



National Highway Sector Schemes

Instructor / Assessor

Approval and Maintenance Document



Version 2.0

Content

Issued January 2023

This document is for Instructors and Assessors and includes

- Approval requirements and routes
- Responsibilities
- Maintenance of skills
- Information for Instructors/Assessors

The content of this document **supersedes** the Instructor/Assessor information in previous documentation eg section 3.0 of the NHSS Provider Document V8 and NHSS Instructor /Assessor Approval document V1.1. All Providers to review as part of their standardisation and copies to made available to all new and existing Instructors and Assessors

Updated

Section 1.0 Technical requirements for 12D T1/T2 instructors

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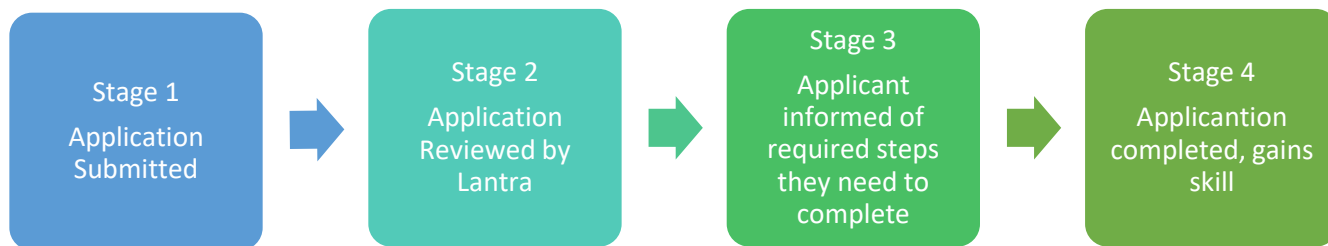
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1.0 How do I become an Approved Instructor for Sector Schemes?



Applicant Instructors are required to have a Form 2 submitted by their Provider to register them with Lantra. Only NHSS Lantra approved Instructors can deliver training in one or more of the National Highway Sector Schemes. Upon receipt of the application Lantra will review and feedback the requirements to proceed. The Instructor must demonstrate on the application form that they have sufficient skills, experience and qualifications to deliver the selected training course.

Applicant Instructors should familiarise themselves with the requirements of the relevant National Highway Sector Scheme and other appropriate industry reference material prior to applying with Lantra.

Applicant Instructors are required to meet two tiers prior to submitting an application - Tier 1 Foundation Skills and Tier 2 Technical Requirements for their chosen skill(s).

Instructor Tier 1 Foundation Skills

Approval criteria	Evidence requirement
Industry experience Mandatory	Provide a competency based Curriculum Vitae showing that the applicant has the relevant industry experience and knowledge
Technical qualifications Mandatory	Copies of relevant technical/operator certificates and licences
First Aid (Optional)	<p>Emergency First Aid at Work (EFAW) or First Aid at Work (FAW) integrated training and assessment (ITA) training certificate or regulated qualification certificate as listed. We also accept valid certificates from the voluntary aid associations (i.e. St. Andrew's, St. John Ambulance, British Red Cross or member organisations registered with the First Aid Industry Body (FAIB http://www.faib.co.uk/registrants/).</p> <p>England, Wales and Northern Ireland</p> <p><i>Level 2 Award in Emergency First Aid at Work (600/7832/7) / Level 3 Award in First Aid at Work (600/7773/6)</i></p> <p>Scotland</p> <p><i>SCQF Level 5 Emergency First Aid at Work (R266 04) / SCQF Level 6 First Aid at Work (R265 04)</i></p> <p>Republic of Ireland</p> <p><i>FETAC Level 5 Occupational First Aid Certificate</i></p> <p><i>Certificates achieved through other countries would be considered based upon the individual applicant and country of intended delivery of training. A full course outline to accompany the certificate is required for authorisation confirmation.</i></p>

Approval criteria	Evidence requirement
<p>Instructional techniques</p> <p>Mandatory</p>	<p>A recognised teaching or instructional techniques qualification, for example:</p> <p>Cert Ed/ PGCE/ B.Ed/ M.Ed/ PTLLS/ CTLLS/ DTLLS Further and Adult Education Teacher's Certificate S/NVQ level 3 or 4 in Training and Development TQFE teaching qualification for further education Training group A22, B22, C21, C23, C24 City and Guilds 7307, 7321; 7407; 7303 or Level 3 Award in the Training of Land Based Skills</p> <p>Lantra Awards accepts Ofqual, SQA and Qualifications in Wales regulated skill specific teaching qualifications</p> <p>Instructional techniques courses must be a minimum of 4 days long covering the items below and must be formally assessed.</p> <ul style="list-style-type: none"> - Ice breakers - SMART objectives - Lesson plans - Learning styles and learning cycle - Error correction - Dealing with challenging people - Feedback - Practical sessions including role reversal <p>This list is not exhaustive. Please check with Lantra if you are looking to undertake a course specifically to become an instructor to make sure we can accept it.</p>
<p>Health & Safety</p> <p>Mandatory</p>	<p>Health & Safety Qualification such as:</p> <ul style="list-style-type: none"> • IOSH – <i>Safety, Health and Environment for Construction Workers</i> • IOSH – <i>Managing Safely</i> • IOSH - <i>Directing Safely</i> • CITB - <i>Site Management Safety Training Scheme (SMSTS)</i> must be valid • CITB – <i>Site Supervisors Safety Training Scheme (SSSTS)</i> must be valid • NeBOSH – <i>General Certificate in Occupational Safety & Health</i> • NeBOSH – <i>Certificate in Construction Health and Safety</i> • NeBOSH – <i>International general certificate in Occupational Safety & Health</i> • NeBOSH – <i>National Diploma in Occupational Safety & Health</i> • NeBOSH – <i>International Diploma in Occupational Safety & Health</i>

