



RSPH Level 3 Award for Asbestos Air Monitoring and Clearance Procedures

Qualification Information

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The Asbestos Testing and Consultancy Association (ATaC) 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.

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1.0 Introduction

Candidates are advised to read the information sent with the booking form, on what they will have to do and what they must bring before attending an Asbestos Testing and Consultancy Association (ATaC) assessment centre. If candidates have any queries, please contact the Training Administrator for advice.

1.1. Scheme operator and partners

ATaC, in partnership with Royal Society of Public Health (RSPH), has developed the Level 3 Award in Asbestos Air Monitoring and Clearance Procedures qualification to enable individuals, working in the asbestos industry, to prove competency in this field. The qualification should not be seen as the one and only test of competence, as regular auditing of an individual conducting surveys of various types will be required to prove on-going competency and compliance with accredited procedures.

ATaC is the approved assessment centre for the delivery of the RSPH analyst qualification and the final assessment. Additional organisations have been vetted and can deliver this course but will have no involvement in the final assessment which is controlled wholly by ATaC.

RSPH are the awarding body for this qualification and will issue certificates to successful candidates and carry out an external verification role.

2.0 Scope

The Control of Asbestos Regulations imposes duties relating to air testing and the cleanliness of asbestos enclosures and work areas. There is thus a need for analysts and similar specialists to have the knowledge to inspect and test asbestos works that have been carried out to ensure they meet the correct standards required by HSG248. The objective of this qualification is to provide learners with this knowledge to enable them to carry out inspection and testing.

Possession of this qualification by staff will help organisations and companies meet the accreditation criteria for ISO 17025 (testing bodies). The ATaC qualification has been mapped to the requirements in both documents and the additional requirements of Ofqual.

UKAS document LAB 30 'Application of ISO/IEC 17025 for Asbestos Sampling and Testing', states that all asbestos analysts carrying out air monitoring and 4 stage clearances must hold formal recognised qualifications (in addition to demonstrable knowledge, experience and in-house training). This qualification is recognised by UKAS for this purpose.

On-going competency and refresher training should be conducted on a regular basis to support competency.

Refresher training is a legal requirement as described in the Approved Code of Practice (ACOP) Managing and Working with Asbestos L143, Regulation 10 Information, Instruction and Training.

3.0 Qualification

This Royal Society for Public Health (RSPH) qualification has been designed to provide the theory and practical knowledge and skills required for use of microscopes and fibre counting to WHO rules, air sampling and 4-stage clearance procedures.

ATaC covers all decontamination procedures and always has an actual DCU available so candidates can familiarise themselves with the unit and will undertake full decontamination, including showering.

It has been developed around HSG248 Asbestos: The Analysts Guide for sampling, analysis and clearance procedures.

In order to achieve this qualification, individuals will need to have a good understanding of the following learning outcomes:

UNIT ONE: Asbestos Types, Uses, Health Effects and Legislation.

- 1 Understand the health risks, uses and properties of asbestos.
- 2 Know legislation relating to asbestos.

UNIT TWO: Theory of air sampling, fibre counting and clearance procedures for asbestos analysts/ project managers

- 1 Know procedures for the management of risk in relation to asbestos removal / abatement
- 2 Understand the theory of asbestos fibre counting and air sampling.
- 3 Know procedures relating to asbestos clearance.

UNIT THREE: Practical, fibre counting, air sampling and clearance procedures for asbestos analysts

- 1 Carry out asbestos fibre counting and air sampling.
- 2 Carry out clearance procedures.

UNIT FOUR: Use of decontamination units and Class H vacuum cleaners

- 1 Understand decontamination requirements and use of related equipment.

Detailed syllabus content and corresponding criteria are available from the RSPH website <https://www.rsph.org.uk/static/uploaded/5b698732-6f89-42e9-b22f83ba3d0c135f.pdf>

4.0 Entry Requirements

4.1. Completing the application

Candidates must provide information to ATaC, via completing a booking form (available [here](#)) or by contacting the Training Administration team.

