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Qualification Specification

**SafeCert Level 2 Award in the Introduction to Safeguarding and
Protecting Vulnerable Adults (RQF)**

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Change Mechanism

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The Regulated Qualifications Framework (RQF)

The Regulated Qualifications Framework (RQF) includes all qualifications regulated by Ofqual and CCEA Regulation.

Qualifications on the Regulated Qualifications Framework (RQF) have both a level and a size allocated to them in order to support individuals in making an informed choice about the most appropriate qualification for them.

Each RQF qualification title contains the following:

- **The level of the qualification (from entry level to level 8)**
- **The size of the qualification (award, certificate, or diploma)**
- **Details indicating the content of the qualification**

Each qualification has a published structure, outlining what must be achieved by each individual. This is to ensure that candidates demonstrate suitable knowledge and skills that meet the required standards.

Qualification Level

The level of a qualification relates to the complexity and difficulty associated with the development of the knowledge and skills of a particular subject. Qualification levels start at entry level and then progress from level 1 through to level 8.

Qualification Size

Qualification size is an indication of the total amount of time a qualification will take to complete. This is referred to as total qualification time (TQT). Qualification size is expressed using the terms award, certificate, or diploma.

Total Qualification Time (TQT)

Total qualification time (TQT) provides a guide for the average time it takes to complete a qualification, broken down into two types of activity:

Guided Learning (GL) – consist of activities completed by the candidate under the direct instruction or supervision of a lecturer, supervisor, or tutor. This can be through physical presence or electronic means, provided as a measurement of time in hours.

Total Qualification Time (TQT) - consists of the guided learning (GL) plus all other time taken in preparation, study or any other form of participation in education or training but not under the direct supervision of a lecturer, supervisor, or tutor provided as a measurement of time in hours.

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Introduction

This qualification specification is designed to outline information relating to the delivery and achievement of the qualification. If you have any further questions, please contact our staff at SafeCert Awards Ltd (SafeCert). Contact details can be found on page 2 of this document.

Qualification Title:

SafeCert Level 2 Award in the Introduction to Safeguarding and Protecting Vulnerable Adults (RQF)

This qualification consists of one mandatory unit as follows:

- Unit 1: Introduction to Safeguarding and Protecting Vulnerable Adults.

Qualification Details

The SafeCert Level 2 Award in the Introduction to Safeguarding and Protecting Vulnerable Adults (RQF) is accredited by CCEA Regulation. This qualification is part of the RQF. The guided learning hours are a minimum of 6 hours. Candidates are encouraged to do self-directed study. The total qualification time (TQT) is 10 hours, which includes guided learning hours and assessment, which is classroom based.

Qualification Objective

The SafeCert Level 2 Award in the Introduction to Safeguarding and Protecting Vulnerable Adults (RQF) is an award for candidates who are working with vulnerable adults. It will be of particular interest to those in the care sector who require knowledge of how to recognise and respond to cases of alleged or suspected abuse.

Unit 1: Introduction to Safeguarding and Protecting Vulnerable Adults – Summary of Learning Outcomes

This unit has 2 Learning outcomes:

1. Understand how to safeguard and protect vulnerable adults and practitioners in the workplace
2. Know how to respond to evidence or concerns that a vulnerable adult has been abused

Mode of Delivery and Assessment

Assessment by the tutor is ongoing, culminating with a multiple-choice question paper, with assessor feedback.

There are detailed requirements for the delivery and assessment of these qualifications specified in this document. Therefore, delivery and assessment must be undertaken in line with this guidance, regardless of the mode of delivery chosen.

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External Documents Relating to the Qualification

There are guidance documents available, pertaining to this qualification. The assessment guidance document is as follows:

- Tutor/Assessor & IQA Support Guidance - SafeCert Level 2 Award in the Introduction to Safeguarding and Protecting Vulnerable Adults (RQF): This is the assessment guidance together with the assessments for the award.
- Centre Handbook. (This is only for approved SafeCert centres).
- There are other policies such as appeals procedure and reasonable adjustments which can be seen on the 'About Us' page of the SafeCert website.

Centres must be approved by SafeCert Awards before they can provide any of the SafeCert Award qualifications. Qualification approval can be included at initial authorisation. If a centre wishes to seek approval for further awards after the initial authorisation, they should complete and submit the additional awards approval form.

More information about your qualification can be found on our website: www.safecertawards.com

Unit: Introduction to Safeguarding and Protecting Vulnerable Adults

To provide an introduction for those working with vulnerable adults and the knowledge of how to recognise and respond to cases of alleged or suspected abuse.

