

Training Prospectus

Streetworks Coordinator Certification Noticing & Permitting Course

All About Holes Ltd

Streetwork's Trainers & Auditors



LANTRA
AWARDS!
APPROVED

Company Profile

Our company is based on the belief that our customers' needs are of the utmost importance, our entire team is committed to meeting those needs.

As a result, a high percentage of our business is from repeat customers and referrals.

We would welcome the opportunity to earn your trust and deliver you the best service in the industry.

Our ambition is to build key strategic partnerships with organisations that wish to improve on compliance in streetworks.

We aim to provide you with the best solution, designed to your requirements for you and your company to achieve maximum compliance, with an increase in performance and profit margins.

As a company we have a combination of over 30 years experience of operations and back office support functions.

We truly base our work ethics around quality and believe in the phrase, **Quality isn't something that can be argued into an article or promised into it. ... Quality is never an accident; it is always the result of high intention.**

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Managing Director:
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Contents

Introduction	4
Course Objectives	6
Benefits	6
How will this benefit your organisation?	6
How will this benefit the employee?	6
Proposition	7
Certified Lantra Awards Approved Centre	10
Course Bookings for Noticing Training.....	11
Charging Policy	11
Cancellation Policy	11
Course Bookings for Permit Bolt On Training.....	12
Charging Policy	13
Cancellation Policy	13
Application Form	14

Introduction

The Traffic Management Act (TMA) Legislation came into effect in April 2008. The Legislation presented its challenges to Street Authorities and Works Promoters.

The Street Authority has the responsibility to effectively manage the road network with the least disruption to the flow of traffic and to maintain an accurate and up to date streetworks register, so that coordination can be effectively maintained.

Continuous improvement is required to demonstrate better Network Management and to achieve the objective of compliance/parity required by the Traffic Management Act.

Part 3 of NRSWA sets out the statutory duties and obligations placed upon undertakers when carrying out street works in England and Wales. It also details the offences associated with failing to comply with these duties and obligations.

These offences can be prosecuted by Street Authorities through the Magistrates' Courts, though some Authorities would prosecute where as others would not, this was mainly due to the time factor and cost effectiveness to build the case in readiness for prosecution.

The Traffic Management Act 2004 inserted section 95A, schedules 4A and 4B into the New Roads and Street Works Act 1991. This provides for certain offences under Part 3 of NRSWA to become fixed penalty offences and schedule 4B of NRSWA states that a fixed penalty notice, "of which means a notice, offering a person the opportunity of discharging any liability to conviction, for a fixed penalty offence by payment of a penalty".

The concept of fixed penalty notices is well established and widely used across other areas of legislation as a quicker and more effective way of dealing with certain offences. The Traffic Management Act introduced fixed penalty notices into the street works area on the 12th of May 2008.

As with most other aspects of Part 3 of NRSWA, fixed penalty offences apply to all undertakers, whether statutory undertakers or licensees under section 50 of that Act.

The Government's aim behind introducing a fixed penalty notice system for street works is to encourage greater compliance with the various duties and obligations under Part 3 of NRSWA. It is important to appreciate that Fixed Penalty Notices are avoidable, if you comply with the regulations.

In April 2009 the Secretary of State for Transport (England) introduced amendments to charges for unnecessarily prolonged works, known as section 74 over run charges, this was introduced into Wales in June 2009. These Regulations provide for the payment of charges to Street Authorities where certain street works, executed by undertakers in maintainable highways are unreasonably prolonged and are designed to assist with the reduction of occupation of the highway and reduce carbon emission.

