



**RSPH Level 2 – Removal of
Hazardous Waste
(Construction) – Licensed
Asbestos Removal**

Qualification Information

Contents

1. Introduction	3
2. Scope.....	3
3. Competency qualifications	4
4. Entry requirements for OSAT or ECAR assessment options	4
5. Assessment options	5
6. Frequently asked questions at ARCA assessment centre	7
7. Assessment procedure	10
8. Assessment plan.....	10
9. Certification	10
10. Construction skills certification card (CSCS) through ARCA.....	11
11. Standards of service	12
12. Cheating.....	13
13. Appeals.....	13
14. Complaints procedure	15
15. General	16
16. Appendices	
step-by-step flow chart – OSAT option.....	18
step-by-step flow chart – ECAR option	19

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), these qualifications have been developed to provide competency qualifications that will enable individuals working within the asbestos removal industry to prove on-going competence and gain a CSCS card. These qualifications do 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 NVQ competency qualifications. These can be undertaken at one of five locations throughout the United Kingdom (Rayleigh, Oxford, Burton, Manchester and Glasgow).

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 – L143 (2nd ed.).

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
- 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 a CSCS Asbestos Removal Operative Card (Blue).

- Level 2 – Removal of Hazardous Waste (Construction) – Licensed Asbestos Removal OfQual Qualification Number: 603/0922/2

3. COMPETENCY QUALIFICATIONS

These competency qualifications cover 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:

- Unit T/615/4332 – Installing and Removing Enclosure or Containment Areas for the Removal of Licensed Asbestos Materials in the Workplace.
- Unit R/615/4340 – Stripping and Removing Licensed Asbestos Materials in the Workplace.
- Unit Y/615/4341 – Conforming to General Health, Safety and Welfare in the Workplace.
- Unit H/615/4343 – Conforming to Productive Working Practices in the Workplace.
- Unit M/615/4345 – Moving, Handling and Storing Resources in the Workplace.

4. ENTRY REQUIREMENTS FOR OSAT OR ECAR ASSESSMENT OPTIONS

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 OPTIONS

5.1 On-Site Assessment and Training (OSAT) Option

The OSAT option, for gaining an NVQ Level 2 Diploma, is for asbestos removal operatives with over a years' experience, but less than three years' experience, working in the role. This option is suited for individuals who want to continue in an asbestos operative role and require a CSCS card.

This qualification requires the candidate to complete five units (section 3); following an initial induction and assessment; within a 12-month period. An ARCA assessor will assess the candidate's abilities in the workplace and construct 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 some criteria during an assessment, the assessor may suggest 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 NVQ standard, it will then be verified, and following successful verification an NVQ certificate will be issued to the successful candidate. This qualification will support a blue skilled worker's CSCS card application.

5.2 Process

Five steps to gaining an NVQ through OSAT

1. Enrol onto the NVQ Level 2 Diploma by completing the Candidate Registration and a Booking Form along with the registration fee and assessment fees.
2. Receive an induction and initial practical assessment on-site. This will be arranged between the individual, employer and ARCA assessor.
3. Once the on-site assessment is completed, the candidate will undertake a further assessment(s) at an ARCA Centre. This will comprise of a professional discussion based on plans of work that have been submitted to ARCA as part of the candidate's work based evidence.
4. When the ARCA assessor is satisfied with the candidate's portfolio of evidence (covering all five units), it will then be verified.
5. Following successful verification an NVQ certificate will be issued and can be used to apply for a CSCS card.

For a step-by-step process, please see the flow chart on page 17

5.3 Experience Candidate Assessment Route (ECAR)

The ECAR option to gain the NVQ Level 2 Diploma is for experienced asbestos removal operatives who require an NVQ qualification to gain a CSCS card

- It is unlikely that a candidate with fewer than three years' on-site experience will have the skills necessary for this method of assessment.
- Following a successful assessment and verification, an NVQ certificate will be issued to the candidate and this will support a blue skilled worker's CSCS card application.

Please note: a candidate does need to be experienced, confident and well prepared, as if a candidate does not achieve the ECAR assessment they will have to undertake the OSAT option to gain an NVQ, and on successful completion they can then apply for a blue skilled worker's CSCS card.

5.4 Content

As the candidate is experienced, no training will be required, therefore the candidate will undertake a thorough practical assessment, over one day, at an ARCA centre. This will enable the candidate to demonstrate practical skills across the requirements within the NVQ Level 2 Diploma criteria.

5.5 Process

Four steps to gaining an NVQ through ECAR.

