



Highway Electrical Registration Scheme (HERS)

**Requirements for
Approved Training Organisations
and
Approved Trainers**

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Highway Electrical Registration Scheme

Requirements for Approved Training Organisations and Approved Trainers

1 Introduction

1.1 Scope

This document provides:

1. Guidance for the training of employees working in the Highway Electrical Industry
2. The specification for the requirements of Approved Training Organisations who wish to deliver training.
3. The specification for Approved Trainers who wish to deliver training.

Training Organisations or Trainers who are applying for re-approval are asked to read this document before re-applying.

1.2 Background

The Highway Electrical Training Specification has been developed by the Highway Electrical Academy (HEA) with the support of the associated sectors, which reports to the Registration Board and the Sector Scheme Advisory Committee for NHSS 8 relating to the Installation and / or Maintenance of Highway Electrical Works

The detailed specification for each of these sectors is contained in the Highway Electrical Training Specification. These specifications have been designed to provide the underpinning Knowledge Requirements of the relevant N/SVQ units.

The Highway Electrical Training Specification is a mandatory requirement of Sector Scheme 8 and the Highway Electrical Registration Scheme, where the delivery of underpinning knowledge is required. It is also considered as the benchmark for employee training that covers site disciplines within the highway electrical industry.

1.3 Arrangements

The Highway Electrical Academy, acting on behalf of Lantra Awards has been appointed as the body for overseeing Approved Training Organisations and Approved Trainers meeting the appropriate standards detailed in this specification. The Highway Electrical Academy will ensure that the content and delivery of training, including the competency of trainers, meets the requirements set by both Lantra Awards and the industry.

These arrangements are set out within this document and in general terms in the flowchart in Appendix 1.

1.4 Key elements within the Highway Electrical Training Specification, Registration Scheme and Sector Scheme 8

The HEA works within NHSS 8 and HERS, and in partnership with Lantra Awards within the Highway Electrical Training Specification to ensure that standards are agreed, implemented, monitored and reviewed. Lantra Awards is represented on all the committees which make up the Sector Scheme and Registration Scheme process. Together with other interested organisations, and specifically with the scheme administrator, ASLEC, the HEA and Lantra Awards are working with industry to:

- ✓ Develop and review the Highway Electrical Training Specification
- ✓ Develop, implement, monitor and review standards for training delivery through Approved Trainers and Approved Training Organisations
- ✓ Develop, implement, monitor and review training content, including course notes
- ✓ Approving & registering Trainers
- ✓ Facilitating training and training courses
- ✓ Develop and review Sector Scheme 8
- ✓ Develop and review the Highway Electrical Registration Scheme
- ✓ Develop, disseminate and review detailed N/SVQ Assessor Guidance
- ✓ Monitor and review relevant N/SVQs

These bodies, working within the Standards and Training Group, Registration Board and Sector Scheme committee therefore represent the whole of the highway electrical industry and are able to review and implement improvements to the Sector Scheme and Registration Scheme accordingly.

2 Guidance on the training of personnel

2.1 Experience and Existing Qualifications and Training

It is not intended that employees who are experienced and who have gained competence through previous training regimes and assessments should need to be re-trained to the Highway Electrical Training Specification as appropriate – providing evidence is available to prove that any training they may have received is at least equivalent to that of the Highway Electrical Training Specification.

It is expected, however, that:

- Any shortfalls in knowledge are addressed through training which should follow the appropriate specification
- Any updating or refresher training (at intervals not greater than five years) should follow the appropriate specification.
- All trainees must be trained to the appropriate specification for the Highway Electrical discipline.

2.2 Choosing items to study

The candidate will agree on the elements to study, based on his occupation from the list shown in the relevant Competency and Occupations matrix and the list of courses in the Highway Electrical Training Specification

There is no limit on the time between training and generally, completed elements will be created gradually over a period of time.

2.3 Types of Training

The detailed specification identifies two types of training as follows:

- Generic Training – Which relates to a generic course essential for the execution of a particular task and which will cover essential health and safety issues.
- Product Specific Training – Which relates to a particular product and is designed to provide training on the product itself. Health and safety issues would be covered in a generic training course except for those that are unique to the product.

2.4 The Assessment Process

The Highway Electrical Training Specification provides

- a) the Knowledge Requirements to meet a particular unit in the NVQ/SVQ
- b) the Knowledge Requirements to carry out Highway Electrical work not covered by the NVQ/SVQ

Assessments will generally be summative and in the form of multiple choice questions. These may be supplemented by formative assessments and demonstration of the application of knowledge and skills. To demonstrate formal recognition of success the candidate must meet all the criteria and satisfy the knowledge requirements for each course.

Success in achieving a particular element of the Highway Electrical Training Specification generally provides knowledge only. The Performance Objectives and underpinning Knowledge Requirements for a particular N/SVQ will need to be assessed by a qualified N/SVQ assessor.

2.5 Portfolios of Evidence

Each candidate shall be required to have a portfolio of evidence. The portfolio can be structured such that it satisfies the relevant parts of the Registration Scheme, the Highway Electrical Training Specification and the N/SVQ.

Under the Sector scheme assessment process this portfolio will be assessed by Authorising Officers, with the completed portfolio being signed by the nominated Responsible Manager

For the N/SVQ the portfolio should be in a format recognised by Lantra Awards and completed and signed by qualified assessors (A1) and verified by qualified Internal verifiers (V1). The competency portfolio would contribute to this process with the site observations generally being considered as witness testimonies.

3 Approval Process

3.1 Introduction

The approval process is as set out in the flow chart in Appendix 1. The fundamental approval process is for named Approved Trainers who will be approved for defined elements of the Highway Electrical Training Specification. Approved Trainers will be employed by Approved Training Organisations. Approved Trainers may also be employed directly by the Highway Electrical Academy or by ASLEC Training – as Approved Training Organisations in their own right - in which case they may be subject to individual audit by Lantra Awards, in order to ensure no conflict of interests.

Approved Training Organisations may be single site organisations or multi-site organisations. They may consist of commercial organisations whose main business is within the remit of Sector Scheme 8, but who may employ one or more Approved Trainers as full time employees, or they may be Training Organisations whose main business is in the provision of training within the scope of this document.

All Approved Organisations and Approved Trainers must apply for re-approval from 1st April each year regardless of the initial approval date. Approval automatically lapses unless re-approval is sought. Re-approval is contingent upon satisfactory audits, evidence of training - together with candidate feedback and trainer reflective self-evaluation - actually carried out and attendance at an annual up-dating workshop to ensure trainer knowledge and awareness is current.

4 Approved Training Organisations

4.1 Introduction

This part of the document lays down the requirements that shall be met by a training organisation to deliver training under this scheme and the requirements which they must fulfil to meet the criteria for approval from the HEA and Lantra Awards.

Approval of an organisation is based on the organisation's ability to offer the facilities and resources to meet the standards specified and is dependent on the organisation having in place Approved Trainers.

4.2 Role of an Approved Training Organisation

In general the role of the Approved Training Organisation is as follows.

- Manage all aspects of the training and assessment process for one or more defined elements of the Highway Electrical Training Specification.
- Provide a learning environment to facilitate training.
- Provide a suitable resources to facilitate training and assessment.
- Employ Approved Trainers to carry out training
- Employ suitable training administrator/s to met the needs of the organisation.

