

Qualification Specification

RoSPA Level 3 Award for Safer
People Handling Trainers



Introduction to the Qualification



RoSPA Level 3 Award for Safer People Handling Trainers is regulated by Ofqual.

Qualification Number 603/0115/6

Qualification Purpose

The purpose of this trainer's qualification is to support the role of the safer people handling trainer in the workplace and enable the trainer to provide suitable and sufficient training that meets health and safety, welfare and human rights legislative requirements and current best practice within the sectors that move people / individuals such as public services and health and social care.

Entry Requirements

There are no specific entry requirements, however learners should have a minimum of level 2 in literacy and numeracy or equivalent and have experience of working within a people handling environment and have the confidence to train others.

Structure

This qualification consists of three mandatory units, details of which can be found below with the assigned total qualification time (TQT). Learners must pass all three units to achieve the qualification. The first unit develops learner's knowledge of the principles and practices that underpin the safe movement of people in the workplace. The second unit develops learner's knowledge and skills in the application of basic biomechanical principles and safe dignified practices to the movement of people within the workplace. The final unit develops learner's knowledge and skills so they can prepare, deliver and evaluate a training session.

Requalification Guidance

This qualification provides learners with a valid safer people handling trainer's qualification for three years. After this period, it is highly recommended that learners re - qualify, due to the purpose, nature and contents of this qualification.

Total Qualification Time

The total qualification time (TQT) is **35 hours** and guided learning hours (GLH) is 26 hours see the below table for a breakdown of each unit including directed study including assessment planning.



Unit(s)	Unit Reference	Level	Guided Learning	Directed Study Including Assessment Planning	Total Unit Time
1. Understanding the principles and practices of safe movement of people	F/508/6428	3	5 Hours	3 Hours	8
2. Application of safe practices to the movement of people	A/508/6430	3	16 Hours	2 Hours	18
3. Deliver an inclusive Safer People Handling Training Session	F/508/6431	3	5 Hours	4 Hours	9
Total Qualification Time (TQT)					35

Assessment

This qualification is assessed through the following activities:

- Demonstration of learner’s practical skills
- Delivery of a 30 - minute training session in a simulated environment
- Written assignments (invigilated)
- Submission of a written session plan.

All assessments are internally marked and verified by the Centre. Assessment recording forms and all assessment materials must be submitted to RoSPA Qualifications following the completion of internal verification. Certificates will not be awarded unless internal verification has been completed.

There is no grading other than confirmation (or not) that a learner has “passed” each unit.

Please Note: course providers are required to video learner’s micro teach for the purpose of internal verification and external verification. Documents for recording the assessment can be found on our Qualification Management System (QMS).



Centre Assessment Standards Scrutiny (CASS) and moderation certification of Ofqual regulated qualifications.

RoSPA Qualifications CASS approach is based on moderation, defined as “A particular form of Centre Assessment Standards Scrutiny through which the marking of assessments by Centres is monitored to make sure it meets required standards and through which adjustments to a Centre’s marking are made, where required, to ensure that results are based on the required standard. Moderation takes place before final results are issued”.

100% of assessments from the first course the Centre runs will be subject to moderation, conducted prior to the release of certificates. Following the first course, the level of moderation required will be based on a risk assessment that considers the following:

- An estimation of the likelihood that a Centre will apply assessment criteria consistently, based on Centre monitoring and past moderations.
- The length and duration of the qualification.
- The nature of the qualification. For example, if related learner workplace practice has the potential to cause harm.
- The location of the assessment. For example, if multiple learners from the workplace are registered on the same qualification.

External verification, practical moderation, both announced and unannounced will also take place, as part of our quality assurance process.

A copy of the Centre Information on Centre Assessment Standards Scrutiny (CASS) document can be downloaded by Centres from the Documents section of the QMS.

Course Delivery for Qualification

Pre - course information

All learners should be given appropriate pre-course information regarding the qualification e.g. a qualification fact sheet which explains about the qualification, form of assessment, any entry requirements and resources needed. This information must also include a process for notification by the Centre for any learners with specific learning needs and language requirements. For the purpose of this course some learners may benefit from the purpose of a laptop.

