



National Highway Sector Schemes



Instructor / Assessor
Approval and Maintenance Document

Version 3.0

Content

Issued October 2024

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 Training Provider Document V8 and previous versions of the NHSS Instructor /Assessor Approval and Maintenance document. All NHSS Training Providers to review as part of their standardisation and copies given to all new and existing Instructors and Assessors

Changes have been made to all sections of this document (including but not limited to)

Section 1.0 Technical requirements for EMCC Instructors included

Sections 1.1 – 1.4 Instructor Responsibilities etc

Section 2.0 Technical requirements for EMCC Assessor included

Sections 2.1 – 2.16 Assessor Responsibilities etc

NB Throughout this document the 'Training Provider' refers to Lantra approved NHSS Training Providers.

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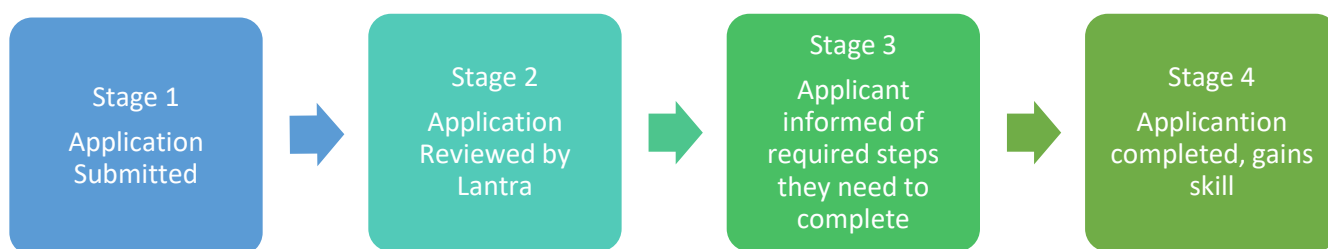
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Contents

1.0	How do I become an Approved Instructor for Sector Schemes?	4
	Instructor Tier 1 Foundation Skills	4
	Instructor Tier 2 Skill Specific - Technical Requirements and Approval Process	6
1.1	Instructor Responsibilities: - Preparation, Delivery, Paperwork, Post Delivery	16
1.1.1	Preparation	16
1.1.2	Delivery.....	16
1.1.3	Paperwork	17
1.1.4	Post delivery	17
1.2	Instructor: Classroom Facilities and Equipment for Training courses:	18
1.2.2	Risk Assessment	18
1.2.3	Classroom Minimum requirements.....	18
1.3	Test Conditions.....	19
1.4	Online Training	20
2.0	How do I become an Approved Assessor for Sector Schemes?	21
	Assessor Tier 1 Foundation Skills	21
	Assessor Tier 2 Skill Specific - Technical Requirements and Approval Process.....	23
2.1	Assessor Responsibilities: Preparation, Delivery and Logbooks	26
2.1.1	Assessment Location.....	26
2.1.2	Preparation	26
2.1.3	Risk Assessment	26
2.1.4	Paperwork	26
2.1.5	Delivery of Assessments.....	26
2.1.6	e-portfolios (online logbooks)	27
3.0	Code of Conduct - Professional Conduct Instructors and Assessors.....	28
3.1	Continual Professional Development / Maintenance (CPD/CPM).....	29
3.2	Example Lantra approved Instructor/Assessor card	30
3.3	Instructor/Assessor maintaining skills	31
3.4	Reactivation of Instructor/Assessor status	31
3.5	Instructors applying for Operative cards.....	33

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



Applicant Instructors are required to have a Form 2 submitted by their Training 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 and in supporting evidence 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 Requirement 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
Instructional techniques Mandatory	<p>A recognised teaching or instructional techniques qualification/certificate, for example:</p> <p>Cert Ed/ PGCE/ B.Ed/ M.Ed/ PTLLS/ CTLLS/ DTLLS</p> <p>Further and Adult Education Teacher's Certificate</p> <p>S/NVQ level 3 or 4 in Training and Development</p> <p>TQFE teaching qualification for further education</p> <p>Training group A22, B22, C21, C23, C24</p> <p>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/certificates</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>
Health & Safety Mandatory	<p>Health & Safety Qualification/Certificate such as:</p> <ul style="list-style-type: none"> • IOSH – <i>Safety, Health and Environment for Construction Workers</i> • IOSH – Managing Safely • IOSH - Directing Safely • CITB - Site Management Safety Training Scheme (SMSTS) must be valid • CITB – Site Supervisors Safety Training Scheme (SSSTS) must be valid • NeBOSH – General Certificate in Occupational Safety & Health • NeBOSH – Certificate in Construction Health and Safety • NeBOSH – International general certificate in Occupational Safety & Health • NeBOSH – National Diploma in Occupational Safety & Health • NeBOSH – International Diploma in Occupational Safety & Health

