

ATLAS Endorsed Courses – Information for Course Providers

Content

- 1.0 Making an Application for “Endorsed Course” Status**

- 2.0 Endorsement Approval Process**

- 3.0 Course Syllabus: Working at Height for Lighting Conductor Engineers**

- 4.0 Course Syllabus: Anchors for Steeplejacks**

- 5.0 Application for Endorsed Course Status**

- 6.0 Terms and Conditions**

1.0 Making an Application for “Endorsed Course” Status

The **Association of Technical Lightning and Access Specialists (ATLAS)** is the recognised Trade Association for the steeplejack and lightning protection sector and is committed to improving working practices, technical excellence and the skills of the workforce to provide the highest quality service to the industry’s clients.

The **Steeplejack and Lightning Protection Training Group (SLPTG)** provides a national system for training, qualifications and apprenticeships in the steeplejack and lightning protection industry and provides advice and support ensuring that its members have competent and qualified operatives.

To maintain the high level of skills required within the lightning protection and steeplejack sector, ATLAS, SLPTG and CSCS have introduced an additional requirement to provide evidence of continued training when operatives renew their CSCS skilled worker card.

Steeplejacks renewing their CSCS skilled worker card will be required to attend the **Anchors for Steeplejacks course**

Lightning Conductors Engineers will be required to attend the **Working at Height for Lightning Conductor Engineers course**

Those renewing either card must have attended the course, within 2 years prior to renewing their card, passed the relevant CSCS health, safety and environment test and paid the current renewal fee.

Operatives qualifying for a skilled worker card for the first time are not required to undertake this additional training as they will have demonstrated their skills and knowledge in qualifying for this card.

Please note that ATLAS is not an examining body nor a certification body. This is an internal process for ATLAS use only.

A list of endorsed courses and providers are listed at www.atlas.org.uk and www.slptg.org.uk.

1.1 Course Endorsement Process

- Training Providers must complete an application form and demonstrate that the course which they are applying for meets the industry-approved syllabus
- Training Providers should review the relevant course syllabus e.g. Working at Height for Lightning Conductor Engineers (item 3.0) and/or Anchors for Steeplejacks (item 4.0) and cross reference this against the content of their own course.
- Training Providers will be required to demonstrate that their course content delivers the course objectives and achievement measures as outlined in the syllabus by completing the Application for Course Endorsement. (item 5.0).
- Following receipt of the completed application and supporting documentation, applicants will be notified if their application has been successful, within 28 days.
- The full procedure for obtaining ATLAS ‘Endorsed Course’ status is summarised in the Application for Course Endorsement form (item 5.0).
- By submitting the Application for Course Endorsement form, Training Providers agree to the Terms and Conditions (item 7.0)

1.2 Endorsement Granted

When a Training provider is formally notified that course endorsement has been granted ATLAS will:

- issue a certificate indicating the courses which are endorsed by ATLAS.
- recognise and publicise the applicant's ATLAS endorsed course(s) to members and stakeholders, including CSCS, in relation to approved courses for renewing cards.

1.3 Endorsement Withheld

When there is insufficient evidence to satisfy the endorsement criteria, ATLAS will contact the applicant in writing indicating:

- which areas of the course do not meet the industry approved syllabus.
- the date by which additional improvements and/or supporting documentation should be submitted.

1.4 Endorsement Denied

Course endorsement will be denied when it is clear from the Application for Course Endorsement form and supporting documentation that an applicant's course does not meet the industry approved syllabus.

1.5 Review

The industry approved course syllabuses will be reviewed by SLPTG every two years to ensure the technical content meets current industry best practice and endorsed course providers will be asked to re-apply for "Endorsed Course" status.

1.6 Guidance: Completing and Returning the Application for Course Endorsement form

1.6.2 Completion and queries

The preferred method for completion and return is by email and electronic copies of this form are available at www.atlas.org.uk.

If required or preferred, a hard copy of this form may be submitted. Completed forms should be sent to:

Email sarah.wicks@atlas.org.uk

Post Sarah Wicks (Project Training Manager)
 ATLAS
 6-8 Bonhill Street
 London EC2A 4BX

When completing the Application for Course Endorsement form, all sections and questions should be completed.

