



Learner Workbook

NCFE CACHE

**Level 2 Award in
Introduction for
Workplace Health
Champions** (603/7027/0)

Learner Name:

Course Reference:

Level 2 Award

Introduction for Workplace Health Champions

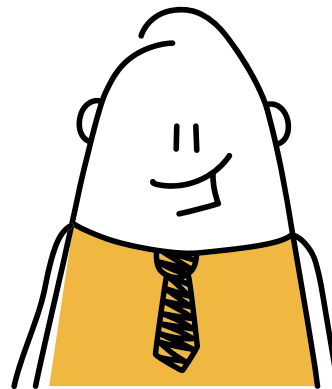
The Award in Introduction for Workplace Health Champions is regulated in the UK by NCFE CACHE.

NCFE CACHE are an awarding body regulated by **Office of Qualifications and Examinations Regulation (OFQUAL)**.

If you have any requirements or needs to support your full participation and to enjoy the course, please inform the Tutor/Assessor as soon as possible.

In the workbook there are areas marked that are required to be completed.

Please complete these sections when requested by the Tutor/Assessor. The grey boxes are to be completed by the Tutor/Assessor only, so please leave these blank.



Privacy Notice: NCFE and the approved training centre (Active Lancashire) will only process and store your personal data for the purposes of the delivery of this qualification, assessment, and award of the NCFE CACHE qualification. NCFE and the approved training centre will not use your data for any other purpose or share your data with any other organisation or person outside of this purpose.

Course Details:

Tutor/Assessors Name:

Course Date/s:

Qualification Information

This qualification is designed for individuals that have an interest in health improvement as well as physical activity and wish to embed this into everyday life within the workplace.

This qualification provides learners with the underpinning knowledge required to become a health champion within the workplace.

The qualification is designed for learners who have responsibility for promoting health choices within the workplace, or who would like to get involved in championing workplace health.

Unit Number	Regulated Unit Number	Unit Title	Level	GLH
Unit 1	F/618/6099	Introduction for Workplace Health Champions	2	6

Entry Guidance

The qualification is available to learners aged 16 or above. There are no specific prior skills/knowledge required to complete this qualification.

Learners must be able to fulfil the requirements of the learning outcomes and comply with the relevant literacy, numeracy and health and safety aspects of this qualification.

Certification

You will be asked to enter your name on to a course register. Please write your name clearly as you would like it to be printed on your certificate.

Reasonable Adjustments

As part of our Equal Opportunities Policy, we are committed to ensuring that there is no discrimination in the provision of our services.

A reasonable adjustment can be given to someone who has a medical condition, disability or learning need that may affect them contributing to or during the course. A reasonable adjustment could be assistance with reading or writing.

If you have a disability, or medical condition learning need that may affect your participation or performance during the course please inform the Tutor/ Assessor aware.

Achieving this qualification

To be awarded this qualification, learners are required to successfully achieve the one mandatory unit. To achieve this qualification, learners must successfully demonstrate their achievement of all learning outcomes of the unit.

Please enter any information below that the Tutor/Assessor needs to be aware of:

For Tutor/Assessor only

Detail any reasonable adjustments made for the learner:

Unit 1

Introduction for Workplace Health Champions F/618/6099

Guided learning hours	6
Level	2
Mandatory/optional	Mandatory

The objectives of this qualification are to:

- Introduce the concept of workplace health and the role of the workplace health champion
- Recognise the leading factors affecting physical and mental health
- Understand key behaviour change principles
- Recognise the need to safeguard adults as a workplace health champion
- Understand how to plan a physical activity in the workplace



Day 1

1. You'll learn to understand the importance of **workplace health** to employers and their employees

- 1.1 Define what is meant by workplace health
- 1.2 Identify the impact of physical and mental health on workplace productivity
- 1.3 Identify the benefits of good mental and physical health for the employee
- 1.4 Discuss workplace health in different workplaces
- 1.5 Identify effective ways to contribute to a positive workplace health culture linked to national campaigns

Evidence records

For example, page number and method

Assessor

Initial and date

2. Understand the role of a **workplace health champion**

- 2.1 Explain the role of a workplace health champion
- 2.2 Identify the knowledge, skills, and attributes of a workplace health champion

Evidence records

For example, page number and method

Assessor

Initial and date

3. Understand the factors affecting **physical** and **mental health**

- 3.1** Define the terms: physical health and mental health
- 3.2** List positive factors affecting physical health and mental health
- 3.3** List negative factors affecting physical health and mental health
- 3.4** Identify links between physical and mental health, including components of fitness

