

USER GUIDE

PLEASE READ THIS GUIDE CAREFULLY BEFORE REGISTERING.

The Gate Person Airlock Installer/Operator online Train the Trainer course is part of the approval route for existing approved 12AB or 12D instructors to deliver this course. Please see page 2 for the approval route.

Important: Please read the Raising the Bar Document #27 – Jan 22 before taking the Train the Trainer course

1. This Train the Trainer course consists of 4 videos and an assessment paper.
2. The videos can be played multiple times and is not included in the time allowed for the assessment paper.
3. The assessment is pass/fail only.
4. There are 10 Questions. Each question is worth 1 mark.
5. You must gain 9 marks out of a possible 10 to pass.
6. The time allowed for the assessment paper is 30 minutes.
7. Where the attempt at the assessment paper is not successful please contact NHSS Highways team if you wish to undertake a re-sit.
8. After successfully completing the assessment paper please send a copy to nhss-highways@lantra.co.uk and we will notify you of the next stage of the instructor approval process.

Please ensure you take the assessment paper under exam conditions

Resources required:

- a computer with a strong stable internet connection
- Google Chrome, Safari or Mozilla Firefox browser installed
- a copy of the Raising the Bar Document #27 – Jan 22
(this can be downloaded from <https://www.highwayssafetyhub.com/raising-the-bar-guidance.html> - Document b27_-_preventing_and managing_incursions_v4_jan_22.pdf)
- a quiet room free of interruptions
- a credit or debit card to pay the fee on registering.

USER GUIDE

Approval route

Gate Person Airlock Operative / Installer Instructor	<ul style="list-style-type: none">• Applicants must be registered and approved 12AB or 12D trainer.• Apply to undertake the Gate Person Train the Trainer course achieving a pass rate of at least 90%• The applicant trainer must be observed by the Training Providers IQA. Once completed this must be submitted to Lantra to gain full approval
Recommendation <p>It is recommended that an applicant Instructor observe a Gate Person course being delivered by an experienced Lantra Instructor prior to applying to Lantra.</p> <p>Lantra will supply the Annex 5 report form from the Training Provider Document to all Training Providers to use in the process of internally observing instructors.</p>	

Contents

Contents

Registering to take the course	3
Setting up the course	5
Taking the course	8
Assessment Paper (end of course test)	10
Resit of test	12

USER GUIDE

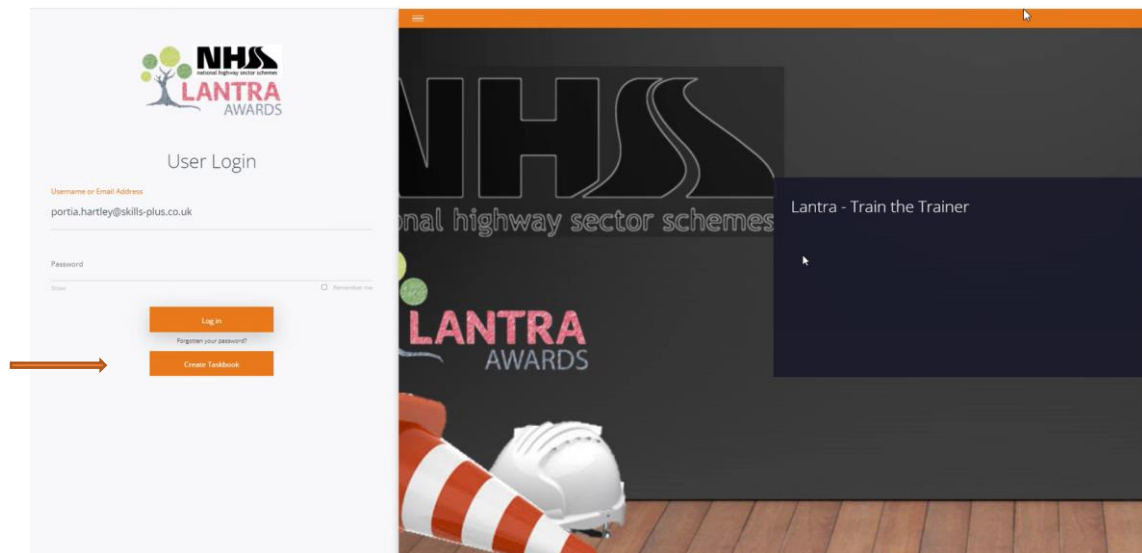
Registering to take the course

The Train the Trainer site is located at

<https://trainthetrainer.skills-plus.net/public>

*Note: you can copy and paste the above link into the address bar of your Internet Browser – Google Chrome, Safari and Mozilla Firefox browser are recommended (please **do not** use Microsoft Edge as your browser)*

