

Qualification Specification

QNUK Level 2 Award in
Moving and Handling People Safely (RQF)
603/4153/1

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1. Introduction

Qualifications Network Limited (QNUK) is an Awarding Organisation recognised and regulated by the Office of Qualifications and Examinations (Ofqual) in England, the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland and Qualifications Wales.

This specification outlines key information required by users of the qualification to ensure they can make an informed decision about the suitability of the qualification they are taking or proposing to take for the purposes that they intend to use it.

2. Contact Us

Please get in touch if you need any advice or guidance with this qualification.

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3. Version Number

Centres should make sure they are using the most up to date document by checking the footer which will confirm the current version number.

Document owner	Qualifications Manager
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4. Qualification Objective

This qualification is aimed those that undertaking tasks related to the moving and handling of people. Those undertaking this qualification may include family members and private carers of individuals. Domiciliary care workers, nursing and care home staff, healthcare workers and those involved in supporting individuals with mobility impairments in the community, for example sport club staff, airline cabin crew and customer service staff. This qualification will support a role in the workplace.

5. Geographical Coverage of this Qualification

This qualification is available in England.

6. Benefit for Learners

This qualification will provide learners with the skills and knowledge to undertake moving and handling people safely at work in any industry or sector where this is required.

7. Progression

Learners undertaking this qualification may wish to progress into other health and social care qualifications.

8. Recognition of Prior Learning

QNUK are unable to accept requests for recognition of prior learning (RPL) for this qualification.

9. Qualification Information

Qualification Number (QN)	603/4153/1
Learning Aim	60341531
Total Qualification Time (TQT)	10
Guided Learning Hours (GLH)	7
Credit value	1
Level	2
Validity	3 years
Assessment	Invigilated MCQ paper and observed practical tasks
Achieving the qualification	Learners must achieve the mandatory unit

10. Qualification Structure

Unit No.	Unit Title	Level	Credit	GLH
Mandatory units				
L/617/4716	Principles of Safer Moving and Handling	2	1	7

The learning outcomes for the qualification may be found in Appendix 1. The Assessment Guidance details the assessment criteria which are used to determine if a learner has met the requirements of the learning outcomes. Further depth of coverage is also provided in the Assessment Guidance.

11. Learner Entry Requirements

There are no specific recommended prior learning requirements for this qualification. Entry is at the discretion of the centre; however, learners should be aged 18 years and over to take this qualification.

Due to the nature of this qualification, learners should be physically capable of undertaking practical assessments in a range of environments.

Learners must have sufficient command of the English language to understand and undertake the recommended assessment methods for this qualification.

There are no other pre-requisites for this qualification.

12. Delivery

This qualification is typically delivered in a face-to-face format over a one-day period for new learners. Learners should complete the qualification within 4 weeks.

12.1. Venue Requirements

The training venue should be suitable for learning and meet all relevant Health and Safety requirements.

12.2. Equipment Requirements

Each centre offering this qualification should have access to moving and handling aids appropriate to the setting. These may include:

- Wheelchairs
- Zimmer frame
- Standing aid
- Transfer board
- Hoist
- Handrails
- Stair lift

12.3. Trainer to Learner Ratio

The maximum Trainer to Learner ratio for this qualification is 1:12

13. Centre Personnel Requirements

This qualification is delivered by suitably qualified trainers.

All those who deliver and assess this qualification must:

1. Be a registered nurse, Paramedic, physiotherapist or occupational therapist, or
2. Hold a regulated level 3 Qualification in moving and handling people or,
3. Have attended a recognised moving and handling of people trainer course e.g. Edge services, ROSPA, IOSH
4. Hold one of the following qualifications or their recognised equivalent:
 - a. Cert Ed/PGCE/B Ed/M Ed
 - b. CTLLS/DTLLS
 - c. PTLLS (12 credits)
 - d. Further and Adult Education Teacher's Certificate
 - e. IHCD Instructional Methods