Evidence records

For example, page number and method

Assessor

Initial and date

4. Understand **key behaviour** change principles

- 4.1** Define the concept of behaviour change
- 4.2** State the barriers of physical activity to individuals
- 4.3** Provide examples of strategies that can be used to influence behaviour change and motivate colleagues

Evidence records

For example, page number and method

Assessor

Initial and date

5. Understand the need to **safeguard adults** as a workplace health champion

5.1 Describe the importance of safeguarding adults within the workplace

5.2 Explain and understand the principles of safeguarding adults

5.3 Identify and understand categories of abuse

5.4 Explain the process for reporting concerns

Evidence records

For example, page number and method

Assessor

Initial and date

6. Understand the **key elements** involved in planning and preparing for a sport or physical activity session

6.1 Identify methods to gather insight from participants that are appropriate to their working environment

6.2 Explain how to analyse the data and adapt proposals to meet group/individual needs

6.3 Understand the C system and why it needs to be used in the planning of sport or physical activity sessions with adult participants

6.4 Provide examples of different approaches to promote activities

6.5 State where to find other local provision to help signpost individuals to physical activity or sport outside of the workplace

6.6 Provide accessible and practical ideas on how to implement sport and physical activity initiatives within the workplace for a target group

Evidence records

For example, page number and method

Assessor

Initial and date

7. Understand how to **measure the success** of a sport or physical activity session

7.1 Understand the importance of being able to measure the success of a session

7.2 Explain how to utilise insight to gauge satisfaction of participants on a regular basis

Evidence records

For example, page number and method

Assessor

Initial and date

Learner declaration of authenticity:

I declare that the work presented for this unit is entirely my own work

Learner signature:

Date:

Assessors sign off completed unit: Unit 01

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this unit

Assessor name:

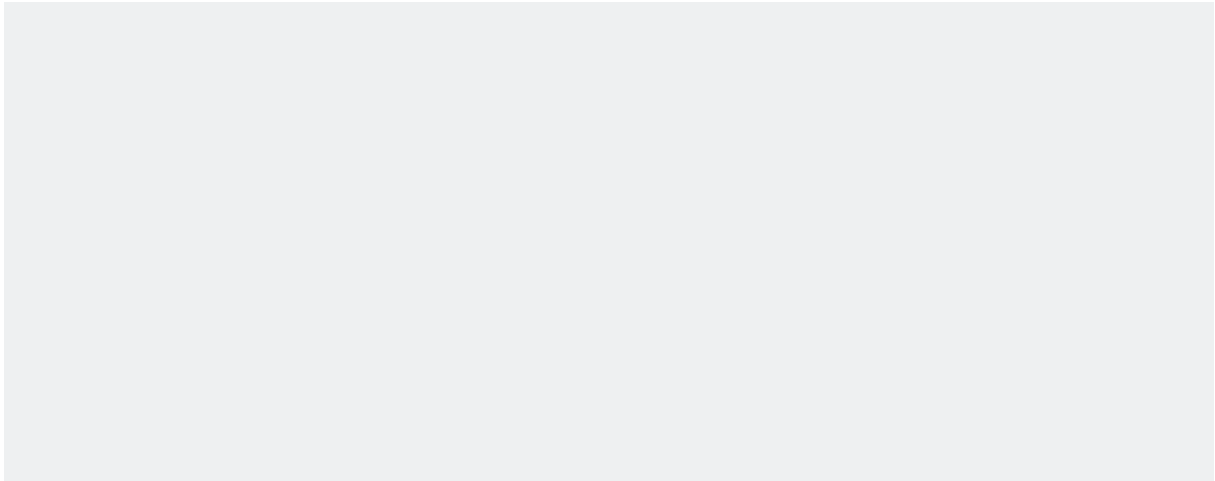
Signature:

Date:

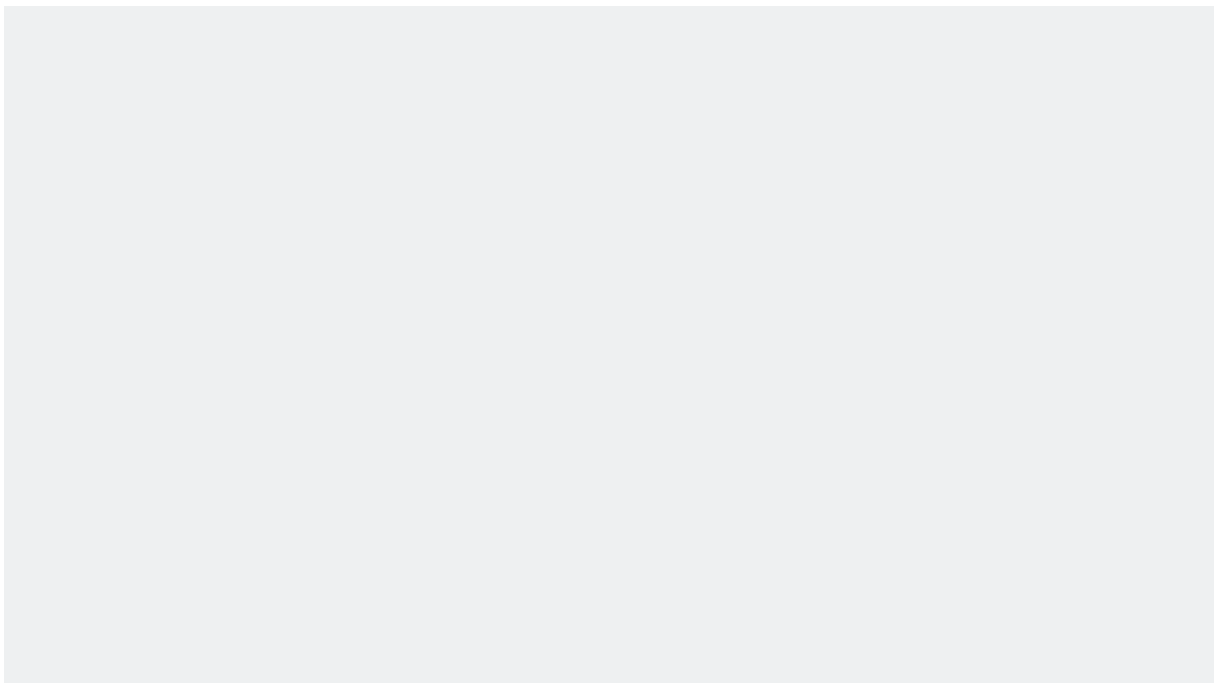
1.1 - 1.5

You'll learn to understand the importance of **workplace health** to employers and their employees

Define what is meant by Workplace Health?



Identify the impact of physical and mental health on workplace productivity. *For example: personal judgement*



Active Learning *Zone*

Define the meaning of ‘presenteeism.’ What would this look like within a work situation?

Identify the benefits that good mental and physical health can have on employees.

Discuss how workplace health can vary in different work organisations.
Think about what you do currently? What would you like to see?

Provide examples:

Active Learning *Zone*

Explain some effective ways that Organisation can contribute to a positive workplace health culture.

Ideas such as training plans, what focus is there on health and wellbeing etc.

State what national campaigns could be used to help contribute to a positive workplace health culture. For Example:

**Mental Health
Awareness Week**

**Stress Awareness
Month**

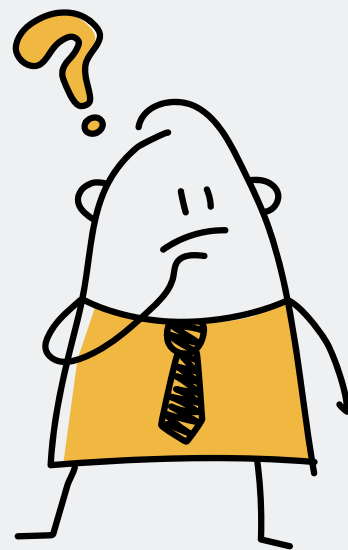
**Cycle to
Work Day**

Make a note of as many national awareness days you can find:

Understand the role of a **workplace health champion**

Explain the role of a Workplace Health Champion. Identify what knowledge, skills, and attributes are needed of a workplace health champion?

You can take pictures of activity and use as evidence...



3.1 - 3.4

Understand the **leading factors** affecting physical and mental health

Define the terms of physical health and mental health. What are the key differences between them?

Active Learning *Zone*

List a range of positive and negative factors affecting physical and Mental health.

