

Qualification Specification

RoSPA Level 2 Award in
Safe Moving and Handling
in the Workplace



RoSPA Level 2 Award in Safe Moving and Handling in the Workplace

Introduction to the Qualification

RoSPA Level 2 Award in Safe Moving and Handling in the Workplace is regulated by Ofqual.

Qualification Number 603/0997/0

Qualification Purpose

The purpose of the qualification is to provide learners with the knowledge and skill to move loads safely in the workplace and enable employers and employee to comply with their statutory duties under HSWA 1974, MHSWA 1992 and MHOR 1992 and civil law duties.

This qualification is intended for learners wanting to undertake training or to further develop their knowledge and/or skills in this subject area.

The objectives of the qualification include:

- preparing learners to progress to a qualification in the same subject area but at a higher level or requiring more specific knowledge, skills and understanding
- preparing learners to progress to a qualification in another subject area
- giving learners personal growth and engagement in learning

Entry Requirements

There are no formal entry requirements.

Progression

Successful learners can progress to other qualifications such as; Level 3 Award in Health and Safety in the Workplace or RoSPA Level 3 Award for Manual Handling Trainers.

Qualification Structure

This qualification is made up of one mandatory unit, the details of which are included at the end of this document.

Learners must successfully complete the assessment for the unit to achieve the qualification.

This qualification can be taken as a free standing qualification or as part of a wider programme of training.

Total Qualification Time (TQT)

The total qualification time (TQT) is seven hours and guided learning hours (GLH) are six hours. Please see the below table:

Unit	Unit Reference	Level	Guided Learning	Assessment	Total Qualification Time (TQT)
Safe moving and handling in the workplace	R/615/4547	2	6 hours	1 hours	7 hours

Assessment

This qualification is assessed through activities, which are developed by the centre, internally marked and sampled as part of quality assurance/ internal verification procedures.

Recording documents can be found on the Qualification Management System (QMS)

The assessment and quality assurance process will be subject to external quality assurance/verification by RoSPA.

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The recommended assessment methods for this qualification are:-

- Practical Demonstration
- Group Discussion
- Case study
- Written assignment
- Observation of learner's skills
- Question and answer sessions
- Multiple choice question paper- N.B. please see additional guidance for the management of this assessment method

All learning outcomes must be met to achieve a pass. There is no grading other than confirmation (or not) that a learner has "passed" each unit.

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 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 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.

Delivery/Assessment Ratios

In order to effectively deliver and assess this qualification, it is recommended that centres do not exceed the ratio of 1 qualified tutor/assessor to 12 learners, in any one instance. If centres wish to increase this ratio, they must first request approval from RoSPA Qualifications.

Guidance on Delivery

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It is recommended that this qualification is delivered over a single day. This delivery programme may be adjusted in accordance with learners' needs and/or local circumstances

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, fees, form of assessment and any entry requirements Learner

Registration

Once approved to offer the qualification, the centre should register learners using the RoSPA Qualifications Management System (QMS). Before any assessment can take place, approved centres must follow RoSPA Qualifications procedures for registering learners.

Delivery of syllabus

Centres who will be delivering courses leading to qualifications are expected to develop and follow a lesson plan, which must be submitted to RoSPA Qualifications **at least two weeks** before the first qualification is delivered by the centre.

Please see the Tutor Resources document for a list of publications and resources to support delivery of this qualification, this can be found on the QMS.

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 and 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. Centre 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
- Suitable venue, RoSPA Qualifications wishes to ensure that courses leading to its qualifications are accessible to all who wish to take them. Centres are required to ensure that there are no unnecessary barriers to access to learning, that the course content and structure are non-discriminatory and that the special needs of the individual learners are met, both in terms of learning and assessment
- Other resources to support identified learner needs
- Resources to support qualification delivery

N.B. this list is not final, additional resources may be added to meet the needs of the learner.

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Centres are required to ensure that there are no unnecessary barriers to access to learning, that the course content and structure are non-discriminatory and that the special needs of the individual learners are met, both in terms of learning and assessment.