Delivery / Assessment ratios

To ensure learners are appropriately supervised, during practical activities we recommend a ratio of 1 tutor to 9 learners for the unit, “Application of safe practices to the movement of people”. However, Centres may use their discretion to increase this number based on the level and experience of learners attending.



Delivery of syllabus

Centres who will be delivering courses leading to qualifications are expected to develop and follow a lesson plan, which must be submitted to RoSPA Qualifications prior to first course delivery. Please see This plan outline must clearly show the following:

- Aim of the course (a clear and concise statement to show what the learners are expected to achieve by the end of the course)
- Objectives (to give the learners a step by step guide, as to how they are going to achieve the aim)
- The main content of each session and duration of each session, as well as the tutor/s who will normally deliver them including the times of each session
- Learner activities during the session
- Training methods used.

Please Note. RoSPA qualifications all have a total Qualification time (TQT) as required by the regulators. Centre recognition will not be given for courses with less than the TQT outlined in the qualification specification.

Learner resources

Learners will need to have access to the following from the Centre:

- Course manual
- ICT if appropriate
- Equipment at the venue - for the Safer People Handling Trainers Qualification the following are required
 - Height adjustable beds
 - Slide sheets
 - Hoists (Active and Passive lifter) (Inspected in accordance with Lifting Operations, lifting equipment regulations 1998 (LOLER) and also compatible slings inspected in accordance with LOLER 1998
 - Handling belts (Optional)
 - Transfer board (Optional)
 - Standing aid (Optional)
 - Wheelchair.

This list is not exhaustive and Centres can introduce other any moving and handling equipment that they feel will benefit the learner's experience.

Please Note: any provided equipment must be fit for purpose and designed for the safe movement of people.



Suitable venue

RoSPA Qualifications wishes to ensure that courses leading to its qualifications are accessible to all who wish to take them.

- Centre's are required to ensure that there are no unnecessary barriers to access to learning, that the course content and structure are non - discriminatory and that the special needs of the individual learners are met, both in terms of learning and assessment
- Other resources to support identified learner needs
- Resources to support qualification delivery.

Qualification delivery and assessment team

RoSPA Qualifications expects that the course delivery team hold a teaching qualification such as PTLSS or have extensive experience in delivering safer people handling training. Ideally, they should also hold an assessment qualification such as D32 / 33 or TAQA or have extensive experience in the assessment process of the subject matter that they are assessing. Members of the tutorial team, who do not hold qualifications in teaching and assessment, must give an undertaking to acquire this within 18 months of joining the team.

For this qualification a tutorial team will comprise of a course leader / lead tutor who has a nursing background or is an allied health care professional e.g. physiotherapist / occupational therapist or a background in the health and social care sector **or** an individual who has extensive experience within the field of people handling. The course tutor or leader is strongly advised to be a member of the National Back Exchange.

A Centre must ensure that they conduct assessments in a valid and reliable way and do not disadvantage or advantage any group of learners or individuals. The assessment procedure should be open, transparent and free from bias. The assessment should be recorded accurately with detail about the assessment decision in the relevant format, which can be downloaded from the Qualifications Management System (QMS) www.rosqualqms.com (log in details are required which will be provided to approved Centres).

In order to do this, Centres **must**:

- Assess learners evidence using only published assessment criteria
- Ensure assessment decisions are impartial, valid and reliable
- Develop assessment procedures that minimise the opportunity for malpractice
- Maintain detailed and accurate assessment records including video recordings of learner's practical assessments
- Develop and maintain a robust internal verification procedure
- Provide samples of assessments for external verification to the Awarding Organisation as requested
- Monitor external verification reports and implement any needed actions



- Share good assessment practice
- Ensure all staff understand the assessment methodology.

In extenuating circumstances when assessments are completed away from the learning environment, please ensure learners and trainer / assessors are aware of the contents of the Artificial Intelligence Policy.

