

CPD

At the last Training Provider Forum NSAR advised that the deadline for CPD submission to Skills Backbone has been **extended to 31st July 2017**. Even with this extension there is currently:

- 115 portfolios in progress
- **140 not started**

Urgent action is required by all providers to make sure that CPD is being given the time and commitment required as an assured trainer/assessor and provider.

Sanctions are being considered for trainers/assessors not undertaking the required amount of CPD with NWR. NSAR would like your feedback about what sanctions providers feel are appropriate. We will send out a questionnaire during August to enable you to share your views. We are considering using the NCCA approach.

CPD can be pro-rata for part time trainers – please advise accreditationadmin@nsar.co.uk who your part time trainers and assessors are for information when reviewing total hours submissions.

Events Calendar Compliance

The Events Calendar became mandatory on 25th October 2016. There are still 50% of providers not using the calendar at all and many more not uploading the correct information to it.

All providers are reminded that the **calendar applies to, both, training and assessment events and providers** and the location free text box should be used to record whether the event is initial training, recertification or assessment.

For the remainder of 2017, failure to use the calendar will result in an assurance visit rating no higher than Silver. From 2018 further sanctions will apply and NSAR will include this on the questionnaire to be returned early September.

NSAR is investing £5,000 during Q4 in the calendar to enhance functionality.

OTP Assessment locations

All providers are reminded that **all** Assessments must take place **on site, in shift** and observing the individual undertaking their **normal duties**. Assessments which are not undertaken in this way are considered manufactured assessments.

NSAR is aware that a significant number of OTP Assessments are undertaken within the training environment.

Network Rail's Rail Plant CDG has directed that this is not acceptable and with immediate effect all assessments are to be planned to take place **on site, in shift** and observing the individual undertaking their **normal duties**.

Level A & B Assessments freeze

Following a recent response from Sentinel to a provider NSAR has been asked to confirm whether a freeze to Level A & B assessments has been applied. Network Rail has clarified that this is **not** the case and Level A & B assessments can continue to take place as planned.

Safe Systems of Work Planning – changes to approved organisations

Network Rail has advised of the following changes to SSOW. All organisations proposing to go trackside on Network Rail Managed Infrastructure (NRMI) shall demonstrate the Safe Systems of Work (SSOW) has been planned, approved and checked by an approved organisation.

Where the SSOW is not provided by Network Rail, the organisation shall hold audited and verified compliance to the RISQS product code 07.09.07 for Safe Systems of Work Planning.

With immediate effect all training and/or assessment providers are required to:

1. Where SSOW plans are written internally to the provider, hold RISQS product code 07.09.07 for Safe Systems of Work Planning or RIPS approval; **or**
2. Where SSOW plans are **not** written internally to the provider, the plan must be prepared and checked by an organisation that holds RISQS product code 07.09.07 for Safe Systems of Work Planning or RIPS approval; **and**
3. Hold current and valid SSOWP competence; **and**
4. Have had the 019 briefing recorded on Sentinel

Network Rail advises that the RIPS rosette linked to the RIPS audit module will cease by 2nd September 2017 and approval to produce and check SSOW plans will be provided by RISQS product code 07.09.07 for Safe Systems of Work Planning.

NSAR - Briefing Note #7

Action is required immediately to ensure that Network Rail's requirements for RISQs product code 07.09.07 for Safe Systems of Work Planning are met by 2nd September 2017.

Checks that training and/or assessment providers SSOW has been planned, approved and checked by an approved organisation will be made by NSAR.

For further information please contact licencesubmission@networkrail.co.uk

Safe Work Leader trainer/assessor approval

Providers are reminded that NSAR currently does **not** process any SWL capability arrangements as it is being completed internally to Network Rail. NSAR will notify all providers when this work has transitioned to NSAR and the accompanying process to upskill trainers and assessors. Until that time all SWL queries must be directed to TrainingToolKit@networkrail.co.uk.

OLEC trainer/assessor approval

NSAR is in discussion with Network Rail regarding processes for OHL trainer and/or assessor development, approval and maintenance of competence. Further information will be released as soon as this has been agreed. NSAR will continue to work with Network Rail to resolve this issue and report back to the industry at the earliest opportunity.

CDG Engagement

NSAR attends the Network Rail CDG meetings for Rail Plant, Track Safety and OLEC. Issues for CDG referral are often complex and reaching decisions take time. In summary NSAR are addressing the following items:

CDG	Items Closed	Items Open	Scope of items
Rail Plant (inc PTMP)	6	5	<ul style="list-style-type: none">• specific upskill requests which deviate from NR/L2/CTM/202 process• MC/CC pre-requisite medical level conflicts• Lift Planner upskill process• 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

NSAR - Briefing Note #7

CDG	Items Closed	Items Open	Scope of items
T&RS *NEW*	0	3	<ul style="list-style-type: none">OTM trainer upskill issueOTM practical site specification
OHL/OLEC *NEW*	1	9	<ul style="list-style-type: none">Specific OLEC trainer/assessor approvalGeneral OLEC upskills processOHL competence maintenance for trainers/assessorsOLEC/Level B practical site approvalsOLEC Refresher training material availabilityPractical site approval specification
Track Safety	1	7	<ul style="list-style-type: none">IWA/COSS competence assessment/renewal complicationsAOD pre-requisitesAOD work experience book issuingPTS delivery in prisons

Please note: New CDGs are within scoping and structure stages before NSAR issues can be resolved. NSAR continues to work with Network Rail to progress. Where training and assessment providers have issues for CDG referral please send these to accreditationadmin@nsar.co.uk so that they can be added to the agenda by NSAR on your behalf.