4.3 Facilities to be provided

The Approved Training Organisation shall ensure that the following are provided:

- A learning environment to meet one or more defined elements of the Highway Electrical Training Specification.
- Training sessions to the specified standards.
- Facilities for assessing students for each of the defined elements of the Highway Electrical Training Specification.
- Information and guidance on the training and assessment process to candidates and employers.
- Appropriate assessment and other means to provide evidence for the specific unit/element being assessed.
- Equipment which is maintained to a suitable standard for efficient, effective and safe use for training and assessment.
- Protective clothing and equipment as required.
- Counselling and assistance as required by students.
- Means to ensure compliance with all legislative and British Standard requirements.
- Access to HEA auditors and Lantra Awards auditors for monitoring purposes as required.

- Ensure learner needs are catered for.

4.4 Approved Trainers

The scheme requires trainers who are appropriately trained and competent to carry out the duties allocated to them. They shall ensure all training and assessment meets appropriate professional standards. All training and assessment staff shall complete an application form which details their qualifications and experience. This information shall be vetted under quality procedures and an appropriate contract shall be in place between the training organisation and its trainers and assessors. Trainers shall be qualified and/or be an experienced teacher/trainer in Adult Education with a minimum qualification of Preparing to Teach in the Lifelong Learning Sector (PTLLS) with effect from 31 March 2010. They shall also have the appropriate underpinning knowledge and skills in the subjects to be taught. Assessors shall be qualified or actively engaged in working towards a qualification in assessment to National Vocational Qualifications (N/SVQ standards).

Training organisations shall have a Training Co-ordinator who will ensure that training and assessment procedures are maintained within the agreed requirements. The Training Co-ordinator shall also act as the contact with the HEA.

4.5 Training Sessions

All training organisations shall be required to comply with the following requirements

- Provide detailed and appropriate training sessions which are specifically designed to meet the requirements of each training element specification.
- The students will be issued with official HEA course documentation.
- The programme for the session(s) will be made available to students and employers in advance.
- An appropriate venue and room will be identified ensuring no interruptions, distraction or in any way inhibit confidentiality or freedom of the learning process.
- Adequate and appropriate resources must be available as specified and the room shall be comfortable by virtue of seating, temperature, air quality and acoustics.
- Appropriate writing paper and pens shall also be available.
- For practical sessions in workshop or outdoors similar requirements as above shall be maintained.
- Students shall be expected, unless carrying out practical instruction, to avoid wearing overalls/working clothes, be polite and considerate and not to use mobile phones and any other similar system of communication.
- Smoking during training shall not be allowed.
- Trainers shall be encouraged to identify each student by name, encourage any queries to be raised as soon as appropriate and to create a learning environment.
- During formal assessments the trainer/assessor shall ensure that there are no distractions and all candidates are being given appropriate time to complete the exercises.
- The views of students/candidates shall be sought on the effectiveness of the training by questionnaires and through feedback sessions.
- The Standards and Training Group has agreed a maximum number of 8 students per Approved Trainer for practical based courses and 12 per Approved Trainer for knowledge based courses.

4.6 Assessment

Training assessments shall meet the following requirements:

- Be in the form as specified for the appropriate training element. In many cases this will be multi choice, often supplemented with a practical.
- Be a closed book assessment.
- Be invigilated by the trainer.
- Be over a set time period.
- Take into account learner disabilities.

It is intended that a national question bank will be created by the Standards and Training Group. Until this is complete, training organisations will be required to create their own questions. Any questions held by the Standards and Training Group will be made available to training organisations with expected answer criteria.

4.7 Administration & Quality Procedures

The Highway Electrical Academy relies on Approved Training Organisations to carry out training and

assessment in accordance with this Highway Electrical Training Specification with the minimum of auditing.

The training organisation shall have in place appropriate procedures to ensure standards are met. The quality of the training shall be constantly monitored to ensure opportunities for improvements are identified and implemented.

4.8 Staff Training and Development

All training organisations shall make provision for the training of staff and the development of their skills in line with the demands of the Highway Electrical Training Specification.

4.9 Auditing of Training Organisations

Training organisations shall make provision for the auditing of their operations by a representative of the Highway Electrical Academy and / or Lantra Awards. Auditing is carried out as follows.

- a) By a visit to the Training Co-ordinator.
- b) By observation of training and assessment sessions.
- c) By the supply of information from time to time by post.

5 Making a Successful Application to become an Approved Trainer / Approved Training Organisation

5.1 Introduction

Before you start running the training programme under the sector scheme and / or in accordance with the Highway Electrical Training Specification, you must make sure that you are registered as an Approved Trainer.

Approved Trainers may be peripatetic, or may be assigned to an Approved Training Organisation. The advantage of registering as an Approved Training Organisation in addition to registering Approved Trainers, is that providing there are adequate resources and controls in place, auditing requirements may be less. This would particularly apply where the Approved Training Organisation has a robust system of internal verification, which can be used to sample the system.

Approved Trainers acting on a peripatetic basis, perhaps using the resources of individual organisations that they might be carrying out training for, may have more onerous obligations. Specifically, they would have to ensure that, irrespective of the organisation's arrangements, that the resources and environment are suitable and appropriate for the training that is to take place. It may be that auditing is more frequent for such Approved Trainers.

The HEA application forms are designed to give you the opportunity of showing how you / your organisation meets the registration criteria laid down in this document.

5.2 Important points you should be aware of

When you have read this document please contact HEA to discuss any points which are not clear. This will help you to understand what is required of you before making an application to become registered.

Registration can be achieved at any time. All Approved Trainers / Approved Training Organisations are required to apply for re-registration from 1 April each year regardless of the initial registration date. Re-registration is an annual process from this date. This also includes the opportunity to add additional modules from the Highway Electrical Training Specification to your existing profile. Fees for initial application will not be reduced at any time.

Only Approved Trainers, registered with HEA can provide the training programme to meet the requirements of NHSS 8 / Highway Electrical Registration Scheme.

Approved Trainers who use an off the job training site must ensure the site fully complies with any applicable specification/s (any costs involved in inspection of the site must be met in full by the Approved Trainer / Approved Training Organisation). The Auditor's report is final and Approved Trainers / Approved Training Organisations must ensure any amendments are made and approved before commencement of any training courses.

5.3 Approved Trainer / Approved Training Organisation registration application

The application forms ask you to describe yourself / the team who will be delivering the Highway Electrical Training Specification programme you have applied for, as well as any physical resources which will be made available to support the programme.

You will detail the systems, which will have to be implemented to support the delivery of the programme. On receipt of your application form, HEA will carry out a desk-top review of your application form and supporting documentation.

The auditor will inspect the arrangements you are proposing and give guidance, which will help you to implement the programme successfully. Following the review they will make a recommendation to HEA about whether or not Approved Trainer / Approved Training Organisation registration should be given.

All activities will be monitored in the first instant via the telephone / review of correspondence / emails and the auditor visits will be in accordance with the level of activity and/or confidence of the Approved Trainer / Approved Training Organisation. Any Approved Trainer / Approved Training Organisation experiencing a change in their level of activity or any difficulties must ensure they contact the HEA without delay.

The number of visits made during your registration year will be determined by the size of your organisation and the activity level and as agreed between the Approved Trainer / Approved Training Organisation and the auditor. The auditor will agree with the Approved Trainer / Approved Training Organisation what constitutes an additional visit. Any extra visits deemed over and above this agreement will be treated as additional visits and must be paid for in full as detailed in Appendix B. A decision made by the auditor is final.

Any site inspections will also be conducted in accordance with the level of activity of the Approved Trainer/Approved Training Organisation and agreed between the Approved Trainer / Approved Training Organisation and auditor.

