

ICTQual AB



Qualification Specification

ICTQual Level 3 Certificate in Fundamentals of Manual Handling



Website
www.ictqualab.co.uk

Email:
Support@ictqualab.co.uk

ICTQual AB’s

Level 3 Certificate in Fundamentals of Manual
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Qualification Specification about ICTQual Level 3 Certificate in Fundamentals of Manual Handling

About ICTQual AB's

ICTQual AB's Ltd. is a distinguished awarding body based in the United Kingdom, dedicated to fostering excellence in education, training, and skills development. Committed to global standards, ICTQual AB's provides internationally recognized qualifications that empower individuals and organizations to thrive in an increasingly competitive world. Their offerings span diverse industries, including technical fields, health and safety, management, and more, ensuring relevance and adaptability to modern workforce needs.

ICTQual AB's delivers high-quality educational solutions through a network of Approved Training Centres worldwide. Their robust standards and innovative teaching methodologies equip learners with practical knowledge and skills for personal and professional growth. With a mission to inspire lifelong learning and drive positive change, ICTQual AB's continuously evolves its programs to stay ahead of industry trends and technological advancements.

Course Overview

The Level 3 Certificate in Fundamentals of Manual Handling is structured around established health and safety standards and is designed to equip participants with essential knowledge and practical skills in safe manual handling practices. It introduces learners to the core principles that govern manual handling activities, focusing on injury prevention, workplace safety, and compliance with legal and procedural requirements.

Manual handling remains one of the most common causes of workplace injuries. This course aims to reduce such incidents by fostering an understanding of the mechanical and anatomical principles behind safe lifting, carrying, pushing, and pulling techniques. Learners will explore how to recognise hazardous tasks, assess associated risks, and implement effective control measures. The course also promotes a proactive safety culture by encouraging learners to adopt best practices and safe systems of work in various occupational settings. Participants will develop the ability to evaluate manual handling operations, use suitable equipment where appropriate, and apply ergonomic solutions to reduce strain and prevent musculoskeletal disorders. The training emphasises both theoretical understanding and practical application to ensure learners are well-prepared to carry out manual handling tasks safely and responsibly.

Course Aim

The aim of this course is to provide individuals with the foundational understanding and applied competencies necessary to perform manual handling activities safely. It focuses on identifying potential hazards, minimising manual handling risks, and promoting practices that protect both individual workers and workplace productivity.

For Whom This Course Is For

This course is suitable for:

- Employees involved in lifting, carrying, or transporting materials or loads manually.
- Supervisors and team leaders responsible for workplace safety.
- New entrants to labour-intensive sectors such as construction, warehousing, healthcare, logistics, retail, and hospitality.
- Individuals seeking to improve their knowledge of manual handling and reduce the likelihood of workplace injury.
- Organisations aiming to ensure their staff meet workplace health and safety standards.

Qualification Objectives

By completing this course, learners will be able to:

- ✓ Understand the key principles of manual handling and associated legal requirements.
- ✓ Identify risks involved in manual handling operations and evaluate control measures.
- ✓ Demonstrate proper lifting, carrying, pushing, and pulling techniques.
- ✓ Apply ergonomic principles and select suitable handling aids or mechanical support.
- ✓ Promote safe manual handling practices and contribute to a positive safety culture.

Certification Framework

Qualification title	ICTQual Level 3 Certificate in Fundamentals of Manual Handling
Course ID	HSE0076
Grading Type	Pass / Fail
Competency Evaluation	Coursework / Assignments / Verifiable Experience
Assessment	The assessment and verification process for ICTQual AB's qualifications involves two key stages: Internal Assessment and Verification: ✓ Conducted by the staff at the Approved Training Centre (ATC) to ensure learners meet the required standards through continuous assessments. ✓ Internal Quality Assurance (IQA) is carried out by the centre's IQA staff to validate the assessment process. External Quality Assurance: ✓ Managed by ICTQual AB's verifiers, who periodically review the centre's assessment and IQA processes. Verifies that assessments are conducted to the required standards and ensures consistency across centres

Entry Requirements

The ICTQual Level 3 Certificate in Fundamentals of Manual Handling has minimal entry requirements, making it accessible to a wide range of learners. To enrol in this qualification, individuals must meet the following criteria:

- ✓ **Age:** Learners must be at least 18 years old.
- ✓ **Educational Background:** No formal qualifications required, but basic literacy and numeracy skills are recommended.
- ✓ **Experience:** No prior experience in manual handling is necessary.
- ✓ **English Language Competency:** Basic understanding of English is required to follow instructions and complete assessments.

Qualification Structure

This qualification comprises 5 mandatory units. Candidates must successfully complete all mandatory units to achieve the qualification.

Mandatory Units	
Unit Ref#	Unit Title
HSE0076-01	Principles of Manual Handling and Risk Assessment
HSE0076-02	Safe Lifting Techniques and Best Practices
HSE0076-03	Workplace Ergonomics and Injury Prevention
HSE0076-04	Manual Handling Legislation and Compliance
HSE0076-05	Implementing Control Measures and Safe Systems of Work

Centre Requirements

To ensure quality training delivery, centres must adhere to the following standards:

1. Centre Approval

- ✓ Centres must be formally approved by ICTQual AB's before delivering this qualification.
- ✓ Approval involves a review of facilities, policies, and staff qualifications.

