



PART OF **nocn** GROUP

QUALIFICATION SPECIFICATION

NOCN Level 2 Award in Moving and Handling in Health & Social Care

Qualification No: 610/3196/3

Operational Start Date: 22nd September 2023

Version: 1.0 September 2023

To know more about NOCN:

- Visit the NOCN website: www.nocn.org.uk
- Call the Customer Service Team: **0300 999 1177**

Introduction

NOCN is a market-leading awarding organisation that has been providing qualifications for a wide range of Centres, including FE colleges and training providers, for 30 years both in the UK and internationally.

We work with Centres to deliver a high quality and flexible service for learners to underpin our passionate belief in the power of education and its impact on communities and individuals.

We offer all the advantages of being with a national awarding organisation with a diverse portfolio of qualifications, alongside providing a personalised, bespoke, service to our Centres and learners.

As an accredited Leader in Diversity we are proud of our reputation as a provider of fully accessible, trusted and flexible qualifications.

About NOCN Group

NOCN is part of NOCN Group, a progressive educational charity whose core aims are to help learners reach their potential and organisations thrive. The group includes business units specialising in regulated UK and international qualifications, end point assessment, endorsed programmes and assured short courses, Smart job cards, assessment services, consultancy, and research.

NOCN Group shares a joint purpose to offer learners, training providers, employers, and FE Colleges a fully integrated range of learning and skills development products and services.

Information about all our courses and qualifications is available from our website:

www.nocn.org.uk/

Qualification at a Glance

Title	Size
<p>NOCN Level 2 Award in Moving and Handling in Health & Social Care</p>	<p>GLH - 6</p> <p>TQT - 10</p> <p>Credit - 1</p>
Purpose	Target Audience
<p>The purpose of this qualification is to equip learners with the knowledge and understanding of moving and handling to allow them to progress either to further training or into a job role in the health and social care industry.</p>	<p>This Level 2 qualification is primarily for learners aged 16 and above and who want to continue their education and develop their knowledge/competencies and understanding of their role in health and social care.</p>
Content Overview	Entry Requirements
<p>This Level 2 qualification provides learners with a range of knowledge and skills regarding moving and handling. Learners will also develop an understanding of working in the health and social care sector.</p>	<p>There are no formal entry requirements for learners undertaking this qualification. The qualification can be undertaken without any previous training or qualifications in this subject area.</p>
Assessment	Additional Resources
<p>This qualification is assessed via completion of an Assessment Handbook and three observations.</p>	

Summary of changes:

This section summarises the changes to the qualification specification since the last version

Version	Publication Date	Summary of Amendments.
1	September 2023.	Original version.

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1. Overview of Qualification

This qualification is vocationally based and as such, offers the opportunity for learners to demonstrate an achievement of practical skills, understanding and knowledge in moving and handling

The qualification will:

- (a) meet relevant programmes of learning,
- (b) prepare learners for employment,
- (c) support a role in the workplace

This qualification is for learners who wish to develop the skills and knowledge required for employment in health and social care where they will work in a setting where moving and handling forms part of the job role.

Moving and Handling is a fundamental skill in the health and social care sector and training in safe moving and handling is mandatory.

Entry Requirements

There are no formal entry requirements for learners undertaking this qualification or learners are required to have

Learners must be in a position to demonstrate the requirements of the qualification and have access to required assessment opportunities and relevant resources. Please refer to specific assessment requirements on individual components for more information.

Centres should undertake initial assessment activities with learners to ensure this is an appropriate qualification and they are capable of achieving the level they will be studying before enrolling them onto a programme of learning.

This qualification is available to learners aged **16** years or over.

Progression Routes

Achievement of this qualification confirms the learner has gained the knowledge and skills required to:

- Be employed in the health and social care sector in a setting where moving and handling occurs.
- Progress on to Level 2 Health and Social Care qualifications.

