**6N0233**

**QQI Manual Handling Instructor**

**Occupli Limited Course Handbook**

**Table of Contents**

1. Course Outline
2. Course Assessment Outline
3. Learners Charter

 **Occupli Limited Training
Manual Handling Instructors Course Program (QQI Level 6 – 6N0233)**

**Course Objectives**On completion of this course, participants will be able to:

1. Assess the relative danger or safety of manual handling tasks
2. Recommend preventive measures which can reduce the risk of injury.
3. Lift and handle loads safely.
4. Identify ergonomic risks and recommend control measures.
5. Instruct others on the theory and techniques of safe manual handling.

**Course Programme**

* **DAY 1** Unit 1: Legislative Requirements and MH management
* **DAY 2** Unit 2: Anatomy and Back Care
* **DAY 3** Unit 3: Ergonomic Principles and Risk Assessment
* **DAY 4** Unit 4: Planning and Design of Manual Handling Training Programmes &Unit 5: Delivery of Manual Handling Training
* **DAY 5** Assessments

**Target Audience**The aim of this QQI Level 6 Manual Handling Instructor course is to provide the learner with the key knowledge. As well as the skill and competence to design and deliver manual handling instruction in their workplace.

**Course Content**

*WELCOME AND INTRODUCTION*

1. Course objectives and overview
2. Why are we here?

**Unit 1**

**Legislative Requirements & Health Benefits**

1. Statutory and Common Law
2. Implications of the Safety, Health and Welfare at Work Act 2005
3. Implications of the Safety, Health and Welfare at Work (General Application) Regulation 2007

**Unit 2**

**Anatomy & Back Care**

WORK PHYSIOLOGY

* How various parts of the body function when lifting, pushing and pulling
* The energy required to do certain tasks
* The effects of carrying out a heavy task e.g. lifting

*BIOMECHANICS*

* The mechanics of bodily movement
* Principles of levers
* Muscle action

*ANATOMY*

* Structure and function of the spine
* How different postures can adversely affect the spine

**Unit 3**

**Ergonomic Principles and Risk Assessment**

* Introduction to Ergonomics and Anthropometrics
* Review of Part 2, Chapter 4 of the Safety, Health and Welfare at Work (General Application) Regulations 2007
* Ergonomic Assessment and Auditing Techniques
* Reduction of Risks
* Case study and Assessments
* Checklist for Manual Handling Assessment

**Unit 4**

* Manual Handling Principles & Techniques
* Duty to avoid manual handling where possible
* Anatomy of the spine
* Principles of levers and the law of motion
* Safe Lifting
* Manual Handling Management Policy

*DEMONSTRATION OF A MANUAL HANDLING TRAINING SESSION*

* Review of Legislation
* Danger of careless work materials
* Principles of levers and the law of motion
* Anatomy of the spine
* How to protect your back

*PRACTICAL*

* Lifting
* Pushing
* Pulling
* Assessing participants

*PRACTICAL DEALING WITH DIFFERENT TYPES OF LOADS*

1. Lifting from the floor
2. Lifting from the table
3. Lifting from low to high
4. Handling sacks and drums
5. Pushing and pulling

*EXAMPLES OF LIFTING AND MOVING TECHNIQUES*

* Identifying the main risks associated with manual handling operations
* Developing lifting and moving techniques to overcome the identified tasks

**Unit 5**

**Planning, Design & Delivery of Manual Handling Training**

1. What makes us learn
2. Teaching Strategies
3. How to structure a training module
4. Use of learning aids and other support materials
5. Techniques of instruction
6. Audio Visual Materials
7. Overheads, Slides, Training Videos, Graphs
8. Monitoring and Evaluation
9. Review and Feedback
10. *PRESENTATION BY EACH PARTICIPANT ON PREPARED TOPICS*

*MECHANISMS USED TO ASSIMILATE KNOWLEDGE*

1. The course is highly participative and interactive. Participants practice the techniques of instruction as well as those of safe manual handling. Syndicate exercises, demonstrations and ergonomic assessments also form a major part of the program.