1. Enrol onto the NVQ Level 2 Diploma by completing the Candidate Registration Form.
2. Receive an induction and thorough practical assessment at an ARCA centre. The candidate will also be issued with support documentation detailing the assessment requirements before commencing.
3. The assessor will undertake a professional discussion and undertake a thorough practical assessment of the candidate's knowledge and skills. If the ARCA assessor is satisfied with the candidate's assessment, it will then be internal verified before any final decision is made on the assessment outcome.
4. Following successful verification an NVQ certificate will be issued and can be used to apply for a CSCS card.

For a step-by-step process, please see the flow chart on page 18.

6. FREQUENTLY ASKED QUESTIONS AT ARCA ASSESSMENT CENTRE

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 get to an ARCA assessment centre?

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
- Assessment centre's rules and procedures for the assessment
- 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 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.

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 category being assessed, you should consult an ARCA assessor.

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

- Yes, you need to 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. Also, bring your own RPE, as it will be used as part of the assessment process. Ensure it is clean, dry, disassembled and you have a clean filter.
- Tools and equipment are provided by the assessment centre and 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.

6.6 Will I have to undertake full decontamination?

- All candidates undertaking this qualification you will be required to undertake a full decontamination procedure. Therefore, you need to ensure you are clean shaven on the day of your assessment. This decontamination procedure will involve taking a shower in the decontamination unit, disposable towels will be provided.

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

- Candidates may only refer to materials pre-issued by ARCA as part of their practical assessments. No additional materials will be allowed during assessments.

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

- Once the assessor indicates the assessment has started, you may not communicate with anyone without the authorisation of the assessor. Mobile telephones/tablets etc must not be used during the assessment process; they must be switched off and left outside before entering the assessment area.

6.9 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 of you undertaking practical tasks. Oral questions may be used during the practical tasks
- On the results of your written answers, where your depth of knowledge of the subject area will be checked in RSPH approved written tests. In some cases, photographs or simulations may be used

- The assessor is not the final arbiter of the decision as to whether 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

6.10 Is there a time period, by which time I have to have achieved my qualification?

- RSPH have time limits on their Level 2 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 credit 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.
- Subject to specific requirements for your qualification, approved the following maximum time limits for all competency-based qualifications, from the date of taking your first assessment:
 - Level 2 NVQ – Removal of Hazardous Waste (Construction) – Licensed Asbestos Removal – 1 year

6.11 What if I am unsuccessful?

- If you were undertaking a ECAR route, there will be no further ECAR assessments either as a re-sit or starting again from the beginning. The only option available will be to undertake an OSAT assessment. However, you will be allowed to use the evidence you've gained in the ECAR towards the OSAT assessment.
- You will be informed on the day assessor's decision which is subject to internal verification, the assessor will then forward all paperwork to the internal verifier to be verified and a 'training needs analyses' completed. This will be sent to yourself and the employer; you can then arrange to undertake reassessment. However, 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.

6.12 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.

6.13 Recommended assessment durations

The RSPH ECAR option shall be completed within 4 ½ hours

The above times are a minimum and based upon the time required for a suitably prepared experienced candidate.

7. ASSESSMENT PROCEDURE

Assessment will be undertaken over the period stated above. Candidates are required to follow the supplied plan of work.

Each of the units in this qualification must be assessed in a centre 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.
 - Operatives (Units T/615/4332; Unit R/615/4343; Unit Y/615/4341; Unit H/615/4343; Unit M/615/4345.)

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.

ECAR assessments are based upon candidates undertaking assessment using pre-defined assessment methods. Therefore, candidates that do not wish are unable to meet the ECAR assessment methods are encouraged to undertake the OSAT method of assessment.

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/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 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 Operative (Trained)	3 Years	<ul style="list-style-type: none"> • Less than 3 years' experience in the role of asbestos removal Operative • Valid (i.e. issued within the last 12 months) ARCA / ACAD / IATP / UKATA New Asbestos Operative / Asbestos Operative Refresher certificate (copy of certificate to be provided with application) • Completed a CITB HS&E test (operative test) or CCNSG Safety Passport within the last 2 years. 	No Operative must have achieved Level 2 NVQ** to apply for the Blue Asbestos Removal Operative Card.
Red	Asbestos Removal Operative (Experienced Worker)	1 Year	<ul style="list-style-type: none"> • More than 3 years' experience in the role of asbestos removal operative • Valid (i.e. issued within the last 12 months) ARCA / ACAD / IATP / UKATA New Asbestos Operative / Asbestos Operative Refresher certificate (copy of certificate to be provided with application) • Registration of Level 2 NVQ** • Completed a CITB HS&E test (Operative test) or CCNSG Safety Passport within the last 2 years. 	No Operative must have achieved Level 2 NVQ** to apply for the Blue Asbestos Removal Operative Card.

