

LEGISLATION KNOWLEDGE & UNDERSTANDING (SVQ LEVELS 2, 3 AND 4; SCQF LEVELS 6, 7 AND 9)

DATA PROTECTION ACT 1998

SCQF Level 6 – A candidate may evidence this mainly through DO and RA, we would expect to see that they are aware that this Legislation impacts on how they access, record and store information, what information they can and cannot pass on/discuss and with whom and in which circumstances confidentiality can be broken

SCQF Level 7 – A candidate would evidence this mainly through DO, RA but may also include P, EW, PD and/or EW, we would expect to see that they are aware of all the information an SCQF Level 6 candidate has **and** which Principle of the DPA they are adhering to while carrying out a particular activity, I would also expect them to be able to link the DPA to their Organisation's Policy and procedures that are derived from this Legislation

SCQF Level 9 – A candidate would probably evidence this through all Assessment methods. We would expect to see that they are aware of everything that SCQF Level 6 and 7 candidates are aware of **and what further requirements are placed on them as the Manager/Employer**, (their responsibilities for the work of others in this area) to be aware of the principles of the DPA and of the wider issues such as the use of CCTV, the use and restrictions of Social Media, photographing staff and clients. They may also evidence their knowledge through Policies, Procedures, staff training, Minutes of Staff and Client meetings, staff Supervision notes, Participation Strategy and Mission Statement.

FREEDOM OF INFORMATION ACT 2000

SCQF Level 6 – A candidate may evidence this mainly through DO and RA, although it is possible for a candidate to meet all PC/K of the VQ without providing any evidence that they are aware of this Legislation, however if they did refer to this Legislation within evidence we would expect to see that they are aware that this Legislation allows members of the public to access certain information held by public bodies

SCQF Level 7 – A candidate would evidence this mainly through DO, RA but may also include P, EW, PD and/or EW, although it is possible for a candidate to meet all PC/K without evidencing that they are aware of this Legislation. If they did provide evidence that they were aware of this

Legislation we would expect to see that they are aware of all the information an SCQF Level 6 candidate has **and** that some information cannot be accessed as the Act has some exemptions and where to, and how, to access further information on this Act if they required to.

SCQF Level 9 – A candidate could probably evidence this through all Assessment methods, although it is possible for a Level 4 candidate to achieve all PC/K without referring to this Legislation. If they did evidence this Legislation I would expect to see that they are aware of everything that SCQF Level 6 and 7 candidates are aware of and also that the application of this Legislation is mainly the remit of Managers, I would expect them to have more knowledge as to which areas of information are exempt, such as confidential information relating to individuals, information available elsewhere, information that is due to be published and court records. I would also expect them to be aware that this Legislation gave Scotland the Scottish Information Commissioner, whose responsibility it is to ensure that public bodies are maximising access to information

PUBLIC INTEREST DISCLOSURE ACT 1988

SCQF Level 6 – A candidate may evidence this mainly through DO and RA, although it is possible for a candidate to meet all PC/K of the VQ without providing any evidence that they are aware of this Legislation, however if they did refer to this Legislation within evidence we would expect to see that they are aware that this Legislation protects staff who ***whistleblow***

SCQF Level 7 – A candidate would evidence this mainly through DO, RA but may also include P, EW, PD and/or EW, although it is possible for a candidate to meet all PC/K without evidencing that they are aware of this Legislation. If they did provide evidence that they were aware of this Legislation we would expect to see that they are aware of all the information an SCQF Level 6 candidate has **and** what circumstances are covered by this Legislation and which are not. They should also have an understanding of the process to follow and who they would involve (Senior, Manager, Area Manager, Care Inspectorate) and be aware of their Organisations Whistleblowing Policy (if they have one)

SCQF Level 9 – A candidate would probably evidence this through all Assessment methods, we would expect to see that they are aware of everything that SCQF Level 6 and 7 candidates are aware of **and** their responsibility to ensure that a positive culture around whistleblowing is promoted and nurtured and staff feel confident in this, they may be involved in writing/reviewing a Policy to reflect this Legislation they may also evidence this through Policies, Procedures and staff training if appropriate.

MISUSE OF DRUGS ACT 1971

SCQF Level 6 – A candidate may evidence this mainly through DO and RA, although it is possible for a candidate to meet all PC/K of the VQ without providing any evidence that they are aware of this Legislation, however if they did refer to this Legislation within evidence we would expect to see that they are aware that this Legislation is concerned with controlled drugs and makes illegal the non-medical (recreational) use of certain drugs.

