



## RIDDOR Level 2 (VTQ)

### QUALIFICATION SPECIFICATION

QUALIFICATION NUMBER: PRO/120/RIDDOR

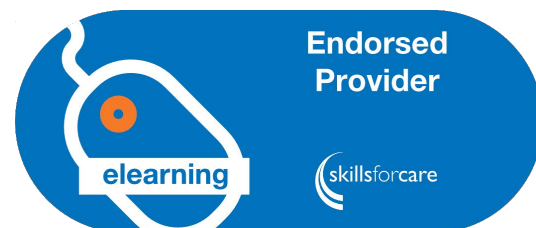
*This Qualification is Endorsed by an Awarding Organisation Regulated by Ofqual*



## Endorsed, CPD Certified and ISO Standards

*All ProTrainings classroom and online qualifications are endorsed through an Awarding Organisation Regulated by Ofqual, through the Skills for Care Scheme with the highest level of recognition and are approved through the CPD Standards services for CPD certification.*

*ProTrainings: Additional quality at an affordable price.*



This is the highest standard of recognised endorsement and only organisations who have a proven history of continued success in making a difference in the training industry can be awarded the Centre of Excellence endorsement. ProTrainings proudly announce that we have received this endorsement for continuous professional training delivery.

As a recognised Skills for Care provider who is already endorsed for delivering training through digital e-learning, classroom and blended formats, this enhanced Centre of Excellence endorsement will take our credibility and quality of training to an advanced state of recognition. But what does this new Centre of Excellence endorsement mean?

The Centre of Excellence status means that we have been able to consistently demonstrate exemplary commitment to meeting the needs of learners in the adult social care sector. This meant we needed to comply with the social model of care and be able to measure the impact of provision on the lives of people who use these services.

We embarked on this provision to prove how consistent ProTrainings services are, to test whether we are meeting a high standard, to evolve, adapt and improve our provision and to place ourselves amongst a small selection of companies who are a Skills for Care Centre of Excellence.

Gaining this accolade has resulted in receiving a designation as a 'Centre of Excellence in Adult Social Care and Learning and Development' and we do not plan on stopping our standards here. We will continue to offer the finest services so that lives are rewarded through the training and services we provide.

# **ProTrainings Europe Limited**

## **Specification Overview**



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## Introduction

Welcome to **ProTrainings Europe Limited**.

ProTrainings EU is a certifying organisation recognised for providing training and qualifications in England, UK and across the globe.

ProTrainings EU offer qualifications designed in-house and qualifications which are regulated by Ofqual through TQUK and FutureQuals. Our qualifications are carefully designed to meet industry standards and regulatory requirements giving every learner or user confidence that training meets HSE, Ofqual, UK & EU Resuscitation Council, Skills for Health, Ofsted and Skills for Care training standards.

Our unique approach to training delivery is designed to accommodate learning styles in all their forms, including online, classroom and blended formats. Our variety of delivery methods has been a preferred choice for many learners who require training through general interest and as part of their profession. Our training has been comprehensively designed to meet standards that fall within the boundaries of qualifications overseen by awarding organisations.

ProTrainings high standards include a robust training approach that meets strict specifications, quality assurance requirements and qualification standards. As a result of implementing a comprehensive quality assurance process, ProTrainings online and classroom courses have been CPD certified, endorsed through The Skills for Care Scheme (ProTrainings being the first organisation gaining approval for classroom and online training in the United Kingdom) and we have surpassed an external audit by being approved for ISO45001 : 2018 and ISO9001 : 2015 for maintaining high organisational standards.

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.

For more information please visit [www.ProTrainings.uk](http://www.ProTrainings.uk) for news, updates and information on a variety of qualifications spanning into the Health & Safety industry, First Aid world, Pet First Aid environment and Health & Social Care sector.

## Qualifications Specifications

ProTrainings EU offer policies and guidelines for centres, organisations and individuals through this specification. Information in this specification will include the course curriculum, learning outcomes, units and general guidelines on how the course is delivered.

We aim to support our centres by providing guidance in this specification for a better understanding on how our courses are delivered and processed.

Our specifications document can be accessed on our website at [www.ProTrainings.uk](http://www.ProTrainings.uk) along with other specifications for respective qualifications listed under each sub-heading.

For more information please use our online chat service or contact our office on 01206 805 359. Alternatively, please email our support department at [support@protrainings.uk](mailto:support@protrainings.uk) or compliance department at [compliance@protrainings.uk](mailto:compliance@protrainings.uk).

## Introduction to RIDDOR Level 2 (VTQ)

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) have been amended as of 6 April 2012, RIDDOR's over-three-day injury reporting requirement has changed. The trigger point has increased from over three days' to over seven days' incapacitation (not counting the day on which the accident happened). Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

Includes the latest advice on Coronavirus COVID 19 and RIDDOR by the HSE.

This course gives basic training of RIDDOR and how businesses need to plan and follow the rules of the HSE in respect of accident reporting and notification to the HSE.

The content of this and all our courses has been independently certified as conforming to universally accepted Continuous Professional Development (CPD) guidelines and come with a Certified CPD Statement as well as a ProTrainings Certificate and for online courses an Evidence-Based Learning statement.

## Qualification Delivery

**Guided Learning Hours (GLH):** These hours are made up of real-time contact time, guidance, or supervision of a learner by an instructor, supervisor, tutor or trainer.

