UKATA

Tutor Registration

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TUTOR REGISTRATION GUIDANCE

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DEFINITIONS

In these Rules of Membership, 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;

Association means UK Asbestos Training Association Limited;

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;

Auditor means an appointed individual responsible for evaluating the delivery and accuracy of an asbestos training course;

Board means the Board of Directors of the Association from time to time;

Business Day means any day (other than a Saturday, Sunday or public holiday in the United Kingdom) on which clearing banks in the City of London are generally open for business;

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

CPD means Continued Professional Development for all registered Tutors;

Director or **Directors** means the directors for the time being of the Association or (as the context shall require) any of them acting as the Board;

Duty Holder means any person with responsibility for a building or premises containing asbestos that has a 'duty to manage' the asbestos, as defined within the latest Control of Asbestos Regulations (CAR) 2012;

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;

Fee Schedule means the schedule of fees which is published on the Association's website;

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;

Licensable Training means training for those working with asbestos which is Licensable, such as removing asbestos insulation or insulating board, or other such similar wording that has the same meaning under current UK legislation;

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

Non-Licensable Training means training for those who undertake planned work with asbestos which is not Licensable, such as refurbishment or demolition work involving Non-Licensable asbestos containing materials or analytical staff and asbestos surveyors, or other such similar wording that has the same meaning under current UK legislation;

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

Rules means these Rules of the Membership which govern membership;

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;

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

Tutor Knowledge Test means an exam required to be undertaken and successfully passed by all registered Tutors at the relevant category of training they will deliver on behalf of the Member;

Tutor Registration means the process required to become a registered Tutor and to be permitted as a Tutor on the Certificate Generator;

Tutor Registration System means the online software owned by UKATA which Members must use to register Tutors and undertake the Tutor Knowledge Test and maintain CPD.

UKATA means UK Asbestos Training Association Limited;

INTRODUCTION

1. The Tutor Registration System forms part of the Association's commitment to set standards, Audit and manage Members in line with the UKATA Competency Framework.

2. All Tutors must register with the Association. It is the responsibility of the Member to ensure that all Tutors are competent to deliver UKATA training on their behalf. Members must ensure that all Tutors maintain that competence throughout to meet the UKATA standards.

3. Individual course Tutors will be subject to the following:

    a) Assessment of their knowledge;
    b) Delivery performance;
    c) Internal Audit conducted by the Member;
    d) Maintaining CPD throughout the registration period.

4. Registration of Tutors will last be for a period of three years and will be subject to renewal.

5. After successfully passing the Tutor Knowledge Test, the Tutor will be required to undertake a three-year cycle rolling CPD programme. Should the Tutor fail to meet the required points for the cycle, Sanctions may be applied.

FEES

6. Each individual Tutor Registration will be subject to a Tutor Registration Fee and thereafter subject to a triennial Tutor Registration Fee in accordance with the Fee Schedule.

TUTOR CRITERIA

7. Individual course Tutors must be registered on the Tutor Registration System at the highest level that they train for the Member and successfully pass the Tutor Knowledge Test.

8. The essential minimum Tutor requirements are set out below for each membership category of training and all criteria must be met for a Tutor to be registered with UKATA:

8.1 Asbestos Awareness Tutor Criteria:

a) 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;
b) Be able to demonstrate experience of delivering Asbestos Awareness Training;
c) 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;
d) Hold a recognised trainer qualification, i.e., Level 3 Award in Education and Training, or you must achieve this qualification within 12 months of registration with UKATA;
e) 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;
f) After meeting the above criteria, the Tutor is required to pass the UKATA Asbestos Awareness Tutor Knowledge Test.

8.2 Non-Licensable Tutor Criteria:

a) Tutors must have a minimum of at least three years' experience (within the past five years) in the asbestos industry. This will be taken to include surveying, analytical, removal, consultancy, training, management etc. and must be able to demonstrate a comprehensive practical working knowledge, within the asbestos industry, including its legislative requirements;
b) Be able to demonstrate experience of delivering Non-Licensable Training;
c) 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;
d) Hold a recognised trainer qualification, i.e., Level 3 Award in Education and Training, or you must achieve this qualification within 12 months of registration with UKATA;
e) 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;
f) After meeting the above criteria, the Tutor is required to pass the UKATA Non-Licensable Tutor Knowledge Test.

