

# **Asbestos Removal Industry Competency Scheme Information**

v8

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## 1.0 Introduction

You are advised to read the information on what you will have to do and what you 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 Scheme operator and partners

ARCA in partnership with RSPH have developed a competency scheme that will enable individuals working within the asbestos removal industry to prove on-going competence. This scheme does not replace existing legislative training requirements for individuals working for HSE licensed asbestos removal companies.

ARCA are the approved assessment centre for the delivery of the ARCA Competency Scheme assessments. These assessments can be undertaken at one of four locations throughout the UK (Rayleigh, Oxford, Burton, Manchester and Glasgow).

Royal Society of Public Health (RSPH) are the awarding body for this qualification and will issue the certificates to successful candidates and carry out external verification role.

## 2.0 Scope

The Asbestos Licence Assessment Guide (revision 4) issued by the Asbestos Licensing Unit in November 2008 states:

*'Paragraph 323 of ACoP L143 states that only employees who are competent may enter enclosures... Competence is a product of sufficient training, experience, knowledge and other personal qualities; attending training courses does not, in itself, demonstrate competence.'*

*'Applicants for Licences for Work with Asbestos should be able to demonstrate an understanding of the distinction between training and the ongoing evaluation of performance. This should be reflected in the organisation's general procedures for assessing competence and may be achieved, for example, through the use of National Occupational Standards or similar schemes.'*

The ARCA scheme has been mapped to the following standards and therefore meets the above criteria for assessing competence:

- National Occupational Standards;
- Asbestos: The licensed contractors' guide – HSG 247

The ARCA Competency Scheme has been developed to comply with Item 3 of The ALG Workplan 2008-2010 'Competence and Training' which calls for the implementation of competency scheme leading to Construction Skills Certification Scheme (CSCS) cards

The CSCS were consulted during the development of the scheme to ensure that the qualifications offered by the scheme, when coupled with the CSCS 'Health and Safety touch screen test' would meet the requirements for CSCS cards to be issued at the appropriate level.

- Level 2 Award in Health and Safety for Asbestos Removal (Unit AR1) – CSCS Trainee Card
- Level 2 Certificate in Asbestos Removal for Operatives (Units AR1, AR2 and AR3) – CSCS Operative Card
- Level 3 Certificate in Asbestos Removal for Supervisors (Units AR1, AR4 and AR5) – CSCS Supervisor Card

### 3.0 The scheme

This scheme covers assessments for New Operatives, Operatives and Supervisors working for companies licensed by the HSE for work with asbestos.

The scheme consists of the following qualifications':

- Level 2 Award in Health and Safety for Asbestos Removal (Unit AR1)
- Level 2 Certificate in Asbestos Removal for Operatives (Units AR1, AR2 and AR3)
- Level 3 Certificate in Asbestos Removal for Supervisors (Units AR1, AR4 and AR5)

In order to prove competence under this scheme, individuals will need to achieve the following:

**New Operative** – Unit AR1 – Those individuals who have undertaken new operative training and who have sufficient knowledge, experience and training who can demonstrate the following through theory and practical assessment

- H&S issues and legislative requirements for the removal of asbestos.
  - o Health and safety issues and requirements relating to the safe removal of asbestos.
  - o Site safety procedures.
  - o Emergency procedures.
  - o Legislative requirements relating to asbestos removal.
- Control measures required for the removal of asbestos.
  - o Purpose of respiratory protective equipment (RPE) and personal protective equipment (PPE).
  - o Importance of correctly wearing and using RPE and PPE.
  - o Use of equipment for the safe and effective removal of asbestos.
  - o Individual's role and responsibilities on site in relation to work colleagues and supervisors.
- Prepare to carry out asbestos removal procedures.
  - o Daily checks of Respiratory Protective Equipment (RPE).
  - o Identify, wear and use Respiratory Protective Equipment (RPE) and Personal Protective Equipment (PPE) in line with workplace and H&S requirements.
- Decontamination requirements.
  - o Procedures for the use of decontamination units.
  - o Importance of decontamination procedures.

**Operative** – AR1, AR2 and AR3 – Those individuals who are currently working as an asbestos operative who have sufficient knowledge, experience and training who can demonstrate the following through theory and practical assessment

- H&S issues and legislative requirements for the removal of asbestos.
  - o Health and safety issues and requirements relating to the safe removal of asbestos.
  - o Site safety procedures.
  - o Emergency procedures.
  - o Legislative requirements relating to asbestos removal.
- Control measures required for the removal of asbestos.
  - o Purpose of respiratory protective equipment (RPE) and personal protective equipment (PPE).
  - o Importance of correctly wearing and using RPE and PPE.
  - o Use of equipment for the safe and effective removal of asbestos.
  - o Individual's role and responsibilities on site in relation to work colleagues and supervisors.
- Prepare to carry out asbestos removal procedures.
  - o Daily checks of Respiratory Protective Equipment (RPE).
  - o Identify, wear and use Respiratory Protective Equipment (RPE) and Personal Protective Equipment (PPE) in line with workplace and H&S requirements.
- Decontamination requirements.
  - o Procedures for the use of decontamination units.
  - o Importance of decontamination procedures.
- Procedures for the safe removal of asbestos.
  - o Requirements relating to the preparation and use of enclosures for the safe removal of asbestos.
  - o Methods and procedures for the safe removal of asbestos.
  - o Requirements of cleaning following asbestos removal.