1. Click on **Create Taskbook** on this page.

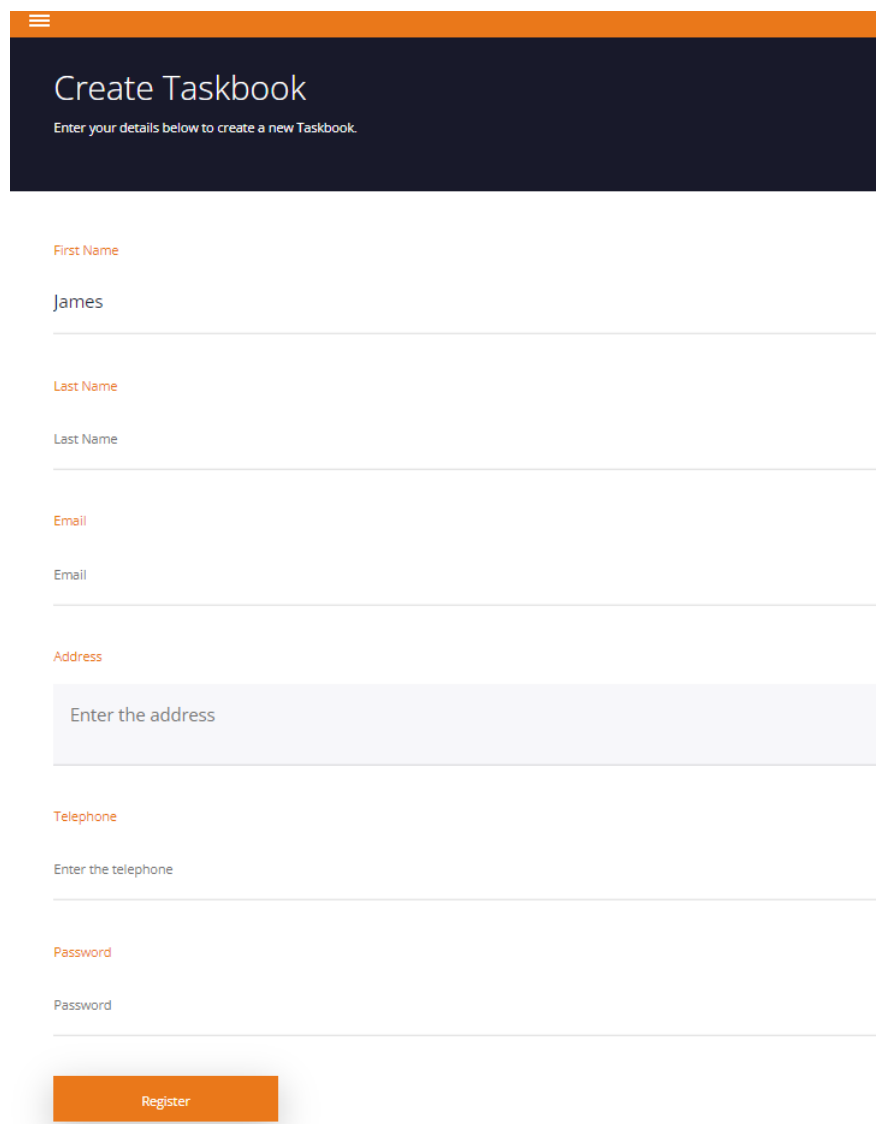


USER GUIDE

2. Enter your details to create a new Taskbook and, once completed. click on **REGISTER**

Please enter the following details:

- Your first name and last name
- The email address you will be using – this must be unique to you and not a generic company email address
- Telephone number
- Password



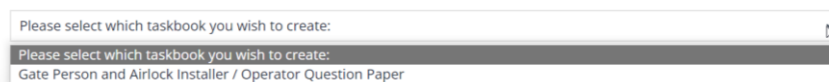
The screenshot shows a web form titled 'Create Taskbook' with the instruction 'Enter your details below to create a new Taskbook.' The form includes the following fields:

- First Name:** A text input field containing the name 'James'.
- Last Name:** An empty text input field.
- Email:** An empty text input field.
- Address:** A larger text input area with the placeholder text 'Enter the address'.
- Telephone:** An empty text input field.
- Password:** An empty text input field.

At the bottom of the form is an orange button labeled 'Register'.

