



FLEXIBILITIES

QUALIFICATION HANDBOOK

for centre staff



AIM Awards

Level 2 Award in Principles of Manual
Handling 603/1253/1

EXPIRING

E-certification available



“

I would like to convey my thanks to you all at AIM Awards for the support and guidance you have provided during our first year as a training centre. I am aware we have asked a lot of questions and sent a lot of emails and you have dealt with every query swiftly and efficiently combined with a lot of patience.

It has been a roller coaster of a year setting up everything from scratch but it has been made easier by having access to you all.

Carol Harmston, AIM Awards Centre ”



Contents

Introduction	4
SECTION ONE - QUALIFICATION OVERVIEW	
About this Qualification	6
SECTION TWO - QUALIFICATION STRUCTURE	
Qualification Structure and Components	10
SECTION THREE - ASSESSMENT	
Centre Staff Requirements	12
How this Qualification is Assessed	13
Examination Format and Sample Questions	13
Reasonable Adjustments	14
Special Considerations	14
SECTION FOUR - OPERATIONAL GUIDANCE	
Offering this Qualification	16
Registering Learners	16
Scheduling the Externally Marked Examination	17
Results of Externally Marked Examinations (Online)	18
SECTION FIVE - APPENDICES	
Invigilation Guidance for AIM Awards Online Examinations	20



Introduction

Welcome to the AIM Awards Level 2 Award in Principles of Manual Handling Qualification Handbook. This Handbook contains everything you need to know about the qualification and is intended for Tutors, Assessors, Internal Verifiers and other staff involved with the planning, delivery and assessment.

This is a live document and as such will be updated when required. You will be informed via email when changes are made and it is your responsibility to ensure the most up-to-date version of the Qualification Handbook is in use.

We also provide Learner Guides for our qualifications. These learner-friendly documents detail everything your learners will need to know about the qualification they are undertaking; the content of the qualification, how they will be assessed, what the qualification could lead to and any additional information to help them successfully achieve. These are available to download on our website (www.aimawards.org.uk) or alternatively contact us to access these.

About Us

We are a national Awarding Organisation, offering a large number of Ofqual regulated qualifications at different levels and in a wide range of subject areas. Our qualifications are flexible enough to be delivered in a range of settings, from small providers to large colleges and in the workplace both nationally and internationally.

We pride ourselves on offering the best possible customer service, and are always on hand to help if you have any questions. Our organisational structure and business processes enable us to be able to respond quickly to the needs of customers to develop new products that meet their specific needs.

We are also licensed by the Quality Assurance Agency (QAA) to approve and certificate Access to Higher Education Diplomas.



Section One

Qualification Overview

[Back to Contents](#)

5



About this Qualification

Please note that this qualification will be withdrawing from any new learner registrations on 31/12/2018.

The AIM Awards Level 2 Award in Principles of Manual Handling aims to develop learners understanding of manual handling, by introducing them to the hazards of manual handling, the risks involved and the control measures available to prevent injury. Learners will be able to look carefully at their own work activities and contribute to the development of safer working practices in cooperation with their supervisors and managers.

This qualification is not intended to train learners to carry out manual handling risk assessments, but will develop their knowledge and understanding of such assessments.



Qualification Details

Qualification	
AIM Awards Level 2 Award in Principles of Manual Handling	
Assessment	Externally set and marked, online multiple choice examination
Grading	There is no grading for this qualification
Geographical Coverage	England
Operational End Date	31/12/2018
Certification End Date	31/12/2021
Sector	4.3 Manufacturing Technologies
Qualification Number	603/1253/1
Learning Aim Reference	60312531
Guided Learning Hours (GLH)	4
Total Qualification Time (TQT)	5
Learner Age	N/A
Rules of Combination	<p>Learners must achieve the single essential component to achieve this qualification. This qualification is assessed via an externally set, externally marked online multiple choice examination. Instructions for the invigilation of this examination are available in the qualification handbook.</p> <p>The assessment comprises 18 randomly generated questions, unique to the individual learner. 3 standards are tested, each by 6 questions. The online system will automatically mark learner's responses and in order to pass the assessment, the learner must achieve a minimum of 10 marks out of 18.</p>





Total Qualification Time and Guided Learning Hours

Total Qualification Time (TQT) is the number of notional hours it takes a typical learner to achieve the full qualification and is made up of two elements:

- the minimum number of Qualification Guided Learning Hours (GLH) - the number of Tutor-led contact hours
- the number of hours spent on preparation, studying and the assessment that is non-guided

For example, the number of tutor-led contact hours (GLH) for a qualification is 30 and the number of hours spent by the learner (non-GLH) on preparation, studying and the assessment is 6 hours. Therefore the Total Qualification Time (TQT) for the qualification is 36 hours.