Blue	Asbestos Removal Operative	5 Years	<ul style="list-style-type: none"> • Level 2 NVQ** • Completed a CITB HS&E test (Operative test) or CCNSG Safety Passport within the last 2 years. 	Yes Operative can renew card with a valid (i.e. issued within the last 12 months) ARCA / ACAD / IATP / UKATA Asbestos Operatives Refresher certificate and completed a CITB HS&E test (operatives test) or CCNSG Safety Passport within the last 2 years.
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**Level 2 NVQ Diploma in Removal of Hazardous Waste (Construction) – Licensed Asbestos

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 15.0 General). A booking form is available at the end of this document or downloadable from www.arca.org.uk/training.

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. 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.
- assistance or the communication of information by one candidate to another in an assessment where this is not permitted (usually relevant only to examinations)
- 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.

12.1 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.

13. APPEALS

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

13.1 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, in writing, providing them with the relevant information about your appeal.

Stage 2

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

Stage 3

If you are still not satisfied – Your 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) 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 re-graded.

14. COMPLAINTS PROCEDURE

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

14.1 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

14.2 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.

14.3 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.

15. GENERAL

15.1 Data protection

All personal data that you provide will be processed and stored in accordance with the Association's GDPR Privacy and Cookies Policy which is available at www.arca.org.uk/arca-privacy-policy

15.2 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

15.3 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%).

15.4 Asbestos Removal Contractors Association (ARCA)

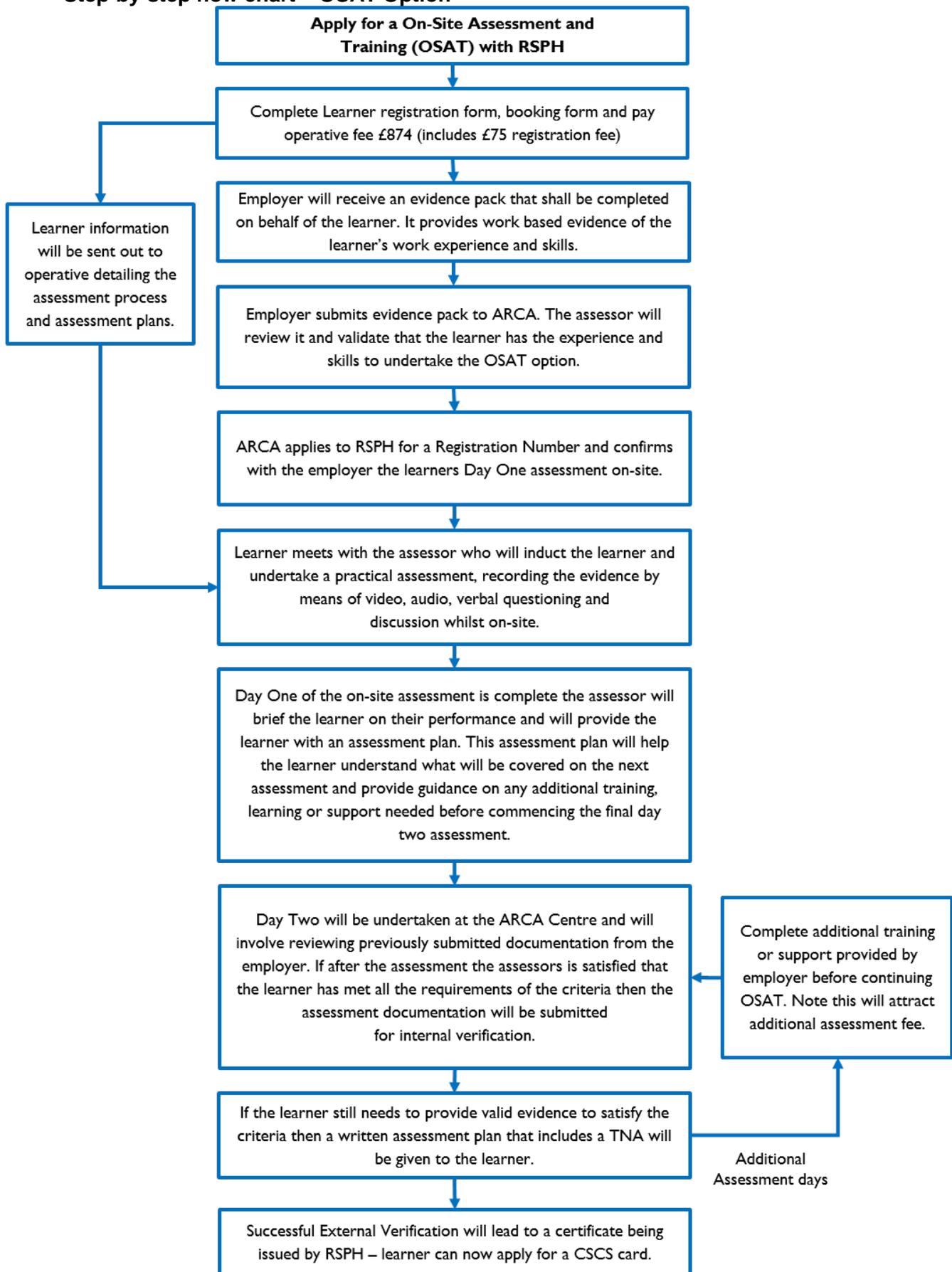
The Asbestos Removal Contractors Association is dedicated to promoting safety and professionalism throughout the licensed asbestos removal industry.