2. Qualified Staff

- ✓ **Tutors:** Must hold a qualification in occupational health and safety (minimum Level 4) or equivalent professional competence in manual handling practices.
- ✓ **Assessors:** Must hold a recognized assessor qualification (e.g., CAVA, AVRA) or equivalent)
- ✓ **Internal Quality Assurers (IQAs):** Must be appropriately qualified and experienced to oversee assessment standards.

3. Learning Facilities

Centre must offer:

- ✓ Private study areas and internet-enabled workspaces (for blended or physical delivery)
- ✓ Academic and pastoral support for learners
- ✓ Administrative support must be available to manage enrolment, tracking, and learner queries efficiently

4. Health and Safety Compliance

- ✓ All training facilities must comply with health and safety regulations.
- ✓ Centres must conduct regular risk assessments for practical activities.

5. Learning Resources

- ✓ **Course Materials:** Approved textbooks, study guides, and digital content must align with the qualification standards.
- ✓ **Assessment Tools:** Templates and guidelines must be provided to ensure standardized evaluation processes.
- ✓ **E-Learning Support:** Centres offering online or blended learning must implement an effective Learning Management System (LMS).

6. Assessment and Quality Assurance

- ✓ Centres must ensure assessments meet ICTQual AB's competency standards.
- ✓ Internal quality assurance (IQA) must be conducted to maintain consistency.
- ✓ External verifiers from ICTQual AB's will review assessment and training practices.

7. Learning Resources and Infrastructure

The centre must provide learners with access to adequate academic resources, including:

- ✓ Virtual Learning Environment (VLE) or Learning Management System (LMS)
- ✓ Engineering and safety case studies, simulation tools, and software.
- ✓ Access to digital libraries, e-books, and relevant professional standards (ISO, OSHA, HSE, etc.)

8. Policies and Compliance

Centres must uphold the following policies in accordance with ICTQual AB's standards:

- ✓ Equality, Diversity, and Inclusion Policy.
- ✓ Health and Safety Policy.
- ✓ Safeguarding and Learner Protection Policy.
- ✓ Complaints and Appeals Procedure.
- ✓ Data Protection and Confidentiality Policy.

9. Reporting Requirements

- Centres must provide ICTQual AB's with regular reports on learner registrations, progress, and certification outcomes.
- Assessment records must be maintained for external auditing and quality assurance purposes.

Support for Candidates

Centres should ensure that materials developed to support candidates:

- ✓ Facilitate tracking of achievements as candidate's progress through the learning outcomes and assessment criteria.
- ✓ Include information on how and where ICTQual AB's policies and procedures can be accessed.
- ✓ Provide mechanisms for Internal and External Quality Assurance staff to verify and authenticate evidence effectively.

This approach ensures transparency, supports candidates' learning journeys, and upholds quality assurance standards.

Assessment

This qualification is competence-based, requiring candidates to demonstrate proficiency as defined in the qualification units. The assessment evaluates the candidate's skills, knowledge, and understanding against the set standards. Key details include:

1. Assessment Process:

- ✓ Must be conducted by an experienced and qualified assessor.
- ✓ Candidates compile a portfolio of evidence that satisfies all learning outcomes and assessment criteria for each unit.

2. Types of Evidence:

- ✓ Observation reports by the assessor.
- ✓ Assignments, projects, or reports.
- ✓ Professional discussions.
- ✓ Witness testimonies.
- ✓ Candidate-produced work.
- ✓ Worksheets.
- ✓ Records of oral and written questioning.
- ✓ Recognition of Prior Learning (RPL).

3. Learning Outcomes and Assessment Criteria:

- ✓ **Learning Outcomes:** Define what candidates should know, understand, or accomplish upon completing the unit.
- ✓ **Assessment Criteria:** Detail the standards candidates must meet to demonstrate that the learning outcomes have been achieved.

This framework ensures rigorous and consistent evaluation of candidates' competence in line with the qualification's objectives.

Unit Descriptors

HSE0076-01- Principles of Manual Handling and Risk Assessment

This unit introduces the basic principles of manual handling and the importance of identifying and managing risks. Learners will understand what manual handling involves, including lifting, carrying, pushing, and pulling tasks. The unit covers why poor manual handling causes injuries, particularly to the back, neck, and limbs. Learners will explore how to spot hazards and assess risks before starting a task. The risk assessment process will be explained step by step, helping learners to decide what could go wrong, who could be harmed, and how to reduce the chances of injury. The aim is to help learners think ahead and plan safe manual handling activities in different types of workplaces.

Learning Outcome:	Assessment Criteria:
1. Understand the fundamental principles of manual handling and associated risks.	1.1 Describe what manual handling involves and its relevance in different workplaces. 1.2 Explain how poor manual handling can lead to short- and long-term injuries. 1.3 Identify key factors that affect the risk level of a manual handling task. 1.4 Outline the principles of safe manual handling based on established health and safety standards.
2. Identify common hazards and assess manual handling tasks for potential injuries.	2.1 List typical hazards associated with manual handling activities. 2.2 Carry out a basic manual handling risk assessment for a given task. 2.3 Identify individuals who may be at greater risk during manual handling operations.