*AUDIO VISUAL MATERIALS*

1. Overheads
2. Slides
3. Training Videos

**Assessment**

1. Practical and written assessments

\*Please note there will be at least 1 week between Day 4 and Day 5 of the programme to allow sufficient time for the self-directed study associated with this programme

*PRESENTATION BY PARTICIPANTS ON MANUAL HANDLING MODULES*

1. Assessment of Instructional Skills – 10mins each
2. Written Examination
3. Practical Assessments – Lifting Techniques
4. Leaner Assessment and Feedback
5. Assignment – due within 2 weeks
6. Course review and evaluation

 **Course Programme**

 PARTICIPANTS: Up to 10 personnel

DURATION:

 The programme schedule is flexible. Normally the programme is scheduled for five days over a 3 week period.

 However, this may be adjusted to suit the needs of clients who wish to run a private course.

**Please Note: While the delivery of the program is over a 5-day period, it also requires a sizable amount of self-directed study. The total duration of the program is set at 100 hours. Candidates should allow for approximately 60 hours of self-directed learning.**

**Special Requirements**

Candidates should be familiar with the use of computers and ideally have a working knowledge of Power Point.

Please make **Occupli Limited** aware of any special learning needs/requirements to enable you to participate fully in the program. It is Chis Mee Group’s policy to support any special requirements of learners during the course program & course assessment.

**Full certification and a manual handling memory key will be provided for each** **participant.
Each course is subject to course booking conditions. Please contact our office for further details.**

**For course application and further details, please contact Occupli Limited on 1850 315 415**

**Occupli Limited Training
Information for learners in relation to the Manual Handling Instructors Course (QQI Level 6)**

**Course Assessment**

**Assessment of Course**

The **Occupli Limited** training department implement procedures for the assessment of learners, which are required to be fair and consistent. The contents of this document outline the requirements of the assessment.

**Summary of learning outcomes to be assessed.**

* + - Skills Demonstration 60%
		- Examination – Theory Based 20%
		- Assignment 20%

**Assignment**

All candidates must complete an **assignment** which requires the candidate to produce evidence that demonstrates an understanding and application of a range of specific learning outcomes as identified in the assignment brief document.

The assignment is based on a manual handling risk assessment.

All assignments carry equal marks.

Candidates must achieve a minimum of 50% in this section. Assignments must be submitted in hard copy by post to **Occupli Limited** at the following address: **Occupli Limited, Euro Business Park, Little Island, Cork.**

**Deadline for assignments: - All assignments must be submitted to the instructor within 2 weeks of completing the examination. Any assignment submitted after the examination will be subject to penalty.**

 **Occupli Limited will take into consideration any learner that applies for compassionate consideration in relation to their assessment. The learner should provide appropriate evidence to Occupli Limited to support the request.**

**Examination (Theory-Based)**

Candidates must complete **a theory–based examination that assess candidates’ ability to recall and apply theory and understanding requiring responses to a range of short answer questions. Candidates must achieve 16 marks out of 20 in the examination.**

**Examination Duration: - 1 hour 30 minutes.**

**The format of the examination will be as follows: 20 Short answer questions (1 mark each).**

**Assessment of skills – There are 4 components in this section**

1. Candidates must carry out a range of manual handling techniques and apply these to a range of manual handling tasks (30 marks).

2. Candidates must analyse a learner’s performance of manual handling techniques (10 marks).

3. Candidates must give effective instruction in practical manual handling techniques (10 marks).

4. Candidates must deliver an effective presentation (10 marks).

 **This assessment must be passed in order to achieve the award**

**Grading**

* Pass 50-64%
* Merit 65-79%
* Distinction 80-100%

**Materials required for the examination: - Pens, paper, identification & information approved by the instructor. Power point presentations must be used for the delivery of the presentation section.**

**Assessment Monitoring: - All examinations will be monitored by invigilators appointed by the Occupli Limited. People attending the examination must follow the guidelines set out by the invigilator.**

