

arca  **ARMI Skills Card**

Scheme Information

Asbestos Removal Operatives
Asbestos Removal Managers

Contents

CLC: One Industry Logo	3
Purpose of the Scheme	4
Scheme Aims	4
Scope	4
Occupations Covered	5
Health and Safety Requirements	7
Applications	7
Card Renewals	9
Ownership and Withdrawal of Cards	9
Updates and Lost Cards	9
Data Protection	10
Fraudulent Card Procedure for Employers	10
Smart Technology	10
Appeals Procedure	12
Scheme Terms & Conditions	13

The Asbestos Removal Contractors Association (ARCA) has made every effort to ensure that the information contained within this publication is accurate. Its content should be used as guidance material and not as a replacement of current regulations or existing standards.

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the written permission of ARCA.

Asbestos Removal Contractors Association (ARCA)
 Unit 1 Stretton Business Park 2, Brunel Drive, Stretton, Burton upon Trent,
 Staffordshire DE13 0BY
 T: 01283 566467 F: 01283 505770 E info@arca.org.uk www.arca.org.uk

ARCA ARMI SKILLS CARD SCHEME INFORMATION

1. CLC: One Industry Logo

The Construction Leadership Council (CLC) was created in 2013 to work between industry and government to identify and deliver actions supporting UK construction in building greater efficiency, skills and growth.

At the beginning of 2015 the CLC announced (via its Industrial Strategy: Construction 2025) that industry, including trade associations, contractors, clients and government, should specify and promote card schemes carrying the CSCS logo with no equivalents accepted.

The CLC went further and listed a number of requirements necessary to qualify for the CSCS logo which include:

- agreeing appropriate qualifications for each occupation
- setting a minimum standard for skilled occupations at NVQ Level 2
- introducing smart technology by 2020

Full details of the CLC's requirements were set out to industry in early 2015 in a letter about One Industry Logo. This is known as the "One Industry Logo" action.

The objective of this action is to provide clients, employers and contractors with a consistent means of recognising that an individual has achieved the agreed standard of qualification and skill in the occupation they are working in and to give the industry confidence in that brand.

CSCS carried out a review of the scheme against the CLC's requirements. CSCS is helping other construction industry card schemes to develop plans to qualify for the CSCS logo.

Partner Card Schemes

ARCA was audited in June 2017 and the Construction Skills Certification Scheme (CSCS) have approved the ARMI Skills Card Scheme as a nationally recognised construction skills card scheme carrying the CSCS logo.

ARCA is operating a Partner Card Scheme under licence from CSCS. ARCA is one of the partners operating the ARMI Skills Card Scheme. The Asbestos Removal Management Institute (ARMI) is the Sector Representative Organisation (SRO) for the Asbestos Management Industry. All Partner Card Schemes display the CSCS logo and are based on the same standard as CSCS, often requiring the card holder to gain a nationally recognised qualification and pass a Health and Safety Test, though they may also have additional requirements. The requirements of the ARCA ARMI Skills Card scheme are detailed within this Scheme Information document.

2. PURPOSE OF THE SCHEME

The Key objects of the scheme are:

- To maintain a record of individuals within the asbestos management / removal industry who achieve or can demonstrate that they have already achieved an accredited qualification and to provide such individuals with a suitable means of identification.
- To promote the use of qualified people within the asbestos management / removal industry to users of construction skills.

3. SCHEME AIMS

Cards carrying the CSCS logo provide a means to verify that people who want to work on construction sites have the necessary training and qualifications for the type of work they carry out. The ARMI Skills Card scheme keeps a database of those working in the asbestos management / removal industry that have, or are committed to achieving, a recognised construction related qualification.

For individuals, holding an ARCA ARMI Skills Card verifies identity and shows employers that the individual has the required qualifications, training and experience to carry out work in the asbestos management / removal industry on a construction site.

4. SCOPE

The Scheme covers occupations related to the asbestos management / removal industry and is a CSCS Partner Card Scheme.

The Terms and Conditions of this scheme are available in section 15 of this document.

