



# AoFA Qualifications

Level 2 Award in the Introduction to the Safe Handling and Administration of Medications (RQF)



## Qualification Introduction

The AoFAQ Level 2 Award in the Introduction to the Safe Handling and Administration of Medications course has been designed to provide learners who are new in the health and social sector and require the underpinning knowledge to address the Skills for Health Common Induction Standards as well as to support learners with their professional development and to understand their roles and responsibilities in the workplace.

This qualification allows learners to springboard onto the AoFAQ Level 2 Certificate in Understanding the Safe Handling of Medicines if they wish.

## Key facts:

<b>Level:</b>	2
<b>Contact classroom hours:</b>	4
<b>Guided learning hours (GLH):</b>	5
<b>Number of units:</b>	1
<b>Credits:</b>	1
<b>Qualification number:</b>	601/5863/3
<b>Regulated Qualifications Framework (RQF) approved:</b>	Yes
<b>Resources available:</b>	Scheme of Work and PowerPoint presentation.
<b>Assessment methods:</b>	Multiple choice questions.
<b>Certificate validity:</b>	3 years

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*Useful websites:* \_\_\_\_\_ 11

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## Section 1- Introduction to the Qualification:

This section covers:

- 1.1 The aim of the qualification
- 1.2 The qualification structure
- 1.3 Entry requirements
- 1.4 Target audience
- 1.5 Requalification requirements
- 1.6 Learner progression

### 1.1 Aim of the qualification:

The aim of the qualification is to provide learners with the underpinning knowledge to understand the safe handling requirements for medications in the health and social care sector and the process for the safe administration.

### 1.2 Qualification structure:

This qualification consists of 1 unit:

- Introduction to the Safe Handling and Administration of Medications

### 1.3 Entry requirements:

There are no specific requirements to undertake the qualification.

### 1.4 Target audience:

This qualification is aimed at anyone in the health and social care sector. Examples include:

- Support workers
- Care workers
- Supervisors
- Managers
- Owners, etc.

### 1.5 Requalification requirements:

This qualification is valid for 3 years. There is no requalification course which reduces the course duration. Once the qualification has expired, or due to expire the learner is required to re undertake the course again in order to maintain the qualification.

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## 1.6 Learner progression:

The learner can progress to a range of qualifications including:

- AoFAQ Level 2 Award in Food Safety in Catering
- AoFAQ Level 2 Award in Emergency First Aid at Work
- AoFAQ Level 3 Award in First Aid at Work
- AoFAQ Level 2 National Award in Safeguarding Vulnerable Adults
- AoFAQ Level 2 Award in Understanding the Safe handling of Medicines

## Section 2- Qualification delivery requirements:

This section covers:

- 2.1 The role of the trainer
- 2.2 The responsibilities of the trainer
- 2.3 Trainer requirements
- 2.4 The role of the assessor
- 2.5 The responsibilities of the assessor
- 2.6 Acceptable trainer/assessor qualifications
- 2.7 Equipment and venue requirements
- 2.8 Learning materials
- 2.9 Tutor to learner ratio
- 2.10 Learner ID requirements



### 2.1 The role of the trainer:

The trainer is required to deliver engaging, informative and interesting lessons that allow a learner to learn and be able to demonstrate their underpinning knowledge and skills through an assessment against a national standard.

### 2.2 The responsibilities of a trainer:

Trainers must comply with the National Occupational Standard 7 for Learning and Development.

Responsibilities include:

- Engaging with learners
- Plan, prepare and source learning materials
- Carry out an induction to the qualification
- Manage learners (including Equality and Diversity)
- Plan the learning delivery
- Deliver the material
- Monitor learner engagement and progress
- Evaluate the course



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- Undertake CPD
- Follow organisational policies and procedures
- Complete relevant paperwork
- The responsibilities will depend on if the trainer holds a teaching or training qualification.

### 2.3 Trainer requirements:

Those involved in the training of these qualifications must have knowledge and competency in first aid as well as knowledge and competency to train based on qualifications and experience. An acceptable portfolio must show:

- Occupational knowledge and competence in health and social care - evidenced by:
  - Holding a relevant qualification
- Knowledge and competency in teaching/training - evidenced by:
  - Holding an acceptable teaching/training qualification
- AND either:
  - Providing an acceptable log of teaching within the last 3 years or
  - Providing an acceptable record of competently teaching relevant theoretical sessions under the supervision of a suitably qualified Trainer/Assessor.



### 2.4 The role of the assessor:

The roles of trainer and assessor are entwined. An assessor is a person who is occupationally competent and has the knowledge, experience and skills required to assess against a standard. The assessor's role is to assess that a learner has the underpinning knowledge and/or competence to meet a set standard. Assessment is a critical part of any lesson.