4.2. Entry requirements

Although there are no formal entry requirements it is recommended that the candidates have the following experience before attending the course:

- a. Slide counting experience: This cannot be underestimated, to give candidates the best opportunity to pass the assessment candidates should have gained experience of counting company library slides, for at least three to six months’.

and be familiar with:

- b. HSG 248 – The Analysts Guide.
- c. HSG 247 – The Contractors Guide.
- d. HSG 264 – Asbestos: The Survey Guide.
- e. ACOP L143 – Working with materials containing asbestos.
- f. HSG 227 – Comprehensive Guide to Managing Asbestos in Buildings.

4.3. Additional support requirements

At the time of application candidates should notify the Training Administrator that they would require assistance with the examinations. The assessors and invigilators will help with reading any examination questions. However, they will not be able to provide candidates with guidance on the correct answers, they will ensure candidates have understood the question enabling candidates to give the correct answer. Assessment will be given 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, ATaC will validate the information provided before the application can be processed.

4.4. Equipment required for the course

Microscopes including all the ancillary equipment will be required for all four days of the course. These should be brought along to the course.

Candidates must bring a full air testing kit including:

- a calculator,
- high flow sampling pump,
- microscope and also three company library slides (one low, medium and high-density slide) including results of slides (provided in sealed envelope for use by trainer only). All equipment must be clean and in service with appropriate PAT test etc.

If candidates require a microscope and ancillary equipment this can be hired by contacting the Training Administrator on 01283 505777 prior to attendance. The number for hire is limited and hired on a first-come-first-served basis.

Microscope hire costs are:

- Members: £400 + VAT for all 4 days.
- Non-Members: £450 + VAT for all 4 days.

Any RICE slides damaged by a delegate whilst on the course will be charged up to £410.00 (ex VAT) per slide(s).

5.0 Assessment

5.1. Resource material

The assessment is based on the following HSE documents:

- Asbestos – The Analyst's Guide for Sampling, Analysis and Clearance Procedures (HSG248) HSE 2005.
- Asbestos and Man-Made Mineral Fibres in Buildings. Practical Guidance - Thomas Telford 1999.
- Asbestos Essentials - Task Manual Task guidance sheets for the building, maintenance and allied trades. (HSG 210) HSE 2012.
- Asbestos: The Licensed Contractors Guide HSE 2006 (HSG247).
- Asbestos: The Survey Guide (HSG264) HSE 2012.
- Hazardous Waste Regulations 2005.
- Introduction to Asbestos Essentials comprehensive guidance on working with asbestos in the building maintenance and allied trades. (HSG 213) HSE 2001.
- Man-made mineral fibre by phase contrast light microscopy (MDHS59) HSE 1988.
- The selection use and maintenance of respiratory protective equipment (HSG53) HSE 1998.
- Work with Materials containing Asbestos, Approved Code of Practice (L143) HSE 2006.
- Working with asbestos cement (HSG189/2) HSE 1999.

5.2. Pre-Reading Material

Those candidates that download and read the pre-reading booklet and complete the calculation exercises within, generally perform to a higher standard than those delegates that do not. It is highly recommended that candidates give themselves the same advantage.

Download the pre-reading material from [here](#) or contact the Training Administrator at ATaC.

5.3. Exam Only Option

This exam only option is available for those candidates who have received training to gain the knowledge and understanding that the qualification syllabus requires, as well as gaining the necessary experience and skills required to carry out all the tasks for the role.

Candidates will attend the exam day by arrangement and will be assessed on their practical competence and take a written exam, which is set and administered in conjunction with the Royal Society for Public Health (RSPH), who are in turn Ofqual regulated. Details of the assessment process are available in section 5.5.