5. OCCUPATIONS COVERED

Asbestos Removal Operative

Card Colour	Occupation	Valid for	Requirements	Renewable
Red	Asbestos Removal Operative (Trained)	3 Years	<ul style="list-style-type: none"> Less than 3 years' experience in the industry Valid (i.e. issued within the last 12 months) ARCA/ACAD/IATP/UKATA New Asbestos Operative / Asbestos Operative Refresher certificate (copy of certificate to be provided with application). Completed a CITB HS&E test (operative test) or CCNSG Safety Passport within the last 2 years. 	No Operative must have achieved NVQ Level 2* to apply for the Blue Asbestos Operative Card.
Red	Asbestos Removal Operative (Experienced Worker)	1 Year	<ul style="list-style-type: none"> More than 3 years' experience in the industry Valid (i.e. issued within the last 12 months) ARCA/ACAD/IATP/UKATA Asbestos Operative Refresher certificate Registration on NVQ Level 2* Completed a CITB HS&E test (operative test) or CCNSG Safety Passport within the last 2 years. 	No Operative must have achieved NVQ Level 2* to apply for the Blue Asbestos Operative Card.
Red	Apprentice Asbestos Removal Operative	3 Years	<ul style="list-style-type: none"> Registration on an approved apprenticeship programme Valid (i.e. issued within the last 12 months) ARCA/ACAD/IATP/UKATA New Asbestos Operative / Asbestos Operative Refresher certificate (copy of certificate to be provided with application) Completed a CITB HS&E test (operative test) or CCNSG Safety Passport within the last 2 years. 	No Operative must have achieved NVQ Level 2* to apply for the Blue Asbestos Operative Card.
Blue	Asbestos Removal Operative	5 Years	<ul style="list-style-type: none"> NVQ Level 2* Completed a CITB HS&E test (operative test) or CCNSG Safety Passport within the last 2 years. (unless the exemptions listed in section 6 of this document apply) 	Yes Operative can renew card with a valid (i.e. issued within the last 12 months) ARCA/ACAD/IATP/UKATA Asbestos Operative Refresher certificate and have completed a CITB HS&E test (operative test) or CCNSG Safety Passport within the last 2 years.

* Level 2 NVQ Diploma in Removal of Hazardous Waste (Construction) - Licensed Asbestos

Asbestos Removal Manager

Card Colour	Occupation	Valid for	Requirements	Renewable
Red	Asbestos Removal Manager (Trained)	3 Year	<ul style="list-style-type: none"> Less than 3 years experience in an Asbestos Removal Manager role Valid (i.e. issued within the last 12 months) ARCA/ACAD/IATP/UKATA Licensed Contract Manager/Licensed Contract Manager Update Certificate (copy of certificate to be provided with application) Completed a CITB HS&E test (managerial and professional test) or CCNSG Safety Passport within the last 2 years. 	No Managers must have achieved RSPH Level 4 Certificate in Asbestos Removal for Contract Managers to apply for a Black Asbestos Removal Manager Card.
Red	Asbestos Removal Manager (Experienced Worker)	1 Year	<ul style="list-style-type: none"> Registered on RSPH Level 4 Certificate in Asbestos Removal for Contract Managers Valid (i.e. issued within the last 12 months) ARCA/ACAD/IATP/UKATA Licensed Contract Manager/Licensed Contract Manager Update Certificate (copy of certificate to be provided with application) Completed a CITB HS&E test (managerial and professional test) or CCNSG Safety Passport within the last 2 years. 	No Managers must have achieved RSPH Level 4 Certificate in Asbestos Removal for Contract Managers to apply for a Black Asbestos Removal Manager Card.
Black	Asbestos Removal Manager	5 Years	<ul style="list-style-type: none"> RSPH Level 4 Certificate in Asbestos Removal for Contract Managers Valid (i.e. issued within the last 12 months) ARCA/ACAD/IATP/UKATA Licensed Contract Manager/Licensed Contract Manager Update Certificate (copy of certificate to be provided with application) Completed a CITB HS&E test (managerial and professional test) or CCNSG Safety Passport within the last 2 years. 	Yes Managers can renew card with a valid (i.e. issued within the last 12 months) ARCA/ACAD/IATP/UKATA Licensed Contract Manager/Licensed Contract Manager Update Certificate and have completed a CITB HS&E test (managerial and professional test) or CCNSG Safety Passport within the last 2 years.

New occupations will be added to the scheme as the requirements are agreed with the Standard Setting Body (CITB – The Construction Industry Training Board). The requirements for the following occupations are currently being discussed.

- Asbestos Removal Supervisor

6. HEALTH AND SAFETY REQUIREMENTS

All applicants for new cards and renewals must take and pass an independent assessment of retained health and safety knowledge. The assessment is designed to examine the knowledge of the individual across a wide range of health and safety topics.

Currently the only health and safety assessment which meets CSCS' Health and Safety Requirements is the CITB Health, Safety and Environment (HS&E) range of tests or the CCNSG Safety Passport.

The CITB HS&E test is available at three levels; operative, specialist supervisory (SUP) and managerial & professional (MAP).