Application Forms (Form 02) must be **completed and signed** by both the Training Provider Manager and the applicant Instructor in order to begin the approval process. The form should be submitted, along with the required supporting evidence, to nhss-highways@lantra.co.uk by the NHSS Training Provider.

Please ensure that the current version of the application Form 02 is used at all times otherwise the application may be rejected. This form is available to Training Providers via the Online Ordering portal (Quartzweb) in Useful documents/NHSS Documents

Instructor Tier 2 Skill Specific - Technical Requirements and Approval Process

<p>Temporary Traffic Management Basic Course (TTMBC) Instructor</p>	<ul style="list-style-type: none"> • Undertaken a TTMBC course achieving a test pass of 85% or higher • 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 course than the TTMBC, this will be accepted in the place of the TTMBC however the higher course must be valid at the time of application'</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> <p>This skill must be maintained in accordance with section 3.3 of this document.</p>	

<p>Gate Person Airlock Installer/Operator Instructor</p>	<ul style="list-style-type: none"> • Applicants must be registered and approved as a 12AB/C/D Instructor* • Undertake the online Gate Person Airlock Installer/Operator Train the Trainer course achieving a test pass of 90% or higher • The applicant trainer must be observed by the Training 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 Training Provider's IQA observing the delivery must hold a 12AB/C/D skill.</p> <p>Lantra will supply the Annex 5 report form to Training Providers to use in the process of internally observing Instructors when the certificate of completing the online Train the Trainer course is received.</p> <p>This skill must be maintained in accordance with section 3.3 of this document.</p>	

Enhanced Mobile Carriageway Closure (EMCC) Awareness Instructor	<ul style="list-style-type: none"> • Must be a current Lantra approved NHSS 12AB Instructor • Must hold a current EMCC Operator skill* <ul style="list-style-type: none"> *Must be observed by an appropriate EQA (or approved technical expert) carrying out the EMCC Operation Assessment • Attend and successfully complete the Lantra EMCC Train the Trainer course achieving a test pass of 85% or higher
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Please note that

- Applications to register as an EMCC Awareness Instructor can only be accepted once the above criteria have been met.
- Applications should be submitted by the NHSS Training Provider Manager.
- EMCC Train the Trainer events are only face to face and not available online

Maintaining skill

Once approved you will need to deliver the training course at least once every 12 months to maintain this skill as active.

Please be aware that the standard setting course will be notified by Lantra when required and you will be required to attend to maintain your skill.

12AB General Operative Instructor	<ul style="list-style-type: none"> • Undertaken a 12B LTMO or a 12A Foreman course achieving a test pass of 85% or higher • 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 TTMBC courses until they have been approved as a 12AB/C/D Instructor first.

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

This skill must be maintained in accordance with section 3.3 of this document

12 Impact Protection Vehicle (IPV) Instructor	<ul style="list-style-type: none"> • Undertaken an IPV Operative course achieving a test pass of 85% or higher • 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 TTMBC courses until they have first been approved as a 12AB/C/D Instructor.

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

There is a separate approval route for IPV Assessors.

This skill must be maintained in accordance with section 3.3 of this document

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 achieving a test pass 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.

This skill must be maintained in accordance with section 3.3 of this document

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 Apply to Lantra to undertake the 12B LTMO Instructor exam achieving a test pass 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.