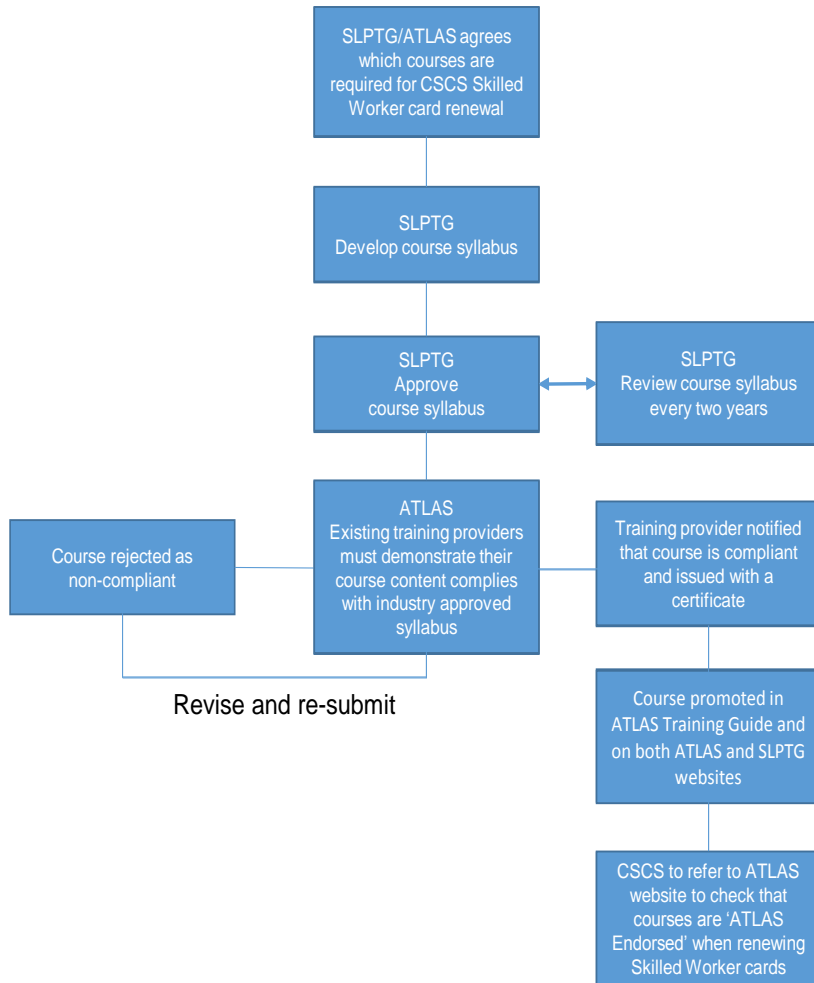
All queries should be referred to Sarah Wicks – ATLAS Training Project Manager by email or by telephone: 0844 249 0026.

1.6.2 Evidence and Documentary Evidence

All supporting documentation should be submitted with the Application for Course Endorsement form. Documents submitted at a later date will delay the course endorsement process.

All supporting documentation should state which part of the application process it refers to i.e. Sample of Course material or Method of Assessment.

2.0 Endorsement Approval Process



ATLAS COURSE ENDORSEMENT PROCESS MARCH 2015

Blue SKILLED Worker cards are valid for 5 years

To renew Skilled Worker cards, the relevant course must have been completed within the 2 years prior to the card expiry date. The course must be an "ATLAS Endorsed Course" or the operatives application for renewal will be rejected by CSCS.

Course syllabuses are reviewed every two years to ensure the content continues to meet industry standards

3.0 Course Syllabus: Working at Height for Lightning Conductor Engineers

Aims: To provide Lightning Conductor Engineers with the skills required to work at height and use ladders for access and egress during their normal working day.

This training demonstrates Continued Professional Development (CPD) for Lightning Conductor Engineers and only "ATLAS Endorsed Courses" will be accepted as evidence by the Construction Skills Certification Scheme (CSCS) to renew a Lightning Conductor Skilled Worker Card.

Course Objectives - At the end of the course the delegate will be able to:

- state their responsibilities under the Health & Safety at Work Act and other relevant legislation including the Work at Height Regulations
 - identify the dangers and hazards associated with the use of ladders
 - identify, select and inspect:
 - timber pole ladders
 - extending ladders
 - steps and low level access platforms
 - successfully complete a demonstration exercise
 - demonstrate ability to safely fit a safety harness
 - pass a multiple choice questionnaire.
-

Course Duration: 6 hours (1 day)

Achievement Measure: Multiple choice questionnaire and short practical assessment

Number of Delegates: 10 - 12

Training Staff: To hold a relevant construction-related qualification and teacher / training qualifications.

Training facilities and equipment:

- A room with seating, lighting, projector, screen and writing facilities with adequate space for a maximum of 12 delegates
 - A safe and suitable area free from vehicular traffic for the practical element
 - A selection of ladders most frequently used including timber pole ladders, extending ladders, steps and low level access platforms
 - A safety harness must be used during the practical element.
-

4.0 Course Syllabus: Anchors for Steeplejacks

Aims: To provide Steeplejack operatives with the theoretical knowledge and skills to safely install and test steeplejack anchors, in accordance with current legal and industry standards.

