



QA Level 2 Award in
**Principles of
Manual Handling (RQF)**

Qualification Specification

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Key Qualification Information

Qualification number:	603/2720/0
Operational start date	18 Dec 2017
Total Qualification Time (TQT)	4
Guided Learning Hours (GLH):	3
Number of Units:	1 mandatory unit
Assessment Methods:	• Theory assessment/multiple choice question paper: 1 x 15 question paper (minimum score 11)



Quasafe Awards

Not only is Quasafe 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; 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 Manual Handling suite of qualifications. The qualification and learning outcomes are based on:

- National Occupational Standards (NOS) related to the manual handling of objects
- Recommendations of good practice outlined by the Health and Safety Executive (HSE)

This qualification outlines the reasons for safer manual handling and the legal requirements. Learners will develop an understanding of how risk assessments can improve safety, the theory of safe movement principles and how to reduce the risk of harm.

Note: This qualification is theory based and does **not** include practical training.

This qualification specification provides information for Centres about the delivery of the QA Level 2 Award in Principles of Manual Handling (RQF) and includes the unit information, assessment methods and quality assurance arrangements.

Objective

The objective of the qualification is to benefit Learners through developing their understanding of the principles of safe manual handling so they can apply what they have learned to their working environment and make their practices safer.

Purpose

The purpose of this qualification is to prepare for further learning or training and/or develop knowledge in manual handling.

Intended audience

This qualification is suitable for all employees to raise their awareness of the risks of unsafe manual handling practices and for people who might have to carry out manual handling as part of their job, e.g. handling deliveries, parcels and boxes. It is suitable:

- To raise awareness about the importance of safe manual handling
- As an introduction to those starting work which may involve carrying out manual handling activities
- For those returning to work where manual handling activities may be required
- As safety refresher training

Note: This qualification is a theory based qualification. Learners who need practical training should complete QA Level 2 Award in Safe Moving and Handling (RQF).



Structure

This qualification contains 1 mandatory unit with a Total Qualification Time (TQT) of 4 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 this 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 and study, including assessment, as directed by, but not under the immediate guidance or supervision of a Trainer, e.g. pre-course reading, which for this qualification is 1 hour

Other units

No other units can be combined to count towards the QA Level 2 Award in Principles of Manual Handling (RQF) qualification.

Relationship with other related qualifications

This unit may appear in manual handling qualifications that contain multiple units.

Learning gained from this qualification can be found in other qualifications, e.g. QA Level 2 Award in Safe Moving and Handling (RQF) and QA Level 2 Award in Moving People Safely (RQF). The unit achieved in this qualification can be transferred to QA Level 2 Award in Safe Moving and Handling (RQF) and QA Level 2 Award in Moving People Safely (RQF).

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is not allowed for this qualification.

Entry requirements

Learners must be at least 14 years old on the first day of the training.

There are no other formal entry requirements but to benefit from the learning we advise that Learners have a minimum of Level 1 in literacy or equivalent.

Progression

The QA Level 2 Award in Principles of Manual Handling (RQF) may be used towards other qualifications at the same and higher level, plus aid career progression in a relevant profession.

Some possible routes of progression are:

- QA Level 2 Award in Principles and Practice of Moving People Safely (RQF)
- QA Level 2 Award in Moving People Safely (RQF)
- QA Level 2 Award in Safe Moving and Handling (RQF)
- QA Level 2 Award in Health and Safety in the Workplace (RQF)
- QA Level 2 Award in Health and Safety in Health and Social Care (RQF)
- QA Level 2 Award in Principles of Risk Assessment (RQF)
- QA Level 2 Award in Working at Height (RQF)
- QA Level 3 Award in Health and Safety in the Workplace (RQF)
- QA Level 3 Award in Risk Assessment (RQF)

Requalification requirements

We recommend you refresh your training every 3 years.



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.

Trainers

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 (see *Vocational qualifications* table)
2. A formal teaching/training qualification (see *Teaching qualifications* table)

Vocational qualifications	
Ofqual Regulated Level 3 or 4 Health and Safety qualification	NEBOSH Diploma in Occupational Safety and Health (or equivalent)
HNC/D in a related subject	NEBOSH Certificate in Occupational Safety and Health
Degree or Dip HE in a relevant subject	IOSH Managing Safely (face-to-face assessments only)
Advanced manual handling qualifications	

Teaching qualifications	
B.Ed, M.Ed	City and Guilds Teacher's Certificate or equivalent
PGCE, PCET, Cert Ed	Ofqual Regulated Level 3 Award and Level 4 Certificate in Education and Training
NVQ Level 3 in Learning and Development	PTTLS, CTTLS, DTTLS
NVQ Level 4 in Learning and Development	Further Education Teacher's Certificate

(If relevant qualifications or experience do not appear on this list, please provide us with details as these alternatives could be acceptable.)

