



Handbook

BMIA2 – VTCT (Skillsfirst) Level 2 Award for the hands-on Baby Massage Instructor (RQF)

603/4677/2

Version 2.0

About Skillsfirst

VTCT is a market-leading Awarding, Assessment and End-point Assessment (EPA) Organisation offering vocational and technical qualifications in a range of 'services to people' sectors.

The VTCT group of companies are comprised of three innovative awarding brands: VTCT, ITEC and Skillsfirst. Together they have over 2,500 approved centres in over 40 countries across the world.

The qualifications suite offered by VTCT (Skillsfirst) spans a range of sectors including Childcare, Business Services, Health & Social Care, Recruitment and Social Media.

For more information visit us at www.vtct.org.uk and www.skillsfirst.co.uk, contact our dedicated Customer Support Team via email at customersupport@vtct.org.uk and customerservices@skillsfirst.co.uk or call 0121 270 5100

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1 Qualification at a glance

Qualification title	VTCT (Skillsfirst) Level 2 Award for the hands-on Baby Massage Instructor (RQF)
Qualification number	603/4677/2
Product code	BMIA2
Age range	There are no age limits attached to learners undertaking this qualification, unless this is a legal requirement of the process or the environment.
Total Qualification Time (TQT)	94
Guided Learning (GL) hours	72
Assessment	To be awarded this qualification, learners must successfully achieve the following assessments: <ul style="list-style-type: none">• Portfolio of evidence• Skills-based assessment (if applicable)
Entry requirements	Although this is qualification does not require the learner to have any prior qualifications or levels of previous learning, it is strongly recommended that the Skillsfirst Level 2 Certificate for the hands-on Baby Massage Practitioner (RQF) is achieved, as this qualification builds upon those skills and knowledge.
Legal considerations	If videos or photographs of babies are used as the medium to present evidence to meet the qualification requirements, the centre/sub-centre and the learner have responsibilities in terms of meeting child protection legislation.
Support materials	Support materials can be found on the website (if applicable)

2 Qualification information

2.1 Qualification aim and design

This qualification has been designed to allow learners to gain the knowledge and understanding required to become a baby massage instructor, to run classes or sessions teaching parents how to massage their own babies. This would enable instructors to build on their practitioner skills by teaching them the skills needed to run effective classes and parent sessions in baby massage. Baby massage is widely supported by medical practitioners across the world and the social benefits of attending baby massage classes are well documented.

The range of units contained in this qualification allow the learner to develop their baby massage practitioner skills into instructor skills whereby they can share their knowledge and skills with parents. The knowledge and skills developed by this qualification will prove invaluable toward the learner's own personal and career development.

2.2 Progression opportunities

This qualification provides progression to the following Skillsfirst qualifications:

- Level 2 Certificate for the hands-on Baby Yoga Practitioner and Instructor (RQF)
- Level 2 Certificate in Setting-up and Promoting a Baby well-being Business (RQF)

and other related qualifications within child/adult care

3 Qualification structure

To be awarded the VTCT (Skillsfirst) Level 2 Award for the hands-on Baby Massage Instructor (RQF) learners must achieve all mandatory units.

The minimum TQT required to achieve this qualification is **94**.

Product code	Unit title	Level	GLH	Unit reference number
Mandatory units (Group M):				
BMI1	Principles of delivering training and instruction	2	48	A/617/6137
BMI2	Understand how to adapt the training to meet parent/baby needs	2	24	F/617/6138

4 Centre requirements

4.1 Resources

Centres must possess the physical resources needed to support the delivery of the programme and the assessment of knowledge and skills, which should therefore be of industry standard. Where specific resources are required these have been indicated in individual units.

4.2 Occupational expertise of those who deliver, provide expert witness, assess performance, moderate and verify assessments

Assessors and those responsible for internal quality assurance are appointed by the recognised centre and approved by Skillsfirst through the external verifier

4.3 Occupational competence

To be occupationally competent, an assessor must be capable of carrying out the full requirements within the competence unit/s they are assessing. Occupational competence must be at the unit level which might mean different assessors across a whole qualification. Being occupationally competent means that the assessor is also occupationally knowledgeable. This occupational competence should be maintained through clearly demonstrable continuing learning and professional development. This can be demonstrated through current statutory professional registration.

4.4 Occupational knowledge

To be occupationally knowledgeable, each assessor should possess knowledge and understanding relevant to the qualifications and/or units they are assessing. Occupationally knowledgeable assessors may assess at unit level for specialist areas within a qualification, while the final assessment decision for a qualification remains with the lead assessor. Those carrying out internal quality assurance must be occupationally knowledgeable in the unit they are assuring and be qualified to make quality assurance decisions. This occupational knowledge should be maintained annually through clearly demonstrable continuing learning and professional development.

4.5 Qualification requirements of those involved in assessment and internal quality assurance

While the Assessor/Verifier (A/V) and the Assessor/Internal Quality Assurance (TAQA) units are valued as qualifications for centre staff, they are not currently a requirement for this qualification. It is strongly recommended, however, that staff must be able to show occupational competence, through mapping their competences and knowledge against the relevant NOS and the assessor and verifier requirements.