Instructor Tier 2 Skill Specific - Technical Requirements and Approval Process

Temporary Traffic Management Basic Course (TTMBC) Instructor	<ul style="list-style-type: none"> • Undertaken a TTMBC course achieving a pass rate of at least 85% • The TTMBC skill must be valid on application • Apply to Lantra to be observed by an External Quality Assurer delivering first course
<p>Recommendation</p> <p>It is recommended that an applicant Instructor observe a TTMBC course being delivered by an experienced Lantra Instructor.</p> <p>If the Applicant holds a higher-level course above TTMBC this will supersede however the skill must be valid.</p> <p>Approval from a TTMBC only instructor EQA observation will only allow the instructor to deliver the TTMBC course. Further observations will be required for approval of subsequent skills.</p>	

Gate Person Airlock Installer/Operator Instructor	<ul style="list-style-type: none"> • Applicants must be registered and approved as a 12AB or 12C or 12D instructor* • Undertake the online Gate Person Airlock Installer/Operator Train the Trainer course achieving a pass rate of at least 90% • The applicant trainer must be observed by the Provider's IQA on first delivery. Once completed IQA Report must be submitted to Lantra to gain full approval.
<p>Recommendation</p> <p>It is recommended that an applicant Instructor observe a Gate Person Airlock Installer/Operator course being delivered by an experienced Lantra Instructor prior to applying to Lantra.</p> <p>Important note</p> <p>*TTMBC instructors only cannot apply for approval for this course.</p> <p>The Provider's IQA observing the delivery must hold a 12AB or 12C or 12D skill.</p> <p>Lantra will supply the Annex 5 report form to all Providers to use in the process of internally observing instructors when the certificate of completing the online Train the Trainer course is received.</p>	

12AB General Operative Instructor	<ul style="list-style-type: none"> • Undertaken a 12B LTMO or a 12A Foreman course achieving a pass rate of at least 85% • The 12B LTMO or 12A Foreman skill (card or certificate) must be valid on application • Apply to Lantra to be observed by an External Quality Assurer delivering first course.
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Recommendation

It is recommended that an applicant Instructor observe a 12AB Operative course being delivered by an experienced Lantra Instructor.

Important note

Applicant Instructors are not permitted to deliver TTMBBC courses until they have been approved as a 12AB or 12C or 12D Instructor first.

Applicants approved as a 12AB Instructor will automatically be permitted to deliver the TTMBBC course.

12 Impact Protection Vehicle (IPV) Instructor	<ul style="list-style-type: none"> • Undertaken an IPV Operative course achieving a pass rate of at least 85% • Hold any IPV skilled worker category which must be valid on application • Apply to Lantra to be observed by an External Quality Assurer delivering first training course.
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Recommendation

It is recommended that an applicant Instructor observe an IPV Operative course being delivered by an experienced Lantra NHSS Instructor.

Important note

Applicants who hold the 12C Supervisor Instructor/Assessor status will automatically be granted full IPV Instructor/Assessor status without need for additional observations.

Applicant Instructors are not permitted to deliver TTMBBC courses until they have first been approved as a 12AB or 12C or 12D Instructor.

Applicants approved as a 12 IPV Instructor will automatically be permitted to deliver the TTMBBC course.

There is a separate approval route for IPV Assessors.

12B Lead Traffic Management Operative (LTMO) Instructor	<ul style="list-style-type: none"> • Applicants must be approved as a 12AB General Operative Instructor • Hold the 12B LTMO skill (card or certificate) which must be valid on application • Applicant Instructor must have delivered 4 registered 12AB General Operative courses • Applicant Instructor must hold a level 3 or higher qualification in Health & Safety • Apply to Lantra to undertake the 12B LTMO Instructor exam and pass with a grade of at least 75% • Apply to Lantra to be observed by an External Quality Assurer delivering first course in full.
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****Important note***

It is recommended that an applicant Instructor observe the delivery of a 12B LTMO course being delivered by an experienced Lantra Instructor prior to applying for approval.

The 12B LTMO Instructor exam does not have a resit. If you are unsuccessful, you will have the option to apply for the next available Instructor exam.

12A Foreman Instructor	<ul style="list-style-type: none"> • Applicants must be approved as a 12B LTMO Instructor • Hold the 12A Foreman skill (card or certificate) which must be valid on application • Applicant Instructor must have delivered 3 registered 12B LTMO courses • Apply to Lantra to undertake the 12A Foreman Instructor exam and pass with a grade of at least 75% • Apply to Lantra to be observed by an External Quality Assurer delivering first course in full.
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****Important note***

It is recommended that an applicant Instructor observe the delivery of a 12A Foreman course being delivered by an experienced Lantra Instructor prior to applying for approval.

The 12A Foreman Instructor exam does not have a resit. If you are unsuccessful, you will have the option to apply for the next available Instructor exam.

<p>12A Traffic Safety Control Officer (TSCO) Instructor</p> <p>Traffic Safety Supervisor (TSS) Instructor</p>	<ul style="list-style-type: none"> • Applicants must be approved as a 12A Foreman Instructor • Undertaken the TSCO course achieving a pass rate of at least 85% • Hold 12A Traffic Safety & Control Officer (Manager) or 12AB TSCO (TSS) (Manager) which must be valid on application • Applicant Instructor must have delivered 2 registered 12A Foreman courses • Apply to Lantra to undertake the 12A TSCO (TSS) Instructor exam and pass with a grade of at least 75% • Apply to Lantra to be observed by an External Quality Assurer delivering first course.
<p><i>Recommendation</i></p> <p>It is recommended that an applicant Instructor observe a TSCO (TSS) operative course being delivered by an experienced Lantra Instructor.</p> <p>The 12A TSCO/TSS Instructor exam does not have a resit. If you are unsuccessful, you will have the option to apply for the next available Instructor exam.</p>	

NHSS12C Instructor/Assessor	<ul style="list-style-type: none"> • Undertaken a 12C Operative and Supervisor course achieving both with a pass rate of at least 85%* • Hold the appropriate HGV licence for the type of vehicles used for 12C works. • Hold the 12C Supervisor card (dual carriageway with & without hard shoulders which must be valid on application* • Apply to undertake a Lantra NHSS12C train the trainer course** • Following successful completion of the Lantra train the trainer course, applicant is observed by a Lantra approved External Quality Assurer***
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Hold the skill*

Applicants must hold the 12C Supervisor “Supervisor” skill card and it must be valid on application to Lantra. Applicants must have successfully completed both the 12C Operative and Supervisor test papers achieving 85% or higher on both exams.