5.4. Remote Training and Exam Option

This option will enable candidates to train one day a week remotely for three weeks, giving them time to read further and gain practical experience in the workplace and on site, before undertaking the next remote training day.

Following this there will then be an exam day held at an ATaC Centre, which will be arranged for approximately 10 working days after the last remote training day.

To attend a remote training course a candidate will require:

- Access to a device (preferably laptop or computer) capable of running the Zoom app.
- An email address to which the training invitation can be sent. The individual's email address must be unique, two or more candidates cannot be booked using the same email address.

Further details of the assessment process are available in section 5.5.

5.5. Assessment at ATaC Centre

ATaC control the assessment process wholly and will provide assessors and written test papers. Partner organisations are involved in the training of analysts but ATaC control all aspects of the final assessments.

This qualification includes written and practical assessments:

- a. Short answer examination paper covering;
 - Unit One: Asbestos Types, Uses, Health Effects and Legislation.
 - Unit Two: Theory of air sampling, fibre counting and clearance procedures for asbestos analysts/ project managers
 - Total time allotted to complete examination paper – 90-minutes.
- b. Practical witnessed assessment including additional oral questioning;
 - Unit Three: Practical, fibre counting, air sampling and clearance procedures for asbestos analysts.
 - i. Counting RICE Slides;
 - ii. Undertaking calculations;
 - iii. Rescuing a microscope;
 - iv. Cowl preparation;
 - v. Air and personal sampling;
 - vi. Slide preparation;
 - vii. Enclosure inspection;
 - viii. Completing clearance documentation.
 - Unit Four: Use of decontamination units and Class H vacuum cleaners

- i. RPE & PPE selection;
- ii. Decontamination requirements and inspection
- iii. Transiting and decontamination procedures
- iv. Use of 'H'-Type vacuum

What happens when candidates get to an ATaC assessment centre?

Candidates will be asked to:

- a. Sign in to confirm their attendance.
- b. Verify that their details are correct.

What information will be given to candidates before the course starts?

All candidates will be informed of:

- a. What to do in the event of an emergency.
- b. Areas where access is prohibited to candidates.
- c. The general rules regarding their conduct whilst on the premises.
- d. Restrictions on communications with others during the assessment.
- e. How to communicate with the trainer and the assessor.
- f. Assessment centre rules and procedures for the qualification will be explained.
- g. A detailed time table of the course and assessment will be explained.

It is the responsibility of the candidates, as well as the assessors, to ensure candidates understand:

- a. How the assessment will be conducted.
- b. What they will be assessed on.

If candidates are unclear about any aspect of the assessment process, they must ASK the assessor BEFORE starting the assessment.

Will candidates have to undertake full decontamination in the practical assessment?

All candidates will have to undertake full decontamination. During the practical assessment, candidates will have to demonstrate to the assessor how to fully decontaminate using the Decontamination Unit.

Can candidates use reference materials during the assessment?

- a. During the written test paper, NO reference materials will be allowed, as this part of the assessment is 'Closed Book'.
- b. After the written test paper, has been completed and all the scripts have been collected by the assessor, the assessment reverts to 'Open Book' where the candidates can use the reference materials supplied during the course.
- c. However, with oral questioning, the assessor will expect the candidate to attempt the questions without referring to reference material in the first case. If the candidate is struggling with the question thereafter, then reference material can be used.

Can candidates talk to other candidates during the assessment process?

Once the assessor indicates that the assessment has started, candidates may not communicate with anyone without the authorisation of the assessor. Mobile telephones must not be used during the assessment process and must be switched off. Electronic data collection systems may only be used with the authorisation of the assessor.

Final decisions on Pass / Fail.

- a. The written test papers are marked by the assessor. Candidates must ensure that the assessor is able to read the candidate's writing.
- b. The candidates must ensure they read the questions and answer accordingly.
- c. The written test paper is split into two sections. (Unit One and Unit Two). For the candidate to achieve a pass mark, 60% or above must be attained in both units.
- d. During the practical assessment, the assessor is not permitted to coach or lead the candidate.
- e. With the practical assessment being 'Open Book' the candidates must achieve 100% of the marks to pass.
- f. Further scrutiny will be applied to all assessor decisions by an internal verifier. In addition, it may be further vetted by the external verifier.

