

Qualification Specification

RoSPA Level 3 Award for
Manual Handling Trainers



RoSPA Level 3 Award for Manual Handling Trainers

Introduction to the Qualification

RoSPA Level 3 Award for Manual Handling Trainers is regulated by Ofqual.

Qualification Purpose

The purpose of this Level 3 Award for Manual Handling Trainers is to support the role of the manual handling trainer in the workplace and to enable the trainer to provide suitable and sufficient training that meets legislative requirements and current best practice.

Entry Requirements

There are no specific entry requirements; however learners should have a minimum of level 2 in literacy and numeracy or equivalent.

Structure

This qualification consists of three mandatory units. The first unit develops learner's knowledge of the principles and processes that underpin safe handling in the workplace. The second unit develops learner's knowledge and skills in the application of basic biomechanical principles and safe practices to manual handling tasks within the work place. The final unit develops learner's knowledge and skills so they can prepare, deliver and evaluate a training session. All units are mandatory and all three units must be passed to gain a qualification.

Total Qualification Time (TQT)

The total qualification time (TQT) is 25 hours and guided learning hours (GLH) are 16 hours. Please see the below table for a breakdown of each unit:

Unit	Unit Reference	Level	Guided Learning	Directed Study including assessment planning	Total Unit Time
Understanding the principles of manual handling in the workplace	R/508/2979	3	4 hours	5 hours	9 hours
Application of safe practices to manual handling activities	R/508/2981	3	7 hours	1 hour	8 hours
Delivering a Manual Handling Training Session	R/508/2982	3	5 hours	3 hours	8 hours
Total Qualification Time (TQT)					25 hours

Assessment

This qualification is assessed through the following activities:

- Practical demonstration
- Observation of learners skills
- Written assignment in the form of a session plan and action plan
- Question and answers

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Learners are required to complete a 30 minute micro teach.

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.

All assessments are internally marked and verified by the centre.

N.B. centres are required to video learner’s micro teach for the purpose of internal verification and external verification Documents for recording the assessment can be found on our website. These include lesson plan templates and assessment recording forms.

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 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, fees, form of assessment and any entry requirements and resources needed. For the purpose of this course some learners may benefit from the purpose of a laptop.

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.

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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 prior to the first course delivery. Please see the Tutor Resources document for a list of publications and resources to support delivery of this qualification (available on request from RoSPA Qualifications).

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

Please note that for the RoSPA Level 3 Award in Manual Handling Training a video recording device is required for the learners completing their micro teach assessment.

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

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 or have extensive experience in delivering manual handling training. Ideally they should also hold an assessment qualification such as D32/ 33 or TAQA or have extensive experience in the assessment process of the subject matter that they are assessing. Members of the tutorial team, who do not hold qualifications in teaching and assessment, must give an undertaking to acquire this within 18 months of joining the team.

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For this 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.

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 www.rosipa.com/qualifications.

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
- 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:

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- 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.

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.

Qualifications Learning Outcomes and Assessment Criteria

Unit 1: Understanding the Principles of Manual Handling in the Workplace

Learning Outcome	Assessment Criteria Number	Assessment Criteria	Assessment method
1. To be able to understand the reasons for managing manual handling risks in the workplace	1.1	Describe the moral, social, economic and legal reasons for implementing safe handling practices in the workplace.	Observation of a micro teach and submission of a session plan.
	1.2	Describe the employers' and employee duties under Health and safety legislation relating to manual handling in the workplace.	Observation of a micro teach and submission of a session plan.
2. To be able to understand the principles and practice of manual handling risk assessments in the workplace.	2.1	Summarise the process for carrying out a manual handling risk assessment.	Observation of a micro teach and submission of a session plan.
	2.2	Describe the principle of risk control hierarchy when applied to manual handling.	Observation of a micro teach and submission of a session plan.
	2.3	Outline the types of equipment that can be used to reduce manual handling risks and the requirements for their use, testing/ servicing.	Observation of a micro teach and submission of a session plan.
3. To be able to understand how the principles of safe handling can contribute to improving the health and safety and well-being of the workforce	3.1	Describe the structure and function and of the spine and the risk factors for injury.	Observation of a micro teach and submission of a session plan.
	3.2	Describe how the application of efficient movements reduce the risk of injury to the musculoskeletal system	Observation of a micro teach and submission of a session plan.
Purpose and aims of unit	The purpose of this unit is for learners to develop learner's knowledge and understanding of the principles and processes that underpin safe manual handling in the working environment.		
Assessment Requirements	This unit must be assessed in accordance with the Tutor/Assessor Guidance and Learner Standards for Assessment in the document Centre assessment guidance for RoSPA Level 3 Award for Manual Handling Trainers		

