# Highways passport

# Approved Training Providers

# Background

**This document introduces the Approved Training Providers function now available on Passport.**

Highways Passport is transforming how we ensure the competence and other credentials of the people working on the highways network and now on local authority contracts as well. The scheme is continuously improving standards for the industry, which increases safety, reduces costs and improves efficiency.

Endorsed by National Highways and sponsored by the Supply Chain Safety Leadership Group (SCSLG), Passport uses the best-trusted technology to reliably deliver and capture real-time information when and where it is needed to enable workforces to be effective and safe whilst on site.

With more than 30,000 workers and over 800 companies already on Passport, we are now pleased to launch functionality that enables Approved Training Providers to record outcomes for relevant highways learners directly. This will eliminate duplicate data entry by employer Admins and increase standards for verification and consistency. It also offers benefits to the entire sector, from workers to employers, through to training providers themselves.

# How it Works

Principal Contractors and larger employers on Passport may put forward any of their training providers that fit the following criteria:

- They must be delivering to the proposing company one or more of the national qualifications recorded on Passport
- They must be deemed as a suitable provider for approved status by the proposing company
- The training provider must have agreed to be nominated for approval by the proposing company.

The training provider will then be contacted so that they can be set up on the system, along with the National Highways qualifications they are approved to award. The list of qualifications the provider may award can be added to or amended at any stage.

**Click here to Download the Approved Training Provider Nomination Form.**

# Information for Training Providers



## Three Ways to Award Outcomes

Once an Approved Training Provider is added to Passport, there are three methods through which outcomes can be logged. Each Approved Training Provider can use whichever method suits them best.

Regardless of the method used, as soon as the outcomes are logged on Passport, these are visible on the individual worker's Passport record and can be surfaced whenever their smartcard (physical or virtual) is checked on site.

### Via CourseSight

The CourseSight system from Reference Point (providers of the Passport technology), is a market-leading course booking and management platform.

For Approved Training Providers who are also CourseSight clients, we ensure that any relevant outcomes logged by the provider in CourseSight are transferred automatically. There is no need for manual re-entry. You don't even need to log in to Passport. Just use CourseSight as usual, and the system will do the rest.

CourseSight has a pricing schedule that makes it highly attractive to providers of all sizes – there are even monthly plans as well as annual tariffs.

### Via the API

Passport has an API available to Approved Training Providers. Providers are responsible for enabling the API at "their end" and once this is set up, ongoing costs are highly competitive and based on consumption.

Once set-up is complete, awards will pass from the Approved Training Provider's system via the API straight into Passport.

