UKATA Syllabus

DTM02

Duty to Manage Asbestos (Overview) for the Housing Sector

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- AA: Asbestos Awareness
- NL: Non-Licensed
- LW: Licensed Work
- ✓ **DTM: Duty to Manage**
- AM: Asbestos Management
- AS: Analyst/Surveyor
- RP: RPE/PPE
- SMG: Soil & Made Ground
- OH: Occupational Hazards

UKATA is a leading non-profit association dedicated to improving the quality and standards of asbestos, silica and dust control training.

Recognition and Grants

This UKATA syllabus has been mapped against the CITB standard and is available for grant payments to levy registered employers.

Training Type	Grant Tier	Grant Rate	Grant Code
Initial	1	Up to 50% of training cost	GET2220

UKATA is a Member of The CPD Certification Service providing recognised independent CPD accreditation compatible with global CPD principles.

This UKATA syllabus has been reviewed and independently certified as being suitable for CPD purposes by The CPD Certification Service.

UKATA holds ISO 9001 certification and continues to maintain the quality standard through annual auditing. ISO 9001 is a global standard for quality management systems (QMS), requiring organisations to demonstrate that their internal procedures meet rigorous guidelines, ensuring consistent delivery of quality products and services to customers and stakeholders.

Contents

Title	Page No
1. Course Title	4
2. Introduction	4
3. Purpose/Scope	4
4. Occupational Relevance	4
5. Duration	4
6. Learner Pre-Requisites	4
7. Individual Learning Needs	4
8. Instruction/Supervision	5
9. Delivery	5
10. Assessment	5
11. Quality Assurance	6
12. Renewal/Refresher	6
13. Approval Date	6
14. Review Cycle	6
15. Additional Resources	6
16. Learning Outcomes	7
17. Required Course Content	8

1. Course Title

Duty to Manage Asbestos (Overview) for the Housing Sector

2. Introduction

This syllabus sets out the guidance issued by UKATA for the provision of duty to manage asbestos overview training for employees within the housing sector. It offers an overview of managing asbestos-containing materials (ACMs) in residential buildings, in accordance with the Control of Asbestos Regulations 2012 (CAR 2012).

This document provides the syllabus for the training along with guidance on the minimum content of all courses. Tutors can offer bespoke or tailored training for the remainder of any training session, but the core content must be adhered to.

3. Purpose/Scope

The purpose of this training is to equip learners from the housing sector with a thorough understanding of the legislative requirements outlined in the Control of Asbestos Regulations 2012 (CAR 2012). Emphasising the identification of the Duty Holder's role and responsibilities, the various types of asbestos surveys, expectations from these assessments, and the essential components of an effective asbestos management plan. This training aims to address the distinct challenges and regulatory demands faced in managing asbestos within residential properties. This ensures that learners are well-prepared to apply their knowledge effectively in their roles.

4. Occupational Relevance

Any persons in the housing sector who requires an overview of the duty to manage and legislative requirements. This would normally include, but is not limited to duty holder's assistants, appointed persons assistants, building owners, landlords, sublessors, managing agents etc. and any person assisting duty holders in the compliance with CAR 2012 Regulation 4, as well as other statutory legislation that is specific to housing providers such as The Housing Act 2004 / The Housing (Scotland) Act 2014. Some learners may require a more advanced course which is specific to their area of work such as but not limited to duty holders and appointed persons.

5. Duration

Minimum of 3.5 learning hours.
(This includes the time allocated for the final exam)

6. Learner Pre-requisite

Learners are required to have successfully completed a UKATA Asbestos Awareness course within the last 6 months. Proof of this training must be verified by the training provider and should be dated no earlier than six months prior to the start of the course. If the Asbestos Awareness certification has expired beyond this six-month window, learners must undertake a new UKATA Asbestos Awareness course.

7. Individual Learning Needs

The tutor must assess each learner's individual needs before the course begins and adapt the training accordingly.

