



**RSPH Level 3 NVQ Diploma  
in Supervising Licensed  
Asbestos Removal  
(Construction)**

**Qualification Information**

# Contents

1. Introduction .....	3
2. Scope.....	3
3. Competency Qualification .....	4
4. Entry Requirements for On-Site Assessment and Training (OSAT).....	5
5. Assessment.....	5
6. Frequently Asked Questions .....	6
7. Assessment Procedure .....	7
8. Assessment Plan .....	8
9. Certification .....	8
10. Construction Skills Certification Card (CSCS) through ARCA.....	9
11. Standards of Service.....	10
12. Collusion / Plagiarism.....	10
13. Cheating.....	11
14. Appeals .....	12
15. Complaints Procedure.....	13
16. General .....	15

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

## 1. INTRODUCTION

You are advised to read this information on what you will need to do and must bring well before attending the Asbestos Removal Contractors Association (ARCA) centre. If you have any queries, contact the centre and they will help you.

### 1.1 Qualification operator and partners

In partnership with the Royal Society for Public Health (RSPH), this qualification has been developed to provide a competency qualification that will enable individuals working in a Supervisor role within the asbestos removal industry to prove on-going competence and gain a CSCS card. This qualification does not replace existing legislative training requirements for individuals working for HSE licensed asbestos removal companies.

ARCA is the approved assessment centre for the delivery of the NVQ competency qualification.

As the awarding body for this qualification RSPH will carry out external verification and issue certificates.

## 2. SCOPE

The Control of Asbestos Regulation 2012 – Regulation 18 – Designated areas.

*‘(4) Every employer must ensure that only competent employees —  
(a) enter a respirator zone;  
(b) supervise any employees who enter a respirator zone,*

*for the purposes of this paragraph, a competent employee means an employee who has received adequate information, instruction and training.’*

In addition:

Competence (as stated in the Approved Code of Practice (ACoP)) – Control of Asbestos Regulations 2012 (CAR 2012) (2nd ed.) – L143.

*‘226 Any reference to competence, competent persons or competent employees in relation to working with asbestos is a reference to a person or employee who has received adequate information, instruction and training for the task being done and can demonstrate an adequate and up-to-date understanding of the work, required control measures and appropriate law. They must also have enough experience to apply this knowledge effectively.’*

These qualifications have been mapped to the following standards and therefore meet the above criteria for assessing competence:

- National Occupational Standards
- CAR 2012 (2<sup>nd</sup> ed.) – Reg. 10 – Information, Instruction and Training
- Asbestos: The licensed contractors' guide – HSG 247

The Construction Skills Certification Scheme (CSCS) were consulted during the development of these qualifications to ensure the attainment of an Asbestos Removal Supervisor CSCS Card (Gold).

### 3. COMPETENCY QUALIFICATION

This competency qualification covers assessments for candidates who are experienced Operatives and Supervisors working for companies licensed by the HSE for work with asbestos. They consist of the following Mandatory and Additional Units.

#### **Mandatory Units**

Unit J/616/9661 – Confirming work activities and resources for an occupational work area in the workplace

Unit Y/616/9664 – Developing and maintaining professional working relationships in the workplace

Unit F/616/9660 – Confirming the occupational method of work in the workplace

Unit D/616/9665 – Implementing and maintaining health, safety and welfare in the workplace

Unit R/616/9663 – Co-ordinating and organising work operations in the workplace

Unit F/616/9657 – Installing and removing licensed asbestos enclosure or containment areas in the workplace

Unit J/616/9658 – Removing licensed asbestos in the workplace

#### **Additional Units (Candidate to choose two from list below)**

Unit H/616/9666 – Monitoring progress of work against schedules in the workplace

Unit L/616/9662 – Confirming work meets quality standards in the workplace

Unit L/616/9659 – Repairing or encapsulating asbestos containing materials in the workplace

## **4. ENTRY REQUIREMENTS FOR ON-SITE ASSESSMENT AND TRAINING (OSAT)**

### **4.1 Completing your application**

Provide to ARCA all the relevant information identified on the booking form. Where there is specific cause to doubt the validity of the application, ARCA will validate the information provided before the application can be processed.