SCQF Level 7 – A candidate would evidence this mainly through DO, RA but may also include P, EW, PD and/or EW, although it is possible for a candidate to meet all PC/K without evidencing that they are aware of this Legislation. If they did provide evidence that they were aware of this Legislation we would expect to see that they are aware of all the information an SCQF Level 6 candidate has **and** that there are 3 Classes of controlled drugs and to be able to name at least 1 drug from each Class, to know that Class A is the most severe/dangerous

SCQF Level 9 – A candidate would probably evidence this through all Assessment methods, although it is possible for a Level 4 candidate to achieve all PC/K without referring to this Legislation. If they did evidence this Legislation we would expect to see that they are aware of everything that SCQF Level 6 and 7 candidates are aware of **and** be able to identify a number of drugs from each Class and have particular knowledge of Section 8 and their responsibilities under this Section i.e. People knowingly allowing premises they own/manage/have responsibility for to be used by any other person for 1 – Administration or use of any controlled drug 2 – Supply of a controlled drug, 3 – Production/cultivation of a controlled drug. They may also evidence this through Policies, Procedures and staff training if appropriate.

THE MEDICINES ACT 1968 (and the Human Medicines Regulations 2012)

SCQF Level 6 – A candidate may evidence this mainly through DO and RA, although it is possible for a candidate to meet all PC/K of the VQ without providing any evidence that they are aware of this Legislation, however if they did refer to this Legislation within evidence we would expect to see that they are aware that this Legislation concerns the categories of how medicines can be obtained (prescription, pharmacy only, over the counter) and controls the use and administration of medicines to maintain safety.

SCQF Level 7 – A candidate would evidence this mainly through DO, RA but may also include P, EW, PD and/or EW, although it is possible for a candidate to meet all PC/K without evidencing that they are aware of this Legislation. If they did provide evidence that they were aware of this

Legislation we would expect to see that they are aware of all the information an SCQF Level 6 candidate has **and** that medicines come in different forms (tablets, drops, creams etc) That medication can only be given with consent, to understand what is meant by covert administration and that medicines must not be tampered with (e.g. the properties changed by crushing, opening capsules, dissolving etc).

SCQF Level 9 – A candidate would probably evidence this through all Assessment methods, although it is possible for a Level 4 candidate to achieve all PC/K without referring to this Legislation. If they did evidence this Legislation we would expect to see that they are aware of everything that SCQF Level 6 and 7 candidates are aware of **and** which medicines in the service they manage are POM, P or GSL , that this Legislation covers supply of medicines and not possession, where to access RPS guidance, what consent means for all clients but in particular clients who lack capacity (Dementia, Learning Disability), that staff administering medicines must be competent and the meaning of chemical restraint and what to do to ensure this does not happen. They may also evidence this through the writing of or reviewing of Policies, Procedures and delivery of or monitoring of staff training if appropriate.

CARERS RECOGNITION ACT 2012

SCQF Level 6 – A candidate may evidence this mainly through DO and RA, although it is possible for a candidate to meet all PC/K of the VQ without providing any evidence that they are aware of this Legislation, however if they did refer to this Legislation within evidence we would expect to see that they are aware that this Legislation provides carers with rights to have their own needs assessed

SCQF Level 7 – A candidate would evidence this mainly through DO, RA but may also include P, EW, PD and/or EW, although it is possible for a candidate to meet all PC/K without evidencing that they are aware of this Legislation. If they did provide evidence that they were aware of this Legislation we would expect to see that they are aware of all the information an SCQF Level 6 candidate has **and** that the responsibility to offer this assessment lies with SW and that the assessment looks at the carer's ability to continue providing care

SCQF Level 9 – A candidate would probably evidence this through all Assessment methods, although it is possible for a Level 4 candidate to achieve all PC/K without referring to this Legislation. If they did evidence this Legislation we would expect to see that they are aware of everything that SCQF Level 6 and 7 candidates are aware of **and** that as soon as SW are aware of a Carer they (SW) have a responsibility to inform the Carer that they have a right of have their own needs assessed, the term Carer applies to people caring for older people, people with disabilities, people with Mental Health problems and foster carers. They should also be aware of the main purposes of this Legislation

- 1 - Recognise, promote and value the role of the carer
- 2 - Recognise that needs are different
- 3 - Support and recognise that carers bring benefits to the person being

cared for and the community. They may also evidence this through Policies, Procedures and staff training if appropriate.