USER GUIDE

3. Select the **Gate Person and Airlock Installer / Operator Question Paper** taskbook from the drop down and click on **Continue**



Setting up the course

4. You will then be taken to the screen below – click on **Continue**

Gate Person and Airlock Installer / Operator Question Paper (revision) ▼

To submit this taskbook for assessment you must complete a total of:
1 mandatory module.
All competencies must be complete before you can submit your taskbook for assessment.

Below are the mandatory modules for this Taskbook

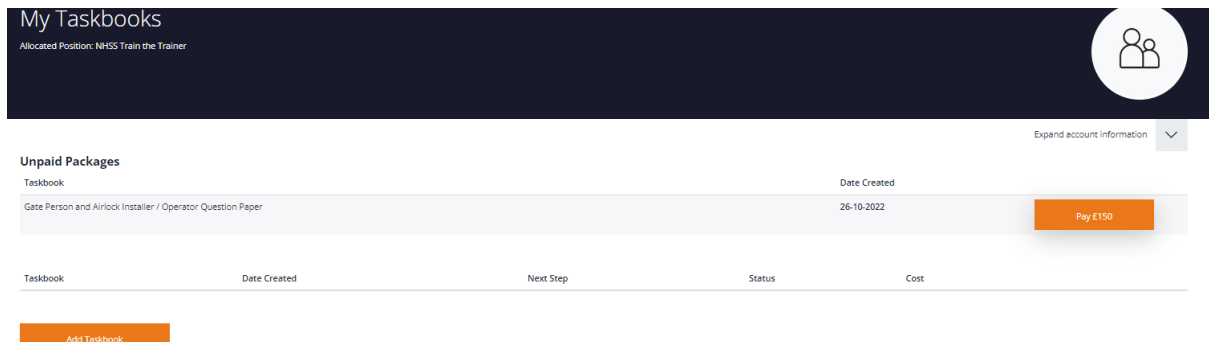
Mandatory

Gate Person and Airlock Installer / Operator

There are currently no optional modules for Gate Person and Airlock Installer / Operator Question Paper.

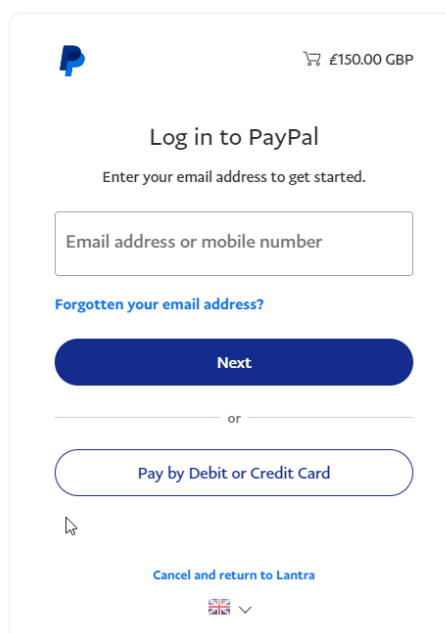
Continue

5. Make a Payment – click on **Pay £150**



The screenshot shows the 'My Taskbooks' section of a web application. At the top, it says 'Allocated Position: NHSS Train the Trainer'. Below this, there's a table titled 'Unpaid Packages'. The table has columns for 'Taskbook', 'Date Created', and 'Cost'. One package is listed: 'Gate Person and Airlock Installer / Operator Question Paper' with a date of '26-10-2022' and a cost of '£150'. A blue button labeled 'Pay £150' is next to the package. Below the table, there's an 'Add Taskbook' button.

Note: You do not need a PayPal account just select the Pay by Debit or Credit Card option. PayPal will add VAT on to the cost at the current rate

