

Operational and Non-Operational Trainers and Assessors

Clarification

NSAR Briefing Note 4 was intended to offer clarification on what happens if someone being assessed by a non-operational assessor is deemed 'not competent' or 'not yet competent' - **a non-operational assessor cannot take over the candidate's role.**

Having further discussed recent concerns from providers with Network Rail, NSAR can now advise the following:

- The provider must submit evidence to NSAR of the process they have in place, to ensure that, during the assessment planning stage, a suitable replacement competent person is available should the assessment decision be deemed 'not competent' or 'not yet competent'. **This evidence must be with NSAR no later than 31st March 2017.**
- Where the provider cannot provide NSAR with evidence of this process, any **Assessor** that completes on site assessments has to **transfer to Operational in Sentinel no later than 31st March 2017** and should take the necessary workplace assessment for each competence before the anniversary date of the assessor's annual on-line exams. The window of opportunity for these assessments is 9-12 months.

Discussion around Non-operational **Trainers** is more complex and will be reviewed during the first half of 2017 by Network Rail. NSAR has agreed with Network Rail that providers will be involved in those discussions.

What does this mean for me?

I am a provider with Non-Operational assessors and do not wish to change this – what do I do?

Submit your process to NSAR, to ensure that, during the assessment planning stage, a suitable replacement competent person is available should the assessment decision be deemed 'not competent' or 'not yet competent' by the 31st March 2017.

I am a provider who cannot provide the process requested – what do I do?

Transfer all Non-Operational Assessors to Operational in Sentinel by the 31st March 2017 and ensure that the assessor undertakes the necessary workplace assessment for each competence they deliver assessments for before the anniversary date of the assessor's annual on-line exams. The window of opportunity for these assessments is 9-12 months.

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I am provider who has transferred my assessors to Operational but do not have enough time to complete the necessary workplace assessments before the anniversary date of the annual on-line exams. – what do I do?

Please contact accreditationadmin@nsar.co.uk to discuss this. Please note that this scenario applies to people who are very close to competence expiry and will be reviewed in detail **but** only exceptional cases will be considered.

I am a provider with Non-Operational Trainers who do not deliver assessments – what do I do?

There is no action required. Network Rail will form a working group involving providers and determine the way forward for trainers.

Next Steps?

Network Rail will form a working group involving providers and agree the process for Non-Operational Trainers.

Duration of Courses Clarifications

Please note that the day's duration guidance at the front of the lesson plans stating 1 day equates to a 6-hour training day and is based on delivery as stand-alone modules.

This briefing explains the guidance in more detail in order to address interpretations and questions since the publication of NSAR Briefing Note 4

COSS Initial & Recertification

Clarification

The following contains detailed clarifications of lesson plan durations for each from the Training Toolkit and delivery models when delivering as one event.

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COSS Initial

Module	Days Duration as per lesson plan	Delivery restriction
PTS Recert	1 Day	Evidence of required logbook entries
COSS Initial	5 Days	Pre-Course Workbook needs to be completed and the Sponsor must register the completion of the Pre-course Workbook with Sentinel.
DCCR Initial/Recert (if required)	1 Day	Cannot be done on the same day as PTS
CRP LLT Initial (if required)	½ Day	Must have successfully completed the COSS Initial training course and hold current and valid PTS DCCR.
OLP Initial (if required)	½ Day	Must hold current and valid PTS and COSS
TOTAL	8 Days	

**** the above order of 'if required' modules are for demonstration purposes only, as this will depend on if they are required within specific course deliveries ****

COSS Recertification

Module	Days Duration as per lesson plan	Delivery restriction
PTS Recert	1 Day	Evidence of required logbook entries
COSS Recert	3 Days	Evidence of required logbook entries and must have completed PTS Recert
DCCR Recert (if required)	1 Day	Cannot be done on the same day as PTS
CRP LLT Recert (if required)	½ Day	Evidence of required logbook entries and must hold current and valid PTS DCCR
OLP Recert (if required)	½ Day	Evidence of required logbook entries and must hold current and valid PTS and COSS
TOTAL	6 Days	

**** the above order of 'if required' modules are for demonstration purposes only, as this will depend on if they are required within specific course deliveries ****

Where the lesson plans contain clear Guided Learning Hours (GLH), and modules combined in to one overall event, the GLH apply. It is accepted that this means the overall delivery model for these events combined will differ from the front of the lesson plans and is demonstrated in the following.

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COSS Initial

Module Name	Overall day duration as per current Training Toolkit (based on 6 hr training day)	Day 1 AM	Day 1 PM	Day 2 AM	Day 2 PM	Day 3 AM	Day 3 PM	Day 4 AM	Day 4 PM	Day 5 AM	Day 5 PM	Day 6 AM	Day 6 PM	Day 7 AM	Day 7 PM	Day 8 AM	Day 8 PM
PTS Recert	1 day	x	x														
COSS Initial	5 days			x	x	x	x	x	x	x	x	x	x				
DCCR Initial/Recert as applicable (if required)	1 day													x			
CRP LLT Initial (if required)	½ day														x		
OLP Initial (if required)	½ day															x	

**** the above order of 'if required' modules are for demonstration purposes only, as this will depend on if they are required within specific course deliveries ****

COSS Recertification

Module Name	Overall day duration as per current Training Toolkit (based on 6 hr training day)	Day 1 AM	Day 1 PM	Day 2 AM	Day 2 PM	Day 3 AM	Day 3 PM	Day 4 AM	Day 4 PM	Day 5 AM	Day 5 PM	Day 6 AM	Day 6 PM
PTS Recert	1 day	x	x										
COSS Recert	3 days			x	x	x	x	x	x				
DCCR Recert (if required)	1 day									x			
CRP LLT Recert (if required)	½ day										x		
OLP Recert (if required)	½ day											x	

**** the above order of 'if required' modules are for demonstration purposes only, as this will depend on if they are required within specific course deliveries ****

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What does this mean for me?