GLH for this qualification is 3

**Total Qualification Time (TQT):** 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.

TQT for this qualification is 4

Our RIDDOR Level 2 (VTQ) course is taught over half a day and may include practical and theoretical assessments.

## Entry Requirements

There are no specific entry requirements however, learners should have a minimum of Level 2 in literacy, numeracy or equivalent.

The qualification is suitable for learners aged 14 years and above.

## Progression or Similar

**Successful learners can progress to other qualifications such as:**

- Health and Safety in the Workplace Level 1 (VTQ)
- Health and Safety in the Workplace Level 2 (VTQ)
- Health and Safety in the Workplace Level 3 (VTQ)
- Fire Safety Level 1 (VTQ)
- Fire Safety Level 2 (VTQ)



## Requirements to teach the RIDDOR Level 2 (VTQ)

Approval to deliver this course is sanctioned by ProTrainings Europe Limited only.

Instructors must hold the relevant qualifications, experience and occupational competence to qualify for approval. A detailed portfolio providing descriptive dates, CPD log and meeting/passing IQA reviews is required for approval.

Supporting evidence that clearly outlines where instructors qualify to teach this course must be emailed to our compliance manager at [compliance@protrainings.uk](mailto:compliance@protrainings.uk).

## Certification

This qualification is overseen by our compliance department and all courses undergo a robust internal quality assurance review before certification.

A desktop review and site visit will form part of our evaluation.

Paperwork should be marked and assessed by the approved instructor/centre and uploaded to our online management suite following successful completion of the course. Courses should be passed within 5 working days after the course has been taught.

## Learner Access

ProTrainings offer highly sophisticated and supportive services to successful learners who complete online, classroom and blended training. Our online system offers the learner a uniquely designed portal where there is access to a free student manual, CPD credit statement, evidence-based learning document, optional weekly refresher videos and an area for downloadable content with a cohort of supporting evidence relevant to the qualification the learner completes.

ProTrainings after service adds clarity to teaching, promotes continuous learning and encourages learners to revisit and revise subjects they have been taught.

**Complaints - Scope of Complaints Procedure:** The procedure deals with complaints arising from:

- Delivery (or lack of delivery) of services for education and training including teaching, course content, tutoring, assessment, feedback on progress and learner support during learning programmes
- Incorrect or misleading information about services provided by the Centre
- Delivery (or lack of delivery) of support services provided by the Centre including administration of fees, enrolment processes, Centre accommodation, health and safety and learner resource services
- Unacceptable actions or behaviour by Centre staff and/or other learners in the Centre

### How to complain

Complaints should initially be made in writing to the Head of Centre or your designated tutor. This can be completed using your student login for [www.ProTrainings.uk](http://www.ProTrainings.uk)

Support can be made available for all those involved in a complaint including:

- Representation: parent, guardian, friend or supporter
- Help with completing the written complaint
- The induction will provide further details regarding this process.

# RIDDOR Level 2 (VTQ)

## PRO/120/RIDDOR

### Course Overview

- Introduction to RIDDOR
- Be able to understand what RIDDOR is
- Know how to use an Accident Report book



# Learning Outcomes – PRO/120/RIDDOR

These learning outcomes are mapped to meet an RIDDOR Level 2 (VTQ) criterion. Each learning outcome presents a knowledge, skill or assessment to help students understand the curriculum in finer detail.

<b>Learning Outcomes (LO)</b> The learner will:	<b>LO</b>
<b>UNIT – 1</b>	
<b>Introduction to RIDDOR</b>	<b>LO1</b>
What does RIDDOR stand for	1.1
Who governs and oversees RIDDOR	1.2
Why is RIDDOR important	1.3
<b>Be able to explain what RIDDOR is</b>	<b>LO2</b>
Discuss what RIDDOR is and how it relates to accident reporting	2.1
Understand how to write and submit a report	2.2
Become familiar with what is required when you write and submit a report	2.3
List and discuss what is considered reportable	2.4
Explain why it is important to report a gas incident	2.5
Discuss how COVID 19 relates to RIDDOR	2.6
<b>Using an accident report book</b>	<b>LO3</b>
Become familiar with how you record an incident using a book or submitting a report online	3.1
Discuss and review what information is included in the report	3.2





## Useful Websites

### **ProTrainings Europe Limited**

[www.ProTrainings.uk](http://www.ProTrainings.uk)

### **Health and Safety Executive**

[www.hse.gov.uk](http://www.hse.gov.uk)

### **The Resuscitation Council (UK)**

[www.resus.org.uk](http://www.resus.org.uk)

### **Skills for Health**

[www.skillsforhealth.org.uk](http://www.skillsforhealth.org.uk)

### **Office of Qualifications and Examinations Regulation**

[www.ofqual.gov.uk](http://www.ofqual.gov.uk)

### **Ofsted**

[www.gov.uk/ofsted](http://www.gov.uk/ofsted)

### **Skills for Care**

[www.skillsforcare.org.uk](http://www.skillsforcare.org.uk)

### **The CPD Standards Office**

[www.cpdstandards.com](http://www.cpdstandards.com)

### **QMS International**

[www.qmsuk.com](http://www.qmsuk.com)

### **FOFATO**

[www.fofato.co.uk](http://www.fofato.co.uk)

### **NASDU**

[www.nasdu.co.uk](http://www.nasdu.co.uk)

### **TQUK**

[www.tquk.org](http://www.tquk.org)



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