



www.highfieldqualifications.com

Qualification Specification

Highfield Level 2 Award in Safe Moving and Handling (RQF)

Qualification Number: 501/1772/5

Version 2.2 November 2019

Contents

Introduction.....	3
Qualification regulation and support	3
Key facts	3
Qualification overview and objective	3
Entry requirements	3
Delivery/assessment ratios.....	3
Centre requirements	4
Guidance on delivery.....	4
Guidance on assessment	4
Guidance on quality assurance	4
Recognition of prior learning (RPL).....	5
Tutor requirements	5
Suitable subject area qualifications/experience may include:	5
Suitable teaching qualifications include:	5
Internal quality assurance (IQA) requirements	6
Reasonable adjustments and special considerations	6
ID requirements	6
Progression opportunities	6
Useful websites	7
Recommended training materials	7
Appendix 1: Qualification structure	8
Appendix 2: Qualification content.....	9
Appendix 3: Sample Assessment Material	13

Highfield Level 2 Award in Safe Moving and Handling (RQF)

Introduction

This qualification specification is designed to outline all you need to know to offer this qualification at your centre. If you have any further questions, please contact your account manager.

Qualification regulation and support

The Highfield Level 2 Award in Safe Moving and Handling (RQF) has been developed and is awarded by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF is a qualification framework regulated by Ofqual and CCEA Regulation. It is also suitable for delivery in Wales and is regulated by Qualifications Wales.

Key facts

Qualification Number:	501/1772/5
Learning Aim Reference:	50117725
Credit Value:	2
Assessment Method:	Multiple-choice examination and practical examination
Guided Learning Hours (GLH):	10
Total Qualification Time (TQT):	20

Qualification overview and objective

This qualification will introduce learners to moving and handling activities required for those starting work, returning to work or who need specific training in manual handling, as well as being a suitable qualification for refresher training. The objective of the qualification is to prepare learners for employment or to support a role in the workplace.

Learners gaining this qualification will understand that moving and handling must be carried out correctly and will recognise its importance in ensuring a safer working environment.

Entry requirements

There are no prerequisites for this qualification, however it is recommended that learners have a minimum of Level 1 in literacy or numeracy or equivalent.

This qualification is approved for delivery to learners aged 14+.

Delivery/assessment ratios

To effectively deliver and assess this qualification, we recommend that centres do not exceed the ratio of 1 qualified tutor/assessor to 12 learners, in any one instance.

Centre requirements

To effectively deliver and assess this qualification, centres should have the following resources in place:

- an object/objects to assess the movement of load. Please see **Additional Guidance: Practical Assessments** for the different movements that are involved in the delivery and assessment of the unit.

Guidance on delivery

The total qualification time for this qualification is 20 hours and of this 10 hours are recommended as guided learning hours.

TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming Guided Learning Hours) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance.

Guidance on assessment

This qualification is assessed by 2 forms of assessment for Unit 1: Manual Handling Safety at Work.

Part 1: Multiple-choice question (MCQ) examination

Learning outcomes 1-3 are assessed by a 15-question multiple-choice examination that must be completed within 30 minutes. Successful learners will have to demonstrate knowledge across the assessment criteria within learning outcomes 1-3 and correctly answer at least 9 out of 15 questions or more to achieve a pass. Completed examination papers should be returned to Highfield Qualifications for marking and results will then be supplied to the Centre.

Part 2: Practical Assessment

Learning outcome 4 is assessed by a competency-based assessment that is set by Highfield Qualifications and internally assessed and internally quality assured by the centre. Assessment decisions and IQA practices will be subject to external moderation by Highfield Qualifications. Successful learners will need to achieve pass in each element of the practical assessment and further information about the assessment elements are listed in the Highfield Level 2 Award in Safe Moving and Handling Examination Declaration, Learner List and Practical Assessment Matrix. This is available from the Download Area of the Highfield Qualifications website. Once completed, this document should also be returned to Highfield Qualifications.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

Guidance on quality assurance

Highfield Qualifications require centres to have in place a robust mechanism for internal quality assurance of training delivery and internal assessment processes. Internal quality assurance must be completed by an appropriately experienced and knowledgeable person and that person must not have been involved in any aspect of the delivery or assessment of the course they are quality assuring.

In addition to the internal quality assurance for Centres, Highfield Qualifications will require Centres to have periodic external quality support engagements; these can include both visits and remote sampling. It is, therefore, important that Centres retain paperwork for audit purposes for a minimum of 3 years.

Recognition of prior learning (RPL)

Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent in preparing the learner for assessment.

For further information on how centres can apply to use RPL as described above, please refer to the Recognition of Prior Learning (RPL) policy in the members' area of the Highfield Qualifications website. This policy should be read in conjunction with this specification and all other relevant Highfield Qualifications documentation.

