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Qualification Specification
Highfield Level 1 International
Award in Safe Moving and
Handling

Version 2.1 Oct 2016

Contents

Introduction	3
Key facts.....	3
Qualification Overview.....	3
Entry Requirements	3
Qualification Structure	3
Delivery and assessment ratios	3
Guidance on delivery	3
Guidance on assessment	3
Guidance on Internal Quality Assurance	4
Guidance on External Quality Assurance.....	4
Centre requirements.....	4
Validity.....	4
Tutor requirements.....	4
Reasonable Adjustments and Special Considerations	4
ID requirements.....	5
Progression.....	5
Useful Websites.....	5
Recommended Training Materials	5
Appendix 1	6

Highfield Level 1 International Award in Safe Moving and Handling

Introduction

This qualification specification is designed to outline all you need to know to offer this qualification in your Centre. If you have any further questions, please contact your Centre manager.

Key facts

Duration:	½ Day (4 hours)
Assessment Method:	Practical Assessment

Qualification Overview

The Level 1 International Award in Safe Moving and Handling qualification is intended as an introduction to moving and handling activities for those starting work, returning to work or who need specific training in manual handling, as well as being a suitable qualification for refresher training.

Learners gaining this qualification will understand that moving and handling must be carried out correctly and will recognise its importance in ensuring a safer working environment.

Entry Requirements

Centres are responsible for ensuring that learners can meet the necessary standards of the language in which the course is being delivered.

Qualification Structure

See Appendix 1.

Delivery and assessment ratios

To effectively deliver and assess this qualification, it is recommended that Centres do not exceed the ratio of 1 qualified tutor to a maximum of 12 learners in any one instance. If Centres wish to increase this ratio, they must first request approval from Highfield.

Guidance on delivery

It is recommended that the qualification is delivered over a half-day period. This delivery programme may be adjusted in accordance with learners' needs and/or local circumstances.

Guidance on assessment

The qualification is assessed through practical assessment, which must be assessed by the tutor and have records maintained in the practical assessment matrix. This matrix is included in the corresponding Assessment Pack and must be quality assured and retained by the Centre.

Guidance on Internal Quality Assurance

HABC requires Centres to have in place a robust mechanism for internal quality assurance. Internal quality assurance (IQA) must be completed by an appropriately experienced person and that person must not have been involved in any aspect of the delivery or assessment of the course they are quality assuring.

The IQA should ensure that:

- The delivery and assessment is in line with the qualification requirements;
- All assessment paperwork is completed accurately; and
- An audit trail is provided for internal quality assurance.

Guidance on External Quality Assurance

In addition to internal quality assurance, Highfield will conduct a number of external quality assurance engagements to support Centres in the effective implementation and on-going management of this qualification. For example, this could be conducted via Highfield sampling Centre paperwork or conducting support visits to Centres.

Centre requirements

To effectively deliver this qualification, Centres must have access to the following resources:

- Classroom with suitable seating and desks;
- A projector, if using a PowerPoint presentation (or similar); and
- Training aids for the practical assessment.

Validity

This qualification is for learners outside of the UK.

Tutor requirements

Highfield recommends that nominated tutors should have a minimum of a Level 2 Manual Handling qualification from a recognised awarding body together with a teaching qualification.

Suitable subject area qualifications include:

- Highfield Level 2 Award in Safe Moving and Handling (QCF); and
- Highfield Level 2 Award in Moving People Safely.

Suitable teaching qualifications include:

- Highfield Level 3 International Award in Delivering Training (IADT);
- Highfield Level 3 PTLLS, or above;
- Highfield Level 3 Award in Education and Training, or above;
- Diploma or Certificate in Education;
- Bachelors or Masters Degree in Education;
- City and Guilds Teachers Certificate or equivalent;
- Level 3 or 4 NVQ in Training and/or Development;
- Proof of at least 30 hours of training in any subject; and
- Any other qualification and/or experience deemed appropriate by Highfield.

Tutors should also be able to demonstrate relevant experience and knowledge in a work context and provide evidence of engagement with the subject field and continuing professional development.

Reasonable Adjustments and Special Considerations

Highfield has measures in place for learners that require additional support. Please see the Highfield

Reasonable Adjustments Policy.

ID requirements

All learners must be instructed to bring photographic identification to the assessment to be checked by the invigilator. This instruction should be given ahead of the course/assessment when the learner registers and/or with any pre-course materials.

It is the responsibility of the Centre to have systems in place to ensure that the person taking an examination/assessment is the person they are purporting to be. All Centres are therefore required to ensure that each learner's photographic identification is checked before they are allowed to undertake the examination/assessment and write the type of photo identification provided by each learner on the Candidate List under "Identification Provided". Highfield will accept the following as proof of a learner's identity:

- Valid passport (any nationality);
- Signed photo card driving licence;
- Valid warrant card issued by police, local authority or equivalent; or
- Other photographic ID card, e.g. employee ID card (must be current employer), student ID card, travel card.

For more information on learner ID requirements, please refer to the Highfield Examination and Invigilation Regulations within the Core Manual.

