



# Step Up Training and Care

From Training to Caring, we deliver excellence

Qualification Name	Level 2 Certificate in Principles of Medication Administration
Qualification achieved	iCQ Level 2 Certificate in Principles of Medication Administration 603/4699/1

Step Up Training and Care have been reviewed by the QACLS (Quality Assured Care Learning Service) for delivery of this qualification. This service from the Department of Health and Social Care will review the quality of individual courses and qualifications delivered by training providers to ensure that training and development is of good quality, easily accessible, meets the needs of the workforce and users of care services. We have met all these standards and therefore proud to be approved to display the QACLS logo against this qualification.



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## Qualification Structure

This qualification will be assessed through a portfolio of evidence.

You will be assigned a personal assessor who will help guide you through the learning criteria for this qualification, delivered as a distance learning qualification.

Learners will be required to undertake personal research and complete assignments in line with the qualification criteria. Work is submitted through building a portfolio of evidence which is submitted by completing an E-portfolio where requested.

There are no exams required to pass this qualification. We do not require an observation of the learner in practice.

**This is a knowledge only based qualification – completing it does not qualify you to dispense medication.**

## Qualification Duration

The duration of the qualification depends on whether you have had prior learning or prior achievements, as this may reduce the time spent preparing for the assessment. However, the total time for this qualification is 160 hours. 130 of these hours are recommended as guided learning hours.

This equates to approximately a 1-month timescale but is dependent on a learner being engaged in their studies, submitting evidence to match the learning criteria usually on a weekly basis to your personal assessor.

#### Costs

This course is £315

If you are an employer and seeking your employee(s) to undertake this qualification, please note this qualification attracts funding from government pathways. The funding is delivered through the Learning and Development Support Scheme (LDSS) offered by the Department of Health and Social Care (DHSC). Employers make this claim on behalf of the employee; the LDSS scheme cannot and will not accept any claims from an individual. Step Up Training and Care cannot make the claim on behalf of any individual or employer, details of the scheme can be found here [Learning and Development Support Scheme for the adult social care workforce: a guide for employers - GOV.UK](#)

The rules for this scheme state employers pay an initial 60% of the qualification cost to Step up Training and Care, they then claim that outlay back from the LDSS scheme. Then upon completion and certification of studies the remaining 40% is paid to Step Up Training and Care and then claimed back from the LDSS scheme.

Individuals looking to undertake this qualification and paying for this personally will be offered options on how to pay for this course, including payments in full on registration or payment via a mutually agreed instalment plan. Individuals paying personally will not qualify for any funding reimbursements.

#### Who can enrol for this course?

Must be aged 19+.

#### Entry requirements

It is advised that learners have a minimum of level 1 in literacy and / or numeracy or equivalent.

#### Who is this qualification suitable for?

The objective of this qualification is to support a role in the workplace, specifically for learners in care roles where they are likely to be handling and administering medication.

This qualification can be taken by learners preparing to enter employment or by those who are already in employment in a care role and wish to develop specialist knowledge in relation to medication handling and administration.

This is a knowledge-only qualification that provides underpinning knowledge and understanding in relation to medication types and processes, principles of handling medication and principles of administering medication.

This qualification is designed specifically for learners in care roles

- Adult care worker
- Healthcare assistant/support worker
- Personal assistant
- Health care worker just beginning their care in the health and social care sector

#### Certification

Upon successful completion of this qualification, you will be issued with a hard copy of your certificate.

#### Enrolment

Full details of how to enrol on this qualification can be found on our website, under the section Enrolment.

### Module Content

To achieve this qualification, learners must complete all units (16 credits).

**There are 6 Mandatory units**

- D/617/6485 Understand the required record-keeping and audit processes for medication administration
- H/617/6486 Understand the roles and rights of individuals/service involved in medication administration
- J/617/6481 Understand different types of medication
- L/617/6482 Understand how to administer medication safely
- M/617/6488 Understand the way medication is supplied, stored and disposed of
- Y/617/6484 Understand legislation and guidelines related to medication administration)