

LANTRA

AWARDS

**National Highways
Sector Schemes
Training Provider
Guidance Document**

Version 4	05/03/2015
Updated -	Who is Lantra Awards Changed Front cover Logo's Title of Document References to "Centres" changed to "Training Provider" How to become a Training Provider section updated in line with current policies
Added -	Internal Verifier role and responsibilities Training Provider Roles Insurance Document requirements Direct Claim Status
Removed –	Centre Fees List Approved Centre – Part A Sector Scheme Product – Part B Instructor/Assessor Application

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1. Introduction

1.1 Who is Lantra Awards?

Lantra is a nationally recognised Awarding Organisation (AO) with almost 40 years experience specialising in training and qualifications. We work closely with professionals, businesses and trade associations to develop training and qualifications to seek to ensure that they have competent workforces that have the skills to carry out their jobs safely and effectively.

Lantra is approved by the Office of Qualifications and Examinations Regulation (Ofqual) who also regulate on behalf of the Welsh Government in Wales and Council for the Curriculum, Examinations and Assessment in Northern Ireland. To operate in Scotland, Lantra gains its awarding body status from the accreditation arm of the Scottish Qualifications Authority (SQA).

Lantra offers a broad portfolio of training and qualifications that are delivered and, where applicable, assessed through a network of approved Providers.

For more information visit our website www.lantra-awards.co.uk.

1.2 What are National Highways Sector Schemes?

Sector Schemes are quality management schemes that have been developed in partnership with the highway industry to interpret ISO9001:2008 standards. They are managed by National Highways Sector Schemes committees comprising industry representatives (including the Highways Agency) that articulate the following in Sector Schemes documents:

- scope, definitions, certification of registration and quality system requirements for companies working in their chosen sector;
- model requirements for quality plans and reference material applicable to each scheme;
- training and health and safety requirements for operatives;
- sample of in-house register, which must be maintained by companies to show their designated operatives;
- guidelines for inspection;
- list of certification bodies accredited to the sector that is qualified to audit companies;
- details of the role of certification bodies and auditor qualifications;
- guidelines and requirements for new entrants wishing to work in the sector.

Each National Highway Sector Scheme committee meets two or three times a year. Training sub-committees report to each Sector Scheme committee and ensure all training materials meet current working practices. A liaison committee oversees the Sector Scheme committees to ensure they operate to a common standard.

1.3 What is Lantra Awards role in Sector Schemes?

Lantra Awards role is to:

- approve and quality assure Training Providers, Instructors, Assessors and verifiers for the training and assessment associated with each Sector Scheme that Lantra Awards facilitates on behalf of the Sector Scheme committees;
- maintain and distribute approved training and assessment materials;
- maintain a database of learners who are working towards, or operatives who have achieved, the qualification and issue certificates and/or cards as permits to work in the sector;
- promote Sector Schemes to the industry via marketing activities.
- provide a secretariat service for the Sector Schemes committees that it facilitates including support for the update and maintenance of the relevant Sector Scheme documents;
- maintain the Schedule of Suppliers list on behalf of all of the Sector Schemes¹.

Please note that Lantra does not employ verifiers, Assessors, Instructors or Training Providers. Training Providers approved by Lantra organise all assessment and training courses for their customers using an approved Assessor and/or Instructor.

1.4 What Sector Schemes does Lantra Awards offer?

Lantra Awards facilitates the schemes shown in the table below.