Learning Outcome	Assessment Criteria
1. Understand how to safeguard and protect vulnerable adults and practitioners in the workplace	1.1 Identify key elements of the law on safeguarding vulnerable adults 1.2 Recognise how practitioners can take steps to protect themselves from allegations and complaints within their everyday practice in a work setting 1.3 Identify ways in which concerns about vulnerable adults can be reported
2. Know how to respond to evidence or concerns that a vulnerable adult has been abused	2.1 Identify the characteristics of different types of abuse 2.2 Understand the actions to be taken in response to evidence that a vulnerable adult has been abused or is at risk of being abused 2.3 Recognise how to respond to a vulnerable adult who discloses abuse 2.4 Identify those people who the information of abuse or suspected abuse may be shared with

Additional Information about the Award

Review Date	TBC	QAN Number	TBC
GLH – (Guided Learning Hours)	6 Hours	TQT – (Total Qualification Time)	10 Hours
RQF Level	2	RQF Credit	1
Support for the award from SSC or another appropriate body.		Assessment requirements and guidance	This unit must be assessed in accordance with the current tutor/assessor/IQA guidance document, which contains the assessment for this award.

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Candidates with Proven Special Considerations

The SafeCert procedures can be found in the 'Guidance on Reasonable Adjustments and Special Consideration' document which is on the SafeCert website: www.safecertawards.com.

Guidance Notes on Delivery

This qualification is designed to be an introduction for those working with vulnerable adults or as refresher training for all staff. It provides them with the knowledge as to how to recognise and respond to cases of alleged or suspected abuse. The qualification has a minimum contact time of 6 hours, so that it can be completed in one day.

There are detailed requirements for the delivery and assessment of these qualifications specified in this document. Therefore, delivery and assessment must be undertaken in line with this guidance, regardless of the mode of delivery chosen.

Any training materials used for assessment purposes must either be endorsed by SafeCert beforehand or approved by the SafeCert external quality adviser before usage in line with this document. Where SafeCert endorsed materials are available by training providers, they will be listed on our website www.safecertawards.com.

Prerequisites

Age: Candidates must be 16 years old or above.

These qualifications are available to anyone who is capable of reaching the required standards.

There are no formal requirements for entry to these qualifications.

Qualification Structure

This qualification consists of one mandatory unit, the details of which are included on page 5 of this document.

Opportunity for Progression

Successful completers can progress to:

- SafeCert Level 2 Award in Safeguarding and Protecting Children and Young Persons (RQF)
- SafeCert Level 3 Award in Emergency First Aid at Work (RQF)

Pre-Qualification Procedures

The qualification is designed to be delivered free from any barriers which can restrict access or progression, thereby promoting equal opportunities.

ID Checking

All candidates must be instructed to bring photographic identification to the assessment. The assessor will check this. This instruction should be given ahead of the course/assessment, when the candidate registers, or with any pre-course materials.

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It is the responsibility of the centre to have systems in place to ensure that the person taking an examination/assessment is indeed the person they are reporting to be. All centres are therefore required to ensure that each candidate's photographic identification is checked before they are allowed to undertake the examination/assessment. Assessors should write the type of photo identification provided by each candidate on the candidate list under "Identification Provided".

Initial Assessment

All centres need to carry out an initial assessment that identifies what competence and knowledge a candidate has already, so that this can be taken into account. This should be noted so that centres can identify any associated special requirements and record this in appropriate plans.

SECTION 2 – ASSESSMENT OVERVIEW

Delivery/Assessment Ratios

In order to effectively deliver and assess this qualification, it is recommended that centres do not exceed the ratio of one qualified tutor/assessor to 30 candidates. It is essential that all candidates get an adequate amount of contact time each, and this would prove difficult if the number of candidates exceeded 30. The number of candidates is larger to support the award being offered in colleges. If a centre wishes to increase this ratio, they must first request approval and state how they would support candidate needs.

Please note that a student cannot assume responsibility in the workplace until they reach the age of 16, and then it is the employer's responsibility to ensure that the student is suitable for that role.

Guidance on Assessment

SafeCert has worked with subject specialists to develop a robust and streamlined assessment process, which includes the following:

Multiple Choice Assessment: Candidates are assessed with a multiple choice assessment that is externally set by SafeCert Awards and internally marked.

Full details and assessment materials are recorded in the Tutor/Assessor Guidance support information.

Guidance on Internal Quality Assurance

SafeCert centres are required to have a robust internal quality assurance system. The internal quality assurance must be completed by a suitably qualified person who has not been involved in the delivery or assessment of the award.

The internal quality assurer's role is to monitor not only the assessment of the qualification but also how it is delivered. This can be completed in a number of ways, such as by observing a course delivery/assessment, sampling assessments, or by candidate interviews, either in person or by telephone etc.

