qualification is made up of one mandatory unit

• Unit 1: Principles of Infection Prevention and Control

Qualification Details

The SafeCert Level 2 Award in Principles of Infection Prevention and Control is Accredited by CCEA Regulation. This qualification is part of the RQF (previously the QCF). The Guided Learning hours are 4. The Total Qualification Time (TQT) is 6 hours which included guided learning hours and assessment based in the classroom situation.

Qualification Objective

This qualification provides a basic awareness of key safety issues of the prevention and control of infection. Appropriate for all employees in the public and private sector whose work brings them into contact with others in any care settings.

Principles of Infection Prevention and Control – Summary of Learning Outcomes

This unit has 7 Learning outcomes:

| 1. Understand the importance of infection prevention and control |
| 2. Understand roles and responsibilities in infection prevention and control |
| 3. Know organizational policies and procedures for infection prevention and control |
| 4. Know how to minimize risk of infection in a health care setting |
| 5. Know how to use personal protective equipment |
| 6. Understand the importance of personal hygiene |
| 7. Be able to follow the procedures for hand washing |

Mode of Delivery and Assessment

Assessment is on-going by the tutor culminating with a multiple choice question paper with professional discussion to cover any areas not covered by the multiple choice assessment.
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.

External Documents Relating to the Qualification
Qualification specification, assessment strategy set by the sector skills council guidance, access to appeals, reasonable adjustments and special consideration as well as the tutor/assessor/IQA guidance document. More Information can be found on our website: www.safecertawards.com
### Unit: Principles of Infection Prevention and Control

This qualification provides a basic awareness of key safety issues of the prevention and control of infection. Appropriate for all employees in the public and private sector whose work brings them into contact with others in any care settings.

<table>
<thead>
<tr>
<th>Learning Outcome</th>
<th>Assessment Criteria</th>
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</table>
| **1. Understand the importance of infection prevention and control** | 1.1 Describe what is meant by infection prevention and control  
1.2 State the importance of infection prevention and control  
1.3 Describe the impact of an infection outbreak on:  
- Service users  
- Employees  
- Health care setting |
| **2. Understand roles and responsibilities in infection prevention and control** | 2.1 Describe role and responsibilities in relation to infection prevention and control  
2.2 Describe an employer’s role and responsibilities in relation to infection prevention and control |
| **3. Know organizational policies and procedures for infection prevention and control** | 3.1 State organizational policies and procedures relevant to infection prevention and control  
3.2 Outline the importance of current infection prevention and control  
- Codes of practice  
- Standards  
- Guidelines |
| **4. Know how to minimize risk of infection in a health care setting** | 4.1 Outline the importance of a risk assessment  
4.2 Outline potential risks of infection with the workplace  
4.3 Describe how to minimize the risk of infection |
| **5. Know how to use personal protective equipment** | 5.1 Describe own responsibilities when using personal protective equipment (PPE)  
5.2 Describe employers responsibilities in providing PPE  
5.3 Describe how to minimize the risk of infection  
5.4 Describe how to dispose of contaminated PPE safely |
| **6. Understand the importance of personal hygiene** | 6.1 State the principles of good personal hygiene  
6.2 Explain when hand washing is essential  
6.3 Identify the products available for hand washing |
| **7. Be able to follow the procedure for hand** | 7.1 Describe the sequence for hand washing  
7.2 Demonstrate good hand washing technique |
# Additional Information about the unit

<table>
<thead>
<tr>
<th></th>
<th>tbc</th>
<th>Unit Available From</th>
<th>tbc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Approval Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review Date</td>
<td>tbc</td>
<td>QAN Number</td>
<td>tbc</td>
</tr>
<tr>
<td>GLH – (Guided Learning Hours)</td>
<td>4 Hours</td>
<td>TQT – (Total Qualification Time)</td>
<td>6 Hours</td>
</tr>
<tr>
<td>RQF Level</td>
<td>2</td>
<td>RQF Credit</td>
<td>0</td>
</tr>
<tr>
<td>Support for the unit from SSC or other appropriate body</td>
<td>Not Applicable</td>
<td>Assessment requirements and guidance</td>
<td>This unit must be assessed in accordance with the current Tutor/Assessor/IQA Guidance document</td>
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</table>
Learners with Proven Special Considerations

The SafeCert procedures can be found in the Guidance on Reasonable Adjustments and Special Consideration document which is on the SafeCert website www.safecertawards.com

Guidance Notes on Delivery

This qualification is designed as an excellent induction into the key safety issues and the role everyone should play in keeping themselves and others free from harm at work, or as refresher training in personal safety at work. The qualification has a minimum contact time of 6 hours, so it can be completed in one day.