Table 1 - Sector Schemes offered by Lantra Awards

Scheme Number	Scheme Title	Link to Sector Scheme Document
Scheme 2B	Vehicle Restraint Systems	http://www.ukas.com/library/Technical-Information/Pubs-Technical-Articles/Pubs-List/SSD%202B%20UKAS%208.pdf
Scheme 5B	Installation of Parapets	http://www.ukas.com/library/Technical-Information/Pubs-Technical-Articles/Pubs-List/NHSS%205B.pdf
Scheme 12A/B	Static Temporary Traffic Management on Motorways and other Dual Carriageways	http://www.ukas.com/library/Technical-Information/Pubs-Technical-Articles/Pubs-List/SSD%2012A_2B_August_10.pdf
Scheme 12C	Mobile Lane Closure Traffic Management on motorways and other dual carriageways	http://www.ukas.com/library/Technical-Information/Pubs-Technical-Articles/Pubs-List/NHSS12C%20August%2009.pdf
Scheme 12D	Temporary Traffic Management on Rural and Urban Roads	http://www.ukas.com/library/Technical-Information/Pubs-Technical-Articles/Pubs-List/NHSS12D_%20Dec_2009.pdf

All Sector Schemes are underpinned by Sector Scheme 0 (Part 1 and Part 2).

¹ Please see the Schedule of Suppliers document for further information

2. Training Provider

2.1 How do I become approved as a Training Provider to offer Sector Schemes?

Your organisation must be approved as a Training Provider by Lantra Awards before you can offer training and/or assessment for the Sector Schemes shown in Table 1. Only Training Providers approved by Lantra Awards can offer the training and/or assessment for these Sector Schemes.

Training Providers need to use approved Instructors and/or Assessors to deliver these schemes, and can apply for approval of their own in-house Instructors/Assessors provided these meet the requirements as detailed in this document. Once approved, Training Providers may offer training; assessment or both provided they have approved Instructors/Assessors registered to their centre.

You can apply for Training Provider approval at any point in the year, however all Training Providers must be re-approved by 1 April annually.

Responsibilities of the Training Provider

Some Sector Scheme programmes will not need additional resources; others will need specialist equipment and/or facilities. Some of the training courses offer Learner's the opportunity to train and practise installation / removal methods including fault finding exercises on a dedicated training site. All training sites must be risk assessed by the Instructor prior to running a training course. Training Providers wishing to apply to offer proprietary (manufacturers) courses under Sector Schemes 2B and/or 5B will receive a visit by both the External Verifier and a nominee of the proprietor in order to ensure that the Training Provider has access to appropriate technical facilities to offer specific proprietary courses. Each proprietor will provide details of requirements; contact Lantra Awards for proprietor's contact details.

Should the Training Provider wish to add more sites they must notify Lantra Awards.

Roles

Every Training Provider must appoint a dedicated member of staff to the below roles.

- Training Provider Manager; this person must be in a position of authority to confirm direction, strategy and invoicing.
- Training Provider Administrator; this person must be available on a daily basis should Lantra need to contact the Training Provider.
- Internal Verifier; Must be a qualified IQA, dedicated to the Training Provider and in a position to identify, correct and put in place preventative measures. (for more information please refer to the Sector Schemes Internal Verification Document).

It is important to note that the Training Provider can nominate one person to cover all roles. However, if the nominated Internal Verifier is also a registered Instructor/Assessor they will not be permitted to verify their own work, a second Internal Verifier must be nominated.

Pre-course

Training Providers must ensure that:

- they are familiar with the requirements of the scheme and other industry material;
- the Instructor / Learner ratio is complied with;
- any specialist equipment and/or facilities required meet current legislation and/or specification(s);
- training rooms are suitable and an appropriate risk assessment is carried out;
- Learners are screened to meet the criteria or pre-requisites set for attending training/assessment;
- any additional Learner needs are identified in advance to make any arrangements or reasonable adjustments as necessary (Lantra Awards Equal Opportunities policy lists the types of reasonable adjustments that could be made).

Records

Training Providers must ensure that:

- records are kept of paperwork sent to Lantra Awards
 - attendance sheet;
 - end of course test paper for each learner showing total mark achieved;
 - copy of tri-partite for successful learners;
 - test papers;
 - Logbooks and supporting evidence are stored together for clarity and accountability;
- receipt of learner certificates and/or cards is recorded

All records must be stored securely, so that there is no opportunity for records to be falsified or for fraudulent claims to be made. All training and assessment records must be retained by the Training Provider for 7 years. Logbooks may only be returned to candidates once the Internal Verifier and External Verifier has signed off the quality assurance. If the External Verifier is unavailable to sign off the Logbook Lantra must be contacted for approval.

