QA Level 2 Award in
Safe Moving and Handling (QCF)

Qualification Specification
This qualification specification provides information for Centres about the delivery of the QA Level 2 Award in Safe Moving and Handling (QCF) and includes the unit information, assessment methods and quality assurance arrangements.
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Key Qualification Information

Qualification Accreditation Number (QAN): 600/7775/X
Guided Learning Hours (GLH): 10
Contact Learning Hours (CTH): 6
Credit Value: 2
Number of Units: 1 mandatory unit
Assessment Methods:
  Practical assessment: completed throughout the course
  Theory assessment: 1 x 15 multiple choice question paper (minimum score 10)
1. Qualification Overview

This qualification is designed to educate Learners in the principles and practice of safer manual handling of objects. It outlines the reasons for safer manual handling, its legal requirements and informs Learners about the process of completing risk assessments to reduce the risk of harm. The Learners will get the opportunity to practice the principles of safer manual handling on their own, using equipment and as part of a team. QA Level 2 Award in Safe Moving and Handling (QCF) is part of the Qualifications and Credit Framework (QCF), regulated by Ofqual.

1.1 Aim of Qualification

The aim of the qualification is to enable Learners to understand, practise and apply the principles of safer manual handling of objects. With this understanding they can then operate in a safer working environment when moving objects.

1.2 Structure of the Qualification

This qualification has a single mandatory unit with a credit value of 2 and has 10 guided learning hours* in total. The full unit details can be found in Appendix 1.

*Guided Learning Hours (GLH) are provided as a guide to the estimated hours an average Learner would study to gain the unit. This does not have to be face to face instructional time and can include self directed study at home, such as reading course hand outs and further self study. The minimum contact teaching time that this qualification should be delivered in is 6 hours (1 day) excluding breaks. If a Centre wishes to shorten the contact teaching hours they must first provide a rationale for doing so and gain approval from Qualsafe Awards prior to the delivery of any qualifications.

1.3 Intended Audience

The qualification is designed for people who have to carry out manual handling tasks in their place of work. This includes industrial and office based environments. It is suitable as an introduction to those starting work that involves manual handling activities, those returning to such work or simply as safety refresher training.

1.4 Entry Requirements

There are no formal entry requirements however it is advisable that Learners have a minimum of Level 1 in literacy or numeracy or equivalent.

1.5 Relationship With Other Related Qualifications

QA Level 2 Award in Safe Moving and Handling (QCF) contains 1 unit that appears in a number of qualifications offered by other awarding organisations. Therefore the unit achieved in this qualification can be transferred to these qualifications, eg. Level 2 Award in Moving People Safely.

1.6 Progression

Some possible routes of progression are:

- Level 2 Award in Moving People Safely
- Level 2 Award in Health and Safety in the Workplace

1.7 Other Course Requirements

Due to the practical nature of this course, Learners will need to wear appropriate clothing and footwear, e.g. trousers and flat shoes.
2. Qualification Delivery and Support

2.1 Trainer Requirements

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 they will need to provide evidence of:

- A relevant vocational qualification (see Vocational Qualifications table)
- A formal teaching or training qualification (see Teaching Qualifications table)

### Vocational Qualifications

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3 Health and Safety Qualification or equivalent</td>
<td>Degree or Dip HE that contains subjects such as Environmental Health or Occupational Health and Safety within the course content</td>
</tr>
<tr>
<td>HNC/D in a related subject</td>
<td>NEBOSH Diploma in Occupational Safety and Health</td>
</tr>
<tr>
<td>NEBOSH National General Certificate in Occupational Safety and Health</td>
<td>Advanced Manual Handling Qualifications</td>
</tr>
</tbody>
</table>