Please see Centre Assessment Guidance, this document is for **Centres Only**, for this qualification which can be downloaded the (QMS) www.rosqualqms.com.

Centre arrangements for internal verification

RoSPA Qualifications require each Centre to have a functioning quality system in place, appropriate to their size and number of learners. There are three main aspects to the role of the internal verifier.

- Verifying assessment
- Developing and supporting tutors and assessors
- Managing the quality of delivery.

RoSPA Qualifications require those involved in the internal quality assurance process to be suitably experienced and / or qualified for example.

- Are knowledgeable of the subject / occupational area to a level above that which they are internally assuring
- Are vocationally competent, where required, for the specific qualification and the Assessment Strategy
- Have experience and expertise in internally assessing different types of evidence
- Have an understanding of what is sufficient, valid and authentic evidence
- Be familiar with their Centre's internal quality assurance policy and the RoSPA qualification and assessment requirements as laid out in the Qualification Guidance documents and specifications.

It is best practice for Internal Verifiers to have one of the following or be working towards relevant Internal Quality Assurance qualifications such as:

- D34 Internally Verifying the Assessment Process
- V1 Conduct Internal Quality Assurance of the Assessment Process
- QCF Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice
- QCF Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice.

In addition, Internal Verifiers attend training workshops organised by RoSPA Qualifications.



Centre approval

An organisation seeking approval to deliver this qualification is required to submit evidence to demonstrate that they meet the criteria laid down in the Application for Centre Recognition and Qualification Approval. In addition, evidence should be available for inspection by RoSPA Qualifications External Verifiers (EVs) during visits to the Centre, or on request from RoSPA Qualifications, to demonstrate ongoing compliance with the criteria during the operation of the qualification.

Centre policies

RoSPA Qualifications requires that all Centres must have a range of policies and procedures to underpin the delivery their qualifications. Essential Policies and Procedures are:

- Equal Opportunities and Diversity Policy
- Learner appeals procedure / policy
- Complaints policy and / or a process which learners can access
- Conflict of Interest Policy
- Arrangements to prevent and investigate allegations of malpractice and maladministration
- Arrangements to identify and prevent use of Artificial Intelligence in assessments.

It is the Centre's responsibility to ensure that all employees are aware of these policies and procedures, and they are adhered to at all times. Learners should also be made aware of the policies that are relevant, such as the Complaints Policy.

RoSPA Qualifications policies

RoSPA Qualifications has policies and procedures in place to support Centres. These include:

- Reasonable Adjustments and Special Considerations Policy
- Equality, Diversity and Accessibility Policy
- Malpractice and Maladministration Policy
- Artificial Intelligence Policy
- Appeals Policy
- Complaints Policy
- Conflicts of Interest Policy.

These policies can be found on our website www.rospace.com/qualifications/policies

Support from RoSPA Qualifications

All approved / recognised Centres will be able to access support from RoSPA Qualifications whenever necessary. External Verifier (EV) visits will be undertaken on a regular basis.

Qualification Learning Outcomes



Unit 1. Understanding the Principles and Practices of the Safe Movement of People

Learning Outcome	Assessment Criteria Number	Assessment Criteria	Assessment Method
1. Understand the importance of safe handling.	1.1	Analyse the organisational, environmental and human factors that contribute to injuries and ill health in a people handling environment.	Written assignment (supervised in the learning environment).
2. Understand current legislation, policies and best practice guidelines, in relation to moving and handling of people.	2.1	Describe how employers & employees apply their responsibilities under the Manual Handling Operations Regulations 1992 (avoid, assess, reduce, and review) in a people handling environment.	Written assignment (supervised in the learning environment).
	2.2	Describe the role of a moving and handling policy within a people handling environment.	Written assignment (supervised in the learning environment).
	2.3	Describe the employer and employee duties relating to the use of moving and handling equipment within a people handling environment. <ul style="list-style-type: none"> • Hoists and slings • Handling aids. 	Written assignment (supervised in the learning environment).
	2.4	Analyse how Welfare, Regulatory, and Human Rights Legislation can impact on moving and handling practices.	Written assignment (supervised in the learning environment).