If the Training Provider decides not to renew or cancel membership or cease to train then all training and assessment paperwork must be forwarded to Lantra in order not to disadvantage the Learner.

Administration

Training Providers must ensure that:

- they notify Lantra Awards at least two weeks in advance of their intention to deliver a training course;
- they register learners using the correct forms when the learner has undertaken the relevant training or assessment;
- all paperwork for completion of training courses must be submitted to Lantra within 2 months and final assessments within 6 months;
- certificates and/or cards are received from Lantra and dispatched promptly and accurately to Learners.

Tests

Training Providers must ensure that:

- a invigilator is provided for tests (this person needs to be qualified for the technical area they are invigilating for);
- only qualified Instructors/Assessors mark question papers including any marginal papers that require a secondary mark;
- learners are informed of test results as soon as possible;
- confirmation of the results is sent to Lantra Awards within two weeks of completion of the test.

Internal Quality Assurance

The Training Provider must nominate an Internal Verifier to create a quality strategy for the membership year. The strategy must include:-

- at least one observations/witness statements of every Instructor/Assessor delivering courses for the Training Provider
- review of the policies Lantra require (see Table 2 Training Provider Policies)
- create, maintain and review processes, systems and record retention
- lead on standardisation with staff and registered Instructors/Assessors
- make sure the Training Provider is compliant with Industry and Lantra requirements
- document Lantra changes and notifications
- maintain a record CPD of all registered Instructors/Assessor
- ensure Training Provider has the current version of training materials and documents, archiving or deleting outdated documents.
- ensure the Training Provider attend standard setting events arranged by Lantra Awards

Insurance

The Training Provider has insurance to cover themselves training and assessing. Lantra asks that every Training Provider holds:-

- **Professional Indemnity**
- **Public Liability**

Steps to becoming an approved Training Provider

Step 1 - Check the requirements

You can apply to offer one or all of the Sector Schemes – however you must first meet the requirements per scheme (and proprietor for proprietary courses under Sector Schemes 2B and/or 5B). Many Training Providers start offering a single scheme then add more after the first year of membership.

It is important that you identify staff that can deliver the Sector Schemes you want to offer. Instructors, Assessors and Internal Verifiers need to have appropriate qualifications and occupational competence to be able to fulfil these roles.

This specification details the systems which will have to be implemented within your centre to support the delivery of the programme. Experience has shown that Sector Scheme programmes run more effectively when they are given full support by senior management. The Training Provider manager is normally a member of the senior management team.

Management support can be demonstrated by ensuring only appropriate team members allocated to the programme are given sufficient time to effectively perform their role.

Internal Verifiers must be given the power to implement effective changes at the centre. If an Internal Verifier can not make proactive changes then they are not appropriate for carrying out the role. The Internal Verifier must be fully integrated with the Training Provider to be effective, the External Verifier visits once a year and must be able to gain a clear insight to the proactive internal verification be charged out.

Step 2 – Become a Lantra Awards approved Training Provider

All Training Providers must be approved by Lantra before they can offer any of Lantra Awards training or assessment.

Training Provider application forms are checked using the criteria below.

Table 2 – Training Provider Policies

Approval criteria	Requirement
Business profile/company literature	A brief outline of your business, operation, facilities, promotional literature etc.
Health & Safety policy	Confirmation of internal policy
Equal opportunities/diversity policy	Confirmation of internal policy
Complaints policy	Confirmation of internal policy
Appeals policy	Confirmation of internal policy
Malpractice & maladministration policy	Confirmation of internal policy
Children and vulnerable adults/safeguarding policy	Confirmation of internal policy
Data protection policy	Confirmation of internal policy
Electronic communications	Email and/or website
Conflict of Interest	Confirmation of internal policy
Substance misuse	Confirmation of internal policy
Recognition of prior learning	Confirmation of internal policy

Code of Practice

All providers are expected to abide by the Lantra Awards Provider Agreement. Failure to comply could result in suspension or withdrawal of membership.