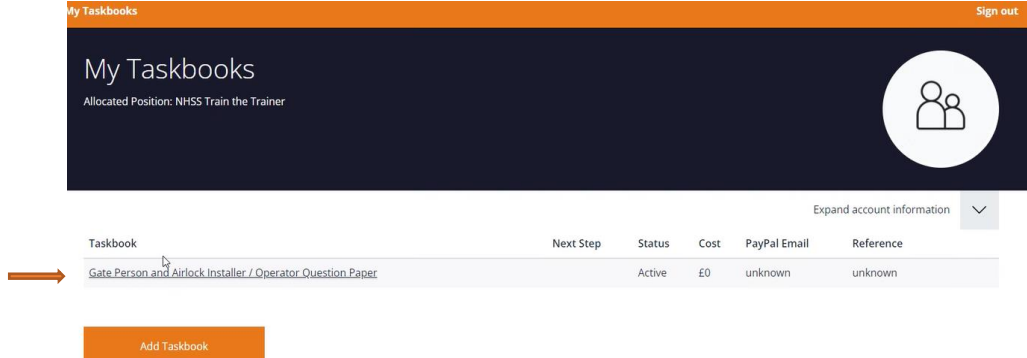


The screenshot shows the PayPal login and payment options screen. At the top, there's a PayPal logo and a shopping cart icon with '£150.00 GBP'. Below this, it says 'Log in to PayPal' and 'Enter your email address to get started.' There's a text input field for 'Email address or mobile number'. Below the field, there's a link 'Forgotten your email address?'. A blue button labeled 'Next' is below the link. Below the 'Next' button, there's a horizontal line with 'or' in the center. Below the line, there's a button labeled 'Pay by Debit or Credit Card'. At the bottom, there's a link 'Cancel and return to Lantra' and a small UK flag icon.

Complete the fields requested to make a Payment. You will receive an email confirmation of payment from PayPal

USER GUIDE

6. Click on the **Taskbook Gate Person and Airlock Installer / Operator Question paper** link (not the Add Taskbook)



My Taskbooks

Allocated Position: NHSS Train the Trainer

Sign out

Taskbook	Next Step	Status	Cost	PayPal Email	Reference
Gate Person and Airlock Installer / Operator Question Paper		Active	£0	unknown	unknown

Expand account information

Add Taskbook

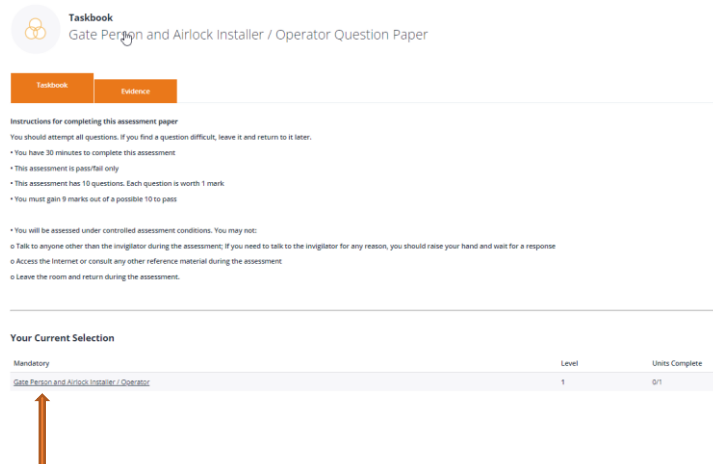
*Note: Once you have successfully registered you can sign out at any time before taking the assessment paper and **Log In** in using your **email address** and password to resume. If you forget your password please use the Forgotten password? link on the home page.*

On the LHS side of the screen you can find side headings and by selecting you will see

My Taskbook	your assigned taskbooks
My Profile	your details
Result History	your results
Information Pages	additional information regarding this course

7. Please take time to read the instructions for completing the course.

Note: There is no time limit for you to watch the videos.



Taskbook

Gate Person and Airlock Installer / Operator Question Paper

Taskbook Evidence

Instructions for completing this assessment paper

You should attempt all questions. If you find a question difficult, leave it and return to it later.

- You have 30 minutes to complete this assessment
- This assessment is pass/fail only
- This assessment has 10 questions. Each question is worth 1 mark
- You must gain 8 marks out of a possible 10 to pass

You will be assessed under controlled assessment conditions. You may not:

- o Talk to anyone other than the invigilator during the assessment; if you need to talk to the invigilator for any reason, you should raise your hand and wait for a response
- o Access the Internet or consult any other reference material during the assessment
- o Leave the room and return during the assessment.


Your Current Selection

Mandatory	Level	Units Complete
Gate Person and Airlock Installer / Operator	1	0/1

8. Click on **Gate Person and Airlock installer/Operator** (under Your Current Selection at bottom of the above page)

USER GUIDE


9. Click on the green + (add new result)

 **Taskbook**
Gate Person and Airlock Installer / Operator Question Paper
[« back to Taskbook](#)

Gate Person and Airlock Installer / Operator

Gate Person and Airlock Installer / Operator

Unit title	Start Date	Result Endorsed	Assessment Date	Assessment Score	Remaining Attempts
Gate Person and Airlock Installer / Operator	-	No	-	1	1

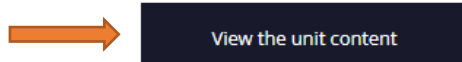
Add new result 

Taking the course

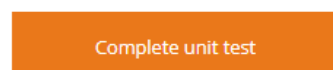
10. Click on the **View unit content** to view the videos prior to taking the unit test

