

Launch of the RTAS Rules V1.0

The RTAS Rules V1.0 was published on Thursday 26th April 2018. All providers should complete their briefings of the Rules V1.0 and return briefing records back to NSAR **no later than Thursday 31st May 2018**. It is the responsibility of the provider to ensure they are compliant.

As advised, in the publication briefing note #9, Assurance Visits and other general assurance work, including potential breaches undertaken after the compliance date will be fully assessed against RTAS Rules V1.0. Course Pack verifications will be completed using the Rules in place at the time of the course and/or assessment delivery and will be documented clearly within reports and action plans.

Network Rail and NSAR welcome your feedback on the Rules and will be undertaking a review at the end of May. A feedback form has been issued via NSAR mailbox for your use. Please submit your feedback to accreditationadmin@nsar.co.uk **using the form no later than Tuesday 29th May 2018** to ensure that your feedback is included in the review.

OLEC1 training delivery duration

An NSAR communication published on 19th April 2018 advised that OLEC1 training delivery duration should be as per the mandated lesson plan, 1 full day.

Providers should note that the OLEC1 lesson plan has been updated and republished on 25th April 2018 to mandate delivery of OLEC1 as **0.5 days**.

New Competence - Temporary Clamped Rail Joints (up to 50mph)

Training providers are invited to take part in the delivery of the Temporary Clamped Joints (up to 50mph) programme.

A requirement has been identified to develop an industry wide competence to support the installation of Temporary Clamped Joints (up to 50mph) and will be part of Sentinel. The course to support the delivery of the competence has been written and delivered by Network Rail since October 2016. To date it has been successfully completed by approximately 900 individuals from Network Rail and supply chain organisations. The course duration is one day and contains a mixture of theory and practical elements, all course materials will be supplied by Network Rail Training via Toolkit access in line with existing process.

The criteria for trainers to deliver this course are:

1. Trainer must hold a competence in training delivery
2. Be operationally competent in Temporary Clamped Joints (up to 50mph)
3. Following attaining competence operationally it is then required that the individual is assessed in training delivery of the subject

Network Rail are offering two routes to become an accredited trainer of this subject.

Option 1:

1. Attend as a delegate
2. Assessed in operational competence on the course
3. Co-train 50%
4. Train 100% and assessed
5. Accredited to Deliver Training

Option 2:

1. Attend a Train the Trainer (TtT) event (2 day course)
2. Assessed in operational competence on the course
3. Assessed in Training Delivery
4. Accredited to Deliver Training

Organisations who have individuals completing this task operationally have a three year transition period starting financial year 2018/19 to ensure that all individuals gain this new competence

Those training organisations who wish to take part in the delivery of this programme should reply to Phillip.Davidson@networkrail.co.uk **no later than Friday 25th May 2018**. Network Rail will then provide the full details of the programme for consultation.

Smart technology during training

NSAR and Network Rail recently investigated an incident whereby a photograph of a completed Safe Work Leader Assessment paper was taken with the Mobile Telephone camera function and posted to Social Media. This significant incident led to a revision and republication of the impacted Safe Work Leader assessment papers, a training provider local investigation under the RTAS Rules and a Network Rail Corporate Sponsor investigation under the Sentinel Scheme Rules.

In line with Fair Culture, a Sentinel Scheme outcome was not able to be applied. Access to calls was addressed by the training provider, but there was not reference to remainder of the devices functionality.

NSAR has been advised that the recommendation of this investigation is that all Assured Providers should make provisions within their policies and procedures to inform candidates that, as a minimum, accessing photographic technology during classroom assessments is strictly prohibited and that any same, or similar, incident where proven, may find a candidate/individual in breach of the Sentinel Scheme Rules, **Clause 4.11 Any breach of confidence** and appropriate action taken.

Providers must have arrangements in place to make clear to candidates accessing photographic technology during classroom assessments is strictly prohibited and any candidate/individual involved in any similar incident may be found in breach of the Sentinel Scheme Rules, Clause 4.11.

ICI and PTS AC and PTS DCCR delivery

Network Rail has confirmed that ICI Training **can** be delivered on the same day as PTS **DCCR**.

NSAR has become aware of instances of delivering ICI on the same day as PTS **AC**. This practice has been reviewed by Network Rail and direction received that ICI **cannot** be delivered on the same day as PTS **AC**. Any issues identified with the course must be fed back to Network Rail via the Training Toolkit

Network Rail Training are about to start a full learning needs analysis for PTS. Duration, ICI delivery and delegate numbers will be reviewed as part of the learning needs analysis and any resulting changes published by Training Toolkit.

Any provider and/or trainer identified as delivering PTS **AC** and ICI in breach of the Network Rail mandated lesson plans from the time and date of this alert will be subject to Formal Review under the RTAS Rules and sanctions may be considered.

Safe Work Manager 'top up' training

NSAR has become aware of the delivery of Safe Work Manager 'top up' training for delegates who fail to reach the required mark under initial training assessment. Network Rail has confirmed that this is not an approved course. Any delegate who fails the Safe Work Manager course is required to re-attend the full Safe Work Manager training course.

Any provider delivering a 'top up' approach for Safe Work Manager must stop with immediate effect. Any provider and/or trainer identified as delivering a 'top up' course after the date of this briefing will be subject to Formal Review and sanctions may be considered.