Please note it is very important if you alter or move your equipment/facilities in between these visits that you contact the HEA immediately and arrange an inspection before the recommencement of training courses. (Costs for these visits are over and above the registration fee and must be treated as an additional visit, see Appendix B).

Approved Trainer / Approved Training Organisations may also request an additional visit if they consider that further advice, support or guidance would be beneficial. An additional visit fee will be charged. The request for additional visits must be made via the HEA and not directly with the auditor.

5.4 Publicity for Approved Trainer / Approved Training Organisations

HEA will maintain a register of all registered Approved Trainer / Approved Training Organisations and will hold this on their web-site.

5.5 Making a Successful Application for Approved Trainer / Approved Training Organisation Registration

The following notes are designed to help you understand what information we need from you and why it is needed.

You will need to complete the appropriate application form(s) and provide copies of the following:

- Organisation chart showing how team members fit into the organisation
- Addresses of any satellite Approved Training Organisations and how they are linked to the main Approved Training Organisation
- CVs for trainers
- Staff development plan / CPD plan for trainers
- Details of physical resources which will be available for training
- Your equal opportunities policy, including arrangements for candidates with special needs
- Data protection act policy
- Alcohol and drugs policy
- Health and safety policy
- Appeals procedure
- Description of the processes used for training
- Guarantee and provide proof of insurance for public liability and professional indemnity

5.6 Becoming an Approved Trainer / Approved Training Organisation

All Approved Trainers will be issued with a card confirming that they are registered. This card will be valid for one year and all cards will be reissued on re-registration of the Approved Trainer / Approved Training Organisation. Please see the information in this document on the experience and qualifications required to becoming an Approved Trainer.

Once accredited, Approved Trainers may work for other HEA registered Approved Training Organisations (see Appendix B for fees).

Registration will include:

- Certificate of registration for the Approved Training Organisation
- Registration card for the Approved Trainer
- A unique Approved Trainer / Approved Training Organisation reference number
- If applicable to the Approved Trainer / Approved Training Organisation status, access to the relevant course material (which remains the property of HEA / ASLEC) on which to base your training programme. Please be aware that some manuals are currently in development or are under review and there is a nominal charge for the issue of new manuals.

As an Approved Trainer / Approved Training Organisation you must agree to:

- Comply with the terms of this specification
- Guarantee and provide proof of insurance for public liability and professional indemnity as appropriate
- Confirm you have a first aid box and where applicable a fully qualified or emergency first aider conforming to current legislation
- Reply to checklists/questionnaires to confirm training facilities and standards as and when required.
- Use the HEA course material as a basis for the preparation of your training programme
- Auditing during your registration period.
- Spot checks at any time without prior notice - any personnel that visit the Approved Trainer / Approved Training Organisation will carry proof of identification, which can be checked with HEA office if necessary.
- Attend update meetings as determined by HEA
- Notify HEA in advance of any training or assessment programmes you are running.
- Send all completed paperwork for the training course and final assessment to the HEA office within one month of the course/assessment taking place. Failure to do so could result in the certificates/cards not being produced.
- Attendance sheets for all training courses must be completed and forwarded to HEA. The attendance sheet must show details of any unsuccessful candidates.
- Maintain records of all candidates and provide secure and sufficient storage for all course/assessment records. Records must be held for a minimum of six years.
- Return all HEA documentation should the Approved Trainer / Approved Training Organisation decide not to continue offering training to the Highway Electrical Training Specification.
- A competent person who has completed the relevant training course, has practical experience and can make a significant contribution to the course may assist Approved Trainers. It is up to the Approved Trainer to ensure the person who is assisting is competent, concise and articulate. This person will be called the Approved Trainer's practical assistant. HEA does not need to be notified about the practical assistant but the Approved Trainer must complete the registration forms detailing who assisted with the training course and must maintain records of evidence of the Approved Trainer's practical assistant's knowledge, skills and competency. The Approved Trainer's practical assistant must not be left to conduct training and or manage the learner group

5.7 Re-registration

Approved Trainer / Approved Training Organisation re-registration is annually on 1 April. HEA will contact the Approved Trainer / Approved Training Organisations at least one month prior to the end of the registration period to remind them that re-registration and payment are due. Providing the Approved Trainer / Approved Training Organisation meets the requirements of this document and continuity has been maintained, their registration status will be upheld.

Approved Trainer / Approved Training Organisations who have made any changes to training facilities must ensure any changes are approved independently by an HEA auditor prior to any application for re-registration.

Use the appropriate form for your reapplication for existing registered Approved Trainers / Approved Training Organisation. Once this is received Approved Trainer / Approved Training Organisations will be sent:

- Approved Training Organisation certificate for the current year.
- Approved Trainer registration cards for the current year.

Please note to keep your Approved Trainer / Approved Training Organisation registration valid, all paperwork must be received prior to the expiry date. Failure to do so will result in your Approved Trainer / Approved Training Organisation registration becoming void and your Approved Trainer / Approved Training Organisation being treated as a new applicant. Re-registration will be for one year, which will include monitoring visits as agreed with your auditor.

5.8 Which Highway Electrical Training Specification Module(s) do you wish to offer?

You have probably already decided which Highway Electrical Training Specification module(s) you wish to offer. It is important that you identify staff who have industry experience in the programmes you run. If at a later date you wish to offer more you can apply to add these to your Approved Trainer / Approved Training Organisation listings.

5.9 Registration for additional Highway Electrical Training Specification modules

If you want to offer additional Highway Electrical Training Specification modules, Approved Trainer / Approved Training Organisations should apply to HEA for registration to their new programme. HEA will require existing Approved Trainer / Approved Training Organisations to complete the Approved Trainer / Approved Training Organisation registration application forms. They must also ensure that they identify team members who have industry experience who will be able to deliver the programme. The registration process will focus on the requirements, which are specific to the new programme (for example, staff and physical resources). New Trainer applications or revised CV's together with other supporting documentation detailing appropriate knowledge and experience will need to be supplied.

5.10 Your organisation

An Approved Trainer / Approved Training Organisation will ensure that training is planned and records kept. Auditing by the HEA will take place at the Approved Training Organisation's centre or at the location of training for peripatetic Approved Trainers or both. The Approved Trainer / Approved Training Organisation details must be made clear on the application for Approved Trainer / Approved Training Organisation registration.

Approved Trainer / Approved Training Organisations can operate as a single site - one company based on one site. In this case, you simply need to supply the site address and the name and details of the contact person who will be responsible for the training programme.

The key contact with HEA would usually be the Approved Trainer / Approved Training Organisation manager but if your Approved Trainer / Approved Training Organisation offers several programmes you might consider appointing an Approved Trainer / Approved Training Organisation coordinator to manage all the programmes.

Some Approved Trainer / Approved Training Organisations may choose to deliver training on a multi-site basis. An organisation with several sites may choose to operate as one Approved Trainer / Approved Training Organisation, co-ordinated by one person from a head office location for all the sites. All records must be kept at the head office. The auditor may choose to conduct a visit at sites other than the head office site and will, in any case, need to meet all members of the programme team over the course of their visits.

If your Approved Trainer / Approved Training Organisation is multi-site, you must be prepared to provide access to all locations, including candidates, records and personnel at all the sites involved. Where the sites are dispersed geographically, the HEA may allocate an alternative auditor to more distant sites or pass on the additional travel costs involved for the usual auditor.

5.11 Industry experience

You are asked to give information about your Approved Trainers' experience for running training programmes. Any person involved in training must have industry experience in the chosen modules they intend to deliver.

