

QUALIFICATION SPECIFICATION

FAA LEVEL 2 AWARD IN MANUAL HANDLING
- PRINCIPLES AND PRACTICE (RQF)

AWARD IN MANUAL HANDLING PRINCIPLES
AND PRACTICE AT SCQF LEVEL 5



The risks arising from manual handling have been recognised by the Health and Safety Executive as evidenced in their regulations and advisory notices promoting good practice.

Employers are required to take appropriate steps, including training, to reduce the risk of injury to employees who carry out any manual handling activities at work.

The qualification is designed for those who carry out manual handling at work and provides essential information about controls and hazards.

This qualification is regulated in the UK and awarded by First Aid Awards (FAA).

FAA are an awarding organisation regulated by Ofqual and Qualifications Scotland Accreditation and the qualification sits on the Regulated Qualifications Framework (RQF) and the Scottish Credit and Qualifications Framework (SCQF).

Qualification delivery can be classroom-based or distance learning through video conferencing software.

QUALIFICATION STRUCTURE

The qualification consists of one unit which learners must successfully complete to achieve the qualification.

Learning outcomes and assessment criteria

FAA qualifications have set learning outcomes and assessment criteria. The learning outcomes describe the skills and knowledge a learner will gain by successfully completing the qualification. The assessment criteria state the skills, knowledge, and competence a learner will be required to demonstrate during assessment.

| | | |
|--|-----------------------------------|-----------------------------|
| Qualification number | RQF 600/7624/0 | SCQF R306 04 |
| The qualification consists of one unit | | |
| RQF unit title | Manual Handling Safety at Work | |
| RQF unit code | D/602/4593 | |
| SCQF unit title | Manual Handling Health and Safety | |
| SCQF unit code | UC27 04 | |
| Guided Learning Hours (GLH) | Classroom-based - 6 hours | Distance learning - 3 hours |
| Total Qualification Time (TQT) | 7 hours | |

| LEARNING OUTCOMES The learner will: | ASSESSMENT CRITERIA The learner can: |
|--|---|
| 1. Understand the reasons for safe manual handling | 1.1 Outline the potential injuries and ill health associated with incorrect manual handling 1.2 Outline employer's and employee's duties relating to manual handling at work 1.3 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 | 2.1 Explain the terms 'hazard' and 'risk' in the context of manual handling work 2.2 Outline the process for carrying out a manual handling risk assessment 2.3 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 | 3.1 Describe safe movement principles associated with manual handling 3.2 Outline the types of equipment designed to be used for manual handling tasks 3.3 Outline the requirements for the testing, servicing and examination of manual handling and lifting equipment |
| 4. Be able to apply safe manual handling principles | 4.1 Demonstrate efficient and safe manual handling principles when: <ul style="list-style-type: none"> • Applying effort to, or moving a load or object manually on their own • Using manual handling aids and equipment • Undertaking a manual handling task as part of a team |

ENTRY REQUIREMENTS

The qualification is available to learners aged 14 or over.

It is recommended that learners hold a minimum of level 1 in literacy or equivalent to undertake this qualification.

It may be possible to grant a reasonable adjustment for a learner who has a disability, medical condition or learning need following the [FAA Reasonable Adjustment and Special Consideration Policy](#). For example, assistance could be given with reading or writing during a classroom-based assessment.



Due to the level of unsupervised learning, a learner undertaking a distance learning course must have the literacy skills to complete the required self-study.

There are physical demands within the manual handling assessment and learners will need to demonstrate efficient and safe manual handling principles.

If a learner has any concerns they should contact their training provider to discuss before attending the course.

QUALIFICATION DELIVERY

Guided Learning Hours (GLH) indicates the number of contact hours that the learner will undertake being taught or assessed under the immediate guidance or supervision of the trainer/assessor in the classroom, or for distance learning qualifications remotely by video conferencing software.

Total Qualification Time (TQT) includes GLH but also considers unsupervised learning or preparation undertaken by a learner such as self-study or the completion of set tasks and is an estimate of how long an average learner may take to achieve the qualification.

TQT remains the same for a qualification regardless of the method of delivery but the guided learning hours (GLH) will be different due to distance learning self-study.

Classroom-based delivery

6 guided learning hours and 7 hours total qualification time.

The minimum classroom contact time of 6 hours, which includes assessment, can be delivered in 1 day or completed over a maximum of 3 weeks ensuring each session is a minimum of two hours.

The learner ratio for classroom delivery is a maximum of 16 learners to 1 trainer/assessor.

Distance learning delivery

Distance learning delivery can be by either self-study and webinars or continuous contact between the learner and trainer/assessor.

It is beneficial for a learner to undertake independent learning, for example by doing research on the internet.

The learner ratio for distance learning delivery is a maximum of 20 learners to 1 trainer/assessor.

- **Self-study and webinars**

3 guided learning hours and 7 hours total qualification time.

The minimum contact time between the learner and trainer/assessor by video conferencing software of 3 hours, which includes assessment, must be completed over a maximum of 3 weeks.

This method of delivery involves a combination of self-study by the learner using FAA resources and trainer/assessor webinars.

- **Continuous contact by video conferencing software**

6 guided learning hours and 7 hours total qualification time.

The qualification can be delivered by video conferencing software in the format of classroom delivery with the learners and the trainer/assessor in continuous contact.

The minimum contact time of 6 hours, which includes assessment, can be delivered in 1 day or completed over a maximum of 3 weeks ensuring each session is a minimum of two hours.



QUALIFICATION ASSESSMENT

There is no grading of the assessment, learners pass or are referred.

Classroom-based assessment

The qualification is assessed by a written assessment and practical demonstration of efficient and safe manual handling principles. A learner must pass both assessments to be awarded the qualification.

Distance learning assessment

The qualification is assessed by professional discussion with the trainer/assessor through video conferencing software and practical demonstration of efficient and safe manual handling principles. A learner must pass both assessments to be awarded the qualification.

QUALIFICATION VALIDITY

The qualification does not have an expiry date but keeping up to date with changes to policies, procedures and new legislation through ongoing CPD is vital.

It is strongly recommended that the learner attends annual refresher training.

PROGRESSION

Learners who achieve this qualification could progress on to other FAA health and safety qualifications including fire safety. FAA also offer qualifications in first aid and related subjects, food safety, safeguarding, and first aid for mental health if a learner wanted to diversify.

Qualification specifications for all FAA qualifications can be found on the [FAA website](#).

