

HEEA

Highway Electrical Association

Training Course Syllabus

NHSS 8 / HERS Authorising Officers Conversion Course

Duration:	6 Hours
Course aims:	This course aims to refresh the understanding, knowledge and application requirements for the HERS Authorising Officer role, for the Sector Scheme 8 and the Highway Electrical Registration Scheme (HERS), which include the necessary checks for Operative HERS System competence portfolios before presenting to the Responsible Manager for approval
Prerequisites:	In order to gain maximum benefit and learning outcomes from this course the attendee needs to satisfy the stated experience and qualifications requirements of NHSS8 for an Authorising Officer. Has completed the full 2 day HERS Authorising Officers course. Computer literate with basic skills
Assessment:	A summative assessment will follow the completion of this course.
Objectives:	On completion of the course attendees will be able to: <ul style="list-style-type: none">• State the aim of Sector Schemes• State the core associated documents• Identify the nominated persons associated with the scheme• State the main characteristics of capable organisations and competent persons• State the key constituents of HERS portfolios• Identify the process steps required to review and validate HERS portfolio evidence• State the ongoing actions required for an AO• Review of the HERS registration system
Course Topics:	<ul style="list-style-type: none">• Introduction and Background to National Highway Sector Schemes (NHSS)• NHSS 8 – structure and details• HERS Handbook – structure and details• Competence and Training• Card Applications and Registration• Assessing and Recording Competence –Portfolio Building• Practical Exercise- Portfolio Reviewing
Practical:	To enable maximum learning and benefit from this course, there will be a number of practical sessions and exercises. These will be both interactive and demonstrative to enhance the learning experience.
Documentation:	The Learner is required to bring to the course the Current NHSS8 document, HERS Manual and all HERS Registration System User Guides (either paper or electronic for – Tablet or laptop or similar device)

Highway Electrical Registration Scheme

Authorising Officers Conversion Course

This course is designed to provide refresher training to currently registered, active within the role and approved Authorising Officers.

Course Learners are **strongly** recommended to refresh their understanding of the Authorising Officers role and the requirements of the Highway Electrical Registration Scheme.

If you have not been actively carrying out the Authorising Officers duties for the past 12 months, you are **strongly** recommended to attend the 2-day course to ensure the most successful level of learning.

Each Learner **must bring** to the course, the current issue of the NHSS8 document, HERS Handbook and all User Guides, ie in paper or electronic format for laptop/tablet viewing. These documents are essential for full understanding and participation during the course Failure to bring these documents will result in the Learner not starting the course, and where applicable will be subsequently charged.

The Learner must be computer literate, and can proficiently use a keyboard and mouse, basic skills for Microsoft Office will be required.

HEA Training cannot guarantee appropriate internet access at the course location.

The course timetable is as follows (all timings are approximate as this is dependent on the attendees):

Time (All timings approximate and may vary)	Timetable
Day 1	
09:00*	Arrival and Tea / Coffee
09:10	Course Introductions and Objectives
09:35	Session 1 - Background to NHSS's – H&S Construction Summit and current position
09:50	Session 2 – NHSS's
10:25	Refreshments
10:40	Session 3 – The HERS
10:50	Session 4 – Capable Organisations and Competent Employee
11:05	Session 5 – Acquiring and assessing Knowledge and Skills
11:15	Session 6 – HERS System Portfolio Build and Form Requirements
12:15	Lunch
12:45	Session 6 – HERS System Portfolio Build and Form Requirements
13:05	Session 7 – On-line registration and e-portfolios/Evidence Review
15:00	Refreshments
15:10	Session 8 – ECS Authorised Invigilator Training / ECS HE version H&S Test
17:00*	Course Conclusion

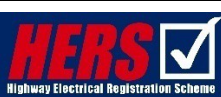

**the start and end times may vary, see specific joining instructions.*



Authorising Officers Conversion Course

See course listings on website for locations of courses: <https://thehea.org.uk/hers-hesa/ao-qs-training/>

(By completing this booking form, you are confirming that the Employing Organisation has the employee consent to provide the information required below for Learner registration and certificate processing)

Leaner First Name	Learner Surname	 Confirm Operative registered to HERS? Select: YES / NO	Have the Prerequisites been met (See Page 1) Select: YES / NO	Confirm that the Learner has been informed that they must bring with them a current copy of the NHSS8 and HERS document & all User Guides. (Either Paper or PDF for tablet/laptop or similar suitable device) Confirm by selecting: YES	Special requirements (e.g. dietary needs)	Course Date Required	Course Location (see website)	Indicate you AO Number & Sector (e.g. Public Lighting, Slot Cutting Traffic, ect)	 Your Organisation Status HEA Member? Select: YES / NO
				I can confirm that the learner has been notified:				CA10	
				I can confirm that the learner has been notified:				CA10	
				I can confirm that the learner has been notified:				CA10	

**** YOU WILL NOT BE ISSUED WITH A CERTIFICATE/CARD UNLESS THE ABOVE INFORMATION IS FULLY COMPLETED****

Organisation Name:
Organisation Address:

Postcode

Contact Name:
Contact Position:
Contact Email:
Contact Tel:

The cost of this course per learner is **£98 + VAT for HEA MEMBERS** and **£165.00 + VAT for Non-HEA MEMBERS** (Inclusive of course material, course certificate, food and refreshments on the day.)
(*The Learner MUST bring with them current NHS8 and HERS documents & ALL USER Guides***)**

CANCELLATION FEES - Where cancellation is made 14-28 days before course date fee will be charged at 50%. Where cancellation is made less than 14 days before course date fee will be charged at 100%. Prices are inclusive of food & course venue – please arrange your own accommodation if required. HEA Training reserves the right to change the date of the training if minimum viable learner numbers are not met.

Purchase Oder No.:		Signed:		Date:	
---------------------------	--	----------------	--	--------------	--

Please email your completed form to training@thehea.org.uk or fax to HEA on 01903 705149 or post to HEA, Highdown House, Littlehampton Road, Ferring, West Sussex, BN12 6PG