All assessment materials must be kept at the centre for a minimum of 3 years and made available for any quality assurance checks.

Guidance on External Quality Assurance

SafeCert approved centres are required to be externally quality assured to support the implementation and management of the award and ensure the validity and value of the qualification.

SafeCert Awards employs a risk-based model to decide the frequency of EQA visits, and each approved centre will receive at least one EQA visit within a 3-year cycle. In addition to the EQA visits, SafeCert Awards will also conduct the following:

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- **Sample Desktop EQA Spot Checks on Assessment** – This is where we will ask a sample of centres each year to send in all their assessment paperwork so we can conduct an EQA desktop approval on assessment.
- **Sample EQA Centre Visits on Observation of Assessment** – This is where we will conduct a sample of visits to monitor assessments during the assessment process at the centre.

SafeCert centres must provide access to all records for any EQA visits. Full details can be found in the Centre Handbook.

Reassessment Procedures

Candidates who are unsuccessful in any aspect of the assessment process will be offered one further opportunity to be reassessed in the appropriate component. Ideally this should be within the timeframe allocated. Candidates should be aware that there will be an additional charge for conducting reassessments.

Plans for assessment and assignment tasks must be approved by SafeCert before the first assessment is undertaken by the candidates. This approval process will be carried out by the EQA, either electronically, by using other forms of correspondence, or at an initial quality assurance visit. Materials for approval can be sent directly to SafeCert's office manager, who will ensure they are passed to the appropriate person. A standard SafeCert observation proforma is available for use by centres.

Grading

Assessment is pass or fail.

Unit Certification

Candidates who complete the introduction to safeguarding and protection of vulnerable adults unit in full will be awarded the SafeCert Level 2 Award in the Introduction to Safeguarding and Protecting Vulnerable Adults (RQF).

Centre Examination Procedures

SafeCert requires centres to monitor assessments in place as follows:

- Assessor must keep all assessment papers in a secure, locked area until the start of the assessment.
- Assessor will ensure no candidates have any written notes or other reference material during the assessment.
- Assessor will ensure the assessment room is in a quiet area and the room will have an exam notice – "Please keep quiet during the assessment".
- Assessor will make sure there is no talking during the assessment.
- Assessor will ensure there is a suitable distance between candidates to prevent copying of answers.
- All candidates will need to sit at their desk and remain quiet until the full assessment period is complete.

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- All candidates must stop writing as soon as the assessor indicates that the assessment time is completed.
- All question papers and answer sheets should then be marked by the assessor. These are then sent to IQA for internal quality assurance of results and then held in a secure, locked area, for at least the duration of the validity of the award. SafeCert will then request full assessment materials to be sent in if you are a new centre or for periodic external quality assurance. If you have direct claims, then only the registration and results are required to be sent in, unless otherwise requested. During external quality assurance visits, the EQA will need access to all assessment and IQA documents that relate to this qualification.

Facilities/Resources/Safety Considerations

Any training or assessment site must meet with health and safety requirements and accepted safe practice in the delivery of SafeCert Qualifications.

Training and assessment centres must be suitable as a teaching areas/environments conducive to candidates' learning. They should be well lit, well ventilated, and of adequate size as per the above requirements.

Reasonable Adjustments

Awarding organisations and centres are required by law to do what is 'reasonable' regarding providing access. What is reasonable will depend on the individual circumstances, the practicality, and effectiveness of the adjustment. Other factors, such as the need to maintain competence and health and safety standards must also be taken into consideration.

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the candidate at a substantial disadvantage in the assessment situation.

Reasonable adjustments must not affect the integrity of what needs to be assessed, but may include:

- changing standard assessment arrangements, for example allowing a candidate extra time to complete the assessment activity.
- adapting assessment materials, such as providing materials in large print.
- providing access for facilitators during the assessment, such as a sign language interpreter or a reader.
- re-organising the assessment room, such as adding or removing visual stimuli for an autistic candidate.

Reasonable adjustments are approved and agreed before the assessment activity takes place. They constitute an arrangement to give the candidate access to the assessment activity. The use of a reasonable adjustment will not be taken into consideration during the assessment of a candidate's work.

All awarding organisations and centres have a responsibility to ensure that the process of assessment is robust and fair, while allowing the candidate to show what they know and can do, without compromising the assessment criteria.

Adjustments to assessments:

- should not invalidate the assessment requirements of the qualification.

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- should not give the candidates an unfair advantage.
- should reflect the candidate's normal way of working.
- should be based on the individual needs of the candidate.