Unit 1. Understanding the Principles and Practices of the Safe Movement of People

Learning Outcome	Assessment Criteria Number	Assessment Criteria	Assessment Method
3. Understand how the process of risk assessment is implemented within a people handling environment.	3.1	<p>Describe the types of risk assessment in relation to moving an individual.</p> <ul style="list-style-type: none"> • Generic • Dynamic • Individual. 	Written assignment (supervised in the learning environment).
	3.2	<p>Evaluate how a moving and handling care plan can promote the health, safety and wellbeing of staff and those persons being moved.</p>	Written assignment (supervised in the learning environment).
	3.3	<p>Implement the use of the Functional Independence Measure (FIM) as an assessment tool for a moving and handling task.</p>	<p>Application within a 30-minute training session in a simulated environment.</p> <p>Supported by submission of a session plan.</p>
4. Understand how the principles and practices of safe handling contribute to promoting workforce health & safety and the well-being of those being moved.	4.1	<p>Analyse the impact of poor posture, repetitive handling and heavy loads, on:</p> <ul style="list-style-type: none"> • Muscles • Spinal Discs • Ligaments. 	Written assignment (supervised in the learning environment).
	4.2	<p>Explain how applying efficient movement principles can reduce the risk of musculoskeletal injuries when carrying out moving and handling practices.</p>	<p>Application within a 30 - minute training session in a simulated environment.</p> <p>Supported by submission of a session plan.</p>
	4.3	<p>Evaluate the health risks to persons being moved, using controversial handling practices.</p>	Written assignment (supervised in the learning environment)



Unit 1. Understanding the Principles and Practices of the Safe Movement of People

Purpose and Aims of Unit	The purpose of this unit is for learners to develop learners' knowledge and understanding of the principles and practices that underpin the safe movement of people
Assessment Requirements	This unit must be assessed in accordance with the Tutor / Assessor Guidance and Learner Standards for Assessment in the document 'Centre guidance for RoSPA Qualifications Safer People Handling Trainers Qualification'.
Completion Time	Guided learning - 5 hours Directed study including assessment planning - 3 hours Total unit completion time - 8 hours



Unit 2. Application of Safe Practices to the Movement of People

Learning Outcome	Assessment Criteria Number	Assessment Criteria	Assessment Method
1. Understand how to minimise risks before moving and handling people.	1.1	<p>Conduct a pre - transfer assessment before undertaking any moving and handling of people. Using:</p> <ul style="list-style-type: none"> • Load • Individual • Task • Environment • Equipment • Other factors. 	<p>Application within a 30-minute training session in a simulated environment.</p> <p>Supported by submission of a session plan.</p> <p>Practical demonstration.</p>
2. Apply safe practices when assisting a person to complete weight bearing tasks.	2.1	<p>Conduct an ability check before assisting a person to move.</p>	Practical demonstration.
	2.2	<p>Demonstrate the application of efficient movement principles and safe moving and handling practice without moving and handling aids, with assistance (1 and 2 handlers) See below (extended content).</p>	Practical demonstration.
	2.3	<p>Demonstrate the application of efficient movement principles and safe moving and handling practice with moving and handling aids, with assistance (1 and 2 handlers) See below (extended content).</p>	Practical demonstration.



Unit 2. Application of Safe Practices to the Movement of People

Learning Outcome	Assessment Criteria Number	Assessment Criteria	Assessment Method
3. Apply safe practices when assisting a person to complete non weight bearing tasks.	3.1	Demonstrate the application of efficient movement principles and safe moving and handling practice without moving and handling aids, with assistance (1 and 2 handlers) See below (extended content).	Practical demonstration.
	3.2	Demonstrate the application of efficient movement principles and safe moving and handling practice with moving and handling aids, with assistance (1 and 2 handlers) See below (extended content).	Practical demonstration.
	3.3	Demonstrate pre - user checks and safe practice in accordance with manufacturer’s instructions and best practice documents when using moving and handling equipment, such as: <ul style="list-style-type: none"> • Wheelchair • Passive hoist. See below (extended content).	Practical demonstration.
	3.4	Demonstrate application of efficient movement principles and safe practice when completing passive recovery of a person. (see extended content).	Practical demonstration.



