



RSPH Level 3 Award in Asbestos Bulk Analysis

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. 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 Testing and Consultancy Association (ATaC) centre. If you have any queries, contact the centre and they will help you.

1.1 Scheme operator and partners

ATaC in partnership with RSPH have developed an asbestos bulk analysis qualification that will 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 and regular auditing of an individual conducting bulk analysis of types will be required to prove on-going competency and compliance with accredited procedures.

ATaC are the approved assessment centre for the delivery of the surveying 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.

Royal Society for 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. Scope

HSE Guidance Document HSG248 and UKAS document Lab 30 edition 3 Table 1. Individuals undertaking asbestos bulk analysis must have this qualification and participate in the Asbestos in Materials Scheme (AIMS) administered by the Health and Safety Laboratories. (HSL)

The ATaC qualification has been mapped to the requirements in both documents and the additional requirements of OfQual.

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. The Qualification

The qualification covers all elements and requirements for asbestos bulk analysis as described in HSG248 and UKAS document Lab 30 (Latest edition)

The qualification is Level 3 Award in Asbestos Bulk Analysis.

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

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 Asbestos Bulk Analysis

- 1 Know how polarised light microscopy can be used in the identification of asbestos fibres
- 2 Understand factors that may prevent the identification of asbestos fibres by Polarised Light Microscopy,
- 3 Know safety requirements for the use of polarised light microscopy in the identification of asbestos fibres,

4. Entry Requirements

4.1 Completing your application

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

If additional support reading and writing what are my options?

At the time of application please ensure that you notify the ATaC 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 you with guidance on the correct answers, they will ensure you have understood the question enabling you 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.

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

- a. 6 months' experience analysing company stock samples.
- b. Participate in internal QC scheme and External AIMS scheme.
- c. Familiar with HSG 248 'The Analysts Guide'
- d. Familiar with HSG 264 'Asbestos: The Survey Guide'
- e. Familiar with ACOP L143 'Working with materials containing asbestos.'

5. Assessment

5.1 Resource material

The assessment is based on the following HSE documents:

- a. The Health & Safety at Work etc. Act 1974
- b. L143 – Approved Code of Practice – Control of Asbestos regulations 2012
- c. HSG 264 – Asbestos: The Survey Guide
- d. HSG 248 – The Analysts Guide
- e. HSG 247 – The Licensed Contractors Guide
- f. HSG 53 – Respiratory Protective Equipment at Work. A practical guide.
- g. The Hazardous Waste Regulations 2005
- h. Asbestos and Man-Made Mineral Fibres in Buildings. Practical Guidance. Thomas Telford 1999.

5.2 Exam Only - Assessment at Candidates Premises

ATaC undertake assessments only at candidate's premises 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 undertake the exam day by arrangement at their premises, speak with the training administrator for facility requirements, 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.

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

- Witnessing the candidate analysing 6 No. AIMS samples
- Witnessing the candidate correctly using a stereo microscope and PLM microscope.
- Asking the candidate a number of questions relating to analysis and operating safely in the laboratory when dealing with chemicals and spillages.

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

6. Frequently Asked Questions.

What happens when I arrive for my assessment?

You will be asked to:

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

What must I be clear about before the course starts?

What will be made clear to all candidates is:

- a. What to do in the event of an emergency.
- c. Areas where access is prohibited to candidates.
- d. The general rules regarding your conduct whilst on the premises.
- e. Restrictions on communications with others during the assessment.
- f. How to communicate with the trainer and the assessor.

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

It is not a requirement of this course to undertake full decontamination but all candidates will be asked about emergency spillages and other safety procedures.

Can I use reference materials during the assessment?

During the written test paper, NO reference materials will be allowed as this part of the assessment is '**Closed Book**'.

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 that have been supplied during the course. 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 I talk to other candidates during the assessment process?

Once the assessor indicates that the assessment has started, you 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 candidates 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 & 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 during the assessment.
- e. With the practical assessment being '**Open Book**' the candidates must achieve 100% marks to obtain a pass.
- f. The assessor is not the final arbiter of any decision taken that the candidate has or has not achieved the criteria for a pass. Further scrutiny will be applied to all assessment decisions by an internal verifier. In addition, it may be further vetted by the external verifier.

6.1 Recommended assessment durations

75 minutes are allowed on the written test paper which equates to 3 minutes per question. Approximately 4 hours is allocated to the practical assessment covering:

- a. All oral questioning.
- b. Sample analysis.
- c. Safety questioning.

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 a pass mark, are not included.

What if I am 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 I be issued with if I am 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.

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

Renewing certificates

The RSPH Level 3 Award for Asbestos Bulk Analysis is an Ofqual regulated qualification and does not expire. Refresher training is a requirement of Regulation 10 of The Control of Asbestos Regulations 2012 and should be carried out annually.

7. Certification

7.1 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.

7.2 Conditions of certificate issue

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

- a. You will only make claims regarding certification with respect to the scope for which certification has been granted.
- b. You will 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. You will 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. 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.

7.3 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.

8. Construction Skills Certification Card (CSCS)

8.1 ATaC ARMI Skills Cards for Asbestos Analysts and Surveyors

Card image	Valid for	Requirements	Renewable
	3 Years	<ul style="list-style-type: none"> Registered on the Trailblazer Apprenticeship for Asbestos Surveyor and Analyst and 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.
	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 RSPH Level 3 in Asbestos Surveying, or BOHS P402, or BOHS S301 + Oral and 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.

8.2 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 Testing and Clearance Procedures, or BOHS P403 and P404, or BOHS S301 + Oral and 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.

8.3 ATaC ARMI Skills Cards for Asbestos Surveyors

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 Surveying, or BOHS P402, or BOHS S301 + Oral and 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.

9. Standards of service

9.1 Upon booking

Ensure the candidates 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 15.0 General). A booking form is available on request from an ATaC administrator or downloadable from www.atac.org.uk

9.2 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.

9.3 Verification

The candidate's 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 10 working days.

9.4 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.

9.5 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.

10. 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.

11. Appeals

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

11.1 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.

12. Complaints Procedure

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

12.1 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

12.2 What happens next?

We will notify candidates of receipt of their complaint and the Training Manager will aim to respond 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 ATaC Chair of the Association. Pending investigation, the candidate will be advised of any outcomes accordingly. The ATaC Chair's decision is final.

12.3 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.

13. General

13.1 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](#)

13.2 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.

13.3 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).

13.4 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.

14. 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.

