

**Terms and Conditions
for Course Providers and Practical Assessors**

All courses, with or without examinations, carried out under the auspices of the Faculty of Occupational Hygiene may only be performed at pre-agreed times and locations.

This document gives the requirements for approval of the course provider, their tutors and facilities. Where the course involves a practical assessment, the requirements of the assessor and the facilities are also given. Those participating in the scheme will be termed "Approved Course Providers". Approved Course Providers will need to provide annual updates of their current status to retain their approved status.

Failure by Approved Course Providers (ACPs) or Registered Practical Assessors (RPAs) to adhere to these Terms and Conditions may result in withdrawal of status and permission to hold courses, practical assessments and the relevant examinations.

The Faculty reserve the right to amend these Terms and Conditions at any time.

1.0 Application Procedure for Approved Course Provider (ACP) Status

All applicant course providers must provide the following by email to the Faculty:

- 1.1 Information on the structure and history of the company.
- 1.2 Details of their internal quality assurance scheme.. (Requirements section 6)
- 1.3 Details of any training courses currently provided/run [*Titles, syllabi, frequency of courses, teaching hours requirement, number of candidates etc.*]
- 1.4 Details of course(s) for which approval status is being sought. Where course providers wish to extend their range of courses and /or locations then they will need to apply for an extension of scope to their current approval.
- 1.5 Details (names, qualifications etc) of potential tutors, assessors etc. (requirements in section 2.0 below)
- 1.6 Details of training and practical facilities. (requirements section 4.0)
- 1.7 Any other information that might assist us in making our decision.
- 1.8 A statement that, if accepted, they agree to abide by these Terms and Conditions.
- 1.9 On receipt of the application the documentation will be reviewed and a decision made based upon suitability, language skills, resources and other relevant approval criteria.
- 1.10 If the submitted documentation is acceptable, an offer of approval will be issued which the applicant provider must sign and return. They will then be added to the ACPs published list.
- 1.11 If the submitted documentation is not acceptable, the applicant will be informed accordingly and, if appropriate, provided with an opportunity to re-submit their application.
- 1.12 ACPs who do not run any courses/exams during a calendar year will be removed from the list of ACPs and will be required to reapply in full if they wish to run any courses/exams in the future.

2.0 Requirements for Course Tutors

ACPs are responsible for ensuring that all course tutors are appropriately qualified in the relevant subject.

- 2.1 Course tutors must hold appropriate qualifications:
 - Senior tutors: Diploma, Certificate of Competence in the relevant subject area, or equivalent qualifications from IOHA members or University primary or secondary degree in the relevant subject area
 - Other tutors: Certificate, Certificate of Competence in the relevant subject area, or at least a pass in the relevant module, or equivalent qualifications
- 2.2 Course Tutors must demonstrate an appropriate level of experience in both the subject matter and in tutoring. [*Outline of tutoring and teaching experience*]
- 2.3 Course Tutors must demonstrate an understanding of other training issues including the use of practical demonstrations and use of visual aids and group work. [*Outline of tutoring and teaching experience*]

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- 2.4 If tutors leave an approved course provider and/or are replaced by new tutors then approved course providers must advise the Faculty of this change as it could alter their approved status for particular courses.