HSE0076-02- Safe Lifting Techniques and Best Practices

This unit focuses on the correct ways to lift, carry, and move loads safely. Learners will be taught good lifting techniques using the legs and body correctly to reduce strain and prevent injury. The unit also explains how to handle awkward, heavy, or large loads, including team lifting and using equipment such as trolleys or sack trucks. Learners will practise safe posture, smooth movement, and how to keep loads stable. Best practices for common lifting situations—such as loading vehicles, moving supplies, or working in tight spaces—will also be covered. This unit ensures learners can apply safe lifting techniques in real work situations.

Learning Outcome:	Assessment Criteria:
1. Apply correct lifting, carrying, and moving techniques to minimise injury risks.	1.1 Demonstrate the correct lifting technique using legs and body alignment. 1.2 Show safe carrying methods over short and long distances. 1.3 Explain the importance of load stability and balance during lifting.
2. Demonstrate best practices for handling different types of loads safely.	2.1 Use appropriate handling aids or tools for heavy, bulky, or awkward items. 2.2 Apply safe team lifting techniques when working with others. 2.3 Adapt lifting methods to suit the shape, weight, or location of the load. 2.4 Explain how to assess a load before attempting to lift or move it.

HSE0076-03- Workplace Ergonomics and Injury Prevention

In this unit, learners will explore how the design of work tasks and environments affects manual handling. The concept of ergonomics—fitting the job to the person—is introduced in simple terms. Learners will look at how poor working layouts, repeated movements, or awkward positions can lead to strain and long-term injury. The unit shows how adjusting the height of work surfaces, organising tools properly, or rotating tasks can make handling safer and more comfortable. Learners will learn to spot signs of poor ergonomics and suggest simple changes to reduce physical stress. The unit helps create awareness of injury prevention through better workplace design.

Learning Outcome:	Assessment Criteria:
1. Recognise the impact of ergonomics on manual handling safety.	1.1 Define ergonomics and its relevance to manual handling. 1.2 Identify ergonomic risk factors in common workplace setups. 1.3 Explain how poor ergonomics can contribute to manual handling injuries.
2. Implement strategies to reduce strain and prevent musculoskeletal disorders.	2.1 Suggest ergonomic improvements to reduce bending, reaching, or twisting. 2.2 Recommend ways to alternate tasks or rotate roles to limit repetitive strain. 2.3 Demonstrate correct workstation positioning to support better posture. 2.4 Identify simple equipment or tools that can assist in safer manual handling.

HSE0076-04- Manual Handling Legislation and Compliance

This unit explains the legal responsibilities of both employers and employees when it comes to manual handling. Learners will gain an understanding of the main laws and regulations that relate to health and safety in manual handling tasks. The unit explains what the law requires in terms of training, equipment, and safe systems of work. It also covers the importance of reporting unsafe practices or injuries. Learners will see how following legal requirements protects both workers and businesses. By the end of this unit, learners will understand the need for legal compliance and how it applies to their everyday manual handling duties.

Learning Outcome:	Assessment Criteria:
1. Understand key UK regulations governing manual handling in the workplace.	1.1 Identify main legislation related to manual handling and health and safety. 1.2 Explain employer duties under UK manual handling regulations. 1.3 Describe employee responsibilities in maintaining legal compliance.
2. Ensure compliance with legal requirements to maintain workplace safety.	2.1 Follow correct reporting procedures for manual handling incidents. 2.2 Participate in manual handling training in line with legal requirements. 2.3 Carry out manual handling tasks following safe systems of work.

HSE0076-05- Implementing Control Measures and Safe Systems of Work

This final unit focuses on putting control measures in place to make manual handling tasks safer. Learners will look at ways to avoid or reduce manual handling where possible, such as using lifting aids or changing the layout of a task. The unit covers how to set up and follow safe systems of work, such as clear instructions, proper supervision, and routine checks. Learners will also learn the importance of keeping up to date with training and reporting problems when they arise. This unit helps learners take an active role in creating and maintaining a safer workplace through practical control measures.

Learning Outcome:	Assessment Criteria:
1. Develop and apply control measures to reduce manual handling risks.	1.1 Identify practical control measures to reduce or avoid manual handling. 1.2 Suggest appropriate mechanical aids or equipment to reduce manual effort. 1.3 Evaluate the effectiveness of existing manual handling procedures.
2. Promote a safe working environment through effective manual handling policies.	2.1 Contribute to developing or reviewing manual handling procedures in the workplace. 2.2 Encourage team members to follow safe handling methods. 2.3 Report unsafe practices or equipment related to manual handling. 2.4 Support the implementation of training and communication on manual handling policies.

ICTQual AB

Yew Tree Avenue, Dagenham,

London East, United Kingdom RM10 7FN

+447441398083

Support@ictqualab.co.uk | www.ictqualab.co.uk

[VisitOfficialWebpage](http://www.ictqualab.co.uk)

