



Mental Health in the Workplace Awareness Level 1 (VTQ)

QUALIFICATION SPECIFICATION

QUALIFICATION NUMBER: PRO/502/MHWAL1

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

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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 Mental Health in the Workplace Awareness Level 1 (VTQ)

This Mental Health in the Workplace Awareness Level 1 (VTQ) qualification is delivered as a half day course and is an ideal familiarisation qualification, as it covers mental health conditions at a basic awareness level designed for the workplace. This awareness qualification will provide learners with the knowledge to recognise a range of mental health conditions in the workplace and will assist employees on how to start the process of care and support.

To expand the standard of this qualification, ProTrainings have been awarded a recognised endorsement through Skills for Care as a Centres of Excellence. This is where we passed rigorous check to prove our commitment to high-quality training and compliance. We are also able to offer Skills for Care Endorsed qualifications for our classroom and video online training courses ensuring you have an acceptable certificate to prove your compliance. This means our training meets a high standard expected by Skills for Care and industry statutory requirements.

This qualification has been designed to meet and include content relating to legislation in the UK which relates to mental health. This qualification has also been endorsed by Training Qualifications UK who is the UK's fastest growing awarding organisation.

The Mental Health in the Workplace Awareness Level 1 (VTQ) certificate is valid for 3 years and annual refresher training is recommended.

ProTrainings also offer a level 2 and level 3 option which will cover general and advanced content for mental health in the workplace. This can be reviewed on the ProTrainings website at www.ProTrainings.uk.

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 Mental Health in the Workplace Awareness Level 1 (VTQ) course is taught over one 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 and must be aged 14 years and above.

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

- Mental Health in the Workplace Level 2 and 3 (VTQ)

Requirements to teach the Mental Health in the Workplace Awareness Level 1 (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 is mandatory.

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

Mental Health in the Workplace Awareness

Level 1 (VTQ)

PRO/502/MHWAL1

Course Summary

- Understand the difference between mental health and mental ill health.
- Describe the components of mental well-being and how it relates to resilience.
- Understand how risk factors associated with mental ill health can lead to problems in the workplace.
- Be able to recognise how mental health problems can affect day-to-day living
- Understand how social and cultural attitudes can lead to mental illness
- Understanding causes of stress and knowing how stress can stem from influences resulting from work
- Be able to understand different types of mental health
- Understand why mental health is not discussed in the workplace
- Understand why mental health is not discussed at work
- Be able to recognise other types of legislation that applies to Mental Health UK
- Be able to understand The Management Standards Approach
- Understanding problems in the workplace as a result of unidentified mental health
- Be able to implement an action plan to promote a healthy workplace

Learning Outcomes – PRO/502/MHWAL1

These learning outcomes are mapped to meet a Mental Health in the Workplace Awareness Level 1 (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
UNIT - 1	
Understand the difference between mental health and mental ill health.	LO1
Describe how mental health affects human behaviour	1.1
Describe the components of mental well-being and how it relates to resilience.	LO2
Be able to provide examples of well-being in the workplace	2.1
Understanding resilience and the capacity to stay mentally well during difficult situations	2.2
Understand how to positively support individual well-being in the workplace	2.3
Understand how risk factors associated with mental ill health can lead to problems in the workplace.	LO3
Be aware of risk factors that are caused from mental health	3.1
Be able to recognise how mental health problems can affect day-to-day living	LO4
Recognise how mental health can lead to other known character traits	4.1
Understand how mental health problems can affect normality from one day to another	4.2
Understand how social and cultural attitudes can lead to mental illness	LO5
Recognise how stigma and discrimination can lead to overwhelming influences on individuals, communities and societies	5.1
Understand how stereotyping can lead to prejudice, discrimination and inequality	5.2
Understanding causes of stress and knowing how stress can stem from influences resulting from work	LO6
Understand what stress is and how it is commonly defined	6.1
Be able to recognise the signs and symptoms of useful and harmful stress	6.2
Be able to manage stress in the workplace – local and workplace support and self-management	6.3
Be able to understand different types of mental health	LO7
Describe what an anxiety is and how it becomes a mental health problem (including phobias)	7.1
Recognise the physical and psychological signs and symptoms of anxiety	7.2
Be able to understand what depression is, how it is defined and what the common symptoms are	7.3

Understand why mental health is not discussed in the workplace	LO8
Be able to understand why employees do not discuss mental health at work	8.1
Be able to recognise other types of legislation that applies to Mental Health in the UK	LO9
Be aware of legislation relating to mental health for employees working or living in England or Wales	9.1
Be able to understand The Management Standards Approach	LO10
Know what the Management Standards Approach is and how it relates to organisational guidelines.	10.1
Be able to explain all six areas of the Management Standard and understand them as six stress areas	10.2
Understanding problems in the workplace as a result of unidentified mental health	LO11
Describe how difficult it is to disclose mental health in the workplace	11.1
Explain how to start a conversation with a colleague who has a suspected mental health condition	11.2
Know what advice to provide during a discussion with a colleague, friend or family relative	11.3
Be able to implement an action plan to promote a healthy workplace	LO12
Know how to promote a healthy workplace	12.1
Be familiar with five key steps that help boost individual mental wellbeing	12.2
Summary	



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

Skills for Care

www.skillsforcare.org.uk

The CPD Standards Office

QMS International

www.qmsuk.com

FOFATO

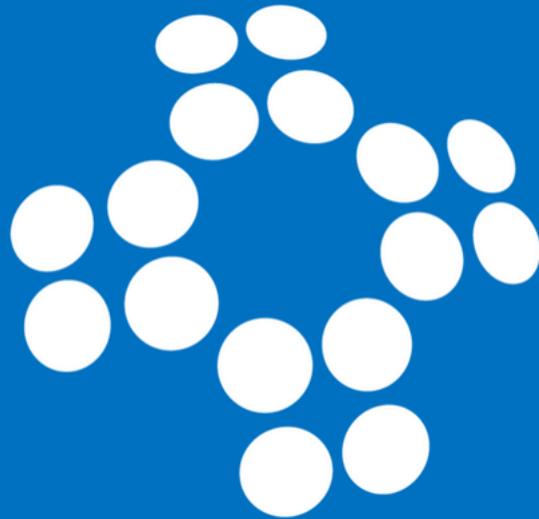
www.fofato.co.uk

NASDU

www.nasdu.co.uk

TQUK

www.tquk.org



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