

# **SPECIFICATION**

**IAO LEVEL 1 AWARD IN PRINCIPLES OF SAFEGUARDING IN A  
LEARNING ENVIRONMENT**

**QUALIFICATION NUMBER: 603/5287/5**

Innovate Awarding is an Ofqual regulated awarding organisation with an innovative and dynamic approach. We develop off-the-shelf, customised and fully bespoke qualifications across a growing number of sectors – all on the Regulated Qualifications Framework (RQF).

Our portfolio is always growing and we currently have qualifications in the following sectors:

**Active Leisure**

**Health and Social Care**

**Business and Management**

**Hospitality and Catering**

**Childcare**

**IT**

**Employability**

**Logistics**

**Retail**

**Education and Training**

We currently offer over 100 qualifications and we're continuously developing and diversifying our portfolio. Please visit our website regularly to keep up-to-date [www.innovateawarding.org](http://www.innovateawarding.org).

This document will be updated if there are any changes, so it is important to make sure you are working from the most up-to-date version, which is available to download from our website.

This specification also provides details on administration, quality assurance policies and the requirements as well as responsibilities that are associated with the delivery of vocational qualifications.

Innovate Awarding is an Ofqual-regulated Awarding Organisation in England.

If you have any questions regarding qualifications in general, aspects of specific qualifications or our quality assurance policies and procedures, visit our website where a lot more information is available.

If you cannot find what you are looking for on our website, please call or email our customer support team:

Telephone: 0117 314 2800

Email: [contactus@innovateawarding.org](mailto:contactus@innovateawarding.org)

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*“We work with a wide variety of organisations such as employers, training providers, FE colleges and Sector Skills Councils and develop off-the-shelf, customised and bespoke qualifications.”*

## Qualification summary

<b>Qualification Accreditation Number (QAN)</b>	603/5287/5
<b>Qualification review date</b>	20/11/21
<b>Guided Learning Hours (GLH)</b>	16 hours
<b>Total Qualification Time (TQT)</b>	28 hours
<b>RQF level</b>	1
<b>Qualification credit value</b>	3 credits
<b>Assessment requirements</b>	External assessment through multiple choice questions  This qualification is externally assessed and externally quality assured by Innovate Awarding External Quality Advisors (EQAs).
<b>Aims and objectives of the qualification</b>	This qualification will give learners an understanding of safeguarding legislation, principles of protecting individuals, and how to carry out safeguarding of individuals appropriate to their role in a learning environment
<b>Funding</b>	For details on eligibility for government funding please refer to the following websites: <a href="http://www.education.gov.uk/section96/">http://www.education.gov.uk/section96/</a> <a href="https://www.gov.uk/government/organisations/education-and-skills-funding-agency">https://www.gov.uk/government/organisations/education-and-skills-funding-agency</a>

## **Innovate Awarding**

When you work with Innovate Awarding, you're working with an awarding organisation that sets itself apart – a dynamic company with a collaborative approach to doing business. We're consultative and innovative...everything that our customers say they want an awarding organisation to be.

We're easy to work with, committed and passionate about exceeding our customers' expectations. We're not tied down by bureaucracy and red tape and can think outside the box and respond quickly to our customers' needs.

We have a Performance Pledge that details guaranteed response times. Copies of these can be found on our website [www.innovateawarding.org](http://www.innovateawarding.org).

## **Feedback**

Your feedback is very important to us. We're always open to suggestions when it comes to enhancing and improving our services, products and systems. Email us at [contactus@innovateawarding.org](mailto:contactus@innovateawarding.org) or call us on 0117 314 2800.

## **Complaints**

If we do get things wrong, we'll make every effort to resolve your issues quickly and efficiently. If you'd like to raise a formal complaint then we recommend you read our Complaints Procedure which can be found on our website.

## **Fees**

Our fees structure is transparent and straightforward. Our fees are published on our website in a clear format with no hidden charges. Unlike other awarding organisations, we do not charge an annual centre fee. Visit our website to compare our fees.

## **Enquiries and appeals**

We recognise that sometimes decisions are made that a centre (or learner) may wish to appeal. We have an Enquiries and Appeals Policy and Process on our website that sets out guidelines on grounds for appeal and the process.

## **Data Protection**

Innovate Awarding takes the protection of data seriously; we have a data protection statement outlining how we and our centres, comply with the current legislation on data protection. This statement can be found on our website.

## **Equality and Diversity**

Innovate Awarding is committed to giving everyone who wants to gain one of our qualifications an equal opportunity of achieving it in line with current UK legislation (Equality Act 2010) and EU directives.

Centres are required, as conditions of approval, to use an equality and diversity policy that works together with ours and that they maintain an effective complaint and appeals process. We expect centres to tell learners how to find and use their own equality and diversity and appeals processes. For information, please visit our website.

## **Reasonable Adjustment and Special Consideration**

All learners must be treated fairly and equally and be given every opportunity to achieve our/the qualifications. A copy of our policy on Reasonable Adjustments and Special Considerations, and application form, can be found on our website.

