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#### 1. Introduction

Qualifications Network Limited (QNUK) is an Awarding Organisation recognised and regulated by the Office of Qualifications and Examinations (Ofqual) in England, the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland and Qualifications Wales.

This specification outlines key information required by users of the qualification to ensure they can make an informed decision about the suitability of the qualification they are taking or proposing to take for the purposes that they intend to use it.

#### 2. Contact Us

Please get in touch if you need any advice or guidance with this qualification.

#### **Head Office:**

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#### 3. Version Number

Centres should make sure they are using the most up to date document by checking the footer which will confirm the current version number.

Version 2: April 2020 – new qualification template applied

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#### 4. Qualification Objective

This qualification is aimed at employees in any industry or sector and is suitable for managers and team members alike. With an increase in poor mental health it is important that individuals understand their own mental health and how common mental health concerns can be identified in themselves and others. Learners will develop knowledge of a range of mental health conditions, potential impacts on an individual in the workplace and where to refer them for help and support. Learners will hold a mental health conversation with the aim of providing support. This qualification gives learners personal growth and engagement in learning.

#### 5. Geographical Coverage of this Qualification

This qualification is available throughout the UK.

#### 6. Benefit for Learners

This qualification will support learners who work in an environment where they may be required to recognise, support and refer those with mental health conditions to medical or other specialist help and support.

#### 7. Progression

Learners undertaking this qualification may wish to progress to other mental health related qualifications

#### 8. Recognition of Prior Learning

QNUK are unable to accept requests for recognition of prior learning (RPL) for this qualification.

#### 9. Qualification Information

Qualification Number (QNI)	603/4549/4
Qualification Number (QN)	003/4549/4
Learning Aim	60345494
Total Qualification Time (TQT)	14
Guided Learning Hours (GLH)	12
Credit value	2
Level	3
Validity	Recommended refresher every 3 years
Assessment	Invigilated written examination <b>OR</b> workbook plus practical task
Achieving the qualification	Learners must achieve the mandatory unit

#### 10. Qualification Structure

Unit No.	Unit Title	Level	Credit	GLH
Mandatory units				
D/617/6048	Supporting Individuals During a Mental Health Crisis at Work	3	2	12

The learning outcomes for the qualification may be found in Appendix 1. The Assessment Guidance details the assessment criteria which are used to determine if a learner has met the requirements of the learning outcomes. Further depth of coverage is also provided in the Assessment Guidance.



#### 11. Learner Entry Requirements

There are no specific recommended prior learning requirements for this qualification. Entry is at the discretion of the centre; however, learners should ideally be aged 18 years and over to take this qualification.

Teaching and content should be adapted where learners are under 18.

Due to the language of the assessment, it is recommended that learners have sufficient command of the English language in order to understand the assessment and to undertake the recommended assessment methods.

There are no other pre-requisites for this qualification. However, learners should be able to work at level 2 and above.

#### **12. Delivery**

This qualification is typically delivered in a face-to-face format over a two-day period. Learners should complete the qualification within 6 weeks.

#### 12.1. Venue Requirements

The training venue should be suitable for learning and meet all relevant Health and Safety requirements.

#### 12.2. Blended learning

Blended learning is not permitted for this qualification.

#### 12.3. Trainer to Learner Ratio

The maximum trainer to learner ratio for this qualification is 1:12 for classroom based face-to-face training. For courses delivered virtually, it is recommended that to ensure maximum learner engagement with the subject matter the ratio is 1:8.

#### **13. Centre Personnel Requirements**

This qualification is delivered by suitably qualified trainers.

All those who deliver and assess this qualification must:

- 1. Hold a regulated qualification in mental health such as:
  - a. Level 2 Certificate in Awareness of Mental Health Conditions (RQF)
  - b. Level 2 Certificate in Mental Health Awareness (RQF)
  - c. Level 3 Certificate in Understanding Mental Health; or
- 2. Hold a Higher Education qualification in a Mental Health related subject; e.g. Psychology, Mental Health Nursing etc; or
- 3. Hold a suitable level of knowledge as demonstrated by being a Registered General Nurse, a state registered Paramedic, Social Work Diploma or hold a Level 3 Award in a Mental Health related qualification **AND**
- 4. Have sufficient verifiable occupational experience/CPD in supporting individuals with mental health concerns or delivering Mental Health Awareness Training. (60 hours minimum)
- 5. Hold one of the following qualifications or their recognised equivalent:
  - a. Cert Ed/PGCE/B Ed/M Ed
  - b. CTLLS/DTLLS



