



Manual Handling Instruction

Become a Manual Handling Instructor and reduce the risks in your workplace.

Our **5-day** QQI Level 6 Manual Handling Instruction course will equip the learner with the knowledge, skill and competence to effectively design and deliver manual handling training in the workplace as a Manual Handling Instructor. Participants are trained in instructional skills techniques as well as the theoretical and practical aspects of manual handling. The course is accredited by QQI – Quality and Qualifications Ireland.

Our courses will be online through ZOOM for the first 2 days with the practical sessions being completed in our training centres on day 3, 4 & 5.

Online Training Requirements:

- You must have access to a laptop/computer with a webcam to complete this training
- You must be available to complete the whole course as 100% attendance is required
- You will receive a link by email to access the training for day 1, 2 and 3 and the platform controls will be discussed at the beginning of the session

Regulation 68 of the 2007 regulations defines 'manual handling of loads' as: *'any transporting or supporting of a load by one or more employees and includes lifting, putting down, pushing, pulling, carrying, or moving a load, which, by reason of its characteristics or of unfavourable ergonomic conditions, involves risk, particularly of back injury, to employees.'*

Manual Handling Instruction Course Details:

This comprehensive 5 day Quality and Qualifications Ireland (QQI) Specific Purpose Manual Handling Instruction (level 6) certificate course covers all the aspects of instructing in Manual Handling as outlined in component specification 6N0233. This is an intensive and highly interactive course which will equip the learner with the knowledge, skill and competence to effectively design and deliver manual handling training in the workplace and to become a manual handling instructor. A list of learning outcomes is listed below.

Course Programme:

- Unit 1 – Legislation Requirements and Health Benefit
- Unit 2 – Anatomy and Back Care
- Unit 3 – Ergonomics Principles and Risk Assessments
- Unit 4 – Manual Handling Principles and Techniques
- Unit 5 – Planning and Design of Manual Handling Training Programmes
- Unit 6 – Delivery of Manual Handling Training

What to Expect:

- Highly participative and interactive course
- Presentations by participants
- Practical flexibility and strengthening exercises
- Practical Risk Assessment Workshops
- Course assessment – presentation and written exam

Methods of Training:

The course will incorporate a wide range of interactive training tools including ice breakers, videos, visual presentations, group work, individual tasks, problem based learning and exercises with a strong emphasis on practical application throughout. The Manual Handling Instructor course is extremely interactive, providing participants with the opportunity to prepare and practice their skills demonstration. All participants will receive a comprehensive Manual and training will be delivered on a ratio of no more than 12 participants to each instructor.

Avoid Manual Handling where possible

Regulation 69(a) of the 2007 Regulations states that, in order to avoid the need for manual handling of loads by employees, every employer must:

- Take appropriate organisational measures, or
- Use the appropriate means, in particular mechanical equipment

QQI Assessment:

Participants are required to complete an assignment, examination and make skills demonstration as indicated below. The fair and consistent assessment of learners is paramount to The Cpl Institute and is implemented through our QA system. All assessments are carried out in accordance with QQI regulations and are internally verified and externally authenticated before certification is issued. All participants have the right to appeal their result and all appeals will be dealt with in accordance with the The Cpl Institute QQI appeals procedure. All participants who successfully complete the written examinations and practical assignments will be awarded with a QQI level 6 Special Purpose Manual Handling Instruction certificate and the appropriate credits under the national framework of qualifications will then be obtained by the learner. Participants will be given clear guidelines on how the assignment should be completed. The skills demonstration element will be completed and assessed during the course.

Summary of Assessments:

- Skills Demonstration 60%
- Examination (Theory Based) 20%
- Assignment 20% (to be completed in learners' own time)

Grading:

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

Skills Demonstration:

Candidates will be assessed in skills (based in Units 4, 5 & 6) in the following areas:

- Carry out a range of manual handling techniques and apply to manual handling tasks.
- Analyse learner's performance of manual handling techniques.
- Give effective instruction in practical manual handling.
- Deliver effective presentation

Candidates should demonstrate the skills with due care and attention. A checklist will be used to assess the range of skills to become a manual handling instructor.

Examination:

This is a theory based examination of approximately 90 minutes duration that assesses the candidate's ability to recall and apply theory and understanding of components from units 1, 2 & 3, requiring responses to a range of short answer questions. The learner must achieve at least 16 correct answers to pass the assessment. Candidates will be required to complete the exam in writing or orally.

Assignment:

Each candidate must present an assignment which demonstrates their understanding of unit 3 and ability to carry out a manual handling risk assessment, discuss a case study or devise a lesson plan as a Manual Handling Instructor. The assignment should identify theoretical understanding and practical application on a range of specific learning outcomes in unit 3. The assignment must be presented in written or type format. The brief will require the learner to present information in relation to above mentioned areas. The assignment will be given to the delegates at the end of the course and must be submitted 2 weeks following course completion.

Please note that this is a modular course. Each course has its own specific timetable and participants are not encouraged to attend later modules or exam days on alternative courses, but The Cpl Institute will accommodate, when possible, the transfer to a later course/examination when participants cannot complete the course due to circumstances outside their control.

National Framework of Qualifications: Course qualifies as 10 credits towards QQI (Level 6) Certificates and is a recognised module within the National Framework of Qualifications.

All participants' names, gender, DOB and PPS numbers must be supplied to The Cpl Institute on day 1 of the course.

Please let us know if participants have any specific learner requirements.