



UK ASBESTOS TRAINING ASSOCIATION

ADDITIONAL COURSE SPECIFICATION DOCUMENT

ASBESTOS AWARENESS E-LEARNING

Document No:	MSD001
Issue Date:	18/09/2017
Issue No:	01

ADDITIONAL COURSE – ASBESTOS AWARENESS E-LEARNING
SPECIFICATION DOCUMENT

Contents

Title	Page No
Definitions	3 – 4
Introduction	5
Course development	5 – 6
Course purchase process	6 – 7
The course	7 – 9
Final exam	9
The system	9 – 11

DEFINITIONS

In this Specification Document, unless the context otherwise requires:

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

Asbestos Awareness Training means training for those persons who are liable to disturb asbestos whilst carrying out their normal everyday work, or who may influence how work is carried out, or other such similar wording that has the same meaning under current UK legislation;

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

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

Delegate means an individual who may undertake or who has undertaken the E-Learning course;

Developer means a company or individual concerned with the software development process, including the design, programming and testing;

E-Learning means learning conducted via electronic media;

E-Learning Platform means a software application for the administration, documentation, tracking, reporting and delivery of asbestos awareness training.

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;

Live API Key means a live code provided to the Member for the automatic generation of certificates within a live environment on the Certificate Generator using an application programming interface;

Learning Management System (“LMS”) means a software application for the administration, documentation, tracking, reporting and delivery of asbestos awareness training.

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

Quality Management mean Audits conducted by UKATA at regular intervals throughout the term of E-Learning approval;

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;

Test API Key means a test code provided to the Member for the automatic generation of certificates within a test environment on the Certificate Generator using an application programming interface;

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.

INTRODUCTION

UKATA has adopted the view that Asbestos Awareness E-Learning is accepted by the HSE as stipulated in Regulation 10 of the Control of Asbestos Regulations 2012 and the supporting Approved Code of Practice.

UKATA recommends the following programme for Asbestos Awareness Training:

Year 1	Asbestos Awareness	Face to face (classroom)
Year 2	Asbestos Awareness Refresher	Face to face (classroom) or E-Learning
Year 3	Asbestos Awareness	Face to face (classroom)
Year 4	Asbestos Awareness Refresher	Face to face (classroom) or E-Learning
Year 5	Asbestos Awareness	Face to face (classroom)
Year 6	Asbestos Awareness Refresher	Face to face (classroom) or E-Learning
<i>Ad infinitum</i>		

UKATA believes that Asbestos Awareness Training should be delivered by face to face (classroom) training and that E-Learning is suited for refresher training when used in conjunction with face to face training.

COURSE DEVELOPMENT

1. The Member must have an “asbestos competent person” on the development team. Competence is defined as complying with Rule 78 of the UKATA [Rules of Membership](#) and as defined in the [Guidance on Tutor Registration](#).
2. The course must follow the [Asbestos Awareness Syllabus](#).
3. The development of the course training material must be the work of the Member. The Member must have overall control of the development process.
4. The course must be divided into modules. The structure of the training course may vary from Member to Member but the topics must have a minimum of four modules, in accordance with the Asbestos Awareness Syllabus as follows:
 - a) Types, properties health effects of asbestos
 - b) Uses of Asbestos and likely locations of ACMs in buildings and plant
 - c) How to avoid exposure to asbestos, including Emergency Procedures
 - d) Asbestos legislation
5. The course must be designed so that elements/pages cannot be skipped.
6. The course must be robust and ensure systems are in place to ensure it cannot be bypassed to expedite the process of obtaining a UKATA Asbestos Awareness E-Learning Certificate.
7. The course will require a minimum time display on the page or a countdown timer to ensure Delegates are aware of the duration, which will be deemed to be a sufficient time for the average person to read and understand the material.
8. Each module must be studied sequentially.