### 2.5 The responsibilities of an assessor:

Assessors must comply with the National Occupational Standard 9 for Learning and Development.

- Understand and apply the standards set by the Awarding Organisation
- Plan assessments to meet the needs of the learner
- Communicate assessment requirements to learners

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- Carry out assessments
- Make assessment decisions
- Compare evidence with set standards/criteria
- Document the assessment process and decisions
- Provide feedback to learners
- Take part in standardisation processes
- Take part in CPD
- Follow organisational policies and procedures.



## 2.6 Acceptable trainer/assessor qualifications:

### **Subject knowledge or experience**

- NVQ Level 2 Diploma in Health and Social Care (or equivalent)
- NVQ Level 3 Diploma in Health and Social Care (or equivalent)
- NVQ Level 4 or 5 in Health and Social Care Management (or equivalent)
- Level 2 Award in Understanding the Safe Handling of Medicines
- HCPC Registered Paramedic
- IHCD Ambulance Technician
- NMC Registered Nurse
- GMC Registered Doctor
- Combat Medical Technician Class 2 or 1 (or equivalent)
- Any other qualification or occupational experience approved by AOFAQ.

### **Teaching/Assessor qualifications**

- Post Graduate Certificate in Education (PGCE)
- Certificate in Education (CERT ED)
- Diploma in Education (DIP ED)
- Preparing to teach in the lifelong learning sector (PTLLS)
- Certificate in teaching in the lifelong learning sector (CTLTS)
- Diploma in teaching in the lifelong learning sector (DTLLS)
- Master of Arts in Education (MA ED)
- Master of Arts in Professional Development, Education and Training (MA PDET)
- Professional trainer certificate
- IHCD Instructional methods course
- Level 3 or 4 NVQ Learning and Development
- Level 3 or 4 in Education and Training
- CIPD Certificate in Learning Practice
- Proof of 30 hours of training in any subject (must be verifiable)

If your teaching or training qualification is not listed, please contact us.

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### 2.7 Equipment and venue requirements:

AV Equipment and training aids	Sufficient Audio Visual equipment and training aids should be available to facilitate learning using varying teaching methods.
Learning materials	Learners should be provided with clear and accurate reference books/handouts covering the topics included in the qualification.
Training Venue	The training venue must meet acceptable health and safety standards and be conducive to learning, with sufficient: Size, floor surfaces, seating, writing surfaces, toilet facilities, ventilation, lighting, heating, access, exits, cleanliness, absence of distracting noise.

### 2.8 Learning materials:

We recommend using resources to support learners in their studies. An example includes the Royal Pharmaceutical Society of Great Britain.

### 2.9 Tutor to learner ratio:

It is important that every learner has the opportunity to learn. In order to do this effectively, the class size must be manageable and be conducive for learning. The tutor to learner ration is 1:15.

### 2.10 Learner ID requirements:

Centres must instruct each Learner to bring identification and this must be validated by the trainer and recorded on the Learner Assessment Logbook. Also, centres must advise Learners to bring their Unique Learner Number to the course if they have one. Further guidance on this can be found in the Awarding Organisation's Centre Compliance Manual.

It is the responsibility of the Trainer to ensure Learners undertaking the qualification is indeed the person they are claiming to be.

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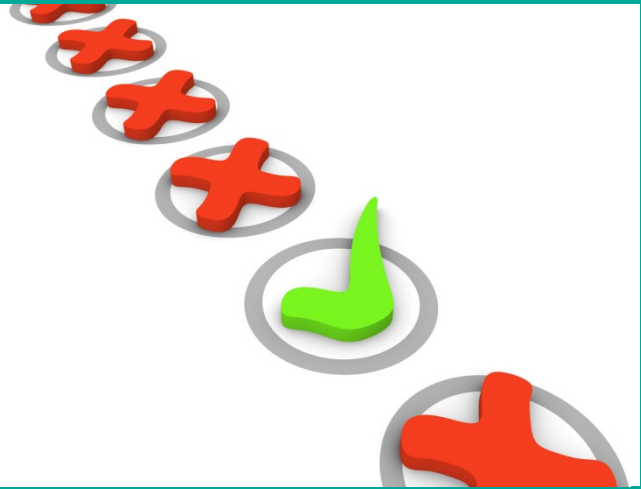
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## Section 3- Assessment:

This section covers:

- 3.1 Learning outcomes and assessment criteria
- 3.2 Assessment approach



### 3.1 Learning outcomes and assessment criteria:

The learning outcomes and assessment criteria for this qualification are listed in Appendix one. Trainers, assessors and internal quality assurers must ensure they are familiar with its contents and ensure that learners meet the assessment criteria for each learning outcome.

### 3.2 Assessment approach:

This qualification is assessed by the following means:

1. Multiple choice questions

Multiple choice questions are used to assess the learners underpinning knowledge. Question papers are available from the compliance department.

