

Qualification Specification

RoSPA Level 2 Award in
Safe Handling for Britton Price
Trained Care and Nursing Homes



Introduction to the Qualification

The RoSPA Level 2 Award in Safe Handling for Britton Price Trained Care and Nursing Homes is regulated by Ofqual.

Qualification Number 603/1056/X

Qualification Purpose

This qualification is intended to support the role of carer where the movement and assistance of people is part of their job role. This qualification provides the learners with the knowledge, understanding and skills to provide moving and handling interventions that are safe and dignified and meets health and safety, welfare and human rights legislative requirements and current best practice.

The qualification is suitable for new starters in organisations, where the movement and assistance of people is a key role as well as being suitable for refresher training.

Entry Requirements

There are no specific entry requirements, however learners should have a minimum of level 2 in literacy and numeracy or equivalent, and have experience of working within a people handling environment.

Structure

This Award consists of one mandatory unit. Learners **must** pass all the learning outcomes to achieve the qualification.

Total Qualification Time

The total qualification time (TQT) is 7 hours, including 7 hours of guided learning (GLH).

Assessments

This qualification is assessed through the following activities:

- Observation of learner's practical skills
- Written assignments

All assessments are internally marked and verified by the centre.

Assessments are then moderated and externally verified by RoSPA Qualifications as part of our quality assurance procedures.

N.B. Course providers - Documents for recording the assessment can be found on our Qualification Management System (QMS).

There is no grading other than confirmation (or not) that a learner has passed.

Centre Assessment Standards Scrutiny (CASS) and moderation certification of Ofqual regulated qualifications

RoSPA Qualifications CASS approach is based on moderation, defined as *"A particular form of Centre Assessment Standards Scrutiny through which the marking of assessments by Centres is monitored to make sure it meets*

RoSPA Level 2 Award in Safe Handling for Britton Price Trained Care and Nursing Homes

required standards and through which adjustments to a Centre's marking are made, where required, to ensure that results are based on the required standard. Moderation takes place before final results are issued".

100% of assessments from the first course the centre runs will be subject to moderation, conducted prior to the release of certificates. Following the first course, the level of moderation required will be based on a risk assessment that that considers the following:

- An estimation of the likelihood that a centre will apply assessment criteria consistently, based on centre monitoring and past moderations.
- The length and duration of the qualification.
- The nature of the qualification. For example, if related learner workplace practice has the potential to cause harm.
- The location of the assessment. For example, if multiple learners from the workplace are registered on the same qualification.

A copy of the Centre Information on Centre Assessment Standards Scrutiny (CASS) document can be downloaded by centres from the Documents section of the QMS.

External verification and sampling will also occur as part of our quality assurance procedures.

Course Delivery

Pre-course information

All learners should be given appropriate pre-course information regarding the qualification, e.g. a qualification fact sheet which explains about the qualification, form of assessment, any entry requirements and resources needed. For the purpose of this qualification some learners may benefit from the purpose of a laptop.

Learners must be made aware of the TQT of the qualification.

Learner Registration

Once approved to offer the qualification, the centre should register learners using our Qualification Management System before any assessment can take place.

Delivery of the Qualification

Britton Price is expected to develop and follow a lesson plan, which must be submitted to RoSPA Qualifications prior to the first course delivery. Any amendments to the lesson plan that change the structure of the session should also be submitted to RoSPA Qualifications for approval prior to delivery.

This plan outline must clearly show the following:

- Aim of the course - a clear and concise statement to show what the learners are expected to achieve by the end of the course
- Objectives - to give the learners a step by step guide, as to how they are going to achieve the aim
- The main content of each session and duration of each session, as well as the tutor/s who will normally deliver them including the times of each session
- Learner activities during the session
- Training methods used

N.B RoSPA qualifications all have a Total Qualification Time (TQT) as required by the regulators. Recognition will not be given for courses with less than the TQT outlined in the qualification specification.

Learner Resources

Learners will need to have access to the following from the centre:

- Course manual
- ICT if appropriate
- Equipment at the venue – for this qualification the following are required:
- Height adjustable beds
- Slide sheets – both full length and short length
- Hoist (passive and active lifter) inspected in accordance with Lifting Operations, Lifting Equipment Regulations 1998 (LOLER), and also compatible slings inspected in accordance with
- LOLER 1998
- Wheelchair/commode
- Lounge chair
- Other resources to support identified learner needs
- Resources to support qualification delivery.
- This list is not exhaustive and centres can introduce other any moving and handling equipment that they feel
- will benefit the learner’s experience.