- Need for the four-stage clearance process.
- Requirements for inspection and record keeping.
  - Reasons for inspection and record keeping relating to asbestos removal.
- How asbestos waste is packaged and disposed of.
  - Types of asbestos waste.
  - How asbestos waste is packaged and transported for disposal.

**Supervisors** – AR1, AR4 and AR5 – Those individuals who are currently working as an asbestos supervisor who have sufficient knowledge, experience and training who can demonstrate the following through theory and practical assessment

- H&S issues and legislative requirements for the removal of asbestos.
  - Health and safety issues and requirements relating to the safe removal of asbestos.
  - Site safety procedures.
  - Emergency procedures.
  - Legislative requirements relating to asbestos removal.
- Control measures required for the removal of asbestos.
  - Purpose of respiratory protective equipment (RPE) and personal protective equipment (PPE).
  - Importance of correctly wearing and using RPE and PPE.
  - Use of equipment for the safe and effective removal of asbestos.
  - Individual's role and responsibilities on site in relation to work colleagues and supervisors.
- Prepare to carry out asbestos removal procedures.
  - Daily checks of Respiratory Protective Equipment (RPE).
  - Identify, wear and use Respiratory Protective Equipment (RPE) and Personal Protective Equipment (PPE) in line with workplace and H&S requirements.
- Decontamination requirements.
  - Procedures for the use of decontamination units.
  - Importance of decontamination procedures.
- Set up enclosures for the safe removal of asbestos.
  - Construct enclosures on a timber framework.
  - Construct airlocks and baglocks.
  - Position and seal negative pressure unit (NPU) to enclosure.
  - Dismantle enclosures, airlocks and baglocks.
  - Comply with plans of work, Approved Codes of Practice and regulatory requirements.
- Carry out procedures for the safe removal of asbestos.
  - Operate designated vacuum cleaners to remove asbestos safely and effectively.
  - Carry out controlled techniques for the safe abatement of asbestos containing materials.
  - Comply with plans of work, Approved Codes of Practice and regulatory requirements.
- Carry out cleaning and decontamination procedures.
  - Perform cleaning procedures for asbestos removal equipment and non-disposable personal protective equipment.
  - Clean areas following asbestos removal and in the event of an emergency.
  - Perform personal decontamination procedures.
  - Comply with plans of work, Approved Codes of Practice and regulatory requirements.
- Carry out procedures for the packaging and disposal of asbestos waste.
  - Handle and package asbestos waste in accordance with regulatory requirements.

## 4.0 Entry requirements

### 4.1 *Completing your application*

You must provide information to ARCA, using the attached booking form.

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

- At the time of application please ensure that you notify the ARCA administrator that you would require some assistance with the examinations. The assessors and invigilators will help with reading any examination questions. However, they will not be able to provide guidance on the correct answers, they will ensure you have understood the question and the possible answers available enabling you to give your answer. Assessments will be undertaken in English unless prior agreement for the use of an interpreter has been obtained from the centre.

Where there is specific cause to doubt the validity of the application, ARCA will validate the information provided before the application can be processed.

Although there are no formal entry requirements it is recommended that the following training certificates are held:

- New Operatives
  - o A current ARCA new operative training certificate or a United Kingdom Asbestos Training Association (UKATA) equivalent.
- Operatives
  - o A current ARCA operative refresher training certificate or a UKATA equivalent.
- Supervisors
  - o A current ARCA supervisor (new or refresher) training certificate or a UKATA equivalent.

## 5.0 Assessment

### 5.1 Resource material

The assessment is based on the following HSE documents:

- L143 – Approved Code of Practice – Control of Asbestos Regulations 2006
- HSG 247 – Asbestos: Licensed Contractors Guide
- HSG 210 – Asbestos: Essentials
- The Health and safety at work etc. Act 1974
- The Control of Substances Hazardous to Health 2004
- The Hazardous Waste Regulations 2005
- L21 – Management of Health and Safety at Work
- HSG 53 – Respiratory protective equipment at work: A practical guide
- ALG Memos – All current

### 5.2 ARCA assessment centre and onsite supervisor assessment

#### **Supervisor onsite assessment**

If you are undertaking the supervisor qualification then part of the practical assessment will require the following:

- ARCA will undertake an onsite assessment of the supervisors to achieve the supervisor qualification.
- The dual evidence will be collected via:
  - o Witnessing the supervisor at work
  - o Asking additional oral questioning to clarify the supervisors understanding.
  - o Recording evidence from site diaries, plans of work and any other documentation onsite.
  - o It is important that a supervisor is able to prove that key items are recorded in his/her site diary to show to the assessor/auditor. Evidence that is expected to be recorded in the site diary should contain at least some record of the following:
    - Plan of works are checked and verified before asbestos removal is started.
    - What checks are performed that pressure gauges on NPUs are operational and show appropriate readings and what if any additional action is taken to remedy the problems.
- It is the Supervisor's employers responsibility to agree with ARCA the date and time of the assessment. The assessment will only be valid if, (a) it is conducted on notified asbestos work, or non-notifiable work with a full site set-up, (b) asbestos removal or cleaning is in progress within the enclosure at the time of the assessment, (c) observations of work practices are made through the viewing panel(s) or cctv, (d) the DCU is fully functional, and (e) the Plan of Work and Standard Procedures are on site. An invalid assessment will be classed as a Non-Suitable Assessment, and will result in the Supervisors employer being required to pay the full cost as detailed on the assessment booking form. A further site for assessment will be required as a replacement for the invalid assessment.
- It is the Supervisors employer's responsibility to inform the Assessor and ARCA if circumstances require the assessment to be cancelled or rescheduled. Failure to provide the assessor with at least 3 hours prior notice of a cancellation or rearrangement will result in the full payment for the aborted visit at the full cost of a Non-Suitable Assessment. A further site for assessment will be required as a replacement for the aborted visit.

- Should the removal contract fall behind schedule and the site not be ready for supervisor assessment at the appointed time, the assessor would not be expected to wait for more than one hour past the appointed time to begin the assessment. In such circumstances the contractor will be liable for paying the full cost of the assessment.
- ARCA will take all reasonable steps to arrange for an assessor to visit each nominated site on the preferred date(s). However, should it not be possible to arrange for an assessor as requested, ARCA will contact the contractor to discuss alternative dates or an alternative site for assessment.
- The supervisors assessment must be conducted during an asbestos removal project that lasts a minimum of 3 working days as notified on the ASB(5) to enable the assessor to attend and see the supervisor working.

***What happens when I get to an ARCA assessment centre?***

You will be asked to:

- Sign to confirm your attendance at the assessment.
- Verify that your details are correct.
- Provide proof of identification, in the form of original photo id (e.g. driving licence, passport, ARCA training certificate/card).

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

- Scheme Assessment Information Document.
- Assessment centre's rules and procedures for the assessment of candidates.
- Relevant assessment instructions.

***What must I be clear about before I start the assessment?***

Do not attempt the assessment unless you understand:

- What to do in the event of an emergency.
- Areas where access is prohibited to candidates.
- The general rules regarding your conduct whilst on the premises.
- The scope, range and duration of the assessment.
- Restrictions on communicating with others.
- How to attract the attention of the assessor.

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, you must ASK the assessor BEFORE starting the assessment.***

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

- If you feel you are not yet ready to prove competence for the category to be assessed, you should consult an ARCA assessor.

***Can I use my own tools/equipment for the practical assessment?***

- Ensure that you wear appropriate clothing and footwear to perform the practical tasks related to enclosure construction. Not having correct/suitable footwear will jeopardise your assessment. All other personal protective equipment will be supplied.
- The tools/equipment provided by the assessment centre and they have been checked to ensure their calibration, safety and serviceability. These will be the only tools and equipment that candidates will be allowed to use.

***Will I have to undertake full decontamination in any assessment?***

- All candidates that undertake the Level 2 Award in Health and Safety for Asbestos Removal (Unit AR1) will be required to undertake full decontamination procedure. Ensure that you are clean shaven on the day of your assessment. This will involve taking a shower in the decontamination unit. Disposable towels will be provided.

***Can I use reference material during the practical and written assessment?***

- During theory and practical assessments candidates will be allowed to refer to materials stated in section 5.2, resource material. However, please note that assessment times will not be increased as a result of using reference material.

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**Can I talk to other candidates during the assessment process?**

- Once the assessor/invigator indicates the assessment has started, you may not communicate with anyone without the authorisation of the assessor/invigator. Mobile telephones must not be used during the assessment process and must be switched off and left outside before entering the assessment area. Electronic data retrieval systems may only be used with the authorisation of the assessor/invigator.

**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 based on observing you undertaking practical tasks and/or on the results of written answers where your depth of knowledge of the subject area will be checked in RSPH approved written tests and, in some cases, by the use of photographs or simulations.
- Additional oral questions will be used where the assessor does not collect sufficient evidence to make a decision.
- The assessor is not the final arbiter of any decision taken that the candidate has or has not achieved the criteria. Further scrutiny will be applied to all assessment decisions by an internal verifier. In addition, it may be further vetted by the external verifier.