Train the Trainer**

The 12C train the trainer course is a three-day event evaluating the knowledge and technical competency of the applicant.

Applicants must apply for both Instructor/Assessor approval at the same time, the applicant can select Operative or Supervisor in an order that best suits, however, Supervisor approval does not automatically cover Operative, these are separate approvals.

The Train the Trainer will also include MLC practices for the republic of Ireland

Observations***

12C Operative Instructor/Assessor Approval

Following successful completion of the 12C Train the Trainer course the applicant must be observed by a Lantra approved EQA 1x observation (1 day) delivering the 12C Operative training course.

Upon gaining approval as a 12C Operative Instructor the applicant can apply to be observed by a Lantra approved EQA 1x observation (1 day) on the 12C Operative Assessment.

12C Supervisor Instructor/Assessor Approval

Following successful completion of the 12C Train the Trainer course the applicant must be observed by a Lantra approved EQA 1x observation (1 day) delivering the 12C Supervisor training course.

Upon gaining approval as a 12C Supervisor Instructor the applicant can apply to be observed by a Lantra approved EQA 1x observation (1 day) on the 12C Supervisor Assessment.

Important note

12C Instructors/Assessors must maintain their 12C Supervisor card. If the 12C Supervisor card expires then so will the 12C Instructor/Assessor status automatically.

Recommendation

It is recommended that an applicant Instructor/Assessor observe both Operative and Supervisor course/assessment being delivered by an experienced Lantra Instructor before delivering a course themselves.

12D T1-T2 Instructor	<ul style="list-style-type: none"> • Has undertaken the 12D T1-T2 course and passed the test at 85% or higher • Hold the 12D M1 & M2 skills card. The card must be valid, and all assessment units completed • Apply to Lantra to be observed by an External Quality Assurer delivering first T1 and T2 courses*.
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Recommendation

It is recommended that an applicant Instructor observe the individual module courses being delivered by an experienced Lantra Instructor.

Important note*

To gain 12D T1 & T2 instructor status the applicant Instructor must be observed by the EQA delivering both the 12D T1 and T2 courses.

If the applicant Instructor wishes to be observed for 12D M1 MWO only they must be observed by the EQA delivering the TTMBC and the 12D M1 MWO training on the same day.

Applicant Instructors are not permitted to deliver TTMBC courses until they have been approved as a 12AB or 12C or 12D Instructor first.

Applicants approved as a 12D Instructor will automatically be permitted to deliver the TTMBC course.

12D T3 Instructor	<ul style="list-style-type: none"> • Approved as a current 12D T1-T2 Instructor • Has undertaken the 12D T3 course and passed the test at 85% or higher within the last 2 years • No further observation is required unless requested
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Recommendation

It is recommended that an applicant Instructor observe the individual module courses being delivered by an experienced Lantra Instructor.

12D T4 Instructor	<ul style="list-style-type: none"> • Approved as a current 12D T1-T2 Instructor • Has undertaken the 12D T4 course and passed the test at 85% or higher within the last 2 years • No further observation is required unless requested
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Recommendation

It is recommended that an applicant Instructor observe the individual module courses being delivered by an experienced Lantra Instructor.

12D T5 Instructor	<ul style="list-style-type: none"> • Approved as a current 12D T1-T2 Instructor • Has undertaken the 12D T5 course and passed the test at 85% or higher which must be valid on application • Attend and successfully complete the T5 Train the Trainer • Apply to Lantra to be observed by an External Quality Assurer delivering first T5 course.
<p>Recommendation</p> <p>It is recommended that an applicant Instructor observe the individual module courses being delivered by an experienced Lantra Instructor.</p>	

12D M6 Instructor	<ul style="list-style-type: none"> • Approved as a current 12D T1-T2 Instructor • Has undertaken the 12D M6 course and passed both tests at 85% or higher • Hold a current M6 RLTMO category which must be valid on application • Apply to Lantra to be observed by an External Quality Assurer delivering first M6 course.
<p>Recommendation</p> <p>It is recommended that an applicant Instructor observe the individual module courses being delivered by an experienced Lantra Instructor.</p> <p>Important note*</p> <p>The applicant Instructor will need to be observed on both days of the course by the EQA.</p>	

12D M7 Instructor	<ul style="list-style-type: none"> • Has undertaken the 12D M7 course and passed the test at 85% or higher • Hold a current M7 Client Officer/Manager category which must be valid on application • Attend and successfully complete the M7 Train the Trainer • Apply to Lantra to be observed by an External Quality Assurer delivering first M7*.
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Recommendation

It is recommended that an applicant Instructor observe the individual module courses being delivered by an experienced Lantra Instructor.

Important note*

The applicant Instructor will need to be observed on both days of the course.

Applicant Instructors are not permitted to deliver TTMBBC courses until they have first been approved as a 12AB/C/D Instructor.

Applicants approved as a 12D T7 Instructor will automatically be permitted to deliver the TTMBBC course.

10B Foundation/Installer Instructor	<ul style="list-style-type: none"> • Undertake the Installer course achieving a pass rate of at least 85% • Hold the 10B Installer card which must be valid on application • Hold a level 2 diploma in fencing • Hold a current NPSBS or Proprietary system card • Hold a current Blue, Gold or Black VRS FISS/CSCS Card which has a Level 2 NVQ or Diploma in Vehicle Safety Fencing category and a valid VRS Installer category and NPSBS or Proprietary System category • Apply to Lantra to be observed by an External Quality Assurer delivering first Installer course*.
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Important note

*On successful approval of the Instructor application for 10B Installer course, this will automatically approve the Instructor to also deliver 10B Foundation course.

