



Safe Moving and Handling Level 2 (VTQ)

QUALIFICATION SPECIFICATION

QUALIFICATION NUMBER: PRO/14/SMH

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.

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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 have 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 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 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 or compliance department at compliance@protrainings.uk.

Introduction to Safe Moving and Handling Level 2 (VTQ)

Our ProTrainings Safe Moving and Handling Level 2 (VTQ) course is ideal for all workplace requirements, as it includes coverage of correct manual handling techniques, legislation and lifting aids which is designed to reduce the risk of accidents occurring.

This course is designed to meet the HSE Manual Handling Regulations 1992 requirements as well as other relevant principles and guidelines.

This qualification is intended as a further development qualification for those working in areas where the assistance of moving, lifting and pulling is an essential part of their role. Individuals gaining this qualification will learn that any moving and handling must be carried out correctly.

This qualification can be taken as an online, blended or classroom course by one of our approved instructors. The online course also acts as a good refresher course for those who just need their skills refreshed.

In addition, ProTrainings Europe Limited is proud sponsors of Backcare who aim to significantly reduce the burden of back pain by providing information and advice to all people and organisations affected by back pain.

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 3-4

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 5

Our Safe Moving and Handling Level 2 (VTQ) course is taught over half a day and will 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. This qualification is suitable for learners aged 14 years and above.

Progression - Successful learners can progress to other qualifications such as:

- H&S Level 3 (VTQ)
- Safe Moving and Handling Level 2 (VTQ)

Requirements to teach Safe Moving and Handling 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 which clearly outlines where instructors qualify to teach this course must be emailed to our compliance manager at compliance@protrainings.uk. Additionally, requirements to complete ITG instructor training maybe advisory.

Certification

This qualification is overseen by our compliance department and all courses undergo a robust internal quality assurance review prior to 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 to your designated tutor. This can be completed using your student login for 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
- Induction will provide further details regarding this process