- c. PTLLS (12 credits)
- d. Further and Adult Education Teacher's Certificate
- e. IHCD Instructional Methods
- f. IHCD Instructor Certificate
- g. S/NVQ level 3 in Training and Development
- h. S/NVQ level 4 in Training and Development
- i. TQFE (Teaching Qualification for Further Education)
- j. English National Board 998
- k. Nursing Mentorship qualifications
- I. NOCN Tutor Assessor Award
- m. Level 3 Award in Education and Training (QCF/RQF)
- n. Level 4 Certificate in Education and Training (QCF/RQF)
- o. Level 5 Diploma in Education and Training (QCF/RQF)
- 6. If none of the above teaching/assessing qualifications are held, delivery staff must hold both a teaching qualification AND assessing qualification from the list below
  - a. Accredited Qualifications based on the Learning and Development NOS 7 Facilitate Individual Learning and Development (Teaching)
  - b. Training Group A22, B22, C21, C23, C24 (Teaching)
  - c. SQA Accredited Planning and Delivering Learning Sessions to Groups (Teaching)
  - d. A1 (D32/33) Assess candidates using a range of methods (Assessing)
  - e. A2 (D32) Assess candidates' performance through observation (Assessing)
  - f. Regulated qualifications based on the Learning and Development NOS 9 Assess Learner Achievement (Assessing)
  - g. SQA Accredited Learning and Development Unit 9DI Assess workplace competences using direct and indirect methods replacing Units A1 and D32/33 (Assessing)
  - h. SQA Accredited Learning and Development Unit 9D Assess workplace competence using direct methods replacing Units A2 and D32 (Assessing)
  - i. SQA Carryout the Assessment Process (Assessing)
  - j. Level 3 Award in Assessing Competence in the Work Environment (QCF/RQF) (Assessing)
  - k. Level 3 Award in Assessing Vocationally Related Achievement (QCF/RQF) (Assessing)
  - I. Level 3 Award in Understanding the Principles and Practices of Assessment (QCF/RQF) (Assessing)
  - m. Level 3 Certificate in Assessing Vocational Achievement (QCF/RQF) (Assessing)
  - n. Assessor/IQA CPD Day (Assessing)
- 7. Show current evidence of continuing professional development in teaching, assessment and the subject matter.

Please note, Level 1 and 2 "Awards" in a Mental Health qualification are not sufficient evidence of competence.

#### **Guest Speakers**

Providers may wish to engage other professionals or guest speakers to deliver part of the course. Where this is required guest speakers do not need to hold teaching or assessing qualifications; learners remain the responsibility of their qualified Tutor/Assessor.

#### **Internal Quality Assurance Requirements**

Each centre must have access to a suitably qualified IQA. The IQA cannot verify the delivery or assessment of individual learners or cohorts of learners where the IQA has been involved in the delivery or assessment of the qualification for those learners.



All those who are involved with the quality assurance of this qualification internally must:

- 1. have up-to-date working knowledge and experience of best practice in assessment and quality assurance;
- 2. meet the delivery staff requirements for this qualification:
- 3. hold one of the following internal quality assurance qualifications or their recognised equivalent:
  - a. Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (QCF/RQF); or
  - b. Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (QCF/RQF); or
  - c. V1 Conduct internal quality assurance of the assessment process; or
  - d. D34 Internally verify the assessment process; and
- 4. show current evidence of continuing professional development in assessment, quality assurance and the subject matter.

#### 14. Assessment Requirements

Learners are assessed for this qualification through:

#### 14.1. Written Examination

Each learner will be assessed for this qualification by the completion of a written examination paper consisting of multiple-choice and short answer questions.

The exam paper will be taken under examination conditions, i.e. learners will sit a minimum of 1.25 metres apart, will not confer during the examination and no electronic devices (such as mobile phones) or books, including dictionaries, will be permitted.

Language of assessmentEnglishDuration60 minutesPass mark70% (28/40)GradingPass/Fail

Example MCQs are included at Appendix 2.

OR

#### 14.2. Workbook

The workbook will be completed independently by the learner at the end of the course. Learners may complete the workbook online or in hard copy.

All assessment criteria in the qualification are covered; the workbook consists of written questions. It should be completed by the learner and returned to the Assessor in line with agreed timescales.

Assessors will mark and provide feedback on the completed workbook; including identifying areas where further work is required by the learner.

Learners may resubmit their revised workbook once for remarking.

Language of assessment English
Duration as required
Pass mark 100%
Grading Pass/Fail



#### 14.3. Practical observation

Learners are assessed through observation of a mental health conversation.