### Teaching Qualifications

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Further and Adult Education Teachers Certificate</td>
<td>Vocational Trainer</td>
</tr>
<tr>
<td>B.Ed/M.Ed</td>
<td>Workplace Trainer</td>
</tr>
<tr>
<td>PGCE/PCET/Cert Ed</td>
<td>Direct Trainer</td>
</tr>
<tr>
<td>NVQ Level 3 in Learning and Development</td>
<td>IHCD Instructional Methods</td>
</tr>
<tr>
<td>NVQ Level 4 in Learning and Development</td>
<td>IHCD Instructor Certificate</td>
</tr>
<tr>
<td>PTTLS, CTLLS, DTLLS</td>
<td>City and Guilds Teachers Certificate or equivalent</td>
</tr>
<tr>
<td>Skills Trainer</td>
<td>A1/ A2 / D32/ D33 (Assessor Awards)</td>
</tr>
<tr>
<td>Level 3 Award in Assessing</td>
<td>Level 3 Certificate in Assessing</td>
</tr>
<tr>
<td>SQA Accredited Learning and Development</td>
<td>TQFE (Teaching Qualification for Further Education)</td>
</tr>
</tbody>
</table>

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

2.2 Assessor Requirements

There is no requirement for a separate Assessor when delivering QA Level 2 Award in Safe Moving and Handling (QCF). Once Trainers have been approved as competent to deliver the course, they will also be able to conduct the assessment of Learners.
2.3 **Venue and Equipment Requirements**

Quality training involves using premises that are conducive to learning and it is a Centre’s responsibility to ensure that all premises used for training and assessment purposes are suitable and adequate – (whether these are hired or in-house training rooms). As a minimum, Centres should ensure their venues meet the following:

<table>
<thead>
<tr>
<th>Area</th>
<th>Requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Room Size</strong></td>
<td>There must be adequate space to complete the practical activities. The assessment space should accommodate Learners so they are seated at least one metre apart.</td>
</tr>
<tr>
<td><strong>Toilets</strong></td>
<td>Separate, clean facilities for male and female Learners.</td>
</tr>
<tr>
<td><strong>Other Facilities</strong></td>
<td>Premises should be adequately lit, heated and ventilated.</td>
</tr>
<tr>
<td><strong>Access/Exits</strong></td>
<td>Should be safe, well lit and cater for people with special needs.</td>
</tr>
</tbody>
</table>

There is also a range of other resources and that are needed to deliver the qualification.

<table>
<thead>
<tr>
<th>Area</th>
<th>Requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Seating</strong></td>
<td>1 per Learner.</td>
</tr>
<tr>
<td><strong>Writing surfaces</strong></td>
<td>Adequate for each Learner to take notes (resting on a book is sufficient but we recommend clipboards as a minimum and where possible A4 folding clipboards that open to A3 size, so that the Learner can view the Question Paper alongside their Answer Paper during the multiple choice assessment).</td>
</tr>
<tr>
<td><strong>Learning materials</strong></td>
<td>Flip charts, PowerPoint, OHP’s etc. should be available and appropriate to the lesson plan and the aims, objectives and outcomes. A current reference book or handout should be provided for each Learner to keep after the course.</td>
</tr>
<tr>
<td><strong>Audio-visual equipment</strong></td>
<td>An OHP, slides, PowerPoint, and other audio-visual equipment appropriate to the lesson plan/objectives.</td>
</tr>
<tr>
<td><strong>Small loads</strong></td>
<td>A minimum of 1 load to every 4 Learners for Learner to practise the principles of safer handling.</td>
</tr>
<tr>
<td><strong>Trolley applicable to the environment for which the Learner is training or a wheelchair or pushchair</strong></td>
<td>As a minimum 1 trolley, wheelchair or pushchair needs to be provided. Where possible more than one piece of equipment should be provided to give each Learner more opportunity to practise their skills.</td>
</tr>
<tr>
<td><strong>Large box or alternative load applicable to the environment for which the Learner is training</strong></td>
<td>As a minimum 1 large load should be provided for Learners to practise their manual handling task as part of team. Where possible more than 1 load should be provided to give each team more opportunity to practise their skills. The load should be big enough to accommodate all team members so that each member of the team is able to have a good hand hold.</td>
</tr>
</tbody>
</table>

**NB:** If a Trainer has opted to complete the practical assessments in a “carousel” style, less of each type of equipment will be needed.