What if a candidate is unsuccessful?

The candidates will be informed in writing on the result of the assessment within 10 working days of the completion of the assessment. The candidates will also be informed what part of the assessment requires further attention. The assessment is set out in 4 Units and the candidate will only have to re-sit the section they have been unsuccessful in and not have to re-sit the entire assessment. Arrangements for re-sits are made with the administration staff at ATaC.

What will candidates be issued with if they are successful?

Upon the receipt and verification of the application documents for assessment and certification, RSPH will send the candidate a certificate. In all cases the certificate is issued for the candidate's personal use but remains the property of RSPH and may be withdrawn if the conditions of issue are not complied with.

6.0 Certification

6.1. Certificate validity

Each certificate issued does not contain a date for renewal. Refresher training will reflect changes to current legislation, industry codes of practice and normative documentation changes.

6.2. Conditions of certificate issue

During the life of the certificate candidates are bound by the conditions of issue detailed below and as printed on the reverse of the certificate, candidates will:

- a. only make claims regarding certification with respect to the scope for which certification has been granted.
- b. not use the certification in such a manner as to bring ATaC/RSPH into disrepute, and will not make any statement regarding the certification which ATaC/RSPH may consider misleading or unauthorised.
- c. discontinue the use of all claims to certification that contains any reference to ATaC/RSPH or certification upon suspension or withdrawal of certification, and will return any certificates issued by ATaC/RSPH.
- d. 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 candidate's scope of certification will result in certificate withdrawal.

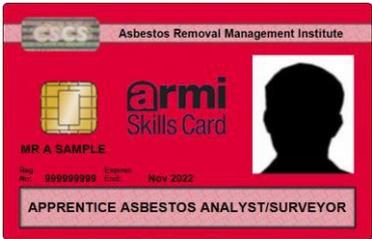
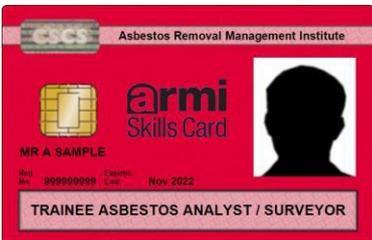
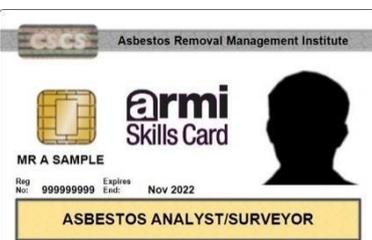
6.3. Lost and Renewing certificates

Lost certificates can be replaced by applying to RSPH. A charge will be made for all replacement certificates.

The RSPH Level 3 Award for Asbestos Air Monitoring and Clearance Procedures qualification is an Ofqual regulated qualification and does not expire. Refresher training is a requirement of Regulation 10 of The Control of Asbestos Regulations 2012 2nd ed. and should be carried out annually.

