

## **E-Learning Duty to Manage Training Extension to Asbestos Awareness**

### **Course Prerequisites**

The learner should have completed an asbestos awareness course within the last 12 months with a suitably recognised training provider. The (E-learning) asbestos awareness course can be attended immediately prior to the duty to manage course.

This unit has five learning outcomes.

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The learner should be able to:</b>	<b>The learner can:</b>
1. Identify the requirements of the Duty to Manage Asbestos in Non-domestic Premises	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
<p><b>The learner should be able to:</b></p>	<p><b>The learner can:</b></p>
<p>2. Understand the requirements for asbestos surveying and the differing types of surveys</p>	<ul style="list-style-type: none"> <li>a) State what is meant by ACMs and identify the difference between ‘asbestos’ and ‘ACMs’</li> <li>b) Identify the uses and likely occurrence of asbestos and ACMs in buildings, equipment, plant etc</li> <li>c) Outline the different types of survey and when these would be required</li> <li>d) Outline the planning of a survey including the importance of a robust survey plan</li> <li>e) Summarise the process of surveying, sampling and analysis including requirements of the duty holder during the process</li> <li>f) Outline the use of material and priority assessments</li> </ul>
<p>3. Outline the requirements and contents of asbestos survey reports</p>	<ul style="list-style-type: none"> <li>a) List the required contents of a survey report</li> <li>b) Describe the quality control measures to be implemented on receipt of a survey report</li> <li>c) Outline the layout and presentation of survey data for ease of use</li> <li>d) Describe the use of surveyor conclusions and recommendations</li> </ul>

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

**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, video, animation and voice-over (oral) presentation 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**

One of the following assessment methods must be used:

Assessment Method 1

A question and answer session consisting of multiple choice questions to include no less than five questions from each module will be held at the end of each module to ensure each learner has reached the necessary level of understanding before moving on to the next module.

Assessment Method 2

A question and answer session consisting of multiple choice questions to include no less than five questions from each module will be held at the end of the E-learning course to ensure each learner has reached the necessary level of understanding.

Multiple Choice Assessment covering LO1-LO6

Certificate must make it clear that the course passed was E-learning.

**Grade Descriptors**

80% pass mark (pass / fail)

**Course Length**

E-learning course must take a minimum of 90 minutes to complete.