

all you need to know.

Qualification Specification

NCFE Level 2 Award in Principles and Practice of Safe Manual Handling for the Workplace (601/5654/5)

Issue 1 April 2015

Section 1

Qualification overview

Qualification overview

Introduction

We want to make your experience of working with NCFE as pleasant and easy as possible. This qualification specification contains everything you need to know about this qualification and should be used by everyone involved in the planning, delivery and assessment of the NCFE Level 2 Award in Principles and Practice of Safe Manual Handling for the Workplace.

All information contained in this specification is correct at the time of publishing.

To ensure that you're using the most up-to-date version of this qualification specification please check the issue date in the page headers against that of the qualification specification on our website www.ncfe.org.uk.

If you advertise this qualification using a different or shortened name you must ensure that learners are aware that their final certificate will state the regulated qualification title of NCFE Level 2 Award in Principles and Practice of Safe Manual Handling for the Workplace.

About this qualification

The NCFE Level 2 Award in Principles and Practice of Safe Manual Handling for the Workplace has been accredited by the qualifications regulators for England, Wales and Northern Ireland,¹ and is part of the Qualifications and Credit Framework (QCF).

This qualification forms part of a suite of qualifications which have been developed to provide learners in the workplace with a basic understanding of manual handling.

This qualification may be eligible for funding. For further guidance on funding, please contact your local funding provider.

Geographical coverage

This qualification has been regulated for use in England, Wales and Northern Ireland. We're able to provide the qualification specification and assessment materials in the Welsh and/or Irish language where requested and appropriate.

Things you need to know

- Qualification number (QN): 601/5654/5
- Aim reference: 60156545
- Guided learning hours (GLH): 10
- Credit value: 2
- QCF level: 2
- Assessment requirements: internally assessed and externally moderated portfolio of evidence and an externally set and assessed multiple-choice question paper

¹ The qualifications regulators (regulators) are Ofqual in England and Northern Ireland, and the Welsh Government in Wales.

Aims and objectives of this qualification

This qualification aims to:

- provide learners with an understanding of manual handling for the workplace, and to assess their ability to safely move objects individually and as part of a team.

The objectives of this qualification are to help learners to:

- understand the reasons for safe manual handling in the workplace
- know how risk assessments can improve health and safety in the workplace
- know and apply the principles of safe manual handling when moving objects.

Please note – this qualification is about the safe manual handling of objects and does not cover the safe manual handling of people.

Entry guidance

This qualification is designed for learners of any age who are involved in the manual handling of objects within the workplace. It may be particularly relevant for new employees as part of an induction, or as a refresher course for those who need to maintain their knowledge and skills in this area.

There are no specific recommended prior learning requirements for this qualification. However, learners may find it helpful if they've already achieved a Level 1 qualification.

This qualification is suitable for learners aged pre-16 and above.

Centres are responsible for ensuring that this qualification is appropriate for the age and ability of learners. They need to make sure that learners can fulfil the requirements of the assessment criteria and comply with the relevant literacy, numeracy, and health and safety aspects of this qualification. Learners registered on this qualification shouldn't undertake another qualification at the same level with the same or a similar title, as duplication of learning may affect funding eligibility.

Achieving this qualification

To be awarded the NCFE Level 2 Award in Principles and Practice of Safe Manual Handling for the Workplace, learners are required to successfully complete **one** mandatory unit.

Mandatory unit

- Unit 01 Principles and practice of safe manual handling for the workplace (2 credits)

The learning outcomes and assessment criteria for this unit are provided in Section 3 (page 19).

To achieve the NCFE Level 2 Award in Principles and Practice of Safe Manual Handling for the Workplace, learners must successfully demonstrate their achievement of all learning outcomes and assessment criteria of the unit as detailed in this qualification specification. Grades are not awarded.

Progression opportunities

Learners who achieve this qualification could progress to:

- NCFE Level 3 Award in Health and Safety for the Workplace.
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Credit accumulation and transfer

One of the benefits of the QCF is that learners can transfer credit from one qualification to another. Learners who've already achieved one or more of the units included in this qualification elsewhere can transfer the credit already achieved. Simply let us know which units are being achieved by credit transfer via the Portal or on the Certificate Claim Form.

All units in this qualification are available for credit transfer.

Exemption

Exemption allows learners to use evidence of certificated, non-QCF achievement deemed to be of equivalent value against the requirements of a qualification. However, there are no exemptions currently identified for this qualification.

Equivalent units

Some units have equivalent units identified against them. If a learner has achieved these units previously, they can use them towards achievement of this qualification. However, this qualification has no equivalent units identified.

Section 2

Assessment and moderation

Assessment and moderation

How the qualification is assessed

Assessment is the process of measuring a candidate's skill, knowledge and understanding against the standards set in a qualification.

The assessment for the NCFE Level 2 Award in Principles and Practice of Safe Manual Handling for the Workplace consists of 2 components:

- an internally assessed portfolio of evidence which is assessed by centre staff and externally moderated by NCFE
- a short externally set and assessed multiple-choice question paper.

Internal assessment

Each candidate must create a portfolio of evidence which demonstrates achievement of learning outcome 4 (Be able to apply safe manual handling principles) and all associated assessment criteria. On completion of the learning outcome, candidates must declare that the work produced is their own. The Assessor must countersign this. Examples of suitable evidence for the portfolio for learning outcome 4 are provided in Section 3 (page 19).

The main pieces of evidence for the portfolio could include (in no particular order):

- Assessor observation – completed observational checklists and related action plans
- witness testimony
- worksheets.