10B Non-Proprietary Safety Barrier System (NPSBS) Course Instructor	<ul style="list-style-type: none"> • Must be approved and registered as a 10B Installer Course Instructor • Hold the 10B NPSBS card which must be valid on application • Hold a current Blue, Gold or Black VRS FISS/CSCS Card which has a Level 2 NVQ or Diploma in Vehicle Safety Fencing category and a valid VRS Installer category and NPSBS or Proprietary System category • Apply to Lantra to be observed by an External Quality Assurer delivering first full NPSBS course*.
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Important note*

The applicant Instructor will only need to be observed on 1 of the 3 days of the NPSBS course by an External Quality Assurer. The remaining 2 days will need to be observed by the Internal Quality Assurer with their report being submitted to Lantra before approval can be given. The Internal Quality Assurer must be suitably knowledgeable to undertake the observation.

10B Proprietary System Course Instructor	<p>Route 1</p> <ul style="list-style-type: none"> • Must be approved and registered as a 10B Installer Instructor • Apply to be observed by a nominated technical expert representing the Proprietor of the system* <p>Route 2</p> <ul style="list-style-type: none"> • Apply to Lantra to be observed by a nominated technical expert representing the Proprietor of the system and a Lantra External Quality Assurer**
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Important note

Applicants can apply for either route 1 or 2 for approval.

Route 1

*The applicant Instructor must not be the nominated technical expert approving competency. The nominated technical expert representing the Proprietor of the system must complete a Lantra observation report form 17 and submit to Lantra for approval to be given.

Route 2

**The Lantra External Quality Assurer and nominated technical expert representing the Proprietor must both observe the first course in full.

If the applicant Instructor has is already approved and registered by Lantra as a 10B Proprietary Instructor, the applicant will not require a further observation by a Lantra External Quality Assurer. However, you will still require a nominated technical expert representing the Proprietor to complete an observation to approve technical competency.

1.1 Instructor Responsibilities: - Preparation, Delivery, Paperwork, Post Delivery

Preparation

Instructors must be Lantra Approved Instructors for the NHSS training course they are delivering and registered to a Lantra Approved NHSS Provider. Instructors should keep up to date with current regulations and legislation as part of their continuing professional development.

Instructors must ensure:

- that the current training materials is being used. This can be verified on the Lantra website <https://www.lantra.co.uk/training-providers>
- copies of appropriate reference materials and training materials for Learners as set out in the course requirements are available
- course paperwork is printed off with sufficient quantities for each Learner, held securely and ready for delivery
- any notified reasonable adjustments have been considered, documented and Lantra informed
- industry documents relevant to the course are accessible for delivery, refer to the Instructor Guidance Notes within the training material packages
- a risk assessment form is accessible and compliant with the Provider and Lantra requirements
- they have the appropriate registration pad and course attendance sheet
- they are familiar with training material content and supporting documents
- they arrive at the training location with plenty of time to set up and check the venue is suitable and compliant with section 1.2
- facilities are compliant with test conditions, see section 1.3 for details
- all hardware and software required is tested and ready to use for delivery.

Delivery

Instructors must ensure:

- they have with them their official Lantra identity card
- maximum Learner numbers have not been exceeded
- Learner's identity has been checked and verified
- Learners are inducted with the Provider's process, policies and procedures
- Learners mobile phones and/or smart devices are turned off and put away
- the training course is delivered in accordance with the current materials provided
- Learners understand the aims, objectives and expectations of the course
- each Learner has appropriate support and is offered additional support if required
- scheme and industry material are available for reference purposes
- they are compliant with the Provider's and Lantra's quality assurance
- the classroom being used is compliant with Lantra expectations and that a risk assessment form has been completed. See section 1.2 for more information
- end of course tests are conducted in accordance with section 1.3 requirements
- that each Learner has signed the course attendance form
- their behaviour is in accordance with the Lantra code of conduct, see section 3.0.

Paperwork

Instructors must ensure that:

- Learners have completed and signed relevant paperwork and test papers
- feedback is provided to Learners
- Learners have an option to feedback
- where applicable, test papers have been marked using the correct model answers
- all evidence and information are available for verification
- Learners undertaking Resit/Refresher tests must be invigilated/marked by a person who holds a valid instructor skill for the test being taken.

Post delivery

Instructors must ensure:

- the Learner is issued with the yellow copy of the registration sheet
- all other paperwork including blue and white copies of the registration pad, attendance sheets, test papers and feedback must be dispatched directly to the Provider.

The Instructor must not retain any paperwork after the delivery of the course.

1.2 Instructor: Classroom Facilities and Equipment for Training courses:

The Provider must ensure the classroom meets the minimum criteria for a course to be delivered. If the facilities do not meet the expectations the Instructor must not deliver the course and seek an alternative location.

Providers have the option to deliver training/assessment at their own premises or alternatively that of a client or customer address. Regardless of where the training or assessment takes place the facilities must meet the minimum requirements. Some sites will require prior approval, this is in the case of NHSS 10B or centre based assessments for NHSS 12D.

Risk Assessment

When delivering training, the Provider must ensure that a risk assessment form has been completed. All risk assessment forms must be presented at the annual audit.

Classroom Minimum requirements

The room being used to deliver the training and end of course exam must:

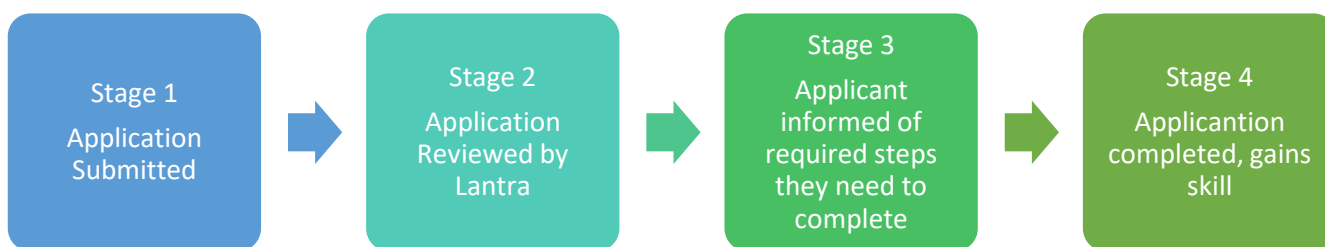
- have appropriate heating, lighting, ventilation, a supply of electricity, protected from outside noise
- have tables and chairs for every Learner
- the Learner has access to paper, pens or calculators as required
- have access to toilet facilities
- have access to hot or cold drinks
- have an ability to clearly display the training course to the Learners, be this via a projector or TV screen
- PC with Microsoft PowerPoint installed
- PowerPoint
 - *Photo slides are there to promote discussion*
 - *The instructor's notes at the bottom of the slides will provide prompts*
- flipchart and/or whiteboard with appropriate marker pens.