**5.3 Recommended assessment durations**

- Level 2 Award in Health and Safety for Asbestos Removal (Unit AR1)
  - o Theory – 45 mins
  - o Practical – 2 hr 30 mins
- Level 2 Certificate in Asbestos Removal for Operatives (Units AR1, AR2 and AR3)
  - o Theory – 1 hr 55 mins
  - o Practical – 10 hrs 30 mins
- Level 3 Certificate in Asbestos Removal for Supervisors (Units AR1, AR4 and AR5)
  - o Theory – 1hr 25 mins
  - o Practical – 6 hrs (undertaken on-site)

The above times are a minimum and based upon the time required for a suitably prepared experienced candidate. Additional time required for second and subsequent attempts, to achieve the pass mark, are not included.

## 5.4 Assessment procedure

WRITTEN		PRACTICAL	
First assessment	Questions to be attempted in allocated time. If result is 100% = Pass If less than 100% = Second attempt	First assessment	Practical to be attempted in allocated time.  If result is 100% = Pass If less than 100% = Referred
Second assessment	Total of First and second attempt If result is 100% = Pass 80% - 99% = Additional Oral questions Less than 80% = Terminated		Referred assessments will require candidates to attend on another day to re-take the core criteria in which they were unsuccessful.
<b>REFERRAL ATTEMPT</b>			
Additional Oral Questions	Questions to be attempted during practical assessment, with the assessor. First and second attempts plus Oral is 100% = Pass Less than 100% = Terminated	Second assessment	Reassessment of core criteria in which competence was not demonstrated. First and second attempts totalled together. If result is 100% = Pass If less than 100% = Terminated
Note 1: If 100% score pass is not achieved in any paper. A time limit of 2 minutes is allowed for each question.			
Note 2: Additional costs will be charged for the retaking any papers or practical sessions.			
<p><b>Outcome 1</b> If you achieve a pass in both the written and practical assessment the centre forward documentation to RSPH recommending issue of a certificate.</p> <p>The decision to issue a certificate is taken by RSPH.</p>			
<p><b>Outcome 2</b> If you do not pass either the written or practical assessment a termination notice is issued. Should you re-apply to retake the assessment you will be required to take the written and practical assessments in full.</p>			

In every case, candidates must achieve competence in all areas of the practical and theory assessment.

### First Assessment

The assessment of both practical and theoretical competence is evaluated as follows:

- First Attempt – candidates are given a first attempt in all areas of assessment
- Second Attempt – questions answered incorrectly or practical areas not satisfactorily completed will be re-attempted
- Additional Oral questioning – providing a level of achievement of, at least, 80% has been attained candidates will be orally questioned in an attempt to establish competence in all remaining areas

### Second Assessment

This is permitted as long as it is taken within 3 months of the first assessment. Candidates are only required to address areas in which they were unsuccessful on first assessment.

- First Attempt – questions answered incorrectly or practical areas not satisfactorily completed will be re-attempted
- Second Attempt – providing a 80% level of achievement has been attained candidates will be orally questioned in an attempt to establish competence in all remaining areas

### What happens at the end of my assessment?

- The debrief - The assessor will inform you of the result of your assessment and, where appropriate, advise you of your next course of action.

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**What if I am unsuccessful?**

- The assessor will inform you of the result of the assessment and, where appropriate, advise you of the procedure for reassessment in the same way as you apply for an MOT retest for a car, you will have to apply for reassessment in the areas in which you were unsuccessful.

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

- Upon receipt and verification of the application 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.

**How will I know when my certificate needs renewing?**

- Six months prior to expiry, ARCA will send you a reminder letter indicating the date your certificate expires, together with a list of ARCA approved assessment centres.

## 6.0 Certification

### 6.1 Certificate validity

Each certificate is valid for a 5 year period. After which the operative/supervisor will have to undertake another assessment to regain certification to the appropriate level. This will be updated to reflect changes in legislation, industry codes of practice and normative documentation changes.

### 6.2 Conditions of certificate issue

During the life of your certificate 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/RSPH 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 the requirements may result in certificate suspension or withdrawal, or other appropriate actions. Any proven act of negligence within your scope of certification will result in certificate withdrawal.

## 7.0 Construction Skills Certification Card (CSCS)

### 7.1 CSCS skilled worker card

- If individuals complete the assessment within 12 months and provide a RSPH certificate of competence and accompanying CSCS Health & Safety certificate individuals can apply for a competent worker CSCS card (operative or supervisor).