Introduction

Since the introduction of the Traffic Management Act, there have been a number of Challenges of which are:

Compliance to the Traffic Management Act and Demonstration of its introduction (e.g. advice and support provided by the Street Authority to improve performance, warnings issued, Fixed Penalty Notices issued, Section 74 charges applied, etc to provide key performance indicators)

Communication/Relationships with all stake holders (this is vital to the success of the Traffic Management Act)

Surveys with Streetworks Practitioners have identified a number of business requirements of which point in the direction of the following Focus Areas:

- ✓ **Coordination of Streetworks** - Requires good communication skills, the correct information is to be introduced at the correct times (the sooner that all parties know of the intended work and duration, the easier and more smoother the work will proceed with less challenges and financial implications for all parties). This will help to demonstrate parity, though prompt action on this information will enable consistency towards standardised compliance of the Network Management Duty and maintain the highway integrity.
- ✓ **Proactive and Parity Measurements to improve Work Promoter Performance in the Network** - To promote best practice application of TMA across all Work Promoters and follow NJUG and JAG guidelines.
- ✓ **Performance Management** – To apply a policy within the organisation, that sets out a clear procedure to implement, monitor, audit and revue, by undertaking necessary and prompt action to identify poor noticing and working practices.

This requires constant and effective methods of continuous monitoring of work promoter trends and practices in order to drive improvement in street works performance.

It has also been identified that since the introduction of the Traffic Management Act, the role of the street works coordinator has become very technical and in some circles it has been mentioned, that this role is more complex than that of the operational personnel, thus incorrect information can affect the company's image and incur financial implications.

BENEFITS

Due to these requirements, All About Holes Ltd have been working in conjunction with Lantra Awards to supply a customised training certification for “Streetwork Coordinators”.

Each candidate is to attain a 100% compliancy in NRSWA/TMA legislation, the approach of which we take will be based on building a competency profile, of which includes associated behaviors that link directly to the work to be performed as well as the levels of proficiency.

HOW WILL THIS BENEFIT YOUR ORGANISATION?

- ✓ Translate the organisation's vision and goals into expected employee behavior.
- ✓ Implement more effective and legally defensible recruitment selection and assessment methods.
- ✓ Reduce hiring costs and absenteeism / turnover rates.
- ✓ Identify areas for employee development that are directly linked to desired outcomes and organisational objectives.
- ✓ Target training in areas that will realise the most return on investment.
- ✓ Set more effective (and valid) criteria for developing and evaluating performance.
- ✓ Identify gaps between present skill sets and future requirements.
- ✓ If downsizing is required, ensure retention of the essential competencies for the success of the organisation.

HOW WILL THIS BENEFIT THE EMPLOYEES?

- ✓ By communicating these competencies to employees, organisations empower employees to take charge of their careers, direct their own personal development and continually self-evaluate and improve.
- ✓ With a recognised certificate and skills card, the employee will feel that the role that they are undertaking is more valuable to the company and therefore the role is recognised as technical role and not just an administration role.

Course Objectives

PROPOSITION

Throughout each days training, the candidate(s) will start to put together a portfolio of evidence, of which will include the unit tests.

Once all tests have been completed throughout each of the below units and a 100% compliance target achieved, the training will be complete.

Learning Outcomes	Assessment Criteria
The Candidate will Complete:	The Candidate will:
Unit 1- NRSWA & TMA Overview	Achieve a 100% score through a questionnaire examination, to confirm the candidate's knowledge and understanding of the unit.
Unit 2 - Notice Specification Guidelines	Achieve a 100% score through a questionnaire examination, to confirm the candidate's knowledge and understanding of the unit.
Unit 3 - Proposed Notice Requirements	Achieve a 100% score through a questionnaire examination, to confirm the candidate's knowledge and understanding of the unit.
Unit 4 - Actual Start Notice Requirements	Achieve a 100% score through a questionnaire examination, to confirm the candidate's knowledge and understanding of the unit.
Unit 5 - Works Data Alteration Requirements	Achieve a 100% score through a questionnaire examination, to confirm the candidate's knowledge and understanding of the unit.
Unit 6 - Statutory Cancellation Requirements	Achieve a 100% score through a questionnaire examination, to confirm the candidate's knowledge and understanding of the unit.
Unit 7 - Revised Duration Requirements	Achieve a 100% score through a questionnaire examination, to confirm the candidate's knowledge and understanding of the unit.
Unit 8 - Works Stop Requirements	Achieve a 100% score through a questionnaire examination, to confirm the candidate's knowledge and understanding of the unit.
Unit 9 - Partial/Full Registration Requirements	Achieve a 100% score through a questionnaire examination, to confirm the candidate's knowledge and understanding of the unit.
Unit 10 - Works Status Alteration Requirements	Achieve a 100% score through a questionnaire examination, to confirm the candidate's knowledge and understanding of the unit.
Unit 11 - Unnecessary Prolonged Works	Achieve a 100% score through a questionnaire examination, to confirm the candidate's knowledge and understanding of the unit.
Unit 12 - Fixed Penalty Notices	Achieve a 100% score through a questionnaire examination, to confirm the candidate's knowledge and understanding of the unit.
Unit 13 - Defective Reinstatements	Achieve a 100% score through a questionnaire examination, to confirm the candidate's knowledge and understanding of the unit.