Progression Opportunities

Learners may progress into further education, such as qualifications within the same industry i.e. AIM Awards Level 2 Award in Safe Moving and Handling.

Entry Guidance

It is recommended that learners possess a Level 1 literacy or equivalent qualification before embarking on this qualification.

Qualification Dates

The qualification review date is the date by which we will have carried out a review of the qualification. We work with sector representatives to make any changes necessary to meet sector needs and to reflect recent developments. In most cases, we'll extend the qualification and set a new review date. If we make a decision to withdraw a qualification, we'll set an operational end date.

We will post information relating to changes or extensions to qualifications on our website and centres approved to offer the qualification will be kept updated. The certification end date will be three years from the operational end date.

Resource Requirements

There are no specific resource requirements for this qualification. You must ensure that your centre has appropriate resources in place to deliver this qualification.



Section Two

Qualification Structure and Components

[Back to Contents](#)

9



Qualification Structure

This section details the rules of combinations for this qualification. Select the component titles to view the component details.

Rules of combination for: AIM Awards Level 2 Award in Principles of Manual Handling (EXPIRING 31/12/2018)

Learners must successfully achieve the single essential component to achieve this qualification. Learners will be assessed through an externally set, externally marked online multiple choice examination.

No.	Component Code	Component Title	Level	GLH
Essential				
01	M/615/5933	Understanding the Principles of Manual Handling	Two	4



Section Three

Assessment



Centre Staff Requirements

As an Awarding Organisation, we require that:

Tutors have relevant teaching experience and/or a qualification, and experience and/or a qualification in the relevant subject area. Suitable teaching qualifications include:

- Level 3 or 4 Preparing to Teach in the Lifelong Learning Sector (PTLLS) or above
- Level 3 Education and Training or above
- Diploma or Certificate in Education
- Bachelors or Masters Degree in Education

Assessors have an assessor qualification or evidence of recent relevant experience. Suitable assessor qualifications include:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Certificate in Assessing Vocational Achievement
- A1 Assess Candidate Performance using a Range of Methods
- D32 Assess Candidate Performance and D33 Assess Candidate using Differing Sources of Evidence

In addition, specifically for these qualifications, Assessors must have a minimum of a Level 3 qualification in manual handling and/or safe moving and handling.

Internal Verifiers (IV) have an internal verification qualification or evidence of recent relevant experience. Suitable internal verification qualifications include:

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

In addition, specifically for these qualifications, Internal Verifiers must have a minimum of a Level 3 qualification in manual handling and/or safe moving and handling.



How this Qualification is Assessed

This qualification is assessed through an invigilated externally set, externally marked online multiple choice examination. Instructions for the invigilation of this examination are available in Appendix 1 – Invigilation of Online Examinations.

The assessment comprises 18 randomly generated questions, unique to the individual learner. 3 standards are tested, each by 6 questions. The online system will automatically mark learner’s responses and in order to pass the assessment, the learner must achieve a minimum of 10 marks out of 18.

Confidentiality of examinations and learner work must be maintained at all times. Centres must ensure that the instructions set out in this document are followed and inform AIM Awards of any potential breach of confidentiality. Further details on Malpractice can be found on the AIM Awards website.

Centres are required to register learners with AIM Awards two working days before the examination (see **Section 4**).

Examination Format and Sample Questions

Learners will have 30 minutes to complete the examination, sample questions can be viewed on our website [here](#).

Components				Set by the centre			Set by AIM Awards		
Component Number	Component Code	Component Title	Level	Portfolio of evidence	Exam	Practical	Portfolio of evidence	Exam	Practical
01	M/615/5933	Understanding the Principles of Manual Handling	Two	–	–	–	–	–	✓



Reasonable Adjustments

If reasonable adjustments are required for learners taking examinations, the centre must gain approval from AIM Awards prior to the date of the examination:

1. The Tutor should complete and submit a Request for Reasonable Adjustments Form for each learner with supporting evidence to AIM Awards at least 14 days before the planned examination date
2. AIM Awards will confirm receipt of the form within 2 working days
3. AIM Awards will consider the application and give a decision within 10 working days of receipt. AIM Awards will inform the centre if we will be unable to reach a decision in this timescale.

Types of evidence acceptable:

- Educational Psychologist's report – must be current/valid within two years of the date of the exams
- Specialist teachers assessment report - must be current/valid within two years of the date of the exams
- Medical letter – must be specific AND recommend, in detail, the support being requested. For a long term physical/medical condition which is not going to change i.e. hearing/visual impairment – a letter from a doctor/optician or hospital report is acceptable in most cases. A condition which is not permanent, but will not go away, will require a new letter confirming the diagnosis each academic year.