Centre staff should have verifiable relevant experience and current knowledge of the occupational working area at, or above, the level they are assessing or verifying. This experience and knowledge must be of sufficient depth to be effective and reliable when judging learner competence or verifying assessment processes and decisions. This could be verified by:

- curriculum vitae and references
- possession of a relevant qualification
- corporate membership of a relevant professional institution

Centre staff may undertake more than one role, e.g. tutor and assessor or moderator/IV, but must never internally verify their own assessments

4.6 Expert witnesses

4.6.1 Overview

Where the assessor is not occupationally competent in a specialist area, expert witnesses can be used for direct observation where they have occupational expertise in the specialist area. The use of expert witnesses should be determined and agreed by the assessor, in line with internal quality assurance arrangements and Skillsfirst's requirements for the assessment of units within the qualification and the sector. The assessor remains responsible for the final assessment decision.

4.6.2 Requirements for expert witnesses

An expert witness must:

- have a working knowledge of the units for which they are providing expert testimony
- be occupationally competent in the area for which they are providing expert testimony
- have EITHER any qualification in assessment of workplace performance OR a work role which involves evaluating the everyday practice of staff within their area of expertise.

4.7 Continuous professional development (CPD)

Centres are responsible for ensuring that deliverers, assessors and those responsible for internal quality assurance plan and maintain their CPD. Centres are expected to support their deliverers, assessors and IQAs in ensuring that their knowledge remains current of the occupational area and of best practice in delivery, mentoring, training, assessment and verification, and that it takes account of any national or legislative developments. Centres may have generic criteria and personnel specifications in addition to these requirements.

4.8 Total Qualification Time (TQT)

Each qualification has a Total Qualification Time (TQT) value based on the total number of hours learning required to achieve it. The TQT value reflects the number of supervised learning hours required to achieve the knowledge and assessment requirements, plus the length of time a learner would need to take to achieve the skills and capabilities to be deemed competent. All RQF qualifications are subject to an evaluation process to determine their fitness-for-purpose.

5 Assessment

5.1 Summary of assessment methods

For this qualification, learners will be required to provide a portfolio of evidence for **each** unit, which may be supplied via:

- Observation of workplace activities
- Expert witness testimony
- Professional discussion and questions
- Learner reports/reflective accounts and inspection of products using evidence appropriate to the learner's job role

Learners must be registered with Skillsfirst before formal assessment commences.

5.2 Suggested delivery strategy

Deliverers should familiarise themselves with the structure, content and assessment requirements of the modules within the qualification before designing a learning programme. It is suggested that centres design learning programmes that

- best meets the needs and capabilities of their learners and
- satisfies the learning outcomes and assessment criteria of the module.

Delivery of the programme could be either classroom-based or e-learning, or a blended approach

5.3 Characteristics of assessment guidance

The learner may produce evidence from a range of examples (as outlined below) which should be recorded in some form. A record of evidence will confirm to the assessor their confidence in the learner's breadth and depth of knowledge and understanding in being able to competently meet the functional requirements of all the modules. The assessor will need to be assured that the learner can meet all the learning outcomes of a module and pass all the assessment criteria of a module.

An assessor may request additional evidence if they are not satisfied with the evidence presented by the learner. If this occurs, it may need to be agreed in partnership with the learner and the assessor.

5.4 Types of evidence

Evidence is not required in any pre-set format and may be of many types and from diverse sources. Examples of types of evidence might include:

- learner statement
- notes
- review and tutorial records
- report
- diary
- worksheet
- audio/video recorded
- discussion/presentation/interview
- assessor observation of practice
- witness statement
- product
- workbook/e-assessment

Please note that centres are not restricted to the types of evidence listed above.

5.5 Professional discussion

Professional discussion is encouraged as a supplementary form of evidence to confirm a learner's competence. Such discussions should not be based on a prescribed list of questions, but be a structured discussion which enables the assessor to gather relevant evidence to ensure the learner has a firm understanding of the standard being assessed.

5.6 Simulation and witness testimony

Simulation or witness testimony is warranted where the centre can demonstrate that performance evidence has been impossible to obtain.

5.6.1 Simulation

Simulation can only be used to assess learners where the opportunity to assess naturally occurring evidence is unlikely or not possible. All modules within this qualification can be solely achieved by simulation.

5.6.2 Witness testimony

Skillsfirst recognises the use of occupationally competent witness testimony and expert witness testimony as appropriate methods for assessors to collect evidence on a learner's performance. Witness testimonies can also be obtained from people who are not occupationally competent and do not have a knowledge of the national occupational standards.