Please note any provided equipment must be fit for purpose and designed for the safe movement of people.

Qualification Delivery and Assessment Team

To deliver for this qualification tutors and assessors must have passed the RoSPA Level 3 Award for Safe People Handling and Risk Assessment Trainers for Britton Price Trained Care and Nursing Homes and have extensive experience working in a care or nursing home environment.

To ensure learners are appropriately supervised, during practical activities we recommend a ratio of 1 tutor to 10 learners.

N.B. Learners must be appropriately supervised during practical activities.

Britton Price must ensure that any assessment is valid and reliable and does not disadvantage or advantage any group of learners or individuals. The assessment procedure should be open, transparent and free from bias. The assessment should be recorded accurately with detail about the assessment decision in the relevant format, which can be downloaded from the Qualifications Management System (QMS) www.rosqualqms.com (log in details are required which will be provided to approved centres).

In order to do this, centres must:

- Assess learner’s evidence using only published assessment criteria
- Ensure assessment decisions are impartial, valid and reliable
- Develop assessment procedures that minimize the opportunity for malpractice
- Maintain detailed and accurate assessment records including video recordings of learner’s practical assessments
- Develop and maintain robust internal verification procedures

RoSPA Level 2 Award in Safe Handling for Britton Price Trained Care and Nursing Homes

- Provide samples of assessments for moderation and external verification to the Awarding Organisation as requested
- Monitor external verification reports and implement any needed actions
- Share good assessment practice
- Ensure all staff understand the assessment methodology.

Please see Centre Assessment Guidance for this qualification, which can be downloaded from the QMS www.rosqualqms.com.

Centre Arrangements for Internal Verification

RoSPA Qualifications require Britton Price to have a functioning quality system in place, appropriate to their size

and volume of learners. There are three main aspects to the role of the internal verifier:

- Verifying assessment
- Developing and supporting tutors and assessors
- Managing the quality of delivery where appropriate
- RoSPA Qualifications require those involved in the internal quality assurance process to be suitably experienced and/or qualified for example; are knowledgeable of the subject/occupational area to a level above that which they are internally assuring
- Are vocationally competent, where required, for the specific qualification and the assessment strategy
- Have experience and expertise in internally assessing different types of evidence
- Have an understanding of what is sufficient, valid and authentic evidence
- Be familiar with their Centre's internal quality assurance policy and the RoSPA qualification and assessment requirements as laid out in the Qualification Guidance documents and specifications
- It is best practice for Internal Verifiers to have one of the older Internal Quality Assurance Qualifications such as:
 - D34 Internally Verifying the Assessment Process
 - V1 Conduct Internal Quality Assurance of the Assessment Process
 - Or have / be working towards relevant Internal Quality Assurance qualifications such as:
 - QCF Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice
 - QCF Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
 - In addition, RoSPA Qualifications strongly advise that Internal Verifiers attend training workshops organised by RoSPA Qualifications.

Centre Approval

This qualification is only available for delivery by Britton Price, which has demonstrated it meets the criteria laid down in the Application for Centre Recognition and Qualification Approval.

Centre Policies

RoSPA Qualifications requires that all centres, including Britton Price, must have a range of policies and procedures to underpin the delivery of their qualifications. Essential policies and procedures are:

RoSPA Level 2 Award in Safe Handling for Britton Price Trained Care and Nursing Homes

- Equal opportunities and diversity policy
- Learner appeals procedure/policy
- Complaints policy and/or process which learners can access
- Arrangements to prevent and investigate allegations of malpractice and maladministration.

It is the centre's responsibility to ensure that all employees are aware of these policies and procedures and they are adhered to at all times. Learners should also be made aware of the policies that are relevant, such as complaints policy. Failure to adhere to these policies and procedures may result in withdrawal of the centre's approval to deliver qualifications.

RoSPA Qualifications Policies

RoSPA Qualifications has policies and procedures in place to support Centres. These include:

- Reasonable Adjustments and Special Considerations
- Equality and Diversity
- Appeals Policy
- Complaints Policy

These policies can be found on our website www.rospace.com/qualifications/policies.