(+) Positive Factors	(-) Negative Factors

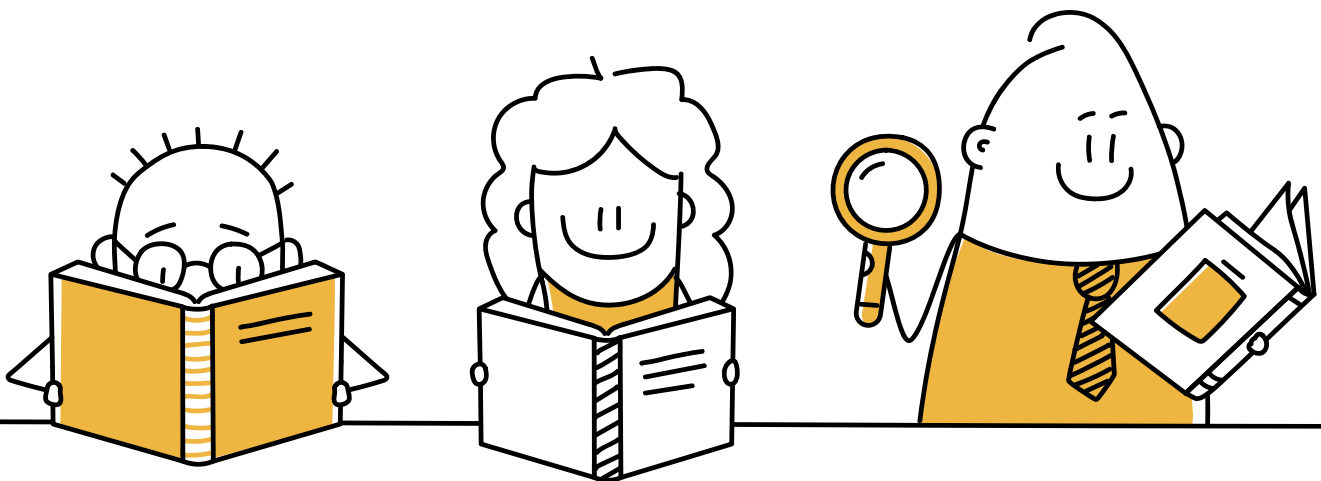
Provide examples where you might have seen this within a work situation?

Active Learning *Zone*

List the five ways to wellbeing...

Identify links between physical and mental health.

Describe in what ways can fitness/ physical activity have a positive impact on physical and mental health?



Understand **key behaviour** change principles

Define the concept of behaviour change.

Describe an example of something that you consistently follow as a routine.



Scenario...

Yesterday, Ms Mitchell felt exhausted at the end of the school day so today she was going to try something new. In her science class, the students could not seem to follow the neatly printed directions on the white board, nor did the colour-coordinated handouts seem to make any difference.

She had run around the room trying to respond to the different groups attempting the science project but there was a great deal of confusion. It was one of those days where she questioned her career choice- was she really cut out to be a teacher?

After a good night's sleep and coaching from a colleague, Ms. Mitchell was determined to try a different approach and model every step of the process. After she modelled each section, students seemed to get it quickly.

Following some verbal encouragement from Ms. Mitchell, there was soon a happy buzz in the classroom as students engaged with each other in the steps of the science project. Ms. Mitchell was even able to rest her feet, drink her herbal tea and consider what a difference these simple strategies made.

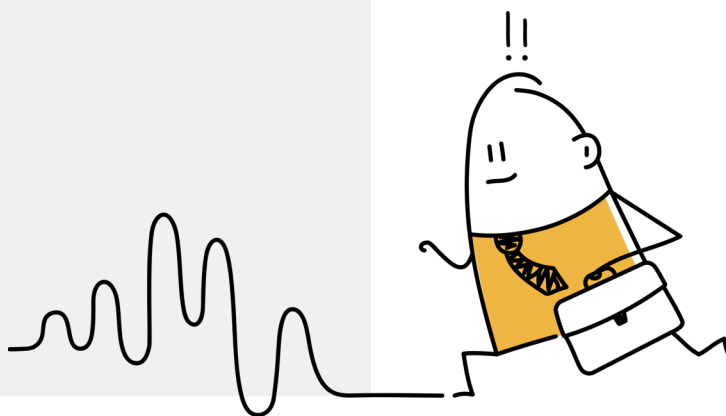
What changes did Ms. Mitchell make?

Active Learning *Zone*

How did modelling the activity change the end result and facilitate their learning?

How did her positive remarks reinforce their confidence with the tasks?

What are some possible barriers of physical activity to individuals?

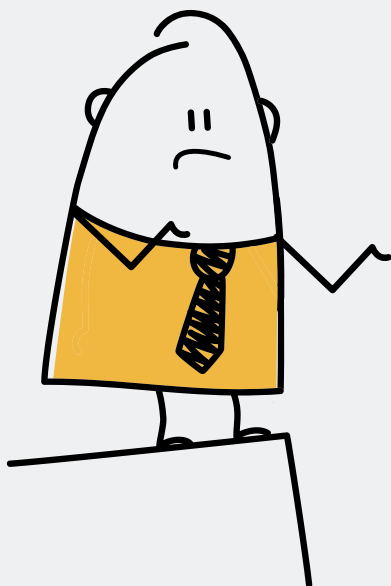


Provide examples of strategies that can be used to influence behaviour change and motivate others, such as social etc.