ADULTS WITH INCAPACITY (SCOTLAND) ACT 2000

SCQF Level 6 – A candidate may evidence this mainly through DO and RA, although it is possible for a candidate to meet all PC/K of the VQ without providing any evidence that they are aware of this Legislation, however if they did refer to this Legislation within evidence we would expect to see that they are aware that this Legislation protects the welfare and financial affairs of people who do not have the capacity to make their own decisions

SCQF Level 7 – A candidate would evidence this mainly through DO, RA but may also include P, EW, PD and/or EW, although it is possible for a candidate to meet all PC/K without evidencing that they are aware of this Legislation. If they did provide evidence that they were aware of this Legislation we would expect to see that they are aware of all the information an SCQF Level 6 candidate has **and** what incapacity means and which areas, such as consent to marriage and making a will, are not covered by this Act, that there are 2 ways other people can be involved in making decisions for the incapacitated client – Welfare and financial

SCQF Level 9 – A candidate would probably evidence this through all Assessment methods, although it is possible for a Level 4 candidate to achieve all PC/K without referring to this Legislation. If they did evidence this Legislation we would expect to see that they are aware of everything that SCQF Level 6 and 7 candidates are aware of **and** the principles to be followed by the nominated advocate/POA/proxy, what the 2 types of POA are and what documentation they need to see to in order to appropriately support the advocate/POA/proxy, what Guardianship and an Intervention Order mean and who this might apply to, where to go for further guidance and support if needed, they may also evidence this through Policies, Procedures and staff training if appropriate.

National Care Standards

SCQF Level 6 – A candidate may evidence this mainly through DO and RA, although it is possible for a candidate to meet all PC/K of the VQ without providing any evidence that they are aware of NCS as not all workplaces are required to adhere to NCS, however if they did refer to NCS within evidence we would expect to see that they are aware which set of NCS applies to their services and are aware of the Principles of Care.

SCQF Level 7 – A candidate would evidence this mainly through DO, RA but may also include P, EW, PD and/or EW, although it is possible for a candidate to meet all PC/K without evidencing that they are aware of NCS as not all workplaces are required to adhere to NCS. If they did provide evidence we would expect to see that they are aware of all the

information an SCQF Level 6 candidate has **and** to know that NCS came from The Regulation of Care (Scotland) Act 2001, which Standard they are adhering to when carrying out a particular task with Clients and that NCS can be used to report poor practice.

SCQF Level 9 – A candidate would probably evidence this through all Assessment methods, although it is possible for a Level 4 candidate to achieve all PC/K without referring to this NCS as not all workplaces are required to work to NCS. If they did evidence NCS we would expect to see that they are aware of everything that SCQF Level 6 and 7 candidates are aware of **and** that they have a responsibility to ensure Clients/Carers receive a copy of the appropriate NCS, to ensure staff are aware of and adhering to NCS, this could be done through staff training, supervision and staff meetings.

SSSC Codes of Practice

SCQF Level 6 – A candidate may evidence this mainly through DO and RA, although it is possible for a candidate to meet all PC/K of the VQ without providing any evidence that they are aware of SSSC CofP as not all Organisations are required to adhere to SSSC. However if they did refer to SSSC CofP we would expect to see that they are aware of SSSC CofP and how these impact on their job, that they have a responsibility to adhere to these at all times and they should have their own copy (or easy access to a copy).

SCQF Level 7 – A candidate would evidence this mainly through DO, RA but may also include P, PD and/or EW, although it is possible for a candidate to meet all PC/K without evidencing that they are aware of SSSC CofP. If they did provide evidence that their work is registered SSSC CofP I would expect to see that they are aware of all the information an SCQF Level 6 candidate has and also which CofP they were adhering to during an interaction, that Clients and Carers should receive a copy of SSSC Cof P on accessing the service and that they can use SSSC CofP to report poor practice of other staff.

SCQF Level 9 – A candidate would probably evidence this through all Assessment methods, although it is possible for a Level 4 candidate to achieve all PC/K without referring to SSSC CofP, if they do work under SSSC CofP I would expect to see that they are aware of everything that SCQF Level 6 and 7 candidates are aware of **and** their responsibility to ensure that staff are aware of and adhering to SSSC CofP, that they have a responsibility to report breaches of SSSC CofP to the SSSC and that they should monitor this through staff training, staff meetings and supervision.

REGULATION OF CARE (Scotland) Act 2001

SCQF Level 6 – A candidate may evidence this mainly through DO and RA, although it is possible for a candidate to meet all PC/K of the VQ without providing any evidence that they are aware of this Legislation as

not all Care services are Registered with Care Inspectorate, however if they did refer to this Legislation within evidence we would expect to see that they are aware that this Legislation gave the Care sector the Care Inspectorate and SSSC.

