



Level 2 Award in Complying with Social Distancing in the Workplace

Qualification Specification

Contents

	Page
Introduction	3
Qualification profile	3
Qualification structure	4
Centre requirements	4
Support for candidates	5
Assessment	5
Internal quality assurance	6
Adjustments to assessment	6
Results enquiries and appeals	6
Certification	6
Learning Outcomes and Assessment Criteria	7

Introduction

The **Level 2 Award in Complying with Social Distancing in the Workplace** aims to support employees in maintaining social distancing requirements at work, particularly those who are actively involved in workplace activities to comply with and maintain social distancing in their workplace.

The Regulated Qualifications Framework (RQF) is the single framework for regulated qualifications, the regulatory body for this qualification is the Office of Qualifications and Examinations Regulation (Ofqual). This qualification is accredited onto the RQF.

Qualification Profile

Qualification title	ProQual Level 2 Award in Complying with Social Distancing in the Workplace
Ofqual qualification number	603/6036/7
Level	Level 2
Total qualification time	10 hours
Guided learning hours	5
Assessment	Pass or fail Assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	24/6/2020
Qualification end date	

Entry Requirements

There are no formal entry requirements for this qualification. Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

Qualification Structure

To achieve the qualification candidates must complete ONE Mandatory unit.

Unit Reference Number	Unit Title	Unit Level	GLH
M/618/2100	Complying with Social Distancing in the workplace	2	5

Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

Staff

Staff delivering this qualification must be appropriately qualified and occupationally competent.

Assessors/Internal Quality Assurance

For each competence-based unit centres must be able to provide at least one assessor and one internal quality assurance verifier who are suitably qualified for the specific occupational area. Assessors and internal quality assurance verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or quality assurance verifier qualifications, such as:

- ProQual Level 3 Certificate in Teaching, Training and Assessing
- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practices
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

Assessment

Candidates must demonstrate the level of knowledge and/or skills described in the units. Assessment is the process of measuring a candidate's knowledge and understanding against the standards set in the qualification.

Each candidate is required to produce evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

Evidence could include:

- portfolio of evidence
- workbook
- coursework

Learning outcomes set out what a candidate is expected to know, understand or be able to do. **Assessment criteria** specify the standard a candidate must meet to show the learning outcome has been achieved.

Learning outcomes and assessment criteria for this qualification can be found from page 7 onwards.

To achieve this qualification all candidates must produce evidence which demonstrates their achievement of all of the assessment criteria.

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

Adjustments to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements. Centres should contact ProQual for further information or queries about the contents of the policy.

Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

Certification

Candidates who achieve the requirements for qualifications will be awarded:

- A certificate listing the units achieved, and
- A certificate giving the full qualification title -

ProQual Level 2 Award in Complying with Social Distancing in the Workplace

Claiming certificates

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the requirements for a qualification. All certificates will be issued to the centre for successful candidates.

Unit certificates

If a candidate does not achieve all of the units required for a qualification, the centre may claim a unit certificate for the candidate which will list all of the units achieved.

Replacement certificates

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

Learning Outcomes and Assessment Criteria

Unit M/618/2100

Complying with Social Distancing in the Workplace

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand their organisation's responsibility for complying with social distancing in workplace	1.1 Identify the government's current requirements for social distancing
	1.2 Outline their organisation's policy for complying with social distancing
	1.3 Describe the process for monitoring employees' and visitors' compliance with social distancing
	1.4 Describe the range of current information on display to provide information about safety and hygiene
	1.5 Describe the facilities in place for hand washing, sanitising, hand drying, disposal of used safety and hygiene supplies
	1.6 Describe how the workplace facilities are monitored to ensure facilities and supplies are stocked and replenished
2 Understand organisational controls for complying with social distancing	2.1 Describe the process in place for start/leave times, breaks to ensure that social distancing can be observed
	2.2 Describe the process for individuals leaving the workplace during their breaks
	2.3 Describe the process for maintaining up to date knowledge about social distancing and health & safety
	2.4 Describe the process for reporting instances of non-compliance with social distancing
	2.5 Describe any circumstances that may require social distancing additional controls to be adopted
3 Understand the processes for reporting instances of suspected or actual infections	3.1 Identify the symptoms that may mean a person is infected
	3.2 Describe the process for reporting that a person is infected or displaying symptoms of being infected
	3.3 Describe the process for isolating infected or suspected infected persons

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	3.4 Describe the organisational process for dealing with an infected or suspected infected individual
	3.5 Describe what action is taken following the identification of an individual with an actual or suspected infection
	3.6 Describe the process for assisting with contact tracing
	3.7 Describe how employees can support the updating of their organisation's policy and/or controls for complying with and maintaining social distancing

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.



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