

National Highway Sector Schemes
Registration for Providers and Instructors
for delivering Online courses



Applications will be processed in the order that they are received

Please register ONLY those instructors who will be delivering the courses online
 Each instructor has to individually reassigned to the new course codes and in order to facilitate this process please only register those necessary

To be completed by the Provider Manager			
Provider Name			
Provider Manager			
Manager Signature			
Provider ID Number			
Course tests available	ID Code	Instructor Name	Instructor Code
TTMBC	6344		
12D T1	6338		
12D T2	6339		
12D T3	6340		
12D T4	6341		
12D T5	6342		
12AB General Operative	6343		
12 IPV	6335		
10B Foundation course	6334		
10B Installer course	6337		
ROI Level 5 / 6 Operative	6345		

Declaration to be completed on behalf of the instructor			
<p>I declare that the instructors listed are currently appropriately registered as NHSS instructors with this Provider.</p> <p>I understand that Instructors will only be allocated course tests against the skills for which they have been approved and have been actively delivering course (see section 3.8 of the NHSS Provider Document).</p>			
Please tick box to agree			<input type="checkbox"/>
Signature		Date	
Please print name			

Important note: Please submit this form to Lantra and wait for confirmation that it has been processed BEFORE attempting to book any of the online course tests

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Please forward to:

Lantra,| Lantra House | Stoneleigh Park | Nr Coventry | Warwickshire | CV8 2LG
Tel: 02476 419703 Email: nhss-highways@lantra.co.uk

General Data Protection Regulation (GDPR)

As part of our relationship with you as an Instructor Lantra holds various types of data about you. This data includes, but may not be limited to, your contract details, approved skills groups, skills and experience and previous courses run. Lantra holds this data to enable us to ensure you comply with Lantra's quality assurance processes, promote you to training providers and provide opportunities to you for your development. To undertake this function Lantra will share your data with third parties including Technical Verifiers, Training Providers and our e-mail distribution company.

Your data may be stored either in hardcopy format and/or electronically, we will not use your data for marketing purposes and we do not undertake any profiling of your data.

Lantra's Data Controller is: Sandie Absalom who can be contacted on 02476 696996.

You have various right as a data subject under the General Data Protection regulation which are set out fully on Lantra Quartz website (www.ordering.lantra.co.uk) but your key rights are:

- Should Lantra fail in our duty to protect your data, you have the right to lodge a complaint with the Information Commissioners Office (ICO). www.ico.org.uk
- You have the right to request access to your personal data and Lantra must comply within one month.
- You have the right to request erasure of your data, however in doing so Lantra will be unable to process work you have delivered and therefore in effect you are unable to continue as an Instructor.
- You have the right to have personal data rectified if it is inaccurate or incomplete. If we have disclosed your personal data to third parties, Lantra must inform them and you of the rectification within one month