

## UKATA Standards For E-Learning

### Four elements to the Learning Package:

- **Development of the Course**
- **The Course itself**
- **The Delivery System**
- **Operations**

### 1. Development

- 1.1 The developer must have an “asbestos competent person” on the development team.  
Competence is defined as complying with Section 2.4 of the UKATA Rules of Membership 2011 as revised on 07.03.11.

### 2. The Course

- 2.1 Follow the UKATA defined syllabus.  
2.2 Statement of “limitation” at the start of the course.  
2.3 Course divided into modules with questions at end of each module.  
2.4 Each module must be studied sequentially.  
2.5 Cannot progress from module unless questions answered successfully.  
2.6 Use questions from UKATA data bank.  
2.7 Specify a time limit for answering question.  
2.8 Core questions must be identified and answered correctly AND an overall pass of at least 80%.  
2.9 TNA if Course is used for Refresher Training – automatic diversion to appropriate sections/modules of the course.

### 3. The System

- 3.1 Web based to allow for upgrading after changes in Regulations, Guidance, etc.  
3.2 Tutor support (virtual classroom).  
3.3 Clear identification of user support.  
(3.1 to 3.3 represent the Learning Management System – LMS)  
3.4 Site easily and clearly navigable – full instructions to be given on screen.  
3.5 Automatically generate unique certificate.  
3.6 Certificate must comply with UKATA specification.  
3.7 Robust method of identifying person sitting the course.  
3.8 User must have a unique log in details (password) and reference number.  
3.9 User must complete Course Provider’s terms and conditions of use.

### 4. Operations

- 4.1 Computer system must be robust and constantly available on line.  
4.2 The LMS must be securely hosted, preferably on a dedicated private server hosted in a secure data centre.  
4.3 All server hardware must be protected by a firewall appliance.  
4.4 Daily database backups required with backups stored off site.