

2023

Administrator User Manual



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Document Status

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First Publication	1.0	N/A	10/04/2019
Second Publication	2.0	Updated to bring in line with changes to SkillsBackbone	09/05/2023
Third Publication	3.0	Updated to include new functionality for First-time Trainer Observation booking & payment	18/09/2023

Important Note:

The screenshots contained within this user manual have been created using live provider information in order to make the manual as realistic as possible.

Names of Assured Providers and Trainer/Assessors have been removed in order to maintain data privacy. Where Provider and/or Trainer/Assessors names have been removed, your own Provider name and Assured Trainer/Assessors will display resulting in your view not showing as this user manual in every aspect of screen information.

This will become clear once you start to use Skills Backbone.

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NJAR	Register to become an assured Provider	0
SkillsBackbone	Register to become an assured Trainer / Assessor or an Invigilator	Ð
Login		
USERNAME		
PASSWORD		
	\$	
LOGIN		

Log In using the URL link and password which you have been issued, you will be taken to your landing page

This manual will take you through each of the headings shown on the left-hand side of your landing page of the **Assured Provider** Overview.

Trainer/Assessors individuals' profiles have less options then that of the Assured Provider. What is seen on the **Individual** accounts will also be covered later in this manual.



1. Overview

Your **Assured Provider** log in will take you to your landing page which consists of a Dashboard of your provider information.

N.B. Please note that what you see will be unique to you as a provider and not the exact detail below.

	OVERVIEW				
Training Provider	Your next A January 202	nnual review is due to be con 22	npleted by 31 VIEV	Movements	
🙆 Overview	Status	Grade	DOWNLOAD REPORTS		
O User Manual	Active				
Application		Compliance Deliv Gold Go	ery Premises Id Gold		
2 Annual Reviews			10		
✤ Capabilities 4	7 Capabilities	Practical Sites	Individuals		
Courses (Non-RTAS)	47	3	2		
Individuals 2					
Event Calendar					
S CPD					
Practical Sites 3					
Training Centre Locations					
내 Reports					
Observations					
Training Directory	3.				
00 Details					

You can download your current NSAR report from this Dashboard. The sections on the lefthand side of the screen are your action sections.



2. Application

You can see your current Provider Application here.

SkillsBackbone				🐥 ? HELP
•	APPLICATIONS			
Training Provider	Applications			
Overview	Name	Account Manager	Status	Last Updated At
O User Manual			More Information Require	14 Oct 2021 - 16:12
Application			Record	is per page: 20 🛩 1-1 of 1 < >
¢; Details				

This section is most relevant when the provider is undergoing their initial application status. When you click on the 'Application' button on the left it shows you your applications current status.

To view the application, click on the status description. The right-hand side of the screen is a timeline and will show the application activity and completed stages i.e., in progress, submitted for review etc.

SkillsBackbone					۹	? HELP
APPLICATIONS	> APPLICATION DETAILS					
Training Provider	Expression of Interest Ac	dvisory Visit	Start Application	In progress	For review	Approved
Overview User Manual Application	Start Application The training provider application is no The advisory vis	w available for con iit has been appr	npletion. roved.	Application Ac	tivity 021 - 12:09 hanged to New Provid	ier
Annual Reviews Capabilities 64 Courses (Non-RTAS)	The application is no	W available for c	ompletion.	1 APR 2 2 uploaded Updated by	021 - 12:09 I.docx I	nas been
Individuals 3				30 MAR Status cl Upduled b 30 MAR	2021 - 11:22 hanged to For Review	

When clicking on Start Application, the system will take you in to your application and uploads.



To complete the application type directly into the text boxes or select set options from the drop down lists. Viewing through the application can be done by navigation buttons at the bottom of the screen.

SkillsBackbone) ? HELP
	> APPLICATIONS > APPLICATION DETAILS > APPLICATION FORM	=
		ACTIVITY
Training Provider	Please confirm whether you are applying as a:	(E) 14 OCT 2021 - 16:12
98% Complete	Training Provider Assessment Provider Training and Assessment Provider	Status changed to More Information Required
1. Training and Assessment Delivery		
• 1.1		
• 1.2		Updated by
• 2. Leadership and Management	•	14 OCT 2021 - 16:09
3. Capacity to Improve		
 4. Capacity to Improve 	SAF AT SAVE & NEXT	Updated by

When you reach the final section, please upload all required evidence to support the application by dragging and dropping the information into the box or clicking on the box itself to open a file search box.

SkillsBackbone	SkillsBackbone					
	> APPLICATIONS	APPLICATION DETAILS > A	PPLICATION FORM	Ξ.		
	7.1			ΑCTIVITY		
	Evidence Upload	Click or dra	g files to upload	14 OCT 2021 - 16:12		
98% Complete	-					
1. Training and Assessment Delivery	*	<u>2</u>				
 2. Leadership and Management 		12				
3. Capacity to Improve	•					
4. Capacity to Improve	-	NO.	1	Updated by		
 5. Quality of Provision 		X		0 14 OCT 2021 - 16:09		
6. Learner Requirements	2.5	12		Updated By		
 7. Evidence Upload 				14 OCT 2821 - 16:09		
• 7.1			1 A A			
. 7.1	K PREV	5	SAVE CHANGES FINISH	Updated by		

Once completed press 'SAVE CHANGES' and then press the green 'FINISH' button at the bottom of the application.



3. Annual Reviews

This tab allows providers to complete their yearly Annual Review and to view previous years submissions.

SkillsBackbone ? HELP Annual Reviews 3 2 🔶 🗒 Year Status Completed At Files Overview 2022 * Not Started O User Manual 2+ Application 2021 27 Jan 2021 - 15:39 Ł Completed C Annual Reviews 27 Jan 2020 - 10:35 ± 2020 Completed 47 1-3 of 3 < > Records per page: 20 -Courses (Non-RTAS)

The date this is due to shown on the providers Overview page.

To complete the Annual Review, click on the 'Status' of the current year's annual review. This will contain the information from the previous years submission for providers to review and edit. The process to complete and navigate the review is the same as the Application.

To download previous years annual reviews, click the green symbol on the right.

When the Annual Review has been completed make sure to 'SAVE CHANGES' and then press the Green 'SUBMIT ANNUAL REVIEW' button.



N.B. Please note that before your Quality Assurance Visit a providers assigned Quality Assurance Manager will read your annual review and go through the uploaded documentation. To help the visit be completed effectively please make sure that all policies, procedures, certificates etc. uploaded in Section 7 of the Annual Review are the current versions.



4. Capabilities

N.B. This is Assured <u>Provider</u> capabilities – Trainer/Assessor capabilities is contained under '<u>Individuals'</u> which is covered later within this user manual.

This tab displays all current capabilities that a provider holds, and the 'Search' function can be used to search the list of current approved capabilities.

Note: All Providers must ensure that their capability list is kept up to date to allow maintaining accuracy of Sentinel Provider Capabilities, Training Directory and the Events Calendar.

You can also add new or delete no longer required capabilities from this section of the portal.

s	killsBackbone			+ ? HELP				
ġ			> CAPABILITIES					
	Training Provider		Capabilities	+ REQUEST CAPABILITIES CHANGE				
Ð	Overview		APPROVED CAPABILITIES	Q search				
0	User Manual		Name					
2.	Application		AC Lines (PTS AC)					
5			Access Overhead Lines Construction Sites. (OLEC 1)					
Ç	Annual Reviews		Authorised Person OLE AC Isolation. (AP OLE/AC-i)					
p	Capabilities	80	Authorised Person OLE Auto Transformer Isolation. (AP OLE/AT-I)					
	Courses (Non-RTAS)		Auxiliary operating duties Handsignaller. (AOD(HS))					
-			Auxiliary operating duties Level Crossing Attendant. (AOD(LXA))					
*	Individuals	59	Auxiliary operating duties Points Operator. (AOD(PO))					
曲	Event Calendar		Conductor Rail Permit - Testing using a Live Line Tester (COSS CRP LLT)					
	CPD		Construct Renew Enhance and Modify OLE in Accordance with Design Drawings & Specs	- Complete Testing Gauging and Acceptance. (OLEC 3-6)				
ä	CPD		Construct Renew Enhance and Modify OLE in Accordance with Design Drawings & Specs	- Install Enhance and Renew Earthing and Bonding. (OLEC 3-5)				
9	Practical Sites	12	Construct Renew Enhance and Modify OLE in Accordance with Design Drawings & Specs	- Install OLE Main Steelwork. (OLEC 3-1)				
田	Training Centre Locations	12	Construct Renew Enhance and Modify OLE in Accordance with Design Drawings & Specs	- Install Sectioning Insulation Registration & In-span Components. (OLEC 3-4)				
~			Construct Renew Enhance and Modify OLE in Accordance with Design Drawings & Specs	- Install Small Part Steelwork. (OLEC 3-2)				
ι <u>Μ</u>	Reports		Construct Renew Enhance and Modify OLE in Accordance with Design Drawings & Specs	- Wiring. (OLEC 3-3)				
ø	Observations		Construct Renew Enhance and Modify OLE in Accordance with Design Drawings & Specs.	(OLEC 3)				
	Training Directory	-1	Controller of Site Safety. (COSS)					
Ψ	maining birectory	2	Crane Controller - Excavator Crane. (CC Exc)					
\$	Details		Crane Controller Attachment - Group 1 Ballast Management. (CC Att Grp 1)					
:22	Users		Crane Controller Attachment - Group 2 Civils. (CC Att Grp 2)					
			Crane Controller Attachment - Group 3 Powered Lifting. (CC Att Grp 3)					
				Records per page: 20 🐨 1-20 of 78 🔇 📏				



4.1. Adding a Provider capability

SkillsBackbone

To request an increase to provider scope i.e. new capability use the '**REQUEST CAPABILITIES CHANGE**' button.

SkillsBackbone		🌲 💽 HEUP
	> CAPABILITIES	
Training Provider	Capabilities	+ REQUEST CAPABILITIES CHANGE
Overview	APPROVED CAPABILITIES	Q Search
O User Manual	Name	
	AC Lines (PTS AC)	
Cl. Annual Reviews	Access Overhead Lines Construction Sites. (OLEC 1)	
B) Annual Actions	Authorised Person OLE AC Isolation. (AP OLE/AC-I)	
F Capabilities 80	Authorised Person OLE Auto Transformer Isolation. (AP OLE/AT-I)	

This will open the edit capabilities list window where the capabilities approved are detailed and where you find the new capability to be requested.

Note you can search for the capability quickly and narrow the list to a specific discipline.

Q	Search (3) All Disciplines	s					
~	RJR831 Switchgear (DIST Cat A.08) Traction Power Distribution						
-	RLR151 Switchgear (DIST Cat A.09) Traction Power Distribution						
	S&C K11 Switchgear (DIST Cat 7.02) Traction Power Distribution						
	S&C K4 Switchgear (DIST Cat 7.03) Traction Power Distribution						
~	Safe System of Work Planner. (SSOWP) Track Safety	REQUEST REMOVAL					
	Safe Work Leader 1 Conversion Trainer (SWL1 CTr) Track Safety						
	Safe Work Leader 1 Trainer (without tech). (SWL1 T(WT)) Track Safety						
~	Safe Work Leader 1. (SWL1) Track Safety	REQUEST REMOVAL					
	Safe Work Leader 2 Conversion Lead Trainer. (SWL2 CLTr) Track Safety						

Once you have found the capability required then tick the box next to it – note the blue colour which highlights which ones are being requested as new capabilities vs the green ones which are already approved. When finished select **'DONE**



This will take you to a capability change input screen where you can add comments to the application and also upload the files required.

SkillsBackbone			🐥 [? HELP
		> CAPABILITIES	
Training Provider		Capabilities	+ REQUEST CAPABILITIES CHANGE
Overview		6 The changes below has not yet bee Review".	in submitted. Please ensure all relevant files have been uploaded and then press "Submit For
User Manual Application		UPSKILL REQUESTED	
2 Annual Reviews		Name	Add Comment
≁ Capabilities	80	C RLR151 Switchgear (DIST Cat A.09)	Add Comment
Courses (Non-RTAS)			Add Comment
Individuals Event Calendar	59	RJR831 Switchgear (DIST Cat A 08)	
E CPD		Capability Addition Uploads	endix 2 trainer/assessor signature not required
Practical Sites	12	2. Evidence of trainer/assessor competences	which are approved to deliver the capability
Training Centre Locations	12		
낸 Reports			Click or drag files to upload
Observations			
Details	ß		No files uploaded
users			SUBMIT FOR REVIEW

Add the notes that you want to make and the attach the files by clicking in or dragging files in to the upload box circled above. If you prefer to click and search rather than drag the click in the box. This will open a file search box.

	is PC + Documents			- D	Saath Trans	-		2				er 🕸 🚮	€
Organia - New Long						10-	28	•	Muselette 1	UAT CER.	C THEORY THE	Let 🛄 Skynapiera	
ST This PC J 20 Objects J 20 Objects Observation Ob	Lunne Control (Ditas Tarry Ny Usages Dita Tarry Safe Tartis Institutes eve Control Tartis Institutes eve	helen Inna idaaareedi - Cayy Inna idaaareedi	Data washtad Ok tazima wash Ala tazima warti Bazawani talan datasetimi talan	Type With Exhibit Dire Exhibit Microsoft Wood The Microsoft Wood The		14 mm				•	HEQUEST CAP	2 mm	-
Fiere A Individuals B Evert Calendar	ene: Stille Baltimere eriterene e	Incoment - Copy 1. Evidence of th 2. In the above	e trainer/assessor's c	-)	Al Files Open e approver	d to deity	Cannot rer The O	opula	we can deliv	er this cour wilder	se but need it or	vasr capabilities t	bul
CPD Practical Siles Training Genite Lo	ation 1				CRR	diag tie	es to uple	watt					
Let. Reports					No	Nex up	bated						
@ Observations	(100)												

Select the file that you want and click **Open**. You can add more than one file at a time. The system will return you to the input page with the file attached for you complete your comments.



Name	Add Comment
Safe Work Leader 1 Conversion Trainer (SWL1 CTr)	trainer transfer means that we can deliver this course but need it on our capabilities to be able to notify Sentinel.
 Evidence of the trainer/assessor's competences white In the absence of a digital signature, please upload the 	ch are approved to deliver the capability for the provider ne Signature Declaration
	Click or drag files to upload
Skills Backbone evidence document - Copy	docx

If you have made an error in the upload of a file you can remove this by using the 'dust-bin' icon showing in grey next to the attachment title

Skills Backbone evidence document - Copy.docx.	
--	--

When you click on this icon the system will ask you if you are sure you want to delete the file.

	Confirmati	on		SC 10 S
	Are you sure?			
wh ad		NO	YES	he prov



	clos
Name	the comment
Safe Work Leader 1 Conversion Trainer (SWL1 CTr)	This capability has been added to Sentinel, please see attached for confirmation
Approved	Add Comment
. Evidence of the trainer/assessor's competences to a light a signature, please uploa	which are approved to deliver the capability for the provider ad the Signature Declaration
. Evidence of the trainer/assessor's competences i . In the absence of a digital signature, please uploa	which are approved to deliver the capability for the provider ad the Signature Declaration Click or drag files to upload
Evidence of the trainer/assessor's competences is In the absence of a digital signature, please uploa Skills Backbone evidence document.doc	which are approved to deliver the capability for the provider ad the Signature Declaration Click or drag files to upload

When NSAR has taken action you will see the following.

	PSKILL REQUESTED	
	Name	Add Comment
0	Safe Work Leader 1 Conversion Trainer (SWL1 CTr)	trainer transfer means that we can deliver this course but need it on our capabilities to be able to notify Sentinel. Add Comment
1. E 2. I	Evidence of the trainer/assessor's competences which the absence of a digital signature, please upload the	are approved to deliver the capability for the provider Signature Declaration
		Click or from files to unload

Approved increase to scope

You will see that it now shows as approved, you can see the comments added by QA and open any files which have been attached to the response.



You can then **CLOSE** this window which will return you to the list of approved capabilities and you will see the newly awarded one included in that list.

	CAPABILITIES		
		Machine Controller Demountable Machine (MC MM)	
		Machine Controller Highway Permissible Vehicle (MC DPV)	
Fraining Provider		Network Rail (NR IND)	
		On Track Plant Core (OTP Core)	
Dverview		Overhead Line Permit (COSS DLP)	
Applications		PDSW Authorising Authority. (PDSW AA)	
		PDSW Planner/Issuer: (PDSW PI)	
Capabilities	49	PeelWos (LKT(P))	
Courses (Non-RTAS		Person In Charge of Possession. (PICOP)	
 Description of a 	54	Personal Track Safety. (PTS)	
a montouars	1	Protection Controller (PC)	
Event Calendar		Safe System of Work Planner. (SSOWP)	
CPD	<	Safe Work Leader 1 Conversion Trainer (SWL1 CTr)	
• . • • •		Safe Work Leader 1 (SWL1)	
Practical Sites	3	Safe Work Leader 2. (SWL2)	
Training Centre Loca	tions 1	Safe Work Leader Technology (SWL TECH)	
		Safe Work Manager (SWM)	
# Reports		Senior Person in Charge of Possession. (SPICOP)	
Observations		Slinging. (SLINGER)	
ti Training Directory	108	Track Induction. (Tr 00)	
2 maining Directory	6	Undertake Possession Support duties within a possession. (PS)	
0 Details		Working Near or Adjucent to the DC Conductor Rail (PTS DCCR)	
#t Usors			Thecords per page: All 🐨 1-49 of 49 🔇 🔪

More Information required before increase to scope is awarded

You will see that it now shows as More Information and you can see the comments added by NSAR QA, advising the reason for the status change from Requested to More Information.