Course Objectives

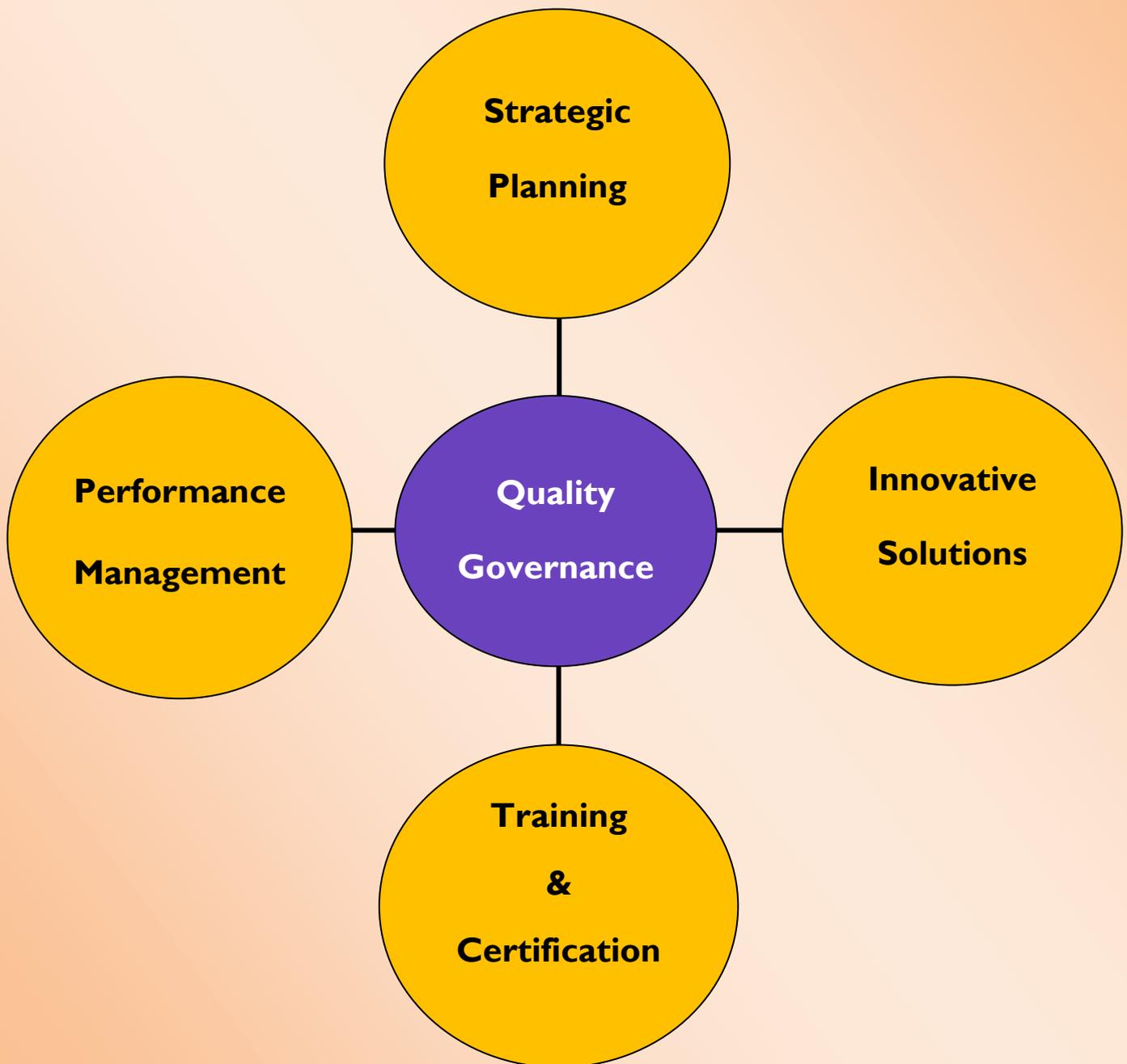
Only when the candidates have built their portfolios, of which will include examples of completed notification units, All About Holes Ltd will return to the employees working environment to assess the candidate on each of the desired notification units.