8.3 Licensable Tutor Criteria:

a) Tutors must have a minimum of at least three years' experience (within the past five years) in the asbestos industry. This will be taken to include surveying, analytical, removal, consultancy, training, management etc. and must be able to demonstrate a comprehensive practical working knowledge, within the asbestos industry, including its legislative requirements;
b) A good understanding of HSE Guidance: HSG247;
c) Be able to demonstrate experience of delivering Licensable Training;
d) 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;
e) Hold a recognised trainer qualification, i.e., Level 3 Award in Education and Training, or you must achieve this qualification within 12 months of registration with UKATA;
f) 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;
g) After meeting the above criteria, the Tutor is required to pass the UKATA Licensable Tutor Knowledge Test.

9. The essential minimum Tutor requirements are set out below for each additional course and all criteria must be met for a Tutor to be registered with UKATA:

9.1 Duty to Manage Asbestos (Overview) Tutor Criteria:

a) Be an existing approved tutor for the delivery of Asbestos Awareness Training;
b) Pass the UKATA Duty to Manage Asbestos (Overview) Tutor Knowledge Test.

9.2 Duty to Manage Asbestos: Appointed Person Tutor Criteria:

a) Be an existing approved tutor for the delivery of Non-Licensable Training;
b) The tutor should have acted in the role of a client managing asbestos (ideally a Duty Holder) or as an asbestos project manager (on behalf of the Duty Holder) dealing with surveyors and licensed asbestos removal work;
c) A good understanding of HSE Guidance: HSG 247, HSG 248, HSG 264, HSG 227, HSG 210;
d) A successful UKATA Audit, or an internal Audit (after successful presentation verification) undertaken by the Member company they are working for;
e) Pass the UKATA Duty to Manage Asbestos: Appointed Person Tutor Knowledge Test.

9.3 RPE Competent Person Tutor Criteria:

a) Be an existing approved tutor for the delivery of Asbestos Awareness Training
b) Tutors must have a minimum of at least three years' experience (within the past five years) in the asbestos industry. This will be taken to include removal, consultancy, training, management etc. and must be able to demonstrate a comprehensive practical working knowledge, within the asbestos industry, including its legislative requirements relating to the use and maintenance of RPE;
c) Provide history of knowledge on RPE;

d) Hold a suitable RPE competent person certification from an industry body;
e) After meeting the above criteria, the Tutor is required to pass the UKATA RPE Competent Person Tutor Knowledge Test.

9.4 Asbestos in Soil and Made Ground (Overview) Tutor Criteria:

a) Be an existing approved tutor for the delivery of Asbestos Awareness Training;
b) Must be able to demonstrate a comprehensive practical working knowledge, within the asbestos industry, including its legislative requirements relating to contaminated land;
c) Pass the UKATA Asbestos in Soils and Made Ground (Overview) Tutor Knowledge Test.

9.5 Management of Asbestos in Soil and Made Ground Tutor Criteria:

a) Be an existing approved tutor for the delivery of Asbestos Awareness Training;
b) Must be able to demonstrate a comprehensive practical working knowledge, within the asbestos industry, including its legislative requirements relating to contaminated land;
c) A successful UKATA Audit, or an internal Audit (after successful presentation verification) undertaken by the Member company they are working for;
d) Pass the UKATA Management of Asbestos in Soil and Made Ground Tutor Knowledge Test.

9.6 Asbestos Project Manager Tutor Criteria:

a) Be an existing approved tutor for the delivery of Asbestos Awareness Training;
b) Must be able to demonstrate a comprehensive practical working knowledge, within the asbestos industry, including its legislative requirements relating to asbestos project management;
c) A successful UKATA Audit, or an internal Audit (after successful presentation materials verification) undertaken by the Member company they are working for;
d) Pass the UKATA Project Manager Tutor Knowledge Test.

9.7 Asbestos Surveying and Sampling Refresher Tutor Criteria:

a) Be an existing approved tutor for the delivery of Non-Licensable Training;
b) Must be able to demonstrate a comprehensive practical working knowledge, within the asbestos industry, including its legislative requirements. The tutor must be, or have previously been, an asbestos surveyor, as laid out in HSG 264 covering both commercial and domestic surveys;
c) A good understanding of HSE Guidance: HSG 264, HSG 227;
d) A successful UKATA Audit, or an internal Audit (after successful presentation verification) undertaken by the Member company they are working for;
e) Pass the UKATA Surveying and Sampling Refresher Tutor Knowledge Test.

9.8 Asbestos Sampling for Non–Licensed Operatives Tutor Criteria:

a) Be an existing approved tutor for the delivery of Non-Licensable Training;
b) Pass the UKATA Asbestos Sampling for Non-Licensed Operatives Tutor Knowledge Test.