Special Considerations

In the case of examinations:

1. The Head of Centre should complete and submit a Request for Special Consideration Form for each learner requesting special consideration with supporting evidence, which may include medical/psychological evidence or a statement from the Invigilator/Verifier to AIM Awards no later than 24 hours after the examination date
2. AIM Awards will confirm receipt of the form within 2 working days
3. AIM Awards will consider your application and give a decision within 10 working days of receipt. AIM Awards will inform the centre if we are unable to reach a decision in this timescale.

Further details are provided in our Reasonable Adjustments and Special Considerations document available on our website.



Section Four

Operational Guidance



Offering this Qualification

Centres wishing to offer this qualification must be an AIM Awards recognised centre. New centres can apply to become a centre using the Centre Recognition Application Process on our website or by contacting the AIM Awards office.

We can advise centres on the best and most efficient methods for offering this qualification. All procedures for the use of this qualification, including approval, registration of learners, verification and certification will be completed through AIM Awards and all centres will have an allocated Customer Support Officer to support them.

Approval to Offer the Qualification

Centres wishing to offer this qualification must complete and submit a Qualification Approval Request on the AIM Awards website. Some qualifications require that centres have specific resources in place and/ or that their Assessors/ Internal Verifiers hold certain qualifications. Where this is the case, centres must provide evidence of resources/staff qualifications when completing the Qualification Approval Request.

Fees and Charges

The AIM Awards Fees and Charges Catalogue includes all qualification charges and is available on our website. Please note that registrations will not be processed if centre fees have not been paid.

Registering Learners

Once centres have approval to offer the qualification, they will be able to register learners via the AIM Awards Online Portal. Centre staff will need to set up accounts in order to use the Portal to carry out administration of the centre. An allocated Customer Support Officer will guide centres through this process.

The centre registers learners onto the correct qualification via the Portal within the following timescales:

- **Short Courses** - Courses of 15 weeks or less. Registrations must be received within 25 working days of the start date of the course or at least three working days before the planned examination date.
- **Long Courses** - Courses over 15 weeks. Registrations must be received within 60 working days of the start date of the course or at least three working days before the planned examination date.



Scheduling the Externally Marked Examination

Once registered onto the qualification, learners are to be scheduled onto the online Xams examination system according to the following instructions:

- Centres must check whether any Reasonable Adjustments are required for any learners and seek approval from AIM Awards at least fourteen working days before the intended examination (see **page 17** for further information)
- Centres must schedule the learners onto the Xams system with the intended date and time of the online examination at least two working days before the intended examination
- The centre will download the individual learner log in details once the examination has been scheduled.

On the day of the exam:

- The Invigilator must confirm each learner's identification and log learners into the online examination using the learner examination login details. By logging learners in the Invigilator is confirming their identity
- Learners take the online examination at the agreed time and date, having confirmed their adherence to the learners agreement
- The Invigilator ensures learners (up to ten) take the examination adhering to the learner agreement and time limit, that examination conditions are maintained and that learners do not access any other web pages or other resources
- AIM Awards will monitor the time and date that the examination is accessed and sanctions may be enforced if it is not carried out at the agreed time
- The Invigilator must inform AIM Awards of any issues with the examination or malpractice in order for an investigation to be instigated
- AIM Awards may attend examinations to confirm that regulations are being adhered to



At the end of the examination

- At the end of the examination, the centre must inform AIM Awards immediately of any threat to the confidentiality of assessments.
- The results are immediately available to the centre via the Xams system. The results will automatically be received by AIM Awards, who will generate any certificates and send these to the centre within 2 weeks of the examination.

E-Certification

AIM Awards now offers e-certification, where learner's certificates of achievement can be downloaded directly from Quartz Portal. E-certificates will have a unique QR code that can be scanned and verified. Once learners have achieved the qualification, centres may download their learner's e-certificates via the Quartz Portal:

1. Select 'Your Runs'
2. Find the relevant Run and select on the Run ID
3. Select all learners (or individual learners)
4. Select 'E-Certificates'
5. Create a password and enter this into the box
6. Select 'Get Certificates'
7. An encrypted zip file will download. The password you created will be required to open this file.

Centres may request hard-copy certificates from AIM Awards; please contact your Customer Support Officer on 01332 341822.

Resits of Externally Marked Examinations (Online)

Learners who do not achieve in the online multiple choice examination are eligible to be entered for a resit. Resits may take place a minimum of 10 working days from the original examination to allow for further teaching and learning activities to take place at the centre.

Centres must inform their allocated Customer Support Officer of the learner details to enable AIM Awards to allow the centre to re-schedule the resit, at least five working days before the intended examination. The AIM Awards Fees and Charges Catalogue includes details on resit charges and is available on our website.



Section Five

Appendices



APPENDICES AND LINKS

Select an appendix from the list below to view the document.

Appendix Name

Invigilation Guidance for AIM Awards Online Examinations





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