2. Qualification Details

2.1. Qualification Structure

The NOCN Level 2 Award in Moving and Handling in Health & Social Care is a 1 credit qualification with a Total Qualification Time (TQT) of 10 hours, including 6 Guided Learning Hours (GLH).

Learners **must** achieve one credit from the mandatory component.

Unit	M/O	Level	Ofqual Unit Ref	Credits	GLH	Assessment
Principles of Safer Moving and Handling	M	2	F/650/8235	1	6	Assessment Handbook

2.2. Total Qualification Time (TQT)

Through consultation with users, TQT has been agreed by considering the total number of learning hours required for the average learner to achieve these qualifications.

TQT is split into two areas:

Area	Example of activities
<p>1. Guided Learning Hours (GLH):</p> <ul style="list-style-type: none"> learning activity under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training includes the activity of being assessed if the assessment takes place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training 	<ul style="list-style-type: none"> Classroom-based learning supervised by a teacher Work-based learning supervised by a teacher Live webinar or telephone tutorial with a teach in real time E-learning supervised by a teacher in real time All forms of assessment which take place under the immediate guidance or supervision of an appropriate provider of training Exam time

<p>2. Other Learning Hours (OLH):</p> <ul style="list-style-type: none"> • an estimate of the number of hours a learner will spend, as directed by (but not under the immediate guidance or supervision of) a lecturer, supervisor, tutor or other appropriate provider of education or training, including: <ul style="list-style-type: none"> ○ preparatory work ○ self-study ○ any other form of education or training, including assessment 	<ul style="list-style-type: none"> • Independent and unsupervised research / learning • Unsupervised compilation of a portfolio of work experience • Unsupervised e-learning • Unsupervised e-assessment • Unsupervised coursework • Watching a pre-recorded podcast or webinar • Unsupervised work-based learning
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2.3. Assessment and Evidence

The qualification is externally set and internally assessed.

External Assessment (externally set and internally assessed)

Learners will be required to complete the assessments created by NOCN for some units. Once the learner has completed the tasks they are to be assessed internally by appropriate Centre staff.

The assessment documents are available from NOCN and they include all information needed by the learner to complete the tasks. The assessment decisions are to be recorded on the assessment documents.

Learning Outcome 4 is assessed via a set of three observations, one for each assessment criteria.

2.4. Fair and Equitable Assessment

Assessment must be designed to be accessible and inclusive and the assessment methodology must be appropriate for individual assessment, giving due consideration to any assessment requirements attached to individual components.

2.5. Learners with Particular Requirements

If you are a NOCN Recognised Centre and have learners with particular requirements, please see the **NOCN Reasonable Adjustments and Special Considerations Policy and Procedure** found on the NOCN website at www.nocn.org.uk

This policy gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the assessment criteria.

The NOCN Centre Approval process requires the Centre to hold policy statements on Equal Opportunities, Diversity and Disability Discrimination, which will be reviewed by NOCN.

Please refer to the **NOCN Quality Assurance Manual** for further details.

2.6. Recognised Prior Learning

Recognising Prior Learning is an assessment process that recognises learning that has its origins in a learner's experience and/or previous formal and informal learning contexts. This includes knowledge and skills gained within school, college, university and outside formal learning situations such as through life, employment, apprenticeships and other work experiences.

NOCN is committed to the Recognition of Prior Learning (RPL) and has developed a policy and procedures to inform and support Centres. This is available on the NOCN website at www.nocn.org.uk

2.7. Assessment and Evidence for the Components

Assessment materials are only available to Centres approved to deliver this qualification.

All current assessment materials are available from NOCN's vLearn platform. Existing Centres have access to vLearn, new Centres must contact their NOCN Business Development Manager.

Forms and guidance for gathering learner evidence against the individual assessment criteria are available for download in Word format on the NOCN website:

www.nocn.org.uk/support/nocn-support/quality-assurance/

3. Centre Information

3.1. Required Resources for Delivering the Qualification

As part of the requirement to deliver this qualification there is an expectation that staff undertaking roles as part of the delivery and assessment of the qualification have a demonstrable level of expertise.