SCQF Level 7 – A candidate would evidence this mainly through DO, RA but may also include P, EW, PD and/or EW, although it is possible for a candidate to meet all PC/K without evidencing that they are aware of this Legislation as **not all Care services are Registered with Care Inspectorate.** If they did provide evidence that they were aware of this Legislation we would expect to see that they are aware of all the information an SCQF Level 6 candidate has **and** that the role of the Care Inspectorate is to inspect and grade services and the SSSC's role is to regulate staff training and education and to maintain a Register.

SCQF Level 9 – A candidate would probably evidence this through all Assessment methods, although it is possible for a Level 4 candidate to achieve all PC/K without referring to this Legislation as **not all Care services are Registered with Care Inspectorate** If they did evidence this Legislation we would expect to see that they are aware of everything that SCQF Level 6 and 7 candidates are aware of **and** the dates their staff are required to be SSSC Registered by and their role in this process. They may also evidence this through Policies, Procedures, staff training, meetings and supervision if appropriate.

PROTECTION OF VULNERABLE GROUPS (Scotland) Act 2007

SCQF Level 6 – A candidate may evidence this mainly through RA, we would expect to see that they are aware of this Legislation and this means they need to have a PVG application completed before they start unsupervised work and that their Clients have a right to be protected and they have a responsibility to ensure the protection of all vulnerable Clients in their care.

SCQF Level 7 – A candidate would evidence this mainly through RA We would expect to see that they are aware of all the information an SCQF Level 6 candidate has **and** that they have a responsibility to report any poor practice from other staff, and what constitutes abuse/poor practice.

SCQF Level 9 – A candidate could probably evidence this through all Assessment methods. We would expect to see that they are aware of everything that SCQF Level 6 and 7 candidates are aware of **and** what their responsibilities are in relation to recruitment and staff start dates, and that staff can commence employment before their PVG is returned as long as this is a conditional offer of employment, a risk assessment is carried out and recorded and that the staff member does not work unsupervised before their PVG is returned. They have a responsibility to ensure that all staff are aware of what constitutes good and poor practice,

what constitutes abuse and the meaning of protection in the wider context, this could be evidenced through Policies, Procedures, staff training, staff meetings and Supervision if appropriate.

The Human Rights Act 1998

SCQF Level 6 – A candidate would achieve this by the provision of evidence through Reflective account, Professional Discussion or Questions. The evidence can include their awareness of The Human Rights Act, from self-learning or informed course work/training and linked to area of their practice that promotes rights of individual. This would meet key common knowledge points and some PCs depending on specific nature and detail recorded about actual practice.

SCQF Level 7 – A candidate would achieve this by the provision of evidence through Reflective account, Professional Discussion or Questions. The evidence would include their awareness of The Human Rights Act 1998 as above for SCQF level 6 **AND** the Articles therein. They would make a direct link between their practice and specific Article under the Act. Examples: Having called for an ambulance in response to a Health emergency – Article 2 of The Human Rights Act 1998, protect the Right to Life; or Having supported individual to access a faith group, Article 9 of The Human Rights Act 1998, protect the Freedom of thought, conscience and religion. This would meet key common knowledge points and some PCs depending on specific nature and detail recorded about actual practice.

SCQF Level 9 – A candidate would achieve this by the provision of evidence through Reflective account, Professional Discussion, Questions or Products. The evidence would include their awareness as above for SCQF levels 6 and 7 **AND** more substantial knowledge of The European Convention on Human Rights (1951), The Human Rights Act 1998, and how they influence organisational policy, management of staff, service delivery and National Care Standards and Codes of Practice. They would make a direct link between their practice, training, policies and procedures to the Act. This would meet key common knowledge points and PCs depending on specific nature and detail recorded about actual practice.

Children & Young People (Scotland) Act 2014

SCQF Level 6 – A candidate may evidence this mainly through DO and RA, we would expect to see that they are aware that this Legislation impacts on how they follow support plans and risk assessments in relation to this act and are aware of relevant policies, care standards, codes of practice they are following when providing care and support.

SCQF Level 7 – A candidate would evidence this mainly through DO, RA but may also include P, EW, PD and/or EW, we would expect to see that the candidate has a clear understanding of their role in implementing and delivering care and support to children and young people ensuring that they are following the parts of the legislation relevant to their role codes of practice, care standards and policy. Product evidence could include plans and risk assessments they have carried out.

