



Duty to Manage Training Extension to Asbestos Awareness

Course Prerequisites

The learner must have completed a verified (through certification) asbestos awareness course within the last 12 months with a suitably recognised training provider. The asbestos awareness course can be attended immediately prior to the duty to manage course.

This unit has five learning outcomes.

| LEARNING OUTCOMES | ASSESSMENT CRITERIA |
|---|---|
| <p>The learner should be able to:</p> | <p>The learner can:</p> |
| <p>1. Identify the requirements of the Duty to Manage Asbestos in Non-domestic Premises</p> | <ul style="list-style-type: none"> a) Identify the main statutory provisions that protect people in the workplace b) Identify where the duty to manage applies c) Identify the duty holder and the extent of responsibility d) Describe cooperation with the duty holder and delegated tasks e) Outline the duties of the duty holder / designated coordinator |

| LEARNING OUTCOMES | ASSESSMENT CRITERIA |
|---|--|
| The learner should be able to: | The learner can: |
| <p>2. Understand the requirements for asbestos surveying and the differing types of surveys</p> | <p>a) State what is meant by ACMs and identify the difference between ‘asbestos’ and ‘ACMs’</p> <p>b) Identify the uses and likely occurrence of asbestos and ACMs in buildings, equipment, plant etc</p> <p>c) Outline the different types of survey and when these would be required</p> <p>d) Outline the planning of a survey including the importance of a robust survey plan</p> <p>e) Summarise the process of surveying, sampling and analysis including requirements of the duty holder during the process</p> <p>f) Outline the use of material and priority assessments</p> |
| <p>3. Outline the requirements and contents of asbestos survey reports</p> | <p>a) List the required contents of a survey report</p> <p>b) Describe the quality control measures to be implemented on receipt of a survey report</p> <p>c) Outline the layout and presentation of survey data for ease of use</p> <p>d) Describe the use of surveyor conclusions and recommendations</p> |

| LEARNING OUTCOMES | ASSESSMENT CRITERIA |
|---|---|
| <p>The learner should be able to:</p> | <p>The learner can:</p> |
| <p>4. Outline the requirements and contents of asbestos management plans</p> | <ul style="list-style-type: none"> a) Discuss the necessary steps to manage identified ACMs in buildings b) Describe the conversion of survey data into a working asbestos register c) Outline the on-going management actions required to minimise exposure to asbestos d) List the required contents of an asbestos management plan e) Outline the requirement for the review of asbestos management plans as well as requirement for the review of ACMs present |
| <p>5. Outline licensable, non-licensable and notifiable non-licensable work with asbestos and the requirements for each</p> | <ul style="list-style-type: none"> a) Describe what constitutes non-licensed work with asbestos and outline the process and controls used b) Describe what constitutes notifiable non-licensed work with asbestos and outline the process and controls used c) Describe what constitutes licensed work with asbestos and outline the process and controls used d) Discuss steps required for project specification and preparation of plans of work under CAR 2012 and CDM 2015 |

Outline of Course Content

The content of this course is designed to provide anyone requiring an overview of managing asbestos containing materials in buildings in line with regulatory requirements laid out in Control of Asbestos Regulations 2012.

Outline of Proposed Learning Activities / Approach to Delivery

The training will cover the topics in appropriate detail, by means of both written and oral presentation, and by demonstration as necessary.

Outline of Resources / Bibliography (as appropriate)

- Control of Asbestos Regulations 2012
- Asbestos: The licensed contractors’ guide (HSG247)
- Asbestos: The survey guide (HSG264)
- Asbestos essentials: A task manual for building, maintenance and allied trades on non-licensed asbestos work (HSG210)

Assessment Methods / Tasks

Assessment Evidence

A question and answer session will be held at the end of each module to ensure each learner has reached the necessary level of understanding.

Tutor assessment of learner performance during practical sessions with continual oral feedback.

A timed, invigilated, closed-book written examination will be individually completed by each learner at the end of the course, with 80% being the pass mark.

The end of course written paper will draw at least 30 short answer and multiple-choice questions from a module-based question bank, to include no less than three questions from each module.

Completed exam papers are retained by the course provider.

Written and / or Multiple Choice Assessment covering LO1-LO6

Grade Descriptors

80% pass mark (pass / fail)

Course Length

Face to face course must take a minimum of 3 hours (excluding breaks) to complete.