5.12 Team members

You will need to identify team members for the roles of trainers together with other staff such as administrators and internal verifiers as appropriate. Trainers need to have appropriate qualifications and occupational experience to be able to fulfil their roles. You are asked to provide copies of their curriculum vitae, together with other supporting information. A checklist is provided in Appendix C to note where this guidance has been met and your plans to ensure they meet the rest of the requirements

An organisation chart must be attached, showing where the team members fit into the organisational structure. If any of the team members are based at a different site, the links between the main site and other sites must be shown. This will help you plan your communication channels, which are particularly important, if some team members are at different locations.

If they are not already qualified, trainers will need to achieve or be working towards relevant qualifications. If they are new to sector schemes they will also need induction and support, so you need to plan a staff development programme. If new team members are appointed they will also need staff development. We need to know who will take responsibility for ensuring that team members get appropriate support.

5.13 Physical resources

Some sector scheme scope programmes will not need additional resources. Others will need specialist equipment and/or facilities.

The Approved Trainer / Approved Training Organisation must ensure that any specialist equipment and/or facilities meet current legislation and/or specification/s. An Approved Trainer / Approved Training Organisations role is to lead by best practice in the training of candidates.

5.14 Management support

Experience has shown that training programmes run more effectively when they are given full support by senior management. The Approved Trainer / Approved Training Organisation manager is normally a member of the senior management team.

Management support can be demonstrated by ensuring that not only are appropriate team members allocated to the programme, but that they are given sufficient time to carry out their role effectively. Additional resources may be required in terms of facilities and equipment. Consequently, it is usually necessary to allocate financial resources as well as staff and physical resources

5.15 Equal opportunities

Most Approved Trainer / Approved Training Organisations will already have an equal opportunities policy, which must be provided with your application. You need to think about how the policy will be applied to this particular programme and how candidates will know about it.

HEA expects Approved Trainer / Approved Training Organisations to enable candidates to have equal access to training regardless of their gender, race, ethnic and national origins, colour, marital status, family responsibility, trade union activity, religion, sexual orientation, disability and age. Training and assessment must be undertaken without discrimination. As part of the Approved Trainer / Approved Training Organisation registration process, a policy must be in place to ensure that such discrimination does not occur either directly or indirectly.

You must monitor the programme to ensure that the equal opportunities policy is effective. For example, your records should identify characteristics such as gender, age, special needs and ethnic origin so that you can monitor progress and achievement of individual candidates against particular characteristics. Assessment decisions must be free from discrimination on grounds other than competence and assessments must not demand levels of literacy, numeracy and verbal skills beyond those required to demonstrate occupational competence.

You will be required to provide details of candidate characteristics (e.g. gender, age, and special needs) when you register them with HEA for equal opportunities monitoring purposes.

5.16 Approved Trainer / Approved Training Organisation records

HEA is not prescriptive about the format in which records are kept. Most organisations already hold records within their own systems and there is no reason why these records should not be used for this programme, provided that the information required is sufficient and accessible to the auditor on audit visits.

However, new Approved Trainer / Approved Training Organisations may find it helpful to use the standard documents provided by HEA in Appendix C.

Approved Trainer / Approved Training Organisation records must include:

- Data about individual candidates, including any special needs
- Training and action plans
- Attendance sheets showing successful and unsuccessful candidates
- Assessment and action plans
- Candidate registration
- Achievement of training and assessment
- Feedback given to candidates by trainers
- Course review sheets

- Trainers reflective self-evaluation
- Feedback given to trainers by auditors

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 Approved Trainer / Approved Training Organisation for at least 6 years.

5.17 Consistency of training and assessment

The purpose of auditing is to ensure that quality assurance is monitored within the Approved Trainer / Approved Training Organisation. An essential part of auditing is to sample the work of the trainer to ensure that there is consistency and fairness in the training and assessment decisions made about candidates. It is important that all team members are monitored and that effective communication channels are established, especially if any team members are based at a different site.

5.18 Support for candidates

Just as staff need induction and support, so will candidates. Many candidates, particularly if they are mature adults, will already have relevant skills and knowledge. Some Approved Trainer / Approved Training Organisations will have staff working in education guidance. In other Approved Trainer / Approved Training Organisations, trainers may be providing this support. It is important that each candidate has appropriate support and is directed towards additional support if this is required. Trainers must be able to gauge the level and experience of those present on the training course and pitch the training accordingly. The aim is that you will be provided with course material on which to base your course. The manual will also detail the equipment required. On average the end of course assessment is a 70% or above pass mark.

5.19 Appeals

Many organisations already have a procedure in place for dealing with appeals. You are asked to attach a copy of your appeals procedure to your application form. HEA may become involved in the arbitration of an appeal and therefore you should make sure that all candidates are aware of your Approved Trainer / Approved Training Organisation's procedure.

Candidates may appeal to HEA about the assessment process; for example where the consistency or fairness of any training or assessment decisions is disputed. Candidates may not appeal to the HEA about a matter that is internal to the Approved Trainer / Approved Training Organisation and not related to the Highway Electrical Training Specification and this document.

5.20 Complaints

Many organisations have a separate procedure in place for dealing with complaints. You are asked to attach a copy of your complaints procedure to your application form. Complaints in the first instance should usually be made to the Approved Trainer / Approved Training Organisation. Thereafter, if not satisfactorily resolved, complaints should be made to the HEA, which in turn will report the matter to the Standards and Training Group.

5.21 Malpractice

HEA will investigate any allegations of malpractice. If objective evidence is found to support the allegation, then the HEA will take appropriate action and sanctions accordingly. In turn this will be reported through to the Standards and Training Group for their decision.

5.22 Alcohol and Drug Policy

Many organisations already have a procedure in place for dealing with drug and alcohol abuse. You are asked to attach a copy of your procedure to your application form.

5.23 Data Protection Policy

Many organisations already have a procedure in place for dealing with the protection of personal data. You are asked to attach a copy of your procedure to your application form.

5.24 Additional comments

You may wish to draw our attention to other matters in support of your application.

5.25 Undertaking

We ask you to demonstrate your commitment to delivering training in accordance with the Highway Electrical Training Specification and this document by signing the Approved Trainer / Approved Training Organisation application form including the general conditions.

5.26 What happens next?

On receipt of your completed application form, we will check that you have provided all the information requested and that it is suitable and sufficient. We will contact you to discuss any issues requiring clarification of further information and if necessary make an evaluation visit to your Approved Trainer / Approved Training Organisation.

The review includes a recommendation to HEA about whether Approved Trainer / Approved Training Organisation registration should be given. HEA will then notify your Approved Trainer / Approved Training Organisation in writing of the decision within 30 working days of receipt of the application form together with supporting information and any additional information / clarification requested. If you have any questions or queries on completion of the forms or would like additional information please contact the HEA .

5.27 Refusal of Approved Trainer / Approved Training Organisation registration

If the Approved Trainer / Approved Training Organisation is not given registration, you will be informed of the reasons in writing and will be given a copy of the Approved Trainer / Approved Training Organisation review report. If your Approved Trainer / Approved Training Organisation is not accredited you may appeal against our decision to HEA initially. HEA is required to notify the sector scheme Standards and Training Group when Approved Trainer / Approved Training Organisation registration is refused or withdrawn.

If your Approved Trainer / Approved Training Organisation wishes to re-apply for Approved Trainer / Approved Training Organisation registration, you will need to submit a new application. A new application will not be accepted by HEA until 6 months has passed from the date we notified you of the decision not to give Approved Trainer / Approved Training Organisation registration.