## **Malpractice and Maladministration**

Innovate Awarding has a responsibility to do everything it can to prevent any malpractice or maladministration from occurring, and where it has already occurred, ensuring action is taken proportionate to the gravity and scope of the occurrence.

A copy of our policy and procedure on Malpractice and Maladministration is available on our website.

## **Recognition of Prior Learning (RPL)**

RPL recognises how the contribution of a learner's previous experience could contribute to a qualification or unit. Innovate Awarding have produced guidance on RPL and this can be found within our Information and Guidance for Centres on our website.

**Please note the above is not a comprehensive guide to running qualifications. Once approved centres must adhere to the Centre Agreement and Information and Guidance for Centres.**

## **The Regulated Qualifications Framework (RQF)**

### **What is the RQF?**

The Regulated Qualifications Framework (RQF) is an Ofqual regulated system of cataloguing qualifications. Qualifications on the RQF can be found by their size or level. Qualifications at a given level can differ depending on their content and purpose.

All of Innovate Awarding's qualifications are on the RQF.

### **Qualification Level**

The level reflects the challenge or difficulty of the qualification. There are eight levels of qualification from 1 to 8, supported by three "Entry" levels.

### **Qualification Size**

The size of a qualification reflects the estimated total amount of time it would take the average learner to study and be assessed. The size of a qualification is expressed in terms of Total Qualification Time (TQT). The time spent being taught or supervised, rather than studying alone, is the Guided Learning Hours (GLH).

Qualifications can sit at different levels, but require similar amounts of study and assessment. Similarly, qualifications at the same level can take different amounts of time to complete.

## Qualification Structure

Learners must achieve:

The Guided Learning Hours (GLH) for this qualification is 16 hours. The Total Qualification Time (TQT) for this qualification is 28 hours.

## Unit Structures

The learner must complete 28 hours (3 credits) of one mandatory unit

## Mandatory units

Unit ref	Unit title	Level	Credit value	GLH
H/617/8836	Principles of Safeguarding in a Learning Environment	1	3	16

**Mandatory units:**

<b>Title:</b>	<b>H/617/8836 Principles of safeguarding in a learning environment</b>
<b>Level:</b>	<b>1</b>
<b>Credit Value:</b>	<b>3</b>
<b>GLH:</b>	<b>16</b>
<b>TQT:</b>	<b>30</b>
<b>Learning Outcomes The learner will:</b>	<b>Assessment Criteria The learner can:</b>
1. Know key issues relating to safeguarding in a learning environment	1.1 Define safeguarding 1.2 Outline the different types of harm, abuse and neglect 1.3 Outline potential safeguarding issues for the following: <ul style="list-style-type: none"> <li>• Radicalisation</li> <li>• Child sexual exploitation/grooming</li> <li>• Bullying</li> <li>• Abuse/harm (including self-harm)</li> <li>• Criminal activity (e.g. FGM, modern slavery etc.)</li> <li>• Neglect</li> </ul> 1.4 Describe how electronic communication may be misused
2. Know the principles of protecting individuals in a learning environment	2.1 List current safeguarding legislation relevant to the learning environment 2.2 Describe the legal requirements for equality, diversity, anti-discrimination practice and inclusion in a learning environment 2.3 Outline the key elements of the Prevent Strategy that are important in a learning environment 2.4 Outline the legal requirements for maintaining the security and confidentiality of information 2.5 Outline the importance of risk assessment in safeguarding
3. Know how to carry out safeguarding in a learning environment	3.1 Identify the roles of individuals with responsibility for safeguarding in an educational setting



	<p>3.2 Outline the safeguarding responsibilities of these identified roles</p> <p>3.3 Outline the steps that are taken after disclosure from a vulnerable individual</p> <p>3.4 State how to report suspected safeguarding incidents, including suspicions and/or allegations of:</p> <ul style="list-style-type: none"> <li>• Child sexual exploitation/grooming</li> <li>• Bullying</li> <li>• Abuse/harm (including self-harm)</li> <li>• Criminal activity (e.g. FGM, modern slavery etc. )</li> <li>• Neglect</li> </ul> <p>3.5 Outline considerations to protect self from safeguarding related allegations or incidents</p> <p>3.6 State how to safeguard others from misuse of electronic communications that may cause abuse or harm</p> <p>3.7 Identify sources of information to ensure knowledge and practice are up-to-date inline with current safeguarding policy</p> <p>3.8 Identify where to seek support in situations beyond own experience and expertise</p>
<p><b>Additional information about this unit</b></p> <p><b>Bullying</b> to include cyberbullying</p>	
<b>Unit aim(s)</b>	This unit will give learners an understanding of safeguarding legislation, principles of protecting individuals, and how to carry out safeguarding of individuals appropriate to their role in a learning environment
<b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>	N/A
<b>Details of the relationship of the unit and relevant national occupational standards</b>	N/A