Progression

Progression and further learning routes include:

- Highfield Level 2 Award in Safe Moving and Handling (QCF); and
- Highfield Level 2 Award in Moving People Safely (QCF).

Highfield offers a range of qualifications to help learners progress their careers and personal development. Please contact your Centre manager for further information.

Useful Websites

- www.highfieldproducts.com (Highfield Products);
 - www.highfieldinternational.com (HighfieldABC MEA); and
 - www.highfieldqualifications.com (Highfield UK).
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Recommended Training Materials

- *The Manual Handling Handbook (Level 2)*, Wordsworth, M. Highfield Products;
 - *The Health and Safety Handbook (Level 2)* Sprenger, C.M.R. Highfield Products; and
 - *Manual Handling Level 2 Training PowerPoint*, Wordsworth, M. Highfield Products.
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Appendix 1

International Safe Moving and Handling

Level: 1
Required contact hours: 4

Learning Outcome	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. Be able to apply safe manual handling principles:	1.1 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.

Guidance for the practical assessment

The following activities will be assessed by the tutor in accordance with current best practice for safe movement and be recorded on the assessment matrix:

- lifting an object from the floor onto a platform/table at waist height (lift from floor)
- moving an object from a platform/table at waist height to a platform/table at waist height 1.5m apart (short distance move)
- moving an object from a platform/table at waist height to the floor (lower to floor)
- carrying a load over a distance of 5m negotiating a 90° turn (carry a load with turn)
- moving a load on equipment designed to be pushed over a distance of 5m, negotiating a 90° turn (push a load with turn)
- lifting an object from the floor which requires more than one person to lift it (team lift)
- carrying an object which requires more than one person to lift it, over a distance of 5m and negotiating a 90° turn (team carry)
- lowering an object which requires more than one person to lift it from a 'carry' position to the floor (team lowering).

Centre guidance for assessment activities

Centres are advised to use equipment and props for the assessment activities relevant to the environment where the training has been delivered. Remember, the assessment is about carrying out safe moving and handling, not a strength test. Centres must ensure the efforts required from a learner to complete the assessment do not present an unnecessary risk.

Lift from floor

Any suitable object will be sufficient. A small box in an office, an item of equipment in an industrial premise or a product in retail. The assessment is about maintaining the correct principles of lifting. Remember the manual handling guidance on lifting loads from floor level:

1. Feet alongside the load
2. One foot slightly in front of the other to provide a stable base
3. Keep the back straight
4. Loads low on the floor need care - a slight bending of the back is more preferable than a full squat or stooping
5. Test the load for balance and weight, never lift beyond your capability seek help if required

6. Ensure a good hold is made - grasping the load in a 'hug' close to the body may be preferable to using hands alone
7. Keep the shoulders in line and avoid leaning
8. Look ahead when lifting
9. Be aware not to bend the back, which happens when the legs are straightened before the load is lifted
10. The heaviest side of the load should be closest to the body
11. Keep the load as close to the waist as you can when lifting - this is an important step in safe lifting.

Short distance move

Place 2 desks 1.5m apart and ask delegates to move a suitable object between the desks. The assessment of the activity is to ensure that learners do not twist but use whole body movements to ensure safe moving and handling.

Lower to floor

This assessment is about ensuring that the reverse of the lift from floor assessment is undertaken.

Carry a load with turn

This activity can be easily set up in the classroom or the workplace.

The main areas of this assessment are that learners:

- check the route before carrying out the activity
- correctly lift the load
- keep the load close to the body, elbows as close to right angles as possible
- keep the heaviest side of the load closest to the body if relevant
- use the feet to change direction and not twist the body
- ensure correct lowering of the load.

Push a load with turn

Centres must take suitable equipment to the venue (or ensure equipment is at the venue already) to ensure this activity can be properly assessed. A pushchair, sack truck or small wheelbarrow are examples of equipment which may be used.

Learners should be assessed to ensure they:

- check the equipment before carrying out the activity
- check the route before carrying out the activity
- load the equipment using safe moving and handling principles
- ensure that equipment handles are positioned between waist and shoulder height
- check that hands are not on the outside of equipment, where they may be trapped against doors or walls
- use their feet to change direction
- travel at walking speed, without rushing
- keep feet well away from the load.

Team lift

Use a suitable object. A piece of large furniture or a long pipe or tube are examples of equipment that can be used for this assessment. It is important that the principles of safe moving and handling are followed at all times, even when team lifting. Centres/tutors may find that all the team assessments may be carried out in one activity, for instance:

- lift the load

- follow the route including the turn
- lower the load.

Remember the following:

- a member of the team must be nominated to be in charge of the lift and to call out all instructions
- all team members must be able to communicate with each other at all times
- sufficient space should be available for the whole team to move the load safely at all times
- the load should have suitable hand-holds or grips and all team members should have clear access
- if possible, team members should be of similar individual capability including build and stature
- uneven load distribution must be managed by the stronger team members taking the 'heavy end'.

Team carry

It is important that the route is checked before carrying out the lift. The load must be able to fit along the designated route.

Team lower

Lowering must continue to use safe moving and handling principles. The assessment must confirm clear communications between the team.