Once your Approved Trainer / Approved Training Organisation is accredited, you can start to run training in accordance with this document.

5.28 Registration of Approved Trainer / Approved Training Organisation

If registration is given, you will be informed in writing. Registration is given from 1 April to 31 March. Your Approved Trainer / Approved Training Organisation has to apply for re-registration prior to the expiry date. Initial registration will run from the registration date to 31 March. Fees for initial application will not be reduced on a pro-rata basis for applications submitted part way through a year.

5.29 Approved Trainer / Approved Training Organisation number

On registration you will be allocated an Approved Trainer / Approved Training Organisation number. You must always use this number regarding any correspondence with us.

5.30 Allocation of auditors

After an Approved Trainer / Approved Training Organisation is registered, you will be allocated an auditor. The auditor will make contact with you to arrange audit visits within your year of registration.

5.31 Fees

For full costs please see Appendix B. Our fees are regularly reviewed. HEA will give Approved Trainer / Approved Training Organisations two months notice of any variation in fees.

5.32 Approved Trainer Requirements

Approved Trainers must have sufficient skills, experience and qualifications to deliver training courses. Some of the training courses offer the candidate the opportunity to train and practise installation/removal methods including fault finding exercises. All training sites must meet specified criteria and be accredited by an HEA representative before running a training course.

Before instructors are approved by HEA they must meet the criteria detailed below and endorse on the checklist which will support your application (see Appendix C). This is as follows:

- Industry experience for each sector / Highway Electrical Training Specification Module they chose to carry out training for
- A recognised qualification in instructional techniques - minimum PTTLS (Preparing to Teach in the Lifelong Learning Sector) .
- Registration to the Highway Electrical Registration Scheme
- Appointed Persons or Registered First Aider First Aid certificate
- H&S qualification – e.g. IOSH Managing Safely, NEBOSH Construction Certificate, NEBOSH Diploma, Lantra Awards Risk Assessment Course
- Provide details of CPD appropriate to the sector and to training
- If intending to train persons other than adults (i.e. young persons under the age of 18) confirmation and evidence of clearance from the Criminal Records Bureau (the HEA can arrange this for you if required, for which a fee is chargeable)
- Have attended or intend to attend the course(s) which you are wishing to deliver. An independent HEA registered Approved Trainer must run this course
- Have been observed or intend to be observed delivering the course(s) which you wish to deliver
- Confirmed that you are maintaining a personal portfolio and running /intend to run training courses in accordance with this document, NHSS 8 and other associated document/s
- Public liability and professional indemnity insurance
- Attend the updating briefing organised by HEA (for Approved Training Organisations with more than two Approved Trainers, two Approved Trainers should attend with a written procedure and audit path for dissemination of the information and recording of feedback to the other Approved Trainers within the organisation)
- Be familiar with the requirements of NHSS 8, HERS, the Highway Electrical Training Specification and other industry reference material
- Have a current email address – this is likely to be the prime method of contact from HEA.

HEA may withdraw the registration of any trainer who does not maintain his knowledge/expertise. Approved Trainers must maintain a personal portfolio; this portfolio must be available at all audit visits. This portfolio will build up evidence to the effect that the instructor has:

- (i) attended the training course(s) for their sector, indicating the name of the conducting trainer
- (ii) been observed by an auditor running the approved course.
- (iii) successfully completed a recognised Instructional Techniques Course
- (iv) run at least one course within the year
- (v) kept up to date with new/improved instructional techniques and technical information, which should incorporate minutes of meetings attended, copies of articles gleaned from technical journals etc.
- (vi) attended continuing professional development courses and/or seminars organised by HEA or other relevant organisations

HEA provides a meeting once a year for all Approved Trainers / Approved Training Organisations. There will be a charge to cover the venue, catering and administration costs. Trainers will be given relevant information (e.g. changes to administration, progress of national training, review of development) and this will also give everyone the opportunity of meeting and discussing relevant issues. Attendance at these events is mandatory to ensure re-registration.

5.33 Candidates going through Training Programmes Introduction

As an Approved Trainer you must ensure that candidates meet the criteria for attendance of the training course and that the class is not over the trainer/candidate ratio. Your candidates must understand the aims and objectives, session timings of the training course etc so they understand what you expect from them, and what they can expect from you. Delivery of the course will be dependent on the experience of the candidates, and you must ensure that you gauge this level of experience, and deliver the course accordingly.

5.34 Planning

Where applicable you will be issued with course material on which to base your training. Sector schemes & Registration Schemes were introduced to establish a national training programme, and to ensure all those involved in each industry are working to a common standard. You must ensure that you deliver the training course in accordance with the manual. You are also required to attend briefings, which normally be held annually, and which will ensure that Approved Trainer / Approved Training Organisations are working to national standards.

Instructors must also be completely familiar with the requirements of the scheme and other industry material and have this available for reference purposes when delivering the training programme. You must ensure all equipment required for the training course, is available in advance. You must make sure you have sufficient copies for all successful candidates.

You must notify HEA (at least two weeks in advance) that you intend to deliver a course. The HEA provides a form (see Appendix C) so that Approved Trainer / Approved Training Organisations can email (preferably) this information to the office.

5.35 Training course

Some Highway Electrical Training Specification modules may not need additional resources. Others will need specialist equipment and/or facilities. The Approved Trainer / Approved Training Organisation must ensure that any specialist equipment and/or facilities meet current legislation and/or specification/s. An Approved Trainer / Approved Training Organisations role is to lead by best practice in the training of candidates.

Before commencement of the course you must ensure the planned training room is suitable for its purpose.

5.36 Conduct of end of course assessments

You must ensure that an invigilator, not necessarily the registered Approved Trainer, is in the examination room at all times. Their duties are to:

- Ensure all those sitting the assessment understand what is expected of them during the examination i.e. time allowed and how to complete the question paper etc.
- Answer any permitted questions to ensure they understand the above.
- Issue the assessment paper.
- Further responsibilities are:
- If more than one room is used for the assessment an invigilator shall be present in each room.
- Each candidate must be seated such that there is not less than 1 metre between each candidate.

Late arrivals shall not be allowed to commence the paper if:

- It is likely to cause disruption to other candidates or
- A candidate who has completed the test paper has already left the room.
- Ensure the candidate does not use unfair means in the examination. A candidate found copying from the paper of another candidate or discussing an answer with another candidate must be immediately disqualified.

5.37 Marking of Course Assessments

Only a registered Approved Trainer for the course they are delivering may mark question papers. This will include any marginal papers that may require a second independent marking.

5.38 Results

It is essential that each candidate be informed of the assessment results as soon as possible. Confirmation of the results should be sent to HEA within 4 weeks of completion of the course.

5.39 Re-assessments

Practical (only applicable if the exercise is marked and the marks go towards the final result or is a pass / refer requirement)

When a candidate does not achieve the required standard in the practical work, no re-assessment will be carried out during the course and it will be necessary to retake the whole course.

Course written / verbal assessments

When a candidate does not achieve the required standard, no retake will be allowed whilst on the original course. The candidate will be referred and allowed to retake the assessment only as long as it is not less than 2 weeks or more than 12 weeks after the date of the original course. If more than 12 weeks elapses the candidate must complete the whole training course again.

5.40 Students records

Successful candidates must be notified at the earliest opportunity and sheets completed in accordance with this document and sent to HEA within one month of the course completion date.

