

# PARK MANAGEMENT CERTIFICATE

## Syllabus 2010



### Module 1: Planning and Site Licence:

- The Caravan Sites and Control of Development Act 1960
- Planning consent Requirements
- Permitted Developments
- Site Licence Conditions
- Model Standards
- Model Standards for Holiday Parks
- Model Standards for Touring Parks
- Model Standards for Residential Parks
- The Interaction of Planning and Site Licence Control

### Module 2: Health & Safety

- Health & Safety at Work Act 1974
- Risk and Assessment
- Enforcement & Self Regulation
- Accident Reporting & Investigation
- Fire
- Swimming Pools
- Children's Play Areas
- Gas Safety
- Electricity
- Water Safety
- Manual Handling
- Substances Hazardous to Health
- Food Safety
- Noise
- Computer Usage
- First Aid
- Working at Height
- Management of Contractors
- Other General Legislation & Concerns

### Module 3: Employment Law

- Employees Statutory Rights
- Recruitment & Retention of Staff
- Contracts of Employment
- Maternity Rights
- Other Leave
- The Working Time Regulations 1998
- The Minimum Pay Regulations
- Grievance & Disciplinary Procedures
- Discrimination

### Module 4: Consumer Law

- The Trade Descriptions Act 1968
- The Consumer Protection Act 1987
- The Price Marking Order 1999
- The Data Protection Act 1998
- The Consumer Credit Act 1974
- The Sale of Goods Act 1979
- Other General Legislation & Concerns
- The Supply of Goods and Services Act 1982
- The Consumer Protection (Distance Selling) Regulations 2000
- The Sale and Supply of Goods to Consumers Regulations 2002
- Money Laundering Regulations
- Negligence

### Module 5: Environmental Considerations for Parks

- Conservation Awards
- Entertainment & Licensing
- The Licensing Act 2003
- Door Supervisors
- Music Licensing
- Gambling Act 2005
- Other Licensing Issues
- Smoking In Public Places
- Disability Discrimination Act 1995
- TV Licensing
- Insurance
- The Environmental Protection Act 1990

### Module 6: Codes of Practice for Holiday Parks

- Selling and Siting Holiday Caravans
- Guidelines of Good Practice for the Transportation, Movement, Siting, De-siting and Commissioning of Caravan Holiday Homes
- Misuse of Caravan Holiday Homes
- The Code of Practice for Letting Holiday Caravans
- Rectification and Supply of Spare Parts under Manufacturer Warranty

### Module 7: Legislation and Codes of Practice relating to Residential Parks

- The Caravan Sites Act 1968, the Mobile Homes Act 1983, and the Housing Act 2004 include legislation that affects:
- Moving, siting and de-siting Park Homes