3.0 General Requirements of Course Providers

- 3.1 ACPs must run courses and hold examinations open to any eligible person. Course titles, examination dates and venues must be notified to the Faculty in writing. Verbal instructions will not be accepted.
- 3.2 For all Occupational Hygiene and Proficiency Modules, except P401*, no later than ONE calendar month before the date of the examination details of the exact venue(s) (including a map where appropriate) and the start time of the examination must be notified to the Faculty in writing. Verbal instructions will not be accepted.
** TWO calendar months before the date of the examination*
- 3.3 For all Occupational Hygiene, and all the Proficiency Modules, except P401 and P403 (see 3.4 below) no later than 10 working days before the date of the examination, the Faculty will contact the ACP by fax requesting final details of the number of candidates, etc. ACPs must submit these details by fax (verbal instructions will not be accepted) to the Faculty no later than eight working days before the examination, after which no amendments will be permitted.
- 3.4 For P401 and P403, no later than 15 working days before the date of the examination, the Faculty will contact the ACP by fax requesting final details of the number of candidates, etc. ACPs must submit these details by fax (verbal instructions will not be accepted) to the Faculty no later than 12 working days before the examination, after which no amendments will be permitted.
- 3.5 For proficiency modules where there is 'Practical Only examinations', no later than 7 working days before the examination, details of the exact venue, the start time and the name(s) of the Registered Practical Assessor(s) (RPA(s)) must be notified to the Faculty in writing. Verbal instructions will not be accepted.
- 3.6 ACPs will be charged for the number of scripts they order, not the number they use and the minimum charge for Occupational Hygiene Modules is six and Proficiency Modules is four.
- 3.7 In the event of the ACP cancelling an examination once the completed fax has been returned to the Faculty, they will be subject to a cancellation charge which will reflect the administration costs incurred. *[Examination fee for at least one candidate]*
- 3.8 Candidates said to need special consideration (e.g. dyslexics for a written examination), are required to provide the Faculty with a copy of their Certificate of Assessment or equivalent at least 10 working days before the examination.
- 3.9 ACPs must agree to accept candidates wishing to just sit or re-sit the practical assessment without attending a course. For this, applications by the candidates shall be made through the ACP. ACPs must agree to accept external candidates for the written examination. For this, applications by the candidates shall be made through the Faculty.
- 3.10 For each written examination, the Faculty will assign an independent invigilator who will be responsible for bringing the examination papers on the day of the examination and conducting the examination.
- 3.11 The invigilator will be required to complete and return to the Faculty an Examination Room Check List (see 4.5. below). If the invigilator reports that facilities are not of the required standard, the ACP will be required to address these issues before any further examinations can be held. In exceptional circumstances, the invigilator will be authorised to prohibit the examination from taking place.
- 3.12 All the elements of the Proficiency Module's 'Practical Assessment Requirements' must take place at the date, time and venue declared. There must be clear evidence of the testing of all of the elements, which must be available to an auditor on demand. The Faculty must be informed immediately of any changes to the Practical Assessment. Any changes which have not previously been advised and agreed may result in the assessment being void.
- 3.13 Practical Assessment forms will be sent by the Faculty to the RPA c/o the ACP before the examination. Where applicable, any samples for the practical assessment part of the examination will also be sent to the RPA c/o the Approved Course Provider before the examination. For security reasons, the envelope containing these samples must remain sealed until the commencement of the examination. The RPA will conduct and supervise candidates during the practical assessment, where examination conditions must be maintained.
- 3.14 ACPs and/or RPA must not communicate the result of the practical assessment to anyone other than the Faculty.

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- 3.15 Practical Assessment results/answer sheets for Proficiency module examinations (as appropriate) and marked supporting documentation must be received by the Faculty within five working days of the date of the assessment.
- 3.16 P403 slide samples must be returned to the address designated within two working days of the date of the assessment.
- 3.17 The Faculty aims to inform Occupational Hygiene candidates within six weeks and Proficiency Module candidates within four weeks of the result of their examination, from the date of the examination. Results are not given over the telephone. A copy of the result sheet will be sent to the ACP.
- 3.19 It is the responsibility of the ACP to collect the examination fees from their candidates for all examinations.
- 3.20 Payment must be made to the Faculty within 30 days of the date of the invoice. If these credit terms are not met, the Faculty may cease to provide any examination papers and withdraw the ACP status until the debt is cleared.
- 3.21 The Faculty will not enter into correspondence with an ACP or other third party regarding the marks and/or performance of any individual candidate(s).
- 3.22 The Faculty will not enter into correspondence with any candidate or other third party regarding the conduct and/or content of any particular course.
- 3.23 In the event of a candidate appealing the result of a Practical Assessment, the Faculty will consult the RPA before responding to the candidate. If the candidate contacts the RPA directly then the RPA must not discuss the result with the candidate without first having referred the matter to the Faculty.

4.0 Facilities for Teaching and Examinations

- 4.1 The ACP is responsible for providing suitable facilities for the course, practical experience, examination and, where applicable, the practical assessment.
- 4.2 Tutors must follow good teaching practice and use visual aids, demonstrations and practical work as appropriate.
- 4.3 The ACP is expected to provide all relevant documentation for candidates including syllabi, details of relevant guidance and suitable reference material.
- 4.4 The ACP must ensure that there is sufficient equipment to allow students to gain appropriate hands-on experience through structured practical work (as appropriate).
- 4.5 For examinations the room must be configured so that each candidate is able to work alone without observing or interfering with colleagues. An area of at least 1.5m² per candidate must be provided and the examination room must be at a comfortable temperature, adequately ventilated and free from distracting noise.
- 4.6 For practical assessments proficiency modules, the room must be configured so that each candidate can work with their reference material on an individual basis. This area must be controlled by the RPA to ensure that candidates maintain an individual approach to this examination. There must also be suitable facilities for the RPA to carry out the one to one part of the assessment.