This skill must be maintained in accordance with section 3.3 of this document

12A Traffic Safety Control Officer (TSCO) Instructor	<ul style="list-style-type: none"> • Applicants must be approved as a 12A Foreman Instructor • Undertaken the TSCO course achieving a pass of 85% or higher
Traffic Safety Supervisor (TSS) Instructor	<ul style="list-style-type: none"> • Hold 12A Traffic Safety & Control Officer (Manager) or 12AB TSCO (TSS) (Manager) Card/Certificate 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 achieving a test pass of at least 75% • Apply to Lantra to be observed by an External Quality Assurer delivering first course.

Recommendation

It is recommended that an applicant Instructor observe a TSCO (TSS) operative course being delivered by an experienced Lantra Instructor.

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.

This skill must be maintained in accordance with section 3.3 of this document

NHSS12C Instructor/Assessor	<ul style="list-style-type: none"> • Undertaken a 12C Operative and Supervisor course achieving a pass of 85% or higher * • 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 passing both the tests at 85% or higher

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.

This skill must be maintained in accordance with section 3.3 of this document

12D T1-T2 Instructor	<ul style="list-style-type: none"> • Has undertaken the 12D T1-T2 course achieving a pass of 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/C/D Instructor first.

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

This skill must be maintained in accordance with section 3.3 of this document

12D T3 Instructor	<ul style="list-style-type: none"> • Approved as a current 12D T1-T2 Instructor • Has undertaken the 12D T3 course achieving a test pass of 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.

This skill must be maintained in accordance with section 3.3 of this document

12D T4 Instructor	<ul style="list-style-type: none"> • Approved as a current 12D T1-T2 Instructor • Has undertaken the 12D T4 course achieving a test pass of 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.

This skill must be maintained in accordance with section 3.3 of this document

12D T5 Instructor	<ul style="list-style-type: none"> • Approved as a current 12D T1-T2 Instructor • Has undertaken the 12D T5 course achieving a test pass of 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.
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Recommendation

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

This skill must be maintained in accordance with section 3.3 of this document

12D M6 Instructor	<ul style="list-style-type: none"> • Approved as a current 12D T1-T2 Instructor • Has undertaken the 12D M6 course achieving a pass of at 85% or higher in both tests • 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.
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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 by the EQA.

This skill must be maintained in accordance with section 3.3 of this document

12D M7 Instructor	<ul style="list-style-type: none"> • Has undertaken the 12D M7 course achieving a test pass of 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.

This skill must be maintained in accordance with section 3.3 of this document

10B Foundation/Installer Instructor	<ul style="list-style-type: none"> • Undertake the Installer course achieving a test pass of at least 85% • Hold the 10B Installer card which must be valid on application • 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.

This skill must be maintained in accordance with section 3.3 of this document

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 a current Blue, Gold or Black VRS FISS/CSCS Card with a valid Level 2 NVQ or Diploma in Vehicle Safety Fencing qualification and valid VRS Installer and NPSBS categories' • 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.

This skill must be maintained in accordance with section 3.3 of this document

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.

This skill must be maintained in accordance with section 3.3 of this document

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

1.1.1 Preparation

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

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 are available 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 Training 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.

1.1.2 Delivery

Instructors must ensure:

- They are approved to deliver the training required.
- 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 Training 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 Training Provider's and Lantra's quality assurance.
- End of course tests are conducted in accordance with section 1.3 requirements.
- That each Learner has signed the course attendance form.
- They Proactively promote and demonstrate to Learners on how to download their ecards to their smartphones – PPP is available from the Training Provider.
- That their behaviour is in accordance with the Lantra code of conduct, see section 3.0.

1.1.3 Paperwork

Instructors must ensure that:

- Learners have completed and signed relevant paperwork including test papers; relevant section of the sign off sheet; attendance sheets; photographs where applicable
- Feedback is provided to Learners.
- Learners have an option to feedback.
- Where applicable, test papers have been marked using the correct model answers on the day of the course and results given to the Learner in a confidential manner (12B LTMO, 12A Foreman and 12A TSCO test papers are an exception to this rule as they are required to be marked by both the Instructor and externally marked by an independent marker assigned by Lantra prior to the result being issued to the Training Provider).
- Online proctored or an online refresher exams/tests are not required to be marked by the Instructor.
- All evidence and information are available for verification.