### 7.2 Experienced worker route

- Individuals applying to CSCS for the experienced worker card will need to register with ARCA and complete an assessment within a 12 month window. Registering for the competency scheme (with corresponding paperwork) shall trigger an experienced worker card valid for 12 months.
- If individuals complete the assessment within 12 months and provide a RSPH certificate of competence and accompanying CSCS H&S certificate individuals can apply for a competent worker CSCS card (operative or supervisor).
- If individuals do not complete the assessment within the 12 month period from registering they will not be allowed to gain a further extension to their experienced worker card. The only route available will be to complete the assessment.

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### 7.3 CSCS Flowchart

- See Page 17

## 8.0 Standards of service

### 8.1 Upon booking

Ensure your Application form is complete with no required information missing. An additional processing fee will be charged to change any incorrect details. Ensure that payment is made in accordance with the ARCA terms and conditions (see section 10.0 General). A booking form is available on Page 19 of this document or downloadable from [www.arca.org.uk/training](http://www.arca.org.uk/training).

### 8.2 Assessment

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

### 8.3 Verification

Your assessment documentation will be verified by the centre's internal verifier. Once this is completed the assessment centre will aim to forward your assessment result to RSPH within ten working days.

### 8.4 Certification

RSPH will verify the assessment decision and a certification decision will be made. If any issues are raised these will be clarified with the centre before a certificate is issued. This may extend the 10-day processing timescale. RSPH will aim to process and dispatch the certificate within 10 working days.

### 8.5 Non-Receipt of certificate

Once you have completed your assessment and provided all relevant information, payment, etc as required by the approved centre, 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.

## 9.0 Complaints procedure

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

### 9.1 How to make a complaint?

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

ARCA House,  
237 Branston Road,  
Burton upon Trent,  
Staffordshire.  
DE14 3BT

Alternatively, you can:  
E-mail: [satish.patel@arca.org.uk](mailto:satish.patel@arca.org.uk)  
call on 01283 531126 or,  
fax on 01283 568228

### 9.2 What happens next?

We will notify you of receipt of your complaint and the Training Manager will aim to respond to your complaint within 10 working days.

If you are not satisfied with the response then 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 all avenues have been exhausted, via ARCA you have the right of appeal to RSPH Qualification Manager. Pending investigation you will be advised of any outcome accordingly.

### 9.3 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.

## 10.0 General

### 10.1 Equal opportunities

ARCA centres have a written equal opportunities policy and programme of action which details how equality of opportunity is to be achieved for staff and course Candidates and NVQ candidates.

The centre ensures that:

- there is a senior named person responsible for the implementation of the policy
- staff are trained in all areas of equality and understand the issues and their responsibilities
- all candidates are aware of the issues and their responsibilities within the centre's equal opportunities policy
- assessment methods and materials are used which 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 a clearly defined and independent grievance procedure exists and is brought to the attention of candidates and staff.

### 10.2 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 shall be available for operatives with a hearing impairment, colour deficiency, dyslexia or learning difficulties. 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.

At the discretion of the Assessor, a further time allowance may be granted for an operative with special needs (guidance time - 25%).

### 10.3 Asbestos Removal Contractors Association (ARCA)

The Asbestos Removal Contractors Association has been in operation for over 20 years providing asbestos training and representing the interests of asbestos removal contractors and associated asbestos businesses throughout the UK.

All member Licensed Asbestos Removal Companies participate in the associations Site Audit Accreditation Scheme to ensure they are working to the highest standards in the industry.

ARCA is the first port of call for anyone seeking a contractor to safely remove asbestos from premises. ARCA are also the number one providers of asbestos training in the UK.