ARCA ARMI Skills Card applicants, both for new and renewed cards, must have passed the relevant CITB HS&E test or the CCNSG Safety Passport within the last 2 years.

Exemptions to taking a CITB HS&E test apply if:

- You have achieved a construction related NVQ or SVQ within the last 2 years and are applying for a CSCS card for the occupation the NVQ or SVQ relates to. This is only available to new applications and cannot be used for card renewals.
- You hold a SOLAS card. CSCS has a mutual recognition agreement with SOLAS (previously known as FAS (Eire) Safepass) which acts as an exemption to the Operative or Specialist CITB Health and Safety test requirement providing that it has been completed within 2 years of the application being made. Please note that SOLAS is not acceptable as an exemption to the Supervisor or Manager and Professional (MAP) level CITB Health, Safety and Environment tests.

More information about booking the CITB HS&E test is available on the CSCS website. Alternatively, applicants can call 0344 994 4488.

7. APPLICATIONS

To apply for an ARCA ARMI Skills Card applicants need to prove they have the training and qualifications required for the type of work they carry out on site which determines which type of ARCA ARMI Skills Card is available to them. The available ARCA ARMI Skills Cards are listed in section 5 of this document.

As well as physical smartcards, virtual smartcards can also be issued to applicants, at no additional cost, if the applicant provides a personal mobile number and email address on the application form. A virtual smartcard is a smartcard that is stored in an app on the card holders' smartphone or tablet (this can be used instead of, or as well as, a physical card). Further details can be found in section 13 of this document.

Applying by Phone

Once the applicant has passed the correct CITB HS&E test, they should call ARCA on 01283 505778. Applicants will need to have:

- current or previous employer's details including contact name, full address and telephone number
- scanned copies of any documentation that may be needed to support the application, such as copies of qualification certificates
- a credit or debit card to pay £30 including VAT for the card

CSCS Cards are normally dispatched within 4 working days.

Application Forms

ARCA ARMI Skills Cards can also be obtained by completing an application form which can be downloaded from the ARCA website

- Asbestos Removal Operatives: <http://www.arca.org.uk/page/asbestos-removal-operative-cards>
- Asbestos Removal Managers: <http://www.arca.org.uk/page/asbestos-removal-manager-cards>

Or contacting ARCA on 01283 505778 or armicards@arca.org.uk

Following application forms being checked and processed, a card will normally be sent within 4 working days.

If the application has not been completed correctly or additional information is required, the application form will be returned with a request for further information. The applicant will have 90 days in which to provide the information requested, after which a further fee may be required.

Employer Application Forms

Employers can apply for ARCA ARMI Skills Cards on behalf of their workforce using the Employer Application Form which can be downloaded from the ARCA website.

- Asbestos Removal Operatives: <http://www.arca.org.uk/page/asbestos-removal-operative-cards>
- Asbestos Removal Managers: <http://www.arca.org.uk/page/asbestos-removal-manager-cards>

Or contacting ARCA on 01283 505778 or armicards@arca.org.uk

Payment

On receipt of an application form, ARCA will contact the employer representative or individual named on the form so that payment may be collected and any queries resolved prior to cards being processed.

In order for cards to be dispatched without undue delay payment will need to be made by debit/credit card, cheque (made payable to ARCA Ltd) or BACS.

BACS payments can be made to:

ARCA Ltd
National Westminster Bank PLC
4-5 High Street, Chelmsford, Essex, CM1 1BL
Sort Code: 60 05 13
Account number: 55400221

8. ARCA ARMI SKILLS CARD RENEWALS

ARCA ARMI Skills Card holders must advise ARCA if they change address, mobile number or email address in writing to armicards@arca.org.uk

The cost to renew a card is £30 including VAT.

Card Renewal Period

ARCA ARMI Skills Cards can be renewed by the cardholder 6 months prior and up to 6 months after the expiry date printed on their existing card. The expiry date printed on their new card will be exactly 5 years on from the expiry date printed on the previous card. ARCA ARMI Skills Cards will not be issued to applicants if they fail to apply within this period. A new application will have to be made to obtain another ARCA ARMI Skills Card.

If the applicant believes there are mitigating circumstances why card renewal was not made in time, they can appeal in writing. Please see section 14 of this document for further information regarding the appeals process.

9. OWNERSHIP AND WITHDRAWAL OF CARDS

ARCA ARMI Skills Cards issued by ARCA remain the property of ARCA.

Cards are issued to and should be kept by the named cardholder.

ARCA Limited reserves the right to withdraw a card.