Language of assessment English
Duration As required
Pass mark 100%
Grading Pass/Fail

#### 15. Moderation

The level of external moderation required for this qualification will be risk based and in line with the Centre Assessment Standards Scrutiny Strategy applicable to this qualification.

There may be situations within the centre devised assessment methodology that require observations, in these situations QNUK EQA Department will also require to conduct verification visits to ensure the accuracy and consistency of assessment decisions.

QNUK EQA Department will advise the centre of the required levels of moderation/verification to anticipate for this qualification upon centre approval for delivery.

#### 16. Reasonable Adjustments

Learners are required to complete the assessments in a manner appropriate to the purpose of the qualification.

The prescribed assessment methods for this qualification should not unfairly disadvantage learners who would otherwise be able to demonstrate competence in line with the purpose of the qualification. Learners should contact their centre to discuss reasonable adjustment if they feel the prescribed assessment methods would disadvantage them.

#### 17. Results

The centre is required to submit learner results within 10 working days of assessment to Qualifications Network UK for moderation. We will issue verified results and appropriate certification to the approved centre within 7 working days of receiving the results. Centres will forward results and/or certificates to learners, who can expect to receive them within 20 working days of taking the assessment. If learners have not received results and/or certificates within 25 working days, they should contact the centre in the first instance.



#### **Appendix 1: Units**

#### Unit 1 Supporting Individuals During a Mental Health Crisis at Work (D/617/6048)

#### **Unit Summary**

This unit develops knowledge and understanding of mental health conditions and how to support individuals affected by such conditions. Learners will know how to recognise causes and impact of common health conditions and how to support individuals with psychosis. How individuals may use harmful strategies to cope with a mental health disorder and recognising and supporting an individual in suicidal crisis are explored. Learners will support an individual with a mental health issue and know the legal requirements for managing mental health in the workplace.

1. The	1. The learner will: Be aware of common mental health disorders		
Assessment Guidance			
1.1	The learner must define the terms 'mental health' and 'mental ill heath'	Written	
	• Mental health (WHO) "a state of well-being in which every individual realizes	Exam /	
	his or her own potential, can cope with the normal stresses of life, can work	Workbook	
	productively and fruitfully, and is able to make a contribution to her or his community."		
	• Mental ill-health can be defined as "a state where an individual's thinking,		
	emotions and behaviour disrupt their ability to work productively and fruitfully		
	and reduces their ability to contribute to their community." This ability may be		
	impaired to a mild, moderate or severe level.		
1.2	The learner must explain the impacts of poor mental health on an individual	Written	
	including difficulty with focussing, handling conflict, patience, concentrating.	Exam /	
	Increased risk of misusing substances, possible physical health problems also.	Workbook	
1.3	The learner must describe common mental health issues including depression;	Written	
	generalised anxiety disorders; panic disorders; obsessive compulsive disorder; post-	Exam /	
	traumatic stress disorder (NICE).	Workbook	
1.4	The learner must explain ways to reduce the stigma associated with mental	Written	
	<b>health issues</b> including through education; inclusivity; treat others with respect and	Exam /	
	dignity; support open conversations; change the use of negative language; refocus	Workbook	
	attitudes and thinking.		

2. The learner will: Know how to recognise the causes and impact of stress			
Asses	Assessment Guidance		
2.1	2.1 The learner must define the term 'stress'		
	• 'The adverse reaction people have to excessive pressures or other types of	Exam /	
	demand placed on them'.	Workbook	
2.2	The learner must describe factors that increase the risk of stress in an individual	Written	
	Occupational factors include work culture; work rate imposed on an individual;	Exam /	
	work patterns; workplace environment; risk of violence; lack of job skills or	Workbook	
	competency; HSE stress management; why these factors increase the risk of stress.		
2.3	The learner must describe the potential signs of an individual with stress including	Written	
	increased use of substances; lack of patience; low energy; headaches; insomnia.	Exam /	
		Workbook	
2.4	The learner must explain the potential impact of stress on an individual including	Written	
	increased reliance on substances; loss of social interaction; high blood pressure;	Exam /	
	increased risk of medical conditions such as heart attack and stroke.	Workbook	