### 10.4 Assessment terms and conditions of booking

1. Due to demand for places we regret Assessment bookings cannot be accepted without accompanying payment.

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2. Telephone bookings will be cancelled if written confirmation is not received within 24 hours of a Assessment booking being taken.
  3. Cancellation policy: More than 14 days before the Assessment start date we shall credit you the Assessment price (as applicable); Between 14 and 7 days before the Course/Assessment start date we shall refund you 50% of the Assessment price (as applicable); Less than 7 days before the Assessment start date no refund shall be made. All cancellations must be in writing and either faxed or mailed to the ARCA office.
  4. We shall not be liable to you for any delay or for the consequences of any delay in performing our obligations under this Agreement if such delay is due to any cause or circumstance beyond our reasonable control (including without limitation strikes and other industrial disputes, breakdown of systems or network access, flood, fire, explosion or accident).
  5. Suitable substitute Candidates will be accepted at any time.
  6. We accept no responsibility for the personal views or opinions as expressed by the assessors or any other persons at the event.
  7. We reserve the right to;
    - a. refuse entry to Candidates if we so choose,
    - b. cancel Assessments and refund in full. No further liability will be accepted,
    - c. vary Assessment dates, programmes, trainers/assessors and venues.
  8. We shall endeavour to inform you as soon as possible of any Assessment cancellation or variation.
  9. Although every effort has been made to ensure the accuracy of information contained within our literature and materials, including any Assessment description, we do not accept responsibility for any errors or omissions. We reserve the right to cancel any Booking for an Assessment where any such error or omission has occurred, even after we have accepted such a Booking.
  10. We may use the personal data you provide for the purposes of administration (including Candidate registration and recording of qualifications); statistical analysis; customer services and keeping you and/or a Candidate informed of our products and services and those of third parties which we think may be of interest to you (if you and/or a Candidate do not wish to be contacted in this way you and/or a Candidate can contact us in writing to the Membership Administrator at any time). We may need to share such personal data with associated bodies and service providers for these purposes.
  11. It is the Supervisor's employers responsibility to agree with ARCA the date and time of the assessment. The assessment will only be valid if, (a) it is conducted on notified asbestos work, or non-notifiable work with a full site set-up, (b) asbestos removal or cleaning is in progress within the enclosure at the time of the assessment, (c) observations of work practices are made through the viewing panel(s) or cctv, (d) the DCU is fully functional, and (e) the Plan of Work and Standard Procedures are on site. An invalid assessment will be classed as a Non-Suitable Assessment, and will result in the Supervisors employer being required to pay the full cost as detailed on the assessment booking form. A further site for assessment will be required as a replacement for the invalid assessment.
  12. It is the Supervisors employer's responsibility to inform the Assessor and ARCA if circumstances require the assessment to be cancelled or rescheduled. Failure to provide the assessor with at least 3 hours prior notice of a cancellation or rearrangement will result in the full payment for the aborted visit at the full cost of a Non-Suitable Assessment. A further site for assessment will be required as a replacement for the aborted visit.
  13. Should the removal contract fall behind schedule and the site not be ready for supervisor assessment at the appointed time, the assessor would not be expected to wait for more than one hour past the appointed time to begin the assessment. In such circumstances the contractor will be liable for paying the full cost of the assessment.

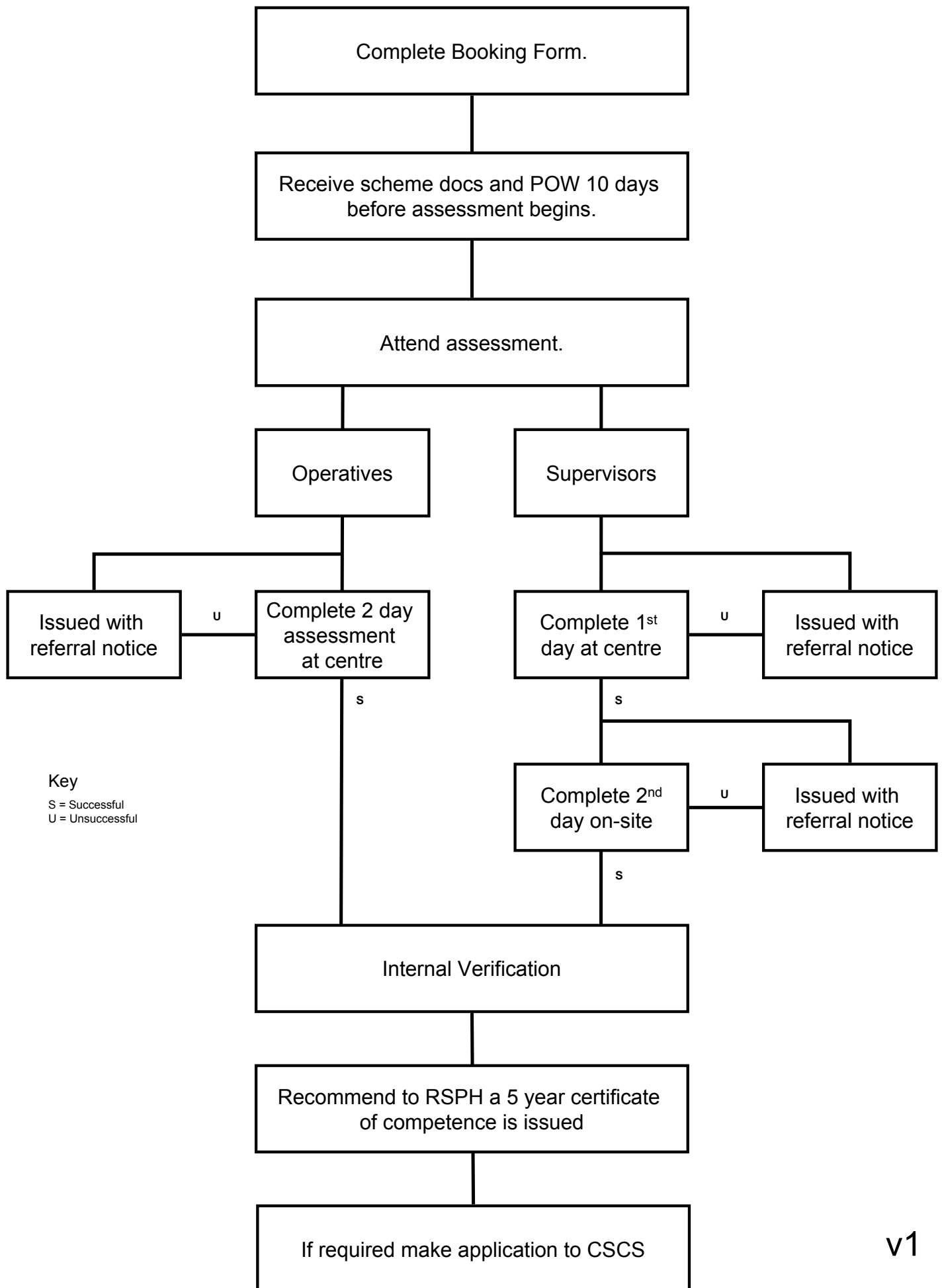
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14. ARCA will take all reasonable steps to arrange for an assessor to visit each nominated site on the preferred date(s). However, should it not be possible to arrange for an assessor as requested, ARCA will contact the contractor to discuss alternative dates or an alternative site for assessment. The removal works should last a minimum of 3 days work to enable the assessor to attend and see the supervisor working.