## **5. ASSESSMENT**

### **5.1 OSAT**

To gain a Level 3 NVQ Diploma, the assessment is in the form of OSAT. Therefore, it is advised that an asbestos removal supervisor has experience working in the role. This option is suited for individuals who want to continue in an asbestos supervisory role and require a CSCS card.

Following an induction, the candidate will commence assessments, which are required to cover a total of nine units (section 3). An ARCA assessor will assess the candidate's abilities in the workplace and collate a portfolio of evidence. The number of assessments will depend on the skills of, and preparation by, the candidate. If the candidate does not meet all criteria during an assessment, the assessor may recommend some further assistance or training, which the candidate will need to arrange.

Once the ARCA assessor is satisfied that the candidate's portfolio of evidence meets the criteria it will then be verified, and following successful verification an NVQ certificate will be issued to the successful candidate. This qualification will support a gold CSCS card application.

### **5.2 Process**

Four steps to gaining an NVQ

1. Enrol onto the Level 3 NVQ Diploma by completing the Candidate Registration and a Booking Form along with the registration fee and assessment fees.
2. Receive an induction and commence assessments on-site. This will be arranged between the individual, employer and ARCA assessor.
3. When the ARCA assessor is satisfied with the candidate's portfolio of evidence (covering all nine units), it will then be verified.
4. Following successful verification an NVQ certificate will be issued and can be used to apply for a CSCS card.

## 6. FREQUENTLY ASKED QUESTIONS

### 6.1 If I need additional support reading and writing what are my options?

- At the time of application please ensure you notify the ARCA administrator of any assistance you require with the examinations.
- All assessments are undertaken in English, prior arrangements (minimum of two weeks' notice) for the use of a translator need to be made with the centre.

### 6.2 What happens when I start an ARCA assessment?

You will be asked to:

- Complete the register of attendance.
- Verify that your personal details are correct.

In addition, a representative of the assessment centre will check you understand:

- This document.
- Relevant assessment instructions.

### 6.3 What must I be clear about before I start the assessment?

- What to do in the event of an emergency.
- Areas where access is prohibited to candidates.
- The scope, range and duration of the assessment.
- Restrictions on communicating with others.

It is your responsibility, as well as the assessor's, to ensure you understand:

- How the assessment will be conducted.
- What you will be assessed on.

If you are unclear about any aspect of the assessment process, ASK your assessor.

### 6.4 What if I don't feel confident that I can satisfy the entry requirements (that is, prove competence) at this time?

- If you feel you are not ready to prove competence for the unit being assessed, you should speak with your ARCA assessor.

### 6.5 How will the assessor determine if I am competent?

- Pre-assessment – The assessor will brief you on the assessment process and during this period you may ask any questions you feel necessary.

- Assessment – The assessor is not permitted to coach or lead you during the assessment. He or she will make a decision on your competence using a range of assessment methods. The assessor will observe you undertaking tasks. Oral questions may be used during the tasks, and/or video/audio evidence recorded.
- Further scrutiny will be applied to all assessor decisions by an Internal Quality Assurer. In addition, it may be further vetted by the External Verifier.

#### **6.6 Is there a time period, by which time I have to have achieved my qualification?**

- RSPH have time limits on their Level 3 qualifications to ensure consistency of academic study, external credibility and that satisfactory progress is being made. Therefore, you must complete your qualification within the set time limits. If you do not achieve the units required within the set time frame you will not be eligible for the qualification, although you will be given certificates for any units you have achieved.
- The maximum time limit for this competency-based qualification, from the date of taking your first assessment, is 3 years through ARCA.

#### **6.7 What if I am unsuccessful?**

- You will be informed on the day and the assessor will provide an assessment plan detailing what is required. This will be given to yourself and the employer; you can then arrange to continue the assessment. However, in the same way as you apply for an MOT retest for a car, you will only have to complete the assessment in the areas in which you were unsuccessful. Additional assessment days which are required will incur additional costs.

#### **6.8 What will I be issued with if I am successful?**

- Upon receipt and verification of the documents for Assessment and Certification, RSPH will send you a certificate. In all cases, the certificate is issued for your personal use but remains the property of RSPH and may be withdrawn if the conditions of issue are not complied with
- Lost certificates can be replaced by applying to RSPH; a charge will be made for all replacement certificates.