Take the action that you have been asked to by the NSAR QA comments and add your own comments in response confirming what ever action has been requested.

Add Comment	
file does not open - please reattach	
file reattached as requested	
Click or drag files to upload	
	AC-i) file does not open - please reattach file reattached as requested inces which are approved to deliver the capability for the provider upload the Signature Declaration Click or drag files to upload



When you are finished, click '**SUBMIT FOR REVIEW**' again to return the request to NSAR QA. If it is then approved at this stage you will see this is the case, view the comment returned and open any files which have been attached as part of the confirmation response from NSAR QA.

WE WEIGHT THE WEIGHT HAVE THEM	CLOSE
Name	Add Comment
Authorised Person OLE AC Isolation (AP OLE/AC-i)	file opened and capability added in Sentinel - see attached as confirmation
Approved	Add Comment
. Evidence of the trainer/assessor's competences white In the absence of a digital signature, please upload the	ch are approved to deliver the capability for the provider he Signature Declaration
. Evidence of the trainer/assessor's competences white . In the absence of a digital signature, please upload the second	ch are approved to deliver the capability for the provider he Signature Declaration Click or drag files to upload
Evidence of the trainer/assessor's competences white In the absence of a digital signature, please upload the second seco	ch are approved to deliver the capability for the provider he Signature Declaration Click or drag files to upload

You can then 'CLOSE' this window which will return you to the list of approved capabilities and you will see the newly awarded one included in that list.

APPROVED CAPABILITIES	Q Seiarch	Θ
Name		
VC Lines (PTS AC)		
Access Overhead Lines Construction Siles. IOLEC 11		
Authorised Person OLE AC Isolation. (AP OLE/AC-I)		
Auxiliary operating duties Handsignalier. (AOD(1997)		
Conductor Rail Pennit - Testing using a Live Line Tester (COSS CRP LLT)		
Controller of Site Safety, (COSS)		
COSS Theory (COSS Theory)		
Sane Controller - Excavator Crane. (OC Exc).		
Dane Controller Attachment - Group 2 Civils. (CC Att Orp 2)		
Crane Controller Attachment - Group 3 Powered Lifting. (CC Att Grp 3)		
	Records per page. 10 🐨 1-10 o	150 < >



Rejected increase to scope

If NSAR QA has rejected an increase to scope you will see this and the comments clearly against the item.

Add Comment
there is no trainer assigned to be able to deliver this capability and therefore increase to scop is rejected at this time.
Add Comment
Click or drag files to upload

If you wish to challenge this, you are required to request the capability change again or contact the QA team directly via Freshdesk in order to resolve any issue which was the reason for the rejection.

You can then close this window which will return you to the list of approved capabilities and you will see the newly awarded one included in that list. You will note that the rejected capability request does not appear on the list of approved capabilities.

	T REQUEST GRADEIN	ES GHANGE
APPROVED CAPABILITIES	Q. Search	0
Name		
AC Lines (PTS AC)		
Access Overhead Lines Construction Sites. (OLEC 1)		
Authorised Person OLE AC Isolation. (AP OLE/AC+)		
Auxiliary operating duties Handsignaller. (AOD(HS))		
Conductor Rail Permit - Testing using a Live Line Tester (COSS CRP LLT)		
Controller of Site Safety. (COSS)		
COSS Theory. (COSS Theory)		
Crane Controller - Excavator Crane. (CC Exc)		
Crane Controller Attachment - Group 2 Civils. (CC Att Grp 2)		
Crane Controller Attachment - Group 3 Powered Lifting. (CC Att Grp 3)		
	Records per page: 10 👳 1-10 of	50 < >



4.2. Removing a Provider capability

To remove a capability, you need to 'REQUEST A CAPABILITY CHANGE' again.

SkillsBackbone		🔶 🤶 еер
	> CAPABILITIES	
Training Provider	Capabilities	+ REQUEST CAPABILITIES CHANGE
🖄 🔶 🛄	APPROVED CAPABILITIES	Q Search

This opens the capability edit window. You will note that next to each currently approved capability there is a button to request the removal of this.

Cap	pabilities (319)
	PDSW Authorising Authority, (PDSW AA) Track Safety
	PDSW Planner/lssuer. (PDSW Pl) Track Safety
	PeeWee (LKT(P)) Track Safety
	Person In Charge of Possession. (PICOP) Track Safety
	Personal Track Safety. (PTS) Track Safety
	PLA felt mould system, rail profiles, grades, rail wear combinations & preheating fuel gases. (RT1) Welding
	PLA felt, sand mould system, rail profiles, grades, rail wear combinations & preheating fuel gases (RT2) Welding
	PLA felt, sand mould systems and gap 68 wide gap welds, rail profiles, grades, rail wear combinations (RT3) Welding
	PLA wide gap composite process - all rail profiles/grades - rail wear combinations (RT4) Welding
	Protection Controller. (PC) Track Safety
	K < 12/16 > N
CA	NCEL DONE

When selected the system will confirm this giving you opportunity to CANCEL if you have clicked this in error.





If this was the intended action and you wish to request the removal of the capability, then confirm this by clicking 'DONE'

The system will return you to the capabilities change request input window, showing that a rejection is being requested. Add any comments or attach any files that you want to add to the request and then '**SUBMIT FOR REVIEW**'

UPSKILL REQUESTED	
Name	Add Comment
Protection Controller. (PC)	Trainer has left, please remove from Provider Scope
pability Removal Upload	
Declaration and signature from current /	Appendix 2 [trainer/assessor signature not required]
	Click or drag files to upload
	Click of drag lifes to upload
111 Automatica Contraction	

The system will again confirm submission by the pop-up notification and by the blue bar at the top of the screen. The removal request has now been sent to NSAR QA.

T REGOLAT CAPABILITIES CHARGE

NSAR can either approve or reject your removal request. When approved or rejected you will just note the change in the outcome. Below is approved, if it is rejected for any reason you will see the 'rejected' icon rather than the below:

UPBRILL REQUESTED		GLOBE
Ser.	Add Convent	
Authorised Person CLE AC Isou Arr. (AP OLE)AC-I)	removed from Sentrel as requested, thanks.	
(Tennise Agenerat)	Add Comment	
. Evidence of the trainerlassessor's competences of . In the absence of a digital signature; please upload	hich are approved to deliver the capability for the provider the Signature Declaration	
. Evidence of the trainer/assessor's competencies wi 2. In the obsence of a digital signature, pieces upload	hich are approved to deliver the capability for the provider the Bignature Declaration Click or drag files to upliced	
Evidence of the trainerlassessor's competences wi I in the absence of a digital signature, please upload	hich are approved to deliver the sapability for the provider the Signature Declaration.	



5. Courses (Non-RTAS)

This section of the system allows you to upload information about courses which you deliver that you would like featured within your Skills Backbone Portal – these will also appear as information for you on the Training Directory.

Use the **+ADD** button to do this.

SkillsBackbone		🐥 🕐 нер
> OVERVI		
Training Provider	Courses (Non-RTAS) This section of the system allows you to upload information about courses which you deliver - these will also appear as information for you on the Training Directory.	ADD
 Overview User Manual Application Annual Reviews Capabilities 47 Courses (Non-RTAS) 	Name No data available	

This will open up a side window asking for the course name.

Courses (Non-RTAS)	New Course X
This section of the system allows you to upload information deliver - these will also appear as information for you on the	COURSE NAME
	Emergency First Aid at Work
Name	27 / 250
No data available	SUBMIT

Add the detail that you want to add and then press **SUBMIT**. This will add it to a list of Courses (Non-RTAS) and display on the Training Directory which is covered later in this user manual.



6. Individuals

N.B. This is the Individual Trainer/Assessor action area

This section contains all information relating to the individual Trainer and Assessors which you have aligned to you as a provider and is where you action all leavers, joiners, and capability changes.

Invigilators are now no longer required to be added to SkillsBackbone.

The landing page contains a list of all trainer/assessors aligned to you as a provider and has shortcut buttons to view capabilities, notify deactivation and request transfers. It also has a progress section for pending joiners so you can see the progress of completing that request.

SkillsBackbone					🔶 ۲ HELP
> 11	NDIVIDUALS				
Training Provider	Î	Individuals			+ ADD INDIVIDUAL
Overview		Individual	Туре	Status	
Our Ser Manual			Trainer	Active	VIEW CAPABILITIES LEAVE
Application			Trainer	Active	VIEW CAPABILITIES LEAVE
Annual Reviews			Trainer	Active	VIEW CAPABILITIES LEAVE
Capabilities	106		Trainer	Active	VIEW CAPABILITIES LEAVE
Courses (Non-RTAS)			Trainer	Active	
Individuals	7	-		, icure	
Event Calendar			Trainer	Active	VIEW CAPABILITIES LEAVE
CPD			Trainer	Active	VIEW CAPABILITIES
Practical Sites	14				Records per page: 20 🗸 1-7 of 7 <
III Training Centre Locations	1	· · · · · · · · · · · · · · · · · · ·			

6.1. Transferring an Individual

To transfer and trainer/assessor to you as a provider use the **+ADD INDIVIDUAL** button.

Note: this can only be used for already Assured Trainer/Assessors – if the individual is not already Assured they must register and apply.





The system will ask you for the individuals Sentinel Number. Type in the Sentinel number and hit **DONE**

Individual	Туре	Status		
	Trainer	Active	VEW CARABILITIES	LEAVE
Ado	l Individual		VEWCAPABLITES	LEAVE
SENT	INEL NUMBER		VEW CAPABILITIES	LEAVE
			VEWCAMARITES	LEAVE
		0/9	VEW CAPABILITIES	LEAVE
		DONE	VEWCAPSELITES	LEAVE
	Trainer	Active	VEW CAPABILITIES	LEAVE

You will then be taken to the Joiners screen where you upload the required evidence to submit to NSAR. The guidance notes on this screen will change as and when the requirements change and therefore the below screen may contain different evidence requirements over time. On the right-hand side of the screen, a timeline of activity relating to the movement request is captured.



SkillsBackbone		
ADD	IVIDUAL:	
Training Provider		C) For roday
D & H		
Overview	JOINER NAME	Joiner Movement Activity
User Manual		I MAR 2022 - 08:28 Status changed to in Progress
	EVIDENCE	Liphened by
Annual Reviews	1. Declaration and signature from current Appendix 2 (transmissessor so	(nature required)
	 Provider headed letter of support including a list of competencies the by the Training Manager. 	at the Provider intends the joiner to deliver, signed and dated
Courses (Non-RTAS)	 Irainer/Assessor Personal Statement which must include defail of N.B. Where the transferring trainer/assessor holds capabilities in addition to the pro capability is required once the trainer/assessor trainfer has been completed before. 	accupational competence held vider's capabilities, a separate application to request an additional provider training assessment can be considered.
Lindividuals	4. Job Description and evidence of the post holders acceptance of the	elr responsibilities
Event Calendar	5. Evidence of Induction	
z CPD	Click or drag files t	e veleed
Practical Sites	4	o oprosio
Training Centre Locations		nue ne die die die die die die die die die di
🖽 Reports	No nies upica	deo la companya de la
Observations	COMMENT	
Training Directory		
¢¢ Details		
🔹 Users		
		0/1000
	CANCEL REQUEST	SUBMIT FOR REVIEW

The name of the joiner is populated automatically from the Sentinel Number provided. You must upload the evidence detailed and **SUBMIT FOR REVIEW**.

The system will not allow you to submit without evidence uploaded.



VIDENCE	
1. Declaration and si	gnature from current Appendix 2 (trainer/assessor signature required)
 Provider headed li by the Training Ma 	etter of support including a list of competencies that the Provider intends the joiner to deliver, signed and dated anager.
 Trainer/Assessor I N.B. Where the transfe capability is required or 	Personal Statement which must include detail of occupational competence held ming transmissasor holds capabilities in addition to the previder is capabilities, a separate application to request an additional previder not be transmissasor transfer hose been complete before training basesumer can be completed.
4. Job Description ar	nd evidence of the post holders acceptance of their responsibilities
5. Evidence of Induc	tion
	Click or drag files to upload
	No files unloaded
is field cannot have less the	tan 1 files
	0 / 1000

In the same way as earlier described, you can drag files to upload or Click, search and open in to the dotted line area of the screen and, as before, the file upload will be confirmed in an alert which will disappear after a few seconds

	File uploaded Skills Backbone Evidence.docx 100% (11.7 kB / 11.7 kB)
For review	3 Approved
Joiner Movement Activity	
1 MAR 2022 - 08:31	
Skills Backbone Evidence.docx has been uploaded	
1 MAR 2022 - 08:31	
Skills Backbone Evidence.docx has been deleted	
Updated by	
1 MAR 2022 - 08:31	
Skills Backbone Evidence.docx has been uploaded	

Once there are files uploaded you can **SUBMIT FOR REVIEW**. The system will confirm this in the following screen and associated timeline captures all actions taken.



s	killsBackbone				🔶 🍞 HELP
	ه	ADD INDIVIDUAL			
	Training Provider		In progress	Ø For review	3 Approved
@ 0 **	Overview User Manual Application		For Review No actions required at this stage	Joine	1 MAR 2022 - 08:33 Status changed to For Review Updated by
0 *	Annual Reviews Capabilities	106		0	1 MAR 2022 - 08:31 Skills Backbone Evidence.docx has been uploaded
8	Courses (Non-RTAS) Individuals	7		0	1 MAR 2022 - 08:31 Skills Backbone Evidence docx has been
8	Event Calendar				Updated by

The request has now been submitted to NSAR for approval.

When you return to the Individuals page you will see that this joiner now appears in you Pending Joiners section of the page.

Reports		Pending J	loiners		
W Observations		00000000	2200	201000	1
Training Directory	G,	Individual	Type	Status	
¢€ Details			Trainer	In Progress	VIEW CAPABILITIES VIEW MOVEMENT
atar Users			Trainer	In Progress	VIEW MARABILITIES VIEW MOVEMENT
			Trainer	In Progress	VIEW CARABILITIES VIEW MOVEMENT
			Trainer	For Review	VIEW CARABILITIES VIEW MOVEMENT
			Trainer/Assessor	In Progress	VIEW CARABILITIES VIEW MOVEMENT
					Records per page: 20 💌 1-5 of 5 🗶 💙

Once NSAR takes action, you will see the following:

Approved transfer:

The trainer will appear in your list of Individuals and has disappeared from your Pending Joiners Section of the page.

Pending Joiners		
Individual	Туре	Slatus
No data available		



More Information Required:

Before transfer can be processed, the trainer will appear in your Pending Joiners section of the page for you to take action.

You will also see this on your Overview page on the right-hand side of the screen.

SkillsBackbone	PROVIDERS	INDIVIDUALS	EVENTS CALENDAR	VISITS	SITES	DIRECTORY	Q	Q Search	🕴 🤶 HELP
		OVERVIEW							
Training Provide	r	Your net	d Annual review is due to b	e completed t	oy 31 January	/ 2022. VIEW	Move	ements	Have Information Descript
Overview		Status	Grade		DOV	WILCOAD REPORTS		Trainer 2022-03-01 08:28:28	More miormation Required
Ø User Manual		Active		-	Ħ		OUT	Trainer 2019-09-03 14:29:25	Approved
Application			Silver	Silver	Silver		IN	Trainer	Approved

To see the detail of why the request needs further action, click on the **VIEW MOVEMENT** button.

Pending Joiners			
Individual	Туре	Status	
	Trainer	In Progress	VIEW CAPABILITIES.
	Trainer	In Progress	VIEW CAPABILITIES VIEW MOVEMENT
	Trainer	In Progress	VIEW CAPABILITIES VIEW MOVEMENT
	Trainer	More Information Required	VIEW CAPABILITIES VIEW MOVEMENT
			Records per page: 20 💌 1-4 of 4 < 📏

This takes you to the detail of the movement to take the necessary action required. The notes that the QA Team have added advise what the issue is, will be shown in the movement activity bar on the right-hand side of the screen and repeated at the top of the screen for easy view of the NSAR QA response.

You are able to upload files and add return comments. When you are finished, hit **SUBMIT FOR REVIEW** again.





You will then see that the Pending Joiner shows that it has been submitted for Review. The Overview will also show the below.

discharge and the second	Turne	Elshow				
in the second se	1997	and the second s				
	Trainer	The Review	VEW CANADILITIES VIEW MOVEMEN	σ.]		
			here and her			



killsBackbone					2 (·
> overview	1				
Training Provider	Your next An January 202	mual miview is due to be comp 2.	pleted by 31 VIEW	Movements	
Overview	Status	Grade	DOWHLOAD REPORTS	IN 2022-03-01 08:28:28	For Review
User Manual Application	Active	Certofores Dates		OUT 1rainer 2019-09-03 14/29:25	Approved
Annual Reviews				IN Trainer 2020-02-28 10.41.18	Approved
Capabilities 106 Courses (Non-RTAS)	Capabilities	Practical Sites	Individuals	IN Trainer 2020-10-08 12:26:53	Approved
Individuals 7				OUT Trainer 2020-12-15 11 30-52	Approved

If the transfer is approved, you will see the above already outlined for approved transfer. See below for what is seen when a transfer is rejected.

Rejected transfer:

When a request has been rejected, they will disappear from your Pending Joiners Section of the page but will appear on the Overview page. You can see any rejections on the Overview page.