You'll also find a variety of assessment and moderation pro-formas here: www.ncfe.org.uk/centre-information/assessment-and-moderation-pro-formas

Assessment guidance is provided for learning outcome 4. Assessors can use other methods of assessment as long as they're valid and reliable and maintain the integrity of the assessment and of the standards required of this qualification. Acceptable methods of assessment could be drawn from the list above.

Assessors must be satisfied that candidates have achieved learning outcome 4 and associated assessment criteria, prior to deciding if candidates have been successful. Assessors are also responsible for supporting candidates through the assessment process.

For approval of methods of internal assessment other than portfolio building, please contact the Quality Assurance team on 0191 239 8000.

External assessment

Each candidate is also required to undertake an externally set multiple-choice question paper. This paper assesses knowledge aspects of this qualification sampled from learning outcomes 1, 2 and 3 of the mandatory unit, and consists of 22 questions. The assessment is administered by centre staff under examination conditions and will last for 45 minutes, which includes provision for candidate reading time. Questions are set and assessed by NCFE and focus on the knowledge and understanding requirements of this qualification.

The pass mark for the multiple-choice question paper is 70%. Candidates will be issued with one of the following grades:

- Achieved – candidates achieved higher than the set 70% pass mark
- Within 10% of achieving – candidates achieved between 60% and 69% but did not meet the required 70% pass mark
- Not Achieved – candidates achieved less than 60% so did not achieve.

Centres are free to choose the date, time and location of assessment. The assessment for this qualification is available as either a paper-based assessment or through our online assessment service.

If a candidate disagrees with the outcome of the assessment, then the appeals process can be invoked.

Moderation

Moderation is the process by which we confirm that assessment decisions in centres are:

- made by competent and qualified Assessors
- the product of sound and fair assessment practice
- recorded accurately and appropriately.

We do this through:

- internal moderation – which you carry out
- external moderation – which we carry out through our External Moderators who, by supporting you, will make sure that assessments meet nationally agreed standards and that your quality assurance systems continue to meet our centre approval criteria.

The Internal Moderator provides the vital link between the Assessors and the External Moderator and acts as the centre's quality assurance agent.

If you'd like to know more about the responsibilities of Assessors and Internal and External Moderators please refer to our Centre Support Guide.

Section 3

Structure and content

Unit summary

Unit 01 Principles and practice of safe manual handling for the workplace (R/506/9925)

In this unit learners will develop an understanding of the reasons for safe handling in the workplace and how manual handling risk assessments contribute to improving health and safety in the workplace. Learners will also understand the principles of safe manual handling, and demonstrate that they can follow these principles and use equipment appropriately and safely.

Guided learning hours: 10

Credit value: 2

Level: 2

This unit is **mandatory**

Unit 01 Principles and practice of safe manual handling for the workplace (R/506/9925)

The learner will:

- 1 Understand the reasons for safe manual handling in the workplace

The learner can:

- 1.1 Recognise the potential injuries and ill health associated with incorrect manual handling
 - 1.2 Give examples of the duties of employers and employees relating to manual handling in the workplace
 - 1.3 Give examples of the consequences of non-compliance with manual handling requirements in the workplace
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The learner will:

- 2 Know how manual handling risk assessments contribute to improving health and safety in the workplace

The learner can:

- 2.1 Define the term 'hazard' in relation to manual handling in the workplace
 - 2.2 Define the term 'risk' in relation to manual handling in the workplace
 - 2.3 List the stages in the manual handling risk assessment process
 - 2.4 Identify the risk control hierarchy when applied to manual handling
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Unit 01 Principles and practice of safe manual handling for the workplace (R/506/9925) (cont'd)

The learner will:

- 3 Understand the principles of safe manual handling

The learner can:

- 3.1 Recognise safe movement principles associated with manual handling
 - 3.2 Give examples of the types of equipment designed to be used for manual handling tasks
 - 3.3 Explain how to use manual handling equipment safely
 - 3.4 Explain how to maintain manual handling and lifting equipment
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The learner will:

- 4 Be able to apply safe manual handling principles

The learner can:

- 4.1 Demonstrate safe manual handling when applying effort to or moving an object/load:
 - on their own
 - as part of a team
 - 4.2 Demonstrate safe use of manual handling aids and equipment
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Learning outcome 4 requires a competency-based assessment. Learners must practically demonstrate the application of the correct techniques as indicated within this learning outcome. Learners can either achieve a pass or fail.

Unit 01 Principles and practice of safe manual handling for the workplace (R/506/9925) (cont'd)

Assessment guidance

Learning outcome 4 - Be able to apply safe manual handling principles

Type of evidence: practical assessment for learning outcome

Assessment criteria: 4.1, 4.2

Additional information: The following are suggested activities that could be assessed.

At least one activity should be observed:

- lifting an object from the floor onto a platform/table at waist height
- lower an object from a platform/table at waist height to the floor
- carrying a load over a distance shorter than 5m negotiating a 90° turn
- carrying a load over a distance of 5m or more negotiating a 90° turn.

At least one activity should be observed:

- lifting an object from the floor which requires more than one person to lift it
- lowering an object which requires more than one person to lift it from a 'carry' position to the floor
- carrying an object which requires more than one person to lift it, over a distance shorter than 5m and negotiating a 90° turn
- carrying an object which requires more than one person to lift it, over a distance of 5m or more and negotiating a 90° turn.

At least 2 activities should be observed to cover 2 different aids/types of equipment:

- moving a load, using equipment designed to be pushed, over a distance of 5m or more, negotiating a 90° turn
- moving a load, using equipment designed to be pulled, over a distance of 5m or more, negotiating a 90° turn
- lifting a load, using equipment designed to lift.