Unit 2. Application of Safe Practices to the Movement of People

<p>Purpose and Aims of Unit</p>	<p>This unit aims to develop learners’ knowledge and skills to move people in safe and dignified way.</p>
<p>Assessment Requirements</p>	<p>Please see the document ‘Centre Assessment Guidance – RoSPA Level 3 Award for Safer People Handling Trainers’ and unit content for the handling activities that need to be assessed. This unit must be assessed in accordance with the Tutor / Assessor Guidance and Learner Standards for Assessment in the above document.</p>
<p>Completion Time</p>	<p>Guided learning - 16 hours Directed study including assessment planning - 2 hours Total unit completion time - 18 hours</p>



Unit Two: Application of Safe Practices to the Movement of People (Extended Content)

2.2.2 Demonstrate the application of efficient movement principles and safe moving and handling practice without moving and handling aids with assistance (1 and 2 handlers) (Weight bearing).

- Assist a person to stand and walk, without equipment, with 1 handler (Mandatory)
- Assist a person to stand and walk, without equipment, with 2 handlers (Mandatory)
- Assist a person to sit, without equipment, with 1 handler (Mandatory)
- Assist a person to sit, without equipment, with 2 handlers (Mandatory)
- Assist a person to move back in the chair, without equipment, with 1 handler (Optional).

2.2.3 Demonstrate the application of efficient movement principles and safe moving and handling practice with moving and handling aids with assistance (1 and 2 handlers) (Weight bearing).

- Assisting a person to transfer between bed and chair using a non-powered standing aid (Optional)
- Assisting a person to transfer between bed and chair using a powered standing aid (Optional)
- Assist a person to stand and walk, with a handling belt, with 1 & 2 handlers (Optional)
- Assist a person to sit, with a handling belt, with 1 & 2 handlers (Optional).

3.3.1 Demonstrate the application of efficient movement principles and safe moving and handling practice without moving and handling aids with assistance (1 and 2 handlers) (Non weight bearing).

- Assisting a person to turn / roll in bed, without equipment, with 1 handler (Optional)
- Assisting a person to turn / roll in bed, without equipment, with 2 handlers (Mandatory)
- Assisting a person to sit up from lying onto the edge of the bed, without equipment, with 1 handler (Mandatory)
- Assisting a person to lie down from sitting on the edge of the bed, without equipment, with 1 handler (Mandatory)
- Assisting a person to sit up in bed from lying, without equipment, with 1 handler (Optional).



3.3.2 Demonstrate the application of efficient movement principles and safe moving and handling practice with moving and handling aids with assistance (1 and 2 handlers) (Non weight bearing).

- Fitting and removing slide sheets with 2 handlers (Mandatory)
- Assisting a supine person to move up the bed, with slide sheets, with 2 handlers (pull method) (Mandatory)
- Assisting a person to turn / roll in bed, using slide sheets, with 2 handlers (Mandatory)
- Assisting a person to sit up in bed from a lying position, using profiling bed, with 1 handler (Mandatory)
- Lateral Transfer, with team handling (Optional).

3.3.3 Demonstrate pre - user checks and safe practice in accordance with manufacturer's instructions and best practice documents when using moving and handling equipment, such as: Wheelchair, and Passive hoist.

- Conduct a pre-use check of equipment (Mandatory)
- Moving a piece of wheeled equipment over a distance of 5m, including a turn (Mandatory)
- Fitting and removing a hoist sling in a chair / wheelchair, without handling aids (Mandatory)
- Fitting and removing a hoist sling in a chair / wheelchair, using slide sheets (Optional)
- Fitting and removing a hoist sling in bed, without handling aids (Mandatory)
- Fitting and removing a hoist sling in bed, using slide sheets (Mandatory)
- Assisting a person to transfer from a chair / wheelchair to bed, using a passive hoist (Mandatory)
- Assisting a person to transfer from bed to a chair / wheelchair, using a passive hoist (Mandatory)
- Assisting a person from the floor, using a passive hoist (Optional).