10. UPDATES AND LOST CARDS

ARCA ARMI Skills Card holders must advise ARCA if they change address, mobile number or email address in writing to armicards@arca.org.uk

If a cardholder achieves an additional qualification and then undertakes a different type of work on site, they should update their ARCA ARMI Skills Card by contacting ARCA via armicards@arca.org.uk providing a copy of the qualification certificate.

If a cardholder changes his/her name they should call ARCA on 01283 505778 and provide a scanned copy of relevant documentation e.g. Deed Poll, marriage certificate etc.

If a card is lost a replacement can be ordered by calling ARCA on 01283 505778. The cost for issuing an updated or lost card is £30 including VAT.

11. DATA PROTECTION

Please see ARCA Privacy & Cookies policy at www.arca.org.uk/arca-privacy-policy

12. FRAUDULENT CARD PROCEDURE FOR EMPLOYERS

If employers are presented with a fraudulent ARCA ARMI Skills Card they should call ARCA on 01283 505778 or report the fraud by email at armicards@arca.org.uk

13. SMART TECHNOLOGY

Physical Smartcards

All ARCA ARMI Skills Cards use smart technology and contain an electronic chip. This can be used to check the identity of the cardholder together with confirmation that they hold the appropriate qualifications.

The card contains a high capacity chip that can be used for many purposes beyond storing cardholder qualifications and training data, including links with access control systems, improved management of training records and links to project management systems and payroll.

SmartCard Aims:

- Eliminate incorrect/fake cardholders gaining access to site
- Portable means of providing evidence of skills and training
- Efficient card checking method – reduces staff time spent manually checking cards and carrying out data entry
- Reduction of the number of different cards needed – can be used for other purposes in addition to identity and qualification/verification checks including:
 - Site access control
 - Training logs
 - Time in/out logs
 - Links to project management systems

Virtual Smartcards

Virtual ARMI Skills Cards can be issued to applicants, if applicants provide a personal mobile number and email address on the application form.

A virtual smartcard is a smartcard that is stored in an app on the card holders' smartphone or tablet (this can be used instead of or as well as a physical card). Full details on the smartcard system and app are below.

Virtual Smartcards and App

A virtual smartcard is a smartcard that is stored in an app on the card holders' smartphone or tablet.

The virtual ARMI Skills Cards are designed to work with an app called [Vircarda](#).

If you are issued a virtual smartcard, to download it, you will first need to install Vircarda on your device. The Vircarda app can be downloaded FREE of charge from the following app stores: Google Play, the Windows Store, The App Store. Once you have installed Vircarda, to download your card, you will need to enter a registration code and PIN that will be sent to you by email and/or SMS when your card is issued.

Your Virtual Smartcard will have the following information shown on the exterior or stored electronically on your device:

Photo
Name
Registration Number
Date of Issue
Date of Expiry
Health and Safety Test Results
Qualifications
Training and other certificates
Type of Card

These details may be updated or removed and further information about qualifications, training and other certificates you hold may be electronically added to your card after your card has been issued at our discretion. We may also cancel your card and remove it from Vircarda.

Go Smart – card checking software

Your card can be checked using software called Go Smart. Go Smart is available for the following platforms:

- PCs and laptops running Windows – the PC/laptop needs to have a camera or QR reader connected to it. This version of Go Smart is available as a free download from <http://getgosmart.io/>
- Android devices. This is available as a free app from [Google Play](#)
- Windows smartphones. This is available as a free app in the [Windows store](#)
- iPhones from iPhone 5 onwards. This is available as a free app from the [App Store](#)

To enable someone to check your card using Go Smart, all you will need to do is touch the *Read Card* option in Vircarda. This will generate a secure QR code that can be read only by Go Smart.

Go Smart can check cards both offline and online.

When your card is checked online, Go Smart will connect to our database and download your card data, before displaying your details on screen. When your card is checked offline, Go Smart will confirm that your card is genuine and the person checking your card will then carry out a visual check of the

card on your device. When online connectivity becomes available later on, Go Smart will connect to our database and download your card data.

Provided you have not switched off notifications on your smartphone or tablet, you will receive a notification confirming your card has been read. From time to time you may receive other notifications from us as well – to warn you that your card is about to expire for example.

We keep a log of all online card checks and any changes made to your card. This log is used for support and security purposes, for helping us understand how cards are being used and for producing statistics about card use. The log file is maintained by [Reference Point Ltd](#), the provider of our smartcard ecosystem, acting as a data processor on our behalf.

When your card is read electronically by Go Smart, a copy of your card is recorded along with the time and location, where available. This provides a log of the cards that have been checked for the person checking your card. Go Smart enables the person who has checked your card to forward a copy of your data to someone else - someone at head-office for example. Before doing this, the card checker must inform you who the data will be sent to and what it will be used for.