1.3 Test Conditions

- Learners shall be seated at least 1 metre apart.
- exam papers must be presented to the Learner face down and can only be accessed by all Learners upon the Instructor initiating the exam
- the Instructor is required to ensure the security of the exam before, during and after the examination
- Learners must be able to see a clock whilst undertaking the exam
- no digital devices unless stated in the Instructor guidance notes are allowed during the exam
- Learners mobile phones and/or personal smart devices are turned off and put away
- Learners are not permitted to talk during the exam, if they want to ask a question, they must raise their hand and speak with the Instructor only
- Learners who complete the exam before the end of the stated time, must either leave the room as quietly as possible or remain seated in silence until the end of the stated time
- the Instructor must remain in the room until all Learners have completed the exam
- Learners are permitted to use the appropriate reference material as stated
- once a test paper has been handed in it is deemed to be complete and cannot be re-issued. Learners must be informed of this at the time of issue
- where permitted eg 12D T1-T7 courses Learners (scoring 70%, but failing to reach 75%) will be permitted to re-sit the paper not less than 2 weeks and not more than 8 weeks after the date of the initial test. Only one re-sit is permitted and if unsuccessful, candidate must attend the whole course again before re-taking the Test
- Learners scoring less than 70% must attend the whole course again prior to re-taking the test.

If any Learners are in breach of the exam conditions they must be expelled with immediate effect. The Instructor must record on the attendance sheet and Learner registration form of the expulsion. The Instructor is responsible for contacting Lantra and the Provider Manager after the exam has concluded to report the incident.

2.0 How do I become an Approved Assessor for Sector Schemes?



Applicant Assessors are required to have a Form 2 submitted by their Provider to register them with Lantra. Only NHSS Lantra approved Assessors can conduct assessments in one or more of the National Highway Sector Schemes. Upon receipt of the application Lantra will review and feedback the requirements to proceed. The Assessor must demonstrate on the application form that they have sufficient skills, experience and qualifications to deliver the selected training course.

Applicant Assessors should familiarise themselves with the requirements of the relevant National Highway Sector Scheme and other appropriate industry reference material prior to applying with Lantra.

Applicant Assessors are required to meet two tiers prior to submitting an application - Tier 1 Foundation Skills and Tier 2 Technical Requirements for their chosen skill(s).

Assessor Tier 1 Foundation Skills

Tier 1 Approval criteria	Evidence requirement
Industry experience Mandatory	Provide a competency based Curriculum Vitae showing that the applicant has the relevant industry experience and knowledge
Technical qualifications Mandatory	Copies of relevant technical/operator certificates and licenses
First Aid (Optional)	<p>Emergency First Aid at Work (EFAW) or First Aid at Work (FAW) integrated training and assessment (ITA) training certificate or regulated qualification certificate as listed. We also accept valid certificates from the voluntary aid associations (i.e. St. Andrew's, St. John Ambulance, British Red Cross or member organisations registered with the First Aid Industry Body (FAIB http://www.faib.co.uk/registrants/).</p> <p>England, Wales and Northern Ireland</p> <p>Level 2 Award in Emergency First Aid at Work (600/7832/7) / Level 3 Award in First Aid at Work (600/7773/6)</p> <p>Scotland</p> <p>SCQF Level 5 Emergency First Aid at Work (R266 04) / SCQF Level 6 First Aid at Work (R265 04)</p> <p>Republic of Ireland</p> <p>FETAC Level 5 Occupational First Aid Certificate</p> <p><i>Certificates achieved through other countries would be considered based upon the individual applicant and country of intended delivery of training. A full course outline to accompany the certificate is required for authorisation confirmation.</i></p>

<p>Assessor qualifications</p> <p>Mandatory</p>	<p>A recognised Assessor qualification, for example</p> <p><i>TDLB: D32 and or D33</i></p> <p><i>A1 (replaced D32 and D33) Assessor Award and or A2 (replaced D32).</i></p> <p><i>TAQA:</i></p> <p><i>Level 3 Award in Assessing Competence in the Work Environment</i></p> <p><i>Level 3 Award in Assessing Vocationally Related Achievement</i></p> <p><i>Level 3 Certificate in Assessing Vocational Achievement</i></p> <p><i>NOCN Tutor Assessor Award</i></p> <p>This list is not exhaustive. Please check with Lantra if you are looking to undertake a course specifically to become an Assessor to make sure we can accept it.</p> <p>.</p>
<p>e-portfolio standard setting (online logbook)</p> <p>Mandatory</p>	<p>Every new Assessor will be required, as part of their approval, to complete e-portfolio standardisation with the Provider's IQA.</p> <p>User guides for the Assessor to use the e-portfolio system and for the assessment process can be found in the User Documents folder within the e-portfolio system.</p> <p>The Provider can request a Lantra representative or an External Quality Assurer to complete the standardisation. This will be at the additional EQA day rate.</p>

Assessor Tier 2 Skill Specific - Technical Requirements and Approval Process

12AB Assessor	<ul style="list-style-type: none"> • Undertaken a 12B LTMO or a 12A Foreman course achieving a pass rate of at least 85% • Hold a full 12B LTMO or 12AB Foreman category, where 12A/B operative assessment units have been completed, which must be valid on application • Attend e-portfolio system standardisation • Apply to Lantra to be observed by an External Quality Assurer delivering first assessment*.
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Recommendation

It is recommended that an applicant Assessor observe a 12AB Operative assessment being undertaken by an experienced Lantra Assessor.