#### **6.9 Recommended assessment duration**

Due to the number of units, in general the Level 3 NVQ will require 3 on-site assessment days, with additional assessment days arranged if needed.

### **7. ASSESSMENT PROCEDURE**

Assessment will be undertaken over the period stated above.

Each of the units in this qualification must be assessed in the work environment and in accordance with the Additional Requirements for Qualifications using the title NVQ. Candidates will be required to present a portfolio of evidence which must provide evidence for attainment of all the learning outcomes for each of the units in this qualification prior to commencing the assessment.

Assessors for this qualification must use a combination of the following assessment methods:

- observation of normal work activities within the workplace that clearly confirms the required skills.
- questioning the candidate on knowledge criteria that clearly confirms the required understanding.
- other evidence of workplace competence and knowledge can be obtained via professional discussions with the candidate and verifiable witness statements from the candidate's line managers.

## **8. ASSESSMENT PLAN**

The assessment plan for OSAT is based upon on the candidates needs which will be identified during the initial induction and discussion phase.

## **9. CERTIFICATION**

### **9.1 Conditions of certificate issue**

- You are bound by the conditions of issue detailed below and as printed on the certificate reverse.
- You will only make claims regarding certification with respect to the scope for which certification has been granted.
- You will not use the certification in such a manner as to bring ARCA/RSPH into disrepute, and will not make any statement regarding the certification which ARCA/RPSH may consider misleading or unauthorised.
- You will discontinue the use of all claims to certification that contains any reference to ARCA/RSPH or certification upon suspension or withdrawal of certification, and will return any certificates issued by ARCA/RSPH.
- You will not use the certificate in a misleading manner.
- Failure to comply with these requirements may result in certificate suspension, withdrawal, or other appropriate actions. Any proven act of negligence within your scope of certification will result in certificate withdrawal.



## 10. CONSTRUCTION SKILLS CERTIFICATION CARD (CSCS) THROUGH ARCA

Card Colour	Occupation	Valid for	Requirements	Renewable
Red	Asbestos Removal Supervisor (Trained)	3 Years	<ul style="list-style-type: none"> <li>Less than 3 years' experience in the role of asbestos removal supervisor</li> <li>Valid (i.e. issued within the last 12 months) ARCA/ACAD/IATP/UKATA New Asbestos Supervisor / Asbestos Supervisor Refresher certificate (copy of certificate to be provided with application)</li> <li>Completed a CITB HS&amp;E test (supervisory test) or CCNSG Safety Passport within the last 2 years.</li> </ul>	No Supervisor must have achieved Level 3 NVQ** to apply for the Gold Asbestos Removal Supervisor Card.
Red	Asbestos Removal Supervisor (Experienced Worker)	1 Year	<ul style="list-style-type: none"> <li>More than 3 years' experience in the role of asbestos removal supervisor</li> <li>Valid (i.e. issued within the last 12 months) ARCA/ACAD/IATP/UKATA New Asbestos Supervisor / Asbestos Supervisor Refresher certificate (copy of certificate to be provided with application)</li> <li>Registration of Level 3 NVQ**</li> <li>Completed a CITB HS&amp;E test (supervisory test) or CCNSG Safety Passport within the last 2 years.</li> </ul>	No Supervisor must have achieved Level 3 NVQ** to apply for the Gold Asbestos Removal Supervisor Card.
Gold	Asbestos Removal Supervisor	5 Years	<ul style="list-style-type: none"> <li>Level 3 NVQ**</li> <li>Completed a CITB HS&amp;E test (supervisory test) or CCNSG Safety Passport within the last 2 years.</li> </ul>	Yes Supervisor can renew card with a valid (i.e. issued within the last 12 months) ARCA/ACAD/IATP/UKATA Asbestos Supervisor Refresher certificate <b>and</b> completed a CITB HS&E test (supervisory test) or CCNSG Safety Passport within the last 2 years.

\*\*Level 3 NVQ Diploma in Supervising Licensed Asbestos Removal (Construction)

Or

Level 2 NVQ Diploma in Removal of Hazardous Waste (Construction) – Licensed Asbestos and Level 3 NVQ Diploma in Occupational Work Supervision

## **11. STANDARDS OF SERVICE**

### **11.1 Upon booking**

Ensure your Application form has been correctly completed in full; an additional processing fee will be charged to change any incorrect details. Ensure payment is made in accordance with the ARCA terms and conditions (see section 10.0 General). A booking form is available at the end of this document or downloadable from [ww.arca.org.uk](http://ww.arca.org.uk).