## Via the Training Provider Logging in Directly Into Passport

Using the Training Provider login enables admins to update learner records directly in Passport. There is no charge for providers to have a user login to update their learner outcomes manually.
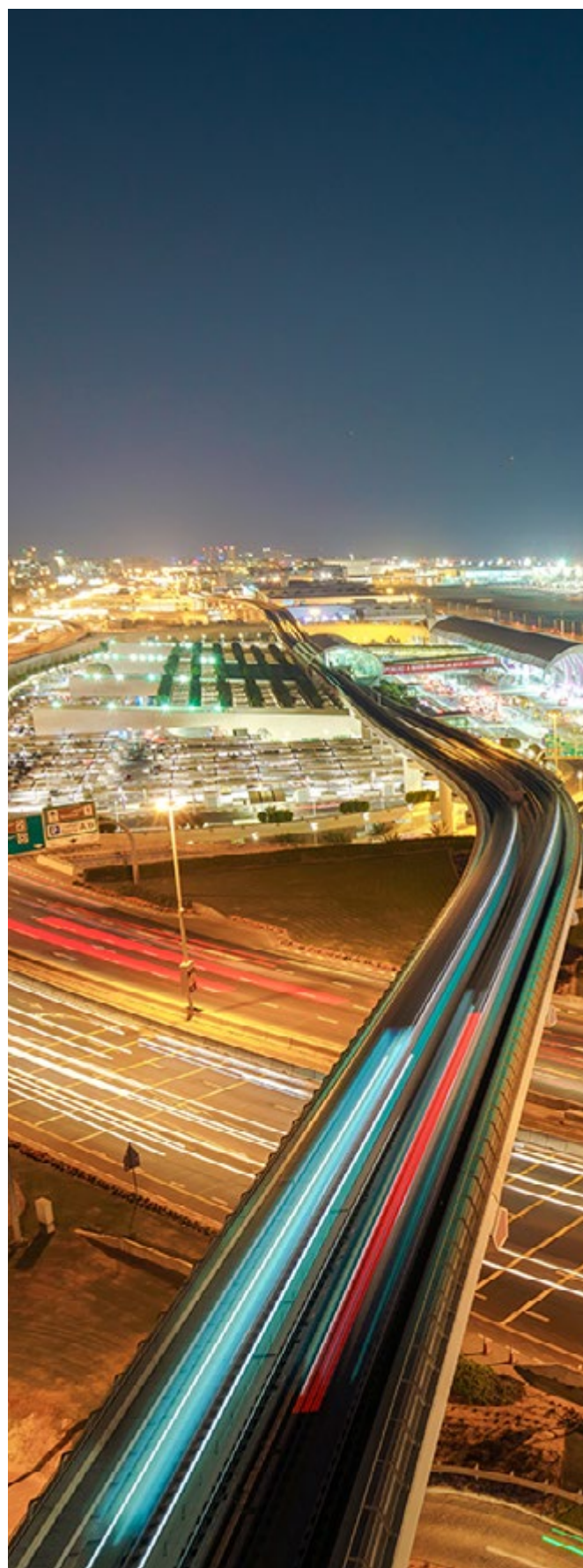
## Benefits

Approved Training Provider status will be attractive to organisations within highways as it offers improved efficiency and assured quality. To help you promote your trusted status, we will share a digital badge that can be displayed on your organisation's website and social feeds.

Approved providers will be listed on the Highwayspassport.co.uk website in the directory of Approved Training Providers. They will also benefit from an inclusion in the Inside Lane newsletter. This newsletter goes out to the entire Passport network of more than 800 contractors, creating business opportunities for you.

## The Approval Process: What Training Providers Should Do?

If you are a provider delivering relevant training to companies working in the highways sector, contact your contractor clients suggesting they nominate your company for approval status. Both general and highways-specific qualifications are equally applicable, but they must be national awards that are recognised on Passport.

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# Information for Employers

## How it Works

Principal Contractors and major employers are able to nominate companies they use for highways qualifications to become Approved Training Providers. This opens up the same functionality used by PowerPlus for the Highways Common Induction to other trusted training providers. This offers employers the opportunity to improve efficiency and the quality of training records whilst reducing their own admin time.

## The Advantages

When a qualification is logged by an Approved Training Provider, the organisation is surfaced on the record. This gives an extra level of certainty that the training can be trusted and has been awarded directly by the provider themselves.

It provides further efficiencies by reducing the duplication of training. Currently, many organisations retrain workers in competencies they already hold as they don't know enough about the qualification or the training provider who delivered it. The extra level of information and trust provided by an Approved Training Provider record may prove invaluable for contractors who'd like to recognise training delivered by other employers but are unwilling to compromise on quality.

It will eliminate data entry of these qualifications by employer admins, as the outcomes will have been added by the approved provider.

By way of example, the Highways Common Induction has already removed five work weeks' worth of duplicated data entry from across the highways supply chain. The more approved training providers we add to the system, the more efficient the highways industry will become.

## The Approval Process

The process for selecting Approved Training Providers will be as democratic as possible, but while establishing the best processes we are starting by inviting nominations from Principal Contractors and companies with 50 or more employees on Passport. To nominate providers, relevant contractors should first contact their providers to ensure they would like to be involved and then simply complete the form here. Please note that once the approval process is established we will look to broaden this further, but for now larger contractors should nominate any providers they feel offer highly reputable training.