

# HEEA

## Highway Electrical Association

### Training Course Syllabus

#### NHSS 8 / HERS Authorising Officers Course

<b>Duration:</b>	Two days (Recommended Minimum Duration)
<b>Course aims:</b>	This course aims to identify the reference documents, duties and tasks for appropriately competent and nominated persons, in order to allow them to act as a HERS Authorising Officer within the requirements of National Highway Sector Scheme 8 (NHSS8) and the Highway Electrical Registration Scheme (HERS)
<b>Prerequisites:</b>	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.
<b>Assessment:</b>	A summative assessment will follow the completion of this course.
<b>Objectives:</b>	On completion of the course attendees will be able to: <ul style="list-style-type: none"><li>• State the aim of Sector Schemes</li><li>• State the core associated documents</li><li>• Identify the nominated persons associated with the scheme</li><li>• State the main characteristics of competent organisations and persons</li><li>• State the requirements for invigilating the ECS HE version H&amp;S test</li><li>• State the key constituents of HERS portfolios</li><li>• State the key steps in the process for employee registration</li><li>• Identify the process steps required to review and validate HERS portfolio evidence</li><li>• State the ongoing actions required for an AO</li></ul>
<b>Course Topics:</b>	<ul style="list-style-type: none"><li>• National Highway Sector Schemes</li><li>• NHSS 8</li><li>• HERS</li><li>• Underpinning Knowledge – the HE Training Specification</li><li>• Assessment of Competency</li><li>• The CBQ-NVQ for Highway Electrical Works</li><li>• The ECS HE version H&amp;S test – and Authorised Invigilators</li><li>• Portfolio Building</li></ul>
<b>Practical:</b>	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.
<b>Documentation:</b>	Training Notes..... Issue - Current

*(It is not possible at this point in time to state the current Documentation issue status due to the continuing advances and design enhancements, which have a bearing on the status of the documentation. Current issue status will be indicated at the start of the course)*

## Highway Electrical Registration Scheme

### Authorising Officers Course

As part of the process for the implementation of NHSS 8 and / or HERS, the Highway Electrical Association, as HERS Administrator, is running a series of 2-day courses for Authorising Officers. This course is a pre-requisite before employee competency cards –HERS Cards - can be issued which is a requirement of the Scheme.

The course is designed to familiarise Authorising Officers with the processes in Sector Scheme 8 to include the CBQ-NVQ & registration of employees.

Each Learner **must bring** to the course, the current issue of the NHSS8 document, HERS Handbook and all HERS Registration System 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):

<b>Time</b> (All timings approximate and may vary)	<b>Timetable</b>
<b>Day 1</b>	
<b>09:00*</b>	<b>Arrival and Tea / Coffee</b>
<b>09:10</b>	Course Introductions and Objectives
<b>09:35</b>	Session 1 - Background to NHSS's – H&S Construction Summit and current position
<b>09:55</b>	Session 2 – NHSS's
<b>10:30</b>	<b>Refreshments</b>
<b>10:45</b>	Session 3 – HERS
<b>11:05</b>	Session 4 – Capable Organisations and Competent Employees
<b>11:25</b>	Session 5 – Acquiring and assessing Knowledge and Skills
<b>12:00</b>	<b>Lunch</b>
<b>12:30</b>	Session 6- Portfolio Building
<b>14:45</b>	Refreshments
<b>15:00</b>	Session 7 – On-line registration and e-portfolios
<b>16:30*</b>	Summary and recap – End of Day 1
<b>Day 2</b>	
<b>09:00*</b>	Recap of Day 1
<b>09:30</b>	Session 8 – ECS HE version H&S test – Invigilator Training
<b>11:00</b>	<b>Refreshments</b>
<b>11:15</b>	Session 9 – Portfolio Building and Assessment
<b>12:30</b>	<b>Lunch</b>
<b>13:00</b>	Session 9 – Portfolio Building and Assessment
<b>14:30</b>	Session 10 - Next Steps
<b>15:00</b>	<b>Refreshments</b>
<b>15:15</b>	<b>End of Course Assessment</b>
<b>16:30*</b>	Course Conclusion

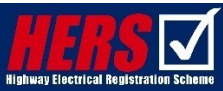

*\*the start and end times may vary, see specific joining instructions.*



### Authorising Officers 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)

Learner First Name	Learner Surname	 <b>Confirm Operative registered to HERS?</b> Select as appropriate	<b>Have the Prerequisites been met</b> (See Page 1)  Select: YES / NO	<b>Confirm that the Learner has been informed that they must bring with them a current copy of the NHSS8 and HERS document &amp; all User Guides.</b> (Either Paper or PDF for tablet/laptop or similar suitable device)  Confirm by selecting: YES	<b>Special requirements</b> (e.g. dietary needs)	<b>Course Date Required</b>	<b>Course Location</b> (see website)	 <b>Your Organisation Status HEA Member?</b>  Select: YES / NO
				I can confirm that the learner has been notified:				
				I can confirm that the learner has been notified:				
				I can confirm that the learner has been notified:				

**\*\* 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 **£270 + VAT for HEA MEMBERS** and **£340 + 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.

<b>Purchase Order No.:</b>		<b>Signed:</b>		<b>Date:</b>	
----------------------------	--	----------------	--	--------------	--