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Completion Time	<p>Guided learning: 4 hours.</p> <p>Directed study including assessment planning: 5 hours.</p> <p>Total unit completion time: 9 hours.</p>
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Unit Two: Application of Safe Practices to Manual Handling Activities

Learning Outcome	Assessment Criteria Number	Assessment Criteria	Assessment method
1. To be able to conduct pre-transfer assessment/dynamic risk assessment.	1.1	Demonstrate undertaking pre-transfer assessment/dynamic risks assessment based on the elements of TILEO to manual handling activities.	Observation of a practical demonstration.
2. To be able to apply efficient movement principles and safe practice to the movement of loads	2.1	<p>Demonstrate the application of safe handling principles and safe practices to the lifting, lowering supporting and carrying to;</p> <p>1. Routine and symmetrical loads</p> <p>2. Non routine/awkward loads</p> <p>3. Pushing and pulling wheeled objects</p> <p>4. Team handling activities</p>	Observation of a practical demonstration.
Unit Purpose and Aims	This unit aims to develop learner’s knowledge and skills in the application of basic biomechanical principles and safe practices to manual handling tasks within the work place.		
Assessment Requirements	This unit must be assessed in accordance with the Tutor/Assessor Guidance and Learner Standards for Assessment in the document Centre assessment guidance for RoSPA Level 3 Award for Manual Handling Trainers.		

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Completion Time	Guided Learning: 7 hours Directed Study including assessment planning: 1 hour Total unit completion time: 8 hours
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Unit Three: Delivering a Manual Handling Training Session

Learning Outcome	Assessment Criteria Number	Assessment Criteria	Assessment method
1. To be able to produce a plan for a manual training session.	1.1	Design a plan for a manual handling training session that applies to own workplace scenario which includes: 1. Intended learners 2. Intended learning outcomes 3. Session contents with relevant theory and knowledge learning content to motivate learners and support their learning 4. Practical demonstration and learner skills practice 5. Training resources required for the session 6. Session timings 7. Delivery methods including trainer/ learner activities 8. Summary of learning 9. Assessment of learning	Submission of a session plan.
	1.2	Justify the contents of session plan and scenario.	Question and answers.
2. To be able to deliver a manual handling training session	2.1	Delivering an effective manual handling training session (creating an environment conducive to learning	Observation of a micro teach
	2.2	Use appropriate resources to support and encourage interactive learning.	Observation of a micro teach
	2.3	Deliver learning contents in accordance with manual handling training plan.	Observation of a micro teach
	2.4	Give constructive feedback to learners/ trainees on their performance.	Observation of a micro teach

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	2.5	Use appropriate methods to assess learning	Observation of a micro teach
3. Be able to evaluate a training session	3.1	Collect feedback on training session.	Observation of a micro teach
	3.2	Evaluate the effectiveness of session plan and delivery based on feedback and self-reflection.	Observation of a micro teach question and answers
	3.3	Create an action plan for future delivery.	Questions and answers/ submission of a session plan
Unit aims and purpose	This unit develops learner's knowledge and skills so they can prepare, deliver and evaluate a training session.		
Assessment Requirements	This unit must be assessed in accordance with the Tutor/Assessor Guidance and Learner Standards for Assessment in the document Centre assessment guidance for RoSPA Level 3 Award for Manual Handling Trainers.		
Unit Completion Time	Guided learning: 5 hours Directed study including assessment planning: 3 hours Total unit completion time: 8 hours		



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