### **11.2 Assessment**

After you have satisfactorily completed all parts of the assessment, the assessment documentation should be checked by yourself and the assessor for completeness.

### **11.3 Verification**

All assessment documentation will be verified by the centre's internal verifier. Once this is completed the assessment centre will forward your portfolio to RSPH for external verification.

### **11.4 Certification**

RSPH will verify the assessment decision and a decision made. If any issues are raised these will be clarified with the centre before a certificate is issued. RSPH aim to process and dispatch the certificate within 10 working days upon receipt of the External Verifiers report.

### **11.5 Non-receipt of certificate**

Once you have completed your assessment and provided all relevant information, payment, etc as required, in accordance with the above standards of service a certificate will be issued. You are required to notify RSPH within three months in the event of non-receipt of your certificate. A replacement certificate fee will apply if notification of non-receipt is received outside of this timescale.

## **12. COLLUSION / PLAGIARISM**

Collusion is a form of plagiarism that involves unauthorised co-operation between at least two people with the intent to deliberately mislead or deceive.

Collusion can take the following forms:

- two or more candidates conspiring to produce a piece work together with the intention that it is submitted as his/her own, individual work. Or with the intention of at least one candidate submitting it as his/her own, individual work.

- a candidate submitting the work of another candidate (with their consent) as his/her own, individual work. In such cases, both candidates would be deemed to be guilty of collusion
- although also an example of plagiarism, the submission of a piece of work that is not the candidates own individual work that has been purchased from a third party. For example, from an essay or assignment writing service or by soliciting another individual to produce a piece or work on their behalf.
- unauthorised co-operation between a candidate and a third party in the production of a piece of work that will be submitted as the candidate's own.

### 12.1 Preventing Collusion / Plagiarism

It is acceptable to discuss ideas, talk about books, articles, online material and strategies for example with other candidates. However, it is not acceptable to help a fellow candidate to produce work that will be submitted as their own and an individual piece of work. Candidates should never lend their work to another candidate under any circumstances as it may be copied or reproduced. This example would leave both candidates vulnerable to an accusation of collusion.

Candidates should leave themselves enough time to check their work thoroughly before submitting it for marking or evaluation. Keeping to strict deadlines will limit the temptation of colluding with another candidate or third party or purchasing work with the intention of submitting it as their own.

Candidates should make sure that if they use a shared or public computer that they protect their work by saving it to their own personal drive, USB or memory stick. If a candidate uses a shared or public printer to print hard copy versions of work, they should ensure that any work is collected promptly from the printer and that any additional copies are securely destroyed.

## 13. CHEATING

Cheating is an attempt to deceive ARCA assessors, examiners and/or external verifiers and includes:

- providing or receiving information about the content of an examination before it takes place, except when allowed by ARCA (e.g. case study materials issued before an examination).
- centres giving excessive help to a candidate in writing an assignment, or writing any of it for them.
- impersonating or trying to impersonate a candidate, or attempting to procure a third party to impersonate oneself.

- candidates using books, notes, instruments, computer files or other materials or aids that are not permitted (usually relevant only to examinations and online tests).
- assistance or the communication of information by one candidate to another in an assessment where this is not permitted (usually relevant only to examinations and online tests).
- copying or reading from the work of another candidate or from another candidate's books, notes, instruments, computer files or other materials or aids, unless expressly permitted.
- offering a bribe of any kind to an invigilator, examiner or other person connected with assessment.
- any attempt to tamper with assignment or examination scripts after they have been submitted by candidates.
- fabricating or falsifying data or results by individual candidates or groups of candidates.

### 13.1 Preventing Cheating

ARCA has a zero-tolerance approach to all incidents of plagiarism, collusion or cheating, especially those incidents that are an attempt by the candidate to gain marks without having completed the work themselves. Plagiarism, collusion or cheating can reflect badly on both the candidate and the centre and both can be sanctioned.

ARCA has a clearly defined procedure within its quality system on any form of Collusion, Plagiarism and Cheating and is available upon request.

