



## TQUK Level 3 Award for Manual Handling Trainers (RQF)

Qualification Specification

Qualification Number: 601/5194/0





## Introduction

### Welcome to TQUK.

TQUK is an Awarding Organisation recognised by the Office of Qualifications and Examinations Regulation (Ofqual) in England, CCEA Regulation in Northern Ireland and by Qualifications Wales.

TQUK offers qualifications which are regulated by Ofqual and, in some cases, by CCEA Regulation and/or Qualifications Wales, sit on the Regulated Qualifications Framework (RQF) and are listed on the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>).

Our qualifications are designed to support and encourage learners to develop their knowledge and skills. This development may result in progression into employment or career development in the workplace. Our qualifications also allow learners to progress onto further qualifications.

Please visit our website [www.tquk.org](http://www.tquk.org) for news of our latest developments.

### Qualification Specifications

Each qualification which TQUK offers is supported by a specification that includes all the information required by a centre to deliver a qualification. Information in the specification includes unit information, assessment and learning outcomes.

The aim of the Qualification Specification is to guide a centre through the process for delivering the qualification.

Please read it alongside the TQUK Centre Handbook.

Details of TQUK's procedures and policies can be found on our website [www.tquk.org](http://www.tquk.org)

Qualification specifications can be found also be found on our website [www.tquk.org](http://www.tquk.org)

Please check the website regularly to ensure that you are using the most up to date version.

If you have any further questions, please contact TQUK.

## Use of TQUK Logo, Name and Qualifications

TQUK is a professional organisation and use of its name and logo is restricted. TQUK's name may only be used by recognised centres to promote TQUK qualifications. Recognised centres may use the logo for promotional materials such as on corporate/business letterheads, pages of a centre's website relating to TQUK qualifications, printed brochures, leaflets or exhibition stands.

When using TQUK's logo, there must be no changes or amendments made to it, in terms of colour, size, border and shading. The logo must only be used in a way that easily identifies it as TQUK's logo. Any representation of TQUK's logo must be done so as a representation of the true logo.

It is the responsibility of the centre to monitor the use and marketing of TQUK's logos and qualifications on their own materials as well as on those of any re-sellers or third parties that they may use. TQUK should be made aware of relationships with re-sellers or third parties including any additional websites that the centre will use in addition to their own website. If this information is changed TQUK should be notified. TQUK is required to monitor centre's websites and materials to ensure that learners are not being misled.

If a centre is no longer a TQUK recognised centre it must immediately discontinue the use of TQUK's logo, name and qualifications.

## Introduction to the Qualification

The TQUK Level 3 Award for Manual Handling Trainers (RQF) is regulated by Ofqual. It was supported by Proskills at the time of development

## Qualification Purpose

The qualification consists of two mandatory units. The first unit develops learners' knowledge and understanding of the principles and process of safe manual handling and risk assessment. The second unit develops learners' knowledge and skills so that they can prepare, deliver and evaluate a training session.

## Entry Requirements

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

The qualification is suitable for learners of 18 years of age and above.

## Progression

Successful learners can progress to other qualifications such as:

TQUK Level 3 Award in Education and Training

TQUK Level 4 Certificate in Education and Training

TQUK Level 3 Award in Assessing Competence in the Work Environment

TQUK Level 3 Award in Assessing Vocationally Related Achievement

TQUK Level 3 Certificate in Assessing Vocational Achievement

TQUK Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice

Level 3 NVQ Certificate in Occupational Health and Safety

## Structure

Learners must achieve three credits from two mandatory units

Mandatory Units

Units	Unit ref.	Level	Guided Learning Hours	Credit value
Understanding the Principles of Manual Handling	A/504/5456	2	4	1
Delivering a Training Session	R/506/2411	3	14	2

## Total Qualification Time

This is an estimate of the total length of time it is expected that a learner will typically take to achieve and demonstrate the level of attainment necessary for the award of the qualification i.e. to achieve all learning outcomes.