You can also submit applications for Instructor / Assessor approval at the same time. Before completing either you should read the information below.

Step 3 - External verifier visit

On receipt of your application form(s), Lantra will check that you have provided all of the information requested. If the application is complete, we will allocate an External Verifier to your company and arrange for this person to conduct a Training Provider approval visit. You will be invoiced for this visit as part of the approval fee (please refer to Lantra Service fees).

The visit will establish whether you have the necessary systems, processes and resources to offer the scheme for which you have applied and to provide guidance and support to help you to offer the sector scheme(s) successfully. This visit will take place at the main site, however the External Verifier may also want to visit any training sites and/or satellite centres at this or future visits.

The External Verifier will provide feedback on the day of the visit and produce a report that will make a recommendation to Lantra as to whether Training Provider approval should be given or not (giving reasons for these decisions) and any actions or recommendations that may need to be addressed. Lantra will notify your company within ten working days of receipt of the External Verifier's report of the outcome of the approval visit.

To prepare for the External Verifier visit you should have all evidence of systems, documentation and staff that will be involved accessible and available on the day.

Training Providers applying to offer proprietary (manufacturers) courses under Sector Schemes 2B and/or 5B must also organise a visit by a nominee of the proprietor in order to ensure that the Training Provider has access to appropriate technical facilities to offer specific proprietary courses. Where possible this visit will take place at the same time as the external verifier visit.

Step 4 – Training Provider status confirmed

You will be notified whether you have received Training Provider approval or not (if not the reasons will be explained). If you have received approval then you will be notified as to whether there are any conditions or recommendations attached to this approval, and any timescales within which you are expected to address these.

Approved Training Providers (whether conditional or not) will then receive the following:

- A certificate of accreditation from Lantra Awards.

- A unique reference number.

- Copies of the relevant training and assessment materials. It is the responsibility of the training Provider to ensure that these are kept secure at all times.

- A pack containing all relevant documentation and forms.

- Complimentary registration pad/s for the Sector Scheme(s) you are offering. Lantra issues 1 of each type of registration pad you will require. Further registration pads can be purchased through the customer services team at Lantra.

Please note that progress towards addressing any actions or recommendations raised by the external verifier will be checked at future external verifier visits.

It is important to note all new Training Providers do not have Direct Claim Status. Direct Claim Status is achieved by demonstrating the ability to 100% internal verify all Learner applications, then send to the External Verifier to 100% audit. Once the External Verifier and Lantra are happy the standard is being met, the Provider will be awarded Direct Claim Status.

2.2 How do I add additional Sector Schemes?

If at a later date you wish to offer more schemes you can apply to add these to your Training Provider listings. To offer additional Sector Schemes, Training Provider must:

- identify Instructors, Assessors and Internal Verifiers as appropriate who have the qualifications and occupational competence to be able to deliver the scheme;
- complete Training Provider application form and send this to Lantra with completed Instructor / Assessor applications and the appropriate documentation, e.g. revised CVs detailing this experience;

The approval process will focus on the requirements specific to the scheme that you want to add (for example, staff and physical resources). An External Verifier visit will may be required in order for additional schemes to be added. Those wishing to run additional proprietary courses under Sector Scheme 2B will also need to organise a visit by a nominee of the proprietor.

3. Instructors / Assessors

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

Instructors must be approved by Lantra in order to deliver training in one or more of the Sector Schemes. Potential Instructors should familiarise themselves with the requirements of the relevant Sector Scheme and other appropriate industry reference material.

