

## **NHSS8 – HERS**

### **Authorising Officer (AO) – Qualified Supervisor (QS)**

#### **e-learning Refresher Course**

#### **Instructions for Use**

An e-learning combined AO-QS Refresher Course has been created to enable the cost-effective and timely provision of refresher training to Authorising Officers and Qualified Supervisors acting under NHSS8 – HERS. If preferred, a taught refresher course can be obtained by contacting the ASLEC office.

The course is held as zip files on the downloads section of the HERS website. The course consists of:

- These instructions – please read these first!
- Three PowerPoint® presentations with narration, captured as pdf files
- An alternative of the same three PowerPoint® presentations saved as Powerpoint® shows (you may need to install the free PowerPoint viewer from <http://www.microsoft.com/download/en/details.aspx?id=6> if you do not have PowerPoint installed on your PC)
- An Excel spreadsheet which acts as a self-assessment tool and CPD evidence that the training has been carried out –which should be printed out and held .

To access and run the AO-QS Refresher, carry out the following:

1. Access the HERS website; click on the NHSS8-HERS Downloads tab on the left hand side; click on the AO-QS Refresher Category; right click the zip file and choose “Download as” to your local drive
2. Enable Sound on your computer
3. Open Part 1 of the presentation and run it (Note you may have to change the size of the screen to access the Play and Pause buttons in the pdf version on the bottom left hand side. You can do this by clicking on “View” on the top tool bar and reducing the size until the controls are visible)
4. Run the presentation and listen to the narration. (Note: although the slides are set to advance automatically, you may have to click on the Play button on the bottom left hand side to see the next slide for the pdf version or click on the screen to see the next slide in the PowerPoint show version).
5. When you have completed Part 1, open and run Part 2; when Part 2 is complete, open and run Part 3.
6. When you have viewed and listened to all three parts of the presentation, open the Excel Spreadsheet and answer the questions by clicking on the cell in the Answers column, and using the arrow on the right hand side to choose the correct answer from the available selection.
7. When you have completed all the answers, click on the “Calculate Results” button to see your results (Note: this shows your overall score and the results against each question; you can repeat the assessment if you wish)
8. Print the spreadsheet out – by clicking on the Print Button (Note: pressing the Print button clears the results from the spreadsheet after printing)
9. Sign where indicated and print your name underneath
10. File this in your HERS portfolio as evidence of Continuing Professional Development