SCQF Level 9 – A candidate would probably evidence this through all Assessment methods, I would expect to see that they are aware of everything that SCQF Level 6 and 7 candidates are aware of **and what further requirements are placed on them as the Manager/Employer**, (their responsibilities for the work of others in this area) to be aware of the main areas of the 18 parts of the act in relation to their area of work and their role within the multidisciplinary team to ensure the safe delivery of service. They may also evidence their knowledge through Policies, Procedures, staff training, Minutes of Staff and Client meetings, staff Supervision notes, Participation Strategy and Mission Statement.

SELF DIRECTED SUPPORT (SCOTLAND) ACT 2013

SCQF level 6 (SVQ level 2) – We would expect at level 2 that candidates are aware of this being a fairly new law to give people who use services more control over their lives and that they would refer to the term “personalisation”. Individuals are more involved in agreeing:

- the outcomes they want to achieve
- the services they want to meet their needs
- how their services will be purchased and managed

Personalisation of social care means that people can choose how the money they are allocated to provide them with services is spent through Self-Directed Support.

SCQF level 7 (SVQ level 3) - At level 3, as well as being familiar with the term “personalisation”, we would expect that candidates would refer to the 4 options available to people in need of services.

The Act requires Local Authorities to offer people four choices on how they can get their social care and support. The choices are:

- Option 1 direct payment
- Option 2 the person directs the available support
- Option 3 the local authority arranges the support
- Option 4 a mix of the above

We would also expect that level 3 candidates were aware that The Act contains some other duties and powers, for example a power to

authorities to support unpaid carers and duties on authorities to give you information to help you make an informed choice.

SCQF level 9 (SVQ level 4) – we would want to see that people working at this level know about the purpose of the law to give more control to people using services and implementing a personalisation support package tailored to suit what the person needs. At level 4, candidates should be aware of the 4 options and implementing these through leadership and implementation of personalised support plans.

At level 4, the candidate should be demonstrating a creative solution with the supported person to meet the outcomes in the support plan. They should also be aware of their responsibility of being measured against the four statutory principles that carry legal weight. These four principles are the supported person must have:

- Involvement - in their own assessment
- Informed choice – about the options available to them and make informed choice about their options for support. This principle seeks to ensure that the person can be fully involved in designing and implementing their support.
- Collaboration – the local authority must collaborate with the supported person and seek to work in partnership with professional agency staff, carer and the supported person.
- Participation and dignity – the right to dignity and respect and the right to take part in community life. This applies to initial assessment and the support planning process.

Level 4 candidates should be able demonstrate the implementation of the above principles by the use of person centred support plans and the reviews of these.

THE EQUALITY ACT 2010

SCQF level 6

A candidate could evidence this through RA and DO and Q.

We would expect we would expect to see that they are aware that this Legislation impacts on how they treat all people they come into contact with (supported individuals and colleagues and members of the public, and how they “model or promote” the same equity of treatment in others. We would expect that this level of candidate understand that several previous pieces of anti discriminatory legislation have been superseded by this Act. We would expect that they can describe discriminatory behaviour or language and to explain their responsibility if they witness it.

They should be able to understand the link this Act with their organisational policy on Equality, Diversity and Inclusion.

SCQF level 7

A candidate could evidence this through RA and DO and Q.

We would expect to see that candidates at this level are aware of all the information an SCQF Level 6 candidate has **and** to understand the “protected characteristics” and in addition to know that this Act

introduced *perceived* and *associated* discrimination (and to be able to give examples of this)

SCQF level 9

Candidates could evidence this through RA, DO, PD and possibly WP if they have contributed to or written policies and procedures around Equality Diversity and Inclusion. They may also be involved with or responsible for staff training.

We would expect to see that they are aware of everything that SCQF Level 6 and 7 candidates are aware of **and what further requirements are placed on them as the Manager/Employer.**

They should also know that whistleblowing and complaints can lead to victimisation and know the procedures to take if this is suspected or known.

They may also be aware of anti discrimination law through involvement in recruitment and selection, and to explain the procedures for compliance with Equal Opportunities.

ADULT SUPPORT & PROTECTION (SCOTLAND) ACT 2007

SCQF Level 6 – A candidate may evidence this mainly through DO, RA but may also include P and WT. We would expect to see that they are aware of this Act and how this directs their practice in relation to safeguarding and correct actions to take if harm or abuse is suspected, disclosed or alleged and to whom and when concerns should be reported.