- f. IHCD Instructor Certificate
 - g. S/NVQ level 3 in Training and Development
 - h. S/NVQ level 4 in Training and Development
 - i. TQFE (Teaching Qualification for Further Education)
 - j. English National Board 998
 - k. Nursing Mentorship qualifications
 - l. NOCN Tutor Assessor Award
 - m. Level 3 Award in Education and Training (QCF/RQF)
 - n. Level 4 Certificate in Education and Training (QCF/RQF)
 - o. Level 5 Diploma in Education and Training (QCF/RQF)
5. If none of the above teaching/assessing qualifications are held, delivery staff must hold both a teaching qualification AND assessing qualification from the list below
- a. Accredited Qualifications based on the Learning and Development NOS 7 Facilitate Individual Learning and Development (Teaching)
 - b. Training Group A22, B22, C21, C23, C24 (Teaching)
 - c. SQA Accredited Planning and Delivering Learning Sessions to Groups (Teaching)
 - d. A1 (D32/33) – Assess candidates using a range of methods (Assessing)
 - e. A2 (D32) – Assess candidates’ performance through observation (Assessing)
 - f. Regulated Qualifications based on the Learning and Development NOS 9 Assess Learner Achievement (Assessing)
 - g. SQA Accredited Learning and Development Unit 9DI – Assess workplace competences using direct and indirect methods – replacing Units A1 and D32/33 (Assessing)
 - h. SQA Accredited Learning and Development Unit 9D - Assess workplace competence using direct methods – replacing Units A2 and D32 (Assessing)
 - i. SQA Carryout the Assessment Process (Assessing)
 - j. Level 3 Award in Assessing Competence in the Work Environment (QCF/RQF) (Assessing)
 - k. Level 3 Award in Assessing Vocationally Related Achievement (QCF/RQF) (Assessing)
 - l. Level 3 Award in Understanding the Principles and Practices of Assessment (QCF/RQF) (Assessing)
 - m. Level 3 Certificate in Assessing Vocational Achievement (QCF/RQF) (Assessing)
 - n. Assessor/IQA CPD Day (Assessing)
4. Show current evidence of continuing professional development in teaching, assessment and the subject matter.

Internal Quality Assurance Requirements

Each centre must have access to a suitably qualified IQA. The IQA cannot verify the delivery or assessment of individual learners or cohorts of learners where the IQA has been involved in the delivery or assessment of the qualification for those learners.

All those who are involved with the quality assurance of this qualification **internally** must:

- 1. have up-to-date working knowledge and experience of best practice in assessment and quality assurance;
- 2. meet the delivery staff requirements for this qualification:
- 3. hold one of the following internal quality assurance qualifications or their recognised equivalent:
 - a. Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (QCF/RQF); or
 - b. Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (QCF/RQF); or
 - c. V1 Conduct internal quality assurance of the assessment process; or

- d. D34 Internally verify the assessment process; and
- 4. show current evidence of continuing professional development in assessment, quality assurance and the subject matter.

14. Assessment Requirements

Learners are assessed for this qualification through:

14.1. Multiple-Choice Question Paper

The MCQ paper will be taken under examination conditions, i.e. learners will sit a minimum of 1.25 metres apart, will not confer during the examination and no electronic devices (such as mobile phones) or books, including dictionaries, will be permitted.

Language of assessment	English
Duration	30 minutes
Pass mark	70% (11/15)
Grading	Pass/Fail

Example MCQs are included at Appendix 2

14.2. Practical Tasks

Learners are assessed completing several moving and handling people tasks.

Language of assessment	English
Duration	As required
Pass mark	100%
Grading	Pass/Fail

15. Moderation

The level of external moderation required for this qualification will be risk based and in line with the Centre Assessment Standards Scrutiny Strategy applicable to this qualification.

There may be situations within the centre devised assessment methodology that require observations, in these situations QNUK EQA Department will also require to conduct verification visits to ensure the accuracy and consistency of assessment decisions.

QNUK EQA Department will advise the centre of the required levels of moderation/verification to anticipate for this qualification upon centre approval for delivery.

16. Reasonable Adjustments

Learners are required to complete the assessments in a manner appropriate to the purpose of the qualification.

The prescribed assessment methods for this qualification should not unfairly disadvantage learners who would otherwise be able to demonstrate competence in line with the purpose of the qualification. Learners should contact their centre to discuss reasonable adjustment if they feel the prescribed assessment methods would disadvantage them.

17. Results

The centre is required to submit learner results within 10 working days of assessment to Qualifications Network UK for moderation. We will issue verified results and appropriate certification to the approved centre within 7 working days of receiving the results. Centres will forward results and/or certificates to learners, who can expect to receive them within 20 working days of taking the assessment. If learners have not received results and/or certificates within 25 working days, they should contact the centre in the first instance.

Appendix 1: Units

Unit 1 Principles of Safer Moving and Handling (L/617/4716)

Unit Summary

This unit develops understanding of health, safety and dignity issues relating to being moved or handled, knowledge of personal handling plans and risk assessment in moving and handling tasks and safe use of equipment required for moving and handling people safely. Learners will be able to apply the principles of safer moving and handling.