This training demonstrates Continued Professional Development (CPD) for Steeplejacks and only “ATLAS Endorsed Courses” will be accepted as evidence by the Construction Skills Certificate Scheme (CSCS) to renew a Steeplejack Skilled Worker card.

Course Objectives - At the end of the course the delegate will be able to:

- identify the links between the Health and Safety at Work Act, health and safety regulations and industry standards
 - identify the suitability of a structure for anchors
 - identify the most suitable anchors for the base material of a structure
 - identify the correct anchors and their working loads
 - understand the way loads are transferred through anchors
 - understand the theory of how to install anchors
 - identify the best location to install anchors in a structure
 - identify the required testing regime for anchors
 - understand what actions to take if an anchor fails a pull test
 - understand the way loads are transferred through anchors when installing steeplejack ladders and scaffold
 - successfully complete a short practical assessment
 - pass a multiple choice questionnaire.
-

Course Duration: 6 hours (1 day)

Achievement Measure: Multiple choice questionnaire and short practical assessment.

Number of Delegates: 6 -12

Training staff: To hold industry recognised Steeplejack qualifications, have relevant work experience, and hold adequate teacher / training qualifications.

Training facilities and equipment:

- A room with adequate seating, lighting, projector, screen and writing facilities with space for a maximum of 12 delegates.
 - A safe and suitable area free from vehicular traffic for the practical element.
-

5.0 Application for Course Endorsement

This form should be used to apply for endorsement of Working at Heights for Lightning Conductor Engineers and Anchors for Steeplejacks courses. A separate application should be completed for each course that the organisation wishes to be endorsed. If necessary, ATLAS may request additional course or trainer information.

5.1 Contact Information

Please provide the following information:

Centre Name:
Centre Address:
Main Contact: (The person to whom all correspondence should be addressed)
Name, job title and contact details of the person completing this form:
Date completed:

5.2 Course Information

5.2.1 Title of course to be endorsed:

--

5.2.2 Summary of course objectives and intended learning outcomes (Please includes a statement covering the target client / candidate)

--

5.2.3 Course Syllabus to be endorsed (Please include a copy of the full syllabus)

--

5.2.4 Where will the course take place?

--

5.2.5 What equipment will be provided to the delegates to use / review?

(i.e. anchors, various ladders, harnesses etc.)

Please provide as much detail as possible.

5.2.6 Please provide a risk assessment for the course location and equipment to be used during the course.

Please insert as a separate document if further space is required

5.2.7 Sample of course material (Please supply the following)

- Course hand outs
- Course PowerPoint slides
- Course assessment

5.2.8 Method of assessment

(Please provide an outline assessment plan and marking criteria)

5.2.9 Summary of teaching/training skills

(Please include statement on the required level of experience/qualifications of teachers/trainers)

5.3 Declaration

I confirm that all the information on this application form is correct.

Signature:

Print name:

Date:

6.0 Terms and Conditions

1. ATLAS is not an examining body nor a certification body.
2. ATLAS provides Endorsed Course Status for '[Working at Height for Lightning Conductor Engineers](#)' and '[Anchors for Steeplejacks](#)' and Training Providers may apply to have one or both of these courses accredited.
3. ATLAS agrees to recognise and publicise the Endorsed Courses of the Training Provider to members and stakeholders, including CSCS, in relation to approved courses for CPD.
4. ATLAS has the right to request further information relating to the Endorsed Course and/or Training Provider at any stage during the application process, or once Endorsed Course Status has been granted.
5. The industry-approved syllabuses will be reviewed by SLPTG every two years to ensure the technical content meets current industry best practice.
6. After each bi-annual syllabus review, Endorsed Course Providers will be asked to reapply for Endorsed Course Status.
7. ATLAS will hold all information provided by Training Providers as confidential and shall not supply it to any third parties.
8. All parties recognise that arrangements may be made for quality audits to be carried out by an independent person in relation to the Endorsed Course.
9. Training Providers are expected to stay up to date with the latest ATLAS and HSE Guidance, including [Safe Use of Ladders in the Specialist Access Industry](#) and the [ATLAS Guidance Note: Anchors for Steeplejacking](#).
10. This "Endorsement" can be cancelled at any time with the agreement of all parties. If one party only wishes to terminate this Agreement, it will be necessary for them to appeal in writing to ATLAS at 6-8 Bonhill Street, London, EC2A 4BX or directly to the Training Provider.
11. Should the Training Provider enter administration, insolvency or come to a settlement with its creditors, this "Endorsement" will be terminated with immediate effect.
12. If any party has a grievance concerning the terms and conditions of this "Endorsement", an attempt should be made to resolve the grievance by negotiation. If a grievance still exists, it can be submitted to a panel selected by ATLAS marked for the attention of the Secretariat at 6-8 Bonhill Street, London, EC2A 4BX.