Tutor requirements

Highfield Qualifications requires nominated tutor/assessors to have a teaching qualification and hold a qualification in the relevant subject area. The practical assessment will be undertaken by the tutor/assessor.

Nominated tutor/assessors should have a minimum of a Level 3 Health and Safety qualification or equivalent in addition to a teaching qualification.

Suitable subject area qualifications/experience may include:

- Degree or Dip HE in a related subject such as Nursing, Environmental Health, Occupational Health and Safety or one that contains elements of these subjects
- Level 3 qualification in Health and Safety or equivalent
- NEBOSH Diploma in Occupational Safety and Health
- NEBOSH National General Certificate in Occupational Safety and Health
- Suitable Manual Handling Instructor courses.

Suitable teaching qualifications include:

- L3 or L4 Certificate in Education and Training or equivalent
- Diploma or Certificate in Education
- Bachelors or Masters Degree in Education, PGCE
- L3 or L4 NVQ in Training and/or Development

Nominated tutors should maintain appropriate continued professional development for the subject area.

Internal quality assurance (IQA) requirements

Highfield Qualifications requires internal quality assurers for this qualification to meet the following:

- be occupationally competent and knowledgeable in the subject area; and
- have a working understanding of the IQA role; and
- use and apply Centre IQA procedures and record keeping

Centres approved for this qualification, prior to 1st December 2017, are required to have the appropriate staff in place and their details added to the centre record no later than 28th February 2018.

Reasonable adjustments and special considerations

Highfield Qualifications has measures in place for learners who require additional support. Please refer to the Highfield Qualifications Reasonable Adjustments Policy for further information/guidance.

ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment. Highfield Qualifications recommends the following as proof of a learner's identity:

- a valid passport (any nationality)
- a signed UK photocard driving licence
- a valid warrant card issued by HM forces or the police
- another photographic ID card, e.g. employee ID card, student ID card, travel card etc.

If a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identification containing a signature, for example, a credit card. Identification by a third-party representative, such as a line manager, human resources manager or invigilator, will also be accepted.

For more information on learner ID requirements, please refer to the Highfield Qualifications Core Manual.

Progression opportunities

Upon successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:

- Highfield Level 2/Level 3 Award in Health and Safety within the Workplace
- Highfield Level 2 Award in Moving People Safely (RQF)

Useful websites

Health and Safety Executive www.hse.gov.uk

Recommended training materials

- *Safe Moving and Handling Handbook (Level 2)* Martin Wordsworth.
 - *The Level 2 Award in Safe Manual Handling Training Presentation* Martin Wordsworth.
 - *The Health and Safety Handbook (Level 2)* Christian M.R. Sprenger.
-

Appendix 1: Qualification structure

To complete the **Highfield Level 2 Award in Safe Moving and Handling (RQF)** learners must complete the following mandatory unit:

Unit reference	Unit title	Level	GLH	Credit
D/602/4593	Manual handling safety at work	2	10	2

Appendix 2: Qualification content

Unit 1: Manual handling safety at work

Unit number: D/602/4593

Credit: 2

GLH: 10

Level: 2

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
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 employers and employees 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: <ul style="list-style-type: none"> a) applying effort to, or moving a load or object manually on their own; b) using manual handling aids and equipment; c) undertaking a manual handling task as part of a team.

Additional Unit Guidance: Practical Assessment for Unit 1

The following activities will be assessed by the nominated tutor/assessor in accordance with current best practice for safe movement and will be recorded on the assessment matrix.

The following activities will be assessed by the nominated tutor/assessor:

- lifting an object from the floor onto a platform/table at waist height (lift from floor)
- moving an object from a platform/table at waist height to a platform/table at waist height 1.5m apart (short distance move)
- moving an object from a platform/table at waist height to the floor (lower to floor)
- carrying a load over a distance of 5m negotiating a 90° turn (carry a load with turn)
- moving a load on equipment designed to be pushed over a distance of 5m, negotiating a 90° turn (push a load with turn)
- lifting an object from the floor which requires more than one person to lift it (team lift)
- carrying an object which requires more than one person to lift it, over a distance of 5m and negotiating a 90° turn (team carry)
- lowering an object which requires more than one person to lift it from a 'carry' position to the floor (team lowering).

Centre guidance for assessment activities

Centres are advised to use equipment and props for the assessment activities relevant to the environment where the training has been delivered. Remember, the assessment is about carrying out safe moving and handling, not a strength test. Centres must ensure the efforts required from a candidate to complete the assessment do not present an unnecessary risk.