2.4 **Learning Materials**

All Learners should be provided with a suitable reference book that covers the lesson plans and learning outcomes for this qualification. We recommend:

- Safe Moving and Handling Made Easy by Shona Eyre

Centres are free to choose alternative books or other learning materials but these must be approved by Qualsafe Awards prior to use.
2.5 Ongoing Support

Qualsafe Awards Centres should provide appropriate levels of support to Learners, before, during and following the training. 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.
- Give Learners feedback on their progress and how they might be able to improve.

2.6 Learner to Trainer Ratio

A Learner to Trainer ratio of 12:1 is recommended. If this ratio is exceeded, additional time should be allocated to the running time of course to ensure that the quality of teaching and learning are not affected and that assessing more Learners does not affect the standard of the assessment. As Learners need to be seated at least a metre apart during the written assessment to prevent collusion, the assessment space available will be an important factor affecting the amount of Learners you can accept on each course. You should never allow more Learners on the course than you can cater for during the assessment.

3. Centre Requirements

3.1 Delivery Plan

The qualification will appear on the QCF and therefore Centres are required to submit a delivery plan prior to delivering this qualification (unless the Centre opts to use the plans provided by Qualsafe Awards). The delivery plan should show a course timetable, showing that the required subjects are covered and the minimum 6 direct contact teaching hours are met.

3.2 Access to Assessment

Centres should ensure that all Learners have access to assessment and are given equal opportunities to demonstrate their competence. There is an option to complete written assessments verbally if required (refer to the Qualsafe Awards Guide to Invigilating Multiple Choice Question Papers for more details). Learners should be informed of the availability of appeals procedures and how they can access these. If a Learner has special requirements for assessment, the Centre may need to obtain approval from Qualsafe Awards about the variation in assessment arrangements that are being proposed to meet the needs of particular Learners. Centres should refer to Qualsafe Awards’ Access to Assessment policy and Section 5.6 of the Centre Handbook.

Specific Equality Issues Relevant to this Qualification

By necessity, QA Level 2 Award in Safe Moving and Handling (QCF) qualification requires the Learner to be assessed performing practical tasks such as moving objects manually. To pass the assessment, the Learner must demonstrate the required practical skills.

Informal Record of Achievement

If a physically impaired Learner cannot perform one or more of the practical tasks required, it may be possible for the Centre to provide a letter recording the learning outcomes that the Learner achieved. The letter should clearly state that “this informal record of achievement does not constitute a QA Level 2 Award in Safe Moving and Handling (QCF) qualification and does not meet the full requirements of the qualification”.

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3.3 Registering Learners

Learners should be registered with Qualsafe Awards in accordance with the guidance in the Centre Handbook.

There should be an efficient administrative system for recording, storing and retrieving training information. This information should be retained for a minimum of 3 years. Records should include:

- Course dates including the names of Trainers used
- Names and details of Learners
- Proof of achievement of learning outcomes (assessment records)

3.4 Centre Internal Quality Assurance

Once the Learners have been assessed on the learning outcomes, the Centre is required to have in place arrangements for sampling a reasonable amount of assessments as part of the quality assurance of the qualification. This standardisation of assessment across Learners and Trainers is to ensure that there is fairness and consistency in assessment practices. The arrangements for this should be described in the Centre’s approved internal quality assurance policy. Centres should retain all Learner documents and records for a period of 3 years and ensure these are made available for review by Qualsafe Awards or their representatives (e.g. External Quality Assurers) on request. Full details of the Centre’s requirements for internal quality assurance can be found in the Qualsafe Awards Internal Quality Assurance Guidelines document and in Section 9 of the Centre Handbook.

3.5 Qualsafe Awards External Quality Assurance

Qualsafe Awards operates a regional model of external quality assurance on a rolling basis. Centres are selected for quality assurance on a random basis combined with a risk assessment process. Additional external quality assurance may be undertaken following feedback from third parties. Qualsafe Awards will aim to visit a minimum of 10% of all Centres annually. Further details of the Qualsafe Awards external quality assurance policy and procedures can be found in Section 10 of the Centre Handbook.

3.6 Certification

Centres must enter all Learners’ details and results from their assessments via the Centre portal on www.qualsafeawards.org to indicate when a Learner has successfully completed a unit or qualification shown through the assessment and internal quality assurance process. Centres will be provided with login details and guidance for how to use this portal when they are approved to deliver QA Level 2 Award in Safe Moving and Handling (QCF) qualification or other Qualsafe Awards accredited qualifications.