7.0 Construction Skills Certification Scheme (CSCS) Cards

7.1. ATaC ARMI Skills Cards for Asbestos Analysts and Surveyors

Card image	Valid for	Requirements	Renewable
 <p>Asbestos Removal Management Institute armi Skills Card MR A SAMPLE Reg No: 999999999 Expires: Nov 2022 APPRENTICE ASBESTOS ANALYST/SURVEYOR</p>	3 Years	<ul style="list-style-type: none"> Registered on the Trailblazer Apprenticeship for Asbestos Surveyor and Analyst and <ul style="list-style-type: none"> Completed a CITB HS&E test (operative test) or CCNSG Safety Passport within the last 2 years 	No, individual must have achieved the requirements for one of the white cards in order to continue to hold a CSCS card for these occupations.
 <p>Asbestos Removal Management Institute armi Skills Card MR A SAMPLE Reg No: 999999999 Expires: Nov 2022 TRAINEE ASBESTOS ANALYST / SURVEYOR</p>	1 Year	<ul style="list-style-type: none"> Completed a CITB HS&E test (operative test) or CCNSG Safety Passport within the last 2 years 	No, individual must have achieved the requirements for one of the white cards in order to continue to hold a CSCS card for these occupations.
 <p>Asbestos Removal Management Institute armi Skills Card MR A SAMPLE Reg No: 999999999 Expires: Nov 2022 ASBESTOS ANALYST/SURVEYOR</p>	5 Years	<ul style="list-style-type: none"> RSPH Level 3 in Asbestos Air Monitoring and Clearance Procedures, or BOHS P403 and P404, or BOHS S301 + Oral and <ul style="list-style-type: none"> RSPH Level 3 in Asbestos Surveying, or BOHS P402, or BOHS S301 + Oral 	Yes, individual can renew the card if they have completed a CITB HS&E test (operative test) or CCNSG Safety Passport within the last 2 years.

7.2. ATaC ARMI Skills Cards for Asbestos Analysts

Card image	Valid for	Requirements	Renewable
	1 Year	<ul style="list-style-type: none"> Completed a CITB HS&E test (operative test) or CCNSG Safety Passport within the last 2 years 	No, individual must have achieved the requirements for one of the white cards in order to continue to hold a CSCS card for these occupations.
	5 Years	<ul style="list-style-type: none"> RSPH Level 3 in Asbestos Air Monitoring and Clearance Procedures, or BOHS P403 and P404, or BOHS S301 + Oral and <ul style="list-style-type: none"> Completed a CITB HS&E test (operative test) or CCNSG Safety Passport within the last 2 years 	Yes, individual can renew the card if they have completed a CITB HS&E test (operative test) or CCNSG Safety Passport within the last 2 years.

8.0 Standards of Service

8.1. Upon booking

Candidates should ensure the booking 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 ATaC terms and conditions (see section 12.0 General). A booking form is available on request from an Training Administrator or downloadable from [ATaC Booking Form](#)

8.2. Assessment

After the candidate has successfully completed all parts of the assessment, the assessment documentation should be checked by the candidate and the assessor for completeness.

8.3. Verification

A candidate's assessment documentation will be verified by the centre's internal verifier. Once this is completed the assessment centre will aim to forward the candidate's assessment result to RSPH within 10 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 the candidates have completed their assessment and provided all the relevant information, payment etc. as required by the approved centre, in accordance with the above standards of service a certificate will be issued. The candidate is required to notify RSPH within three months in the event of non-receipt of their certificate. A replacement certificate fee will apply if notification of non-receipt is received outside of this timescale.

9.0 Cheating

Cheating is an attempt to deceive ATaC 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 ATaC (e.g. case study materials issued before an examination);
- 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);
- 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 learners;
- fabricating or falsifying data or results by individual learners or groups of learners.

10.0 Appeals

Candidates can appeal against a grade or mark they have received. These procedures below relate to internal assessments, undertaken by ARCA / ATaC.

10.1. Grounds for Appeal

These are some of the reasons candidates might Appeal:

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

Should I Appeal?

Candidate's need to think calmly and carefully because they may be disappointed with their result; if candidate's appeal they will have to produce a lot of evidence to make their case.

How do I Appeal?

If candidates decide to go ahead and appeal, they need to do this within 5 working days.

Stage 1

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

Stage 2

The Internal Quality Assurer will investigate and write to the candidate with the results of their findings.

Stage 3

If the candidate is still not satisfied – Their case will be passed to the External Verifier who will review the evidence and make a final decision.

What might be the Result of my Appeal?

