



Step Up Training and Care

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Qualification Name	Level 3 Award in Understanding Mental Health in the Workplace for Managers
Qualification achieved	Highfield Level 3 Award in Understanding Mental Health in the Workplace for Managers (RQF) 603/5166/4

Qualification Structure

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. Final assessment is via a multiple-choice exam which is graded as pass/fail.

This qualification is assessed by 2 multiple-choice examinations, which are externally set and marked by Highfield Qualifications.

- Unit 1: Introduction to mental health, mental ill health and wellbeing Learners must complete 15 questions within 30 minutes. Successful learners will have to demonstrate knowledge and understanding across the qualification syllabus and achieve a pass mark of 60% (9/15).
- Unit 2: Mental health in the workplace for managers Learners must complete 20 questions within 30 minutes. Successful learners will have to demonstrate knowledge and understanding across the qualification syllabus and achieve a pass mark of 60% (12/20).

Learners must pass both examinations in order to be awarded the qualification.

Qualification Duration

The duration of the qualification depends on the learners prior learning or prior achievements, as this may reduce the time needed to prepare for the assessment. However, the total time for this qualification is 15 hours. 10 of these hours, are recommended as guided learning hours.

Costs

This course is £130
50% is payable at point of enrolment with the remaining 50% payable upon completion of the qualification.

Who can enrol for this course?

Must be aged 16+.

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?

This qualification is designed for manager positions and roles. It can be taken by any learner who wishes for personal growth.

The objective of this qualification is to support a role in the workplace and/or to give learners personal growth and engagement in learning, specifically in relation to understanding mental health in the workplace, how mental ill health may affect employees and how managers can support employees.

The manager's role is to lead, mentor and support an employee to proactively engage in their employment, contributing to the growth of an organisation and working in a way that supports the individual's own growth as well as the organisation's objectives and values.

The management role involves supporting employees who may present with mental ill health in the workplace and this qualification provides an understanding of the basic principles relating to supporting mental health in the workplace and promoting a positive, 'wellness at work' culture.

This qualification can be taken by learners preparing to enter employment or by those who are already in employment.

This is a knowledge-only qualification that provides underpinning knowledge and understanding in relation to the principles of mental health, recognising mental ill health in self and others, supporting mental wellbeing in the workplace, understanding how to engage in mental health conversations in the workplace, how to support employees in relation to their mental health and ways to manage own wellbeing.

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

Learners must complete all units contained within the mandatory group:

2 Mandatory units

- Introduction to mental health, mental ill health and wellbeing (Level 2, Credit Value 1)
- Mental health in the workplace for managers (Level 3, Credit Value 1)