Potential Instructors must be linked to a Lantra Training Provider and be approved by an External Verifier (and proprietor for proprietary courses). They must demonstrate on the application form that they have sufficient skills, experience and qualifications to deliver training to run off the job training courses conducted in a classroom for each Sector Scheme they are applying for.

Instructor application forms are checked, against the criteria below. If criteria are met the application will proceed to the next stage.

Approval criteria	Evidence requirement
Industry experience for the scheme	CV showing at least 2 years experience in the Highways industry
Technical qualifications + associated licences	Copies of relevant technical/operator certificates and licences
First Aid	<p>A Lantra EFAW or FAW ITA training certificate or Ofqual approved 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).</p> <p>England, Wales and Northern Ireland 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 SCQF Level 5 Emergency First Aid at Work (R266 04) SCQF Level 6 First Aid at Work (R265 04)</p> <p>Republic of Ireland FETAC Level 5 Occupational First Aid</p> <p>International 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.</p> <p>NB: we are unable to accept certificates quoting a HSE Approval number achieved after 30 Sept 2013.</p> <p>NB: Lantra also accept certificates from First Aid Training Providers listed on the First Aid Industry Body website. http://www.faib.co.uk/registrants/</p>

Instructional techniques	<p>A recognised teaching/instructional techniques qualification, for example;</p> <ul style="list-style-type: none"> - Cert Ed/PGCE/B. Ed/M. Ed - PTLLS/CTLLS/DTLLS - Further and adult education teacher's certificate - S/NVQ level 3 in training and development - S/NVQ level 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 - CIEH Level 3 Award in Training Skills and Practice <p>This list is not exhaustive. Subject to approval, other comparable qualification supported by a copy of the course outline/relevant CPD will be considered.</p>
Health & Safety	<p>Health & Safety in Agriculture/Horticulture, or IOSH (Managing Safely) or NEBOSH (Certificate). NEBOSH General or IOSH (Managing Safely) for Fencing industry or SMSTS/PMSTS for the construction industry.</p> <p>Demonstration required of Health & Safety knowledge through the approval process and copies of certificates from other comparable qualification/training courses considered.</p>

Instructor Technical Requirements and Approval Process

12AB Instructor	<ul style="list-style-type: none"> • Undertaken a 12AB Operative course achieving a pass rate of at least 85% • Hold the relevant 12AB skills card. The card must be valid • Apply to be observed by a Lantra approved External Verifier delivering first course
Recommendation It is recommended that an applicant Instructor observe a 12AB Operative course being delivered by an experienced Lantra Instructor.	

12AB IPV Instructor	<ul style="list-style-type: none"> • Undertaken a 12AB IPV Operative course achieving a pass rate of at least 85% • Hold the IPV card. The card must be valid • Apply to be observed by a Lantra approved External Verifier delivering first course
Recommendation It is recommended that an applicant Instructor observe a 12AB IPV Operative course being delivered by an experienced Lantra Instructor.	

12A Foreman Instructor	<ul style="list-style-type: none"> • Approved as a current 12AB Instructor • Undertaken a 12A Foreman test achieving a pass rate of at least 85% • Hold the 12A Foreman card. The card must be valid • Undertake a 12A Foreman Instructor test and have achieved a pass rate of at least 75% and hold the relevant card. The card must be valid* • Apply to be observed by a Lantra approved External Verifier delivering first course
*Important Note Individuals who have successfully completed the 12A Foreman Instructor test will be eligible to train both the 12A Foreman and 12B LTMO course. However, individuals that have only completed the 12B LTMO Instructor test will only be able to train the 12B LTMO course.	