Important note*

Once approved as a 12AB Assessor the applicant can also gain the 12D Assessor skill without need for a further EQA observations, only if all the other 12D Assessor criteria are met.

12 Impact Protection Vehicle (IPV) Assessor	<ul style="list-style-type: none"> • Undertaken an IPV Operative course achieving a pass rate of at least 85% • Hold the IPV With Hard Shoulder & Live Lane category which must be valid on application • Attend e-portfolio system standardisation • Apply to Lantra to be observed by an External Quality Assurer delivering first hard shoulder assessment.
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Recommendation

It is recommended that an applicant Assessor observe IPV assessments being carried out by an experienced Lantra approved NHSS Assessor.

Important note

IPV applicant must hold the appropriate HGV licence for the type of vehicle being used and present this to the EQA before being observed.

Applicants who hold the 12C Supervisor Instructor/Assessor status will automatically be granted full IPV Instructor/Assessor status without need for additional observations.

12C Assessor	<ul style="list-style-type: none"> • See 12C Instructor/Assessor Approval model in section1.1
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12D Assessor	<ul style="list-style-type: none"> • Have undertaken a 12D T1/T2 Operative course achieving a pass rate of at least 85% • Hold a full and valid 12D M1/M2 RTMO category as a minimum and hold the appropriate and valid additional 12D module category for any others applied for. • Attend e-portfolio system standardisation • Apply to Lantra to be observed by an External Quality Assurer delivering an M2 assessment*
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Recommendation

It is recommended that an applicant Assessor observe a 12D M2 Operative assessment being undertaken by an experienced Lantra Assessor.

Important note*

Once approved as a 12D Assessor the applicant can also gain the 12AB Assessor skill without need for a further EQA observations, only if all the other 12AB Assessor criteria are met.

2.1 Assessor Responsibilities: Preparation, Delivery and Logbooks

Preparation

Assessors must ensure:

- they have been notified by the Provider of the activity
- the Learner induction and assessment plan is completed prior to any assessment
- Learner's identity has been checked and verified
- for any driver assessment modules the Learner's driving licence is checked for validity and suitability for the assessment to be undertaken
- that the Learner has completed the appropriate pre-requisites prior to undertaking the assessment, requesting physical evidence to ensure the Learner has met the requirements where necessary
- have appropriate PPE
- have access to the risk assessment and method statement for the job/tasks
- inducted to the company processes and health and safety prior to attendance on site
- they have access to and are registered for the e-portfolio system.

Paperwork

Assessors must ensure that

- the attendance form is completed (denotes end product)
- the registration pad is completed
- evidence recorded must be uploaded to the e-portfolio system (this can be done live or after the event)
- Learners have the opportunity to feedback.

Delivery

Assessors must ensure:

- Learners are appropriately inducted in line with the Providers and contractor process, policies and procedures
- the assessment is delivered in accordance with the NHSS requirements
- the Learner understand the aims, objectives and expectations of the assessment
- each Learner has appropriate support and is offered additional support if required
- they are compliant with the Provider's and Lantra's quality assurance
- the site being used is compliant with health and safety requirements and that a risk assessment has been completed
- to be impartial during the assessment and not influence or direct the Learner
- upon the final live site assessment visit that the Learner fully completes the registration sheet
- to provide feedback to the Learner at the end of the assessment on their overall progress
- the behaviour of the Assessor is compliant with the Lantra code of conduct, refer to section 3.0.

e-portfolios (online logbooks)

Assessors must ensure:

- the Learner has a logbook allocated to them from the Provider
- all evidence is clearly documented, precise and compliant with the NHSS Assessment criteria
- the logbook is updated accurately which does not disadvantage the Learner
- all evidence and information is available for verification
- upon the final live site assessment the allocated logbook is completed and signed off
- paperwork, once completed, is not retained or stored separately from the Provider
- user guides for the Assessor to use the e-portfolio system and for the assessment process can be found in the User Documents folder within the e-portfolio system.

Carrying out assessments

Each learner must be assessed individually (one Learner at a time). “whilst undertaking traffic management operations, including assessment of capability, unregistered Traffic Management Operatives shall at all times be supervised by an appropriately registered Traffic Management Operative on a one to one basis”. This **cannot** be the assessor – See NHSS 12A/B/C/D Document.

Minimum competency requirements for gang sizes are shown in the appropriate NHSS document and these must be maintained whilst assessments are being carried out. An assessor cannot be a member in a gang when assessing a Learner. Assessors are either there to assess a trainee or there as part of the gang. Learners not being assessed must remain in a safe location.

3.0 Code of Conduct - Professional Conduct Instructors and Assessors

The Instructor, Assessor must comply with the Lantra code of Conduct list here.