Plant training upskill process involving low training demand

Please contact accreditationadmin@nsar.co.uk providing details of which courses are affected by this adding 'plant training upskill – low training demand' in the subject bar of your email. NSAR can then collate these and discuss with Network Rail CDG's if there are dispensations to the standard available.

Non-Operational trainer status

NSAR continues to press Network Rail for progress.

Use of vocalised written word software

The ARTP has brought this software to the attention of NSAR. NSAR will add this item to our joint review with Network Rail of a redrafted NR/L2/CTM/202 standard in the coming weeks to determine if the use of such software can be permitted within the rules.

Trainer Exams

NSAR notes an increase in the number trainer's status moving to non-operational **prior** to annual on-line trainer exams whereby the workplace assessment is not required. It has been noted trainer's status is then subsequently returned to operational after the exam has been successfully uploaded to renew the competence. This practice indicates that the status of non-operational is used to side step true requirements! NSAR shall continue to monitor instances where this occurs and invite the trainer/assessor and training company in for a formal review.

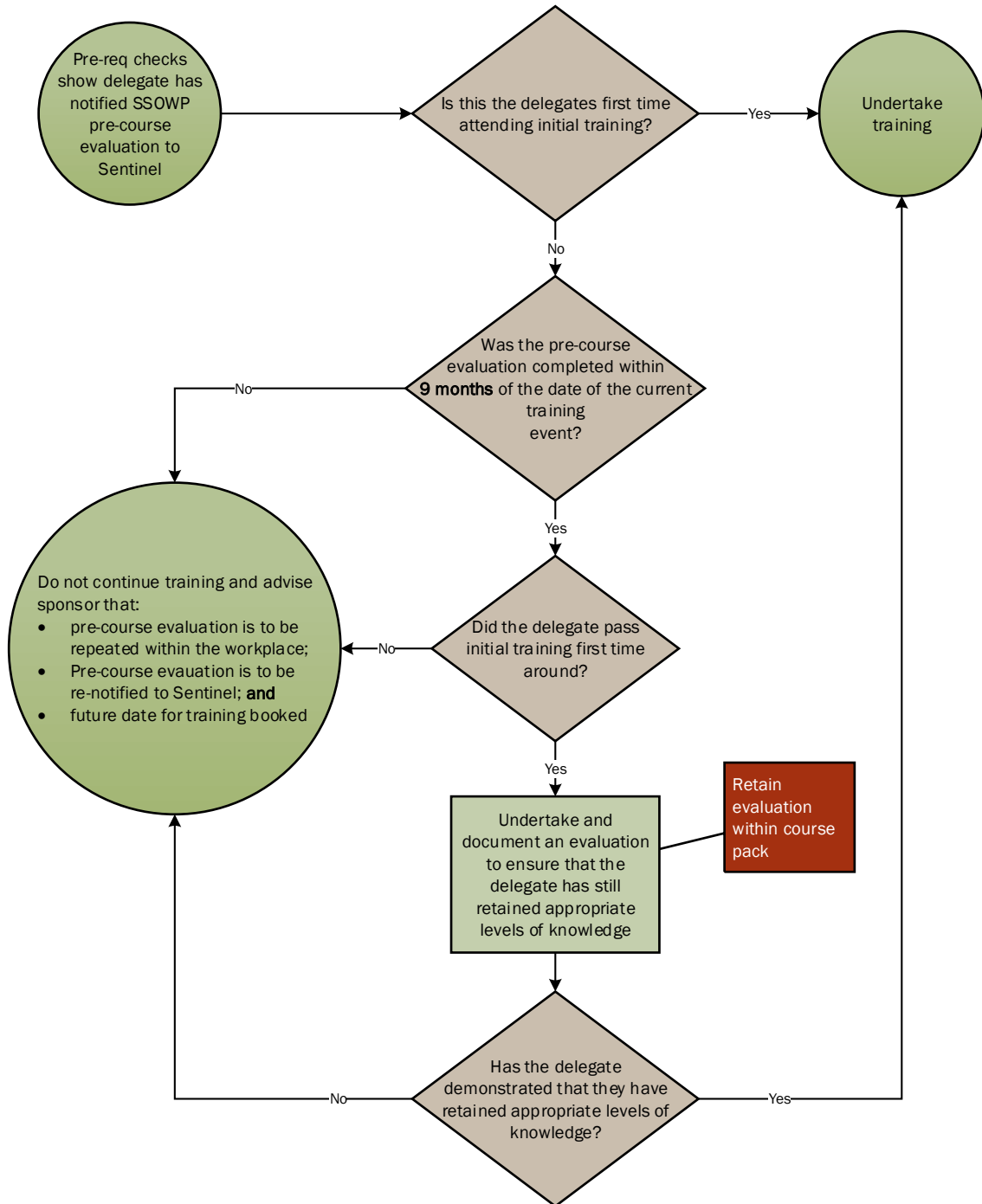
Please Note: Operational status on Sentinel requires interim assessments relevant to the competence such as COSS, ES, SSOWP etc. Trainers and Assessors can only take trainer exams to renew competence for the capabilities which they hold.

NSAR email management

NSAR notes that, many providers are still contacting QA Managers directly with general submissions of Appendix 2's and general questions. Please be reminded that initial contact with NSAR is to be made to the following central email accounts; accreditationadmin@nsar.co.uk or ici@nsar.co.uk where queries/contact will be given a ticket reference number. Initial contact directly to a QA Team member will be returned to you with a request to resend to one of the central mailboxes. This is to ensure that all providers are given the same priority.

SSOWP pre-training evaluations

NSAR has been informed of some confusion around the validity period of SSOWP Pre-Training Evaluations. Network Rail has advised the following guidance which has been mapped as a flowchart for ease of understanding.



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

21st September Training Provider Forum

16th November Training Provider Forum

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

NSAR Contact Information

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