



UK ASBESTOS TRAINING ASSOCIATION

GUIDANCE

ADDITIONAL COURSE ANNUAL APPLICATION

DUTY TO MANAGE

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ADDITIONAL COURSE – DUTY TO MANAGE
ANNUAL APPLICATION GUIDANCE

Contents

Title	Page No
Definitions	3 – 4
Introduction	5
Syllabus	5
Fees	5
Criteria	5
Annual Application	5
Additional Course Annual Approval	6
Continuing Obligations	6

DEFINITIONS

In this Guidance Document, unless the context otherwise requires:

Additional Course means a UKATA course available from the Portfolio of Additional Course Syllabi;

Approved Training means the delivery of training by a Tutor who has met the required standards for training;

Audit means an objective examination and evaluation of an asbestos training course by an Auditor engaged by UKATA;

CPD means Continued Professional Development for all registered Tutors;

Certificate Generator means the online software owned by UKATA which Members must use to generate certificates for all UKATA approved asbestos training;

Employed means a person who is employed under a contract of employment for a Member and is paid by that Member as an employee, and treated by HMRC as an employee;

Fees mean the fees payable by a Member relating to their Membership as described in their invoice sent by the Association, incorporating the fees as more particularly described in the Fee Schedule;

File Handler means the designated Member of the UKATA operational team who supports the individual Member;

General Manager means the General Manager of the Association or any other person appointed to perform the duties of the General Manager;

Guidance means codes of practice or other recommendation made by the Association which are supplemental to the Rules, but in the event of any conflict between the Guidance and the Rules, the Rules take precedence;

HSE means the Health and Safety Executive;

Member means an organisation, company, individual who has satisfied the criteria of membership;

Policy or Policies means a document which contains the Association's approach and requirements regarding the Rules;

Sanctions means the Sanctions which may be applied by the Association in the event of a breach of the Rules by a Member, which may include suspension from the Certificate Generator, suspension from membership or termination;

Specification Document means a formal document which sets out the compulsory requirements in terms of capabilities, appearance and interactions with users for a product or service;

Syllabus or Syllabi means a document that communicates course information and defines expectations and responsibilities;

Tutor means an individual engaged or employed by a Member to deliver Approved Training;

UKATA means UK Asbestos Training Association Limited;

Verification means the process of verifying that training has met the requirements of the relevant standards, Syllabi, Guidance and appropriate Specification Documents.

Verifier means an appointed individual responsible for evaluating training materials to ensure compliance with the relevant Syllabi.

INTRODUCTION

1. UKATA provides the opportunity for Members to apply for approval of an Additional Course from the [Portfolio of Additional Course Syllabi](#) available.
2. Members must comply with the relevant annual application process, course Syllabi, Policies, Guidance and appropriate Specification Documents in order to gain and retain the Additional Course approval. Failure to meet these requirements may result in the Additional Course being withdrawn from the Member.

SYLLABUS

3. This application Guidance relates to the Duty to Manage Syllabus. The latest Syllabi can be found on the UKATA website, www.ukata.org.uk/resources-area/.

FEES

4. This Additional Course will be subject to an Annual Additional Course Approval Fee in accordance with the [Fee Schedule](#).

CRITERIA

5. A Member will not be permitted to apply for approval of, or continuation of, an Additional Course if they are subject to Sanctions.

ANNUAL APPLICATION

6. UKATA shall notify Members of the application requirements two months prior to the Member's Additional Course approval expiry date, accompanied by the relevant pro forma invoice.
7. The annual application form and supporting documents, as outlined in the notification email, must be received prior to the Member's Additional Course approval expiry date.
 - a) Members who do not submit their application and supporting documents prior to the Additional Course approval expiry date will not be processed for annual Additional Course approval and their Additional Course approval will organically expire on the Additional Course approval expiry date.
 - b) Members who withdraw their application will be deemed to have failed the application process and their application will not be processed for annual approval.
8. Payment for the annual application, as outlined on the pro forma invoice, must be received in full with cleared funds prior to the Additional Course approval expiry date.
9. Members who fail to pay by the Additional Course approval expiry date will not be processed for annual approval and their Additional Course approval will organically expire on their Additional Course approval expiry date.

ADDITIONAL COURSE ANNUAL APPROVAL

10. Upon receipt of payment, the annual application form and supporting documents, the Member's File Handler shall confirm the annual Additional Course approval.

CONTINUING OBLIGATIONS

11. All Members must continue to uphold the standards set by UKATA for Additional Courses.
12. Training materials verified and approved by UKATA must be the training materials used when delivering UKATA training.
13. UKATA shall inform Members of any changes required to training materials which may include, but is not limited to:
 - a) Changes in HSE Regulations and supporting ACoP and guidance;
 - b) Changes in epidemiology;
 - c) Changes to UKATA information slides or best practice guidelines;
 - d) Changes to the UKATA Syllabi.
14. Subject to paragraph 13 above, course materials cannot be changed throughout the Additional Course approval period. Any change must be notified to UKATA and may be subject to a Verification Fee.
15. UKATA reserve the right to request the resubmission of course materials and/or require an Audit of course delivery at any time. In such circumstances fees may apply which will be borne by the Member.
16. UKATA may, at its absolute discretion, commission an Auditor to undertake a spot check Audit upon a Member, at no cost to the Member. UKATA shall not be required to give reason to the Member for this action but if UKATA consider that the Audit so undertaken is materially less acceptable than the Audit upon which the current Additional Course approval is based, then the spot check Audit supersedes the initial Audit and the Additional Course application process shall be resurrected. Costs associated with that Additional Course application will be borne by the Member.
17. Each Member must have an Employed and audited Tutor at the highest level of membership and must maintain suitable professional competency and up to date CPD. Should the Employed and audited Tutor leave the Member's organisation UKATA require Members to notify them of any change to the Members Employed Tutor. The Member must replace the Employed Tutor or cease to offer Approved Training services. Failure to replace the Employed and audited Tutor will result in Sanctions being imposed on a Member.
18. Should the Employed and audited Tutor approved to deliver the Additional Course leave the Member's organisation, Sanctions will apply.