3. The learner will: Know how to recognise the causes and impact of common mental health conditions				
Asses	Assessment Guidance			
3.1	The learner must describe different mental health conditions including depression;	Written		
	generalised anxiety disorders; panic disorders; obsessive compulsive disorder; post-	Exam /		
	traumatic stress disorder; Bipolar disorder; Schizophrenia; what each condition is.	Workbook		
3.2	The learner must describe factors that increase the risk of mental health	Written		
	conditions in an individual which typically include genetics; excessive use of	Exam /		
	substances; brain development; experience or exposure to abuse; use of illici			
	drugs.			
3.3	The learner must describe the potential signs of an individual with a mental	Written		
	health condition including signs related to performance at work; behaviours;	Exam /		
	interactions with others and any common physical appearance changes.	Workbook		
3.4	The learner must explain the potential impact of common mental health	Written		
	conditions on an individual including impacts related to physical health;	Exam /		
	relationships; social interactions; harmful coping strategies.			
3.5	The learner must identify organisations where individuals with a mental health	Written		
	condition can be referred to including GP; MIND; Samaritans; specific local	Exam /		
	organisations and charities.	Workbook		

4. The	4. The learner will: Know how to recognise and support individuals with a personality disorder			
Accor	Assessment Guidance			
ASSES	Assessment duidance			
4.1	4.1 The learner must define the term 'personality disorder'			
	• A difficulty in how an individual thinks about themselves, others and the world,	Exam /		
	to a degree where normal daily life is affected	Workbook		
4.2	The learner must describe types of personality disorders including:	Written		
	Paranoid personality disorder	Exam /		
	Schizoid personality disorder	Workbook		
	Schizotypal personality disorder			
	Antisocial personality disorder			
	Borderline personality disorder			
	Histrionic personality disorder			
	Narcissistic personality disorder			
	Avoidant personality disorder			
	Dependent personality disorder			
	Obsessive compulsive personality disorder			
4.3	The learner must describe factors that increase the risk of an individual	Written		
	developing a personality disorder including environment; genetics; brain structure;	Exam /		
	experience or exposure to abuse; use of illicit drugs.	Workbook		
4.4	The learner must describe ways to identify an individual who has a personality	Written		
	<b>disorder</b> including common recognition features of the personalities outlined in 4.2	Exam /		
		Workbook		
4.5	The learner must identify organisations where individuals with a personality	Written		
	disorder can be referred to including GP; MIND; local support groups.	Exam /		
		Workbook		



5. The	5. The learner will: Know how to recognise and support individuals with Psychosis		
Assessment Cuidenes			
Asses	Assessment Guidance		
5.1	The learner must define the term 'psychosis'	Written	
	A mental health condition where sufferers comprehend or interpret reality	Exam /	
	differently from those around them.	Workbook	
5.2	The learner must describe factors that increase the risk of an individual	Written	
	developing psychosis including existence of other mental health conditions; family	Exam /	
	history; experiencing a traumatic event.	Workbook	
5.3	The learner must describe ways to identify an individual who has psychosis	Written	
	including hallucinations; delusions; confused and disturbed thoughts; difficulty in	Exam /	
	differentiating between reality and hallucinations/delusions; often causing fear and	Workbook	
	distress; possible signs of self-harm or awareness of uncompleted suicide; previous		
	medical diagnosis.		
5.4	The learner must identify organisations where individuals with psychosis can be	Written	
	referred to including GP; Crisis team; MIND.	Exam /	
		Workbook	

<b>6. The learner will:</b> Understand how individuals may use harmful strategies to cope with a mental health disorder				
Assessment Guidance				
6.1	6.1 The learner must <b>describe common harmful coping strategies</b> including substance misuse; eating disorders; self-harm.			
6.2	<ul> <li>The learner must explain how substances are misused including:</li> <li>alcohol: increasing tolerance requiring increasing amounts to achieve the desired effect; short term overuse of alcohol; binge drinking; long term overuse of alcohol e.g. bottle of wine every night; alcohol dependence; requires alcohol to function on day to day activities</li> <li>use of "recreational" illegal drugs.</li> <li>overuse of prescription medication such as codeine, diazepam, Morphine, Xanax</li> <li>why an individual may misuse substances to cope</li> </ul>	Written Exam / Workbook		
6.3	The learner must <b>define the term 'eating disorder'</b> • An unhealthy attitude to, or relationship with, food which can take over one's life and make one ill.	Written Exam / Workbook		
6.4	The learner must <b>describe how individuals may self-harm</b> examples could include cutting; scratching; burning; self-hitting; head banging; self-poisoning.	Written Exam / Workbook		
6.5	<ul> <li>The learner must describe the potential signs of an individual who uses harmful coping strategies including:</li> <li>self-harm – unexplained cuts, bruises, hairpulling and burns; keeping covered; even in warm weather; possible changes in behaviour, e.g. being withdrawn, self-loathing and low self-esteem</li> <li>eating disorders – loss of weight; hiding food; binging; over exercising</li> <li>drugs and alcohol – sudden mood changes; loss of motivation; poor work performance; secretive behaviour</li> </ul>	Written Exam / Workbook		



