



## DSE/VDU Operator Safety Level 2 (VTQ)

### QUALIFICATION SPECIFICATION

QUALIFICATION NUMBER: PRO/101/DSE

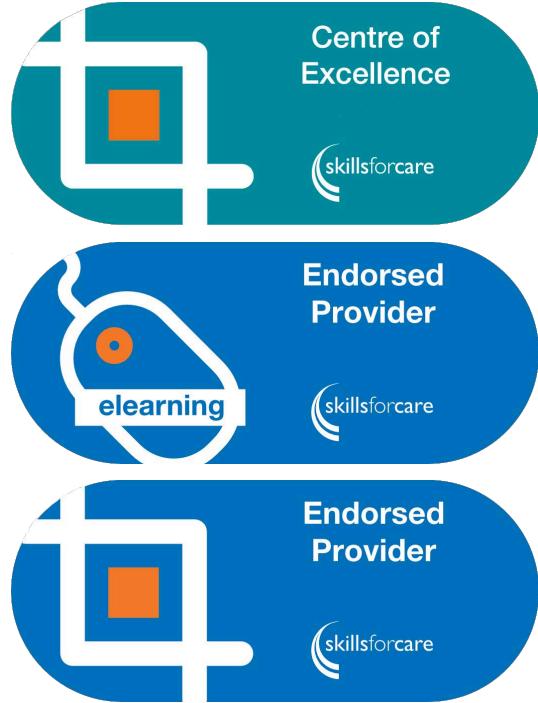
*This Qualification is Endorsed by an Awarding Organisation Regulated by Ofqual*



## 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](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 DSE/VDU Operator Safety Level 2 (VTQ)

DSE or Display Screen Equipment safety training highlights the correct posture and working position for people working at desks and with any type of display. Many medical conditions arise from incorrect posture and equipment positioning like neck/back problems, headaches, stiffness, sight problems as well as arm wrist and hand conditions.

The HSE state on their website "As an employer, you must protect your workers from the health risks of working with display screen equipment (DSE), such as PCs, laptops, tablets and smartphones." This course is designed to meet Health and Safety (Display Screen Equipment) Regulations 1992 which is aimed at a worker who uses DSE daily, for an hour or more at a time and are classified by the HSE as 'DSE users'.

Further training on reducing injury can be gained by completing our Manual Handling course and more information on this DSE requirements can be found on our website. ProTrainings Europe are 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.

This qualification and most of the other ProTrainings qualifications are Endorsed by TQUK to show our commitment to extra levels of compliance and quality assurance.

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 5

Our DSE/VDU Operator Safety Level 2 (VTQ) course is taught over half a day and will include a theoretical assessment.

### Entry Requirements

There are no specific entry requirements however, learners should have a minimum of level 2 in literacy, numeracy or equivalent and must be aged 14 years and above.

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

- Health and Safety Level 2 (VTQ)
- Health and Safety Level 3 (VTQ)

## Requirements to teach the DSE/VDU Operator Safety 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](mailto:compliance@protrainings.uk).

## 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](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

Induction will provide further details regarding this process.

# DSE/VDU Operator Safety Level 2 (VTQ)

PRO/101/DSE

## Course Summary

- Regulations
- Health and Safety at work regulations
- Display Screen regulations
- Workstations
- the importance of DSE
- Employer requirements of DSE
- DSE Injuries
- MSD's
- Upper and lower limb disorders
- Back Pain
- Eye strains
- DSE best practice
- Workstation overview
- Keyboard
- Mouse or trackball
- Display screens
- Software
- Furniture
- Environment
- Telephones
- Mobile devices



# Learning Outcomes – PRO/101/DSE

These learning outcomes are mapped to meet an DSE/VDU Operator Safety Level 2 (VTQ) criterion. 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
<b>Understand the importance of DSE risk assessments</b>	<b>LO1</b>
Outline the reasons for conducting DSE risk assessments	1.1
Outline the main legislation relating to DSE risk assessments	1.2
<b>Understand the principles of controlling the risks from DSE workstations</b>	<b>LO2</b>
Identify the principles of good ergonomic workstation design	2.1
Outline the main causes of ill-health relating to DSE use	2.2
Describe corrections that can be applied to workstation design to control identified risks	2.3
<b>Understand how a DSE risk assessment is undertaken</b>	<b>LO3</b>
Describe the stages involved in a DSE risk assessment	3.1
Outline the circumstances in which a DSE risk assessment should be reviewed	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**

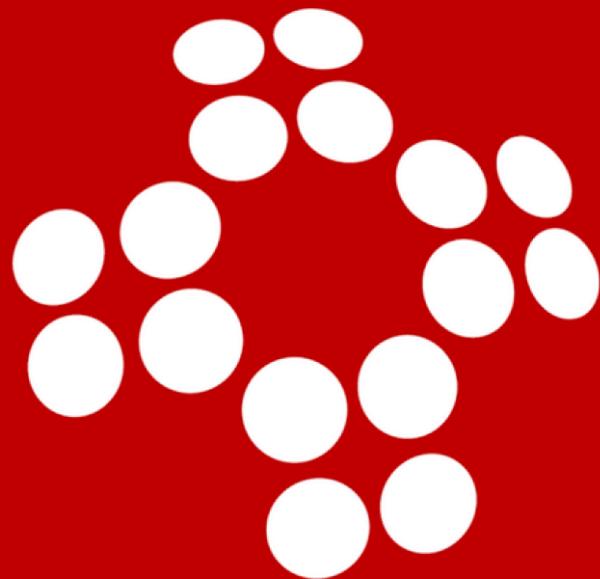
[www.fofato.co.uk](http://www.fofato.co.uk)

**NASDU**

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

**TQUK**

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



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