1.1.4 Post delivery

Instructors must ensure:

- All other paperwork including blue and white copies of the registration pad, attendance sheets, test papers and feedback must be dispatched directly to the Training Provider and where applicable a photograph. **The Instructor must not retain any paperwork after the delivery of the course.**

1.2 Instructor: Classroom Facilities and Equipment for Training courses:

The Training 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.

Training 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.

1.2.2 Risk Assessment

When delivering training, the Training Provider must ensure that an Instructor completes a risk assessment. All risk assessment forms must be presented at the annual Lantra audit. If the facilities do not meet the requirements below the Instructor must not deliver the course and seek an alternative.

1.2.3 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.
- Tables and chairs for every Learner.
- Access to paper, pens or calculators as required.
- Access to toilet facilities.
- Access to hot or cold drinks.
- An ability to clearly display the training course to the Learners, via a projector or screen.
- Instructor's pc to have Microsoft PowerPoint installed.
- Current version of PowerPoint presentation for the course being delivered
 - *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.

Ensure all sites are left tidy and safe at the end of your session.

1.3 Test Conditions

The Instructor must ensure that all test conditions are met and maintained at all times, or the test must not take place or be stopped as appropriate. Specific test requirements are contained in the course materials but you must ensure:

- Learners are seated at least 1 metre apart in all directions.
- Test papers must be presented to the Learner face down and can only be accessed by all Learners upon the Instructor initiating the test.
- The Instructor is required to ensure the security of the exam before, during and after the test.
- Learners must be aware of the duration of the test and given notifications by the Instructor at intervals as to the remaining time before the test finishes - a clock clearly visible to all may be beneficial.
- Learners' mobile phones and/or personal smart devices are turned off and put away.
- No digital devices unless it is stated in the Instructor guidance notes they are allowed during the test.
- Learners are not permitted to talk during the test, if they want to ask a question, they must raise their hand and speak with the Instructor only.
- Learners who complete the test 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 test.
- Learners are permitted to use the appropriate reference material only where 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 applicable, 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, the Learner 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.
- Only Instructors approved to deliver the relevant training course can invigilate and mark any re-sit or refresher only test. This is not applicable to online proctored exams/tests.

If any Learners are in breach of the test 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 Training Provider Manager after the test has concluded to report the incident.

1.4 Online Training

The online courses are delivered under controlled conditions by the Instructor with an online test at the end of the training. The course content and test remain identical to the packages delivered in person.

Learners will need to be screened for their eligibility to undertake the training and test and be made aware of the equipment they need to have for online training*. Online tests need to be pre-booked on the Quartzweb system by the Training Provider and Learners sent a link to the test and log in details. Learners need to be made aware of the equipment they need to have to undertake online training* and confirm they have this available.

Learners email addresses should be sent to the Instructor prior to the course so that they can be sent a meeting invitation, and any allowable training materials for them to print out., prior to the event.

Instructors must have

- Suitable equipment to run the training course online - Computer with audio and visual capabilities and a strong stable internet connection*.
- Software installed on their computer suitable to carry out online training e.g. Teams, Zoom, and are proficient in its use.
- The correct version of the training material for the course.
- Confirmation, at the start of the session, that Learners can hear and see the Instructor and that they have received links and log in details for the test.
- Learners' mobile phones and/or personal smart devices are turned off and put away.
- The training is completed before the time booked for the exams/tests to start.