12B LTMO Instructor	<ul style="list-style-type: none"> • Approved as a current 12AB Instructor • Undertaken a 12A Foreman test achieving a pass rate of at least 85% or • Undertaken a 12B LTMO test and have achieved a pass rate of at least 85%* • Undertake a 12B LTMO Instructor test and have achieved a pass rate of at least 75% and hold the relevant card. The card must be valid* • Hold the 12B LTMO. The card must be valid • Apply to be observed by a Lantra approved External Verifier delivering first course
<p><i>*Important Note</i> Individuals who have successfully completed the 12A Foreman Instructor test will be eligible to train both the 12A Foreman and 12B LTMO course. However, individuals that have only completed the 12B LTMO Instructor test will only be able to train the 12B LTMO course.</p>	

12A TSCO Instructor	<ul style="list-style-type: none"> • Approved as a current 12A Foreman Instructor see above • Undertaken a TSCO operative course achieving a pass rate of at least 85% and hold a valid card • Apply to Lantra to add the skill to your Instructor card
<p><i>Recommendation</i> It is recommended that an applicant Instructor observe a TSCO Operative course being delivered by an experienced Lantra Instructor.</p>	

12C Instructor	<ul style="list-style-type: none"> • Undertaken a 12C Operative and Supervisor course achieving a pass rate of at least 85% • Hold the 12C Operative and Supervisor card. The card must be valid • Apply to undertake a 12C Lantra Train the Trainer course • Following completion of the Lantra Train the Trainer course be observed by a Lantra approved External Verifier delivering first course (4 observations in total)
<p><i>Important note</i> It is recommended that an applicant Instructor observe the individual module courses being delivered by an experienced Lantra Instructor. The 12C Train the Trainer course is a five day long event evaluating the knowledge and technical competency of the applicant Instructor/Assessor. Following successful completion the applicant Instructor/Assessor will require 4 observations on both Operative and Supervisor courses and assessments.</p>	

12D M1-M4 Instructor	<ul style="list-style-type: none"> • Have undertaken the course 12D M1-M2 and hold the relevant skills card. The card must be valid • Apply to undertake a 12D M1-M4 Lantra Train the Trainer course achieving a pass rate of at least 75% • Following completion of the Lantra Train the Trainer course be observed by a Lantra approved External Verifier delivering first M1-M2 course (approval from this observation covers the delivery of M1-M4)
<p>Recommendation It is recommended that an applicant Instructor observe the individual module courses being delivered by an experienced Lantra Instructor.</p>	

12D M5,M6,M7* Instructor	<ul style="list-style-type: none"> • Approved as a current 12D M1-M4 Instructor* • Apply to undertake the appropriate Lantra 12D Train the Trainer course and achieve a pass rate of at least 75%
<p>Recommendation It is recommended that an applicant Instructor observe the individual module courses being delivered by an experienced Lantra Instructor.</p> <p>Once applicant Instructors have been observed and approved by a Lantra External Verifier on M1/M2 there is no need for further observations on M3/M4/M5/M6/M7</p> <p>*M7 can be applied for without being approved as a 12D M1/M4 Instructor. Applicant Instructors for M7 must hold a valid 12D M7 skills card. Following the completion of the M7 Train the Trainer course. An observation by a Lantra approved External Verifier delivering the first M7 course will be required. If a M7 Instructor wants to add M1/M4 to their status they must comply with the approval route set out in the 12D M1-M4 instructor section</p>	

2B Instructor	<ul style="list-style-type: none"> • Undertaken the Basic / Core course achieving a pass rate of at least 85% • Hold a FISS/CSCS card. The card must be valid • Hold the 2B card. The card must be valid. Hold a current and relevant Non Proprietor system skills card (NPSBS) • Apply to be observed by a Lantra approved External Verifier delivering first Core course (2 day observation)
<p>Note For proprietary courses the observation will be made by both a Lantra External Verifier and a nominee of the proprietor.</p>	

5B Instructor	<ul style="list-style-type: none"> • Undertaken the Basic / Core course achieving a pass rate of at least 85% and hold the relevant 5B card. The card must be valid • Apply to be observed by a Lantra approved External Verifier delivering first course
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Continual Professional Development

Following approval Instructors must maintain appropriate CPD. Examples of CPD activities include attending courses, updates or development meetings, membership of industry bodies, subject learning coaching training, subject-specific project work or project development, reading/viewing subject specific material etc.