SkillsBackbone					. ? == ?
> OVERVIEW					
Training Provider 内 会 田	Your next An January 2022	nual review is due to be comp 2.	leted by 31 view	Movements	
@ Overview	Status	Grade	DOWNLOAD REPORTS	IN Trainer 2022-03-01 08:28:28	Rejected
User Manual Application	Active	Completions Share	Proviniena	OUT Trainer 2019-09-03 14:29-21	Approved
2 Annual Reviews				IN Trainer 2020-02-28 18/41/1	Approved
Capabilities 106 Courses (Non-RTAS)	Capabilities	Practical Sites	Individuals 7	IN Trainer 2020-10-08 12:26:51	Approved
🛓 Individuals 7	S4146-239			OUT Trainer 2020-12-18 11:30-82	Approved

To see the reason for the rejection, click on the **REJECTED** icon on the overview.



SkillsBackbone	PROVIDERS	INDIVIDUALS	EVENTS CALENDAR	VISITS	SITESDIRI	CT Q. Search	* ? HELP
	>	ADD INDIVIDUAL					
Training Provide	-		In progress		For review		Rejected
Overview User Manual Application Annual Reviews			X This application has been	rejected	Joine	MAR 2022 - 08:47	-
 Capabilities Courses (Non-RTAS) 	106					Rejected due to Trainer being suspende	ed and a second s

You are then required to take the action advised in the comments and reapply as a **<u>new</u>** trainer movement.

6.2. Deactivating an individual

To deactivate an individual go to the trainer list on the individuals page and click the **LEAVE** icon.

SkillsBackbone				() ? HELP
> INDIVIDUALS				
Training Provider	Individuals			+ ADD INDIVIDUAL
Overview	Individual	Туре	Status	
User Manual		Trainer/Assessor	Active	VIEW CAPABILITIES LEAVE
2+ Application		Trainer	Active	VEW CAPABILITIES LEAVE
C Annual Reviews		Trainer	Active	VIEW CAPABILITIES LEAVE
🖉 Capabilities 49				Records per page: 20 💌 1-3 of 3
Courses (Non-RTAS)	L			

The system then asks you to provide the reason for the deactivation. Enter the comments which apply. Note if you select **LEAVE** in error you can **CANCEL** the action.



SkillsBackbone			🗍 🍞 HELP
> INDIVIDUALS			
Training Provider	Individuals		+ ADD INDIVIDUAL
Overview	Individual Type	Status	
User Manual	Trainer/Assessor	Active	VACHE CARMENTICE LEAVE
2. Application	Leaver		VIEW CAPABILITIES LEAVE
Annual Reviews	REALON		VIEW CARABLITIEN LEAVE
🖌 Capabilities 49	Trainer has resigned		Resorts per page 20 🖤 1-3 of 3 🔇 🔪
Courses (Non-RTAS)		20/250	
🛔 Individuals 3	2+ Pending Join		
2 Event Calendar	CANCEL	SUBMIT	

After hitting **SUBMIT** the system will ask for a leave date, which can be in the future, and upload of the required evidence.

s	killsBackbone				. ? 💷 🔒
	> ADD 1	LEAVER			
	Training Provider		In progress	© For review	Approved
0	Overview		INDIVIDUAL	Leaver Movement Activity	
0	User Manual			2 MAR 2022 - 01:25 Status changed to in Progress	
4	Application		LEAVER REASON	Updated to	
ø	Annual Reviews		Trainer has resigned		
۶	Capabilities	49	20	250	
8	Courses (Non-RTAS)	(LEAVE DATE		
4	Individuals	3			
=	Event Calendar		EVIDENCE		
z	CPD		 Declaration and signature from curtent Appendix 2 (trainerassessor signature not required) 		
Ŷ	Practical Sites	5	 Provider headed letter signed and dated by the Training Manager outlining the reasons for the deadtration of the trainer/assessors profile, states whether the individual is primary or sub-sponsored b 	ny .	
я	Training Centre Locations	2	the provider and confirms that the individual is not currently subject Formal Review.	t to	
ш	Reports				
۰	Observations		Click or drag files to upload		
0	Training Directory	ß			
05	Details		No files uploaded		
÷	Users		CANCEL REQUEST		

Add the leave date using the pop-up calendar and upload the evidence in the same way as described in previous sections, by dragging in files or clicking, finding and opening the files required.



SkillsBackbone											
> A00	LEAVER										
Training Provider		In pr) ogress						For	C review	Approved
Overview User Manual		INDIVIDUAL:								Leaver Movement Activity	655
Application		LEAVER REASON								Uphaned by	
Annual Reviews		Trainer has resigned									
Capabilities	49	10000							20/250		
Courses (Non-RTAS)		Monday					1994				
Individuals	3		<	i nee	Febr	uary 20)22		>		
Event Calendar			SUR	Man	Tue	Wed T	hu.		Eat		
CPD		Feb		0	1	2	3	•	5		
Practical Sites	5	7	13	14	15	18 1	7	14 S 15	19		
Training Centre Locations	2	2022	20	21	22	23 2	4	25	28		
Reports			27	28							
Observations											
Training Directory	C"		ļ								
Details		Skilsbackbone	vidence 2 d	locx							
Users		Uptoached by							-		

Once the files have been uploaded you can **SUBMIT FOR REVIEW**. The system will then confirm the status change by both message on screen and in the activity timeline on the right-hand side of the screen. The request has been submitted to NSAR for processing.

s	killsBackbone				🌲 🍞 HELP
	> ADD	LEAVER			
	Training Provider		In progress	For review	Approved
@ 0	Overview User Manual Application		For Review No actions required at this stage	Leaver Mortement Activit	y or Review
0	Annual Reviews			2 MAR 2022 - 09:30 Skilsbackbone Evidence	a 2.doox has been uploaded
8	Courses (Non-RTAS)	49		2 MAR 2022 - 09:25	
*	Individuals	3		Up and by	
-	Event Calendar				
	CPD				

You will see that the trainer is marked as 'Leaving' and 'For Review' in your trainer list.



SkillsBackbone				🔶 🕐 HELP
> INDIVIDUALS				
Training Provider.	Individuals			
Overview	Individual.	Туре	Status	
User Manual		Trainer/Assessor	Leaving: For Review	VIEW CAPABLITIES VIEW MOVEMENT
Application		Trainer	Active	VIEW CAPABILITIES LEAVE
2 Annual Reviews		Trainer	Active	VIEW CARABILITIES:
Capabilities 49 Courses (Non DTAS)				Records per page 20 🗢 1-3 of 3 < >

Once NSAR takes action, you will see the following:

Approved transfer:

The trainer will have disappeared from your trainer list in the Individuals section and is recorded in the Overview as an '**OUT**' activity.

> OY	ERVIEW						
Training Provider		Your next Ann 2022	ual review is due to be comple	tod by 31 January vie	. Mov	ements	
Overview		Status	Grade	DOMINE ON D MEDICITY	-	Trainer 2018-05-01 18.61 18	Approved
User Manual		Acline	Derplanz Dilor			gerato sonax Toaner 2019-05-01 14:09:21	Approved
Annual Reviews			Gold Gold	1.1	out	Train ir 2011-08-19 14:00 14	Approved
Capabilities	49	Capabilities	Practical Sites	Individuals	оит	Trainer 2010-11-00 15:42-43	Approved
Individuals	3		U		OUT	Trattar	Approved

More Information Required before the deactivation can be processed

The individual will appear on the approved list as 'More Information Required'. To see the notes of what information is required and take action press the VIEW MOVEMENT button.

SkillsBackbone				ê (1 HELP)
L > INDIVIDUALS				
Training Provider	Individua	als		+ ADD INDIVIDUAL
Overview	Individual	Туре	Status	
O User Manual		Trainer/Assessor	Leaving: More Information Required	VEW CAPADILITIES VEW MOVEMENT
Application		Trainer	Active	VEW CAPABILITIES
C Annual Reviews		Trainer	Active	VEW CAPABILITIES LEAVE
				Records per page: 20 💌 1-5 of 3 < >
Courses (Non-RTAS)				



The system will take you back to the initial application screen to read the comment and take the required action.

Skill	sBackbone				+ ? == ·	
Ц	> ADD LE	AVER				
@ 01	Training Provider		In progress More internation Required	For review	Approved	
⊖ Ui ▲ Ap	ser Manual oplication nnual Reviews		File will not open, please reattach	2 MAR 2022 - 05:48 Status changed to More File will not open, please re Updamd by	e Information Required	
ר א רובי רובי רובי רובי	apabilities ourses (Non-RTAS) dividuals	49 2	Trainer has resigned 20/250 LEAVE DATE 07/02/2022	2 MAR 2022 - 00-35 Status changed to For Review Uptimed av 2 MAR 2022 - 09-30 Skilstackbone Evidence 2 door has been uploaded		
E CF	rent Calendar PD ractical Siles aining Centre Locations eports	5	EVIDENCE 1. Declaration and signature from current Appendix 2 (trainerisasesor signature not required) 2. Provide headed letter signed and dated by the Training Manager outlining the reasons for the deactivation of the trainerisasesors profile, states whether the individual is primary or sub-sponsored by the provider and confirms that the individual is not currently subject to Formal Review.	Updaed In 2 MAR 2022 - 05-25 Status changed to in Pr Updaed by	ogress	
 Of Tr Of De 	bservations aining Directory etailis	ď	Click or drag files to upload			
de Ur	sers		Skilsbackbone Evidence 2 docx Upbodo CANCEL REQUEST	>		

Once you have completed the actions required, you can **SUBMIT FOR REVIEW** again. As above the system will then confirm the status change by both message on screen and in the activity timeline on the right-hand side of the screen. The request has been resubmitted to NSAR for processing.

Rejected transfer:

When a request has been rejected, the trainer will be shown on the list as still approved and that the leave request was **Rejected**.

To see the reason for the rejection, select **VIEW MOVEMENT**. The reason will appear within the Movement Activity bar.



SkillsBackbone				4 ? HEP 🔒
> INDIVIDUALS				
Training Provider	Individu	Jals		
Overview	Individual	Туре	Status	
User Manual		Trainer/Assessor	Leaving: More Information Required	VIEW CAPABILITIES. VIEW MOVEMENT
.≛+ Application		Trainer	Active	VEW CAMABILITIES LEAVE
		Trainer	Leaving: Rejected	MEW CAMABILITIES VIEW MOVEMENT LEAVE
	thomas watt	Trainer	Active	WEW OWNIBULTIES LEAVE
Courses (Non-RTAS)				
🚊 Individuals 3				Records per page 20 🖤 1-4 of 4 🔇 🗲

The system will then show you the rejection screen with the comments for the rejection appearing in the movement activity timeline on the right-hand side of the screen. You can not resubmit a rejected request and will be required to repeat the **LEAVE** process.

SkillsBackbone				🔶 ? HELP
> ADD L	EAVER			
Training Provider		e progress	For tayleyr	Rejected
Overview			Leaver Mo	we need Activity
User Manual		×	0 2 MA State	AR 2022 - 10.15
Application		This application has been rejected	Are	you aware this trainer is subject to Formal Review and can not be
Annual Reviews			Gear Carda	twated until the Formal Review has reached its conclusion and closure.
	49		2 M2	AH 2022 - 10 13
Courses (Non-RTAS)			State	us changed to For Review
🛓 Individuals	3		0 2.00	AR 2922 - 10 12
Event Calendar			Skille	backbone Evidence 2.000x has been uploaded.
Z CPD			2 MA	HH 2022 - 10:12
Practical Sites	5		State	us changed to In Progress
Training Centre Locations	2			
IH Reports				



6.3. Individual's Capabilities

6.3.1. Viewing Capabilities

The system enables providers to view the capabilities which individuals are approved to deliver including whether the individual can train, assess or train and assess. This list should match Sentinel.

Note: All Providers must ensure that individuals capability lists are kept up to date to allow maintaining accuracy of capabilities in Sentinel.

SkillsBackbone					() ? HELP
		DUALS			
Training Provider		Individuals			
Overview		Individual	Туре	Status	
O User Manual			Trainer	Active	VIEW CAPABILITIES LEAVE
			Trainer	Active	
C Annual Reviews			Assessor	Active	
 Capabilities Courses (Non-RTAS) 	36		Invigilator	Active	LEAVE
Individuals	5		Trainer	Active	VIEW CARABILITIES LEAVE
Event Calendar					Records per page: 20 💌 1-5 of 5 <

Individual's capabilities can be viewed by the **VIEW CAPABILITIES** button.

When selected the system presents the capabilities that the individual holds and at what level.

APPROVED CAPABILITIES	Q Search	Ø
2119	Carls Train	Car Assess
uthorised Person OLE AC leolation. (AP OLE/AC-i)		0
uthorised Person OLE Auto Transformer Isolation. (AP OLE(AT-I)	0	0
Conductor Rail Permit - Testing using a Live Line Tester (COSS GRP LLT)	0	0
ontroller of Site Safety. (CDSS)		0
dividual Working Alane. (IWA)	0	0
iominated Person OLE AC (solation, (NP OLE/AC-I)	0	0
Anninated Person OLE Auto Transformer Isolation. (NP OLE/AT-I)	0	0
Overhead Line Permit (COSS OLP)		0



The addition, removal or amendment of individual capabilities is managed through this individual screen by using the **REQUEST CAPABILITIES CHANGE** button at the top right-hand corner of the screen.

This opens the capabilities window which details what is held and where amendments can be made to either train/assess or request new capabilities or request the removal, whichever is relevant.

6.3.2. Requesting new Capabilities



This then opens a capabilities edit window to choose the new capability that is being requested. Find what you want to add and tick the box.

Ca	pabilities (319)			
Q	Search	0		0 • î
	Construct Renew Enhance and Modify OLE in Acco OLE Engineering	rdance with Design Drawings & Sp	ecs. (OLEC 3)	
	Control Mobile Flash Butt Welding Host Machine. () Rail Plant	IC MFBW)		
	Control the Use of Resources to Achieve OLE Engi OLE Engineering	neering Requirements. (OLEC 4)		\frown
2	Controller of Site Safety. (COSS) Track Safety		REQUEST REMOVAL	rain 🛛 🛃 Can Assess
	COSS Theory, (COSS Theory) Track Safety		Can T	irain 🛛 🗹 Can Assess
	Crane Controller - Excavator Crane. (CC Exc) Rail Plant		🗹 Can T	irain 🧧 Can Assess
	Crane Controller - Panel Layers. (CC PL) Rail Plant			
	Crane Controller Attachment - Group 1 Ballast Man Rail Plant	agement. (CC Att Grp 1)		
	Crane Controller Attachment - Group 2 Civils. (CC Ar Rail Plant	t Grp 2)		
	Crane Controller Attachment - Group 3 Powered Lit Rail Plant	ting. (CC Att Grp 3)		
	Crane Controller Attachment - Group 4 Tree Manag Rail Plant	ement. (CC Att Grp 4)		
	Crane Controller Attachment - Group 6 Rail Manage Rail Plant	ement. (CC Att Grp 8)		
	Crane Controller Attachment - Group 7 Cropper (CC Rail Plant	Att Grp 7)		
CA	NCEL			DONE

Note the change in colour from green [existing] to blue [requested]. When you select the competence being applied for this also needs confirmation of the level i.e. train, assess or train/assess. The system defaults to both but if only one is required then simply untick what is not wanted and press **DONE**.



	Crane Controller Attachment - Group 6 Rail Management, (CC Att Grp 8) Rail Plant	
	Crane Controller Attachment - Group 7 Cropper (CC Att Grp 7) Rail Plant	~
CAI	NCEL	DONE

Pressing **CANCEL** will close the window and no changes will be made or submitted for review.

The system then takes you to a page to confirm your request and upload the evidence required to support the new capability request and allows the addition of notes to accompany the submission. Addition of files works in the same way as already outlined for uploading documents earlier in this manual. When finished hit **SUBMIT FOR REVIEW**

	Name	Train	Аззида	Add Comment
	Crane Controller - Excavator Crane. (CC Exc)	0	0	The Trainer has completed mentorship, see attached evidence
	COSS Theory: (COSS Theory)	•	0	The Assessor has completed mentorship, see attached evidence
1	Provider headed letter of sponsorship matching of LE. Where requesting additional transvasessor capabilitie optication has been approved. (rainen/Assessor Personal Statement which mus	only the capa s in addition to it include det	all of occ	hich the provider has assurance to deliver signed and dated by the Training Manager 's capabilities, a separate application to request an additional provider capability is required once the traner assessor upational competence as defined in the trainer requirements section of the relevant & current
1	esson plan Training and/or Assessment documentation for th	ne mentored R OF ATTENDI	events.	Y
5.1	RAINING: COMPLETED, SIGNED AND DATED REGISTE SSESSMENT: ALL PAGES OF THE FULLY COMPLETED	ASSESSMENT		

The system will confirm it has been updated with a pop up message at the bottom of the screen. This means that your request for an additional capability has been sent to NSAR QA for processing.

APPROVED CAPABILITIES		Q Search
	Capabilities Updated	

NSAR must approve your request before the Trainer/Assessor can conduct any events using the requested capabilities.


When NSAR has taken action you will see:

Approved upskill request: The notes that NSAR QA has added are easily seen.

- 19	UPSKILL REQUESTED		
	Name	Train Assess	Har comment.
	Orane Controller - Excavator Orane, (CC Exc)		Capability has been added to Sentinel - please see attached screenshot of addition as evidence.
0	Approved	0 0	Add Comment
_	_		

Below the form area you will see the additional capability within the list.