1. The learner will: Understand the health, safety and dignity issues related to being moved or handled		
Assessment Guidance		Types of Evidence
1.1	Identify the potential impact on the individual who is moved or handled incorrectly	MCQ
1.2	Identify ways in which the health, safety and dignity of the individual can be preserved during moving and handling	MCQ

2. The learner will: Know how personal handling plans and risk assessment reduce the risk of injury to those involved in moving and handling tasks		
Assessment Guidance		Types of Evidence
2.1	Outline the process of risk assessment in relation to the moving and handling of an individual	MCQ
2.2	Identify appropriate control measures that may be considered when reducing the risk associated with moving and handling	MCQ
2.3	Identify the contents of a personal handling plan	MCQ

3. The learner will: Know the requirements of safe use of equipment related to the moving and handling of people		
Assessment Guidance		Types of Evidence
3.1	Identify appropriate equipment used for the purpose of safely moving and handling people	MCQ
3.2	Outline the requirements for the testing, servicing and examination of equipment used in the moving and handling of people	MCQ

4. The learner will: Be able to apply the principles of safer moving and handling		
Assessment Guidance		Types of Evidence
4.1	Demonstrate safer handling practices when moving and handling an individual with no aids	Obs
4.2	Demonstrate safer handling practices when moving and handling an individual with an aid	Obs
4.3	Demonstrate safer handling practices when moving and handling an individual as part of a team	Obs

Rationale for level			
	Level	Emphasis	Comments
Knowledge	2	Strong	
Skills	2	Strong	Practical tasks are routine and undertaken frequently
Overall	2		

Rationale for TUT and credit			
	Hours	Comments	
Guided learning	6.5		
Directed study	N/A		
Independent study	3		
Non invigilated assessment	0.5		
TQT:	10	Credit:	1

What needs to be learnt?	
Unit 1	
1.1	The potential impact on the individual who is moved or handled incorrectly including physical impacts exacerbating existing injuries; causing discomfort or further injury including paralysis or possibly fatal injuries; extending recovery period for injury; mental impacts may include embarrassment and humiliation; stress; confusion; possible aggression; may also cause the individual to become withdrawn in avoidance of future moving and handling.
1.2	Ways in which the health, safety and dignity of the individual can be preserved during moving and handling including encouraging independence; involving the individual; good communication; working at a pace suitable to the individual without raising risks; use of appropriate equipment; ensuring suitable number of staff; maintaining personal competence.
2.1	<p>The process of risk assessment in relation to the moving and handling of an individual as required by the Health and Safety Executive; avoid, assess, reduce; assessment includes:</p> <ul style="list-style-type: none"> • Task - what movement is required, e.g. Helping to stand • Individual - related to the handler, what are their capabilities? Can they communicate well with the individual? Do they have appropriate training? • Load - relates to the individual being handled, do they have mobility? Can they transfer themselves? Is the individual confused? • Environment - where is the individual being handled? Is there enough space? Are there steps or inclines? • Other factors – may include whether the individual is connected to medical equipment; if equipment is being used.
2.2	Appropriate control measures that may be considered when reducing the risk associated with moving and handling including regular review of assessments related to changes in the individual's health and capabilities; use of individual or team handling; use of equipment; supervision; information; instruction and training.

2.3	The contents of a personal handling plan including personal details; communication methods; level; outcome or individual risk assessments; individual capabilities and needs e.g. Fatigue, pain, range of mobility, level of support required, range of equipment needed.
3.1	Appropriate equipment used for the purpose of safely moving and handling people including wheelchairs, Zimmer frames, stairlifts, hoists, standing aids, handling belts, lifting cushions, handrails, slide sheets transfer boards.
3.2	The requirements for the testing, servicing and examination of equipment used in the moving and handling of people in line with the Provision and Use of Work Equipment Regulations and the Lifting Operation and Lifting Equipment Regulations; equipment to be checked before use by Operator, reporting of defects, periodic testing by a competent person.
4.1	Safer handling practices when moving and handling an individual with no aids including planning and preparing for moving and handling an individual; good communication; use of best practice techniques; tasks may include sitting to standing, standing to sitting, walking, getting into/out of bed.
4.2	Safer handling practices when moving and handling an individual with an aid including planning and preparing for moving and handling an individual; good communication; use of best practice techniques; tasks may include sitting to standing, standing to sitting, transferring from bed to chair; adjusting individual in bed with use of slide sheet; supporting an individual into a wheelchair; moving an individual with the use of a wheelchair/hoist; following manufacturers' guidelines as appropriate.
4.3	Safer handling practices when moving and handling an individual as part of a team with or without handling aids.

Appendix 2: Specimen Assessment Material

1. When assessing a moving and handling task, the need to transport a wheelchair user up 3 stairs would be categorised under which heading?

- A Task
- B Leverage
- C Environment
- D Time

2. To support an individual's independence in being able to walk to breakfast, which handling aid would be appropriate?

- A Mechanical hoist
- B Handrails
- C Lifting cushion
- D Wheelchair

3. Which of the following is a negative impact when hoisting, while using a sling that is too large?

- A Larger slings are costlier to replace
- B The individual may slip out
- C Carers will have to work in twos
- D The safe lifting weight may not be reached