5.7 Recognition of prior learning (RPL)

RPL is a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a component of a qualification through knowledge, understanding or skills that they already possess and do not need to develop through a course of learning. Should any opportunities for RPL be identified, it is important that a complete process of recognising prior experience and learning is undertaken, by ensuring that:

- it covers relevant or appropriate experience for previous activities, as well as accredited learning and qualifications
- it is incorporated into the assessment planning, with details of how this will take place
- mapping of prior learning to the national occupational standards to identify gaps is documented and auditable
- assessment methods or processes for recognising prior experience and learning, are documented and made available to the external verifier
- the audit trail covers the whole process and methodology of RPL
- the authenticity and currency of presented evidence is established by the assessor

This evidence will need to be referenced clearly on recording documentation and will need to be appropriately authenticated and validated, perhaps by an employer or expert witness.

Assessment must be valid and reliable to ensure the integrity of the award. The evidence gathered must meet the standards of the qualification or component and the assessment process must be subject to the same quality assurance procedures as any other assessment process.

In summary, evidence submitted to the RPL process must:

- be authentic and prove conclusively that RPL is based on the learner's own work;
- meet the requirements of the current the skills and knowledge requirements and be appropriate to the content of the component or qualification being considered for RPL;
- be sufficient to conclusively prove consistency of learner performance in meeting the skills and knowledge requirements

6 Units

Unit Handbook

BMI1 – Principles of delivering training and instruction

Unit reference number: A/617/6137

Level: 2

Guided Learning (GL) hours: 48

Unit aim

The aim of this unit is to enable learners to develop the skills and understanding of how to manage and plan a training session and how to deliver training sessions which motivate learners. It is also expected that learners will understand the duties of an instructor, the use of assessment methods and the need for record keeping

Learning outcomes

There are four outcomes to this unit. The learner will:

LO1 Know the duties of an instructor

LO2 Know how to manage and plan a training session

LO3 Know how to deliver training sessions which motivate learners

LO4 Understand the use of assessment methods and the need for record keeping

Unit content

Evidence requirements

Learners must demonstrate the minimum requirements of knowledge and understanding for this unit.

Learning outcomes

Learning Outcome	Assessment Criteria
LO1 Know the duties of an instructor	1.1 Explain the role and responsibilities of an instructor
	1.2 Identify relevant current legislative requirements and codes of practice
	1.3 Identify issues of equality and diversity, and ways to promote inclusion
	1.4 Describe how to work safely with babies/parents with additional needs
	1.5 Explain the importance of record keeping

Learning Outcome	Assessment Criteria
LO2 Know how to manage and plan a training session	2.1 Describe the factors to be taken into account when setting up a learning environment
	2.2 Explain how to plan training sessions which meet the needs of the five-week programme and the learners
	2.3 Explain the importance of selecting resources to meet the requirements of a training environment and the delivery of the training
	2.4 Explain the importance of selecting learning methods to meet the requirements of the five-week programme and the learner's needs

Learning Outcome	Assessment Criteria
LO3 Know how to deliver training sessions which motivate learners	3.1 Explain the importance of establishing ground rules with learners which underpin appropriate behaviour and respect for others
	3.2 Describe learning approaches that engage and motivate learners
	3.3 Describe how to provide motivational and constructive feedback
	3.4 Explain the principles of providing effective communication with learners
	3.5 Explain the importance of evaluating the effectiveness of own performance

Learning Outcome	Assessment Criteria
LO4 Understand the use of assessment methods and the need for record keeping	4.1 Identify the assessment methods used to prove learner competence
	4.2 Explain the need for record keeping in relation to assessment

BMI1 Document History

Version	Issue Date	Changes	Role
V1.0	31/01/2023	Re-branded	Qualification Administrator

Unit Handbook

BMI2 – Understand how to adapt the training to meet parent/baby needs

Unit reference number: F/617/6138

Level: 2

Guided Learning (GL) hours: 24

Unit aim

The aim of this unit is to enable learners to develop the skills and understanding of the needs of parents and their babies.

Learning outcomes

There are two outcomes to this unit. The learner will:

LO1 Understand the needs of parents

LO2 Understand the needs of babies

Unit content

Evidence requirements

Learners must demonstrate the minimum requirements of knowledge and understanding for this unit.

Learning outcomes

Learning Outcome	Assessment Criteria
LO1 Understand the needs of parents	1.1 Describe techniques that can be used to make parents feel welcome and relaxed
	1.2 Describe the types of difficulties faced by some parents during the session
	1.3 Explain the use of oils and lotions in baby massage
	1.4 Describe the techniques that parents can use for home massage

Learning Outcome	Assessment Criteria
LO2 Understand the needs of babies	2.1 Explain the importance of positioning babies in a safe and comfortable position
	2.2 Describe the use of props and supports to assist the babies' comfort
	2.3 Explain how different babies respond to massage
	2.4 Describe the techniques used to support the different needs of babies during the session

BMI2 Document History

Version	Issue Date	Changes	Role
V1.0	31/01/2023	Re-branded	Qualification Administrator

BMIA2 Document History

Version	Issue Date	Changes	Role
v2.0	31/01/2023	Formatting and re-branding. No content amendment.	Data Administrator