The full range of RoSPA Qualifications policies are available on the Qualification Management System (QMS).

Support from RoSPA Qualifications

All approved centres will be able to access support from RoSPA Qualifications whenever necessary. External Verifier (EV) visits will be undertaken on a regular basis.

Qualifications Learning Outcomes and Assessment Criteria

Learning Outcome	Assessment Criteria Number	Assessment Criteria	Assessment method
1. To be able to understand the reasons for safe handling practices	1.1	Outline two manual handling activity in the workplace for each of the following; a) Supporting b)Lifting	Written Assignment
	1.2	Outline the potential impact of <u>not</u> using safe handling practices in the care environment.	Written Assignment
	1.3	Give one example for <u>each</u> of the below, as how the employer can comply with their duties under the Manual Handling Regulations 1992 in the care environment. a) Avoid hazardous manual handling b) Assess the risk of injury c) Reduce the risk of injury	Written Assignment

RoSPA Level 2 Award in Safe Handling for Britton Price Trained Care and Nursing Homes

2. To be able to understand how manual handling risk assessments contribute to improving health and safety	2.1	Outline one example of a manual handling risk in the workplace.	Written Assignment
	2.3	Give two examples why a dynamic risk assessment must be completed for manual handling tasks	Written Assignment
3. To be able to understand the principles of good back care	3.1	Outline why the lumbar region of the spine is most likely to be damaged.	Written Assignment
	3.2	Outline one activity for each of the risk factors (below), that are undertaken within the care environment <ul style="list-style-type: none"> • Awkward posture • Repetition • Static postures 	Written Assignment
	3.3	Identify one example of a psychosocial risk factor within your workplace	Written Assignment
4. To be able to understand the principles of how to move loads safely	4.1	Outline how the following efficient movement principles reduce the risk of injury to the handler <ul style="list-style-type: none"> • Close to the load • Base of support (centre of gravity) 	
5. To be able to move loads safely	5.1	Demonstrate how to move loads safely by completing: <ol style="list-style-type: none"> a) pre-transfer assessment b) application of efficient /safe handling movement principles to: <ul style="list-style-type: none"> • lifting and lowering a load 	Practical Demonstration

RoSPA Level 2 Award in Safe Handling for Britton Price Trained Care and Nursing Homes

		<ul style="list-style-type: none"> • carrying a load • pushing and pulling a load 	
6. To be able understand the risks of using controversial handling practices	6.1	<p>Outline two risks for the handler and the person being moved using:</p> <ul style="list-style-type: none"> • Underarm drag method/lift • Bear hug/pivot 	Written Assignment
7. To be able to apply safe practice for moving and handling to individuals	7.1	<p>Demonstrate application of safe handling practices for:</p> <p>a) Bed mobility without handling equipment and with handling equipment including individually and as part of a team.</p> <p>b) Chair mobility without handling equipment and with handling equipment individually and as part of a team.</p> <p>c) Walking a client without handling equipment and with handling equipment including individually and as part of a team</p>	Practical Demonstration Question and answers
8. To be able to apply safe practice when using mechanical equipment	8.1	<p>Demonstrate pre-user checks of mechanical equipment and slings, and safe practice in accordance with manufacturer's instructions for mechanical equipment (active hoists and passive hoists including slings) for a range of appropriate transfers</p>	Practical demonstration
Purpose and aims of Qualification	This qualification provides learners with the knowledge, understanding and skills to provide moving and handling interventions that are safe and dignified		

RoSPA Level 2 Award in Safe Handling for Britton Price Trained Care and Nursing Homes

	and meets health and safety, welfare and human rights legislative requirements and current best practice.
Assessment Requirements	Learners must be assessed against published criteria detailed in RoSPA Centre Assessment Guidance.
Completion Time	7 hours

N.B. Documents for recording the assessment can be found on our Qualification Management System (QMS).



RoSPA Qualifications

28 Calthorpe Road
Birmingham
B15 1RP

t +44 (0)121 248 2000

e enquiries@rospaqualifications.com

www.rospa.com/qualifications

An Ofqual-recognised Awarding Body. Ofqual recognition number RN5362

RoSPA Qualifications is wholly owned by RoSPA

Registered Charity No. 207823

VAT Registration No. 655 131649