16. We may disclose personal data in order to comply with a legal obligation.

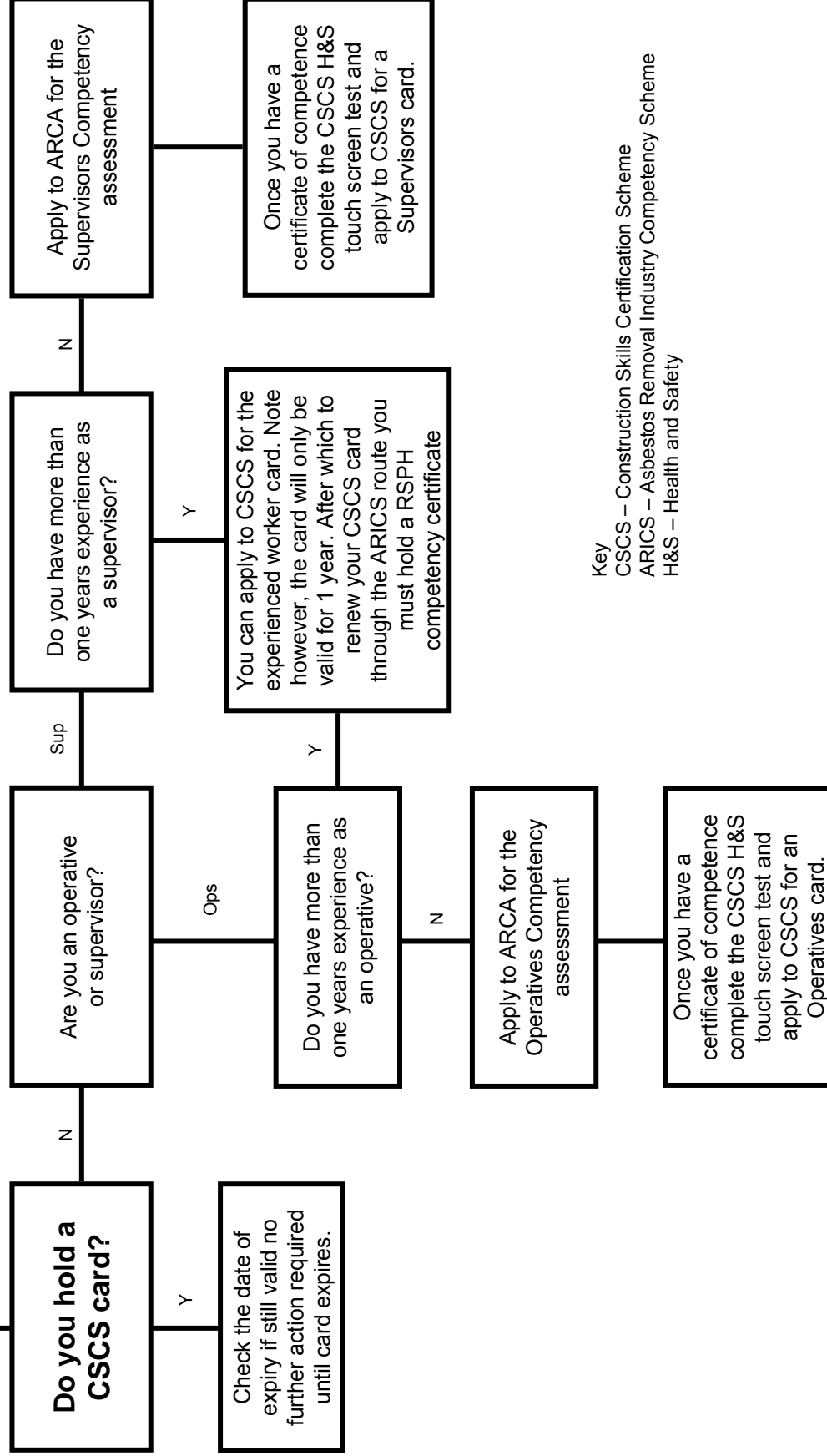
17. Certificates will not be issued until full payment has been received by ARCA.

