



## Qualification Specification

# STA Level 2 Award in Safe Moving and Handling

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## This qualification is regulated by Ofqual (England) and by Qualification Wales (Wales)

### STA Level 2 Award in Safe Moving and Handling

Qualification Number: 601/5851/7

QW Number: C00/1112/9

#### Unit Structure

This qualification consists of 1 mandatory unit

Unit Title	Code	Unit Level	GLH
Manual Handling Safety at Work	D/602/4593	2	6

GLH = guided learning hours

#### Total Qualification Time 6 hours

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#### Qualification Delivery

The recommended contact hours for this qualification are 6 hours, which includes direct teaching and assessing but excludes breaks.

The course may be delivered over 1 day, but can also be delivered over a maximum of 3 weeks, with the minimum of each training session being 2 hours.

The ratio for this qualification is a maximum of 12 learners to 1 tutor.

## Introduction

The Safe Moving and Handling qualification aims to provide an understanding of the basic principles of manual handling. This will enable learners to practice and apply safe moving and handling of objects within the workplace.

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## Qualification Objective

Learners who successfully complete this qualification will be able to:

- Understand the reasons of safe manual handling
  - Understand how manual handling risk assessments contribute to improving health and safety
  - Understand the principles, types of equipment and testing requirements associated with manual handling safety
  - Apply safe manual principles.
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## Target Learners

Safe Moving and Handling is designed for people who are involved in carrying out manual handling tasks in their workplace. This includes employees working in industrial and office based environments. It is an ideal introduction for those starting / returning to work involving manual handling activities, or as safety refresher training.

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## Progression

For those working in a care setting holders of this qualification can progress on to a people moving and handling course.

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## Industry Standards

The qualification is based upon the National Occupational Standards (NOS) developed by the National Back Exchange Standards in Manual Handling Skills Sector Council (SSC), covering industry guidance EUSRA115 Manual handling and lifting of loads .

It also meets an employer's 'Duty of Care' responsibilities under The Health & Safety at Work Act and Management of Health and Safety Regulations.

## Entry Requirements

Learners must be 16 years of age or above on the first day of the course. It is advisable that learners have a minimum of level 1 in literacy or numeracy or equivalent.

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## Special Considerations and Reasonable Adjustments Policies

For further information on these, please refer to the policies section on the Safety Training Awards website:

<https://www.safetytrainingawards.co.uk/policies/>

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## Awarding Organisation Policies

A full list of awarding organisation policies are available on the website:  
<https://www.safetytrainingawards.co.uk/policies>

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## Any Other Requirements / Revalidation Requirements

This qualification is valid for a period of 3 years. The learner needs to retake the qualification before the certificate expiry date to remain qualified.

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## Assessment Format

Pass / Fail

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## Assessment Methods

This qualification is tutor assessed through practical demonstrations and completion of a multiple-choice theory assessment paper.

All practical elements must be completed and performed independently by the learner without prompting by the tutor.

The multiple-choice assessment paper is to be completed independently by each learner and completed in exam conditions, with the tutor or other approved person, acting as the invigilator. Learners must achieve a minimum mark or higher to successfully pass the multi-choice assessment paper.

All learning outcomes and assessment criteria in the units must be achieved in order for the learner to be deemed competent in order to pass the qualification.

Assessors will assess no more than 4 learners at any one time when performing practical demonstrations.

Please refer to the Safe Moving and Handling assessment strategy for the detailed assessment process.

## Tutor / Assessor Requirements

Level 3 Award in Education and Training or equivalent, along with one of the following vocational qualifications:

- BTEC Manual Handling Trainers (Level 3) or equivalent
  - NEBOSH National General Certificate in Occupational Health & Safety
  - NEBOSH National Certificate in Construction Health & Safety
  - NEBOSH National Diploma in Occupational Health & Safety
  - British Safety Council Level 3 Certificate in Occupational Health & Safety
  - Level 3 NVQ Certificate in Occupational Health & Safety
  - Level 5 NVQ Diploma in Occupational Health & Safety Practice
  - Level 3 Award in Health and Safety in the Workplace
  - Level 4 Award in Health and Safety in the Workplace.
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## IQA Requirements

Internal Quality Assurers (IQAs) of this qualification must have knowledge and competency in first aid as well as knowledge and competency in internal quality assurance.

An IQA must hold:

1. A relevant health and safety qualification and / or experience as shown in Appendix 1
2. Attend a STA / IQA training day or hold a recognised internal quality assurance qualification.

Note: IQAs cannot quality assure a course for which they were a learner, the tutor and / or assessor.

## Resource Requirements

Course resources:

- STA Safe Moving and Handling Resource manual - Each learner is required to have their own copy of the resource manual to have access to theoretical and practical knowledge of the qualification.

Venue

- Room size: Adequate space for all learners on the course to undertake theory and practical work
- Seats: One per learner
- Writing surfaces: Adequate for each learner to take notes
- Toilets: Separate facilities for male and female learners
- Ventilation: Should be adequate
- Lighting: Should be suitable for reading, combining a mixture of natural and artificial light
- Heating: Should maintain a 'short sleeve' environment, minimum temperature 16°C
- Access/exits: Should be safe, well lit and cater for people with special needs
- Floor coverings: Should be carpeted or mats / blankets provided for use during practical sessions
- Cleanliness: Maintain a clean, tidy and hygienic environment
- Noise: Consider whether there is noise that may distract candidates from training.