9. The course must be designed so that Delegates cannot progress to the next module unless modular exams are successfully passed. Paragraphs 39 and 40 refer.
10. The Developer must include interactive elements throughout the course (where possible) to keep the Delegate engaged.
11. For testing purposes only, the Member will be provided with a Test API Key to link to the Certificate Generator.
 - a) The Test API Key must not be displayed in the public domain or be visible to any persons other than the Member and a Member's Developer who has received express permission from UKATA.
 - b) The Test API Key must not be manipulated or altered in any way.
12. The Member will be provided with a Live API Key when the Verification has been completed and the Member approved to offer this Additional Course.
 - a) The Live API Key must not be displayed in the public domain or be visible to any persons other than the Member and a Member's Developer who has received express permission from UKATA.
 - b) The Live API Key must not be manipulated or altered in any way.
13. A screen size of 10 inches or more is strongly recommended, although a screen size of 7 inches is an absolute minimum requirement. The hardware device must also support a mechanism for video in the format offered by Members offering UKATA E-Learning.
14. Members must advise paragraph 13 to all Delegates and must not promote the use of mobile phones as a device to complete the course. Paragraph 23 also refers.
15. The course should include 'voice overs' within the learning pages, to assist Delegates with additional needs, e.g. Delegates with sight impairment, to understand the training materials.
16. The course must include and allow the Delegates to agree the limitations of the training course, along with an agreement statement confirming that the Delegate is the individual who will be named on the certificate gained from successfully completing the course. Paragraphs 26 and 27 refer.
17. The course must run for a minimum time of 2 hours (including the final exam).

COURSE PURCHASE PROCESS

18. All Members offering Asbestos Awareness E-Learning as an Additional Course must ensure that the following is adhered to at the point of advertising the course and also at the point of sale.
19. The Member must ensure that the course is explained prior to allowing a customer to purchase the course. This would need to explain the principles of the course and the limitations of the course being offered. This must be clearly stated and have a minimum of the following:

Limitations

“This training course is designed to provide Delegates with an understanding of asbestos ONLY, it will not provide information on how to carry out ANY work with asbestos. This is a UKATA approved Asbestos Awareness E-Learning course and is aimed at workers who are likely to be exposed to asbestos but not intentionally work with asbestos”.

20. UKATA appreciates that there are many ways that E-Learning courses can be purchased. The Member must ensure that whatever means of purchase, all legislative requirements for that purchase route are met and adhered to.
21. Once payment is received, the Member will provide a unique login and password to the purchaser. This unique login should be accessible by the Members back office to monitor the Delegate throughout the process of undertaking the E-Learning course.
22. The training course must be accessible at all times to allow Delegates to login and complete the training. There may be occasions when maintenance of the system is required, which is understandable. Delegates must be informed about maintenance and be aware of the dates and times the system will be under maintenance and not accessible.
23. Clear guidance must be given to the E-Learning Delegate at point of purchase in respect to a ‘suitable environment’ for the studying of the course, along with the ‘suitability of hardware’ to be used by the Delegate for course study.

Suitable Environment

“We recommend the course is undertaken in a quiet learning environment, free from distraction and interruption.”

Suitability of Hardware

“Whilst every effort is made to ensure our E-Learning is suitable across all devices, we suggest you ensure your web browser is current. UKATA E-Learning standards strongly recommend a screen size of 10" although a screen size of 7" is an absolute minimum requirement. The best device would be a computer or Laptop, but the course can be completed on a tablet device. The device you use must have sound enabled as the course includes voiceovers to enhance the learning experience.”

THE COURSE

24. Delegates wishing to complete the Asbestos Awareness E-Learning course, having been provided with a unique login, will access the site via a website page with clear instructions of the login process.
25. At the time of logging into the Member’s system, Delegates must complete their personal details, in particular, their username (if not already provided) and their email address to which the certificate will be sent. Members may request additional information from Delegates which is not a requirement of UKATA. In such circumstances, Members are reminded about their obligations of the Data Protection Act.

26. After Delegates have logged into the system, they must read and accept the limitations of the training course and the Member must record this acceptance. The minimum statement of limitation should include, but is not limited to:

Statement of Limitation

"I agree that this course is an Asbestos Awareness Course - This course is designed to provide me with an awareness of asbestos ONLY and does not allow me to carry out ANY work with asbestos containing materials. Should I need to work with asbestos, I understand that further training WILL be required in accordance with the Control of Asbestos Regulations 2012."

27. Delegates must read and accept the statement of identity confirming that they are the individual registered to undertake the course and are not completing the course on behalf of another individual. The minimum script for the statement must include, but is not limited to:

Statement of Identity

"I, as the Delegate named, undertaking this E-Learning Asbestos Awareness course, agree to the terms and conditions provided. I also confirm that I will read and understand the training materials provided, and will undertake the test, and confirm that completion of the test is my own work. I also understand that should I be unsuccessful I can re-sit the test. I understand that the information provided by me above is confidential and will be held on file in accordance with the Data Protection Act."