Providers are reminded that Network Rail continue to own the management of Plan and Deliver Safe Work courses, competences and capabilities and any queries are to be sent directly to PDSW1@networkrail.co.uk.

Gold Assurance Visit Ratings

Providers are advised that Gold Assurance Visit ratings will not be awarded where any red rating non-conformances are identified throughout the Assurance Visit. This is in order to ensure that a Gold Provider rating maintains the full impact of an exceptional provider.

2018 Assurance Visit timings

Please accept our apologies for mis-information on the back page of your Assurance Visit reports received. Next Steps should read that next assurance visits will take place between 9-15 months from the date of their last visit. There may still be occasions where 2018 visits may take place within shorter timescales.

Due to the changed assurance framework and the information gathered during assurance visits over the last 2 years it has become necessary to increase the frequency of the visits to assure quality and business as usual processes.

We are sure that you would want all training providers to be treated equally and therefore irrespective of grade achieved the standard visit schedule has been increased.

Assessing COSS during PTS Track Walkouts

Network Rail has confirmed that the assessment of a COSS during a PTS Training track walkout is not acceptable. Looking after a group of initial PTS learners is high risk and the addition of another COSS in order to assess the COSS rostered to look after the group imports further risk.

A review of COSS assessing is underway and changes anticipated in April 2019.

Applications and Mentorship

Providers are reminded that applications by individuals to become NSAR Assured Trainers and/or Assessor must be approved by NSAR and advised that **before** mentoring can commence for first capability.

Any observations submitted with a date before approval will be rejected and further mentorship required. The Appendix 2 clearly states the requirement since May 2017. Appendix 2 applications are to be sent to accreditationadmin@nsar.co.uk and not to QA Managers directly.

Heritage Railway – protection requirements

NSAR has received queries of whether SWP are required on Heritage Railway. This has been referred to Network Rail and had been confirmed as defined in ROGS [2006] as 'mainline railway'. This means:

- A documented suitable and sufficient risk assessment must be carried out for the location prior to the training / assessment event. The risk assessment must state the means of providing a safe system of work.
- Taking a line block is always preferred for safety of the group. Within this line block there must be a SWL/COSS (as applicable to current route implementation of PDSW) on site to safeguard the delegates whilst training on site.
- Where a line block is **not** taken, the line is classed as 'open line', a SWL/COSS (as applicable to current route implementation of PDSW) and Lookout is required to safeguard the delegates whilst training on site.
- Where the Heritage Line is out of season and not in use, the line is still considered 'mainline railway' and line block is always preferred
- Where the Heritage Line is out of season and not in use, the line is still considered 'mainline railway' and a line block is **not** taken, the line is classed as 'open line' and the minimum of a Lookout is required to safeguard the delegates whilst training on site.

Appendix 2 Update

Following feedback from providers, amendments have been made to the Appendix 2 and is now available on the NSAR website. Please access the website and use v4.0 with immediate effect.

CDG Engagement

NSAR continues to work with Network Rail to support discussions on CDG items and provide clarification of items which are received by NSAR day to day that do not go to CDG agenda's.

Where training and assessment providers have items for CDG referral or Network Rail clarification please send these to accreditationadmin@nsar.co.uk so that they can be added to the agenda by NSAR on your behalf.

CDG	Items Closed	Items Open	Scope of open items
Rail Plant (inc PTMP)	10	4	<ul style="list-style-type: none"> MC/CC pre-requisite medical level conflicts Non-operational trainer maintaining MC/CC competence Lift Planner Single Lift pre-course assessment administration requirements Scoping of PTMP providers to consider in the transition to Sentinel competence. There is no update available as to when this is planned to happen as yet Practical Site Approval referral <p>A meeting is scheduled at the end of May where Rail Plant CDG Chair and NSAR will discuss ways of working to maintain progress on issues brought to CDG by NSAR on provider's behalf.</p>
T&RS	0	3	<ul style="list-style-type: none"> OTM trainer upskill issue OTM practical site specification
OHL/OLEC	2	9	<ul style="list-style-type: none"> Specific OLEC trainer/assessor approval General OLEC upskills process OHL competence maintenance for trainers/assessors OLEC/Level B practical site approvals OLEC Refresher training material availability Practical site approval specification <p>Whilst there are still issues to resolve there is an increase in dialogue between NSAR and the CDG over recent weeks which will continue towards finding resolution for the issues above.</p>

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CDG	Items Closed	Items Open	Scope of open items
Track Safety	8	1	<ul style="list-style-type: none">• PTS delivery in prisons – process for dispensation

And Finally

DATES FOR YOUR DIARY – Please see below reminder date to add to your diaries for 2018:

Date: Thursday 26th July 2018 – **RTAS Rules Workshop**
Friday 26th October 2018

Time: **12:00 – 15:00** **Please note times**

Location: London Underground Training Centre
Skills Training Centre
Stratford Market Depot
Burford Road
Stratford
E15 2SB

Please confirm your attendance to mary.stewart@nsar.co.uk and keep your attendance plans updated to NSAR so that we can make sure as many people as possible are able to attend.

Numbers must still be restricted to one per provider. Attendance at Training Provider Forums over the past six months has been high with good feedback and information shared at the forums is noted by NSAR as supporting training providers operations during Assurance Visits.

Should you have any topics that you would like to cover at the provider forum then please send through items to accreditationadmin@nsar.co.uk

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NSAR Contact Information

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