Qualification Delivery and Assessment Team

RoSPA Qualifications expects that the course delivery team hold a teaching qualification such as PTLSS; and in addition an assessment qualification such as D32/ 33 or TAQA or give an undertaking to acquire this within 18 months of joining the team. They should also have experience of the subject matter that they are teaching or assessing. For the RoSPA Level 2 Award in Manual Handling qualification, a tutorial team will need to comprise of a course leader/lead tutor who is likely to be a member of an appropriate professional body such as the Institution of Occupational Safety and Health, for example Grad IOSH, Tech IOSH or equivalents and have extensive experience in manual handling/level 3 manual handlers trainers qualification.

Assessment Procedures

A centre 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. In order to do this, centres must:

- Assess learners evidence using only published assessment criteria
- Ensure assessment decisions are impartial, valid and reliable
- Develop assessment procedures that minimise the opportunity for malpractice
- Maintain detailed and accurate assessment records. including video recordings of learners practical assessments
- Develop and maintain a robust internal verification procedures
- Provide samples of assessments for 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 found at on the Qualification Management system (QMS).

Centre Arrangements for Internal Verification

RoSPA Qualifications require each centre 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 trainers and assessors
- Managing the quality of delivery

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

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- 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, for example:

- 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 to support delivery, assessment and Internal Quality Assurance, which will be held throughout the year.

Centre Approval

An organisation seeking approval to deliver this qualification is required to submit evidence to demonstrate that they meet the criteria laid down in the Application for Centre Recognition and Qualification Approval. In addition, evidence should be available for inspection by RoSPA Qualifications External Verifiers (EVs) during visits to the Centre, or on request from RoSPA Qualifications, to demonstrate ongoing compliance with the criteria during the operation of the qualification.

Centre Policies

RoSPA Qualifications requires that all Centres must have a range of policies and procedures to underpin the delivery their qualifications. Essential Policies and Procedures are:

- 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 the Complaints Policy. Failure to adhere to these policies and procedures may result in withdrawal of the Centre's approval to deliver customised awards.

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.



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

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.

Qualification Learning Outcomes and Assessment Criteria

Learning Outcome	Assessment Criteria Number	Assessment Criteria
1. To be able to understand the reasons for safe manual handling in the workplace	1.1	Outline the potential injuries and ill health associated with incorrect manual handling.
	1.2	Identify employers and employees duties relating to manual handling at work.
	1.3	Give the consequences for noncompliance with health and safety.
2. To be able to understand how the practice of manual handling risk assessments contribute to the health safety and wellbeing of the workforce	2.1	Explain the terms 'hazard' and 'risk' in relation to manual handling risk assessment.
	2.2	State the process for carrying out a manual handling risk assessment.
	2.3	State the principle of the risk control hierarchy when applied to manual handling.
3. To be able to understand the principles, types of equipment and testing requirements associated with manual handling safety	3.1	Describe the principles of efficient movement.
	3.2	Identify the types of equipment designed to be used for manual handling tasks.
	3.3	Give the requirements for the safe use of manual handling and lifting equipment, testing, servicing and examination, including pre-use checks.
4. To be able to apply safe manual handling practices	4.1	Demonstrate efficient and safe manual handling practice including a pre-transfer assessments when: a) applying effort to, or moving a load or object manually on their own b) when using manual handling aids and equipment c) when undertaking a manual handling as part of a team

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Purpose and aims of unit	The purpose of this unit is to provide learners with the knowledge and skill to move loads safely in the workplace and enable employers and employees to comply with their statutory duties under HSWA 1974, MHSWA 1992 and MHOR 1992 and civil law duties.
Assessment Requirements	<p>This qualification is assessed through activities, which are developed by the centre (the assessment methods used must ensure the learner is assessed for all the learning outcomes).</p> <p>Learning Outcomes 1 – 3 Examples of assessment methods that can be used to assess learning outcomes 1-3, include multiple choice question paper, group discussion, case studies and question and answer sessions.</p> <p>Learning Outcome 4 To assess learners against learning outcome 4; a competency-based assessment must be carried out. Learners must practically demonstrate the application of the correct handling methods as indicated within the learning outcomes.</p> <p>All assessments are to be marked internally and sampled as part of quality assurance/ internal verification procedures.</p>
Completion Time	<p>Guided learning hours: 6 hours Directed study including assessment planning: 1 hour</p> <p>Total Qualification Time: 7 hours.</p>



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