Lift from floor – Assessment Criteria 4.1a - *Demonstrate efficient and safe manual handling principles when: applying effort to, or moving a load or object manually on their own.*

Any suitable object will suffice; a small box in an office, an item of equipment in an industrial premise or a product in retail. The assessment is about maintaining the correct principles of lifting. Remember the manual handling guidance on lifting loads from floor level.

1. Feet alongside the load
2. One foot slightly in front of the other to provide a stable base
3. Keep the back straight
4. Loads low on the floor need care - a slight bending of the back is more preferable than a full squat or stooping
5. Test the load for balance and weight, never lift beyond your capability seek help if required
6. Ensure a good hold is made - grasping the load in a 'hug' close to the body may be preferable to using hands alone
7. Keep the shoulders in line and avoid leaning
8. Look ahead when lifting
9. Be aware not to bend the back, which happens when the legs are straightened before the load is lifted
10. The heaviest side of the the load should be closest to the body
11. Keep the load as close to the waist as you can when lifting - this is an important step in safe lifting

Short distance move – Assessment Criteria 4.1a - *Demonstrate efficient and safe manual handling principles when: applying effort to, or moving a load or object manually on their own*

Place 2 desks 1.5m apart and ask delegates to move a suitable object between the desks. The assessment of the activity is to ensure that learners do not twist but use whole body movements to ensure safe moving and handling.

Lower to floor – Assessment Criteria 4.1a - *Demonstrate efficient and safe manual handling principles when: applying effort to, or moving a load or object manually on their own*

This assessment is about ensuring that the reverse of the lift from floor assessment is undertaken.

Carry a load with turn – Assessment Criteria 4.1a - *Demonstrate efficient and safe manual handling principles when: applying effort to, or moving a load or object manually on their own*

This activity can be easily set up in the classroom or the workplace.

The main areas of this assessment are that learners:

- check the route before carrying out the activity
- correctly lift the load
- keep the load close to the body, elbows as close to right angles as possible
- keep the heaviest side of the the load closest to the body if relevant
- use the feet to change direction and not twist the body
- ensure correct lowering of the load.

Push a load with turn - Assessment Criteria 4.1b - *Demonstrate efficient and safe manual handling principles when: using manual handling aids and equipment*

Centres must take suitable equipment to the venue (or ensure equipment is at the venue already) to ensure this activity can be properly assessed. A pushchair, sack truck or small wheelbarrow are examples of equipment which may be used.

Learners should be assessed to ensure they:

- check the equipment before carrying out the activity
- check the route before carrying out the activity
- load the equipment using safe moving and handling principles
- ensure that equipment handles are positioned between waist and shoulder height
- check that hands are not on the outside of equipment, where they may be trapped against doors or walls
- use their feet to change direction
- travel at walking speed, without rushing
- keep feet well away from the load.

Team lift - Assessment Criterion 4.1c - *Demonstrate efficient and safe manual handling principles when: undertaking a manual handling task as part of a team*

Use a suitable object. A piece of large furniture or a long pipe or tube are examples of equipment that can be used for this assessment. It is important that the principles of safe moving and handling are followed at all times, even when team lifting. Centres/tutors may find that all the team assessments may be carried out in one activity, for instance:

- lift the load
- follow the route including the turn
- lower the load.

Remember the following:

- a member of the team must be nominated to be in charge of the lift and to call out all instructions
- all team members must be able to communicate with each other at all times
- sufficient space should be available for the whole team to move the load safely at all times
- the load should have suitable hand-holds or grips and all team members should have clear access
- if possible, team members should be of similar individual capability including build and stature
- uneven load distribution must be managed by the stronger team members taking the 'heavy end'.

Team carry - Learning outcome 4, Assessment Criterion 4.1c - *Demonstrate efficient and safe manual handling principles when: undertaking a manual handling task as part of a team*

It is important that the route is checked before carrying out the lift. The load must be able to fit along the designated route.

Team lower - Learning outcome 4, Assessment Criterion 4.1c - *Demonstrate efficient and safe manual handling principles when: undertaking a manual handling task as part of a team*

Lowering must continue to use safe moving and handling principles. The assessment must confirm clear communications between the team.

Highfield Qualifications examination paper:



Sample questions

What is the legal duty that an employer must consider **first** in relation to manual handling at work?

- a) Reduce the risk of injury from manual handling tasks
- b) Avoid manual handling tasks
- c) Risk assess manual handling tasks
- d) Provide training on manual handling tasks

When carrying out a manual handling task, employees have a responsibility to:

- a) use equipment correctly
- b) provide the correct equipment
- c) complete the task quickly
- d) obtain assistance to move heavy loads

If you see another employee completing a manual handling activity incorrectly, what **must** you do?

- a) Report to your supervisor
- b) Do nothing, it is not your concern
- c) Report to the enforcing authority
- d) Train the employee to carry out the task correctly