Trainers are expected to keep up to date with the subject area and provide evidence of continuing professional development (CPD).



Assessors

There is no requirement for a separate Assessor when delivering this qualification. Once Trainers have been approved to deliver the qualification, they can assess Learners.

It is best practice for Trainers to hold a formal (regulated) assessing qualification or attend relevant Assessor CPD training with an Awarding Organisation (AO). However, as a minimum, Trainers must follow the principles outlined in the current *National Occupational Standards for Learning and Development: Standard 9 – Assess learner achievement*. Centres must be able to prove this.

Internal Quality Assurers

Internal Quality Assurers (IQAs) must be vocationally competent and have a relevant vocational qualification (see *Vocational qualifications* table) **and**:

- Hold (or be working towards) a quality assurance qualification **or**
- Have attended QA approved IQA training relevant to this qualification **or**
- Hold an assessing qualification and follow the principles outlined in the current *National Occupational Standards for Learning and Development: Standard 11 – Internally monitor and maintain the quality of assessment* (Centres must be able to prove this)

It is best practice for IQAs to hold a formal (regulated) IQA qualification and to hold, or be working towards, a formal (regulated) teaching qualification.

Full details of the Centre's requirements for internal quality assurance are in the *QA Centre Quality Assurance Guidance*. Note: IQAs cannot quality assure a course for which they were the Trainer and/or Assessor.

Venue and equipment

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

In addition, it is important 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:

Area	Requirements:
Training venue	The training venue must meet acceptable health and safety standards and be conducive to learning, with sufficient: Size, floor surfaces, seating, writing surfaces, toilet facilities, ventilation, lighting, heating, access, exits, cleanliness, absence of distracting noise. The theory assessment space should allow Learners to sit at least 1 metre apart to prevent collusion.
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.
Small loads	To demonstrate the principles of safer handling.

Note: Learners should sit at least 1 metre apart to prevent collusion during the theory/multiple choice question paper assessment.



Course/Centre administration

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 Customer Portal at: www.qualsafeawards.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 a certificate on achieving this qualification.

The certificate date is the date the Learner achieves the unit.

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 16 Learners to 1 Trainer. The assessment space should allow Learners to sit at least 1 metre apart to prevent collusion during the theory/multiple choice question paper assessment. Never allow more Learners on the course than you can cater for during the assessment.

Note: While this ratio of 16 Learners to 1 Trainer is strongly recommended for the QA Level 2 Award in Principles of Manual Handling (RQF) qualification, Centres may apply to QA to extend this ratio to 24 Learners to 1 Trainer if there are no practical assessments/skills tests. You must demonstrate that:

- Learners will not be disadvantaged
- The Trainer is experienced in this subject area with a low Trainer risk rating
- The venue has sufficient assessment space to allow Learners to sit at least 1 metre apart (to prevent collusion during the multiple choice question paper assessment)

All requests **must be approved** by Qualsafe Awards **before** any increase in Trainer/Learner ratio.

Note: You should never allow more Learners on the course than you can cater for during the assessment.

Delivery plan

Qualsafe Awards provides Centres with a complimentary course programme and detailed lesson plans, which are carefully designed to meet the objective of this qualification and the needs of Learners, making sure Learners are adequately prepared for the assessments.

Centres not using QA lesson plans, which are created and provided free, 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 and detailed lesson plans, 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@qualsafeawards.org



Learning materials

Centres must provide each Learner with suitable reference materials that cover the lesson plans and learning outcomes for this qualification. We recommend:

- *Safe Moving and Handling Made Easy* by Shona Eyre

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

Assessment

Methods

Qualsafe Awards has devised 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 Customer Portal in advance of the course. For each unit there are:

- Theory assessment/multiple choice question paper – there is 1 paper for each Learner and Learners should answer all the questions under ‘examination’ conditions, see *QA Multiple Choice Question Paper Guidelines*:
 - Maximum time allowed is 25 minutes
 - Minimum mark is 11 out of 15 to be considered for an overall ‘Pass’

Note: Centres should download all assessment papers from the 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 procedures and how they can access these.



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. 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 Qualsafe Awards or our 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.