←	+ REQU	EST CAPABILITIES CH/
APPROVED CAPABILITIES	Q Search	¢
Name	Can Train	Can Assess
Authorised Person OLEAC Isolation. (AP OLE/AC-I)	٠	0
Authorized version OLE Auto Transformer Isolation. (AP OLE/AT-)	4	0
Conductor Rail Permit - Testing using a Live Line Tester (COSS CRP LLT)	•	0
Controller of Site Safety. (COSS)	•	ø
COSS Theory. (COSS Theory)	•	
Orane Controller - Exceptor Crane. (CC Exc)	0	0
Nominated Person OLE AC Isolation. (NP OLE/AC-i)	•	Ø
Norman - Person OLE Auto Transformer Isolation. (NP OLE/AT-i)		0
Overhead Line Permit (COSS OLP)	•	0
	Records per page: 20	🔻 1-9 of 9 <



More Information upskill request:

The notes that NSAR QA	has added are	easily seen
------------------------	---------------	-------------

Name	Train	Assess	Add Comment
Crane Controller - Expanator Crane. (CC Exc)			
Approved	0	0	Add Comment
COSS Theory (COSS Theory)		<	Observation 2 does not open, please reattach
More Information	•	0	Add Comment
1. Destaution and simplify from summed Assoc	and a stand of the stand		
Declaration and signature from current Apper Mentor's observation reports Montor's observation reports Provider headed letter of sponsorship matchi N.B. Where requesting additional trainer/assessor capat application has been approved. Trainier/Assessor Personal Statement which i lesson plan Training and/or Assessment documentation fi	ndox 2 [trainer/asse ing only the capa bilities in addition to t must include det or the mentored	bilities w he provider all of occ events.	urs required] hich the provider has assurance to deliver signed and dated by the Training Manager 's capabilites, a separate application to request an additional provider capability is required once the trainer/assessor upational competence as defined in the trainer requirements section of the relevant & current
Declaration and signature from current Apper Mentor's observation reports More the added letter of sponsorship matchin Where requesting additional trainer/assessor capat application has been approved. Training, and/or Assessment documentation f TRAINING-COMPLETED, ISINED AND DATED REGI ASSESSMENT: ALL PAGES OF THE FULLY COMPLEX	ndix 2 [trainerlasse ing only the capa billies in addition to t must include det or the mentored ISTER OF ATTENDA TED ASSESSMENT	bilities w he provider all of occ events. NCE ONL DOCUME	urs required] hich the provider has assurance to deliver signed and dated by the Training Manager 's capabilities, a separate application to request an additional provider capability is required once the trainer/assessor upational competence as defined in the trainer requirements section of the relevant & current Y.
Declaration and signature from current Apper Mentor's observation reports Mentor's observation reports Mentor's observation reports Mentor's observation reports Application has been approved Trainier/Assessor Personal Statement which is lesson plan Training and/or Assessment documentation f TRAINING: COMPLETED, SIGNED AND DATED REGI ASSESSMENT: ALL PAGES OF THE FULLY COMPLE	ndix 2 [trainerfasse ing only the capa billios in addition to to must include det or the mentored (STER OF ATTEND/ TED ASSESSMENT	bilifies w he provider all of occ events. NOCE ONL DOCUME	urs required] hich the provider has assurance to deliver signed and dated by the Training Manager 's capabilities, a separate application to request an additional provider capability is required once the trainer/assessor upational competence as defined in the trainer requirements section of the relevant & current Y. NT
Declaration and signature from current Apper Mentor's observation reports More the added letter of sponsorship matching. Where requesting additional trainer/assessor capat application has been approved. Training and/or Assessment documentation of Stillsbackbone Evidence 2 docx	ndix 2 [trainerfasse ing only the capa offices in addition to t must include det or the mentored STER OF ATTENDA TED ASSESSMENT	istor signation ibilities whe provides all of occ events NACE ONLI- DOCUME CI	urs required] high the provider has assurance to deliver signed and dated by the Training Manager 's capabilities, a separate application to request an additional provider capability is required once the trainer/ upational competence as defined in the trainer requirements section of the relevant & current Y. NT ick or drag files to upload
1. Declaration and signature from current Apper 2. Mentor's observation reports 3. Provider headed letter of sponsorship matchin N. Where requesting additional trainer/assessor capat spolication has been approved. 4. Trainer/Assessor Personal Statement which i lesson plan 5. Training and/or Assessment documentation f TRAINING: COMPLETED, SIGNED AND DATED REGI ASSESSMENT: ALL PAGES OF THE FULLY COMPLE Shillsbackbone Evidence 2 docx Upbraced for	ndior 2 (trainerfasse ing only the capa billies in addition to t must include det or the mentored STER OF ATTENDA TED ASSESSMENT	bilities whe provider all of occ events. INCE ONL' DOCUME	urs required] hich the provider has assurance to deliver signed and dated by the Training Manager 's capabilities, a separate application to request an additional provider capability is required once the trainerlassessor upational competence as defined in the trainer requirements section of the relevant & current Y. NT lick or drag files to upload

To act, add the required comment and amend any uploads required and **SUBMIT FOR REVIEW** again. This will then be sent to NSAR QA again for their review and action.

If approved it will appear as the Approved upskill detailed above. See below for what you will see if it is **Rejected**.

Rejected upskill request: The notes that NSAR QA has added are easily seen and the **Rejected** icon is displayed.

The capability will not appear on the overall list of capabilities seen beneath the form submission area of the screen.

÷	Individual Capabilities			+ REQUEST CAPABILITIES CHANGE
	UPSKILL REQUESTED			
	Name	Train	Assess	Add Comment
	Crane Controller - Excavator Crane. (CC Exc)			The Trainer does not hold the competence
0	Rejected	0	0	Add Comment



To return to the main list of capabilities press the back arrow at the top left of the change request window. This will return you to the approved capabilities list for the trainer/assessor.

6.3.3. Editing current Capabilities

Editing an existing capability to add train or assess as required is completed in the same way as requesting a brand-new capability.

← 🕜 Individual Capabilties	+ REQUEST CAPABILITIES CHANGE	5

Earlier the Trainer/Assessor was awarded Assessor capability only.

Individual Capabilities	+ REQUE	ST CAPABILITIES CHANGE
APPROVED CAPABILITIES	Q Search	0
Name	Can Train	Can Assess
Authorised Person OLE AC Isolation. (AP OLE/AC-I)	•	0
Authorised Person OLE Auto Transformer Isolation. (AP OLE/AT-i)	•	0
Conductor Rail Permit - Testing using a Live Line Tester (COSS CRP LLT)	•	0
Controller of Site Safety. (COSS)		0
COSS Theory. (COSS Theory)		
Individual Working Alone. (WA)	•	0
Nominated Person OLE AC Isolation. (NP OLE/AC-i)	•	0
Nominated Person OLE Auto Transformer Isolation. (NP OLE/AT-i)	•	0
Overhead Line Permit (COSS OLP)	•	0
	Records per page: 20	💌 1-8 of 8 < >

To upgrade that to include training also simply tick the 'Can Train' or 'Can Assess' box on the request capabilities screen and click **DONE** when complete.





You are then returned to the change request screen for you to add comments and upload files in the same way as above.

Name	Train	Assess	Add Comment
COSS Theory (COSS Theory)	0	0	Trainer has completed their upskilling
apability Addition Uploads			
1. Declaration and signature from current A	ppendix 2 (trainer/assess	or signati	ure required]
2. Mentor's observation reports			
 Provider headed letter of sponsorship m N.B. Where requesting additional trainer/assessor application has been approved. 	atching only the capab capabilities in addition to the	ilities wi a providar	hich the provider has assurance to deliver signed and dated by the Training Manager 's capabilities, a separate application to request an additional provider capability is required once the trainer/assessor
 Trainer/Assessor Personal Statement wir lesson plan 	nich must include detai	l of occi	upational competence as defined in the trainer requirements section of the relevant & current
 Training and/or Assessment documental TRAINING: COMPLETED, SIGNED AND DATED ASSESSMENT: ALL PAGES OF THE FULLY COM 	ion for the mentored e REGISTER OF ATTENDAN MPLETED ASSESSMENT (Vents. ICE ONLI DOCUME	r NT
		Cli	ck or drag files to upload
Skillsbackbone Evidence 2 doc	X		
Skillsbackbone Evidence 2.doc	X		
Skillsbackbone Evidence 2 doc upload	X		

NSAR must approve your request. When NSAR has taken action you will see the same screens as in previous sections but instead only for the additional train or assess capability submitted.

During any change request you will see PENDING CHANGE against the relevant change request. Once submitted and pending these are a read only condition and cannot be edited.

You also can <u>**not**</u> submit any further capability changes until current changes have been actioned by NSAR.

PSKILL REQUESTED			
Name	Train	Assess	Add Comment
COSS Theory (COSS Theory)			Trainer has completed their upskilling
(Panding Change	0	0	Add Comment

When submissions are complete the system will then show, against each one, what action you have taken whether this be a change to an existing capability i.e. adding train or assess to it or requesting a new capability.

The **approval**, **more information required** and **rejected** actions that can be taken by NSAR will show themselves to you in the same way described above.



6.3.4. Removing Capabilities

To remove a capability, use the **REQUEST CAPABILITY CHANGE** button.



Find the capability that you want to remove from the list and select the **REQUEST REMOVAL** button at the side of the capability that you wish to remove.

Q	earch	0		0 -
	Construct Renew Enhance and Modify OLE in Accordance OLE Engineering	with Design Drawings & Specs. (OLEC 3)		
3	Control Mobile Flash Butt Welding Host Machine. (MC NFB) Ral Plant	8		
1	Control the Use of Resources to Achieve OLE Engineering OLE Engineering	Requirements: (OLEC 4)	\frown	
1	Controller of Site Safety. (COSS) Track Safety		ntouest temove. Can Tra	in 🛃 Can Assess
2	COSS Theory. (COSS Theory) Track Safety	(REQUEST REMOVIN. Can Tra	in 🔽 Can Assess
2	COSS Theory, (DOSS Theory) Track Sallety		Gan Tra	in 🔽 Can Assess
3	Crane Controller - Excavator Crane. (CC Exc) Rail Plant			
	Crane Controller - Panel Layers. (CC PL) Rail Plant			
1	Crane Controller Attachment - Group 1 Ballast Manageme Rail Plant	it. (CC Alt Grp 1)		
1	Crane Controller Attachment - Group 2 Civils. (CC Att Grg 2) Rait Plant			
	Crane Controller Attachment - Group 3 Powered Lifting. (C Rail Plant	Att Grp 3)		
3	Crane Controller Attachment - Group 4 Tree Management. Rail Plant	(CC Att Grp 4)		
1	Crane Controller Attachment - Group 6 Rail Management. Rail Plant	CC Att Grp 8)		
-	Crane Controller Attachment - Group 7 Cropper (CC Att Grp	ñ		

Once selected the system will make it clear that a removal has been selected.



If this was not intended it can be cancelled using the button at the bottom of the list.



When you are sure, just click **DONE** which will return you to the change request input screen to add notes, upload any files associate with the removal request and submit for review.



The system then shows you its requested removal state which has been submitted to NSAR QA.

NSAR QA will either approve or reject your removal request. Below shows an approval. To return to the list of approved capabilities again, **CLOSE** this window.

+ PIndividual Capabilities			+ REQUEST CAPABILITIES CHANGE
UPSKILL REQUESTED	Train Assess	Add Comment	
COSS Theory (COSS Theory) Remove Approved	• •	Add Comment	
Capability Removal Upload 1. Declaration and signature from current App Skillsbackbone Evidence 2 docx Uploaded 1	pendix 2 (trainer/assessor signa	time required]	



7. Events Calendar

Please note that reporting from the calendar is done from the **Reports** section found in the overall left-hand side action bar and will be covered in the reporting section of this user manual.

7.1. Viewing events

Events are defaulted to view in list format, however there are different views available which can be seen at the top of the screen.



7.1.1. Upcoming

This view shows you in more detail the events which are coming up and all the detail of the event in summary format. It also plots them on a calendar to see at a glance any days which training is not being delivered.

HOME >	, EVENTS	
Training Provider	EVENTS UPCOMING DAY MONTH + ADD EVENT + ADD UNAVAILABLE DATE	iner 🔻
Overview User Manual Application	Interim COSS Assessment (midweek days) No PC March 2022 2 MAR 1 2 3 4 7 8 9 10 11	S S 5 6 12 13
	OTP Core RECERT 14 15 16 17 18 MAR 0 2 23 24 25 MAR 0 30 31 1 2 PTS AC Recert (incl DCCR Recert) 4 5 6 7 8	19 20 26 27 2 3 9 10



7.1.2. Specific Day

This view shows you in summary detail the events which are taking place on a specific day only which can be chosen from either the scroll left/right buttons or by selecting a day on the calendar.

SkillsBackbone									? HELP	
		EVENTS								
		EVENTS UPCOMING DAY MONTH					Fit	ter by train	er	•
Training Provider		+ ADD EVENT + ADD UNAVAILABLE DATE								
Overview		< 8 Dec 2021	>	<		Dec	ember 2	021		>
O User Manual		MC/CC 360 Excavator with groups 1,3,4 and 6-9		M 29	т 30	w 1	т 2	F	5 4	5 5
2+ Application		DEC 6 Dec 2021 - 09:15 to 9 Dec 2021 - 18:00		6	7	٩	9	10	11	12
2 Annual Reviews		COSS initial		13	14	15	16	17	18	19
🖌 Capabilities	80	8 Dec 2021 - 08:45 to 10 Dec 2021 - 18:00		27	28	29	30	31	it.	2
Courses (Non-RTAS)				3	24	1	ō	7	8	4
1 Individuais	59	K < 1/1 > N		0						

7.1.3. Specific Month

This view shows you the summary detail of all events being delivered in the month of your choice which can be chosen from either the scroll left/right buttons <> on the left-hand side of the screen or the scroll left/right buttons on the calendar <>. The detail is shown on the left-hand side summary.



SkillsBackbone										4	? HEJP] (3
			EVENTS									
		EVENTS	S UPCOMING I	DAY MONTH					F	iter by trail	ner	÷
Training Provider		+ AD	DEVENT + ADD	D UNAVAILABLE DATE								
Overview		<	December		>	<		De	cember 2	021		>
User Manual		1.041	DCCR INITIAL			м	т	W	Т	∴F	5	5
. Application		1	0 1 Dec 2021 - 08:00	to 1 Dec 2021 - 16:00			7		2	10	4	12
		DEC				13	14	15	16	17	18	19
Annual Reviews		1	DCCR INITIAL			20	21	22	23	24	25	20
✗ Capabilities	80	DEC	0 1 Dec 2021 - 68:00	to 1 Dec 2021 - 16:00		27	28	29	30	31	1	2
Courses (Non-RTAS)		_	DTS AC Decert (incl	0000			4	5			3	
L Individuals	59	1	PTS AC Recent (Incl	DOCK)								
Event Calendar		DEC	6 1 Dec 2021 - 08:45	15 1 Die 2021 + 16:00								
* CPD		4	PTS AC Recert (incl	DCCR)								
		DEC	0 1 Dec 2021 - 08-45	to 1 Dec 2021 - 16:00								
V Practical Sites	12		-									
Training Centre Locations	12	1	Engineering Supervi	isor Initial								
Let Reports		DEC	0 1 Dec 2021 - 08:45	to 2 Dec 2021 - 16:00								
Observations			Lookout Initial (PM)	Site Warden Initial (AM)								
Training Directory	്	1	0 1 Dec 2021 - 08:45	to 1 Dec 2021 - 16:00								
d2 Details		DEC										
		1	DC Electrified Lines	Level B Switching Initial								
age Users		Constant of the	0 1 Dec 2021 - 08:45	to 1 Dec 2021 - 16:00								

7.2. Adding an Event

Adding an event can be done in 2 ways. You can click **+NEW EVENT**. This will open a completely blank event for you to populate.

SkillsBackbone		(ф) ? не.р	
•	EVENTS		
EVENTS	UPCOMING DAY MONTH	Filter by trainer	-
Training Provider			

You can also **copy** an event from the main events list using the **green icon** at the left side of each event. This will copy the event chosen allowing you to edit only the fields that you require.

SkillsBackbone						🐥 🍞 нар 🕒
	> EVENTS					
	EVENTS UPCOMING D	AY MONTH				Filter by trainer
Training Provider	+ ADD EVENT + ADD	UNAVAILABLE DATE				
Overview	Event	Date	Status	Trainer	Location	
User Manual	COSS initial	8 Dec 2021 - 08:45 10 Dec 2021 - 16:00 -	Archived			



7.2.1. New Event

SkillsBackbone

Select **+NEW EVENT** as shown above. This will open the event page for you to add the detail required.