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.

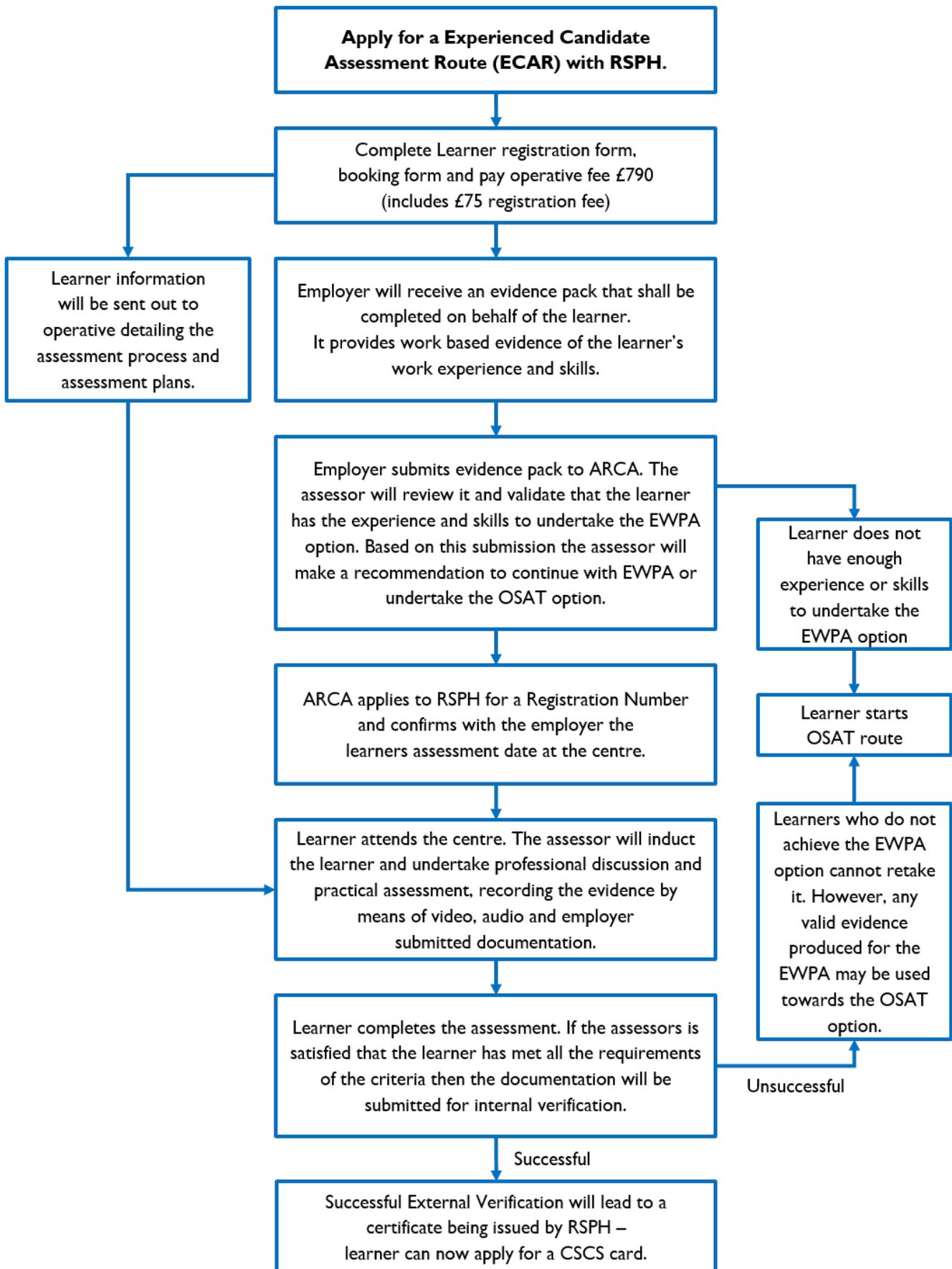
ARCA offers a wide range of training courses and qualifications to suit asbestos removal businesses and the individual worker needs, setting the benchmark for performance.

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

16. Appendices
Step-by-step flow chart – OSAT Option



Step-by-step flow chart – ECAR Option



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