NOCN expects that Tutor/ Assessors are able to demonstrate the following competencies:

3.1.1 Tutor / Assessor Requirements

- Be technically competent/subject matter experts, hold or be registered as working towards, a recognised education and /or training qualification of Level 3 or higher, have experience of delivering training within this subject area. The minimum expectation is:
 - A Level 3 Health and Safety qualification or related equivalent. Examples of this include:
 - Degree or DipHE in a related subject,
 - Regulated L3 or above qualification in Health and Safety,
 - NEBOSH NGC or Diploma in Occupational Safety and Health,
 - Advanced qualifications in Moving People Safety.
 - Relevant Manual Handling / Moving People Safely instructor courses.

- Substantial occupational experience of moving and handling in the health and social care sector. Examples of this include:
 - RGN.
 - Senior Care Worker.
 - Care Manager.

3.1.2 Internal Quality Assurer Requirements

Each centre must have internal quality assurance policies and procedures in place to ensure that decisions made by Assessors are appropriate, consistent, fair and transparent, and that they do not discriminate against any learner. The policies and procedures must be sufficient to secure the quality of the award, ensuring validity, reliability and consistency.

NOCN expects that an Internal Quality Assurer is able to demonstrate the following competencies:

They should:

- Have an understanding of the subject area, have experience in carrying out internal quality assurance activities and hold, or be registered as working towards, a recognised Internal Quality Assurance qualification. The minimum expectation is that the level of competence should be at the same level as the qualification being quality assured.

NOCN supports and recognises Centres' internal quality assurance systems which support the above; any system should include standardisation and sharing of good practice.

Centre staff may undertake more than one role, e.g. tutor, assessor or internal quality assurer, but they **cannot** carry out any quality assurance on work that they have previously assessed.

Refer to the **NOCN Quality Assurance Manual** for further information on the Internal Quality Assurance process. This can be found on the NOCN website at www.nocn.org.uk

3.1.3 Continuing Professional Development (CPD)

Centres are expected to support their staff, ensuring that their subject knowledge remains current and that their members of staff are up to date with regards to best practice in delivery, assessment and quality assurance.

3.1.4 External Quality Assurance

Once recognised as a Centre, NOCN will allocate an External Quality Assurer. The External Quality Assurer will have ongoing responsibility for monitoring the Centre's compliance with the requirements of recognised Centre approval status.

The External Quality Assurer will make regular visits to all Centres. During these visits they will:

Monitor the Centre's compliance with the Centre approval criteria by reviewing course documentation, meeting managers, tutors, internal quality assurers, learners, and administrative staff.

Review the standard of the Centre's assessment and internal quality assurance practices and decisions to determine whether all assessment requirements are met to support safe and valid claims for certification.

Refer to the **NOCN Quality Assurance Manual** for further information on the External Quality Assurance process. This can be found on the NOCN website at www.nocn.org.uk

3.2. Offering the Qualification

Existing Centres

If you are already recognised to offer NOCN qualifications and would like more information about offering this qualification, please contact: business-enquiries@nocn.org.uk, alternatively use Horizon to add this qualification to your Centre.

New Centres

If you are interested in offering this qualification, but are not yet a NOCN Approved Centre and would like more information about becoming a NOCN Centre and offering this qualification please see **Become a Registered Centre** on our website <https://www.nocn.org.uk/customers/nocn-centres/> and click Become a Centre.

4. Component Information

Within the Level 2 Award, the qualification consists of one Mandatory component. The qualification structures (**see section 2**) sets out the rules for achieving the qualification.

To achieve this qualification a learner must provide evidence of learning and achievement against all the assessment requirements within each of their chosen components.

A copy of the Mandatory component can be downloaded via the NOCN website.

<https://www.nocn.org.uk/products/qualifications/610-3196-3-nocn-level-2-award-in-moving-and-handling-in-health-and-social-care/?pdf=true>



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