		EVENT DETAILS								
		← 📋 Event Details		<		M	arch 20	22		3
Tisinico Provider		0		- 10	τ	w	7	1		ŝ
E) 😐 🖩					1	2	3	4	5	.0
		EVENT NAME		7	8	9	10	11	12	13
8 Overview				14	15	70	17	18	79	20
User Manual				25	22	23	24	25	26	27
Applement		CAPABILITIES		28	29	30	31			
r approxim			AND CARGON BY	-	1.1		- 1	10		. 14
Annual Reviews			Chook and Senative Co							
Capabilities	80	No capabilities selected								
Courses (Non-RTAS)		TEAMPOR								
Individuals	68									
Event Calendar		EVENT TYPE								
CPD			.							
Practical Sites	12									
Training Centre Locations	12	START DATE END DATE								
Reports			-							
Observations										
Training Directory	.07	Training Centre Location								
	440	Practical Location								
ç Details		Other Location								
ja Users										
		100 CER (CER)								

Add the Event Name, which is free text, and is the name/reference of your choosing that you as a provider refer to the course as. Then select the competences which this training event will deliver by clicking on ADD CAPABILITY. More than one can be added here and should be all the competences which are delivered in that course. When all competences have been selected, click DONE

	Available Capabilities (33)	
	Q Search	0 -
Overview User Manuar Application	On Track Plant Core (707 Cove) Real Plant	
Annual Revie Capabilities	Track Safety PDSW Authorising Authority: (PDBW AN) Track Safety	
Courses (Non Individuals	POSIV Plannertssier, POSIV P9 Track Extern Person Tack Safety, P15) Track Safety.	
OPD Practical Ode	Protection Controller, POI Track Safety Safe System of Work Planner, (\$50%P) Track Safety	
Training Cent Reports	Bate Work Leader 1 Trainer (without tech), (dwur Tyrtt) Traink Stellary Safe Work Leader 1, (bruck) Traink Safety	
Details	Ste Warden (Bri) Track Safety Singing (Excellen) Rail Part	
Users	Track Induction. (# 50) Track Engineering Vorking Near of Adjacent to the DC Conductor Rai (#TS DCCP) Track Endy	
	M <>.H	



The system then lists the capabilities being delivered in the course. Please note that if you select one in error it can be removed by using the dustbin icon at the right of each competence.

Track Induction below has (TIC) next to the name. This tells the system that the delivery of this course needs an approved practical location associated to it as below.

SkillsBackbone						۵	2	HELP) 🦲
	EVENTS >	EVENT DETAILS							
		EVENT NAME	<		М	arch 20	22		>
2 4 日		PTS AC DCCR + Track Induction	м	Τ.	W	τ	3	-5	5
Contraction of the second				1	9	(8)	4	5	•
Overview		0.00 M (7070	7	8	•	10		12	13
User Manual		CAMADIDITES	14	15	16 23	17	18 25	19 26	20
Application			28	29	30	31	Ť	2	з
2 Annual Reviews		Personal Irack Safety. (PTS) Track Safety	F	5	3	1	3	3	10
✗ Capabilities	36	Working Near or Adjacent to the DC Conductor Rail (PTS DCCR) Track Safety.							
Courses (Non-RTAS)		Track Induction. (Tr 00)	-						
1ndividuais	3	Track Engineering (TiO)	- /						
Event Calendar									

Select the trainer delivering the course. If there are 2 delivering within the one event i.e. 1 trainer for PTS and then another one for TIC, then you can select more than one trainer. If the trainer chosen is already delivering a course within the date chosen, the system will tell you this against the calendar as information only so that you have the opportunity to check your planning for any double booking.

SkillsBackbone					? HELP] 🕒
) > Events	EVENT DETAILS					
Training Provider	EVENT NAME PTS AC DCCR + Track Induction	с м	: T .)	March 2022 W T	Ŧ S	≻ 5
Overview User Manual Application	CAPABILITIES ADD CAPABILITY. Personal Track Safety. (PTS)	21 7 14 28	1 15 22 29	2 10 10 17 23 24 30 31 5 7	4 5 11 12 18 19 25 26 1 2 3 0	6 13 20 2 1
Annual Reviews Capabilities Courses (Non-RTAS)	Track Batery — Working Near or Adjacent to the DC Conductor Rail (PTS DCCR)			is aiready att	tending an e	evont
Event Calendar	TRAINERS					
CPD Practical Sites 2 Training Centre Locations 1	Filter					
E Reports						
Training Directory	• 03/03/2022 15:00 •					



Select the Event Type from the list.

SkillsBackbone							Ą	?	HELP	
> .e	VENTS	EVENT DETAILS								
		EVENT NAME		<		M	arch 20	22		>
		PTS AC DCCR + Track Induction		- M	1	W	T.	£	S	s
					1	3		4	5	6
Dverview		CAPABILITIES		7	ā	•	10	11	12	13
User Manual			ADD CAPABILITY	21	22	23	24	25	26	20
				28	29	30	31		2	1
-		Personal Track Safety. (PTS) Track Safety	T	4	5	0	7	1	8	
 Annual Reviews Capabilities 	35	Working Near or Adjacent to the DC Conductor Rail (PTS DCCR) Track Safety	Ŧ							
Courses (Non-RTAS)		Track Induction, (Tr 00)	Ŧ							
Individuals	3	inack mighteering (inc)								
Event Calendar										
E CPD		TRAINERS								
Practical Sites	2									
Training Centre Locations	1	EVENT								
# Reports		mos mining								
 Observations 		Recentification Training								
Training Directory	ß	Post mentoring Assessment								
0t Details		Interim Assessment								
솔 Users		Benevel Assessment								

Add the start & end dates and times using the calendar and clocks that pop up in succession – hours and minutes are set separately – you can drag the hand of the clock to where you want it or click the number. When finished click **SET**

 Sector 2010 		THURK Getaty								_	A CONTRACT OF
Courses (Non-RTAS)		Track Induction. (Tr 86)	Thursday	<		Man	ch 20	22		>	-
1 Individuals		Trautic Empirementing (TSD)		ður.	Mon	Tue	Ned	Thu F	i i	Bat:	
- E. aut Pelander						. /	2	-			
Event Gerender		TRANERS				. (2	9		0	
E CPD			3	0	- 1893 1893			10 1	8 3 3 8	12	- 14
Practical Sites	2	FUENT TYPE	2022	13	14	15	10	17 1	8	19	
Training Centre Locations	1	later Trainer		- 20	21	22	23	24 2	5 3	28	
H Reports		NUMBER OF STREET	09:00	27	28	29	30	31			_
Observations		START DATE									
B. Transie Courters		03/03/2022 09:00					CAL	NCEL	(SET	v
p daming precisity	9				_	_				-	
Courses (Non-RTAS)		Track Induction (Tr 00)	Thursday								-
1 Individuale	8	Track Engineering (710)			-	,	12	1			
Event Calendar					10	23	~	13	2		
E OPD				-				- 13			
Practical Sites			3		-21-				15	3	
	2		3	e	21		•	10	15	3	*
Training Centre Locations	2	EVENT TYPE Initial Training	3 2022		21 20 8	19	18	10 17	15	3	*
Training Centre Locations H Reports	2	EVENT TYPE Initial Training	3 2022 09:00		21 20 8	19	18 0	16 17 5	15	3	*
Training Centre Locations Reports Coservations	2	EVENT TYPE Initial Training	3 ²⁰²² 09:00		20 1 1	19	18 8	17 5	15	3 0	*



			THREE GILLOCY							
Course	es (Non-RTAS)		Track Induction. (Tr 00)	Thursday				-		
1 Individ	luais	3	Thack Engineering (TIC)		55	0	5	-		
m Event (Calendar		TDAINEDS	Alice	50		10			
E CPD				2	45		15			
O Practic	al Sites	2	EVENT TYPE	2022						
M Trainin	g Centre Locations	1	Initial Training		20 35		20			
M Report				09:30		30				
Observ	vations		START DATE							
@ Trainin	g Directory	ß	03/03/2022 09:00			CANCE	al set	*		

The location for all events <u>must</u> be recorded and where the course is not completely classroom based i.e. PTS, TIC etc., all locations must be added to the event. Other location is free text, training center is a drop-down list.



Where there is a competence being delivered that must have an NSAR approved practical site to deliver on, this information is **mandatory**. If you try to save the event without providing an approved practical location the system will not allow you to save the event.

Training Centre Location 1 Control Location	
Practical Location	
Conter Location	
Observations	
Training Directory C TRAINING CENTRE LOCATION	
¢C Details	
da Users OTHER LOCATION	
31/3	
SAVE	
There is a validation error on your form	



The practical location must be added from the drop-down list to allow the event to save. Once resolved and event is saved the system will return you to the main events list and acknowledge that a new event has been created – this notification will disappear from the screen after a few seconds.

SkillsBackbone			🐥 🧵 нер 😩
	EVENTS		
Training Provider		EVENTS UPCOMING DAY MONTH + ADD EVENT + ADD UNAVAILABLE DATE	Filter by trainer 🗢
Overview		Event Date Status Trainer Location	
Ø User Manual		Image: Track Induction 5 Mar 2022 - 09:00 Planned Image: Track Induction 17 Mar 2022 - 16:00 Planned	
Application		PTS AC DCCR + Track Induction 3 Mar 2022 - 09:30 Planned	
2 Annual Reviews		PTS AC DCCR + Track induction 9 Mar 2022 - 09-00 Planned	
🖌 Capabilities	35	OLP & CRP/LLT Recettification 20 Jan 2022 - 08:00 Archived Archived	
Courses (Non-RTAS)		COSS Recertification 19 Jan 2022 - 09:00 Archived	
Individuals	3	COSS Recertification 18 Jan 2022 - 09:00 Archived	
Event Calendar		PTS AC & DCCR Recertification 17 Jan 2022 - 09:00 17 Jan 2022 - 15:00 Archived	
🕱 CPD		Engineering Supervisor Recentification 7 Jan 2022 - 09:00 7 Jan 2022 - 15:00 Archived	
Practical Sites	2	PTS AC & DCCR Recertification 29 Nov 2021 - 09:00 Archived Archived	
Training Centre Locations	; 1	OLP & CRP/LLT Initial Permits 28 Nov 2021 - 09:00 Archived Archived	
🖽 Reports		COSS Initial	
Observations		Protection Controller Initial	

7.2.2. Copying an Event

Events are copied from the main events list.

s	killsBackbone							🐥 🌔 ? нер] 🕒
			> EVENTS						
			EVENTS UPCOMING DA	Y MONTH				Filter by trainer	•
	Training Provider		+ ADD EVENT + ADD U	JNAVAILABLE DATE					
67	Overview		Event	Date	Status	Trainer	Location		
6	Liser Manual	(COSS initial	8 Dec 2021 - 08:45 10 Dec 2021 - 16:00	Archived				
•.	Application		MC/CC 360 Excavator with groups 1,3,4 and 6-9	6 Dec 2021 - 09:15 9 Dec 2021 - 16:00	Archived				
.	Appual Pavious		SWL 1 Recert (E - Assessment) - Session 1	3 Dec 2021 - 09:00 3 Dec 2021 - 11:00	Archived				
0		00	DCCR Initial	3 Dec 2021 - 08:45 3 Dec 2021 - 16:00	Archived				
2	Capabilities	80	DCCR Initial	3 Dec 2021 - 08:45 3 Dec 2021 - 16:00	Archived				
	Courses (Non-RTAS)		Engineering Supervisor Recert	3 Dec 2021 - 08:45 3 Dec 2021 - 16:00	Archived				
*	Individuals	59	MC Group 2 Civilis	3 Dec 2021 - 08:45 3 Dec 2021 - 16:00	Archived	F			
	Event Calendar		Lookout/Site Warden Recert	3 Dec 2021 - 08:45 3 Dec 2021 - 16:00	Archived				
2	CPD		PTS AC Recert (incl DCCR Recert)	3 Dec 2021 - 08:45 3 Dec 2021 - 16:00	Archived	¢.			
0	Practical Sites	12	PTS AC Recert (Incl DCCR Recert)	3 Dec 2021 - 08:45 3 Dec 2021 - 16:00	Archived				



When selected, the event input screen appears with all the information associated to the original event still in place. This allows you to just change the specific information that you need to so that you can add a new event using the basis of an existing event to do it faster. The **blue banner** at the top of screen is there to remind you that are copying an existing event and that you need to **SAVE** before a new event is created from it. In the below the same event was running at the same time on the same day in the same location but with another trainer. Therefore only the trainers name needs changed.

s	killsBackbone							۰	?	HELP	
			EVENTS > EVENT DETAILS								
-			← ՝ Event Details		<		Dec	ember .	2021		>
	Training Provider				м	7	W	Ŧ		5	3
	0.01		You are currently copying an event. Press save to create a new	event.	29	53	1	2	3	4	5
	Oversee				6	7	(1)		10	11	12
			EVENT NAME		20	21	22	23	24	25	26
0	User Manual				27	28	29	30	31		12
*	Application		COSS initial			1	5		12	10	1
ø	Annual Reviews				-						_
×	Capabilities	80	CAPABILITIES ADIO	PARLITY.							
8	Courses (Non-RTAS)		Conductor Rail Permit - Testing using a Live Line Tester (COSS CRP	-							
4	Individuals	69	LLT) Track: Safety								
	Event Calendar		Controller of Site Safety. (COSS) Track Safety	ŵ							
z	CPD										
Ŷ	Practical Sites	12	Overhead Line Permit (COSS OLP) Track Safety	a							
n	Training Centre Locations	12	Individual Working Alone. (IWA) Track Safety	ŵ							
LAI	Reports										
0	Observations		TAN REHS								
•	Training Directory	ß		w.							
00	Details		EVENT TYPE								
123	Users		Initial Training								

When you have changed the information that you want to on this copied event, click **SAVE**. Again the system will return you to the main event list screen and alert that an event has been created and the new event can be seen in the list.



		EVENTS UPCOMING DAY	MONTH			Filter by trainer
Training Provider		+ ADD EVENT + ADD UN	AVAILABLE DATE			
Overview		Event	Date S	tatus	Trainer Location	
User Manual		COSS initial	10 Dec 2021 - 16:00	Archived		
+ Application		COSS initial	8 Dec 2021 - 08:45 10 Dec 2021 - 10:00	Archived		
Annual Reviews		groups 1,3,4 and 6-9	6 Dec 2021 - 09:15 9 Dec 2021 - 16:00	Archived		
Capabilities	80	SWL 1 Recert (E - Assessment) - Session 1	3 Dec 2021 - 09:00 3 Dec 2021 - 11:00	Archived		
Courses (Non-RTAS)		DCCR Initial	3 Dec 2021 - 08:45 3 Dec 2021 - 16:00	Archived		
Individuals	59	DCCR Initial	3 Dec 2021 - 08:45 3 Dec 2021 - 16:00	Archived		
Event Calendar		Engineering Supervisor Recert	3 Dec 2021 - 08:45 3 Dec 2021 - 16:00	Archived		
CPD		MC Group 2 Civilis	3 Dec 2021 - 08:45 3 Dec 2021 - 16:00	Archived		
Bractical Sites	10	Lookout/Site Warden Recert	3 Dec 2021 - 08:45 3 Dec 2021 - 16:00	Archived		
Training Captro Logations	12	PTS AC Recert (incl DCCR Recert)	3 Dec 2021 - 08:45 3 Dec 2021 - 16:00	Archived		
I Training Centre Locations	12	PTS AC Recert (Incl DCCR Recert)	3 Dec 2021 - 08:45 3 Dec 2021 - 16:00	Archived		
Meports		PTS AC RECERT	3 Dec 2021 - 08:00 3 Dec 2021 - 16:00	Archived		
Observations		PTS AC Recert	3 Dec 2021 - 08:00 3 Dec 2021 - 16:00	Archived		
Training Directory	C,	Interim COSS (Mon - Thurs Nights) - Not Including PC	2 Dec 2021 - 22:00 3 Dec 2021 - 02:00	Archived		
🗶 Details		PTS Practical	2 Dec 2021 - 08:45	A shived		
Users		PTS Practical	Event Created	4 anived		

All events show as planned until the start date of the course is the real time date. The course will then show as **LIVE**. The event will automatically **ARCHIVE** once 2 days have passed in real time from the end date of the event.

7.3. Editing and Cancelling an Event

If you need to edit or cancel an event where its status is showing as planned, this can be done by clicking the status of the course which you want to edit or cancel. Click on the **PLANNED** icon.

SkillsBackbone			(•) ? HEP 😩
	> EVENTS		
Training Provider	EVENTS UPCOMING DAY MONTH	date	Filter by trainer 🔷
Overview	Event	Date Statue Trainer	Location
User Manual	Site Warden Initial (AM) Lookout Initial (PM)	23 Apr 2022 - 08:45 23 Apr 2022 - 16:00 Planned	
A+ Application	DCCR Initial	1 Apr 2022 - 08:45 1 Apr 2022 - 16:00	
Annual Reviews	Engineering Supervisor Recert	21 Mar 2022 - 08:45 21 Mar 2022 - 16:00 Planned	

The system will then open the event input screen where you can amend the details of the planned event to edit it if needed or cancel the event if needed.