5.1 - 5.4

Understand the need to **safeguard adults** as a Workplace Health Champion

State the importance of Safeguarding within the workplace.



Active Learning *Zone*

Identify the Principles of Safeguarding by pairing each word to the statement they belong to:

EMPOWERMENT	Respect individuals and assess risk
PROTECTION	Take action before harm happens
PREVENTION	Ensuring people are supported and confident in their own decisions
PROPORTIONALITY	Organisations working together
PARTNERSHIP	Everyone is Accountable
ACCOUNTIBILITY	Provide support

Choose two of the above and explain the importance.

Active Learning *Zone*

Identify categories of abuse

P		F	
S		MS	
E/P		D	
N		O	
DV		SN	

Choose two categories and explain the signs and indicators you would see for that abuse.

What would be the process for reporting abuse? State two agencies you could refer to.

Understand the **key elements** involved in planning and preparing for a sport or physical activity session

How would you gather insight from your Colleagues
(think about the working conditions etc.)



Active Learning *Zone*

Explain how to analyse the data and adapt proposals to meet group / individual needs. *Choose two from your mind map on the previous page, and explain how you can adapt to meet needs.*

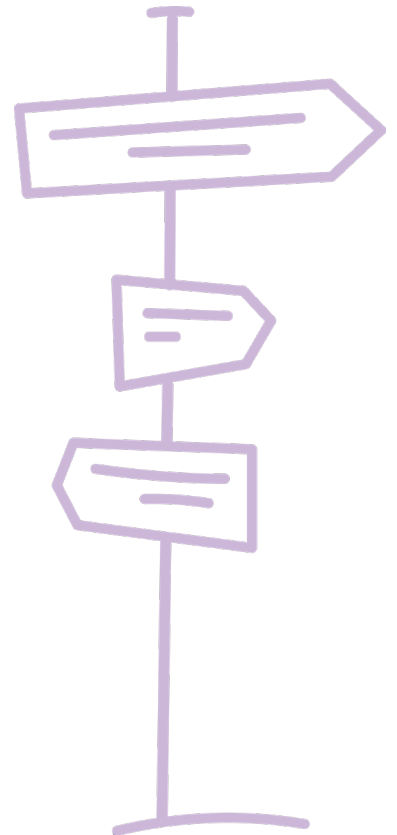
Understand the C System and why it is important to use when planning sports or physical activity sessions with adults.

Provide examples of different approaches you could use to promote activities within your workplace.

Active Learning *Zone*

State where you could signpost colleagues to activities nearby.

Where would you find this outside of the workplace?



What practical initiatives you could implement within the workplace.

Provide accessible and practical ideas with the space you have and your target group, i.e. colleagues.

7.1 - 7.2

Understand how to **measure** the success of a sport or physical activity session

Understand the importance of being able to measure the success of a session. Explain how to utilise insight to gauge satisfaction of participants on a regular basis. *What would this tell you? And how would you do this?*

Learner declaration of authenticity

I declare that the work presented for unit 1 is entirely my own work.

Learner signature:

Date:

Assessors sign off completed unit: Unit 01

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this unit.

Assessor name:

Signature:

Date:

Professional Discussion Record

Learner Name:

Course Reference:

The areas below are for guidance and tutor/assessors to conduct the professional discussion with a learner.

It is the responsibility of the tutor/assessor to use their professional judgement and subject knowledge to ascertain if the learner has displayed the required knowledge and understanding to be awarded the qualification.

Trainer/assessor declaration

I confirm that the learner, named above, has ___ / has not ___ passed the assessment by successfully demonstrating the required knowledge and understanding of the qualification requirements.

Any reasonable adjustments given have followed the Active Lancashire Reasonable Adjustments Policy and been recorded on the Course Registration Form.

Assessor Feedback to Learner

Learner		Assessor	
Qualification No & Name			
Unit / piece of evidence			
Please list the units, learning outcomes and assessment criteria which were achieved			
Feedback from Assessor to Learner			
Comments from Learner			
Has the learner achieved or not yet achieved?			
Any further actions? (Please initial and date once actions have been completed)			
Learner Signature		Date	
Assessor Signature		Date	

Notes

Notes