

A Learner's guide to the
**QNUK Level 2 Award in
Principles of Manual Handling
Loads at Work (RQF)**

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Introduction

This qualification specification outlines key information required by learners to ensure they are able to make an informed decision in regard to the qualifications they are undertaking.

Qualification purpose

This qualification provides knowledge for those in the workplace, or those entering the workforce on the hazards and controls related to manual handling.

Qualification objective

This qualification has the purpose of supporting a role in the workplace.

Qualification structure

Qualification accreditation number	603/0708/0
Qualification level	2
Guided learning hours (GLH)	4
Total Qualification Time (TQT)	4
Credit value	1
Validity	Recommended refresher every 3 years

Pre-requisites

This qualification is available to those over 14 years.

Due to the language of the assessment, it is recommended that learners have sufficient command of the English language in order to understand the assessment and to undertake the recommended assessment methods.

There are no other pre-requisites for this qualification.

Delivery requirements

This qualification is typically delivered in a face-to-face format over a one-day period.

Learners should complete the qualification within 4 weeks.

Trainer to learner ratio

The maximum trainer to learner ratio for this qualification is 1:20, however, a preferred maximum of 16 is recommended.

Optional and additional units

The first three learning outcomes in this qualification can also be found in the QNUK Level 2 Award in Manual Handling Loads at Work (RQF).

Learners may complete the additional learning outcome and complete the practical assessment tasks to achieve the QNUK Level 2 Award in Manual Handling at Work (RQF) instead. Where this occurs, the trainer-learner ratio for the QNUK Level 2 Award in Manual Handling Loads at Work (RQF) should not be exceeded.

Blended learning

Blended learning is accepted for this qualification.

All theory assessments must be taken in the presence of a recognised invigilator; typically, the course assessor.

Units of assessment

This qualification has one mandatory unit

Unit one title	Understanding the principles of manual handling
Unit one reference number	A/504/5456
Level	2
Credit	1
Guided learning hours	4
Status	Mandatory

Details on the skills, knowledge and understanding which will be assessed can be found in Appendix 1 and 2 of this document.

Assessment methods

Learners are assessed for this qualification using the following method:

- Multiple choice question paper

The Multiple-choice assessment will take place under examination conditions; i.e. learners will sit at least 1.25 metres apart and will not be allowed to confer during the examination. No books, including dictionaries, will be permitted during the examination.

Multiple choice question paper

Each learner will be assessed for this qualification by the completion of a multiple-choice examination paper.

Example questions can be found in Appendix 3 of this document

Method	Multiple choice examination
Language of assessment	English
Grading	Pass/Fail
Pass mark	70% (11/15)
Duration	30 minutes

Reasonable adjustments

All learners are required to complete the assessment criteria in a manner appropriate to the purpose of the qualification.

The prescribed assessment methods for this qualification should not unfairly disadvantage learners, who would otherwise be able to demonstrate competence in the assessment criteria and in line with the purpose of the qualification.

If you feel the assessment methods above would disadvantage you, please contact your centre to discuss reasonable adjustment.

Results

Once you have completed your assessment, the centre is required to submit their results to Qualifications Network for moderation within 10 working days of the date of assessment. We will issue verified results and appropriate certification to the approved centre within 7 working days of receiving those results. Results and/or certificates will then be forwarded to learners by the Centre. Learners should expect to receive all results within 20 working days of the date they take the assessment. If they have not received them within 25 working days, they should contact their centre in the first instance.

Progression routes

Learners undertaking this qualification may wish to progress to the QNUK Level 2 Award in Manual Handling Loads at Work (RQF)

Acceptable forms of I.D.

All learners must provide suitable identification documentation (I.D.) prior to being allowed to take an assessment for this qualification. This is a regulatory requirement. Centres must ensure that all I.D. is checked and the I.D. type noted on the Cohort Register.

Learners who do not have an acceptable form of I.D. will not be allowed to take the assessment.

The list below outlines acceptable forms of identification for learners undertaking a regulated qualification with Qualifications Network.

Ideally learners should provide at least 1 form of photo I.D. If photo I.D is not available, 2 forms of non-photographic I.D can be accepted.

Acceptable forms of photographic I.D (1 required) are:

- Signed UK Photo card driving licence
- Signed passport (any nationality)
- Valid EU Photo identity card
- SIA security licence (with photo)
- Current and valid warrant card issued by HM forces or Police
- Current and valid Prison service card (with photo)
- Proof of age card
- Employee photo identification card
- Student photo identification card for a recognised educational establishment
- Firearms license (with photo)

Acceptable forms of non-photographic I.D (2 required) are:

- Current driving license – paper version
- Birth certificate
- Marriage/civil partnership certificate
- Mortgage statement (issued within past 12 months)
- Bank or building society statement (issued within last 3 months)
- Bank or building society account opening confirmation letter (issued within last 3 months)
- Credit card statement (issued within last 3 months)
- Pension or endowment financial statement (issued within last 12 months)
- P45 or P60 statement (issued within last 12 months)
- Council tax statement (issued within last 12 months)
- Valid work permit or visa issue by UK government
- Utility bill – excluding mobile phone bill (issued within last 3 months)
- Benefit statement e.g. child benefit, pension (issued within last 3 months)

Appendix 1 Learning Outcomes and Assessment criteria

Unit 1 Understanding the principles of manual handling

Assessment Method

The follow details the Learning Outcomes for this qualification and the assessment criteria referred to within the assessment and used to determine if a learner has met a learning outcome. Further details of how learning outcomes and assessment criteria are covered is included in Appendix 2 Unit 1 Indicative Content.

