

HEEA

Highway Electrical Association

Training Course Syllabus

NHSS 8 / HERS Qualified Supervisors Course

Course Reference:	NHSS 8 / HERS Qualified Supervisors
Duration:	14 Hours (Recommended Minimum Duration)
Course aims:	This course aims to familiarize appropriately competent and nominated persons, in order to allow them to act as a HERS Qualified Supervisor in preparing and monitoring a robust system of quality and competency
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 the Sector Scheme for a Qualified Supervisor
Assessment:	A summative assessment will follow the completion of this course.
Objectives:	On completion of the course learners will be able to: <ul style="list-style-type: none">• State the minimum test requirement for all HERS registered persons• Identify the most appropriate form of questioning to establish understanding• State the main characteristics of competent organisations• State the main characteristics of competent persons• State the key constituents of HERS portfolios• Prepare a sample part of a portfolio
Course Topics:	<ul style="list-style-type: none">• Introduction and Background and National Highway Sector Schemes (NHSS) and HERS• NHSS 8 – overview• HERS Handbook – structure and details• Competence and Training• Assessing and Recording Competence – Portfolio Building• Practical Exercise – Portfolio Building
Practical:	To enable maximum learning and benefit from this course, there will a number of practical sessions and exercises. These will be both interactive and demonstrative to enhance the learning experience.

(It is not possible at this point in time to state the current Documentation issue status due 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

Qualified Supervisor 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 the role of Qualified Supervisors. This course is a pre-requisite before employee competency cards –HERS Cards - can be issued which is a requirement of the Scheme.

This course is designed to familiarise the HERS Qualified Supervisor role with the processes in Sector Scheme 8, the Highway Electrical Registration Scheme (HERS), the CBQ-NVQ and the gathering of occupation competence evidence for the registration of employees and the uploading of evidence to the HERS system.

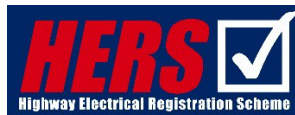
Each Learner **must bring** to the course, the current issue of the NHSS8 document, HERS Handbook and all HERS Registration System User Guides, ie in paper or electronic format for laptop/tablet viewing. These documents are essential for full understanding and participation during the course Failure 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):

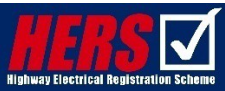

Time <small>(All timings approximate and may vary)</small>	Timetable
Day 1	
09:00	Arrival and Tea / Coffee
09:10	Course Introductions and Objectives
09:35	Session 1 - Background to NHSS's – H&S Construction Summit and current position
09:55	Session 2 – NHSS's
10:30	Refreshments
10:45	Session 3 – The Highway Electrical Registration Scheme
11:05	Session 4 – Capable Organisations and Competent Persons
11:25	Session 5 – Acquiring and assessing Knowledge and Skills
12:00	Lunch
12:30	Session 6- Portfolio Building
14:45	Refreshments
15:00	Session 6 – HERS System Portfolio Build and Form Requirements
16:30	Session 7 – System Login Card Application & Renewal
Day 2	
09:00	Recap of Day 1
10:00	Session 8 – HERS System Portfolio Building - Practical
11:30	Refreshments
11:45	Session 8 – HERS System Portfolio Building - Practical
12:30	Lunch
13:00	Session 8 – HERS System Portfolio Building - Practical
14:00	Session 9 - Next Steps
15:15	End of Course Assessment
16:30	Course Conclusion



Qualified Supervisors 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	 Confirm Operative registered to HERS? Select as appropriate	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)	 Your Organisation Status HEA Member? 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:		Contact Name:	
Organisation Address:		Contact Position:	
Postcode		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.)

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 Order 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