



**ProQual Level 3 Certificate for a
Health and Wellbeing Trainer**

Qualification Specification

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Introduction

The **Level 3 Certificate for a Health and Wellbeing Trainer** is appropriate for a range of health and wellbeing professionals who work in the community. The qualification aims to develop candidates' knowledge and skills in order to establish relationships in the community and work with individuals to improve their health and wellbeing.

The awarding organisation for this qualification is ProQual Awarding Body and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual).

This qualification has been accredited onto the Regulated Qualifications Framework.

Qualification Profile

Qualification title	ProQual Level 3 Certificate for a Health and Wellbeing Trainer
Ofqual qualification number	603/5496/3
Level	Level 3
Total qualification time	150 Hours (70 GLH)
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	13/2/2020
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

Candidates must complete **four** Mandatory units.

Mandatory			
Unit Reference Number	Unit Title	Unit Level	GLH
L/617/9592	Introduction to the role and responsibilities of a Health and Wellbeing Trainer	3	20
R/617/9593	Establish and develop relationships with communities while working as a Health and Wellbeing Trainer	3	10
Y/617/9594	Communicate with individuals about promoting their health and wellbeing while working as a Health and Wellbeing Trainer	3	15
H/617/9596	Enable individuals to change their behaviour to improve their health and wellbeing while working as a Health and Wellbeing Trainer	3	25

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 verifier qualifications, such as:

- 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, understanding and competence described in each unit. 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 can include:

- assignments/projects/reports
- portfolio of evidence

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 8 onwards.

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 the qualification will be awarded:

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

ProQual Level 3 Certificate for a Health and Wellbeing Trainer

Claiming certificates

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

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 L/617/9592

The role and responsibilities of a Health and Wellbeing Trainer

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the role of a Health and Wellbeing Trainer	<ul style="list-style-type: none">1.1 Describe the role of a Health and Wellbeing Trainer1.2 Outline the role of the Health and Wellbeing Trainer in the context of local and national health and wellbeing policies1.3 Describe the limits of the Health and Wellbeing Trainer role1.4 Analyse the consequences of acting beyond competence as a Health and Wellbeing Trainer1.5 Identify appropriate routes for referring matters beyond competence1.6 Identify individuals who can advise on the Health and Wellbeing Trainer role
2 Understand legislation and policies related to the role of a Health and Wellbeing Trainer	<ul style="list-style-type: none">2.1 Identify current legislation that relates to the role of a Health and Wellbeing Trainer2.2 Identify organisational policies and procedures2.3 Outline the potential consequences of non-compliance to organisational policies, procedures and protocol2.4 Explain the importance of confidentiality2.5 Explain key issues relating to equality and diversity and anti-discriminatory practice2.6 Explain the importance of assessing and managing risks2.7 Identify risks to self and others2.8 Use organisational data collection, storage and retrieval systems
3 Be able to collect accurate information about clients	<ul style="list-style-type: none">3.1 Explain issues around handling confidential and sensitive information3.2 Explain the importance of systematic and accurate record keeping3.3 Record information in a systematic and accurate way to inform evaluation and future work
4 Be able to manage and organise own time effectively	<ul style="list-style-type: none">4.1 Agree working arrangements with their line manager4.2 Explain the importance of making realistic commitments4.3 Plan work to ensure that commitments are met

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
5 Be able to improve their own competence, knowledge and skills	4.4 Explain the importance of knowing who to seek guidance and advice from 4.5 Complete records of work activities when needed 5.1 Explain the benefits of improving their own competence, knowledge and skills 5.2 Identify areas of improvement of own competence 5.3 Plan for improvement of own competence, knowledge and skills

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.

Unit R/617/9593

Establish and develop relationships with communities while working as a Health and Wellbeing Trainer

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to make contact with communities, organisations and groups	<ul style="list-style-type: none">1.1 Identify people within a community to make contact with1.2 Explain the benefits and importance of making contact with different people, organisations and groups1.3 Use appropriate methods and styles of making contact with different people, organisations and groups1.4 Identify the most appropriate person to contact within an organisation1.5 Explain the role of a Health and Wellbeing Trainer to different people, organisations and groups
2 Be able to collect information on communities, organisations and groups	<ul style="list-style-type: none">2.1 Identify services and sources of information2.2 Check that information is up to date and accurate2.3 Record information in a way that can be used in future work2.4 Explain the importance of regularly updating information and the methods used to achieve this2.5 Outline the consequences of using out of date or inaccurate information
3 Be able to develop working relationships within communities	<ul style="list-style-type: none">3.1 Develop working relationships within communities3.2 Explain the importance of demonstrating respect for others3.3 Explain the importance of clearly agreeing ways of keeping in contact and reporting back3.4 Explain the importance of fulfilling commitments3.5 Identify potential barriers to developing working relationships within communities3.6 Identify ways of referring matters or issues beyond the Health and Wellbeing Trainer role to a more appropriate person

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.