Total Qualification Time is comprised of GLH and an estimate of the number of hours a learner is likely to spend in preparation, study or any other learning including assessment, which takes place as directed by, but not under the supervision of a lecturer, supervisor or tutor. The credit value, where given, for a qualification is determined by TQT, as one credit corresponds to 10 hours of learning.

Total Qualification Time for this qualification is 20 hours.

## Guided Learning Hours

These hours are made up of all real time contact time, guidance or supervision of a learner by a lecturer, supervisor, tutor, trainer or other appropriate provider of education or training.

GLH for this qualification is 18.

## Assessment

The qualification is assessed by internally set and marked assessments subject to external quality assurance.

Where indicated in the unit specifications, assessment must meet the requirements of the identified assessment strategy/principles.

Assessment must include a minimum of 15 minute microteach within a training session.

Materials for internal assessment must be submitted to TQUK for approval prior to use and must be mapped to the relevant unit, learning outcome and assessment criteria.

All learning outcomes must be met to achieve a pass - there is no grading.

## Centre Recognition

To offer any TQUK qualification each centre must be recognised by TQUK and meet qualification approval criteria. Qualification approval must be confirmed prior to any assessment of learners taking place. It is essential that centres provide learners with access to appropriate support in the form of specialist resources.

The TQUK Centre Recognition process requires a centre to have in place a number of policies and procedures to protect the learners undertaking a TQUK qualification and the integrity of TQUK's qualifications. The policies and procedures will also support an approved Centre's quality systems.

Recognised centres must seek approval for each qualification they wish to offer.

The approval process requires centres to demonstrate that they have the resources, including staff, to deliver and assess the qualification.

## Support from TQUK

Recognised centres will be able to access support from TQUK whenever necessary. External Quality Assurance activities will be undertaken on a regular basis. TQUK also offers recognised centres the service of a Client Relationship Officer whose role is to support centres with any administration queries or qualification support.

## Course Delivery

### Pre-Course Information

All learners should be given appropriate pre-course information regarding any TQUK qualifications. The information should explain about the qualification, the fee, the form of the assessment and any entry requirements or resources needed to undertake the qualification.

## Initial Assessment

Centres should ensure that any learner registered on a TQUK qualification undertakes some form of initial assessment. The initial assessment should be used to inform a teacher/trainer on the level of the learner's current knowledge and/or skills.

Initial assessment can be undertaken by a teacher/trainer in any form suitable for the qualification to be undertaken by the learner/s. It is the centre's responsibility to make available forms of initial assessment that are valid, applicable and relevant to TQUK qualifications.

## Learner Registration

Once approved to offer a qualification the centre should register learners before any assessment can take place. Recognised centres must follow TQUK's procedures for registering learners. For short courses, TQUK offer the option of registering a course and booking a number of places. Learners are then added once the course has taken place, thus acknowledging situations where substitutions are made at short notice to meet business needs.

## Trainer/Assessor Requirements

Tutors/trainers who deliver a TQUK qualification must possess a teaching qualification appropriate for the level of qualification they are delivering. This can include the below:

- Further and Adult Education Teachers Certificate
- Cert Ed/PGCE/B Ed/M Ed
- PTLLS/CTLLS/DTLLS
- Level 3 Award/4 Certificate/5 Diploma in Education and Training

Assessors who assess a TQUK qualification must possess an assessing qualification appropriate for the level of qualification they are delivering. This can include:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally Related Achievement
- Level 3 Award in Understanding the Principles and Practices of Assessment
- Level 3 Certificate in Assessing Vocational Achievement
- A1 or D32/D33

Specific requirements for assessors may be indicated in the assessment strategy/principles identified in individual unit specifications.

## Internal Quality Assurer Requirements

Centre staff who undertake the role of an Internal Quality Assurer (IQA) for TQUK qualifications must possess or be working towards a relevant qualification. This could include:

- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
- V1 Conduct internal quality assurance of the assessment process

- D34 Internally verify the assessment process

It is best practice that those who quality assure qualifications also hold one of the assessing qualifications outlined above. IQAs must follow the principles set out in Learning and Development NOS 11 - Internally monitor and maintain the quality of assessment.