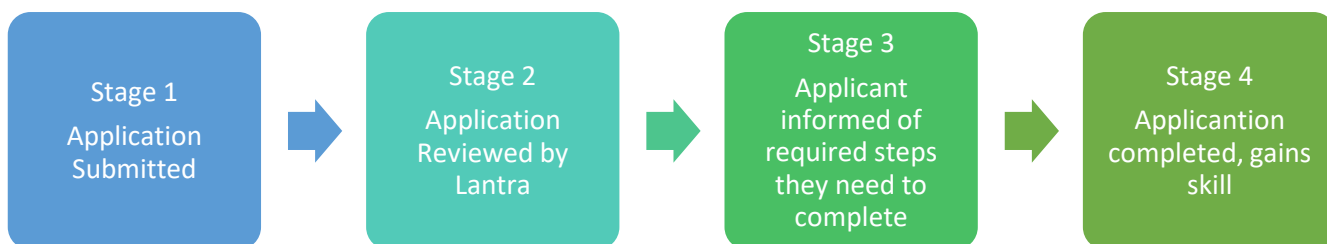
Online Proctored Test Conditions

- Learners must be in a quiet space free from interruptions.
- Learners must be aware of the duration of the test and a countdown timer will be displayed during the test.
- Learners must be made aware that they will be recorded both visually and audibly during the test and the recordings will be reviewed by Lantra to ensure test conditions have been maintained by the Learner throughout before a certificate is produced.
- Learners' mobile phones and/or personal smart devices are turned off and put away.
- No digital devices unless it is stated in the Instructor guidance notes they are allowed during the test.
- Learners are permitted to use the appropriate reference material only where stated.
- Instructor is **not required** to invigilate the test as the proctoring platform will record the screen, sound and video the Learner during the test. The recording will be reviewed by Lantra.

Important Note: It is not permissible to deliver face to face training followed by an online test as this is considered to be blended learning and this option was withdrawn in April 2021.

Where applicable re-sits are available as in section 1.2.

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



Applicant Assessors are required to have a Form 2 submitted by their NHSS Training 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 assessment.

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 Training 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 Training 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>

Application Forms (Form 02) must be **completed and signed** by both the Training Provider Manager and the applicant Assessor in order to begin the approval process. The form should be submitted, along with the required supporting evidence, to nhss-highways@lantra.co.uk by the NHSS Training Provider.

Please ensure that the current version of the application Form 02 is used at all times otherwise the application may be rejected. This form is available to Training Providers via the Online Ordering portal (Quartzweb) in Useful documents/NHSS Documents

Assessor Tier 2 Skill Specific - Technical Requirements and Approval Process

Enhanced Mobile Carriageway Closure (EMCC) Operator Approval	<ul style="list-style-type: none">• Must be a current Lantra approved NHSS 12AB Assessor.• Must hold a current EMCC Operator skill* <p>*Must be observed by an appropriate EQA (or approved technical expert) carrying out EMCC Operation Assessment</p> <ul style="list-style-type: none">• Have attended and successfully completed the Lantra EMCC Train the Trainer course achieving a test pass of at 85% or higher
<p>Please note that</p> <ul style="list-style-type: none">• Applications to register as an EMCC Operator Assessor can only be accepted once the above criteria have been met.• Applications should be submitted by the NHSS Provider Manager.• EMCC Train the Trainer events are only face to face and not available online	
<p>Maintaining skill</p> <p>Once approved you will need to deliver the training course at least once every 12 months to maintain this skill as active.</p> <p>Please be aware that standard setting course will be notified by Lantra when required and you will be required to attend to maintain your skill.</p>	

12AB Assessor	<ul style="list-style-type: none"> • Undertaken a 12B LTMO or a 12A Foreman course achieving a test pass of 85% or higher • 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.

This skill must be maintained in accordance with section 3.3 of this document

12 Impact Protection Vehicle (IPV) Assessor	<ul style="list-style-type: none"> • Undertaken an IPV Operative course achieving a test pass of 85% or higher • 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.

This skill must be maintained in accordance with section 3.3 of this document

12C Assessor	<ul style="list-style-type: none"> • See 12C Instructor/Assessor Approval model in section 1.1
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12D Assessor	<ul style="list-style-type: none"> • Have undertaken a 12D T1/T2 Operative course achieving a test pass of 85% or higher • 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.

This skill must be maintained in accordance with section 3.3 of this document

2.1 Assessor Responsibilities: Preparation, Delivery and Logbooks

2.1.1 Assessment Location

Training 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, as in the case of NHSS 10B or centre based assessments for NHSS 12D.

2.1.2 Preparation

Assessors must ensure:

- They have been notified by the Training Provider of the activity.
- They are approved to carry out the assessments required.
- 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 license 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 (where an assessment is not suitable for a Learner the application will not be registered by Lantra and rejected).
- 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.

2.1.3 Risk Assessment

- When carrying out assessment, the Provider must ensure that an Assessor completes a risk assessment. All risk assessment forms must be presented at the annual Lantra audit. If the site/location does not meet the requirements the Assessor must not carry out an assessment and seek an alternative.