MCQ

1	Understand the reasons for safer manual handling, in relation to:		
	1.1	the potential injuries and ill health associated with incorrect manual handling	✓
	1.2	employers and employee’s responsibilities relating to manual handling at work	✓
	1.3	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, in relation to:		
	2.1	defining the terms ‘hazard’ and ‘risk’ in the context of manual handling work	✓
	2.2	the steps related to undertaking a manual handling risk assessment	✓
	2.3	appropriate risk controls for common manual handling hazards	✓
3	Understand the principles, types of equipment and testing requirements associated with manual handling safety, in relation to:		
	3.1	safe movement principles associated with manual handling	✓
	3.2	appropriate equipment to be used for manual handling tasks	✓
	3.3	the requirements for the testing, servicing and examination of manual handling and lifting equipment	✓

Appendix 2 Indicative content

Unit 1 Understanding the principles of manual handling

1.1 The potential injuries and ill health associated with incorrect manual handling

Injuries and ill health include: Back pain, sprains and strains, hernias, fractures, cuts, abrasions, burns, prolapsed vertebral discs.

1.2 Employers and employee's responsibilities relating to manual handling at work

Employers: avoid the need for manual handling where possible, assess risks related to manual handling, implement reasonably practical control measures and train staff in relation to the hazards and controls.

Employees: co-operate with the employer, use any equipment provided and follow safe systems of work. Report concerns about unsafe practice.

1.3 The consequences for non-compliance with health and safety requirements at work

Non-compliance can affect the individual; for example by receiving injuries. The employer may be affected financially with direct and indirect costs, such as compensation, fines, increased insurance premiums. Non-financial impacts may include poor reputation, increased visits from inspectors, poor staff morale.

2.1 Defining the terms 'hazard' and 'risk' in the context of manual handling work

Hazard: Something with the potential to cause harm

Risk: the likelihood of harm being realised

2.2 The steps related to undertaking a manual handling risk assessment

Steps of a manual handling risk assessment to include:

- Identify the manual handling tasks
- Avoid manual handling tasks where possible
- Assess the remaining risk
- Reduce the remaining risk
- Record the findings
- Review

2.3 Appropriate risk controls for common manual handling hazards

Appropriate controls include:

Automation: E.g. Forklift trucks, Conveyor belts, Lifts, Hoists

Mechanical aids: E.g. Wheelchairs, mechanical hoists, sack barrows, trolleys

Others: E.g. Adapting the load to be lighter or easier to handle, minimising travel distances and frequency of handling, regular activity breaks, improved environmental conditions, particularly light and floor surfaces, team handling and use of Personal protective equipment (PPE)

3.1 Safe movement principles associated with manual handling

Safer movement principles include: planning the task, adopting a suitable posture, lifting, transporting, placing and adjusting.

3.2 Appropriate equipment to be used for manual handling tasks

Appropriate equipment to include: Mechanical aids outlined in 2.3. Others include: gas cylinder trolley, keg trolley, panel trolley, stacking chair trolley, suction lifter (e.g. glaziers).

3.3

The requirements for the testing, servicing and examination of manual handling and lifting equipment

Standard equipment should be checked before use by the user. Inspection and testing should be inline with the Provision and use of work equipment regulations; e.g. undertaken by a competent person, recorded and carried at regular intervals.

Lifting equipment should be checked in accordance with the lifting operations and lifting equipment regulations. Passenger lifting equipment should be thoroughly examined on installation and then at least every 6 months. Equipment lifting equipment is subject to the same but at intervals at least every 12 months.

Appendix 3 Specimen assessment material

1 Which of the following **MUST** be clearly marked on any lifting equipment?

- A** The safe working load
- B** Names of all staff who have been trained in the use of the equipment
- C** The details of the store where the equipment is kept overnight
- D** The findings of the latest risk assessment

2 Which of the following is a manual handling injury most likely to be caused by lifting while twisting?

- A** Trapped nerve
- B** Hernia
- C** Cuts and burns
- D** Fracture

3 Which of the following is true?

- A** All manual handling should be undertaken with a partner
- B** When lifting an object, the back should be slightly bent
- C** Head injuries are a common type of manual handling injury
- D** Employees should undertake and record all the manual handling tasks that they perform each day