Note: The assessments are to take place within 4 months of the initial 2 day training course and when the candidate has built their portfolio of evidence, it must also be noted that if there is an amendment to legislation between the time of the training period and the assessments, then further training may be required before an assessment can take place.

The assessments can only take place at the candidates usual environment, if there are four or more candidates to be assessed, this is due to keeping the costs of assessment low and thus reduce travel expenses.

When all of the desired units have been completed and signed off, the candidates will be certified as a competent Street Works Coordinator and be supplied with a recognised certification and skills card.

Course Objectives





Approved Centre

All About Holes Limited

Member Code 1928

Membership Expiry Date: **31 March 2013**

Robert Tabor
Responsible Officer

Valerie Owen OBE
Chair

Lantra Lantra House Stoneleigh Park Coventry CV8 2LG

Charging Policy for Notice Training

Charging Policy at Your Office

Amount of Candidates/Course	Per Candidate for 2 day initial course	Lantra Awards Registration Fee	Total 2 Day Course Cost / Candidate
Minimum of 4	£310	£40	£350
5-8	£280	£40	£320
9-10 Maximum	£230	£40	£270

Charging Policy at Our Office

Amount of Candidates/Course	Per Candidate for 2 day initial course	Lantra Awards Registration Fee	Total 2 Day Course Cost / Candidate
Minimum of 4	£220	£40	£260
5-8	£190	£40	£230
9-10 Maximum	£170	£40	£210

A candidate or company can decide to just undertake the 2 day course, although they will only obtain a certification for units 1 & 2.

To obtain the other units, onsite assessments are required at an additional cost of £20/assessment, these can only be requested, when all of the candidates within the two day training course are ready and we will return to your office to undertake all of the assessments at the same time.

To achieve the full certification a total of 13 assessments are undertaken of which will cost £260/candidate, although there may only be a requirement for some candidates to undertake 10 assessments of which will cost £200/candidate, as they may not be involved in units 11, 12 and 13, the cost also excludes VAT, of which will be added to the invoice.

Note: A minimum of 4 candidates and a maximum of 10 candidates will be accepted onto the course at any one time (to help you reduce these costs, it is advisable to group together with another organisation within your area and you will see that the cost are less at our office).

The assessments can only be undertaken when a minimum of 4 candidates are ready for assessment at each individual location, as this has helped to keep the cost of assessments down, due to travel expenses.

A purchase order is required, before confirmation of any training dates.

We propose to invoice the organisation with two separate invoices, one at the end of the two days initial training session (this will include the 2 day cost and Lantra Registration Fee) and the other after the assessments have been completed.

All Invoices are to be paid by the organisation within 30 calendar days of the date of invoice; if the payment is late a 10% surcharge will be added to the cost of the invoice and 10% for each month there after.

Who Can Attend this Permit Course

This course is designed to follow on from the “Noticing Legislation Training” and cover the gap in training requirements to cover the introduction of “Permitting Legislation” within your specific regions; you cannot attend this course unless you have previously attended the notification legislation course.

Throughout the one day training, the candidate/candidates will continue with their portfolio of evidence, of which will include the unit tests from 1A to 13A.

Once all tests have been completed throughout each of the desired units below and a 100% compliance target achieved, the training will be complete.

