



**Subject: NHSS 12ABCD Online Logbooks**

**Date: 18 July 2022**

**FINAL date for Physical logbooks 29<sup>th</sup> July 2022**

As we enter the final weeks where physical logbooks are accepted by Lantra, we would like to add a reminder of the end date and some further clarity with a short FAQs attached overleaf.

As per the December 2021 update, the final date for Physical logbooks to be utilised is Friday 29<sup>th</sup> July 2022. After the deadline passes all Providers must be using the E-Portfolio system for completing Learner assessments.

Lantra has received several questions about transitioning over to the E-portfolio system and that includes what to do with unused physical logbooks. To provide further clarity, we have included a FAQ section for you to review overleaf.

Any questions, please e-mail [NHSS-Highways@Lantra.co.uk](mailto:NHSS-Highways@Lantra.co.uk) for help and advice.

Regards,

Lantra



### 1. Can I submit a physical logbook application after the deadline date?

The deadline date is where Assessors can no longer utilise a physical logbook. If you are still working on an assessment portfolio after the 29<sup>th</sup> July 2022, you must upload all that Learner's information into the E-Portfolio system.

If the Assessors last live assessment date is the 29<sup>th</sup> July and the logbook has been completed, the application can still be submitted to Lantra for registration after this date.

### 2. I will have not completed a Learners physical logbook till after the 29<sup>th</sup> July, what do I need to do?

You will need to upload all the Learner's evidence onto the E-Portfolio system as the physical logbook will no longer be acceptable.

### 3. Do I need to restart the Learner's assessment visits with the Learner?

If you started the assessment process using a physical logbook and haven't completed before the deadline, all the evidence you have collected can be uploaded onto the E-Portfolio system.

It is worth noting collected evidence has a maximum of 2 years before you can no longer use it as part of an application.

### 4. Do I need to purchase a new Logbook if I have purchased a Physical logbook?

Lantra will provide a free of charge online logbook in exchange of a physical logbook, if you purchased the physical Logbook between 1<sup>st</sup> June 2021 - 29<sup>th</sup> July 2022.

To apply please email [NHSS-Highways@Lantra.co.uk](mailto:NHSS-Highways@Lantra.co.uk) with the following information

- Logbook type (e.g. 12AB, 12C, 12D)
- Logbook serial number
- Date purchased



## 5. What should I do with Physical logbooks I currently hold?

### **Untouched physical logbook**

After the 29<sup>th</sup> July you can destroy these logbooks as they are no longer valid.

### **Partially completed logbooks**

You will need to ensure the evidence has been extracted and uploaded into the E-Portfolio system. Once that has been actioned, you can destroy the logbook.

### **Completed and registered logbooks**

Follow the normal process of verification as part the process by your External Quality Assurer, the logbook can be forwarded to the Learner or their Employer.

If you are the Learner's employer, you must hold the Logbook on file until the Learner leaves your employment, whereas the logbook would then be issued to the Learner.

#### **Lantra**

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