8. Instruction/Supervision

As a minimum, tutors must meet the following criteria:

- Tutors must have a minimum of at least three years' experience (within the past five years) in the health and safety sector or at least three years' experience (within the past five years) in the asbestos industry which may include, surveying, analytical, removal, consultancy, training, management etc.
- Hold a suitable asbestos qualification recognised by the asbestos industry, which may include: asbestos surveying, asbestos management or asbestos removal, or other such qualifications that UKATA deems to be acceptable.
- Hold a recognised trainer qualification, i.e., Level 3 Award in Education and Training, or must achieve this qualification within 12 months of registration with UKATA.
- A successful UKATA Audit, or an internal Audit undertaken by the Member company they are working for at the highest category of training the Tutor will deliver on behalf of the Member.
- After meeting the above criteria, the Tutor is required to pass the UKATA Duty to Manage Tutor Knowledge Test.

9. Delivery

Training must be delivered in a suitable environment and in accordance with the UKATA Training Centre & Equipment Minimum Standards. All equipment must be of a suitable quality and quantity for learners to achieve learning outcomes and must comply with relevant legislation.

The class size and tutor to learner ratio must allow training to be delivered in a safe manner and enable learners to achieve learning outcomes. The approved training delivery methods for this training along with the maximum tutor to learner ratios are:

Classroom: 1:12
Virtual Classroom: 1:10

10. Assessment

Attainment of the learning outcomes will be assessed by a multiple-choice exam consisting of at least 30 questions taken from the UKATA question bank and sat under exam conditions. At the discretion of the tutor, learners shall be permitted to refer to any notes they make during the training session, or the training manual/notes provided by the tutor.

Learners will be required to achieve a score of at least 24 out of 30 (80%) in the exam. Failure to achieve this will result in the learner requiring to re-sit the exam under exam conditions. If a learner fails the second attempt, they will be required to re-sit the course in its entirety.

The exam should have a completion time of approximately 40 minutes, though this is intended as a guideline. Tutors should accommodate the diverse needs of learners, which may include reading the questions aloud when necessary. However, no assistance may be provided in answering the questions.

11. Quality Assurance

Quality assurance against this syllabus requires verification and approval of the presentation materials, exam papers, course handouts and tutor narrative. Independent audits are carried out to demonstrate conformity with the training standards set by UKATA and each tutor maintains a CPD record that aligns with the UKATA Tutor Competency Framework.

UKATA prides itself on numerous accreditations and certifications that reflect our commitment to the highest standards of service and quality. A detailed list of these can be accessed at: UKATA Accreditations.

12. Renewal/Refresher

Certification for this training course will be valid for one year.

It is recommended that renewal/refresher training is carried out as necessary.

Refresher training should be considered if there are changes in work methods or if gaps in competency are identified through a Training Needs Assessment (TNA). It is essential to note that Regulation 10 of the Approved Code of Practice (ACoP) mandates employers to ensure that supervisors of employees who may disturb asbestos during their duties receive adequate information, instruction, and training. This training must be sufficient to enable them to perform their tasks safely and competently, thereby minimising the risk to themselves and others.

The duration of refresher training is determined by a training needs analysis (TNA) conducted by the training provider and should be a minimum of 1.5 learning hours.

Learners must provide evidence of their previous UKATA Duty to Manage (or refresher) training. If unable to verify recent certification, learners will need to undergo the full training course again.

13. Approved Date

01/02/2025

14. Review Cycle

Either on request or within 3 years from approval date.

15. Additional Resources

View	The duty to manage asbestos in buildings.
View	Identify the difference between licensable work and non-licensable (notifiable or non-notifiable) work.
View	Managing and working with asbestos - Control of Asbestos Regulations 2012(CAR 2012) - Approved Code of Practice and guidance.
View	Asbestos: The survey guide.
View	Housing Act 2004.
View	Housing health and safety rating system (HHSRS): guidance for landlords and property-related professionals.
View	Homes (Fitness for Human Habitation) Act 2018.
View	Housing (Scotland) Act 2014.
View	The Scottish Housing Quality Standard (SHQS).
View	The Tolerable Standard.
View	The Repairing Standard.