6.6	The	e learner must identify organisations where individuals who use harmful coping	Written
	stra	ategies can be referred to including:	Exam /
	•	drug misuse: GP, local drug services, TalkToFrank.com	Workbook
	•	alcohol misuse: GP, NHS Choices Alcohol support	
	•	self-harm: GP, Young Minds, Harmless	

7. The learner will: Know how to recognise and support an individual in suicidal crisis			
Asses	Assessment Guidance		
7.1	The learner must describe factors that increase the risk of suicide including family	Written	
	history; males between the age of 40-44; other mental health conditions; abuse of	Exam /	
	substances.	Workbook	
7.2	The learner must describe warning signs for someone who is suicidal, and	Written	
	examples could include openly talking about suicide; self-harm; substance abuse;	Exam /	
	signs of depression; getting affairs in order.	Workbook	
7.3	The learner must explain ways to support an individual in suicidal crisis including	Written	
	ensure immediate safety; hold a conversation; referral to organisations such as	Exam /	
	Samaritans; seek emergency help ASAP.	Workbook	

8. The learner will: Be able to support an individual with a mental health issue				
Assessment Guidance		Types of Evidence		
8.1	The learner must explain ways to improve mental health and wellbeing including	Written		
	exercise; reduce use of alcohol and substances; practice mindfulness; reduce	Exam /		
	loneliness; why it is important.	Workbook		
8.2	The learner must demonstrate an approach to take when supporting individuals	Practical		
	with a mental health issue considering the environment; effective communication;	Observation		
	empathy; engage assistance.			
8.3	The learner must actively listen to an individual having a mental health	Practical		
	conversation demonstrating active listening skills in a mental health conversation.	Observation		
8.4	The learner must be responsive to an individual following a mental health	Practical		
	conversation including recognise feelings and empathise; signpost to suitable	Observation		
	individuals and organisations.			

9. The learner will: Know the legal requirements for managing mental health in a workplace			
Assessment Guidance		Types of Evidence	
9.1	<ul> <li>The learner must describe the impacts of poor mental health on the individual, others and the organisation including:</li> <li>Individual: withdrawn; poor mental and physical health; increased risk or the use of harmful coping strategies.</li> <li>Others: concern over colleagues' wellbeing; increased workload; demotivation; increased stress level; risk to own mental health.</li> <li>Organisation: increased sickness absence; demotivated workforce; poor productivity; increased costs.</li> </ul>	Written Exam / Workbook	
9.2	The learner must <b>identify key legislation, regulations and codes of practice related to mental health in the workplace</b> including Equality Act; Health and Safety at Work Act; Management of Health and Safety Regulations; Disability Discrimination Act.	Written Exam / Workbook	



9.3	The learner must explain the employees and employer's responsibilities in	Written
	relation to mental health in the workplace including:	
	employer: protect the health and safety of employees.	Workbook
	• employees: protect their own health and safety and those that are affected by	
	their actions and to report any concerns.	
9.4	The learner must describe the actions an employer can take to improve mental	Written
	wellbeing within the workplace including providing mental health awareness	Exam /
	training for all staff; risk assess for stress; provide signposting to mental health	Workbook
	support; encourage social activities; reviewing workloads and priorities; supporting	
	employees with mental health issues.	



# **Appendix 2: Command Verbs**

To ensure that learners can meet the requirements of each criterion, they should be explained to the learner prior to assessment and fully understood by the Assessor for this qualification.				
Actively listen	Using active listening skills			
Be responsive	Responding readily and with interest			
Define	Give the precise meaning; examine the different possible or often used definitions			
Demonstrate	Apply skills in a practical situation and/or show an understanding of the topic			
Describe	Write or speak about the topic or activity giving detailed information			
Explain	Make clear; give reasons for			
Identify	Provide brief information about a subject, specific process or activity			



#### **Appendix 3: Specimen Assessment Material**

#### 1 Which of the following is the definition of mental health?

- A A state of being where an individual's mind is negatively affected
- **B** A state of being where an individual is free of stress
- **C** A state of well-being in which every individual realizes his or her own potential
- **D** A condition where an individual should seek attention from their GP

#### 2 Which of the following are common mental health conditions?

- **A** Depression and anxiety
- **B** Bipolar disorder and Schizophrenia
- **C** Smoking and self-harm
- **D** Suicide and stress

#### **3** Post-traumatic stress disorder:

- **A** only occurs in ex-military personnel
- **B** only affects adults
- **C** occurs when an individual is exposed to a traumatic event
- **D** is not a diagnosable condition