The candidates will also be taken through the EToN system and trained on the variances between noticing and permitting requirements.

Learning Outcomes	Assessment Criteria
The Candidate will Complete:	The Candidate will:
Unit 3A – Proposed Permit Activity Requirements	Achieve a 100% score through a questionnaire examination, to confirm the candidate’s knowledge and understanding of the unit.
Unit 4A – Activity Start Requirements	Achieve a 100% score through a questionnaire examination, to confirm the candidate’s knowledge and understanding of the unit.
Unit 5A – Error Correction Variation Requirements	Achieve a 100% score through a questionnaire examination, to confirm the candidate’s knowledge and understanding of the unit.
Unit 6A – Partial/Full Registration Requirements	Achieve a 100% score through a questionnaire examination, to confirm the candidate’s knowledge and understanding of the unit.
Unit 7A – Activity Stop Requirements	Achieve a 100% score through a questionnaire examination, to confirm the candidate’s knowledge and understanding of the unit.
Unit 8A – Activity Status Correction	Achieve a 100% score through a questionnaire examination, to confirm the candidate’s knowledge and understanding of the unit.
Unit 9A - - Fixed Penalty Notices	Achieve a 100% score through a questionnaire examination, to confirm the candidate’s knowledge and understanding of the unit.

Charging for Permit Bolt On Training

Charging Policy at Your Office	
Amount of Candidates/Course	Per Candidate for 1 day Course
Minimum of 4	£195
5-8	£170
9-10 Maximum	£145
Charging Policy at Our Office	
Amount of Candidates/Course	Per Candidate for 1 day Course
Minimum of 4	£145
5-8	£125
9-10 Maximum	£110

The 10 units of assessment will have been covered in the noticing legislation training cost, (if this training has been undertaken before assessments of noticing has been undertaken, then a mixture of assessments based on noticing and permitting can be kept to the minimum), if the noticing assessments have been undertaken then a minimum of 4 permitting assessments will be required at a cost of £20.00/assessment, also as units 11, 12 and 13 are normally undertaken by section managers, therefore these units of assessment will be at an extra charge, the cost also excludes VAT, of which will be added to the invoice

Note: A minimum of 4 candidates and a maximum of 10 candidates will be accepted onto the course at any one time.

A purchase order and a 50% deposit are required, before confirmation of any training dates.

We propose to invoice the organisation at the end of the two days training sessions for the outstanding 50% and then again after each unit of assessment.

All Invoices are to be paid by the organisation within 30 calendar days of the date of invoice; if the payment is late a 10% surcharge will be added to the cost of the invoice and 10% for each month thereafter.

Cancellation/Date Amendment Policy

Due to demand for course places, 5 days notice (Monday to Friday) is required for cancellations/date amendments, so that places can be re-allocated.

Application Form

*Mandatory fields must be completed, or the form will be returned. Should you have any problems completing the form, please contact a member of All About Holes Ltd.

Surname*: Forename(s)*:

Mr Mrs Miss Ms Other

D. O. B.*:

Works Address*:

Work Postcode*:

Correspondence Address: (if different from above)

Tel No*: (Work) (Mobile)

Email Address*:

Are you disabled? Yes No Prefer Not to Say

Do you have any needs that we need to be aware of?

Company Name *:

Occupation/Job Role/Student*:

*I confirm that I have read and agree with the Cancellation Policy on Page 11 of the Prospectus. I agree to the details provided being stored on the Training Database and that this information will be used for audit purposes. (Please tick)

Please select the desired units of assessment requirement

10 Units (Please tick) or 13 Units (Please tick)

Signature*: Date*:

Signature of Line Manager, if applicable:

(It is advisable to discuss your training needs with your line manager)

Application Form

Email Application Form to: info@all-about-holes.co.uk

Or

Post Application Form to:

Unit 10, Plot 58,
George Thomas Avenue,
Brynmenyn Industrial Estate,
Bridgend,
South Wales,
CF32 9SQ.

Please note: Proof of posting is not proof of delivery/receipt. We cannot accept any responsibility for post that is lost or delayed.