Minimum requirements:

- Laptop
- Power-point Presentation
- Projector.

Manual Handling:

- Small load to lift and carry (approx 22cm x 30cm x 30cm) 1 for every 4 learners
- Trolley/wheelchair/pushchair, to push and pull, with its handle between waist and chest height
- Large load suitable for team lift
- Small object to pick up off floor e.g. set of keys.

Recommended:

- Dry wipe board
- Flip-chart.

Electrical Warning

When projectors and other electrical equipment are being used, the equipment must be checked to ensure, it is in safe working order. It is important to be aware of the trip hazards associated with electric cables and reduce such risks.

## Appendix 1

### Technical competence in manual handling

All Tutors, Assessors and Internal Quality Assurers must have occupational knowledge and competence in manual handling.

Acceptable evidence includes:

- BTEC Manual Handling Trainers (Level 3) or equivalent
- NEBOSH National General Certificate in Occupational Health & Safety
- NEBOSH National Certificate in Construction Health & Safety
- NEBOSH National Diploma in Occupational Health & Safety
- British Safety Council Level 3 Certificate in Occupational Health & Safety
- Level 3 NVQ Certificate in Occupational Health & Safety
- Level 5 NVQ Diploma in Occupational Health & Safety Practice
- Level 3 Award in Health and Safety in the Workplace
- Level 4 Award in Health and Safety in the Workplace.

## Appendix 2

### Acceptable Training / Assessing Qualifications

Qualification	Train	Assess
Cert Ed/PGCE/B Ed/M Ed	✓	✓
CTLLS/DTLLS	✓	✓
PTLLS with unit 'Principles and Practice of Assessment (12 credits)	✓	✓
Further and Adult Education Teacher's Certificate	✓	✓
IHCD Instructional Methods	✓	✓
IHCD Instructor Certificate	✓	✓
S/NVQ level 3 in training and development	✓	✓
S/NVQ level 4 in training and development	✓	✓
TQFE (Teaching Qualification for Further Education)	✓	✓
English National Board 998	✓	✓
Nursing mentorship qualifications	✓	✓
NOCN Tutor Assessor Award	✓	✓
Level 3 Award in Education and Training	✓	✓
Level 4 Certificate in Education and Training (QCF)	✓	✓
Level 5 Diploma in Education and Training (QCF)	✓	✓
PTLLS (6 credits)	✓	
Accredited Qualifications based on the Learning and Development NOS 7 Facilitate Individual Learning and Development	✓	
Training Group A22, B22, C21, C23, C24	✓	
SQA Accredited Planning and Delivering Learning Sessions to Groups	✓	
A1 (D32/33) – Assess candidates 'using a range of methods		✓
A2 (D32) – Assess candidates' performance through observation		✓
Regulated Qualifications based on the learning and Development NOS 9 Assess Learner Achievement		✓
SQA Accredited Learning and Development Unit 9DI – Assess workplace competences using direct and indirect methods – replacing Units A1 and D32/33		✓
SQA Accredited Learning and Development Unit 9D – Assess workplace competence using direct methods – replacing Units A2 and D32		✓
SQA Carryout the assessment process		✓
Level 3 Award in Assessing Competence in the Work Environment		✓
Level 3 Award in Assessing Vocationally Related Achievement (QCF)		✓
Level 3 Award in Understanding the Principles and Practices of Assessment (QCF)		✓
Level 3 Certificate in Assessing Vocational Achievement (QCF)		✓

## Appendix 3

### Qualifications suitable for Internal Quality Assurance

SQA Accredited Learning and Development Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment
Regulated Qualifications based on the Learning and Development NOS 11 Internally Monitor and Maintain the Quality of Assessment
Level 4 Award in the internal Quality Assurance of Assessment Process and Practice (QCF)
Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Process and Practice (QCF)
V1 or D34
SQA Internally Verify the Assessment Process

## Unit Specification

Unit Title	Manual Handling Safety at Work
Learning Outcomes	Assessment Criteria
1. Understand the reasons for safe manual handling	1.1 Outline the potential injuries and ill health associated with incorrect manual handling 1.2 Outline employers and employees duties relating to manual handling at work 1.3 Outline the consequences for noncompliance with health and safety requirements at work
2. Understand how manual handling risk assessments contribute to improving health and safety	2.1 Explain the terms 'hazard' and 'risk' in the context of manual handling work 2.2 Outline the process for carrying out a manual handling risk assessment 2.3 Describe the principle of the risk control hierarchy when applied to manual handling
3. Understand the principles, types of equipment and testing requirements associated with manual handling safety	3.1 Describe safe movement principles associated with manual handling 3.2 Outline the types of equipment designed to be used for manual handling tasks 3.3 Outline the requirements for the testing, servicing and examination of manual handling and lifting equipment
4. Be able to apply safe manual handling principles	4.1 Demonstrate efficient and safe manual handling principles when: <ul style="list-style-type: none"> <li>• Applying effort to, or moving a load or object manually on their own</li> <li>• Using manual handling aids and equipment</li> <li>• Undertaking a manual handling task as part of a team</li> </ul>