Sample Log - CPD

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

Instructor responsibilities

Course delivery

Instructors must ensure that:

- they deliver the training course in accordance with the current materials provided;
- learners understand the aims, objectives and session timings of the course;
- each learner has appropriate support and is offered additional support if required;
- scheme and industry material is available for reference purposes when delivering the training.
- The Instructor is compliant with the Training Provider and Lantra's quality assurance.

CPD

Instructors must ensure that:

- they maintain up to date knowledge of the industry;
- they attend updates events arranged by Lantra to ensure they are working to the required standards.

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

Potential Assessors must be linked to a Lantra approved Training Provider.

Assessors can also be Instructors if they meet the requirements.

Assessor application forms are checked, against the criteria below. If criteria are met the application will proceed to the next stage.

Approval criteria	Evidence requirement
Industry experience for the scheme	CV showing 2 years experience in industry
Technical qualifications + associated licences	Copies of relevant technical/operator certificates and licenses
First Aid	<p>A Lantra EFAW or FAW ITA training certificate or Ofqual approved 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).</p> <p>England, Wales and Northern Ireland <i>Level 2 Award in Emergency First Aid at Work (600/7832/7)</i> <i>Level 3 Award in First Aid at Work (600/7773/6)</i></p> <p>Scotland <i>SCQF Level 5 Emergency First Aid at Work (R266 04)</i> <i>SCQF Level 6 First Aid at Work (R265 04)</i></p> <p>Republic of Ireland <i>FETAC Level 5 Occupational First Aid</i></p> <p>International <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>NB: we are unable to accept certificates quoting a HSE Approval number achieved after 30 Sept 2013.</p> <p>NB: Lantra also accept certificates from First Aid Training Providers listed on the First Aid Industry Body website. http://www.faib.co.uk/registrants/</p>
Assessor qualifications	<p>A recognised Assessor qualification, for example;</p> <ul style="list-style-type: none"> - SQA Accredited Learning and Development Unit 9DI (Assess workplace competences using direct and indirect methods – replacing Units A1 and D32/33) - SQA Accredited Learning and Development Unit 9D (Assess workplace competence using direct methods–replacing Units A2 and D32) - QCF Qualifications based on the Learning and Development NOS 9 Assess Learner Achievement - Level 3 Award in Assessing Competence in the Work Environment (QCF) - Level 3 Award in Assessing Vocationally Related Achievement (QCF) - Level 3 Award in Understanding the Principles and Practices of Assessment (QCF) - Level 3 Certificate in Assessing Vocational Achievement (QCF) - A1 or D32/D33 - A2 or D32 - Further and Adult Education Teachers Certificate - Cert Ed/PGCE/B Ed/M Ed - NOCN Tutor Assessor Award <p>This list is not exhaustive. Subject to approval, other comparable qualification supported by a copy of the course outline/relevant CPD will be considered.</p>

Assessor Technical Requirements and Approval Process

12AB Assessor	<ul style="list-style-type: none"> • Undertaken a 12AB Operative course. Hold the relevant card. The card must be valid • Apply to be observed by a Lantra approved External Verifier delivering first course
<i>Recommendation</i> It is recommended that an applicant Assessor observe a 12AB Operative assessment being undertaken by an experienced Lantra Assessor.	

12C Assessor	Please refer to 12C Instructor approval
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12D Assessor	<ul style="list-style-type: none"> • Undertaken a 12D M1/M2 Operative course achieving a pass rate of at least 85% • Hold the 12D M1/M2 card. The card must be valid • Apply to undertake a 12D Lantra Train the Assessor course achieving a pass rate of at least 75% • Apply to be observed by a Lantra approved External Verifier undertaking first assessment*
<i>Recommendation/Important Note</i> It is recommended that an applicant Assessor observe a 12D Operative assessment being undertaken by an experienced Lantra Assessor. *If you have already been observed conducting an assessment for 12AB as part of your 12AB assessor approval you will not need to be observed as part of your 12D Assessor approval.	