9.9 Control of Silica and Other Workplace Dust Tutor Criteria:

a) Be an existing approved tutor for the delivery of Asbestos Awareness training;
b) Tutors must have a minimum of at least three years' experience (within the past five years) in the health & safety industry. This will be taken to include construction management, construction supervision, consultancy, training etc. and must be able to demonstrate a comprehensive practical working knowledge, within the health & safety industry, including its legislative requirements;
c) Hold a suitable qualification recognised by the health & safety industry, which may include: NEBOSH National Certificate in Construction Safety and Health, NVQ/SVQ Level 5 in Occupational
d) Safety & Health, Health & Safety Degree, NEBOSH Diploma in Occupational Safety and Health,
e) Diploma Safety Management Level 6, or other such qualifications that UKATA deems to be acceptable;
f) Pass the UKATA Control of Silica and Other Workplace Dust Tutor Knowledge Test.

9.10 Chromium VI Awareness (Hexavalent Chromium) Tutor Criteria:

a) Be an existing approved tutor for the delivery of Asbestos Awareness training;
b) Tutors must have at least three years' experience (within the past five years) in occupational health, safety, or industrial hygiene involving hazardous substances, including exposure to hazardous dusts, fumes, or chemical agents.

c) Demonstrate experience in delivering awareness-level training on hazardous substances.
d) Hold a relevant occupational safety qualification that covers hazardous substances (for example, a recognised COSHH qualification, NEBOSH Health and Safety qualification, or equivalent industrial hygiene certification).
e) Pass the UKATA Chromium VI Awareness (Hexavalent Chromium) Tutor Knowledge Test.

SYSTEM ADMINISTRATION

10. All Members must comply with the UKATA Tutor Registration Terms and Conditions.

11. The Member must provide a designated contact in respect of the Tutor Registration System. By default, this will be the contact specified on the initial/annual application form unless notified otherwise.

12. The Member contact will receive log in details to the system and will be the person responsible for managing the Tutor Registration System on behalf of the Member.

13. The Member contact can add users and viewers to the system:

    a) A 'user' is defined as a person who can add, edit and delete information;
    b) A 'viewer' is defined as a person who can view the account only.

14. Each 'user' and 'viewer' shall receive individual login details.

15. The Member contact is responsible for ensuring all Tutors are registered on the Tutor Registration System.

16. The Member contact is responsible for ensuring all Tutors are removed from the Tutor Registration System if applicable.

17. UKATA must be informed in writing of any changes relating to a Tutor, within five Business Days of any change.

TUTOR REGISTRATION

18. All Members are required to register each of their Tutors via the Tutor Registration System regardless of whether:

    a) they are Employed or sub-contracted Tutors;
    b) they are Employed or sub-contracted Tutors registered with more than one Member.

19. Each individual Tutor Registration will be subject to a Tutor Registration fee in accordance with the Fee Schedule.

20. No Fees are refundable or transferable.

21. Upon registering a Tutor via the Tutor Registration System, the Tutor will receive their own individual account log in details to the system.

22. A Tutor will not receive access to the Tutor Knowledge Test until the information in paragraph 23, has been received and verified.

23. Each Tutor must then complete the online Tutor application form and upload the following documentation:

a) Tutor CV;
b) Copies of relevant qualifications;
c) Internal Audit *(Guidance on Internal Audits refers).*

24. Each Tutor will be verified to ensure the Tutor criteria is satisfied, in line with paragraph 8.

25. Should the Tutor be verified successfully, the Tutor will be sent access to the Tutor Knowledge Test.

26. Should the Tutor criteria not be satisfied, further supporting evidence will be requested.

27. If the Tutor is further rejected, the registration will be deemed to have failed.

TUTOR KNOWLEDGE TEST

28. Each Tutor will be required to undertake a Tutor Knowledge Test at the highest category of training they deliver on behalf of the Member.

29. The Tutor Knowledge Test must be taken within sixty days from receipt of login details.

30. The test invite will expire after sixty days.

31. The Tutor Knowledge Test is made up of multiple-choice questions with the opportunity to select one answer. The pass rate is a minimum of 80%.

32. Once the Tutor Knowledge Test has been submitted electronically no amendments can be made.

33. The result of the Tutor Knowledge Test will be available immediately after submitting the test. Confirmation will also be sent to the Tutor and the Member contact via email.

34. The Tutor can view their Tutor Knowledge Test results via the 'View Question History' to ascertain potential areas for improvement.

35. After successfully passing the UKATA Tutor Knowledge Test, the Tutor will be added to the UKATA Certificate Generator and issued with a UKATA Knowledge Test certificate which will be valid for a period of up to three years.

36. Thereafter the Tutor will be required to maintain a three-year CPD cycle.

37. The Tutor Knowledge Test certificate will be available to both the Tutor and the Member contact via their Tutor Registration System account.