5.0 Safety Requirements

- 5.1 The ACP must be responsible for all safety provisions for tutors, RPAs, staff, candidates etc. appropriate risk assessments, test certificates etc. should be available for inspection by a Faculty auditor.
- 5.2 The ACPs must also have appropriate suitable accident/incident reporting and investigation procedures.

6.0 Quality Assurance

- 6.1 ACPs must have their own in-house Quality Assurance scheme which must include a student feed back system. The results obtained by such systems will need to be available, upon request by the auditor/Faculty, as part of the ACPs performance evaluation.
- 6.2 As part of the quality assurance scheme all ACPs will be subject to regular performance evaluation. ACPs who are found to be deficient will be warned and if no corrective action is taken, sanctions may be applied against them which can include removal of approved status.

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7.0 Specific requirements for each course

In addition to normal teaching facilities each course will have a variety of individual requirements which apply to that course alone and it is expected that the ACPs and their tutors will have access to these resources as and when required. These are listed in Table 1 below

Table 1:

<i>Module No</i>	<i>Facilities required</i>
P401	<ul style="list-style-type: none"> • ventilated enclosure(s) with all suitable facilities for handling asbestos samples which should contain a stereo microscope, slide making facilities and sample handling equipment • McCrone RI fluids, polarising light microscope • projection microscope for teaching purposes
P402	<ul style="list-style-type: none"> • suitable PPE and RPE for taking samples of asbestos materials • all relevant tools and equipment for sample taking • suitable dummy samples for candidates to practice with; photographic examples for education purposes
P403	<ul style="list-style-type: none"> • counting microscope with all relevant calibration and set-up materials • slide making facilities; suitable examples to demonstrate counting methods • projection microscope for teaching purposes
P404	<ul style="list-style-type: none"> • asbestos remediation enclosure with at least one 3-stage airlock • decontamination unit or model • air sampling equipment including calibration and relevant flow set up equipment • photographic examples for education purposes
P405	<ul style="list-style-type: none"> • asbestos remediation enclosure with at least one 3-stage airlock or suitable set of photographs to ensure candidates understand all requirements • photographic examples of asbestos utilisation together with examples of survey results
P406	<ul style="list-style-type: none"> • asbestos remediation enclosure with at least one 3-stage airlock, ventilation system, and all other facilities including dummy removal examples for wet injection etc • a fully active decontamination unit; smoke testing facilities • suitable PPE and RPE that can actually be used
P601	<ul style="list-style-type: none"> • ventilation systems with suitable measurement points • captor hoods of various types • Pitot tubes with micromanometer, vane and thermal anemometers • worked example case studies of ventilation systems with suitable photographs and drawings
P602	<ul style="list-style-type: none"> • Measurement data, drawings and photographs for LEV system design studies for the control of hazardous material from example processes
P701	<ul style="list-style-type: none"> • measurement equipment to assess hand arm vibration exposure for a variety of tasks
P801	<ul style="list-style-type: none"> • Example case studies with photographs etc. involving assessment of risk and determination of suitable controls for dermal exposure
P901	<ul style="list-style-type: none"> • Drawings and photographs of problem installations, water sampling equipment
P902	<ul style="list-style-type: none"> • Drawings and photographs of relevant installations, water sampling and test equipment
M101	<ul style="list-style-type: none"> • no specific requirements
M102	<ul style="list-style-type: none"> • dust and vapour sampling equipment including pumps and sampling heads • balance for gravimetric weighing • flow calibration equipment • some suitable examples of real time measurement equipment
M103	<ul style="list-style-type: none"> • ventilation systems with suitable measurement points • captor hoods of various types • Pitot tubes with micromanometer, vane and thermal anemometers • Worked examples of ventilation systems with suitable photographs
M104	<ul style="list-style-type: none"> • suitable noise meters for survey and recording purposes • personal dosimeters • vibration measurement equipment • audiometry evaluation demonstration equipment

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M201	<ul style="list-style-type: none"> thermal environment monitoring equipment [WBGT and comfort] light meter(s) comfort condition measurement equipment
M202	<ul style="list-style-type: none"> stack sampling equipment water sampling equipment general ambient sampling equipment
M203	<ul style="list-style-type: none"> tape measures, goniometers, anthropometric data
M302	<ul style="list-style-type: none"> suitable noise meters for survey and recording purposes personal dosimeters vibration measurement equipment audiometry evaluation demonstration equipment
M304	<ul style="list-style-type: none"> no specific requirements
S301	<ul style="list-style-type: none"> projection microscope for teaching purposes ventilated enclosure(s) suitable for handling asbestos samples containing stereo microscope slide making facilities and sample handling equipment McCrone RI fluids; polarising light microscope counting microscope air sampling and slide making facilities suitable PPE and RPE for taking samples of asbestos materials all relevant tools and equipment for sample taking suitable dummy samples for candidates to practice with asbestos remediation enclosure with at least one 3-stage airlock or suitable set of photographs to ensure candidates appreciate all requirements