1. respect the copyright of training and assessment materials, intellectual property, written or not, virtual documents published by Lantra including the use of Lantra or Lantra Awards logo
2. conduct yourself with integrity, courtesy, honesty and respect learners and Lantra's confidentiality
3. participate in standardisation events, product updates and recertification events to maintain and update technical knowledge or understanding of Lantra policies and processes requirements
4. conduct yourself in a professional manner, when working with or on behalf of Lantra or Lantra Awards. Ensure communication regarding Lantra, oral, electronic or written, does not tarnish the image or reputation of Lantra
5. raise any issues you may have with Provider / Lantra confidentially and professionally ensuring remarks are valid, fair, concise and to the point, respecting view of others
6. ensure all sites are left tidy and safe at the end of your session
7. liaise with Lantra staff or appointed personnel, including Regulators, professionally at all times whether this be verbally, in writing or when there is a request for information to ensure all information is supplied in a timely manner
8. ensure at no time you mislead learners/employers that they are undertaking a Lantra course / assessment if this is not the case and they are not registered with Lantra
9. ensure that whilst you are involved in training or assessment delivery you are free from substance misuse, this includes alcohol, illegal and legal drugs where the latter may impact on concentration and/or performance and health and safety of learners or the public. Report any incident where anyone is found to be under the influence of illegal drugs or alcohol before or during a course. Inform learners they will be asked to leave the course immediately. All matters concerning alcohol and illegal/legal drugs shall be treated as confidential
10. ensure risk is identified, recorded and report immediately any conflict of interest that could give rise to an adverse effect where a learner is specifically advantaged or disadvantaged. This includes advising Provider / Lantra of any relationship between the learners, yourself, your business. This may be in relation to, but not exclusive to, paid or unpaid activity or when using third parties or sub-contracted services. Ensure you supply valid and relevant information to any appeal in relation to conflict of interest
11. when attending meetings listen courteously, value the contribution and respect the views of others and not seek to dominate proceedings. Participate in debate to facilitate as thorough an analysis of an issue as possible to ensure that best solutions can be reached, and appropriate actions identified are agreed and taken forward
12. ensure your website profile represents a true and accurate reflection of your relationship with Lantra and that it is not to be considered misleading to potential customers
13. act as an ambassador for Lantra and positively promote Lantra at all times
14. raise any issues you may have with Provider / Lantra confidentially and professionally ensuring remarks are valid, fair, concise and to the point, respecting the view of others
15. conduct yourself in a professional manner, when attending any events, in conjunction with or on behalf of Lantra or Lantra Awards. Ensure communication, oral, electronic or written, regarding Lantra does not tarnish the image or reputation of Lantra
16. always work within guidance on learner ratios, equipment ratios and site safety expectations issued by Lantra Awards.

3.1 Continual Professional Development / Maintenance (CPD / CPM)

Every Instructor and Assessor is only approved for 12 months at a time, which aligns with the Provider's membership from 1st April to 31st March. For Instructors and Assessors to maintain their skills they are expected to record an accurate log of their activity which is relevant to the scheme/s they are approved to deliver.

Each Instructor/Assessor must supply an up to date copy of their CPD / CPM records to each Lantra approved Provider they are registered with. The record must capture what the activity is, the date completed, purpose of undertaking the activity and what benefit was obtained by doing it. Examples of CPD / CPM activities include attending/delivering courses/assessments, updates or development meetings, membership of industry bodies, subject learning coaching training, subject-specific project work or project development, reading/viewing subject specific material and any quality assurance they have undertaken.

The benefit of a having a CPD / CPM is that the Provider can use the information to risk rate the Instructor/Assessor identify any gaps in standardisation and appropriately plan internal observations. For the Instructor/Assessor, they can use the CPD / CPM to show how active they have been in the last 12 months. It is vital that an Instructor/Assessor can present information to show how active and current they are with industry changes and updates.

Should an Instructor/Assessor not have an up to date CPD / CPM or does not have one at all, this will be highlighted as a non-conformity against the Instructor/Assessor and the Provider they are registered with during the annual audit.

Below is a sample of how you can display your CPD / CPM activity.

Activity details	Date	Purpose of undertaking activity	Evaluation of activity	CPD hours

3.2 Example Lantra approved Instructor / Assessor card

Lantra issue Instructor/Assessor identity cards, whenever they are initially approved, and when they update their skills or during the annual renewal of Provider Membership. Instructor/Assessor identity cards are valid only for a 12 month period in line with the Provider annual membership which runs from the 1st of April to the 31st of March.

Every approved Instructor/Assessor must provide an official form of identification while on site or in the classroom. Our identity cards make it clear for learners and people on a works site to identify you and the purpose of your visit.

It is the responsibility of the Instructor/Assessor to always carry their identity card on them when delivering training or assessment.

An example Instructor/Assessor identity card is shown below.



Important note

Lantra issues Instructor/Assessor cards directly to the registered Providers. If a replacement identity card is required this must be requested by the registered Provider from Lantra.

Refer to the Lantra Service Level Fees for information on costs.

If an Instructor/Assessor has been suspended by Lantra the identity card will be requested to be returned to Lantra.

3.3 Instructor/Assessor maintaining skills

Instructors/Assessors are only approved for a 12 month period. Maintaining skill(s) throughout the year is important to stay current with the latest Lantra, Training and Industry requirements.

Instructors/Assessors must complete the following in a membership year.

- Minimum delivery of at least one training course and assessment activity in a 12 month period.
- Maintain individual CPD file (to be updated annually).
- Observed at least once by the Providers IQA delivering a course and assessment.
- Course or assessment paperwork verified by their IQA.
- Attend at least one Provider standardisation event per year.
- Attend at least one Lantra standardisation event when applicable. (This could be face to face or online.)

3.4 Reactivation of Instructor/Assessor status

Instructors/Assessors may find over time that they are not able to deliver a skill they have been approved for. The Provider and Instructor/Assessor are both responsible for monitoring their skills to ensure they are compliant with section 3.3. The IQA is responsible for planning annual skill observations to ensure the Instructor/Assessor complies with the Provider's quality assurance strategy. If the Instructor/Assessor is unable to deliver any one of their approved skills they will fall into one of the categories below. (Please see the table on the next page regarding which courses can maintain other skills.)

12 - 24 Months inactive

The Instructors/Assessors will be eligible to undertake the following to reactivate their skills and approval status with Lantra.

- Be observed by a Providers' IQA on the first delivery of any skill(s) required to be reactivated

24 - 36 Months inactive

The Instructors/Assessors will be eligible to undertake the following to reactivate their skills and approval status with Lantra.

- Successfully complete an online exam for the skill they wish to reactivate
- Successfully complete an online Lantra Instructor exam
- Be observed by a Providers' IQA on the first delivery of any skill(s) required to be reactivated

36 - 48 Months inactive

The Instructors/Assessors will be eligible to undertake the following to reactivate their skills and approval status with Lantra.

- Successfully complete an online exam for the skill they wish to reactivate
- Successfully complete an online Lantra Instructor exam
- Be observed by a Lantra EQA on first delivery of the skill(s) required to be reactivated.