2.1.4 Paperwork

Assessors must ensure that

- The attendance form has been completed/signed for final assessment and the end product has been selected where known.
- The registration pad is completed in accordance with the registration pad notes with the Learner completing the relevant section and the yellow copy is given to the Learner.
- 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.

2.1.5 Delivery of Assessments

Assessors must ensure:

- Learners are appropriately inducted in line with the Providers and contractor process, policies and procedures.

- The Learner understands the aims, objectives and expectations of the assessment.
- They proactively promote and demonstrate to Learners on how to download their ecards to their smartphones – PPP available is available from the Training Provider.
- Each Learner has appropriate support and is offered additional support if required.
- Report any incident where anyone is found to be under the influence of illegal drugs or alcohol before or during an assessment. Inform Learners that they will be asked to leave immediately and any assessment will be stopped. All matters concerning alcohol and illegal/legal drugs shall be treated as confidential.
- The assessment is delivered in accordance with the NHSS requirements.
- They are compliant with the Training 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.
- To provide feedback to the Learner at the end of the assessment on their overall progress.
- The behavior of the Assessor is compliant with the Lantra code of conduct, refer to section 3.0.
- 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 Documents.

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.

2.1.6 e-portfolios (online logbooks)

Logbooks are the method utilised by Lantra for presenting and recording Learner assessment evidence against a set criterion, which will vary depending on what award is being assessed and claimed. Learners will often have to have multiple observations to gain an award, so approved NHSS Assessors will organise with them via an assessment plan and/or schedule to ensure the award is completed and is spaced sufficiently apart from each visit (14 days between each visit covering the same unit criteria) as per NHSS rules.

It is the Assessor's responsibility

- To ensure the Learner has a logbook allocated to them by the Training Provider.
- To capture enough Valid, Reliable, Authentic, Current and Sufficient (VRACS) evidence to support the claim of any units to enable a full NHSS award claim.
- To populate the logbook with evidence collated to demonstrate that the specific award criteria has been met ensuring the logbook is updated accurately which does not disadvantage the Learner.
- When the final assessment is completed and relevant NHSS 12ABCD award is claimed the Assessor must fill out a QF249 Assessment Registration Form and issue the white and blue copies of the tri-part forms to the NHSS Training Provider to submit the completed application, including relevant e-portfolio pages required for registration, while the yellow copy of the form is issued to the Learner as a temporary document to show completion of the award until it is registered and their smartcard or e-card is updated to show the applicable award.
- To ensure their paperwork, once completed, is not retained or stored separately from the Training Provider.

User guides for the Assessor for the e-portfolio system, and for the assessment process, can be found in the User Documents folder within the e-portfolio system.

3.0 Code of Conduct - Professional Conduct Instructors and Assessors

The Instructor and/or Assessor must comply with the Lantra code of Conduct list here.

- 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.
- Conduct yourself with integrity, courtesy, honesty and respect Learners and Lantra's confidentiality.
- Participate in standardisation events, product updates and recertification events to maintain and update technical knowledge.
- 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.
- Raise any issues you may have with the Training Provider / Lantra confidentially and professionally ensuring remarks are valid, fair, concise and to the point, respecting view of others.
- 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.
- 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.
- 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/assessment. Inform Learners that they will be asked to leave the course immediately and any assessment will be stopped. All matters concerning alcohol and illegal/legal drugs shall be treated as confidential.
- Any conflict of interest that could give rise to an adverse effect where a Learner is specifically advantaged or disadvantaged must be declared and reported to the Training Provider. This includes 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.
- 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 a thorough analysis of an issue as possible to ensure that best solutions can be reached, and appropriate actions identified are agreed and taken forward.
- Ensure your website/social media profile represents a true and accurate reflection of your relationship with Lantra and that it cannot to be considered misleading to potential customers.
- Act as an ambassador for Lantra and positively promote Lantra at all times.

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 Training 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 Training 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 Training 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 Training 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 (Learning points / Outcomes)	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 Training Provider Membership. Instructor/Assessor identity cards are valid only for a 12 month period in line with the Training 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 Training Providers. If a replacement identity card is required this must be requested by the registered Training 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 Training Providers IQA delivering a course and assessment.
- Course or assessment paperwork verified by their IQA.
- Attend at least one Training 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 Training 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 Training 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 the Training 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 the Training 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 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.