SkillsBackbone							Ļ	?	HELP	
1		> EVENTS > EVENT DETAILS								
		← (📸 Event Details		<		A	pril 202	22		>
Training Provider		<u> </u>		м	т	W	т	F	5.	5
2 🔶 🗓				28	29	30	31	31	2	3
		EVENT NAME		4	5	6	7	8	9	10
Overview		Site Warden Initial (AM) Lookout Initial (PM)		11	12	13	14	15	16	17
O User Manual				18	19	20	21	22	13	24
S+ Application		CAPABILITIES		25	26	27	28	29	30	
			ADD GAPABILITY	1		4	.3.	-	1.	<u>.</u>
Annual Reviews										
✗ Capabilities	80	Site Warden (SW) Track Safety	Î	GANO	EL EVE	NT				
Courses (Non-RTAS)		Lookout (LKT(L))	-	Gan	ellation	Reason				
L Individuais	59	Track Safety							6	7 1000
Event Calendar						GAI	NCEL EV	ENT		
CPD		inverse inverse								
0 Practical Sites	10		*							
 Fracticas offes 	12	EVENT TYPE								

Once you have edited what you need to you can **SAVE** when complete which will return you to the main events list and will show the updated details. If you need to cancel the event, free text the reason for the cancellation and click **CANCEL EVENT**

		> EVENTS > EVENT DETAILS							
		← 🗎 Event Details	<		A	pril 202	2		>
Training Provider		\bigcirc	м	τ	W	Ŧ	۴	5	5
2 🌞 📕			28	29	30))	-31	1	2	3
		EVENT NAME	4	5	6	7	8	9	10
Overview		Site Warden Initial (AM) Lookout Initial (PM)	ाग	12	13	14	15	16	17
User Manual				19	20	21	22	(2)	24
-			25	26	27	28	29	30	
+ Application		CAPABILITIES	2	3	17	5	£	7	8
Annual Reviews		AD0-	CAPABILITY						
Capabilities	80	Site Warden (SW) Track Safety	1	EL EVE	T				
Gourses (Non-RTAS)		Lookout. (LKT(U))	The Not	enough	Candidat	tes to ru	n		
Individuals	59	Track Safety	-					21	/ 1000
Event Calendar		TRAINERS			GAM	ICEL EV	ENT		
						_			_

If you try to cancel and event without adding a reason the system will prompt you that a reason is required before the event will cancel.

+	Capabilities	80	Site Warden (SW) Track Safety	Ť	CINCEL EVENT	
	Individuals	59	Lookout. (LKT(U)) Track Safety	Ŧ	This field is required	071000
益	Event Calendar		TRAINERS		CANCEL EVEN	т



Once the cancel action taken has been accepted the system will confirm that this has been completed in 3 places. To return back to the main list of events use the arrow to the left of the Event Details icon.

s	killsBackbone							¢	?	HELP] 🙆
			> EVENTS > EVENT DETAILS								
			← 📋 Event Details		<		A	pril 202	2		>
	Training Provider				M 28	Т. 29	W 30	T 31	E 1	5 2	s 3
			This event has been cancelled: Not enough Candidat	tes to run	4	5	6	7	8	9	10
Ð	Overview		EVENT NAME		11	12	13	14	15	16	17
0	User Manual		Site Warden Initial (AM) Lookout Initial (PM)		18	19	20	21	22		24
<u>.</u>	Application				25.	20	-4	- 28	- 29	30	8
a	Annual Reviews		CAPABILITIES								
~				ADD CARABILITY							
1	Capabilities	80			т	his even	t has be	en cano	elled: No	ot enoug	h
8	Courses (Non-RTAS)		Site Warden (SW) Track Safety				Clarin	nuares n	o ron		
*	Individuals	59	Lookout. (LKT(U))	-	ſ		DES		/ENT		
65	Event Calendar		Track Safety				neo	rone er			2
z	CPD										
9	Practical Sites	12	TRAINERS								
圓	Training Centre Locations	12									
LH	Reports		EVENT TYPE								
ø	Observations		Initial Training	Ψ.							
	Talalas Disates	~									
	training Directory	ß	START DATE SUDDATE								
\$	Details		23/04/2022 08:45 23/04/2022 16:0								
4	Users		LOCATION TYPE	ed							

This event will now appear at the top of the list showing as Cancelled

SkillsBackbone				(. ? нелр	2
	> EVENTS					
	EVENTS UPCOMING DAY MONTH	4			Filter by trainer	-
Training Provider	+ ADD EVENT + ADD UNAVAILABLE	DATE				
Ø Overview	Event	Date Status	Trainer	Location		
User Manual	Bite Warden Initial (AM) Lookout Initial (PM)	23 Apr 2022 - 08:45 23 Apr 2022 - 16:00 Cancellee				
e Application	DCCR Initial	1 Apr 2022 - 08:45 1 Apr 2022 - 16:00 Planned				
Annual Reviews	Engineering Supervisor Recert	21 Mar 2022 - 08:45 21 Mar 2022 - 16:00				



8. CPD

This section gives administrators and managers a detailed view of CPD upload progress of their trainer/assessors including their progress status, total hours submitted, number of required hours and the detail of what has been submitted and uploaded by their staff.

This is a read only function to view CPD progress. Changes to CPD can only be made by trainer/assessors from their individual accounts.

Monthly alerts and emails will be sent from Skills Backbone to managers and administrators to keep them informed of CPD progress throughout the CPD year.

8.1. Administrators and Managers

When the CPD tab is opened you will see the summary list of trainer/assessors and their CPD portfolio status, total hours logged to date and the required hours.

Training Provider		Individual Cpds				
2 0		Individual	Olatus	Total Hours	Resulted Hours	Updamid At
Overview			In Progress	26	30	1 Nov 2021 + 12:51
User Manual Application			Net Started	0	30	
g Annual Reviews			In Progress	16	30	21 Oct 2021 - 21.49
	77		Not Startes	0	30	
Courses (Non-RTAS)			In Progress	5	30	29 Oct 2021 - 11 26
Individuals Event Calendar	13		In Progress	10	30	7 Sep 2021 - 19:36
E CPD			Not Stanned	0	30	

The detail can be seen for each individual on the list by clicking on the individual that you want to view in detail. You will also be able to see a **CPD Activity** timeline which will record how often a trainer/assessor is updating their CPD portfolio.

	Training Provider		← CPD		
Ð	Overview		ACTIVITES	Total Hours Complete	Required Hours
0	User Manual			15	30
<u>.</u>	Application		assurance 15 hours Addet: 31 Aug 2021 - 15:53		
ø	Annual Reviews			Cod Activity	
۶	Capabilities	35		(+ 31 AUG 2021 - 15:53	
8	Courses (Non-RTAS)			Added activity "Qualification with 15 hours	on within teaching or Quality assurance*
*	Individuals	3		Updated try	
部	Event Calendar			31 AUG 2021 - 15:53 Status changed to in P	murrees
z	CPD			Updated	
9	Practical Sites	2		O 31 AUG 2021 - 15:52	n haa unlaadad
圓	Training Centre Locations	1		Updated by	
[.nl	Reports			a1 AUG 2021 - 15:46	
0	Observations			Updated try	π
Ф	Training Directory	C,			



To see specific detail about an item, click on the **activity** that you want to view, and the **detail side bar** will open. This sidebar is scrollable to see responses to reflections and the evidence uploaded.



Where CPD portfolios remain **in progress** at the end of the CPD year, it will be automatically **rejected**. Where CPD has been **rejected** this is seen on the summary page easily identifiable.

SkillsBackbone							HELP
CPD							
Assessor	Individual CPD						START CPD
Overview	Period	Period Status	CPD Status	Required Hours	Total Hours Submitted	Total Hours Approved	Updated At
P Applications	1 Aug 2020 - 30 Jun 2021	Closed	Rejected	30	14	14	16 Dec 2020
	< .						>
2 CPD					Records per p	age: 20 🖤 1-1 of 1	< >
🚖 Providers							
Observations							



8.2. Trainer and Assessors

For Trainers and Assessors to submit their CPD hours they need to log into their Individual Skills Backbone accounts. Once on the Overview page select CPD from the left hand list.

This will load up all current and previous years CPD. On this screen individuals can monitor their current progress with the number of hours logged and status of CPD submission.

At the start of the CPD year press the **START CPD** button at the top right to begin.

SkillsBackbone					l.	🌲 🔽 🖷 😩
> CPD						
Trainer	Individual CPD					+ START CPD
Overview	Period	Period Status	CPD Status	Required Hours	Total Hours Submitted	Total Hours Approved
Applications	1 Aug 2020 - 30 Jun 2021	Closed	Approved	30	37	37
Capabilities	1 Jul 2019 - 31 Jul 2020	Archived	Approved	30	36	0
CPD Providers	1 Jul 2018 - 30 Jun 2019	Archived	Approved	30	36	o
Observations	1 Jul 2017 - 30 Jun 2018	Archived	Approved	30	59	0
	1 Jul 2016 - 30 Jun 2017	Archived	Approved	30	33	O
	4.				Records per page 20 🐨	1-5 d/5 🗸 >

If you have already started your CPD and wish to add more activities, click on In **Progress** under CPD Status.

riod	Period Statua	CPD Pret-r	Required Hours	Total Hours Submitted	Total Hours Approved	Updated At
Jul 2021 - 30 Jun 2022	Active	In Progress	30	20	0	10 Mar 2022 (Updated)
Aug 2020 - 30 Jun 2021	Closed	Approved	30	48	48	27 May 2021
Jul 2018 - 30 Jun 2019	Archived	Rejected	30	10	0	29 May 2019



You can access CPD submission from previous years by pressing the CPD Status buttons.

This will take you to the CPD submission screen where you can submit CPD activities.

You can also see how many hours are required to be completed during the up coming year. Each trainer/assessor will show as **30** required hours. Where a dispensation has been given for reduced total hours, NSAR will amend the total hours required for that individual which will show in your view. A request for dispensation must be done via direct contact with NSAR through Freshdesk, it cannot be done within Skills Backbone.

N.B. Dispensations for reduced hours of CPD are valid for one CPD year only. Total hours required will revert to 30 hours at the start of the new CPD year and the dispensation application is required to be repeated in order to have the total required hours reduced again.

SkillsBackbone					🐥 🤶 не.р (
Trainer	Start Cpd	2 In progress	3 For rev	ew	Approved
Overview Applications Capabilities CPD	ACTIVITES		Required Hours 30	Total Hours Submitted	Total Hours Approved O
 Providers Observations 	No ac	SUBMIT FOR REVIEW	Cpd Activity 10 MAR 20 Status che Updefed	022 - 15:30 Inged to <mark>Start</mark>	

To add a new activity press the blue **ADD** Activity button. This will open a window from the right hand side of the screen.



	0	0	New Active	×
Trainer	Start Cpd	In progress	ACTIVITY .	
verview				-
oplications		+ ADD ACTIVITY		
pablities	ACTIVITES		HOURS	
D		/	0	
viders	No a	No activities	WHAT HAVE I DOMES INFORMATION	
servations			WING CANCE LOUINE ((DEDUCTION OF (
		SUBMIT FOR REVIEW		0 / 100
	<u>.</u>		WHAT HAVE I LEARNT? (REFLECTION)	
				0./ 100
			WHAT WILL I DO DIFFERENTLY? (APPLICATION)	_

Select Activity from the drop down menu. The number in the brackets by the title indicates the number of claimable hours available for the activity.

Ν	lew Activity
AC	TIVITY
	Attending an initial non-technical course (18)
	Attending industry Workshops (10)
	Attending Initial Rail based training courses (18)
	Attending seminars/webinars (10)
	Completing mentorship to gain capabilities to Train/Assess (30)
	Completion of an eLearning course (18)
	Developing new training packages for learners (15)
	Networking with professionals in the fields (10)
	Qualification within teaching or Quality assurance (30)
	Reading relevant articles/professional journals (5)
	Reading relevant textbooks within the industry or training / Industry standards (5)
1	SEN [Special Educational Needs] progression within the training department (15)
	Undertaking additional duties (10)
	Undertaking the role as a Mentor (Upskilling of other trainers) (10)
	Updating knowledge through Industry related video or books (5)

Fill in the number of hours spent completing your activity. Where you have reached an activity cap, submission to that category will not be accepted by the system. If you try to submit over the capped hours, you will get a warning message at the bottom of the screen.





Fill in all of the required fields and upload supporting evidence using the same method as covered previously within this manual. Once you have completed the review press **SAVE.**

If you try to press save without filling in all the required fields or uploading any supporting evidence an error message will show in 2 places on the screen and you will be unable to save the activity.

	0	0	New Activity X
Trainer	Start Cpd	In progress	ACTIVITY
Overview		+ ADD ACTIVITY	Developing new training packages for learners (15)
2 Applications	ACTIVITES		
✗ Capabilities	THE COLOR		HOURS
Z CPD			10
會 Providers	No ac	tivities	WHAT HAVE I DONE? (DESCRIPTION)
Observations		SUBMIT FOR REVIEW	Created new Training Material to work alongside the Network Rail material to enhance the Learners experience and subject knowledge.
			132 / 100 WHAT HAVE I LEARNT? (REFLECTION)
			By writing the material I have increased my own subject knowledge in the area.
			76 / 100 WHAT WILL I DO DIFFERENTLY? (APPLICATION)
			The field is required 0.7100 WHAT WILL I DO NEXT? (PUTURE DEVELOPMENT)
			Run a focus group with my fellow Trainers earlier in the process so that we can develop an accurate and standardised approach to delivering the material.
			154/100 ACTIVITY EVIDENCE
			Click or drag files to upload
		c	No files uploaded This field carrot have less than 1 files
		There is a validation error on your form	SAVE

Once you have pressed save you will be taken back to the progress screen.



SkillsBackbone					🐥 🍞 нер (
CPD					
Trainer	Start Cod	In progress	5 For review	w	Approved
Overview Applications Capabilities CPD	ACTIVITES Developing new training packages for lear Added 10 Mar 2022 - 15 47	+ ADD ACTIVITY.	Required Hours 30	Total Hours Submitted 10	Total Hours Approved O
r. Providers		BUBMIT FOR REVIEW	Cpd Activity to MAR 2002 - 1 Assed activity 'Dev 10 MAR 2022 - 1 Status changed 1	5.47 eloping next training packages for 5.47 to In Program	learners" with 10 hours
			10 MAR 2022 - 1 Status changed t	1:30 Start	

Once you have added some activities and achieved over 15 hours CPD you can submit them for a mid term review. To do this press the Orange Submit Mid Term Review button.

> CPD					
Trainer	Start Cpd	In progress	For review		Approved
Overview		+ ADD ACTIVITY	Required Hours	Total Hours Submitted	Total Hours Approved
			20	19	0
& Capabilities			30	10	0
Z CPD	Completion of an eLearning course Added: 2 Feb 2023 - 18:51	18 hours		l	
🕿 Providers			Cpd Activity		
Observations	SUBMIT MID-TERM REVIEW	SUBMIT FOR REVIEW	2 FEB 2023 - 18:51 Added activity "Completion of	an al earning course" with 18 hours	
			Updated by Ro	we want they want with to hours	

Once pressed the submit mid term review function another window shall appear double checking you are happy to continue.

Mid-term Review
You can submit your CPD for Mid-term review so that NSAR can provide early feedback.
Mid-term review submissions must have at least 15 hours and can only be submitted once per CPD period.
Once submitted, you can continue to update your CPD as normal.
CANCEL SUBMIT FOR MID-TERM REVIEW



Press **Submit for Mid-Term Review** if you are happy to continue or **Cancel** if you wish to add more CPD activities.

Once submitted you will be taken pack to the home screen and a message window will appear stating that you have submitted your mid term review.



Your submitted CPD will be reviewed by NSAR and feedback will be given. Your activity will either be approved or more information will be required, you will get an explanation as to what is required.

ROB	CPD					
Trainer		Start Cpd	In progress	G For review		Approved
Overview			+ ADD ACTIVITY	Required Hours	Total Hours Submitted	Total Hours Approved
Applications				30	18	0
🖌 Capabilities		Mid-term review comment		00	10	U
🚊 CPD		Good start to your mid term review. Plea about how it will impact your learners.	se remember in your analysis to think		l	
roviders Providers		ACTIVITES		Cpd Activity		
Observations		Completion of an eLearning course Added: 2 Feb 2023 - 18:51	18 hours	 2 FEB 2023 - 18:54 Status changed to Mid-ter Updated by I 	m Review Requested	
			SUBMIT FOR REVIEW	2 FEB 2023 - 18:51 Added activity "Completion of Updated by	an el earning course" with 18 hours	

Once you have submitted all your CPD activities you can submit your activities with via the **green** submit button.



SkillsBackbone					(A) ? HELP
> CPD					
Trainer	Start Cpd	In progress	6 For review		Approved
Overview			Required Hours	Total Hours Submitted	Total Hours Approved
Applications			30	33	0
& Capabilities	Mid-term review comment		00	00	U
E CPD	Good start to your mid term review. Please about how it will impact your learners.	e remember in your analysis to think			
roviders	ACTIVITES		Cpd Activity		
 Observations 	Completion of an eLearning course Added: 2 Feb 2023 - 18:51	18 hours	2 FEB 2023 - 19:08 Added activity "Networking w Updated by	ith professionals in the fields" with 10 hou	urs
	Networking with professionals in the fields Added: 2 Feb 2023 - 19:08	10 hours	2 FEB 2023 - 19:08 Skills Backbone test docume Updated b	nt.docx has been uploaded	
	Reading relevant textbooks within the industry or Added: 2 Feb 2023 - 19:07	r training / Industry standards 5 hours	2 FEB 2023 - 19:07 Added activity "Reading relev Underset	ant textbooks within the industry or training	ng / Industry standards* with 5 hours
		SUBMIT FOR REVIEW	2 FEB 2023 - 19:07 Skills Backbone test docume	nt.docx has been uploaded	

The CPD portfolio [i.e., all activities] cannot be submitted for review until the required hours total has been met. If you attempt to submit it for review while under the required hours, you will receive the bellow error message.



If it has been accepted, you will get a green submitted message at the bottom of the screen.

You will notice that the time bar along the top of the screen is now set as For Review.

Trainer	Start Cpd	In progress	For review		() Approved
b Overview			Required Hours	Total Hours Submitted	Total Hours Approved
Applications	ACTIVITES		30	33	0
Capabilities			50	00	U
	Completion of an eLearning course	18 hours			

An NSAR team member will then review your submitted CPD. Once reviewed and completed your screen will show that your CPD has been approved.