Assessor responsibilities

Assessors must ensure that:

- they identify the day to day work activities for each learner so guidance can be given about which elements / units provide the best starting point for the individual to start collecting evidence. This process underpins the development of an assessment plan for each learner;
- assessment plans are monitored and reviewed regularly so learners continue to make progress and look for appropriate evidence;
- learners are offered additional support and reasonable adjustments are made if required.

Logbooks

Assessors must ensure that:

- all evidence is clear documented and precise;
- feedback is provided to learners;
- the logbook is updated accurately which does not disadvantage the Learner;
- all evidence and information is available for verification;

Once a Logbook is completed the Training Provider's Internal Verifier must quality check and sign off. If the Logbook can not be signed off by the Training Providers Internal Verifier the Logbook must be sent directly to Lantra's quality team.

Should Lantra's Quality team have any concerns regarding quality assurance of assessments then Lantra can request Logbooks are sent directly to the awarding body to audit. Any Logbooks which contain information/supporting evidence which is below the expected standard will result in possible sanctions against the Assessor, Internal Verifier and Training Provider.

All assessment records must retained by the Training Provider for 7 years. Logbooks may only be returned to Learners once the Internal Verifier has signed off the technical content. The External Verifier may also be required to counter sign before releasing to the Learner. The Training Provider can also submit to Lantra to carry out a final audit of the Logbook prior to releasing the Logbook. Any Logbooks sent to Lantra for audit will incur additional charge.

CPD

Following approval assessors must:

- maintain up to date knowledge of the industry;
- attend annual updates arranged by Lantra Awards to ensure they are working to national standards.

Example of a Lantra Awards approved Instructor / Assessor card

On approval or through membership renewal Instructors / Assessors identity cards will be issued. The purpose of the identity card is that the Instructor / Assessor can provide an official form of identification while on site. Each card will list the Instructors / Assessors skills and Training Providers registered with. The Identity card is valid for one year in line with membership renewals.



4. Post Approval

Once approved as a Training Provider you will receive a welcome pack including all forms and documentation needed to administer Sector Schemes.

To ensure that standards are maintained and are consistent across all approved Training Providers you will receive at least one annual visit from an External Verifier.

5. Direct Claim Status

When the Training Provider begins delivering training and assessment on behalf of Lantra they are required to carry out 100% internal verification to ensure that the awarding body criteria is being met. Once the Training Provider has completed internal verification then the External Verifier is required to verify 100% of Learner registration application and supporting evidence. This is to ensure that the Training Provider verification is appropriate and achieving the standard. Once the paperwork has been 100% internal and external verified then Training Provider can issue the Learner application to Lantra to process for registration.

A Training Provider can be granted Direct Claim Status once they have demonstrated to both the External Verifier and Lantra that they require no further support with processing Learner applications.

It is important to note that a Training Provider can have their Direct Claim Status removed at any point during membership if a non-compliant issue is discovered by the External Verifier or Lantra. Lantra must ensure that the National Highway Sector Schemes standard is being delivered at all times.

6. Membership Renewal

All Training Providers, Instructors and Assessors are required to apply for re-approval by 1st April annually. Lantra offers an annual membership which always starts 1st April and ends 31st of March the following year.

Lantra will initiate the annual renewal process with Training Providers prior to April. Providing the Training Provider meets with the scheme requirements and continuity has been maintained their approval status will be upheld and the Training Provider the following will be issued:

- official Training Provider approval certificate;
- instructor cards for all instructors registered to the Training Provider;
- assessor cards for all assessors registered to the Training Provider.



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