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Course Overview

Introductory Manual Handling Training

Manual Handling Regulations

LOLER Regulations

PUWER Regulations

Guidelines for Manual Handling

How and Why we Lift Correctly

Manager's Duties

Lifting Safety

Assessing Risks

Assessing the Individual Move

Your Spine

Anatomy of an Injury

When an Accident Occurs

Slips, Trips, and Falls

Workstation and VDU safety

Moving and Lifting Objects

Intro to Box Lifting

Single Person Lift

Two Person Lifting

Working Together

Moving Unusual Objects

Odd-Shaped Objects

Pushing and Pulling

Lifting Aids

Using Lifting Aids

Motorised Lifting Aids

Conveyor Belts

Pallet Truck

Sack Truck

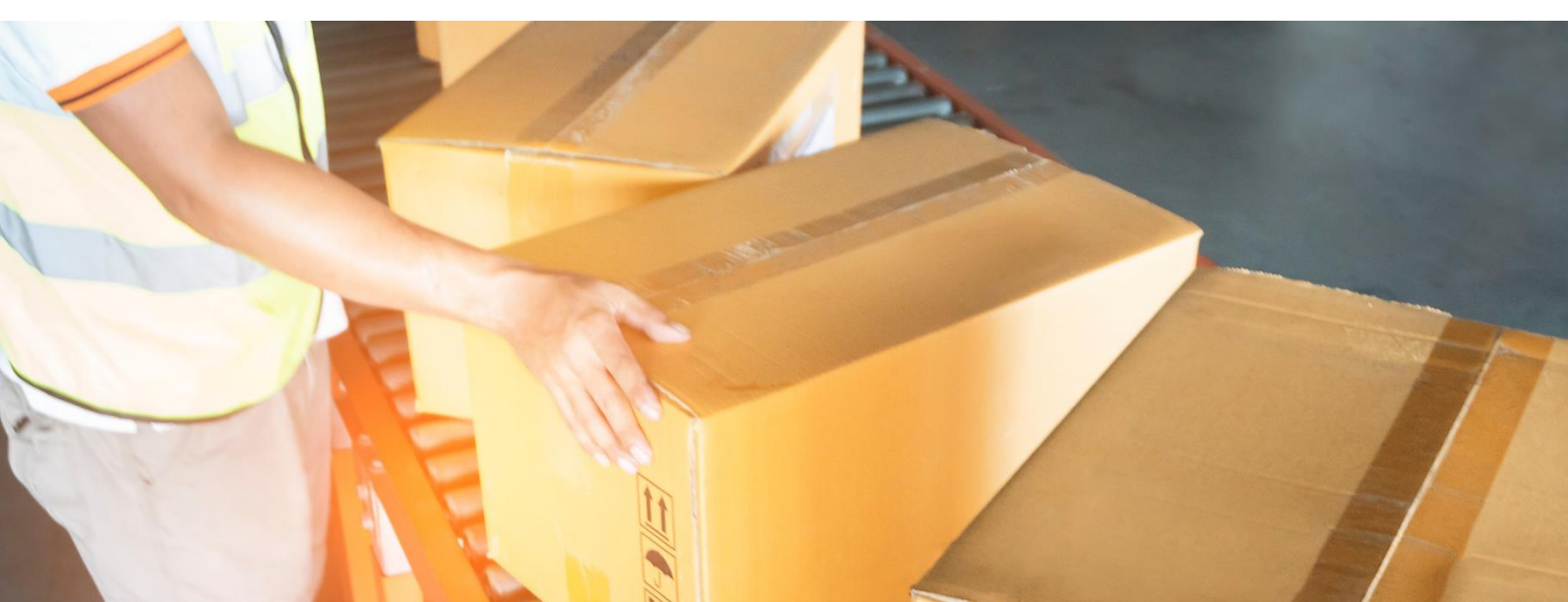
Trolley



Learning Outcomes - PRO/24/MPP

These learning outcomes are mapped to meet a Safe Moving and Handling Level 2 (VTQ) qualification. Each learning outcome presents a knowledge, skill or assessment to help students understand the curriculum in finer detail.

Learning Outcomes (LO) The learner will:	LO
UNIT – 1	
Understand the reasons for safe manual handling	LO1
Outline the potential injuries and ill health associated with incorrect manual handling	1.1
Outline employers and employees duties relating to manual handling at work	1.2
Outline the consequences for non-compliance with health and safety requirements at work	1.3
Understand how manual handling risk assessments contribute to improving health and safety	LO2
Explain the terms 'hazard' and 'risk' in the context of manual handling work	2.1
Outline the process for carrying out a manual handling risk assessment	2.2
Describe the principle of the risk control hierarchy when applied to manual handling	2.3
Understand the principles, types of equipment and testing requirements associated with manual handling safety	LO3
Describe safe movement principles associated with manual handling	3.1
Outline the types of equipment designed to be used for manual handling tasks	3.2
Outline the requirements for the testing, servicing and examination of manual handling and lifting equipment	3.3
Be able to apply safe manual handling principles	LO4
Demonstrate efficient and safe manual handling principles when;	4.1
a. applying effort to, or moving a load or object manually on their own	
b. when using manual handling aids and equipment	
c. when undertaking a manual handling task as part of a team	



Useful Websites

ProTrainings Europe Limited
www.ProTrainings.uk

Health and Safety Executive
www.hse.gov.uk

The Resuscitation Council (UK)
www.resus.org.uk

Skills for Health
www.skillsforhealth.org.uk

Office of Qualifications and Examinations Regulation
www.ofqual.gov.uk

Ofsted
www.gov.uk/ofsted

Skills for Care
www.skillsforcare.org.uk

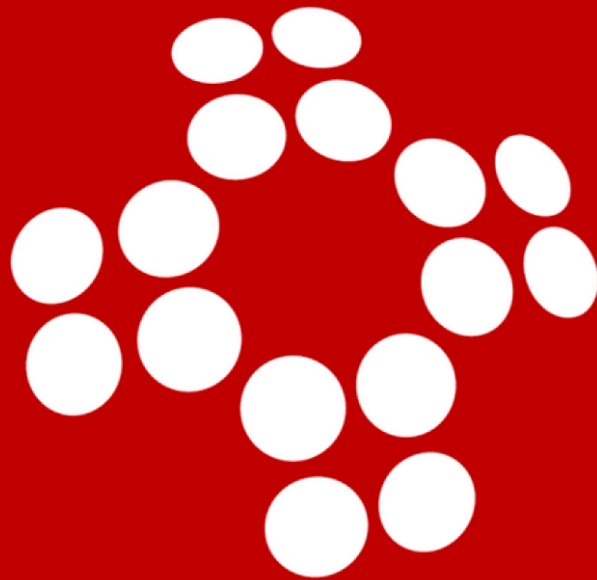
The CPD Standards Office
www.cpdstandards.com

QMS International
www.qmsuk.com

FOFATO
www.fofato.co.uk

NASDU
www.nasdu.co.uk

TQUK
www.tquk.org



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