The Learner will receive two certificates on achieving the qualification. One will detail the qualification itself, whilst the other will list the units that make up the qualification.
4. Qualification Assessment

4.1 Assessment Overview

The assessment for the QA Level 2 Award in Safe Moving and Handling (QCF) qualification is through practical assessment completed throughout the course followed by a 15 multiple choice question paper.

4.2 Assessment Methods

There are 2 methods used to assess the QA Level 2 Award in Safe Moving and Handling (QCF) qualification:

- **Practical Assessment** – this is observed by the Trainer throughout the course, with the results of each key skill being recorded on the 3 Practical Assessment papers provided by Qualsafe Awards.

  The Practical Assessments Papers are:

  1. Solo Manual Handling Practical Assessment
  2. Using Manual Handling Equipment Practical Assessment
  3. Team Manual Handling Practical Assessment

  Practical Assessment Papers can be used to record results for a class of up to 12 Learners. To pass the Practical Assessments the Learner must demonstrate ALL of the skills listed during the practise session. Please see the Qualsafe Awards Guide to Assessing the QA Level 2 Award in Safe Moving and Handling (QCF) for more details on how to conduct the practical assessment.

- **The Theory Assessment (Multiple Choice Question Paper)** – this consists of 15 questions which a Centre must download from the Qualsafe Awards Customer Portal prior to the course. There is one paper for each Learner and Learners should answer all the questions under ‘examination’ conditions. The maximum time allowed for the Multiple Choice Question Paper is 25 minutes.

  As a minimum, Learners must answer at least 11 out of 15 questions on the Multiple Choice Question Paper correctly in order to be considered for an overall ‘Pass’. However, even where a Learner achieves this minimum, if their final result is less than 100%, Trainers are expected to make a professional judgement as to whether that Learner has actually achieved all of the assessment criteria. Trainers should use all assessment evidence available, including formative and practical assessments, to reach this judgement.

  All assessment papers MUST be downloaded in advance of the course from the Customer Portal.

4.3 Mandatory Units

Due to the QA Level 2 Award in Safe Moving and Handling (QCF) qualification consisting of one unit, the whole course is mandatory in order for the qualification to be achieved.

4.4 Other Units

There are no other units which can be combined in order to achieve QA Level 2 in Safe Moving and Handling (QCF).
Appendix 1

Qualification Unit

Learners are required to complete the following unit in order to achieve the qualification.

<table>
<thead>
<tr>
<th>Title:</th>
<th>Manual Handling Safety at Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit ref:</td>
<td>D/602/4593</td>
</tr>
<tr>
<td>GLH:</td>
<td>10</td>
</tr>
<tr>
<td>Level:</td>
<td>2</td>
</tr>
<tr>
<td>Credit value:</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Learning outcomes</th>
<th>Assessment criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The Learner will:</strong></td>
<td><strong>The Learner can:</strong></td>
</tr>
</tbody>
</table>
| **1. Understand the reasons for safe manual handling** | 1.1. Outline the potential injuries and ill health associated with incorrect manual handling.  
1.2. Outline employer's and employee's duties relating to manual handling at work.  
1.3. Outline the consequences for non-compliance with health and safety requirements at work. |
| **2. Understand how manual handling risk assessments contribute to improving health and safety** | 2.1. Explain the terms ‘hazard’ and ‘risk’ in the context of manual handling work.  
2.2. Outline the process for carrying out a manual handling risk assessment.  
2.3. Describe the principle of the risk control hierarchy when applied to manual handling. |
| **3. Understand the principles, types of equipment and testing requirements associated with manual handling safety** | 3.1. Describe safe movement principles associated with manual handling.  
3.2. Outline the types of equipment designed to be used for manual handling tasks.  
3.3. Outline the requirements for the testing, servicing and examination of manual handling and lifting equipment. |
| **4. Be able to apply safe manual handling principles** | 4.1. Demonstrate efficient and safe manual handling principles when;  
• Applying effort to, or moving a load or object manually on their own.  
• When using manual handling aids and equipment.  
• When undertaking a manual handling task as part of a team. |