Your card can also be checked electronically by some other software systems. Data protection laws require that, before reading your card, the users of these systems must tell you if they are going to keep a copy of your data and what it will be used for.

14. APPEALS PROCEDURE

If your application for an ARCA ARMI Skills Card has been rejected and you wish to appeal against this decision you will need to submit all of the required documentation to ARCA, along with any additional supporting documentation you feel may help support your appeal.

Please note any required documents not included with your appeal will not be considered and will not be accepted for a re-appeal. You must ensure that all documents are up to date and relevant to the card/occupation being appealed. Appeals are reviewed on internal criteria and all decisions are final.

Please note that ARCA will only consider appeals relating to:

- Apprenticeships
- Late Renewals

Mandatory documents for all appeals

- A detailed letter explaining the circumstances that prevented you from applying for renewal at the time of expiry of your previous card, or full details regarding the Apprenticeship you completed.
- An up-to-date copy of your Curriculum Vitae (CV) i.e. a full work history and details of any qualifications you have achieved (enclose copies of your qualifications).
- Witness testimony from your current and/or previous employer. If you do not already have any witness testimonies you can use this [reference template](#).

If your appeal is because you no longer have your Apprenticeship completion certificate or did not achieve City and Guilds certification you need to submit:

- A letter on headed paper from your employer with whom the apprenticeship was served stating your occupation and completion date of the apprenticeship, along with full contact details for verification purposes.

Please return your appeal and required documentation to:

ARCA ARMI Skills Card Appeals, ARCA Ltd, Unit 1 Stretton Business Park 2, Brunel Drive, Stretton, Burton upon Trent, Staffordshire, DE13 0BY

Or email armicards@arca.org.uk Please enter 'ARCA ARMI Skills Card Appeal' in the subject line

Timescales

Upon receipt of an appeal ARCA will:

- Check that all required documentation has been provided for consideration by the Appeals Panel.
Note: ARCA will not consider any documentation submitted after the first submission so it is important to ensure all supporting documentation is submitted with your appeal.
- Confirm the decision taken by the Appeals Panel to you within 20 working days. If the appeal is approved you will be contacted and advised of any additional requirements to apply for the card. If the appeal is rejected you will be contacted and advised of the outcome and the reason/s for rejection. The decision of the Appeals Panel is final.

If you have any questions regarding the appeals process please contact armicards@arca.org.uk or call 01283 505778.

15. ARCA ARMI SKILLS CARD SCHEME TERMS & CONDITIONS

Application

By applying for an ARCA ARMI Skills Card

- you confirm that the information you are providing is true, correct and accurate in all respects
- you agree to comply with all applicable rules relating to ARCA ARMI Skills Cards as laid out in the ARCA ARMI Skills Card Scheme Information and as may be amended from time to time
- you understand and agree that all or part of the information you supply will or may be used by ARCA Ltd and ARMI Ltd for the purposes of administering the ARCA ARMI Skills Cards Scheme, which may include copying it to Employers or Training Providers and entering it onto a secure database accessible via a website. To the extent that any part of the information supplied constitutes personal data within the meaning of the Data Protection Act 1998, you expressly consent to the foregoing

- you will notify ARCA on 01283 505778 of any material alteration to any of the information supplied by you (including but not limited to your name(s) or home address) as soon as it occurs, together with documentary evidence thereof (e.g. a marriage certificate or deed poll); and (if your application is made on behalf of a third party) you confirm that the latter has expressly consented in writing to your so doing. Please note that any applications made over the phone must be made by the applicant or friend/family member only. Other third parties are not permitted to apply for an ARCA ARMI Skills Card over the phone. If we become aware of such practices then we may take steps to prevent / block such communications and if appropriate refer them to the appropriate authorities for further action

Application Fees

All application fees are non-refundable and non-transferable. If your application is incomplete or unacceptable you will be given 90 days to resolve any issues. Any applications returned after 90 days will be subject to an additional £30 (including VAT) non-refundable fee.

Delivery

Most cards arrive at their requested destination within 20 days of application. If your card has not been delivered to your requested destination within five weeks of your application, please contact ARCA. After 90 days, your application will be considered closed and a further payment of £30 (including VAT) will be required to reprocess an application.

Updates

ARCA require a home address for all card holders. ARCA ARMI Skills Card holders must advise ARCA if they move house or change occupation.

Ownership

The ARCA ARMI Skills Card remains the exclusive property of ARCA Ltd. Cards are issued to and must be kept in the named cardholder's secure possession at all times. ARCA Ltd reserves the right to unilaterally withdraw a card.