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 prior to their usage in line with this document. Where SafeCert– endorsed materials are available by training providers they will be listed on our website www.safecertawards.com

Prerequisites

Age - Learners must be 16 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 is made up of one mandatory unit, the details of which are included from page 5 of this document. The validity of each certificate will expire after 3 years after which it needs to be renewed.

Opportunities for Progression

Successful completers can progress to:

• SafeCert Level 2 for SOVA (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 learners 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 learner registers and/or with any pre-course materials.

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 learner’s photographic identification is checked before they are allowed to undertake the examination/assessment and write the type of photo identification provided by each learner 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 learner 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 the teaching practice and support requirement which would be extremely difficult if the number of candidates increased more than 16. If a centre wishes to increase this ratio, they must first request approval and state how they would support candidate needs.

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 in addition to a professional discussion which together covers all the learning outcomes for the award.

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.
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 a number of ways such as observing a course delivery/assessment, sampling assessments, learner 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 will provide support with External Quality Adviser (EQA) visits as well as desktop based reviews. SafeCert centres must provide access to all records for any EQA visits. Full details can be seen in the Centre Handbook.

**Reassessment Procedures**

Learners who are unsuccessful in any aspect of the assessment process will be offered 1 further opportunities to be reassessed in the appropriate component of the assessment, ideally within the timeframe allocated. Learners should be aware that there may well be an additional charge for conducting reassessments.

Plans of assessment and assignment tasks must be approved by SafeCert prior to the first assessment being undertaken by the learners. 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 Performa is available for use by centres.

**Grading**

Assessment is pass/ reassessment /fail. There is no grading.

**Unit Certification**

Due to the qualification being a 1 unit qualification, all assessment components must be completed by the candidate and they must pass the centre quality assurance process to be certificated.

**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, sent to IQA for internal quality assurance of results and then kept 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 external quality assurance. 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.

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 safe cert 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’ in terms of 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 learner 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 learners extra time to complete the assessment activity
- adapting assessment materials, such as providing materials in Large Print
- providing access facilitators during assessment, such as a sign language interpreter or a reader
- re-organising the assessment room, such as removing visual stimuli for an autistic learner.

*Reasonable adjustments are approved and agreed before the assessment activity takes place.* They constitute an arrangement to give the learner access to the assessment activity. The use of a reasonable adjustment will not be taken into consideration during the assessment of a learner’s work.
All awarding organisations and centres have a responsibility to ensure that the process of assessment is robust and fair while allowing the learner 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 learners an unfair advantage
- should reflect the learner’s normal way of working
- should be based on the individual need of the learner.

SafeCert has a Reasonable adjustments policy which can be found on our website [http://www.safecertawards.com/pdf/Resonable%20Adjustments.pdf](http://www.safecertawards.com/pdf/Resonable%20Adjustments.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.

**Criteria for Trainer/Assessors**

SAFECERT require that Nominated Trainers/Assessors have teaching experience and hold a qualification in the relevant subject area as follows
- Qualification which demonstrate competence in Infection Control
- Conflict Resolution Trainer 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
- Regulated Health and Safety Assessing CPD Certificate from Awarding Body

As well as the subject knowledge and competence the trainer/assessor should also have one or more as
required of the approved teaching/assessing awards as listed on the next page

**. Assessors who do not hold a formal assessing qualification may alternatively attend Infection
Control CPD Training with a recognised Awarding Organisation

Criteria for Internal Quality Assurers

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

Suitable Subject Area Qualifications may include:

- Suitable qualification or experience in Infection Control
- Infection Control 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.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>IQA*</th>
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<tbody>
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<td>V1 or D34</td>
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</tr>
<tr>
<td>Level 4 Award in the internal Quality Assurance of Assessment Processes and Practice</td>
<td>✓</td>
</tr>
<tr>
<td>Level 4 Certificate in Leading the internal Quality Assurance of Assessment Processes and Practice</td>
<td>✓</td>
</tr>
<tr>
<td>Regulated Qualifications based on the Learning and Development NOS 11 Internally Monitor and Maintain the Quality of Assessment</td>
<td>✓</td>
</tr>
<tr>
<td>SQA Accredited Learning and Development Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment</td>
<td>✓</td>
</tr>
<tr>
<td>SQA Internally Verify the Assessment Process</td>
<td>✓</td>
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</tbody>
</table>

*. 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 programme of training that is approved by Safe Cert having been checked that the learning outcomes have been met. A qualification approval application form can be downloaded from www.safecertawards.com or you can contact Safe Cert for more information.

The programme may be applied flexibly, in accordance with 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**

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<tr>
<th>Company</th>
<th>Website</th>
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<tr>
<td>HSE</td>
<td><a href="http://www.hse.gov.uk">www.hse.gov.uk</a></td>
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