SkillsBackbone					🌲 🤋 нар
ROBIN SI					
Trainer	Start Cpd	In progress	For re	niew	Approved
Overview			Required Hours	Total Hours Submitted	Total Hours Approved
Applications			30	33	0
🖌 Capabilities			00	00	Ũ
2 CPD	This CPD has been an	proved			·
roviders Providers			Cpd Activity		
Observations	Completion of an eLearning course Added: 2 Feb 2023 - 18:51 Networking with professionals in the fields Added: 2 Feb 2023 - 19:08 Reading relevant taxtbooks within the industry or tre Added: 2 Feb 2023 - 19:07	18 hours 10 hours aining / Industry standards 5 hours	PEB 2023 - 19: Status changed t Update PEB 2023 - 19: Status changed t Update PEB 2023 - 19: Added active; New Update DEB 2023 - 19: Added active; New	13 o Approved 09 o For Review 08 working with professionals in the fields" with 10 hor	ń

The CPD over view page will also show that the CPD for the year has been reviewed and approved.

SkillsBackbone						T.	🌲 [🤋 нал (💄
ROBIN	D						
Trainer	Individual CPD						
Overview	Perod	Pariod Status	CPD Status	Required Hours	Total Hours Bubmitted	Total Houts Approved	Updated At
(2* Applications	1 Jul 2022 - 30 Jun 2023	Active	Approved	30	33	0	2 Feb 2023
	1 Jul 2021 - 30 Jun 2022	Closed	Approved	30	33	33	17 Nov 2021
a OP0 ★ Providers	1 Aug 2020 - 30 Jun 2021	Archived	Approved	30	32	32	15 Sep 2020
Observations	1 Jul 2019 - 31 Jul 2020	Archived	Approved	30	31	31	4 Sep 2019
	1 Jul 2018 - 30 Jun 2019	Archived	Approved	30	32	0	
	1 Jul 2017 - 30 Jun 2018	Archived	Approved	30	35	0	
	1 Jul 2016 - 30 Jun 2017	Archived	Approved	30	39	0	
						Recoluts per page: 20 🐨	1-7 of 7 🖌 💙



9. Practical Sites

This area of the system is dedicated to practical sites which required NSAR approval i.e. OTP, TIC and OLEC sites.

The initial view defaults to the list of approved sites for the provider, their status and any restrictions of the site.

In order to view all approved sites and/or add approvals for the provider click the **BUTTON** in the top right-hand corner of the page.

2 *	•	Q Sites			+ ADD
Overview		Name	Address	Status	Restrictions
Ø User Manual		[OLEC] Potteric Carr Industrial Estate	Doncaster, DN4 5NP, Yorkshire & The Humber	Approved	
Application		[OTP] Midlands Heritage Railway [NO THIMBLING]	Ripley, DE5 3QU, East Midlands	Approved	
Annual Reviews				Records per page: 20 💌	1-2 of 2
🔑 Capabilities	33				
Courses (Non-RTAS)					
🚨 Individuals	1				
Event Calendar					
🚊 CPD					
Practical Sites	2				
Training Centre Locations	2				

This then opens the list of Approved sites registered with NSAR. If the site you are looking for is not there and you believe that it is NSAR approved you must contact NSAR via Freshdesk for more information.





To view more details about that site use the **BUSINESS CARD ICON** at the right hand side of the site name.



9.1. Approval to use an existing approved site

To become approved to use an existing approved site, you must contact the details registered on the above screen to request authority and a letter of approval. Once you have this you can apply to be registered as a provider approved to use that site. To do this you can either use the **+** icon against the site or click on the **flag** in the map.





The system will then ask for confirmation that you request to be added to this site.

SkillsBackbone					🌲 📍 HDF
HOME					
Dvarven Appleations Capabilities	53	Central Dipat 	9		
Gourses (Non-RTAS)			-	+	
Event Calendar		Confirm	100	+	
5 Gpd		Are you with it add Avoodate Way	-	-	
E Sites ::	13				
Training Centre Locations	1	150 M	50	· +	
Reports			80	i +	
Observations	100		700	4	
Contractory	(CE				
p Uters			600	+	
			-	i +:	
			8	i +.	
				1 +	
			-		

The system will open a simplified application page to provide comment and upload supporting letters of approval.

Complete the form and upload the evidence is the same way as described earlier in this manual and then **SUBMIT FOR REVIEW**

SkillsBackbone				🌲 [? HIF (🛓)
Training Provider		Add Existing Site	© Forreview	C Approved
User Manual Application Annual Reviews Capabilities Gousses (Non-RTAS) Individuals Event Calendar CPD	33 1	In Progress COMMENT 動品書 BI会型 画画道語 つで	Use Activity 24 AUG 2022 - 1511 Val Status changed to in Progress.	
Practical Sites Training Centre Locations Reports Observations Training Directory Details Users	2	022 CUPPORTING FREES 1. Declaration and signature from current Appendix 2 pretermenent synature not required; 2. Latter of approved from the infrastructure center to use the site Click or drag files to upload	255 	
		No Ties upboaded		



This will then be sent to NSAR for QA Team approval. The **visit** activity timeline starts to record the progress of your application.

SkillsBackbone			🌲 📪 🧰
	SITES ADD SITE		
Training Provider	Add Site	© For review	approved
Applications Applications Capabilities 53 Courses (Non-RTAS)	In Progress COMMENT	Visit Activity S APR 2019 - 17:20 Visit Status changed to In Progress	
Individuals 6 Event Calendar Cpd	ar i z		
Q Sites 3	Letter of approval to use the site from infrastructure Site Owner Z. Evidence of site approvel by NSAR		
뱶 Training Centre Locations 1 1월 Reports 중 Observations	Click or drag files to upload		
⊕ Training Directory 22 ¢¢ Details ⊈ Users	Skills Backbone-evidence document.docx	D	

SkillsBackbone			5 itti	•
		> SITES > ADD SITE		
Overview		Add Site	For review Approved	
Applications Capabétiles Courses (Non-RTAS) Individuals Event Calendar Cpd	53	For Review	Visit Activity	
Sites Training Centre Locations Reports	3		Visit Status changed to in Progress	
 Observations Training Directory Details Users 	ď			
 Jewa Sites Training Centre Locations Reports Observations Training Directory Details Users 	3 1 2		S APR 2019 - 17:20 Visit Status changed to in Progress updates for	

When NSAR takes action on your application you will be able to track its approval progress as it will be displayed on your site summary list.

To check the detail of progress being made click on the status button which takes you to the detail screen below.



SkillsBackbone					🌲 🤶 🧰
		> SITES			
•		Sites			
Die Overview		Name	Region	Status	Infrastructure Owner
- Applications				Approved	No
F Capabilities	53			Approved	No
Courses (Non-RTAS)				Approved	No
 Individuals Event Calendar 	6			For Review	No
Cpd					Records per page: 20 🛩 1-4 of 4 🗸 📏
© Sites	3				
Training Centre Locations	4				
# Reports					
Observations					
Training Directory	D,				

9.2. Requesting approval for a NEW site

To request a site approval visit to add a site to the NSAR register of approved sites click the **REQUEST APPROVAL FOR A NEW SITE**



Clicking on this will open up a detailed registration form for completion.



		+ SITES		
		New Site		
Overview Applications Capabilities	83	Bite Details	8	Re Location: CONE25 LINE 1
Courses (Non-PITAS) Individuals	143	OTTE NAME	01.750 . 	004656 LIVE 2
Event Calendar Opd Sites	3		0/200 CI	6/286 JPY
Training Centre Locations Reports	1	ON TRACK PLANT	R	erzás restocoli
Observations Training Directory Details	ď	CLEC S No: () Yws		600
Users		CONTACT NAME ESMIL	0120	The second secon
		Reform	81700	Cont Andrew Control A

Add all details requested and **SUBMIT**. All fields must be populated before the system will accept your submission.

		New Site		
Overview Applications Cassifilities	-	Bite Details		Sile Location ADDRESS LVIII-1 TOP ISAND
Churnes (Nor-RTAS) Individuals		BITE MAKE Mac HERITAGE RALWAY VMAC HOLICTION COOREE Too © Yee TRACK RUNCT OK TRACK RUNY No © Yee OLICTON COOREE OLIC Too Yee OLICTON Yee OLIC Yee OLIC Yee OLIC Yee	26728	ADDRERS LINE 2
Spd Litme	4		201204	ani Lacenti
haning Centre Locations Georie Xeervaliens	ð.			POSTCOCH LEXT-WB
Training Directory Details	ď			ACON V
hers		JOE BLOGGS	19/2er	
		EXMIL JOURLOOUSEETZI.COM	N: JM	
		01234 567898	a cui	

When entering the postcode, the region and the map will update automatically. If the postcode is not a valid postcode the system will alert you to this and not progress any further.



nairing Carries Locations	×	ON THACK PLANT		HORTCODE
bigerns		0 No 😗 Yes		LETI 448
Deenvations		Sec. 1		700
hairing Directory	57	C No. C We		REON .
Netwins				*
di Usera		CONTACT NAME		A STATE AND THE ADDRESS OF A DECK OF
		JOE BLOGGS		
			10.70	
		EMP/L		and the second se
		JOEBLOGG&B (23.COM		
			17.100	
		Photos:		
		01234 567890		
			10/20	
		A Could not find location to	ion postcode, please drag the mail	har to the correct location
	_	Read and a second se		

Once **submitted** the site request will appear on the summary list of sites on the main list.

Series .	Deploy.	Statut	Hibattuchan On/an	
	Sollard	Aggreent	Rec.	
	Scotland	Actorized	Res .	
	Sectored	Approved	No	
	Wates.		No	
ISC HERITAGE HAILWAY	East Mathematic	(CONTRACTOR STREET)	Yesi	

When NSAR takes action on your request you will be able to track its progress by viewing the visit activity within the detail of the site accessible by clicking on it. You can also see its progress status on your summary site list

Sile Visit Requested	Invoice Requested	Invoice Paid	Visit Scheduled	Visit Completed	Approved
fisit Completed	No.actions required at this stage		 Visit Activity \$ APR 2019 - 12.54 Yest Status changed to Schedule Competition \$ APR 2019 - 12.54 Yest Status changed to Visit Scheduled Visit Status changed to Visit Scheduled Visit Status changed to Involce Paid Visit Status changed to Involce Request Visit Status changed to Involce Request Visit Status changed to Stret Visit Request Visit \$ APR 2019 - 17.55 Yest Status changed to Stret Visit Request Visit 	iefed ied	



Name	Tegon	Status	inhanihucharé Owser
	Soutiand	Approved	No
	Scotland	Approved	No
	Scotland	Approved	No
	Wales	(Fix Review	Mn
ABC HERITAGE RAILWAY	East Midlands	Visit Completed	Yes

10. Training Centre Locations

This section of your site allows you to keep your training centre locations up to date which are needed to accurately record the location of training being notified into the events calendar. The location must be in this list for it to be selectable from the drop-down menu in the Events Calendar classroom location. You must also inform NSAR and update Sentinel with any main address details.

10.1. Adding a Training Centre location

To add a new office, use the blue bottom in the top right-hand corner of the page.

SkillsBackbone					Y HELP
a ana an Araan		> TRAINING CENTRE LOCATIONS			
Training Provider	•	Training Centre Locations		<	+ ADD
Overview		Name	City	Region	
+ Applications		- Para and Anna -			
Capabilities	53				
Courses (Non-RTAS)				Records per page: 20 🖤	1-10/1
Individuals	6				
Event Calendar					
Cpd					
9 Sites	4				
Training Centre Locations	1				
≝ Reports					

Complete all fields of the address form and SUBMIT


	New Location	
Dutritize Splicitizes	Location Details	Autorea anomena.com
apatities 1	Thinking contract	TOP ACTIVE
ntullade A	ACCOUNT HAVE	Address Lot y wick-street
laen Calender get	La contrata de la contrat	erie tori
ina	JOE BLODGEB T23 COM	(KASDOW
name (see (search) New game See game (see g	organ antime	a the second sec

Your additional training centre location is then added to your summary list and will appear in your classroom location drop down menu on the event calendar.

Name	City	Region
TRAINING CENTRE 2	GLASGOW	Scotland
		Records per page: 20 💌 1-2 of 2 🗸 >

NING CENTRE LOCATION NING CENTRE 2	_
NING CENTRE LOCATION	•
NING CENTRE LOCATION	
Other Location	
Practical Location	



10.2. Removing a Training Centre location

SkillsBackbone

To remove a location, click on the location from your summary list to open the detail.

2		Training Centre Locations						-
Overview		Name	City	Rø	gion			
Applications								
Capabilities	53	TRAINING CENTRE 2	GLASGOW	So	otland			
Courses (Non-RTAS)								
Individuals	6			Records per page:	20 🤝	1-2 of 2	<	>
Event Calendar								

This will open the address input detail page – note there is now a **DELETE** button in the bottom left-hand corner of the page.



Click the **DELETE** button. This will then remove the location and return you to the location list page. Note the classroom location has been removed from the list.

Name	City	Region				
		Records per page:	20 🖤	1-1 of 1	<	>



11. Reports

There are 4 reports which a training provider can run for their operations. There reports are simplistic in their design to select parameters of information that you want to report on and then select **VIEW**

SkillsBackbone					(🌲) 📪 🕒
> REPOR	rs				
Training Provider	R	eports			
Overview		Events	22/09/2022	₩ 22/09/2022	▼ VIEW
Ø User Manual					
≗+ Application	±	Individuals			VIEW
Annual Reviews					
🖌 Capabilities	89 🔿	Movements	22/09/2022	▼ 22/09/2022	VIEW
Courses (Non-RTAS)					
Individuals	8	Cpd			▼ VIEW
Event Calendar					
🚊 CPD					
Practical Sites	2				
Training Centre Locations	2				
ା Reports					
 Observations 					

This will export the data that you have asked for in to .csv workbook for your own further reporting of the data outside of the Skills Backbone. This will appear in the way which is normal for the web browser you are using. You can then present any data that you wish to from filtering the data inside the Excel software.

Training Directory	
N [®] Details	
export (5),csv o export (4),csv	Show all

The CPD report allows you to select the CPD year you wish see all data on.

 Applications 					31/07/2013 - 31/07/2014	
Capabilities	63	Lindividuals			31/07/2014 - 31/07/2015	VIEW
Courses (Non-RTAS)					31/07/2015 - 31/07/2016	
tridividuals	6	A Movements	17/03/2019	-	31/07/2016 - 31/07/2017	VIEW
Event Calendar					31/07/2017 - 31/07/2018	
[Cpd		T Cod			31/07/2018 - 31/07/2019	VIEW
) Sites	4					



12. Observations

The Observations section of the system is where observations carried out of a trainer/assessor are uploaded by administrators. Observations completed and uploaded by NSAR can also be viewed.

12.1. Adding an Observation

To add an Observation, use the **+ADD** button at the top right-hand corner.

SkillsBackbone					A [? === 🛞
s 000070					
۲		Observations			+ 400
Overseev		Othersel Date	Internal	Crysted By	
Applications		A to be a series			
🖈 Capabilities	10	44			
Courses (Non-RTAS)					
🚊 individuals	\mathcal{K}				
藤 Event Calendar					
E CPD					
Practical Dites	3.				
II Training Gentre Locations	4				
ia: Reports					
an Observations					

This then opens a window for you to add the observation date and the trainer/assessor observed [selected from a drop-down menu showing only the trainer/assessors assigned to you].

When finished click **DONE**

Add Observation	
OBSERVATION DATE	
04/01/2023	© -
NDIVIDUAL	
	© -

This takes you the upload page where you can attach the observation report completed and type in the name of the observer.



← ③ Observation - 4 Jan 202	23	DELETE
OBSERVATION DATE		REPORTS
04/01/2023	© -	Click or drag files to upload
INDIVIDUAL	0-	
	0.	Skills Backbone test document.docx
OBSERVED BY		
A. Trainer		
	10 / 250	
	SAVE	

If you want to remove the entry you can **DELETE**

When you are finished, and all is correct then **SAVE**. The system will confirm the changes in the pop-up notification which will disappear after a few seconds

The upload is then added to the list of observations in the main observation's summary screen

HOME >	> OBSERVATIONS	
Training Provider	 Observations 	+ ADD
D Overview	Observed Date Individual Created By	Observed By
 User Manual 	4 Jan 2023	
+ Application	11 May 2021	
C Annual Reviews	22 Apr 2021	

12.2. Viewing an Observation

Independent Observations completed by NSAR will also be uploaded and will appear in your main Observations summary screen.

> OBSERVATIONS				
 Observations 				+ ADD
Observed Date	Individual	Created By		Observed By
4 Jan 2023	Robin	Assurance	Account Manager)	A. Tra



To **view** an observation uploaded by NSAR, click on the Observation entry that you want to see. This will open the observation detail. Click on the document uploaded which will then download to your computer.

INDIVIDUALS EVENTS CALENDAR V	isits sites	Downloads
> OBSERVATIONS		Skills_Backbone_test_document.docx
←		See more
OBSERVATION DATE		REPORTS
04/01/2023	0 -	Click or drag files to unload
INDIVIDUAL		
	8	Skills Backbone test documento
OBSERVED BY		
A. Trainer		
	10 / 250	

13. Training Directory

The Training directory is accessible from your own log in to the system.

NOTE: When you click on this shortcut on the left-hand side of the screen the Directory opens in an additional web-browser window as the Training Directory is a public website, this is indicated by the icon within the title on the short-cut left-hand bar.