# Competency Scheme Process



# CSCS Flow Chart

**Need a CSCS Card? First check the chart below.**



Key  
 CSCS – Construction Skills Certification Scheme  
 ARICS – Asbestos Removal Industry Competency Scheme  
 H&S – Health and Safety



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Please photocopy this form for each course required and return to ARCA

**THREE EASY WAYS TO BOOK**

- 1. BY PHONE:** Call **01283 743883** during normal office hours (Mon-Fri, 9-5).
- 2. BY FAX:** Please fax this completed order form to **01283 568228**.
- 3. BY POST:** Send to ARCA, 237 Branston Road, Burton-Upon-Trent, Staffordshire. DE14 3BT.

**Company details**

Company Name: \_\_\_\_\_ Member  Non Member

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode: \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Booked by: \_\_\_\_\_ Signature: \_\_\_\_\_

Training Contact: \_\_\_\_\_ Email: \_\_\_\_\_

**Course Required**

\_\_\_\_\_

Level 2 - Certificate in Asbestos Removal for Operatives/Supervisors.

Delegate Name(s)	NI Number	Course Location	Course Date(s)	Course Fee £
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Methods of Payment**

I enclose Cheque  for £ \_\_\_\_\_ made payable to ARCA, Invoice address if different from above: \_\_\_\_\_

or please debit my VISA  Mastercard  Switch/Maestro  for £ \_\_\_\_\_

My Card No is \_\_\_\_\_

Expiry Date \_\_\_\_\_ Start Date \_\_\_\_\_ Issue No. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Your Purchase Order No. \_\_\_\_\_

**Please note: No delegate will be permitted to attend an ARCA event unless payment has been received in advance. Your attention is drawn to the conditions of booking below.**

**Conditions on booking:**  
 On completion, this form represents a legally binding contract in which the following terms and conditions apply:

1. Due to demand for places we regret Course/Assessment bookings cannot be accepted without accompanying payment.
2. Telephone bookings will be cancelled if written confirmation is not received within 24 hours of a Course/Assessment booking being taken.
3. Cancellation policy: More than 14 days before the Course/Assessment start date we shall credit you the Course/Assessment price (as applicable); Between 14 and 7 days before the Course/Assessment start date we shall refund you 50% of the Course/Assessment price (as applicable); Less than 7 days before the Course/Assessment start date no refund shall be made. All cancellations must be in writing and either faxed or mailed to the ARCA office.
4. We shall not be liable to you for any delay or for the consequences of any delay in performing our obligations under this Agreement if such delay is due to any cause or circumstance beyond our reasonable control (including without limitation strikes and other industrial disputes, breakdown of systems or network access, flood, fire, explosion or accident).
5. Substitute delegates will be accepted at any time.
6. We accept no responsibility for the personal views or opinions as expressed by the trainers or any other persons at the event.
7. We reserve the right to; a. refuse entry to delegates if we so choose, b. cancel Courses/Assessments and refund in full. No further liability will be accepted, c. vary Course/Assessment dates, programmes, trainers/assessors and venues.
8. We shall endeavour to inform you as soon as possible of any Course/Assessment cancellation or variation.
9. Although every effort has been made to ensure the accuracy of information contained within our literature and materials, including any Course/Assessment description, we do not accept responsibility for any errors or omissions. We reserve the right to cancel any Booking for a Course/Assessment where any such error or omission has occurred, even after we have accepted such a Booking.
10. We may use the personal data you provide for the purposes of administration (including Delegate registration and recording of qualifications); statistical analysis; customer services and keeping you and/or a Delegate informed of our products and services and those of third parties which we think may be of interest to you (if you and/or a Delegate do not wish to be contacted in this way you and/or a Delegate can contact us in writing to the Membership Administrator at any time). We may need to share such personal data with associated bodies and service providers for these purposes.
11. We may disclose personal data in order to comply with a legal obligation.
12. Certificates will not be issued until full payment has been received by ARCA.
13. By signing the above form you have declared that a training needs analysis has been undertaken on all the above delegates attending the courses as per the guidance stated in Asbestos: the licensed contractor's guide (HSG 247) chapter 4.