Records of training courses run by Approved Trainer / Approved Training Organisations must be maintained at all times showing:

- Lesson Plan complete with reflective self-evaluation
- Those who attended the course (attendance sheet).
- Original end of course test paper for each candidate showing total mark achieved.
- Copy of any forms sent to HEA

The Approved Trainer / Approved Training Organisation must retain these records for a minimum of 6 years.

5.41 Important

It is the Approved Trainer's responsibility to ensure that all pre course administration and preparation is complete before commencement of the course. The conduct of the course, its content and final tests and administration are also your overall responsibility.

5.42 Summary

Trainers must ensure that:

- they lead by best practice
- equipment/facilities meet current specifications at all times
- they understand the aims and objectives of the course
- they stay for the duration of the course
- candidates complete (where applicable) an end of course assessment, minimum pass mark 70%

6 Procedure for Administering Training Courses

6.1 Registration of Candidates

Candidates can only be registered to a Highway Electrical Training Specification course through an Approved Trainer / Approved Training Organisation, which is registered by the HEA for the Highway Electrical Training Specification module concerned. All candidate registrations are checked to make sure that the Approved Trainer / Approved Training Organisation is both Approved and registered.

Please note you must notify HEA in advance of dates for training courses please see candidates going through training programme for full information.

6.2 Completing the candidate registration form

When you register candidates, we need to know which Sector Scheme 8, 9B & 10 Scope(s) / Highway Electrical Training Specification Modules you are registering them for. Application forms can only be completed when all of the relevant assessment or training has been completed.

For each candidate we need the surname/family name, first name and initials of any other names. Their National Insurance number and/or date of birth is important as a means of distinguishing between candidates with the same name. HEA may be required to provide data to Lantra Awards about candidates characteristics, which is why we ask you to provide details of their gender, ethnic origin and whether they consider themselves to have special needs, so that their achievements can be monitored for equal opportunities reasons.

The ethnic origin codes are:

England and Wales		Northern Ireland		Scotland	
	White:				White:
01	British	21	White	41	Scottish
02	Irish	22	Chinese	42	British
03	Any other White background	23	Irish traveller	43	Irish
		24	Indian	44	Any other White background
	Mixed:	25	Pakistani		Mixed:
04	White and Black Caribbean	26	Bangladeshi	45	
05	White and Black African	27	Black Caribbean		Asian, Asian Scottish or
06	White and Asian	28	Black African		Asian British:
07	Any other Mixed background	29	Black other	46	Indian
		30	Mixed ethnic group	47	Pakistani
	Asian or Asian British:	31	Any other ethnic group	48	Bangladeshi
08	Indian			49	Chinese
09	Pakistani			50	Any other Asian background
10	Bangladeshi				Black, Black Scottish or
11	Any other Asian background				Black British:
				51	Caribbean
	Black or Black British:			52	African
12	Caribbean			53	Any other Black background
13	African				Other ethnic background
14	Any other Black background			54	Any other ethnic group
	Chinese or other ethnic				
	Group:				
15	Chinese				
16	Any other ethnic group				

You are asked to sign and date the candidate registration form. We will raise an invoice for candidate registration and the issue of a certificate (dependent on the details of the Training Module(s) taken).

When registered all candidates will be issued with their own unique number. This number is detailed on their certificate and/or card and must be quoted on all correspondence.

All paperwork for completion of training courses and final assessment must be sent to the HEA office within one month of the course/assessment taking place. Any completion paperwork must be sent with the full knowledge of the Approved Trainer / Approved Training Organisation in order for them to maintain their records as previously described. This is particularly important where an Approved Trainer is registered with more than one Approved Training Organisation. Failure to do so could result in the certificates/cards not being produced.

Any certificates issued must be handed to the candidates. These certificates must be kept at all times by the person the certificate is issued to.

7 Auditing and Ongoing Competency

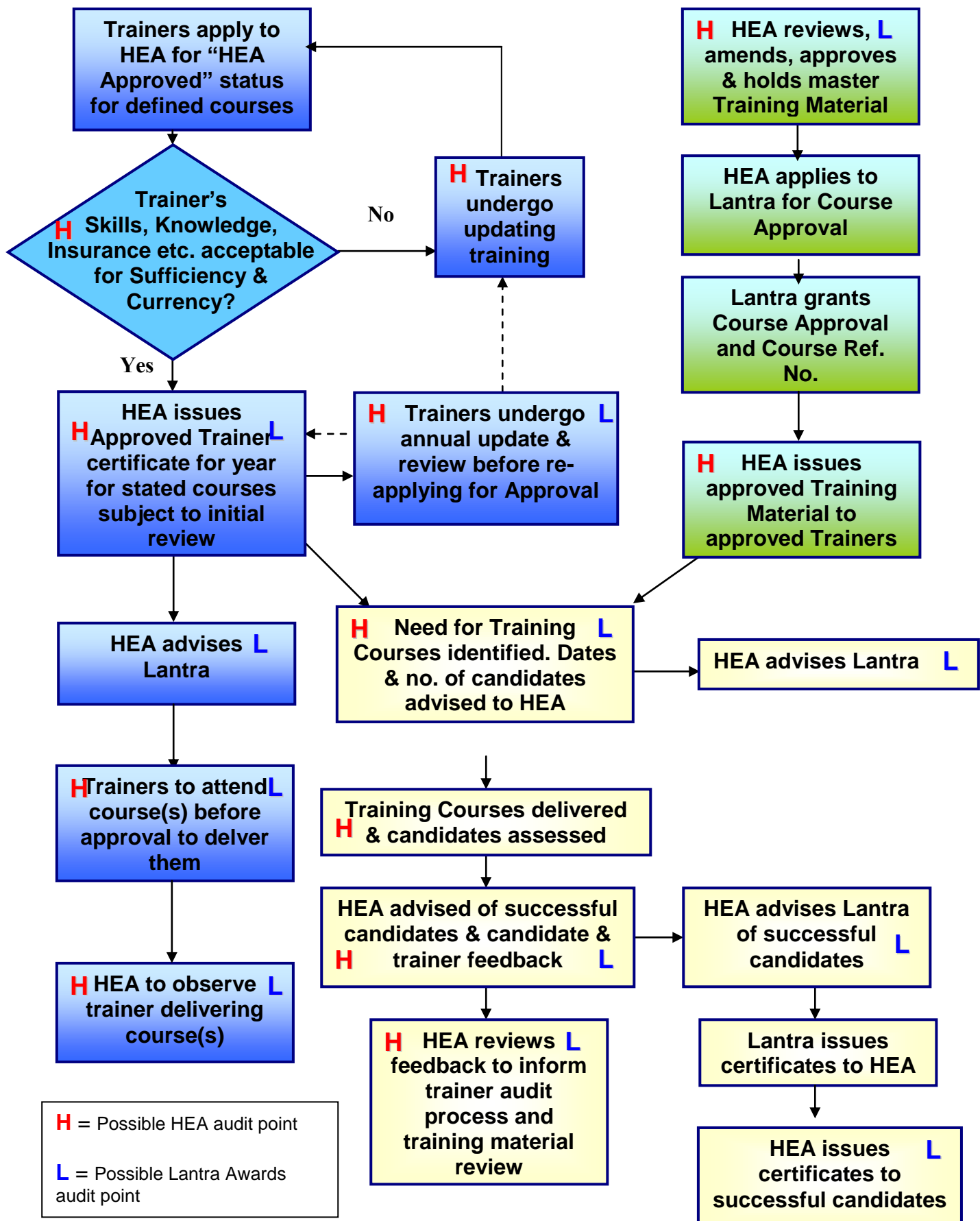
The key principle of auditing is to ensure that minimum standards are understood, applied and maintained. In this way, together with the annual up-dating seminar, on-going competency of trainers will be maintained.