## 14. APPEALS

Candidates can appeal against a grade or mark they have received. These procedures relate to internal assessments, for external assessments candidates should refer to the relevant procedure issued by the Awarding Body, copies of which are held by the Training Manager.

### 14.1 Grounds for Appeal

These are some of the reasons you might Appeal:

- The procedures or rules have not been followed.
- You feel the result is unfair because of personal reasons e.g. illness, discrimination.
- Your work has been affected by teaching or organisation of the class.
- There has been an administrative error.

### **Should I Appeal?**

You need to think calmly and carefully because you may be disappointed with your result; if you appeal you have to produce a lot of evidence to make your case.

### **How do I Appeal?**

If you decide to go ahead and appeal you need to do this within 5 working days.

#### **Stage 1**

On the day, discuss the situation with your assessor. They may be able to sort things out straight away. After you leave the centre or when you have received your results contact the administration team, providing them with the relevant information about your appeal.

#### **Stage 2**

You are still not happy! Request and complete Form A, pass this form to the Training Manager who will investigate and write to you with the result.

#### **Stage 3**

You are still not happy – Your case will be passed to the Training Committee who will look into the situation further.

### **What might be the Result of my Appeal?**

- a) Your result might stay the same.
- b) Your work may be regraded.
- c) You or your work may be reassessed.
- d) You may be asked to present more evidence so your work can be regraded.

Additional information about this policy can be found on the centre notice board.

## **15. COMPLAINTS PROCEDURE**

The following procedure covers complaints about the services provided directly by ARCA Assessment Centres.

## 15.1 How to make a complaint?

If you have a complaint regarding the ARCA centre, or staff, you should bring this to the attention of the Training Manager.

Complaints must be in writing. When sending in your complaint, please provide your contact details. In the first instance, the complaint should be addressed to the Training Manager at:

Address	ARCA Unit 1, Stretton Business Park Two Brunel Drive, Stretton Burton upon Trent Staffordshire DE13 0BY
E-mail	satish.patel@arca.org.uk
Tel	01283 505777
Fax	01283 568228

## 15.2 What happens next?

- We will notify you of receipt of the complaint and aim to respond to your complaint within 10 working days.
- If you are not satisfied with the response you have the right of appeal to the Chief Executive of the association at the above address.
- The Chief Executive will reply following investigation. If this will take longer than 10 working days, you shall be notified of the expected time when a response shall be forwarded to you.
- If you do not gain a satisfactory response you can appeal to the Chairman of ARCAs Governing Council directly. Pending investigation, you will be advised of any outcome accordingly.

## 15.3 Processes

Received complaints shall be recorded on the Client Complaint Record (Form G10/01). All correspondence shall be attached to it.

A log of all complaints will be recorded on the Client Complaint Record.

## 16. GENERAL

### 16.1 Equal opportunities

ARCA has a written Equal Opportunities policy which details how equality of opportunity is to be achieved for staff and candidates.

The centre ensures that:

- there is a senior named person responsible for the implementation of the policy.
- all candidates are aware of the issues and their responsibilities within the centre's Equal Opportunities policy.
- the assessment methods and materials used promote equal opportunities and combat occupational stereotyping, cultural bias and discrimination. There is a system for reviewing and evaluating the effectiveness of the policy and for implementing recommendations and change.

### 16.2 Disabilities and learning difficulties

This centre ensures candidates who have a physical, mental or sensory disability and/or learning difficulty are fully encouraged to take assessments.

Appropriate arrangements are available for candidates with a hearing impairment, colour deficiency, dyslexia or learning difficulties or English as a second language. Appropriate aids may be used to overcome a particular disability or difficulty that enables the candidate to work safely without putting themselves or others at risk.

Further time allowance may be granted for an individual with special needs (guidance time – plus 25%).

### 16.3 Asbestos Removal Contractors Association (ARCA)

The Asbestos Removal Contractors Association is dedicated to promoting safety and professionalism throughout the licensed asbestos removal industry.

ARCA, the UK's leading association, has been representing the interests of asbestos removal contractors and associated businesses for over 35 years, providing guidance, training and support for members and their clients.

ARCA offers a wide range of training courses and qualifications to suit asbestos removal businesses and the individual worker needs, setting the benchmark for performance.

When seeking a professional asbestos removal contractor to safely remove hazardous asbestos material, look to ARCA.