Unit Y/617/9594

Communicate with individuals about promoting their health and wellbeing while working as a Health and Wellbeing Trainer

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to analyse concepts of health and wellbeing	<ul style="list-style-type: none">1.1 Explain the terms health and wellbeing1.2 Define the term lifestyle1.3 Explain the links between lifestyle and health and wellbeing
2 Understand factors influencing health and wellbeing	<ul style="list-style-type: none">2.1 Identify the factors influencing individuals' health and wellbeing2.2 Identify wider determinants of health and wellbeing2.3 Communicate key health promotion messages and the benefits of making lifestyle changes2.4 Identify other people and agencies who might be able to help individuals to improve their health and wellbeing
3 Be able to encourage individuals to address issues relating to their health and wellbeing	<ul style="list-style-type: none">3.1 Raise an individual's awareness of the key issues relating to their health and wellbeing3.2 Describe a range of approaches that apply to promoting health and wellbeing3.3 Use a range of methods for providing information on health and wellbeing3.4 Help individuals to identify factors affecting their health and wellbeing3.5 Explore individuals' knowledge and beliefs about health and wellbeing3.6 Encourage individuals to take responsibility for changing their behaviour3.7 Help individuals to obtain reliable and up to date information and advice3.8 Help individuals to access appropriate support
4 Be able to communicate appropriately with individuals	<ul style="list-style-type: none">4.1 Select and use ways to communicate appropriately with individuals4.2 Encourage an open and frank exchange of views4.3 Identify barriers to communication4.4 Use appropriate methods to reduce barriers to communication4.5 Acknowledge individuals' right to make their own decisions4.6 Support individuals to make their own decisions

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.

Unit H/617/9596

Enable individuals to change their behaviour to improve their health and wellbeing while working as a Health and Wellbeing Trainer

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to encourage individuals to assess their behaviour	<ul style="list-style-type: none">1.1 Help individuals to assess how their behaviour is affecting their health and wellbeing1.2 Help individuals to identify the changes needed to improve their health and wellbeing1.3 Use behaviour changes techniques to encourage individuals to identify their motivation for change and opportunities for change1.4 Help individuals to identify potential barriers to change and ways of managing them
2 Be able to establish 1:1 relationships with clients	<ul style="list-style-type: none">2.1 Explain the importance of establishing ground rules for the relationship2.2 Establish ground rules for the relationship2.3 Built rapport with clients2.4 Identify the key factors to be considered when choosing a suitable environment for 1:1 contact
3 Be able to develop personal health plans for individuals	<ul style="list-style-type: none">3.1 Support individuals to prioritise their goals3.2 Support individuals to identify SMART goals for changing their behaviour3.3 Support individuals to develop a personal health plan3.4 Identify key individuals who will be involved in the personal health plan3.5 Use a range of techniques to ensure that individuals receive the appropriate support3.6 Review and record individuals' progress in achieving their plan
4 Be able to support individuals to achieve their plan	<ul style="list-style-type: none">4.1 Take actions to help individuals achieve their goals4.2 Support individuals to develop confidence in achieving change4.3 Use methods to support individuals to strengthen their own motivation for change4.4 Explain how measures of behaviour are used in monitoring behaviour change4.5 Support individuals review their progress and adapt their personal health plan4.6 Provide feedback, support and encouragement to individuals4.7 Recognise and value individuals' achievements

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
5 Be able to support individuals to establish and maintain change	5.1 Support individuals to prepare for setbacks 5.2 Support individuals to manage setbacks 5.3 Support individuals evaluate the effects of the changes implemented 5.4 Support individuals to become their own Health and Wellbeing Trainer 5.5 Help individuals identify broader learning and development needs
6 Be able to keep records of work in line with organisational procedures	6.1 Keep accurate and complete records of work with individuals 6.2 Report problems and concerns to their line manager 6.3 Work within their own role and competencies 6.4 Explain the importance of working within their own role and competencies 6.5 Explain the potential consequences of working outside their own role and competencies

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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