

Information Note for QQI Certified Instructors in Manual and/or People Handling

To whom it may concern,

Below are some important points of information for QQI certified Instructors in Manual and/or People Handling:

- QQI certified Instructors in Manual and/or People Handling cannot claim or imply on websites or in documentation that they themselves offer QQI accredited / certified training.
- QQI certified Instructors in Manual and/or People Handling giving certificates of completion to people attending manual and/or people handling courses should not include the QQI logo on the certificate.
- Training providers offering QQI validated programmes in Manual and/or People Handling Instruction must adhere to the programme duration and delivery methodologies approved at the time of validation.
- Training providers cannot deliver Manual Handling Instruction courses unless and until their training programme has been validated by QQI. It is illegal to falsely claim to offer QQI validated training.
- QQI does not re-certify learners who do refresher courses in Manual and/or People Handling Instruction.
- All certified Instructors in Manual and/or People Handling need to ensure that their training materials make reference to the relevant Irish legislation and guidance.
- The practical element of manual handling training delivered to employees by a QQI certified Instructor in Manual and/or People Handling needs to be carried out in an appropriate manner, allowing the instructor to interact with trainees in the physical work environment and ensuring that participants can demonstrate both theoretical and practical knowledge and skills.
- If Instructors in Manual and/or People Handling issue their own certificates of completion to learners, this should only be after all theory and practical elements of the training are completed. These certificates should not reference QQI.
- Certified Instructors in Manual and/or People Handling need to ensure that they do not state on manual handling training certificates or any advertising materials that their training is approved or recommended by the Health and Safety Authority.

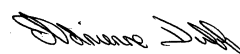
Quality and qualifications Ireland



Head of Quality Assurance Awards
Directorate



Health & Safety Authority



Assistance Chief Executive
Occupational Health Division



An tÚdarás Sláinte agus Sábháilteachta
Health and Safety Authority