FRM-HAP-023 - 12ABCD Instructor Claiming Operative Skills Form Public

12ABCD Instructor Claiming Operative Skills Form

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

Instructor Name	Instructor Code	
Provider Name	Provider Code	
Address		
Postcode		

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

12A/B Skills <input type="checkbox"/>		12C Skills <input type="checkbox"/>		12D Skills <input type="checkbox"/>	
TTMBC	<input type="checkbox"/>	TTMBC	<input type="checkbox"/>	TTMBC	<input type="checkbox"/>
Operative	<input type="checkbox"/>	Supervisor	<input type="checkbox"/>	M1 MWO	<input type="checkbox"/>
LTMO	<input type="checkbox"/>	(With & Without Hard Shoulders)		M1/M2 RTMO	<input type="checkbox"/>
Foreman	<input type="checkbox"/>	IPV	<input type="checkbox"/>	M3 Dual Carriageways (up to 40mph)	<input type="checkbox"/>
*TSCO	<input type="checkbox"/>	Planning Officer	<input type="checkbox"/>	M4 Convoy Works	<input type="checkbox"/>
IPV	<input type="checkbox"/>			M5 Multiphase Traffic Signals	<input type="checkbox"/>
EMCC	<input type="checkbox"/>			M6 RL TMO	<input type="checkbox"/>
*Gateperson	<input type="checkbox"/>			M7 Client Officer	<input type="checkbox"/>

Additional Application Information


*If applying for a TSCO skill, first aid and health & safety requirements must be met, so please provide certificates to enable you to claim this skill. For Gateperson, this skill does not have to be held previously due to this being a new course. If you are fully qualified in 12A/B, 12C and/or 12D you do not need to claim TTMBC or if qualified as 12D M1/M2 RTMO (or higher) you do not need to claim M1 MWO separately.

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"/>	bdcs	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	

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/ecard provider. Lantra will hold data electronically for an indefinite period and in hard copy for a minimum of six years. Your data will not be used for marketing or profiling. Your rights and our privacy policy are set out in more detail on Lantra's website at www.Lantra.co.uk.



FRM-HAP-023 - 12ABCD Instructor Claiming Operative Skills Form Public

Fees

All applications are charged once per skill category as listed in each NHSS 12 sections (12A/B, 12C & 12D). Physical issued smartcards are £84 each (including VAT), unless upgrading from an existing smartcard. New Ecards and smartcard/ecard upgrades and updates are £55.20 (including VAT).

Criteria Check List

To successfully apply for your NHSS operative skills you must complete the table below, enclosing the necessary documentation. If all boxes are not ticked as yes or you fail to provide the supporting documentation, your application may be rejected.

Step	Criteria	Yes <input type="checkbox"/>
1	Are you a Lantra approved NHSS Instructor? Must have been active within the last 12 months as an Instructor or have been IQA'd in the last 24 months in the skill areas applied for	<input type="checkbox"/>
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.	<input type="checkbox"/>
3	Have you maintained up to date Continual Professional Development (CPD)? Please attach CPD evidence**	<input type="checkbox"/>

*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 specific skills before they can be approved.

**CPD: Evidence must be appropriate to the skills applied for. This can include, but is not limited to courses, standardisation events, IQA and EQA observations, qualifications completed, documentation reviews, industry updates, practical activity, completed TTM works.

Lantra will review all supporting documentation supplied. If Lantra are not satisfied with the CPD evidence supplied we may ask for additional information and evidence or refer to an appropriate EQA for review.

Once complete please email this application form and your CPD file to: dale.mullock@lantra.co.uk or if unavailable forward the form to nhss-highways@lantra.co.uk

To be completed by Lantra personnel:

Criteria Achieved?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Application Status
Step 1 – Instructor Status	<input type="checkbox"/>	<input type="checkbox"/>	Approved
Step 2 – Skills Registration	<input type="checkbox"/>	<input type="checkbox"/>	Rejected
Step 3 – CPD	<input type="checkbox"/>	<input type="checkbox"/>	Approved By
			Signature
			Date



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