7.1 ACPs for the Proficiency Modules must:

- notify the name of the RPA when requested
- notify the date and time of the Practical Assessment when requested
- use only an RPA
- not use a RPA who is a tutor on the course
- not use a RPA who is an employee or otherwise affiliated to the ACP's organisation

7.2 ACPs for the Proficiency Modules must make their own arrangements with an independent RPA. The Faculty will provide a list of RPAs, but will not become involved with the provision of RPAs or the arrangements made between the ACP and the RPA. The ACP and the RPA must agree before the day of the examination as to who will provide what with regards to equipment required for the practical assessment. (Suggested RPAs responsibilities are given in Appendix 1)

8.0 Application Procedure for Registered Practical Assessor Status

8.1 Before approval and registration, all new RPAs must have:

- attended a RPA Training Day
- proof of appropriate qualifications and experience, as shown in Table 2 below

Table 2:

<i>Module No.</i>	<i>Qualifications/ Experience Required</i>
P401	<ul style="list-style-type: none"> the P401 Proficiency Certificate or the Certificate of Competence in Asbestos, <i>and</i> two years experience of bulk analysis in a UKAS-registered laboratory, within the last five years
P402	<ul style="list-style-type: none"> the P402 Proficiency Certificate or the Certificate of Competence in Asbestos, <i>and</i> <i>two years experience of asbestos survey and bulk sampling work with a UKAS-registered laboratory within the last five years</i>
P403	<ul style="list-style-type: none"> the P403 Proficiency Certificate or the Certificate of Competence in Asbestos, <i>and</i> two years experience of asbestos fibre counting in a UKAS-registered laboratory within the last five years
P404	<ul style="list-style-type: none"> the P404 Proficiency Certificate or the Certificate of Competence in Asbestos, <i>and</i> two years experience of asbestos air sampling and clearance work in a UKAS-registered laboratory within the last five years
P405	<ul style="list-style-type: none"> the P405 Proficiency Certificate or the Certificate of Competence in Asbestos, <i>and</i> two years experience of asbestos management in buildings within the last five years

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P406	<ul style="list-style-type: none"> the P406 Proficiency Certificate or the Certificate of Competence in Asbestos, <i>and</i> two years experience of supervision of safe removal and disposal of asbestos within the last five years
P601	<ul style="list-style-type: none"> the P601 Proficiency Certificate or the Certificate of Operational Competence in Occupational Hygiene, or the Diploma of Professional Competence in Occupational Hygiene, or equivalent ventilation engineering qualification, <i>and</i> two years experience in the examination and testing of LEV systems within the last five years
P602	<ul style="list-style-type: none"> the P602 Proficiency Certificate or the Certificate of Operational Competence in Occupational Hygiene, or the Diploma of Professional Competence in Occupational Hygiene, or equivalent engineering qualification, <i>and</i> two years experience in the design and evaluation of LEV systems within the last five years
P701	<ul style="list-style-type: none"> the P701 Proficiency Certificate or the Certificate of Operational Competence in Occupational Hygiene, or the Diploma of Professional Competence in Occupational Hygiene, <i>and</i> two years experience in the evaluation and control of exposure to hand/ arm vibration
P801	<ul style="list-style-type: none"> the P801 Proficiency Certificate or the Certificate of Operational Competence in Occupational Hygiene, or the Diploma of Professional Competence in Occupational Hygiene, <i>and</i> two years experience in the assessment and control of dermal exposure at work within the last five years

- 8.2 A RPA will be removed from the Registered List if they:
- are found to be guilty of unethical behaviour
 - have received an unsatisfactory audit result following a written warning
 - have not carried out a practical assessment within an 18 month period

An appeals procedure is available.

Appendix 1 Proficiency Modules Only

To guarantee as far as possible that the timings are reasonable for the practical assessments, it will be necessary for the authorised course provider(s) and RPA(s) to work together. The ACP must ensure that both the equipment that they are responsible for providing and the candidates are ready at the stated time. The RPA equally must also arrive on site in sufficient time to set up any specific provision that they require.