38. Should the Tutor fail the test, an additional administration fee will be incurred for a Tutor to re-sit the Tutor Knowledge Test as outlined on the Fee Schedule.

39. If a Tutor subsequently fails a resit of the Tutor Knowledge Test this will automatically be referred to the UKATA General Manager.

40. The Tutor Knowledge Test certificate is transferrable for each Tutor employed or sub-contracted by more than one Member should the registered email address be used. However, the expiry date on the test certificate remains unchanged from the original test date and a registration fee from each company will be required.

TUTOR REGISTRATION RENEWAL

41. It is a mandatory requirement that all Tutors are registered every three years.

42. Tutor Registration renewal fees will apply as outlined on the Fee Schedule.

43. The Tutor Knowledge Test is required to be undertaken for each individual Tutor registration.

44. UKATA will notify Members and Tutors of the registration requirements sixty days prior to their initial registration date, with an invoice to be paid in line with the payment terms stated on the invoice.

45. The Member must submit an up-to-date CV and copies of relevant certificates for each registered Tutor.

46. Upon receipt of payment, and the supporting documents outlined in paragraph 23, the Tutor will be sent access to the Tutor Knowledge Test.

47. The Tutor Knowledge Test must be taken prior to the current Tutor Knowledge Test certificate expiry date.

48. After successfully passing the UKATA Tutor Knowledge Test, the Tutor will be re-issued with a UKATA Knowledge Test certificate which will be valid for a period of up to three years.

49. Should the Tutor fail the test, the Tutor will be removed from the Certificate Generator until a successful test is undertaken.

50. Should the Tutor fail the test, an additional administration fee will be incurred for a Tutor to re-sit the Tutor Knowledge Test as outlined on the Fee Schedule.

51. If a Tutor subsequently fails a re-sit of the Tutor Knowledge Test this will automatically be referred to the UKATA General Manager.

CONTINUOUS PROFESSIONAL DEVELOPMENT

52. CPD is a mandatory requirement of the Tutor Registration System.

53. Each Tutor's CPD cycle will commence upon successfully passing the Tutor Knowledge Test.

54. The individual Tutor CPD start date will be from the date that the first Tutor Knowledge Test is taken by that particular email address. Any further Tutor tests taken by the same Tutor using the same email details will not alter this date.

55. Should a Tutor take the Tutor Knowledge Test under a different email address, a separate CPD cycle is required.

56. All Tutors will be required to input their CPD online via their individual account on the Tutor Registration System and must achieve a minimum of ten CPD points each year or a minimum of thirty CPD points within three years.

57. Learning should come from a wide range of activities, both formal and informal and Tutors should aim to have a balance between all areas of CPD activities. The following list of CPD activities is not exhaustive, but will provide an overview of the types of activity that the Tutor can undertake which will contribute to the achievement of the learning outcomes:

a) Attendance and/or active participation at training and development events;
b) Attendance and/or active participation at UKATA events e.g. regional meetings
c) Feedback from QA, Internal/External Verification, Internal/External Audit;
d) Completing distance or open learning packages;
e) Work shadowing, job rotation;
f) Mentoring of other trainers/assessors;
g) Being coached or mentored;
h) Carrying out research into areas of work associated with the wider aspects of asbestos;
i) Reading professional journals relative to the asbestos industry;
j) Membership of HSE on-line forums etc;
k) Membership of professional bodies;
l) Participation in good practice forums.

58. CPD points should be allocated by the user commensurate to the number of hours of knowledge gained.

59. Tutors will not be allowed to enter any evidence for CPD dated prior to their CPD start date for each cycle.

60. All data is subject to a random Audit whereby all Tutors will be required to provide evidence to support the claim.

61. Tutors will be able to view all CPD including uploaded evidence.

62. Member contacts will only be able to view descriptions and points awarded but not any evidence uploaded.

63. UKATA has full access rights to the system.

NOTIFICATIONS

64. Member contacts will receive an annual summary outlining respective Tutor CPD cycles and current points to date.

65. Tutors will receive quarterly notifications throughout the CPD cycle encouraging participation.

66. Tutors will receive a thirty-day final notification prior to a CPD expiry date.

CPD COMPLETION

67. The Member contact and the Tutor will be informed the day post CPD expiry date, of whether the Tutor has achieved the required thirty points, in accordance with the CPD criteria.

68. Should the Tutor be successful, the CPD points reset and the next three-year CPD cycle commences.

69. The data from previous CPD cycle is archived and may be viewed in the Tutor's individual account.

70. Evidence used in a previous CPD cycle cannot be carried forward.

71. Should the Tutor fail to meet the required thirty points for the CPD cycle, the unachieved points will be managed by UKATA and Sanctions may be applied.