

## QUALIFICATION SPECIFICATION

FAA LEVEL 2 AWARD IN **MANUAL HANDLING –  
PRINCIPLES AND PRACTICE (RQF)**

AWARD IN **MANUAL HANDLING  
PRINCIPLES AND PRACTICE AT SCQF LEVEL 5**



The risks arising from manual handling have been recognised by the Health and Safety Executive as evidenced in their regulations and advisory notices promoting good practice.

The qualification is designed for those who carry out manual handling at work and provides essential information about controls and hazards. Employers are required to take appropriate steps, including training, to reduce the risk of injury to employees who carry out any manual handling activities at work.

# QUALIFICATION SPECIFICATION

## Qualification structure

This qualification is regulated in the UK and awarded by First Aid Awards. FAA are an Awarding Organisation regulated by Ofqual and SQA Accreditation. The qualification sits on the Regulated Qualifications Framework (RQF) and the Scottish Credit and Qualifications Framework (SCQF).

The qualification consists of one mandatory unit:

FAA LEVEL 2 AWARD IN MANUAL HANDLING - PRINCIPLES AND PRACTICE (RQF)						
QAN	Unit title	URN	Credit value	Level	GLH	TQT
600/7624/0	Manual Handling Safety at Work	D/602/4593	1	2	6	7
AWARD IN MANUAL HANDLING PRINCIPLES AND PRACTICE AT SCQF LEVEL 5						
QAN	Unit title	URN	Credit value	Level	GLH	TQT
R306 04	Manual Handling Health and Safety	UC27 04	1	5	6	7

QAN - Qualification accreditation number      URN - Unit reference number      GLH - Guided learning hours      TQT - Total Qualification Time

## Entry requirements

The qualification is available to learners aged 14 or over.

It is recommended that learners should hold a minimum of Level 1 in literacy or equivalent to undertake this qualification.

There are physical demands within the manual handling assessment and learners will need to demonstrate the safe moving and handling of loads.

It may be possible to allocate a reasonable adjustment to a learner who has a disability, medical condition or learning need; learners should contact their training provider to discuss. Any reasonable adjustments granted must be in line with the [FAA Reasonable Adjustments Policy](#).

## Qualification delivery

The qualification has 6 assigned guided learning hours (GLH) and 7 hours total qualification time (TQT). GLH indicates the number of classroom contact hours that the learner will undertake. TQT includes GLH but also takes into account any unsupervised learning and is an estimate of how long the average learner will take to complete the qualification.

The minimum classroom contact time of 6 hours can be delivered over 1 day or spread over a maximum of 3 weeks. Each session must be a minimum of 2 hours.

The class ratio for this qualification is a maximum of 16 learners to 1 Trainer/Assessor.

## Certification

The qualification does not have an expiry date but refresher training and keeping up to date with changes to policies, procedures and new legislation through ongoing CPD is vital.

## Progression

Learners who achieve this qualification may progress on to other health and safety qualifications. FAA also offer qualifications in first aid, food safety and safeguarding should learners wish to diversify.

# QUALIFICATION SPECIFICATION

## Learning outcomes and assessment criteria

A regulated qualification has set learning outcomes and assessment criteria. The learning outcomes describe the skills and knowledge a learner will gain by successfully completing the qualification. The assessment criteria state the skills, knowledge and competence a learner will be required to demonstrate during the course assessment.

### MANUAL HANDLING SAFETY AT WORK (RQF)

### MANUAL HANDLING HEALTH AND SAFETY (SCQF)

LEARNING OUTCOMES The learner will:	ASSESSMENT CRITERIA The learner can:
1. Understand the reasons for safe manual handling	<b>1.1</b> Outline the potential injuries and ill health associated with incorrect manual handling <b>1.2</b> Outline employer's and employee's duties relating to manual handling at work <b>1.3</b> Outline the consequences for non-compliance with health and safety requirements at work
2. Understand how manual handling risk assessments contribute to improving health and safety	<b>2.1</b> Explain the terms 'hazard' and 'risk' in the context of manual handling work <b>2.2</b> Outline the process for carrying out a manual handling risk assessment <b>2.3</b> 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	<b>3.1</b> Describe safe movement principles associated with manual handling <b>3.2</b> Outline the types of equipment designed to be used for manual handling tasks <b>3.3</b> Outline the requirements for the testing, servicing and examination of manual handling and lifting equipment
4. Be able to apply safe manual handling principles	<b>4.1</b> 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>

## ASSESSMENT INFORMATION

The qualification is assessed through practical demonstration of efficient and safe manual handling and a written assessment paper. Learners must successfully pass both parts of the assessment to achieve the qualification.

There is no grading of the assessment; learners pass or are referred.