SCQF Level 7 – A candidate would evidence this mainly through DO, RA but may also include P, WT, PD and/or EW. We would expect to see that they are aware of all the information an SCQF Level 6 candidate has **and** that they have a responsibility to report and act on any safeguarding issues in relation to harm or abuse if suspected, disclosed or alleged. They should also have an understanding of the process to follow and who they would involve (Senior, Manager, Area Manager, Care Inspectorate) and be aware of their Organisations Safeguarding Policy and how this is directed by the Adult Support & Protection Act 2007

SCQF Level 9 – A candidate could probably evidence this through all Assessment methods. We would expect to see that they are aware of everything that SCQF Level 6 and 7 candidates are aware of **and** what their responsibilities are as a manager / senior in relation to the protection and safeguarding of vulnerable individuals as detailed within the Adult Support & Protection Act 2007. In addition we would expect the candidate to ensure that records and reports are detailed and written in accordance to organisational procedures and legal requirements, and when otherwise confidential information is shared with external interagency and partnership requirements.

Food Safety Act 1990

SCQF LEVEL 6- A candidate may evidence this mainly through D/O and R/A. We would expect candidates who are involved in the preparation of food to be able to demonstrate their knowledge and responsibilities in relation to safe handling and storage of food although they may not have knowledge of legislation as not all organisations are involved in serving food.

SCQF LEVEL 7- A candidate may evidence this through D/O and R/A and Questions and should be able to demonstrate knowledge and responsibilities as at level 6. They should also have knowledge of safe preparation and storage if the organisation is responsible for preparation, storage and serving of food. Candidate may also have knowledge of particular foodstuffs that present high risk and also temperatures for safe storage of all food types.

SCQF LEVEL 9- A candidate would /could evidence this through all assessment methods. If legislation was referred to we would expect them to be aware of everything included in level 6&7 and be knowledgeable in all aspects of Food Safety including **HACCP** (hazard analysis and critical control points), in order that they could monitor staff practice to maintain safe standards. If the organisation is responsible for preparation, storage and serving food, candidate should have knowledge of any training that may be mandatory for staff in relation to Food Safety Act.

Manual Handling Operations Regulations 1992

SCQF LEVEL 6.

Candidates will evidence this through reflective accounts and direct observation. They should demonstrate that they are aware that these regulations exist and have been made aware of the regulations through their Health and Safety training. They also must be aware that they have a duty to ensure that they avoid all hazardous manual handling activities.

SCQF LEVEL 7

Candidates can evidence this through reflective accounts, direct observation and products. In addition to the knowledge required for SCQF level 6, Candidates at level 7 will also demonstrate a knowledge of the importance of moving and positioning training. We would expect to see candidates linking risk assessments to organisational policy for moving and positioning. Candidates should also be aware of how to reduce risk when moving and positioning.

SCQF LEVEL 9

Candidates should be able to evidence through a range of assessment methods. In addition to the knowledge of candidates at level 6 and 7, They should be able to demonstrate knowledge of risk assessment and

the reviews of these (and the legal responsibilities for carrying out risk assessments). Candidates should also be aware of the importance of implementing organisational policies and procedures which reflect national legislation on Health & Safety at work and be familiar with best practice guidelines. Candidates will also demonstrate an understanding of the importance of staff training in moving and positioning. They may be responsible themselves for implementing staff training and writing procedures.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002

SCQF Level 6

Candidates will evidence this through Direct Observation and Reflective Account. They should be able to demonstrate that they are aware of these regulations and how they relate to situations involving storage and use of cleaning materials, waste products and medication. They should be aware of how to identify any substances that could be hazardous to their own health or the health of individuals they work with.

SCQF Level 7

Candidates will evidence this through Reflective Account, Product and Question. They should be able to demonstrate that they are aware of the regulations and how to put risk assessments in place to control exposure to hazardous substances and ensure that others follow such assessments in compliance with organisational policy. They should be aware of how to eliminate/substitute less hazardous substances while acknowledging the rights of individuals. They should be able to demonstrate how to protect their own health through the use of personal protective equipment.

SCQF Level 9

Candidates would evidence this across the range of assessment methods. They should be able to demonstrate understanding of the principles of risk assessment and their responsibilities for risk management as described in the organisational policy on COSHH. They should be able to demonstrate that they implement systems in place for monitoring and review of COSHH risk assessments. They should be able to demonstrate that workers at all levels are informed about COSHH and how it affects them. They may evidence this through product evidence if they are responsible for preparing policy or training materials related to COSHH.