**Access to Examination Room: - Learners will not be allowed access to the examination 15 minutes after an examination is scheduled to start. No additional time shall be allowed to learners who arrive at the examination centre after the commencement of an examination.**

**Behaviour during an Examination:**

* **Learners may not communicate in any manner with anyone other than the invigilator during the assessment.**
* **Learners must not use any means whatever to obtain, directly or indirectly, assistance in an assessment or give or attempt to give, directly or indirectly, such assistance to any other student.**
* **Learners must not indulge in any behaviour which may disturb any other student or any form of conduct which may disrupt the smooth progress of an examination. Learners causing such disturbance or disruption may be required by the invigilator to leave the examination.**
* **Learners are required to hand their examination papers & completed examination scripts to the invigilator, including any rough work – which should be clearly indicated as such, and to remain seated at the end of the assessment until dismissed by the invigilator.**
* Learners must clearly label all work handed back to the invigilator with **their name.**

 **Authorship Statement: -** All candidates must submit a statement with his/her assignments clearly stating the work is their own work. The authorship statement must be signed by the candidate and must be included with the assignment.

**Equality & Diversity: - Occupli Limited** Training Services is committed to equality of opportunity for staff, learners, stakeholders and all under-represented groups and to a pro-active approach to equality in the workplace. We strive to support and encourage promotion of an inclusive learning culture and fully recognize the value of diversity.

**Occupli Limited** recognizes that it has a responsibility to provide reasonable accommodation to learners who have a disability, or other persons covered by the nine grounds of Equality Legislation. An accommodation is a modification of classroom, or an evaluation procedure designed to accommodate the particular needs of an otherwise qualified learner with a disability.

Please contact the Training Department in the **Occupli Limited** office for further details – 021-497-8100

**Learners with learning disabilities and special requirements: -** If any learner has special requirements to complete the assessment of this course, please make it known to the instructor. It is **Occupli Limited** policy to support any special requirements of learners during the course program & course assessment.

**Access, Transfer & Progression: -** It is **Occupli Limited** intention to recognize a student’s prior learning and to promote an equitable and fair admission process whilst also providing programs of study which facilitate learners who wish to transfer or progress to other programs leading to recognized awards.

**Award/Certification**

 QQI Level 6 – 6N0233 - [www.qqi.ie](http://www.qqi.ie)

**Appeals/Repeats Process: -** Any learner may appeal or repeat a result of an assessment.

A learner may register an appeal within 14 days of receiving a result from **Occupli Limited**.

**Assessment malpractice: -** Candidates found to be involved in any form of assessment malpractice will be immediately disqualified from sitting the course assessment. Some examples of assessment malpractice are:

* Cheating in the examination
* Plagiarism including copying large amounts of work from other sources and not acknowledging or referencing this work
* Pretending to be somebody else
* Fabricating evidence or results
* Failing to follow the instructions of an examination invigilator
* Bringing unauthorised materials into the examination.

**Occupli Limited** will investigate any form of assessment malpractice which could impact on the validity of the assessment result.

**Occupli Limited Learner Charter**

**Occupli Limited Mission Statement**

‘*To provide flexible and quality-based health & safety training programmes to the highest national standards. We offer best value training solutions to meet our client’s learning needs and are committed to continually improving our training programmes through systematic evaluation and valued client feedback’*

To support our mission statement, we have developed this Learner Charter which details the standard of services you can expect from us.

**Occupli Limited will strive to ensure:**

* that our training courses are relevant to the current and future industry needs
* the promotion of equality for all learners and the recognition of the diversity of all learner groups
* a safe and healthy training environment for all learners

* the provision of clear and relevant information on all programmes
* all learner personal information is handled sensitively and in accordance with the Data Protection Act
* all training is completed by experienced and qualified staff who deliver well prepared and up to date lessons and training sessions using a range of learning techniques
* that all assessment is fair and consistent
* all learners have opportunities to give feedback on our services
* that all queries and complaints are dealt with in a professional, consistent and timely manner