The HEA reports formally and regularly to the Standards and Training Group on matters relating to Approved Trainers /Approved Training Organisations. The Standards and Training Group in turn reports to the Sector Scheme Committee.

8 N/SVQ Assessors / Internal Verifiers / Auditors

The Highway Electrical Training Specification has been designed by industry employers to provide the under-pinning knowledge requirements of the relevant N/SVQ units. Therefore any organization or trainer providing training either to suit the needs of the sector scheme / registration scheme or the N/SVQ, should be approved in accordance with this document. N/SVQ assessors, internal verifiers and external verifiers will look for evidence that any training which delivers under-pinning knowledge has been delivered in accordance with the Highway Electrical Training Specification and has been delivered by suitably competent and Approved Trainers / Approved Training Organisations.

Appendix A – Flow Chart for Approved Trainers / Training Organisations



Appendix B – Fees

Registration of Approved Trainers / Training Organisations 1 April 2008

No. of Approved Trainers	Annual Registration Fee	Audit per Site Visit
1 - 3	£318	£323*
4 -10	£530	£323*
11+	£689	£323*

* Plus costs

Registration of Approved Trainers / Training Organisations 1 April 2009

No. of Approved Trainers	Annual Registration Fee	Audit per Site Visit
1 - 3	£329	£333*
4 -10	£548	£333*
11+	£713	£333*

* Plus costs

Lantra Awards certification is available and required for those courses or combinations of courses as specified in the Contents pages of the Highway Electrical Training Specification. The certificates are available on application to the HEA acting in partnership with Lantra Awards at a cost of £20 per certificate per candidate.

Notes

- 1) Trainers will be approved for defined courses / modules
- 2) The annual registration fee will include an initial desk top assessment of each trainer to ensure they meet the appropriate requirements and are eligible for registration. If the desk top assessment does not satisfy the assessor a site visit will be required at the costs shown above.
- 3) The registration of Approved Trainers is for a maximum period of 12 months and unless re-registration is actioned by the Approved Trainer / Approved Training Organisation it will expire. In order to maintain registration, Approved Trainers will be required to have evidence of ongoing CPD and attend an up-dating seminar, which would usually be held annually.

Appendix C – Forms

- Form 1 Application for registration as an Approved Training Organisation
- Form 2 Application for registration as an Approved Trainer
- Form 3 Checklist – Approved Trainer
- Form 4 Registration of Approved Trainer to additional Approved T.O.
- Form 5 Application for Re-registration
- Form 6 Course notification sheet
- Form 7 Course attendance record
- Form 8 Course evaluation sheet
- Form 9 Independent observation of Approved Trainers

HEA Application for Registration as an Approved Training Organisation

1. Organisation Details

Organisation Name		
Address		
Postcode:		
Tel. No:	Fax No:	E-mail:
Full Name of Contact Manager	Position in Company	
Full Name of Company Proprietor <small>(if you are not the proprietor state name of owner, or if limited company, registration no.)</small>		

2. To Sector Scheme 8 Scope: (please state scope(s) you wish to be registered for, other than for Common areas)

Please tick the detailed scope(s):	HEc Traffic Control Equip't	HEc VMS	HEc Comms.	HEc Env. & Monit'g Equip't	HEc Cameras
AHW Lighting col., post inst'n		AHW Cable / trench inst'n		AHW Slot cutting & cable laying	HE Inst'n & Mtce – Lighting & Lit signs

3. Trainer Details

Full Name of each Trainer	Trainer Signature

Organisation Declaration

I/We make formal application to become an accredited HEA Approved Training Organisation and agree to abide by the conditions set out on the attached sheet

Authorised Signature

Name

Position

Date

Checklist of items to send to HEA:

- Approved Training Organisation application form
- Approved Trainer application forms with relevant CVs and completed checklists
- Proof of Public Liability and Professional Indemnity Insurance
- 2 x Photos for all Trainers (signed on reverse)
- Payment or Purchase Order (see Appendix A)

General Conditions applying to Approved Training Organisations registered with HEA

- a. The organisation along with their trainers agrees to external auditing of all records associated with courses complying with the Highway Electrical Training Specification or intended to provide under-pinning knowledge to meet the requirements of Sector Scheme 8 and / or the Highway Electrical Registration Scheme.
- b. Should the organisation fail to meet the standards set by the external auditor, an additional visit may be required for which a separate charge will be made.
- c. The organisation agrees to pay all registration fees or supply a purchase order (as detailed in the specification) for the organisation and trainers when submitting this application.
- d. Organisation must submit with this application: organisation chart, addresses of satellite Approved Trainer / Approved Training Organisations, CVs, staff development plan, physical resources, equal opportunity policy, health and safety policy, Data protection act policy, Alcohol and drug policy, appeals procedure, processes used for training. Please see making a successful application to become an Approved Training Organisation / Approved Trainer for full details.
- e. The organisation will supply a list of proposed trainers. Formal registration must be obtained from HEA before trainers commence any courses complying with the Highway Electrical Training Specification or intended to provide under-pinning knowledge to meet the requirements of Sector Scheme 8 and / or the Highway Electrical Registration Scheme.
- f. No registration or re-registration certificates for organisations and trainers will be issued until such time as the fee has been paid.
- g. Approved Training Organisation and Approved Trainer status will last for a period of 1 year, from 1 April to 31 March. Fees are non-refundable.
- h. The organisation will only operate as an Approved Training Organisation with Approved Trainers for the delivery of courses complying with the Highway Electrical Training Specification or intended to provide under-pinning knowledge to meet the requirements of Sector Scheme 8 and / or the Highway Electrical Registration Scheme.
- i. The organisation must notify HEA immediately of any changes within its organisation which might impact on the records held by HEA or the Approval status (e.g. Approved Trainers leaving or commencing, change in scope of training courses delivered)
- j. The organisation must ensure that it operates in conjunction with the necessary requirements for the sector scheme, registration scheme and Highway Electrical Training Specification as detailed in this document together with sector scheme and registration scheme documents.
- k. The organisation must ensure that its duly registered Approved Trainers maintain a personal portfolio. This portfolio must be available for inspection by the auditor.
- l. The organisation must provide proof that they and their trainers are insured for public liability & professional indemnity as appropriate.
- m. Application forms for approved trainers must be sent with 2 passport-sized photographs signed on the reverse by a competent person stating "This is a true likeness of...name...". These must be signed and dated by the Approved Training Organisation contact manager.
- n. Please make all cheques payable to The Highway Electrical Academy.
- o. The organisation should be run in accordance with this document and other relevant documentation e.g. sector scheme document/s.
- p. The Approved Training Organisation accepts that any breach of the above conditions will render it liable to have its registered Approved status withdrawn.