The following list gives an indication of what RPAs are normally expected to provide and the normal expected timings for the practical assessments.

All	<ul style="list-style-type: none"> safety check lists for the facilities
P401	<ul style="list-style-type: none"> check lists and marking schedules, including a sample handling log for evaluating the candidates performance
P402	<ul style="list-style-type: none"> photographic set and questions, relevant marking schedules and samples and possibly relevant tools and RPE for candidates to use during the testing of taking samples and checking their knowledge of asbestos types
P403	<ul style="list-style-type: none"> checklists and marking schedules, including those for checking the microscopes, sampling and checking the candidates ability to do calculations. This must include a sample handling log
P404	<ul style="list-style-type: none"> photographic set for testing the candidates knowledge along with the appropriate checklists of faulting on enclosures and decontamination units set of documents with questions to cover the other items required in the practical assessment. [Four stage clearance procedure, method statement etc.]
P405	<ul style="list-style-type: none"> a set of photographs and documents along with relevant questions to cover all the requirements of the practical assessment. [Method statement, four stage clearance procedure, conversion of survey into management plan etc.]
P406	<ul style="list-style-type: none"> photographs and other contents of the work-book with all the relevant marking schedules to meet all the requirements of the assessment. The ACP is responsible to ensure that there is a working decontamination unit available for this assessment along with an enclosure that can have faults implanted by the RPA

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P601	<ul style="list-style-type: none"> test rigs, check lists and marking schedules. If it is proposed to use the test rig units as provided by the ACP, there must be sufficient variation available on the rig to test the candidates abilities. It is normal to use the measurement instruments as provided by the ACP, so that the candidates should already be familiar with them photographic set of case studies with appropriate questions and relevant marking schedule
P602	<ul style="list-style-type: none"> check lists and marking schedule. Fully detailed case studies with drawings, measurement data and photographs for which the candidates are required to provide a system design. In addition case studies with drawings photographs for evaluation by candidates
P701	<ul style="list-style-type: none"> test equipment. It is normal to use the test units as provided by the ACP, so that the candidates should already be familiar with them. There must be sufficient variation available on the test equipment so that it is a test of the candidates abilities photographic set and questions of case studies, relevant check lists and marking schedules
P801	<ul style="list-style-type: none"> check lists and marking schedule photographic set and questions of case studies with relevant marking schedule

Practical Assessments for Proficiency Modules: Timings

There have been a number of issues raised by candidates, RPAs and ACPs about the length of time that certain practical assessments have taken, with opinions on the time actually allowed ranging from far too much time to far too little time. Table 1A, below gives guidance as to what should be expected.

Table 3:

Course	Maximum Assessment duration	Maximum Number of candidates/assessor
P401	4 hours ¹	6
P402	4 hours	8
P403	4 hours ²	16
P404	4 hours	8
P405	4 hours	8
P406	6 hours	6
P601	6 hours	8
P602	6 hours	8
P701	6 hours	8
P801	6 hours	6

¹ P401 – The limiting factor is the number of fume cabinets. The values given in Table 1A, above, are based on the premise that for any given examination, the number of fume cabinets is the same as the number of candidates. Where the number of candidates exceeds the number of fume cabinets, this time will need to be extended, however, individual candidates should be restricted to a maximum of 4 hours to carry out the analysis on the samples provided.

² P403 – This timing assumes that all candidates have a microscope with which they are familiar. It is expected that candidates will either bring their microscope with them or the ACP will ensure that there are sufficient microscopes for all the candidates in one session. Individual candidates should be restricted to a maximum of 4 hours to carry out the analysis on the slides provided.

In addition, it is *strongly recommend* that ACPs do not engage two RPAs to work on the same practical assessment, because this leads to differences of approach, use of materials etc and provides possible grounds for discontent/challenge by candidates.

Appendix 2 Use of various Logo's on literature

ACPs may use the BOHS/ the Faculty or other approved name/logo in either the house colours or in black. No other colour representations are permitted.

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The ACP may only refer to “BOHS or the Faculty examination(s)”, “BOHS or the Faculty module examination(s)” or “BOHS or the Faculty syllabus/syllabi” and may not use the phrases “BOHS or Faculty approved courses” and “BOHS or Faculty course(s)” or similar.

All text must be approved by BOHS or the faculty before printing. Breaches will result in permission to use the name/logo being withdrawn forthwith.

Guidelines for the use of the BOHS logo can be found on the web page www.bohs.org. A copy of the logo will be provided electronically on request as either a .jpg or .pdf file.