3.3.4 Demonstrate application of efficient movement principles and safe practice when completing passive recovery of a person. (Formerly in an Emergency)

NB: Learners are only required to complete one of the below.

- Assistance of a collapsed person from a chair / toilet with 2 handlers
- Assisting a person to move from a confined space on the floor, using slide sheets, with 2 handlers
- Assistance of a collapsed person using passive recovery equipment.



Unit 3. Deliver an Inclusive Safer People Handling Training Session

Learning Outcome	Assessment Criteria Number	Assessment Criteria	Assessment Method
<p>1. Create a learning plan for an inclusive and safe training session on people handling.</p>	<p>1.1</p>	<p>Develop a session plan for an inclusive moving and handling training session, which includes:</p> <ol style="list-style-type: none"> 1. Learning Outcomes 2. Session Contents 3. Teaching and Assessment Methods 4. Training Resources 5. Session Timings 6. Practical demonstration / practice 7. Assessment of Learning 8. Summary of Session. 	<p>Application within a 30 - minute training session in a simulated environment.</p> <p>Supported by submission of a session plan.</p>
	<p>1.2</p>	<p>Apply teaching methods, learning strategies and assessment techniques to meet individual learner needs.</p>	<p>Application within a 30 - minute training session in a simulated environment.</p> <p>Supported by submission of a session plan.</p>
<p>2. Deliver an inclusive, safe, people handling training session.</p>	<p>2.1</p>	<p>Create a physical and emotional environment ideal for effective learning.</p>	<p>Application within a 30 - minute training session in a simulated environment.</p> <p>Supported by submission of a session plan.</p>
	<p>2.2</p>	<p>Implement and use resources appropriately when delivering the training session, that supports and encourages inclusive learning and assessment, which aligns with the session plan.</p>	<p>Application within a 30 - minute training session in a simulated environment.</p> <p>Supported by submission of a session plan.</p>



Unit 3. Deliver an Inclusive Safer People Handling Training Session

Learning Outcome	Assessment Criteria Number	Assessment Criteria	Assessment Method
	2.3	Implement good communication techniques with learners to meet their individual needs.	Application within a 30 - minute training session in a simulated environment. Supported by submission of a session plan.
	2.4	Implement constructive feedback to learners on their performance.	Application within a 30 - minute training session in a simulated environment. Supported by submission of a session plan.
3. Evaluate an inclusive safe, people handling training session.	3.1	Evaluate the effectiveness of your training session delivery that includes self - reflection and feedback from attendees.	Application within a 30 - minute training session in a simulated environment. Supported by submission of a session plan.
	3.2	Complete an action plan for areas of improvement of your training session.	Application within a 30 - minute training session in a simulated environment. Supported by submission of a session plan.



Unit 3. Deliver an Inclusive Safer People Handling Training Session

Purpose and Aims of Unit	This unit develops learner’s knowledge and skills so they can prepare, deliver and evaluate a safer people handling training session .
Assessment Requirements	This unit must be assessed in accordance with the Tutor / Assessor Guidance and Learner Standards for Assessment in the document ‘Centre guidance for RoSPA Qualifications Safer People Handling Trainers Qualification’.
Completion Time	Guided learning - 5 hours Directed study including assessment planning - 4 hours Total unit completion time - 9 hours



RoSPA Qualifications

RoSPA House
28 Calthorpe Road
Edgbaston
Birmingham
B15 1RP, UK

Enquiries

+44 (0)121 248 2115
enquiries@rospaqualifications.com

www.rospa.com/qualifications

An Ofqual-recognised Awarding Body. Ofqual recognition number RN5362

RoSPA Qualifications is wholly owned by RoSPA

Registered Charity No. 207823
VAT Registration No. 655 131649

The Royal Society for the Prevention of Accidents