I agree, on behalf of the applicant, to the above terms and conditions and of those in this document and other associated documents:

Organisation Contact Manager Signature:

Organisation Contact Manager Name:

Date:

Application for Registration as an Approved Trainer

A separate form must be submitted for each Trainer applying to be registered along with any supporting evidence, i.e. checklists, CV, certificates, CPD etc. and 2 passport photographs. Please attach this form to your Approved Training Organisation application if appropriate

Part A – The Approved Training Organisation / Organisation to which the instructor and/or assessor is to be registered

Organisation Name	Approved Training Organisation No.
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Name in full of Applicant
Employed: either FULL/PART TIME/FREELANCE (delete as applicable)
Length of time employed by the Organisation
Name of Organisation Contact Manager
Signed by Organisation Contact Manager

Sector Scheme 8 Scope: (please state scope(s) you wish to be registered for, other than for Common areas)

Please tick the detailed scope(s):	HEc Traffic Control Equip't	HEc VMS	HEc Comms.	HEc Env. & Monit'g Equip't	HEc Cameras
AHW Lighting col., post inst'n		AHW Cable / trench inst'n		AHW Slot cutting & cable laying	HE Inst'n & Mtce – Lighting & Lit signs

Part B (to be completed by Applicant)

Surname	
Forenames	
Personal Address	
	Postcode
Tel No. Home :	Work:
Fax No:	E-mail:

Details of relevant work experience, starting with current employment details (Please use additional paper if required):		
Name and Address of employer	Dates From To	Job Title and Responsibilities

Give details of all Instructional Techniques Courses you have attended and all relevant TDLB, CGLI etc. qualifications achieved, including dates and names of awarding bodies along with supporting evidence

- Please supply with this form 2 passport sized photographs signed on the back by a competent person stating “This is a true likeness of...(name)...” These must be signed and dated.
- Please attach details of CPD appropriate to the sector, including a CPD plan for the forthcoming twelve months
- Please detail which modules of the Highway Electrical Training Specification, relating to the appropriate sector you wish to be registered to.
(Use separate / continuation sheets as necessary)

I agree to attend any training/briefing meetings as required by the HEA and abide by the HEA Trainers Requirements

Signed:	Date:
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Please make all cheques payable to The Highway Electrical Academy.
Please return completed application form with supporting documentation.



Registration of Approved Trainer to an Additional Approved Training Organisation

This form is to be used when registering an Approved Trainer to an additional Approved Training Organisation, i.e., not to be used when registering a Trainer for the first time or for re-registration.

Part A – The Approved Training Organisation to which the Approved Trainer is originally registered

Approved T.O. Name:	Approved T.O. No.
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Part B – Additional Approved Training Organisation Details

Approved T.O. name:	Approved T.O. No.
---------------------	-------------------

Part C –Details of Approved Trainer.

Name of applicant:	Trainer registration:
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Please detail if scope of training delivery is to remain the same or to be changed by detailing the modules of the Highway Electrical Training Specification affected:

Trainer	
Signed	Date
Approved T.O. Contact Manager	
Signed	Date

Application for Re-registration

2. Organisation Details (please confirm)

Organisation Name		
Address		
		Postcode:
Tel. No:	Fax No:	E-mail:
Full name of Organisation Contact Manager	Position in Company	
Full Name of Company Proprietor (if you are not the proprietor state name of owner; if limited company, state company registration no.)		

3. Approved Trainer Details

Full Name of each Trainer	Trainer Signature

Organisation Declaration

I/We make formal re-application as an HEA Approved Training Organisation and agree to abide by the conditions in this document and on associated documents. I confirm that the current details held by the HEA are correct and up to date.

I attach separately copies of applicants personal email address and copies of public liability and professional Indemnity Insurance.

Authorised Signature

Name

Position

Date

Form 7 Course Attendance Record



ASLEC Office use only: Course Ref: _____ Invoice Number: _____ Purchase Order Number: _____

Training Spec. Course No.		Combined Course *	YES/NO	Date of Training Programme	
Course Title		* If YES please state combined course codes below:		Training Organisation Name	
Training Venue				App. Trainer(s) Name	
8.1.1 Course Delegate Information				To Be Completed By Trainer Only	
Full Name (Printed in capital letters- preferred typed)		Signature		End Test Score	Result pass/fail
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

* Note: . Lantra Awards certification **must** be claimed for each successful candidate except for courses which are amalgamated within the Training Specification for Lantra Awards certification where supporting information for the other courses must be supplied when a certificate is claimed.

Course Evaluation Sheet

To assist the HEA in assessing the standards of all training courses, it would be appreciated if you would complete this Course Review Sheet. Constructive criticism is particularly welcome and will be drawn to the attention of the Sector Scheme Committee. Should you so wish, *you may complete this form in confidence*. In which case you should ask your Trainer for an envelope and the form will then be sent unopened to HEA.

Name of Course	<input type="text"/>	Date of Course	<input type="text"/>
Name of Training Organisation	<input type="text"/>		
Name/s of Trainer/s	<input type="text"/>	Reg no.	<input type="text"/>

Please circle one number for each question as appropriate

1. Was the course clear and easy to understand?

Clear & easy to understand understand

Difficult to

10	9	8	7	6	5	4	3	2	1
----	---	---	---	---	---	---	---	---	---

2. Has attending the course increased your existing knowledge of the subject?

Large increase in knowledge knowledge

Little increase in

10	9	8	7	6	5	4	3	2	1
----	---	---	---	---	---	---	---	---	---

3. Were the Trainer's style and communication skills easy to understand?

Easy to understand understand

Difficult to

10	9	8	7	6	5	4	3	2	1
----	---	---	---	---	---	---	---	---	---

4. How well were the course objectives met?

Fully met

Not at all

10	9	8	7	6	5	4	3	2	1
----	---	---	---	---	---	---	---	---	---

Additional Comments

Please feel free to make any additional comments

Name (in capitals)

Name of employer / Self employed

Signed

Date

Independent Observation Report on Training Events

Preliminary Details of Training Event

Organisation Name	1
Organisation Number	2
Trainer Name	3
Trainer Number	4
Training Venue	5
Date & Course programme	6
Has the HEA been notified of the course in the correct manner?	7
Is the Trainer approved to conduct the training being delivered?	8
Is the Trainer wearing his registration card?	9

Training Venue and Training Aids

Is the training conducted at the approved training organisation premises?	10
Is the training venue suitable for the event?	11
How many candidates are on the programme?	12
Are the training aids and equipment in accordance with the requirements of the Highway Electrical Training Specification and the HEA? (specify what was present or deficient)	13

Presentation of Training Event

Notes to auditor.

Use the following 3 pages (sections 14 – 18) to record if the instructor has covered the subject material as per the HEA specification and training manual. Notes of any omissions/inaccuracies should be recorded in this section so that the suitability of the trainer can be established prior to issuing Approved Trainer status.

Introduction	14
Course Aims & Objectives	15
Explanation of Sector Scheme / Registration Scheme / Highway Electrical Training Specification / Course	16

Content of Training Delivery (cont.)

Course handouts & documentation issued to candidates
(specify what was issued and its relevance, quality & suitability to the programme)

19

9 Conducting of Assessments

20

Were all assessments carried out as per the Highway Electrical Training Specification?

Were candidates with special needs adequately catered for?

Were candidates informed of their results immediately?

End of course signing off

21

Were all successful candidates signed off correctly?

Were unsuccessful candidates notified of their next course of action

Were end of course evaluations completed?

Has the Trainer's lesson plan been completed with documented reflective self-evaluation ?	22
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Was the training programme conducted as per HEA's requirements?	23
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Feedback to Trainer

Has feedback been given to the trainer?	24
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Does the Trainer agree with the feedback given?	25
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Has the trainer experienced any difficulties with the training manual, which he/she would like to feedback to the HEA?	26
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Recommendation to HEA

Do you recommend that the trainer should be recognised as an Approved Trainer for the course you have audited? If not, why not? (give specific reasons, referring to notes taken where relevant)	27
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Observing Auditor	28
Print Name	Reg Code
Signature	Date

New Trainer Applicant	29
Print Name	
Signature	Date

Copy To:

- Trainer
- Approved Training Organisation
- HEA