	> OVERVIE	w				
Training Pro	der	Your next Annual rev	view is due to be completed by	y 31 January 2023. VIEW	Movements	
@ Overview		Status	Grade	DOWNLOAD REPORTS	OUT 2020-11-18 09:53:17	Approved
User Manual		Active	2 🏶		OUT	Approved
Application			Gold Gold	Gold	2021-07-09 09:08:19	
2 Annual Reviews				1	OUT	Approved
🖋 Capabilities	47	Capabilities	Practical Sites	Individuals	EVE 190-19 16:60:09	
Courses (Non-F	4S)	47	3	3		
Individuals	3					
Event Calendar						
CPD						
Practical Sites	3					
Training Centre	cations 1					
Lat Reports						
 Observations 						
Training Directo	6.					
와는 Dettain						



13.1. Providers page

When you click on the Training Directory the view will default to your own, including the map, and is as the public see your page within the Directory. It lists the RTAS Courses which you deliver, your locations and additional details including your current Assurance Report.

🔰 🛱 SkillsBackbone 🗙 🙀 SkillsBa	ackbone			+
C D https://nsar-uac.skiiisbackbone.co	m/director	y/training	-provide	A ^N Q, S ₀ S ¹ (Not syncing)
SkillsBackbone				NSAR
HOME > PROVIDERS >			_	
	Compliance Gold	Delvery Gold	Gold	
🖉 Courses 📖		. inc	*	A DESCRIPTION
Access Overhead Lines Construction Sites. OLE Engineering				Ser day
Crane Controller - Excavator Crane. Rall Plant				
Crane Controller Attachment - Group 3 Powered Lifting. Rail Plant				
Crane Controller Attachment - Group 6 Roll Management. Rail Plant				
Crane Controller Excavator Crane Tandem Lifting Rull Plant				
Grane Controller Lorry Loader Bail Plant				
Crane Operator - Excavator Crane. Rail Plant				
Crane Operator Lorry Loader Ball Plant				
Crane Operator OTP - Tandem Lifting. Rail Plant				
Machine Controller - Material Handler. Reil Plant				4.
Cocations (1)		(inc	•	B and and
Detain Acsurance Report Discrimed Report				

The details section will show any additional details which you add to your profile through the **Details** tab of your portal.

Note: That the **HOME** button on this page is the 'home' of the public Training Directory website and not your own provider 'home'. To get back to your own Skills Backbone portal you must close the secondary window, your Skills Backbone portal window is still open unless you have closed it for any reason.



13.2. Using the Training Directory

To use the Directory to view all information, click HOME

🗖 🕇 SkillsBackbone x 🙀 SkillsBackbone x +	- 0
← C (a)	A [®] 🔍 🏠 🔂 Not syncing 🚇
SkillsBackbone	NSAR

This takes you to the landing page of the public Training Directory website where you can search for specific providers or courses by name, you can also Browse Providers.



When this link is selected it opens an alphabetical list of all NSAR Assured Providers, their Grade and the number of locations that they have.





To refine your search use the **FILTER** button and add in what refinements to the search that you wish to make.

SkillsBackbone				NSAR
HOME > PROVIDERS				+ Ann Date
Providers (89)			Filtor 🔺	
Select a location	×	Q Search	0	
Select courses	*	Select compliance grade	*	
Select delivery grade	v	Select premises grade	-	
	H < 1	/6 > N		Annan Better

The location can use your current location. You can also define the **search distance** around a location that you enter so that you can tailor to your preference what geographical area you are looking for by using the **Within xx miles** tool bar on the map.

SkillsBackbone			NSAR
HOME > PROVIDERS			+ Sealer
Providers (89)		Filter 🔺	
Fitter	Q Search	٥	
All Regions	Select compliance grade	*	
Current Location	3		

Doing this then automatically returns the providers which match the search criteria you have given.





13.3. Searching for a Training Provider or Course

Type in whatever it is that you are searching for and the system will return courses and providers that it has found matching the letters you are adding to the search bar.

SkillsBackbone
Search for a training provider or course
Authorised Parson OLE AC Isolation
Autorised Prison QLE Auto Transformer Rolation.
BROWSE PHOVIDERS

Once you have identified from the drop-down what you are looking for simply select it from the list.

The system will then take you to the content page where all matches found are shown. To view one in more detail, just click on the one that you want from the results list, the bar will turn **grey** as you hover over what you are about to click from the view.



Whatever you have chosen you will be taken to the home page of that provider which looks the same as your own outline earlier in this manual.



14. Details

SkillsBackbone					(•) 🤋 нар
	> OVERVIE	w				
Training Provider		Your next Annual r	eview is due to be completed b	y 31 January 2023. VIEW	Movements	
@ Overview		Status	Grade	DOWNLOAD REPORTS	OUT	Approved
User Manual		Active	2 🗮	<u></u>	OUT	Approved
Application			Gold Gold	Gold		
C Annual Reviews		Conshilition	Bractical Sites	Individuals	оит	Approved
✗ Capabilities	47	Capabilities	Practical Sites	manyidualis		
Courses (Non-RTAS)		47	3	3		
Individuals	3					
Event Calendar						
🕱 CPD						
Practical Sites	3					
Training Centre Locations	1					
Heports						
Observations						
Training Directory	⊠*					
¢¢ Details						
🏥 Users						

The details section is where you can add additional information about your provision as an Assured Provider such as brochures or flyers etc and add your Provider Logo. When these are uploaded they appear on the Training Directory.

SkillsBackbone	
HOWE > PROVIDERS >	Crane Controller Attachment - Group 2 Civils. Rati Plant
U D	Crane Controller Attachment - Group 3 Powered Lifting. Hat Plant
Cluss Internet Courses	Crane Controller Attachment - Group 6 Rail Management. Rail Pitet:
Access Overhead Lines Construction Siles. OKE Engineering	Courses (Non-RTAS) (1)
Auxiliary operating duties Handolgnalier Operations Response	Rope Access Training
Conductor Rail Permit - Testing using a Live Line Tester Truck Itality	
Controller of Site Safety. Track Safety	Cocations (1)
COBS Theory Track failety	Stephenson House # Stephenson House, Il Stephenson Place, Blanhre Glasgow , G72 0LH, Scotland
Grane Controller - Escarolater Crase. Ruil Plant	A Pastala
Crane Controller Attachment - Group 2 Civits. Rui Plant	Con Internets
Crane Controller Attachment - Group 3 Powered Lifting. Roll Plant	Class: Distriction (Construction
Grane Controller Attachment - Group & Rail Management. Hail Plant	Assul ve Report: 🦉 Dovenlaad Report
Courses (Non-RTAS) (1)	Files Skills Backbone evidence document docs
Rope Access Training	
Rope Access Training	



SkillsBackbone				A 7 HEP (A)
	TAIL			
		Contrails		
Overview		NAME		ADDITIONAL FILES
Ø User Manual				Files uploaded in this section will appear on the training directory
Application		2 WERGITE	17250	
C Annual Reviews				Click or drag files to upload
🖈 Capabilities	47		07250	L
Courses (Non-RTAS)		LOGO		No files uploaded
🚊 Individuals	3			
曲 Event Calendar		You cannot upload any more files		
E CPD		D =		
Practical Sites	3		_	
Training Gentre Locations	1	SAVE		
Chemotries				
Training Directory	12			
ot Details				
👛 Users				

If you wish to change you logo just use the dustbin icon next to the image and reupload.

When you are done, **SAVE** and what you have changed will appear on the Directory. Also remember that any **Non-RTAS Courses** will also appear in the Training Directory. These are added as described earlier in this manual.



15. Users

SkillsBackbone

This section allows you to create additional administrator log ins. The summary screen lists the current users.

S	killsBackbone							\$?	
	Training Provider		Users	8					+
Ð	Overview		Maros	Usemame	Ernall	Robe	Laid Login	Lischert	Active
0	User Manual					Training Provider	2023-02-02 15:58:09	0	•
å,	Application								
ø	Annual Reviews								
Þ	Capabilities	47							
8	Courses (Non-RTAS)								
4	Individuals	3							
茴	Event Calendar								
Ξ	CPD								
9	Practical Sites	3							
щ	Training Centre Locations	τ.							
Let	Reports								
Θ	Observations								
0	Training Directory	Q.							
05	Details								
-	Users								

To add a new administrator user, click on the + in the top right-hand corner of the page. This opens the **New User** input side bar.

SkillsBackbone							🐥 🤶 нар
	USERS						
		Users	1			New User	×
2 🗢 🗒						LOGIN EMAIL	
Ø Overview		Name	Username	Email	Flore		0/250
O User Manual					Training Provider	FIRST NAME	
≗• Application							
C Annual Reviews						LAST NAME	07250
✤ Capabilities	47					Land I for the	
Courses (Non-RTAS)							07250
Individuals	а						SUBMIT
Event Calendar							and the second se
I CPD							
Practical Sites	3						
Training Centre Locations	1						
Let Reports							
Observations							
Training Directory	ß,						
0° Details							
at Users							



s	killsBackbone							? HELP
		> USERS						
			• Liser				New User	×
	2 🖷 🗒			9			LOGIN EMAIL	
			Narrae	Usemane	Email	Bole	admin@trainingprovider.co.uk	
8	Liner Manual					Teletra Desider	EIDOT MANE	20/250
	Application					training Provider	Ad	
a	Annual Reviews							27250
4	Capabilities	47					LAST NAME	
8	Courses (Non-RTAS)						Min	
+	Individuals	3						37250
-	Event Calendar						SUBMIT	
Ξ	CPD							
9	Practical Sites	0.0						
圓	Training Centre Locations	- 1						
141	Reports							
0	Observations							
•	Training Directory	12*						
00	Details							
4	Users							

Complete the information requested in the pop outside bar and **SUBMIT**.

The newly added administrator will then appear on the list of users with a confirmation popup message that will disappear after a few seconds.

SkillsBackbone								
>	USERS							
Training Provider		Users						+
Overview		Namo	Usetname	Email	Role	Last Login	Locked	Active
Ø User Manual					Training Provider	2023-02-02 15:58:09	0	•
Application		Ad Min	admin@trainingprovider.co.uk	admin@trainingprovider.co.uk	Training Manager		0	•
2 Annual Reviews								
& Capabilities	47							
Courses (Non-RTAS)								
L Individuals	3							
Event Calendar								
Z CPD								
Practical Sites	3							
Training Centre Locations	1							
🔝 Reports								
Observations								
Training Directory	C.							
¢© Details								
<u>a≜s</u> Users			V User Cre	ated. A welcome email has	been sent			



To **DELETE** a user select them from the summary list which will open the pop-up side bar again with their details. The screen now shows **SUBMIT** or **DELETE**.



Once they are deleted, they will disappear from the main list again.

SkillsBackbone								HELP 💄
>	USERS							
Training Provider		Users						+
Overview		Name	Usemame	Email	Role	Last Login	Locked	Active
O User Manual					Training Provider	2023-02-02 15:58:09	0	٥
≜+ Application								
C Annual Reviews								
🖌 Capabilities	47							
Courses (Non-RTAS)								
Individuals	3							
Event Calendar								
E CPD								
Practical Sites	3							
Training Centre Locations	1							
🖂 Reports								
Observations								
Training Directory	ß,							
¢° Details								
🟥 Users				User Deleted				



16. First-Time Trainer Observation Booking

Administrators & Training Managers will see a new tab on their portal for First-Time

	Observation	ns 💦					
S	dileBackhone			Training Provider		First-ti	
		/_				First time Obser	
	> OBSER	VATIONS	Ð	Overview		First-time Obser	
	Training Provider	Rirst-time	0	User Manual		Observed Date	
	2 🕈 🛙	First-time Observation	 +	Application		No dat	
Ø	Overview		C	Annual Reviews			
0	User Manual Application	Coserved Date	۶	Capabilities	88		Created By
3	Annual Reviews	No data avai		Courses (Non-RTAS)			
۶	Capabilities	88	•	Individuals	8		
8	Courses (Non-RTAS)		苗	Event Calendar			
-	Individuals Event Calendar	°.		CPD			
z	CPD		9	Practical Sites	8		
0	Practical Sites	8	IJ	Training Centre Locations	6		
III.	Training Centre Locations	6	Lad	Reports			
49	First-time Observations		Q	First-time Observations			
0	Observations		0	Observations			
			۲	Training Directory	ď		
			\$	Details			
			:8:	Users			

16.1. Making a Booking

Book a new first time observation request by clicking the **+ADD** button

SkillsBackbone						A 7=== (A)
HILLENING	000					
5 6 8		Pirst-time Observations				+ 100
User Menual		Open-en Date	60.54	(Depend by	Commond By	theory .
Ar Application		A				
E Courses Non-RTAG						
L Industrate	8					
Event Celendar						
CRD						
Practical Sites	1					
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First time Observations						
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This will open a pop-up window asking you to select the date that you want to book, which individual you want to book it for and to agree with the Declaration statements.

Add First Time Observation		
OBSERVATION DATE		-
INDIVIDUAL		~
Declaration In booking the first-time trainer observation, I understand that: • The mentor directly involved in the development of the n throughout the first-time observation and entire course p • The new trainer will be at the end of their mentoring period	new trainer and classroom observations for the capability being app pending award of capability in Sentinel by NSAR od as defined in RTAS, and I consider them to be ready for observi 	plied for will be physically present ation by NSAR
Pay	I agree with the Declaration	
CANCEL		SECURE PAYMENT

Complete the sections as per the drop-down selections.

Note:

- you cannot progress without agreeing to the declaration. If you are unable to do this you must wait until you can and rebook at a later date.
- the earliest date that you will be able to book is 4 weeks in the future.

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You cannot book a first-time observation without agreeing that the declarations are correct

Add First Time Observation	
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17/10/2023	~
INDIVIDUAL	
	8 -
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 The new trainer will be at the end of their mentoring period as defined in RTAS, and I consider them to be ready for observation by NSAR 	
I agree with the DeclarationAn observation cannot be booked without both statements being declared as correct	I.
Payment required to secure booking: £1000 ex VAT	
	MENT

When you have made the declaration click **SECURE PAYMENT** to pay for the observation and complete the booking.

Add First Time Observation DBSERVATION DATE 17/10/2023 INDIVIDUAL Oestandom Deckration In booking the first-time takiner observation, I understand that: • The mentor directly involved in the development of the new trainer and classroom observations for the capability being applied for will be physically present throughout the first-time observation and entire course pending award of capability in Sentinel by NSAR. • The new trainer will be at the end of their mentoring period as defined in RTAS, and I consider them to be ready for observation by NSAR • I agree with the Declaration Payment required to secure booking: £1000 ex VAT	tions	
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Payment required to secure booking: £1000 ex VAT		 Declaration In booking the first-time trainer observation, I understand that: The mentor directly involved in the development of the new trainer and classroom observations for the capability being applied for will be physically present throughout the first-time observation and entire course pending award of capability in Sentinel by NSAR The new trainer will be at the end of their mentoring period as defined in RTAS, and I consider them to be ready for observation by NSAR
		Payment required to secure booking: £1000 ex VAT
CANCEL CANCEL		CANCEL SECURE PAYMENT



This will open the secure payment app to make payment.

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First time observation	Email	
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Complete the payment details in the same way as you do for any other online purchase and click **PAY**.





Once successful payment has been made your screen will return to the Skills Backbone site, thank you for your payment and confirm your booking. Note that you will see your booking has been added in a list in the background of the screenshot and show as paid.

Should payment fail the system will return to Skills Backbone first time observation screen showing no bookings.

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To exit the confirmation screens, click **DONE**





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You will then see your booking and be able to track it through its stages to completion.

To make another booking, follow the same process again 16.1 Making a Booking and you will see that each gets added to the list of bookings that you have made.

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NSAR will be alerted to your confirmed booking and contact you to discuss the location of the observation so that the most suitable QAM can be allocated to your booking.

When a QAM has been allocated your booking will change to show the date as **CONFIRMED**.



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Event Calendar							
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16.2. Changing a Booking

To make any changes to your booking you must contact NSAR via Freshdesk to explain what changes you need to make and why.

16.3. Cancelling a Booking

If you need a booking cancelled altogether then NSAR will do this refunding the paid amount to the card used when making payment and for £1000 minus administration fee from the payment app [https://stripe.com/gb/pricing]

Due to this NSAR will not **cancel** a booking and instead reschedule after discussion with you. When a booking is **cancelled**, your system will update to record this.

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16.4. Cancelling a Booking

If you need a booking **rescheduled** to another date due to exceptional reasons, then NSAR will do this for you after dialogue with you. This will move the date to another date agreed with NSAR and will not cause any change in the payment which has been processed for it.

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When a booking is **rescheduled**, your system will update to record this.

16.5. Duplicate Bookings

Duplicate bookings cannot be made. If you attempt to make a booking for someone already waiting for their result as either **paid**, **confirmed** or **rescheduled** the system will notify you that the booking already exists. Only if the same person has failed will you be allowed to make another booking for the same trainer.

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16.6. Completion of a First-time Observation

Once the observation has been completed by the Delivery QAM, they will update the observation to the result and upload the report which you will be able to access and download.

When an observation has been **passed**, your system will update to record this.

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When an observation has been **failed**, your system will update to record this.

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16.7. First time Capabilities following successful first-time trainer observation.

Following the successful observation of a new trainer, you must download the observation form and complete the signatures required on it. This must then be uploaded as evidence when requesting the first capabilities for the new trainer. To make the application for capabilities follow section 6.3.2 Requesting new Capabilities