Please read the instructions carefully.

If a learner successfully completes all of the assessments listed above, the learner will be awarded a certificate. If the learner does not pass any stage listed above, the learner will be referred.

Further guidance on assessment requirements can be found in the Awarding Organisation's Centre Compliance Manual.



AoFAQ has a reasonable adjustment and special considerations policy for learners who require support with the assessment process due to a disability for example. Tutors, assessors and internal quality assurers must be familiar with this policy to ensure every learner receives the support they require with the assessment.

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## Section 4-Quality Assurance:

This section covers:

- 4.1 The role of the Internal Quality Assurer
- 4.2 The responsibilities of the Internal Quality Assurer
- 4.3 Internal Quality Assurance requirements
- 4.4 Acceptable qualifications for Internal Quality Assurers



### 4.1 The role of the Internal Quality Assurer:

The IQA is a critical role for regulated qualifications. The IQA role is to monitor the standards and quality of courses and take steps to ensure the organisation complies with the AoFAQ's requirements. An IQA is mandatory.

### 4.2 The responsibilities of the Internal Quality Assurer:

- Maintain the integrity of the course
- Lead improvements
- Ensure assessors apply the qualification standards
- Plan and carry out sampling of assessed work
- Monitor subject delivery and assessment practice
- Interview learners and assessors
- Advise and support tutors and assessors
- Lead standardisation activities
- Take part in CPD
- Liaise with the EQA
- Chair meetings
- Deal with assessment appeals and complaints
- Implement EQA action points
- Support tutors and assessors CPD



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### 4.3 Internal Quality Assurer (IOA) requirements:

Those involved in the internal quality assurance of these qualifications (IOA's) must have knowledge and competency in the subject field as well as knowledge and competency in internal quality assurance.

An acceptable portfolio must show:

- Occupational knowledge and competence in the subject - evidenced by:
  - Holding a relevant subject qualification or suitable experience
- Knowledge and competency in internal quality assurance – evidenced by:
  - Holding a qualification/completing CPD training or working towards a suitable qualification.
- Internal Quality Assurers must:
  - Have knowledge of the requirements of the qualification they are quality assuring at the time any assessment is taking place.
  - Have knowledge and understanding of the role of assessors.
  - Visit and observe assessments.
  - Carry out other related internal quality assurance.

### 4.4 Acceptable qualifications for Internal Quality Assurers:

- SQA Accredited Learning and Development Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment
- RQF Qualifications based on the Learning and Development NOS 11 Internally Monitor and Maintain the Quality of Assessment
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (RQF)
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (RQF)
- V1 or D34

Note: This list is not exhaustive.

Note: It is understood that not all IOA's will be qualified initially, and that sufficient time should be considered to achieve these qualifications. During this time Centres should ensure that IOA's are following the principles set out in the current Learning and Development NOS 11 Internally monitor and maintain the quality of assessment.

### Useful websites:

- <https://www.rpharms.com/social-care-settings-pdfs/the-handling-of-medicines-in-social-care.pdf>
- [http://www.rnha.co.uk/web\\_images/pdfs/mm%20Learners%20Workbook%202013.pdf](http://www.rnha.co.uk/web_images/pdfs/mm%20Learners%20Workbook%202013.pdf)
- [www.skillsforcare.org.uk](http://www.skillsforcare.org.uk)

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## Appendix 1 Learning outcomes and assessment criteria

<b>Unit reference number:</b>	T/507/0727
<b>Qualification framework:</b>	RQF
<b>Title:</b>	Introduction to the Safe Handling and Administration of Medications
<b>Guided learning hours:</b>	5
<b>Credit value:</b>	1
<b>Learning outcome</b>	<b>Assessment criteria</b>
<b>The learner will:</b>	<b>The learner can:</b>
1. Understand the aims and principles for the safe administration of medication.	1.1 Define the term medication 1.2 State the benefits of medications 1.3 State the risks associated with taking medications 1.4 Outline the roles and responsibilities in the use of medications in the health and social care setting 1.5 Describe the rights of the patient when administering medication
2. Understand the legislation and guidelines for the administration of medications.	2.1 Outline the requirements of current legislation for the safe handling and the administration of medications 2.2 Describe the different classifications of medicines 2.3 Outline the requirements of current legislation for patient confidentiality 2.4 State the process required for gaining consent before administering medication
3. Know the preparations and precautions to be taken prior to and after the administration of medication to a patient.	3.1 Identify the different types of common medicine groups used in health and social care 3.2 Describe the different routes for the administration of medication 3.3 Describe the requirements for recording appropriate documentation following the administration of medications to patients 3.4 Identify the appropriate locations and conditions to store medications safely 3.5 Describe the procedure for the safe disposal of medications 3.6 Describe the actions to take in the event of a adverse reaction following the administration of medication

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