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

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

Tel: 0845 644 3305

Useful addresses and websites

- Qualsafe Awards, City View, 3 Wapping Road, Bradford, BD3 0ED
www.qualsafeawards.org/home
- Office of Qualifications and Examinations Regulation (Ofqual):
www.gov.uk/government/organisations/ofqual
- Scottish Qualifications Authority (SQA) Accreditation: <http://accreditation.sqa.org.uk>
- Qualifications Wales: www.qualificationswales.org
- Health & Safety Executive (HSE): www.hse.gov.uk

Appendix 1 – Qualification Unit

The QA Level 2 Award in Principles of Manual Handling (RQF) has 1 unit that Learners are required to complete in order to achieve the qualification.

Title:	Understanding the Principles of Manual Handling	
GLH:	3	
Level:	2	
Learning outcomes The Learner will:	Assessment criteria The Learner can:	Indicative content
1. Understand the importance of safe manual handling	1.1 Recognise the potential injuries and ill health associated with incorrect manual handling	<ul style="list-style-type: none"> • Definition of manual handling • Potential manual handling injuries, e.g. hernia, muscle sprain • Most common injuries, e.g. back injury • Common causes of manual handling injury, e.g. poor posture, heavy lifting • Task related factors that increase the risk of harm, e.g. twisting, bending • Personal related factors that increase the risk of harm, e.g. unfit, age, existing injuries
	1.2 Distinguish employer's and employee's duties relating to manual handling at work	Employer's legal responsibilities under: <ul style="list-style-type: none"> • Health and Safety at Work etc. Act (1974), e.g. provide safe systems of work • Manual Handling Operations Regulations (1992), e.g. where possible avoid the need for employees to perform manual handling tasks • Management of Health and Safety at Work Regulations (1999), e.g. appoint a competent person Employee's legal responsibilities under: <ul style="list-style-type: none"> • Health and Safety at Work etc. Act (1974), e.g. co-operate with employers on health and safety matters • Manual Handling Operations Regulations (1992), e.g. follow safe systems provided • Management of Health and Safety at Work Regulations (1999), e.g. use equipment in the way they were trained • Definition of the term competent person
	1.3 Identify the consequences for non-compliance with health and safety requirements at work	<ul style="list-style-type: none"> • Liability if laws are broken • Penalties for non-compliance
2. Know how manual handling risk assessments contribute to improving health and safety	2.1 Recognise the definitions of 'hazard' and 'risk' in the context of manual handling work	<ul style="list-style-type: none"> • Definition of 'hazard' • Definition of 'risk'
	2.2 Identify the process for carrying out a manual handling risk assessment	<ul style="list-style-type: none"> • Four steps of a manual handling risk assessment – avoid, assess, reduce, review • Assess risk factors using T.I.L.E. (Task, Individual, Load, Environment) • Control measures and reducing the risk of harm using T.I.L.E. • Legal responsibilities regarding manual handling risk assessments • Categories of people who need separate risk assessments, e.g. pregnant women
	2.3 Recognise the principle of the risk control hierarchy when applied to manual handling	<ul style="list-style-type: none"> • Definition of 'hierarchy of control' • Most and least effective risk control measures



3. Understand the principles, types of equipment and testing requirements associated with manual handling safety	3.1 Identify safe movement principles associated with manual handling	<ul style="list-style-type: none"> • Basic functions of the spine • Structure of the spine, e.g. ligaments, discs • Natural curves of the spine • The lever system and the body • Centre of gravity • Testing a load is safe to lift and what to do if it is not safe to lift • Lifting an object on your own – plan, position, lift, move, lower • Safe movement principles for lifting an object on your own, e.g. get close to the load, maintain your spinal curves • Safe movement principles for unusual loads, e.g. awkward shapes, uneven centre of gravity, moving more than one object at the same time, large loads • Safe movement principles for lifting a load as part of a team, e.g. nominate a team leader, work in unison • Safe movement principles when using wheeled equipment, e.g. use your feet to change direction
	3.2 Recognise the types of equipment designed to be used for manual handling tasks	<ul style="list-style-type: none"> • Types of manual handling equipment, e.g. low loader trolleys, forklift trucks • Suitability of equipment for the task, e.g. advantages and disadvantages of equipment
	3.3 Identify the requirements for the testing, servicing and examination of manual handling and lifting equipment	<ul style="list-style-type: none"> • Provision and Use of Work Equipment Regulations (PUWER 1998), e.g. employer must make sure equipment is maintained, frequency of inspection of equipment • Lifting Operations and Lifting Equipment Regulations (LOLER 1998), e.g. equipment must be marked with safe working loads

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



www.qualsafeawards.org

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Email: info@qualsafeawards.org