28. Clear instruction of the use and navigation of the training course must be provided to Delegates sitting the course.
29. The UKATA Statement of Limitation (UKATA warning slides) must be displayed and explained to Delegates sitting the course.
30. The course must be sectioned into modules as stated in paragraph 4. Additional modules can be added as the Developer requires.
31. Each module will provide the relevant information as per the Asbestos Awareness Syllabus.
32. Each module will be further sectioned into pages for Delegates to view and gain the information required as part of the learning module.
33. Each page must run concurrently and demonstrate progressive learning.
34. Each page must be set for a period of time to ensure that Delegates remain on that page to absorb and understand the information provided.
35. It must not be possible to skip or fast forward pages to reduce the time spent on a given module.
36. After each page has been accessed and the module completed, Delegates must be tested on their knowledge and understanding of the material witnessed in the form of a modular exam.
37. Each modular exam must consist of at least three multiple choice questions.

38. The modular exam questions must reflect the information provided in the respective module, to ascertain knowledge gained.
39. Delegates must not by any means, be able to progress to the next module until 100% achieved on the modular exam.
40. Delegates can be permitted up to three attempts to complete the modular questions.
 - a) If Delegates are successful within three attempts they will then be able to progress to the next module.
 - b) If Delegates are unsuccessful within three attempts they will then be taken back to the beginning of that module to study the content again. At this stage, Delegates can be permitted to skip the content and any timer removed, for that module only.

FINAL EXAM

41. After successful completion of the modules and modular exams, Delegates must complete the final exam.
42. The final exam must consist of a minimum of 15 multiple choice questions.
43. The questions used must be taken from the UKATA Asbestos Awareness Question Bank.
44. Delegates will be allowed a maximum of 40 minutes to complete the final exam.
45. Pass mark 80%. (12 out of 15 correct)
46. Delegates will be given a maximum of two attempts to pass the final exam.
47. Failure to achieve the required pass mark will result in Delegates being required to re-sit the examination under exam conditions. If Delegates further fail the second attempt then they will be required to re-sit the course in its entirety.
48. The Developer must have a provision to monitor the final exam for each Delegate and provide feedback on the results of questions answered correctly and incorrectly. UKATA considers this to be part of the learning experience and must be accessible after the course has been completed and successfully passed.

THE SYSTEM

49. The system must be web based to allow for upgrading as a consequence to changes in Regulations, Guidance etc.

50. The system must include Tutor support accessible via email and telephone within a reasonable amount of time during business hours and must be clear and visible throughout the entire course.
51. The site must be simple and clear to navigate throughout and be user friendly for the Delegates sitting the course.
52. Upon successful completion of the course the system must automatically generate a unique certificate for Delegates via the Certificate Generator.
53. The system must have a robust method of identifying the Delegate sitting the course. This must include full name on the certificate and evidence of the accepted statement of identity, as outlined in paragraph 27 of this document.
54. The system must have a robust method of monitoring and recording a Delegate's online activity and behaviour whilst undertaking the course, including but not limited to:
 - a) Time taken to complete the whole course,
 - b) Time taken to complete each module,
 - c) Result of the modular exam and number of attempts,
 - d) Time taken to complete the final exam,
 - e) Result of the final exam and number of attempts,
 - f) Login and logoff dates and times.
55. UKATA reserves the right to request that Members provide data or evidence, at any time, or as part of Quality Management Audits, to ensure compliance with this Specification Document. Failure to provide this information when requested within a suitable timescale, will result in Sanctions being applied in accordance with the Rules of the Membership. Any costs incurred in providing this data or evidence will be borne by the Member.
56. The system must be robust and accessible online at all times.
57. The system must ensure the course cannot be bypassed to expedite the process of obtaining a UKATA Asbestos Awareness E-Learning Certificate.
58. Continuous monitoring of the system by the Member is essential to ensure no unauthorised intrusion by any third party.
59. Issues around JavaScript must be considered when developing the system to ensure the course cannot be bypassed or skipped if JavaScript is disabled.
60. The Learning Management System ("LMS") or E-Learning Platform must be securely hosted (preferably on a dedicated private server hosted in a secure data centre). The LMS must remain the property of the Member and the reselling of the LMS is strictly forbidden. Failure to ensure the total control of the LMS will result in Sanctions being applied in accordance with the Rules of Membership.

61. All server hardware must be protected by a firewall appliance and evidence of this may be requested by UKATA.
62. Site backups and daily database backups must be conducted and backups stored off site.