All staff members involved with the qualification (training, assessing or IQA) will also need to be '*occupationally competent in the subject area being delivered*'. This could be evidenced by a combination of the below:

- A higher level qualification in the same subject area as the qualification approval request.
- Experience of the delivery/assessment/IQA of the qualification/s requested.
- Work experience in the subject area of the qualifications.

Staff members will also be expected to have a working knowledge of the requirements of the qualification, and a thorough knowledge and understanding of the role of tutors/assessors and internal quality assurance. They are also expected to undertake continuous professional development (CPD) to ensure they are up to date with work practices and developments in the qualifications they are involved with.



## Useful Websites

Health and Safety Executive	<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>
Office of Qualifications and Examinations Regulation	<a href="http://www.ofqual.gov.uk">www.ofqual.gov.uk</a>
Register of Regulated Qualifications	<a href="http://register.ofqual.gov.uk">http://register.ofqual.gov.uk</a>
Risk assessment equipment/manual-handling	<a href="http://www.healthyworkinglives.com/advice/work-equipment/manual-handling">http://www.healthyworkinglives.com/advice/work-</a>
Health and Safety Authority	<a href="http://www.hsa.ie/eng/Topics/Manual_Handling/">http://www.hsa.ie/eng/Topics/Manual_Handling/</a>
Health and Safety Executive NI	<a href="https://www.hseni.gov.uk/">https://www.hseni.gov.uk/</a>

For further details regarding approval and funding eligibility please refer to the following websites:

Skills Funding Agency <http://skillsfundingagency.bis.gov.uk/> for public funding information for 19+ learners in England

Learning Aim Reference Service (LARS) <https://www.gov.uk/government/publications/individualised-learner-record-ilr-sources-of-data>

DAQW – Database of Approved Qualifications [www.daqw.org.uk](http://www.daqw.org.uk) for public funding in Wales

Department for the Economy <https://www.economy-ni.gov.uk/> or Department of Education [www.deni.gov.uk](http://www.deni.gov.uk) for public funding in Northern Ireland.

## Units of assessment

### Mandatory Unit – Unit 1

Title:	Understanding the Principles of Manual Handling A/504/5456	
Level:	2	
Credit value:	1	
Guided learning hours:	4	
Learning outcomes	Assessment criteria	
The learner will:	The learner can:	
1. Understand the reasons for safe manual handling	<u>1.1</u>	Outline the potential injuries and ill health associated with incorrect manual handling
	<u>1.2</u>	Outline employers' and employees' duties relating to manual handling at work
	<u>1.3</u>	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	<u>2.1</u>	Explain the terms 'hazard' and 'risk' in the context of manual handling work
	<u>2.2</u>	Outline the process for carrying out a manual handling risk assessment
	<u>2.3</u>	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	<u>3.1</u>	Describe safe movement principles associated with manual handling
	<u>3.2</u>	Outline the types of equipment designed to be used for manual handling tasks
	<u>3.3</u>	Outline the requirements for the testing, servicing and examination of manual handling and lifting equipment
Assessment requirements: None		

Title:		Delivering a Training Session R/506/2411	
Level:		3	
Credit value:		2	
Guided learning hours:		14	
Learning outcomes The learner will:		Assessment criteria The learner can:	
1.	Be able to produce a plan for a training session.	1.1	Create a plan for a training session which includes a) Intended learners b) Intended learning outcomes c) Resources required d) Timing e) Delivery methods f) How the learning will be assessed.
2.	Be able to deliver a training session.	2.1	Create a physical and emotional environment conducive to learning.
		2.2	Use resources to support learning.
		2.3	Deliver the learning in a manner relevant to the learners.
		2.4	Involve learners in the learning.
		2.5	Use appropriate techniques to check learning has taken place.
3.	Be able to evaluate training sessions.	3.1	Collect feedback on the training session.
		3.2	Review the session based on feedback.
		3.3	Create an action plan for future sessions.
		3.4	Give constructive feedback to others.
Assessment requirements: Learners must deliver a minimum 15 minute microteach within a training session.			