Any booked event that does not meet the above guidance should be amended. All future courses must align to the above guidance.

Next Steps?

Network Rail will review the training material and make GLH and days duration information clearer. Network Rail will issue no further guidance on COSS durations until the training material review is complete later in 2017.

PTS/DCCR Recert

Clarification

Network Rail issued a clarifying brief stating that the DCCR module cannot be delivered on the same day as PTS Recert. Network Rail acknowledge that the GLH for DCCR is 3 hours and therefore the key message from the briefing was that DCCR **must not** take place on the same day as PTS i.e. must commence on the second day of delivery. This guidance remains in place.

What does this mean for me?

Any booked event that is scheduled to take place in 1 day should be amended to take place over 2 days with DCCR not starting until day 2. All future courses must be planned to take place over 2 days.

Next Steps?

Network Rail will review the training material and make GLH and days duration information clearer. Network Rail will issue no further guidance on PTS/DCCR durations until the training material review is complete later in 2017.

IWA Initial and IWA Recertification

After the publication of Briefing 4, NSAR received queries regarding IWA durations, which resulted from the COSS duration clarifications. The guidance from Network Rail is that delivery of these courses is as per the lesson plan (Initial = 3 days and Recertification = 2 days). The queries and feedback received will form part of the Track Safety materials review later in 2017.

Network Rail Track Safety material review

As advised in NSAR Briefing Note 4, Network Rail will undertake a full review of Track Safety training and assessment material during the first half of 2017.

Paul Brady, the current Sentinel Operations Manager who many providers already know, will be leading this work as part of his new post as Trackworker Safety Specialist for Network Rail. Updates will be published via the Training Tool Kit.

Approved sites

Providers are reminded that practical delivery sites for On Track Plant, Track Induction and OLEC training and/or assessment **must be NSAR approved** before delivering training and/or assessment events. Failure to do this is a breach of the RTAS Rules by failing to deliver an event in a safe environment (Interim RTAS Rules [December 2013] clause 2.2k))

NSAR is working to ensure that the full list of approved sites is easily accessible by providers in a way which protects the site details from wider public access in order to mitigate against railway crime such as cable theft. In the interim, please contact accreditationadmin@nsar.co.uk for confirmation of its approval status before scheduling use of the site.

It is critical to note that in the event that a provider is suspended for any reason, the providers previously approved sites are also suspended from use by any other provider. Finally, using an approved site which is not your own, must obtain written permission from the owning provider.

Sentinel User Names and Passwords

Providers are reminded that Sentinel user names and passwords are their own and considered confidential to the person who holds them. Sharing of user names and/or passwords to access Sentinel is not permitted and any instances of this can lead to disciplinary action by your employer and an NSAR investigation if deemed required.

Events Calendar

The events calendar must be populated with the base delivery plan for the following calendar months events by 25th of the preceding month and following week amendments by 1600 on the Friday before. For example, by the 25th of January base plan events should be visible for the month of February. It has been noted from NSAR reporting that many providers are only inputting up to the end of the following week. Providers are reminded that use of the calendar became mandatory in October 2016. Monitoring by NSAR will continue.

CPD

Thank you all who attended the NSAR CPD & Verification workshop and fully engaged with the day. As requested certificates will be issued to those who did attend as evidence for your own CPD records.

All trainers and assessors should be reminded that they are required to have at least started their CPD records for year 2016/17 and are to have completed a minimum of 30 hours varied, balanced and evidenced CPD by 30th June 2017.

Self-Assessment Reports (SAR) and Quality Improvement Plans (QIP)

Providers are reminded that updates to their SAR and QIP are to be completed and should have been uploaded into Skills Backbone no later than **30th January 2017**.

Manufacturing Assessments

Providers are reminded that assessments must take place in the operational environment as per assessment documentation from Network Rail's Training Toolkit and Section 4 of the Assessor Code of Practice and cannot be manufactured by the provider for the purposes of assessment only.

4. Observing the Candidate

- 4.1. During the observational part of the assessment, the Assessor shall maintain a discreet distance from the Candidate and not interfere with any of their site duties or the work in progress.
- 4.2. Assessments shall be carried out in a live environment.

Trainer and Assessor contact details

Communication with trainers and assessors is not as effective as it could be due to information in Skills Backbone not being maintained regularly. We are undertaking a review of this information and ask that you provide email addresses to accreditationadmin@nsar.co.uk for all of your trainers and assessors **by Friday 17th February 2017**. It is vital that trainers, assessors and administrators keep their contact information in Skills Backbone up to date so that NSAR is able to communicate effectively with you.

And Finally

DATES FOR YOUR DIARY – Please see below reminder dates to add to your diaries for 2017 please make sure you register for these events on the NSAR Website – all dates will be at the:

Institute of Mechanical Engineers, One Birdcage Walk, Westminster, SW1H 9JJ

30th March	Border & Immigration Workshop [Subject to be confirmed]
1st June	Training Provider Forum
27th July	Training Provider Forum
21st September	Training Provider Forum
16th November	Training Provider Forum

NSAR Contact Information

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