16. Learning Outcomes

- ✓ Comprehend the scope and requirements of Regulation 4 – Duty to Manage Asbestos in Non-Domestic Premises, with an expanded understanding of housing-specific legislation including the Housing Act 2004, the Homes (Fitness for Human Habitation) Act 2018, and the Housing (Scotland) Act 2014.
- ✓ Identify the roles and responsibilities of the duty holder in the housing sector, including criteria for their determination and the extent of their responsibilities under both general and housing-specific regulations.
- ✓ Differentiate between the types of asbestos surveys (Management Surveys vs. Refurbishment & Demolition Surveys) and understand when each is required, with additional insights on their application within residential properties.
- ✓ Interpret asbestos survey reports and apply the findings to manage asbestos safely in the workplace, with specific reference to multi-occupancy and single-dwelling scenarios.
- ✓ Develop a detailed understanding of the components of an asbestos management plan and how it should be effectively implemented in the workplace, with an emphasis on adaptations required for housing, such as compliance with residential safety standards and tenant communications.
- ✓ Explain the legal obligations of duty holders under the Health and Safety at Work Act Etc. 1974, especially Sections 3 and 4, focusing on access and safety, and expand this to include responsibilities towards tenants and residents within housing sector regulations.
- ✓ Apply the knowledge of material and priority assessments used to evaluate the risk posed by asbestos-containing materials (ACMs) in both public and private housing areas.
- ✓ Understand the distinctions between non-licensable and licensable work involving asbestos as defined by CAR 2012, Regulations 8 & 9, with a particular focus on scenarios encountered in housing such as renovations and repairs in occupied buildings.
- ✓ Make informed decisions about selecting appropriate contractors for asbestos-related work, based on the legal definitions of notifiable and non-notifiable work, with additional considerations for contractor interactions with residential occupants and compliance with housing sector regulations.

17. Required Course Content

MODULE 1	DURATION: APPROXIMATELY 50 MINUTES
	Regulation 4 – Duty to manage asbestos in non-domestic premises:
	1.1 Explain the applicability of the duty to manage, including the types of premises, rooms, and common areas affected.
	1.2 Define the duty holder, the criteria for their determination, potential candidates, and the scope of their responsibilities.
	1.3 Discuss the importance of cooperation with the duty holder and the delegation of tasks.
	1.4 Outline the obligations of the duty holder, which include assessing, recording, managing, and either removing or repairing asbestos.
	1.5 Outline the specific legal frameworks guiding asbestos management in the housing sector: • The Housing Act 2004 for England & Wales, focusing on the Housing Health and Safety Rating System (HHSRS) and the Homes (Fitness for Human Habitation) Act 2018. • The Housing (Scotland) Act 2014, the Scottish Housing Quality Standard 2019, The Tolerable Standard, The Repairing Standard, and the protocol for notifying the Housing Regulator.

MODULE 2	DURATION: APPROXIMATELY 50 MINUTES
	Asbestos surveying – HSG 264:
	2.1 Describe the various types of asbestos surveys and the specific circumstances under which each is required.
	2.2 Detail the two main types of surveys: Management Surveys for regular maintenance purposes and Refurbishment & Demolition Surveys required before any building work.
	2.3 Summarise the survey process, including sampling, analysis, and the duty holder's responsibilities to ensure access to areas as mandated under the Health and Safety at Work Act Etc. 1974, specifically referencing Sections 3 and 4.
	2.4 Provide an overview of the material and priority assessments used to evaluate ACMs.
	2.5 Detail how to differentiate between areas falling under Regulation 4 (non-domestic) and areas that do not (within a dwelling), with practical examples tailored for housing.

MODULE 3	DURATION: APPROXIMATELY 40 MINUTES
	Asbestos survey report:
	3.1 Offer a comprehensive overview of the survey report, explaining what to expect, how to interpret the provided report, and how to understand the conclusions and recommended actions from the surveyor.
	3.2 Present example survey reports, highlighting the layout and specific information included within.
	3.3 Explain the differences between "asbestos hazard" and "asbestos risk" and elaborate on the "Duty of Care" within the context of housing, discussing risk management strategies distinct to this sector.

MODULE 4	DURATION: APPROXIMATELY 40 MINUTES
	The management plan:
	4.1 Outline in detail the components of an asbestos management plan and its application in the workplace.

MODULE 5	DURATION: APPROXIMATELY 30 MINUTES
	Defining work which is non-licensable and licensable:
	5.1 Outline the requirements of CAR 2012, particularly Regulations 8 & 9, and paragraphs 213 to 224. It will clarify which types of ACMs and specific situations mandate notification and require the engagement of a licensed asbestos contractor, as opposed to those classified as Notifiable Non-Licensed Work (NNLW). This information will guide learners in selecting the appropriate contractor.