

## **National Highway Sector Scheme Cards**

### **A guide for employees and employers**

#### **Introduction**

Lantra issues skill registration cards as confirmation that a Learner has met the competency requirements for the relevant scheme to undertake the role outlined on the card.

Examples of the cards are attached as Annex 1.

All skills registration cards must be current and valid as denoted by the date of issue. All cards issued by Lantra have a 5 year expiry date. It is the employers and employees responsibility to maintain the skills registration card at all times.

If you are in doubt regarding what skills your employee requires or how to reapply for a skills registration card due to expire, please contact the NHSS team on [NHSS@lantra.co.uk](mailto:NHSS@lantra.co.uk).

#### **How to replace a lost card**

In the event of a lost skills registration card, you should contact Lantra Customer Service team on 02476 696996 to request a replacement. Please note Lantra will not re-issue skills registration cards within the first 6 months of their original issue directly to Learners. In the event of a card being lost within this period, Lantra will re-direct all Learners back to the Training Provider with whom the Learner undertook the training and assessment.

Replacement cards can also be requested by post by sending to the address detailed below. Please include a cheque for the appropriate amount as noted in Lantra's Service Fees.

#### **Customer Services Team**

**Lantra**  
**Lantra House**  
**Stoneleigh**  
**Coventry**  
**CV8 2LG**

#### **How can a Learner add more skills to their current skills registration card?**

In the event that a Learner undertakes additional training recognised by the National Highway Sector Schemes and Lantra; evidence of assessment must be provided by the Training Provider who registered the Learner with Lantra. Once evidence is received and validated as meeting requirements, a registration card will be issued that will include the additional skills. Please refer to Lantra Service Fees for the price for this service.

## Fraudulent Cards

In the event you suspect that a skills registration card maybe fraudulent, where possible you should:

- Retain the skills registration card
- Take images of the skills registration card, the card holders name, address and details of how the card was obtained
- Contact Lantra immediately and provide us with as much information as possible
- Subject to your normal company rules you should bar access to any site or location where the skills registration card is required for entry or access

Lantra's Quality Team will fully investigate any suspicion of malpractice, maladministration or fraud. Lantra will support any prosecution which may result.

## Evidence Retention

All National Highway Sector Schemes are required to evidence Learners competence through training and assessment demonstrating that they meet the standards and criteria set down before they are issued with an individual skills registration card. Evidence is recorded primarily, although not exclusively, supported by a logbook.

Employers or employees should ensure that they retain this evidence and logbooks at all times.

The table below sets out the learning which needs to have been achieved against each card and the supporting evidence.

Table 1

<b>Card Type (examples)</b>	<b>Learning or Assessment</b>	<b>Evidence</b>
12AB General Operative	Training course followed by assessment.	Test paper & logbook
12B LTMO	Training Course. Must have already completed 12AB General Operative Assessment.	Test Paper
12A Foreman	Training Course. Must have already completed 12AB General Operative Assessment.	Test Paper
Impact Protection Vehicle (IPV)	Training Course.	Test Paper
12C Operative	Training Course x2, assessment x2.	Test paper & logbook
12C Supervisor	Supervisor training course followed by Supervisor assessment. Must have already completed 12C Operative assessment.	Test paper & logbook
12D M1 MWO	Training Course.	Test paper
12D M1/M2	Training course followed by assessment.	Test paper and logbook
12D M3	Training course followed by assessment or via 12AB conversion. Must already have completed 12D M1/M2 Assessment.	Test paper and logbook
12D M4	Training course followed by assessment. Must already have completed 12D M1/M2 Assessment.	Test paper and logbook
12D M5	Training course followed by assessment. Must already have completed 12D M1/M2. Assessment.	Test paper and logbook
12D M6	Training course. Must already have completed 12D M1/M2 Assessment.	Test paper
12D M7	Training course.	Test paper
10B Non-Proprietary	Training course.	Test paper
10B Proprietary	Training course.	Test paper

**What should I do if the Learner has lost the evidence or evidence appears incomplete?**

Lantra maintains records of all training and assessments undertaken by any Learner where a card or certificate has been registered and issued. Logbooks are not retained by Lantra and once completed are issued to the employer or employee.

If the Learner has gaps in their training records, the Training Provider would be expected to be able to provide any missing information that is required. In the event that the original Training Provider is unable to provide such information the current Training Provider should contact Lantra's Customer Service Team for further assistance. Please note any requests Lantra receives to verify training records will be chargeable, please refer to Lantra Service fees for prices.

If there is insufficient evidence or the employer is uncertain about the veracity of the evidence then they should contact the Quality team at Lantra to investigate.

The Quality team at Lantra will review the evidence provided and identify any action which is necessary to avoid any employee working on the public highways where they do not have the skills or required competence.

Course of action when insufficient evidence available:

- The employee card could be withdrawn and the employers advised not to permit access to sites until an assessment has been undertaken
- The employee card could be retained until further training and/or assessment is undertaken and competence demonstrated.

If it is not possible to obtain the card it is important to identify the skills registration card number, the name of the individual and any skills shown on the card where the evidence is lacking.

Lantra will work with the employer to expedite any necessary training or assessment as soon as possible to ensure the employee has not been disadvantaged.

If any irregularities are discovered Lantra will work with the employer to take any necessary actions.

## **Retention of Records**

Lantra recommends that employers and employees retain training and assessment records indefinitely. This may include the following;

- Logbooks
- Skills registration cards
- Yellow sign off sheets
- Certificates
- Employers training matrix

## Annex 1

Below is an example of a National Highways Sector Schemes card issued by Lantra. All skills identity cards are issued with a unique Lantra ID number on the front and back of the card. If you are in doubt about the authenticity of the card please contact Lantra's Customer Service Team for confirmation.

The back of the skills identity card will list the competencies the learner has been approved for. Each skill comes with an expiry date and it is the card holder and employer's responsibility to ensure these are maintained and kept current.

It is important to note on the back of the skills identity card that Lantra retains the right to withdrawn a skill or the entire skills registration card if the learner has been found to have gained the skill without meeting the criteria. The skills identity card can also be taken away from the learner should they be found to be operating on the highways network negligently. Lantra will review with the appropriate Highways Authority and National Highway Sector Schemes Committee for further action.



**NHSS**  
national highway sector schemes

**TRAFFIC MANAGEMENT REGISTRATION SCHEME**

This certifies that

**I M SAMPLE**  
Reg No: **48332/2**

Has successfully completed the course(s) shown on the reverse of this card

Keep your skills current...  
...with Lantra Awards

This card should be kept on your person and made available for inspection at all times.

**TRAFFIC MANAGEMENT REGISTRATION SCHEME** **48332/2**

Course	Original	Expiry
12A Foreman	01/01/2015	01/01/2020
12A General Operative	10/05/2012	01/01/2020
12B Lead Traffic Management Operative	01/01/2015	01/01/2020
12B General Operative	10/05/2012	01/01/2020
12C Supervisor Dual carriageways with or without hard shoulders	02/01/2014	02/01/2019
12C Operative Dual Carriageways with or without hard shoulders	15/04/2000	02/01/2019
IPV Driver Live Lanes	22/02/2011	02/01/2019
IPV Driver Non Live Lanes	22/02/2011	02/01/2019

**LANTRA AWARDS!** Lantra Awards retains the right to withdraw this card  
Lantra Awards, Lantra House, Stoneleigh Park, Coventry, Warwickshire, CV8 2LG  
Tel: 02476 419703 Email: Sector.Schemes@lantra.co.uk

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