48 + Months inactive

The Instructor/Assessor has been inactive for an extended period of time and must apply to Lantra to go through the full approval route for the skill(s) as stated in section 1.0 for instructors and section 2.0 for assessors.

Important note

The Internal Quality Assurer (IQA) must hold the skill they are observing the Instructor/Assessor deliver and a copy of their report must be submitted to Lantra to reactivate Instructor/Assessor skills.

The Instructor/Assessor can maintain multiple skills by delivering course listed in the table below.

If the skill is not listed in the table, it will not be covered by another.

Instructor/Assessor Skill Coverage

NHSS Skill	Type	Covers
12A Foreman	Training	<ul style="list-style-type: none"> • 12AB General Operative • 12B LTMO • TTMBC
12B LTMO	Training	<ul style="list-style-type: none"> • 12AB General Operative • TTMBC
12AB General Operative	Training	<ul style="list-style-type: none"> • TTMBC
12C Supervisor	Training/Assessment	<ul style="list-style-type: none"> • 12C Operative • TTMBC • IPV
12C Operative	Training	<ul style="list-style-type: none"> • TTMBC
IPV	Training	<ul style="list-style-type: none"> • TTMBC
12D T1/T2	Training	<ul style="list-style-type: none"> • 12D T3/T4 • TTMBC
12D M2	Assessment	<ul style="list-style-type: none"> • 12D M2 • 12D M3 • 12D M4
12D T3, T4, T5 & T7	Training	<ul style="list-style-type: none"> • TTMBC
12D T6	Training	<ul style="list-style-type: none"> • 12D T1/T2 • 12D T3/T4 • TTMBC
10B Installer	Training	<ul style="list-style-type: none"> • 10B Foundation

3.5 Instructors applying for Operative cards

Instructors who maintain their registration and approval with Lantra will be able to use their status to renew their operative skills.

Instructors can only renew skills they have previously held. If they have been granted Instructor status through academic approval or through grandfather rights they will not be able to apply for operative tickets.

To initiate the process, the applicant Instructor will need to request the form via NHSS-Highways@Lantra.co.uk. For more details please see Form 19 below.



Form 19 12ABCD Instructor Application for One Smartcard/Skills Update

This form is for Lantra approved NHSS Instructors to apply for relevant NHSS Smart card(s). The form must be completed in full and comply with the criteria on page 2. If the criteria has not been achieved the application will be rejected.

Instructor Name	Instructor Code
Provider Name	Provider Code
Address	
Postcode	

Please tick the appropriate card(s) you are applying for below:

12A/B Skills	12C Skills	12D Skills
Operative	Supervisor	M2 RTMO
LTMO	(With & Without Hard Shoulders)	M3 Dual Carriageways (up to 40mph)
Foreman	IPV	M4 Convoy Works
TSCO	Planning Officer	M5 Multiphase Traffic Signals
IPV		M6 RL TMO
**Gateperson		M7 Client Officer

One smartcards are £56.40 each (including VAT), unless upgrading from an existing smartcard as updates are £48 (including VAT). Skill updates to existing one smart cards are also £48 (including VAT). If applying for a TSCO skill, first aid and health & safety requirements must be met, so we may ask you to provide certificates to enable you to claim this skill.

Payment methods: The payment options below are available. A VAT invoice will be provided which includes Lantra's bank details. I wish to pay by (please tick as appropriate):

<input type="checkbox"/> Post	Send a cheque or postal order along with this form including VAT made payable to Lantra quoting your details on the back of the cheque
<input type="checkbox"/> Phone	For credit/debit card payments we will contact you to make payment
<input type="checkbox"/> bacs	If you require Lantra's bank details please contact our accounts department on 02476 696996
<input type="checkbox"/> Invoice	An invoice will be raised for the amount required. Please provide a Purchase Order (PO) number and authorisation below

Provider Authorisation Signature	PO Number
Instructor Signature	Date

DPA (2018) and UK GDPR note: Lantra will hold the above data for legitimate business reasons to ensure we can provide the relevant card. This data will be shared with our Smartcard provider. Lantra will hold data electronically for an indefinite period and in hard copy for a minimum of six years. Lantra will not use your data for marketing or profiling purposes. Should you have any questions about your data or wish to exercise your rights as a data subject our Data Controller is Sandie Absalom who can be contacted on 02476 696996. Your rights and our privacy policy are set out in more detail on the Lantra website www.lantra.co.uk



Form 19 Criteria Check List

To successfully apply for your NHSS one smartcard (or an update to) you must complete the table below enclosing the necessary documentation. If all boxes are not ticked as "YES" or you fail to enclose the necessary documentation your application may be rejected.

Step	Criteria	Yes
1	Are you a Lantra approved NHSS Instructor? Must have been active within the last 12 months as an Instructor or have been <u>IQA'd</u> in the last 24 months in the skill areas applied for	
2	Do you hold or did you previously hold the skill(s) applied for?* You can only apply for skills that you have held previously, this is not expected of any Gateperson claims as this is a new category.	
3	Have you maintained up to date Continual Professional Development (CPD)? Please attach CPD evidence**	

* Important Note: Instructors who have allowed their NHSS skills to lapse by more than six months must provide evidence of activity (not just courses they have delivered) in the industry in the specific skills before it can be approved.

** CPD evidence must be appropriate to the skills applied for. This can include courses, standardisation events attended, observations and qualifications completed, documentation reviews and industry updates. Gateperson may not require CPD as they IQA'd as part of approval, which is a CPD event so if the gateperson skills update is over two years after approval as an instructor then CPD is required for this skill.

Lantra will review all supporting documentation submitted. If Lantra is not satisfied with the CPD evidence supplied the evidence will be referred to an appropriate External Quality Assurer who will advise Lantra if the application can be accepted.

To be completed by Lantra personnel:

Criteria Achieved?	Yes	No	Application Status
Step 1 – Instructor Status			Approved
Step 2 – Skills Registration			Rejected
Step 3 – CPD			Approved By
			Signature
			Date



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