- a) Candidate's result might stay the same
- b) work may be regraded
- c) work may be reassessed
- d) candidate's may be asked to present more evidence so their work can be re-graded.

11.0 Complaints Procedure

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

11.1. How to make a complaint.

If the candidate has a complaint regarding the ATaC centre, or any of the staff, they should bring that to the attention of the Training Manager. Any complaints must be in writing.

When sending in their complaint, they must provide their contact details. In the first instance the complaint should be addressed by the Training Manager at the following address:

Asbestos Testing and Consultancy Association (ATaC)
Unit 1 Stretton Business Park Two,
Brunel Drive,
Stretton,
Burton upon Trent,
Staffordshire.
DE13 0BY
Tel: 01283 566467
W: www.atac.org.uk

Alternatively:

Email: satish.patel@arca.org.uk

11.2. What happens next?

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

If the candidate is not satisfied with the response, then they have the right to appeal to the Chief Executive of the Association at the above address.

The Chief Executive will reply following investigations. If this will take longer than 10 working days, the candidate will be notified of the expected time when a response will be forwarded to them.

If all avenues have been exhausted, via ATaC the candidate has the right to appeal to the ATaC Chair of the Association. Pending investigation, the candidate will be advised of any outcomes accordingly. The ATaC Chair's decision is final.

11.3. Process

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.

12.0 General

12.1. Data Protection

All personal data that candidates provide will be processed and stored in accordance with the Association's GDPR privacy and cookies policy which is available at [ATaC GDPR Privacy & Cookies Policy](#)

12.2. Equal opportunities

ATaC 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.

The centre ensures that:

- a. There is a senior named person responsible for the implementation of the policy
- b. Staff are trained in all areas of equality and understand the issues and their responsibilities
- c. All candidates are aware of the issues and their responsibilities within the centre's equal opportunities policy
- d. Assessment methods and materials 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.

12.3. Disabilities and learning difficulties

The centres ensure 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 all candidates 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 extension may be granted for a candidate with special needs (up to a maximum of 25% additional time).

12.4. Asbestos Testing and Consultancy Association (ATaC)

ATaC has been in operation for over 16 years providing training and representing the interests of asbestos analytical, surveying and consultancies throughout the UK. We are dedicated to promoting professionalism and safety throughout the asbestos testing and consultancy industry. As the UK's leading association representing the interests of asbestos surveyors and asbestos analysts, we provide qualifications, guidance, and support for our members. When seeking a UKAS accredited specialist to survey for hazardous asbestos material and test after its safe removal ... look to ATaC.

12.5. Assessment terms and conditions of booking

- a. Due to the demand for places we regret course bookings cannot be accepted without accompanying payment.
- b. Telephone bookings will be cancelled if written confirmation is not received within 24 hours of a course booking being taken.
- c. Cancellation policy: More than 14 days before the course start date we shall credit you with the course price (as applicable); Between 14 and 7 days before the course start date we shall refund 50% of the course fee (as applicable); Less than 7 days before the course start date no refund shall be made. All cancellations must be in writing and either faxed or emailed to the ATaC office.
- d. We shall not be liable to you for any delay or for the consequences of any delay in performing our obligations under this arrangement 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).
- e. Suitable substitute candidates will be accepted at any time.
- f. We accept no responsibility for the personal views or opinions as expressed by the assessors or any other person at the event.
- g. We reserve the right to:
- h. Refuse entry to candidates if we so choose,
- i. Cancel courses and refund in full. No further liability will be accepted,
- j. Vary course dates, programmes, trainers/assessors and venues.
- k. We shall endeavour to inform the candidate as soon as possible of any course cancellation or variation.
- l. 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 bookings for a course where any such error or omission has occurred, even after we have accepted such a booking.

- m. We may use the personal data the candidate provides for the purposes of administration (including candidate registration and recording of qualifications); statistical analysis; customer services and keeping the 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.
- n. Certificates will not be issued until full payment has been received by ATaC.