SafeCert has in place a Reasonable Adjustments policy. This can be found on our website at <https://www.safecertawards.com/pdf/Reasonable%20Adjt-Special%20Cons%20V1.4.pdf> or you can obtain a copy by e-mailing SafeCert at info@safecertawards.com.

SECTION 3

Centre Staffing

Centres should ensure that there are a sufficient number of people either trained or qualified to assess the number of candidates they register. Centres should also ensure that there are a sufficient number of people either trained or qualified to internally quality assure for the number of candidates and assessors.

Quality assurance systems need to be in place to ensure that all assessments are valid, reliable, authentic, and sufficient. Training should be sufficient and up-to-date for the IQAs identified as being responsible for quality assurance.

Centres also need to ensure that there is a system of standardisation in place, so that all assessments are consistent and fair. Anyone undertaking the role of quality assurance and assessment should maintain their skills, knowledge, and understanding, regarding assessment and quality assurance and hold a current qualification.

The occupational expertise of those undertaking the roles of assessment and internal verification is one of the key factors underpinning valid, fair, and reliable assessment. The integrity of assessments and verifications is of paramount importance. Centres must ensure that there is sufficient time to conduct effective assessment and internal verification.

Criteria for Trainer/Assessors

SafeCert requires that nominated trainers/assessors have teaching experience and hold a qualification in the relevant subject area.

Subject Qualifications

Suitable subject area qualifications may include:

- Accredited safeguarding award or certificate.
- Healthcare accredited award in care.
- Nurse.

Teaching

Suitable teaching awards for which candidates can also act as assessors include the following:

- PTLLS Teaching Award.
- Level 3 Award in Education and Training.
- Planning and Delivering Learning Sessions to Groups SCQF Level 6.
- Higher or equivalent award.

Assessing

Together with the subject knowledge and competence requirements, trainers/assessors who only have one of the assessors' awards will also require an approved teaching award, such as those listed above, in order to teach the award. Suitable assessment awards include the following:

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- TAQA Assessor Awards (or D32/D33/A1, A2).
- SQA Assess Work based Competence using Direct Methods.
- SQA Assess Work based Competence using Direct and Indirect Methods.
- Planning and Delivering Learning Sessions to Groups SCQF Level 6.
- Regulated Assessing CPD Certificate from Awarding Body.

****Assessors who do not hold a formal assessing qualification may alternatively attend Safeguarding Adults CPD Training with a recognised awarding organisation.**

Criteria for Internal Quality Assurers

SafeCert requires the nominated IQA for an approved centre must hold a qualification in the relevant subject area.

Suitable Subject Area Qualifications may include:

- Accredited Safeguarding Certificate.
- Healthcare awards.
- Nurse.
- Other equivalent award.

Together with the subject knowledge and competence requirements, the IQA must also have one of the approved IQA qualifications as listed below:

Qualification	IQA*
V1 or D34	✓
Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice	✓
Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice	✓
Regulated Qualifications based on the Learning and Development NOS 11 Internally Monitor and Maintain the Quality of Assessment	✓
SQA Accredited Learning and Development Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment	✓
SQA Internally Verify the Assessment Process	✓

*** IQAs who do not hold a formal IQA qualification may alternatively attend Internal Quality Assurance CPD Training with a recognised awarding organisation.**

Internal Quality Assurance

Internal quality assurance is essential to ensure that the assessment of evidence for units is of a consistent and appropriate quality. Those carrying out internal quality assurance must be occupationally knowledgeable in the area they are verifying and be qualified to make quality assurance decisions.

Delivery

The qualification must be delivered using a programme of training that is approved by SafeCert to ensure that the learning outcomes have been met. A qualification approval application form can be downloaded from www.safecertawards.com or you can contact SafeCert for more information.

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The programme may be flexible to suit candidates’ needs and local circumstances. Facilitators/assessors are encouraged to repeat sessions that candidates have not fully grasped or introduce additional sessions to ensure understanding and competence. It is recommended that where possible, the theory sessions are interspersed with practical aspects.

Centre Equipment Requirements

SafeCert requires centres involved in the delivery of this qualification to have the following resources in place:

- Adequate size of training room to accommodate maximum number of candidates.
- Training room must be safe and have adequate ventilation, lighting, and temperature suitable for current health and safety requirements.

Useful Websites

Company	Website
Safeguarding – GOV.UK	www.gov.uk
Skills for Care and Development	www.skillsforcareanddevelopment.org.uk
Northern Trust Adult Safeguarding Team	www.northerntrust.hscni.net
Age UK	www.ageuk.org.uk
Northern Ireland Adult Safeguarding Partnership	https://www.hscboard.hscni.net/niasp