This is an assessment unit

Click the button below to view the unit content.
(Opens in a new browser tab)



Click 'Complete unit test' to take the test and complete the Unit.
(Questions will appear below)



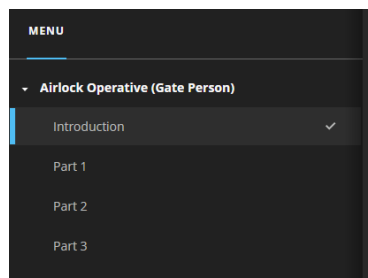
Note: This will open an additional Tab on your browser – **do not** close any opened tabs.



USER GUIDE

11. The Introduction video will be displayed – click on to play

*Note: Once you have started the introduction video the remaining videos are displayed in the side bar of the screen. Once you have watched a video click on the next video. You must watch all 4 videos. You may start, stop and replay each video as many times as you like or sign out at any time before taking the assessment paper and **Log In** in using your email address and password to resume - you will need to click on My Taskbooks and navigate from step 6 to return to screen you want.*



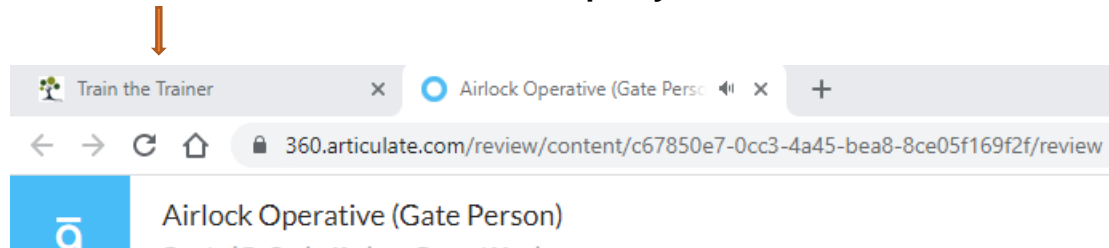
Video	Approximate duration
Introduction	6 mins
Part 1	17 mins
Part 2	10 mins
Part 3	12 mins

USER GUIDE

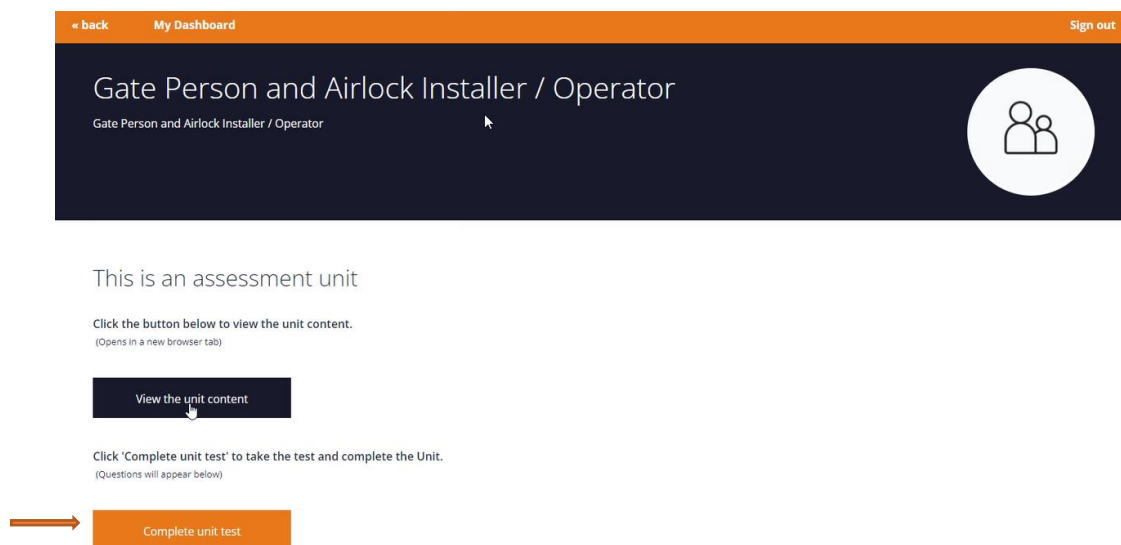
Course test – Please ensure that this is taken under exam conditions as specified in the current NHSS Provider Document

Assessment Paper (end of course test)

12. When you are ready to proceed to the assessment paper please click on the **Train The Trainer** tab at the top of your screen



13. Click on **Complete Unit Test**.



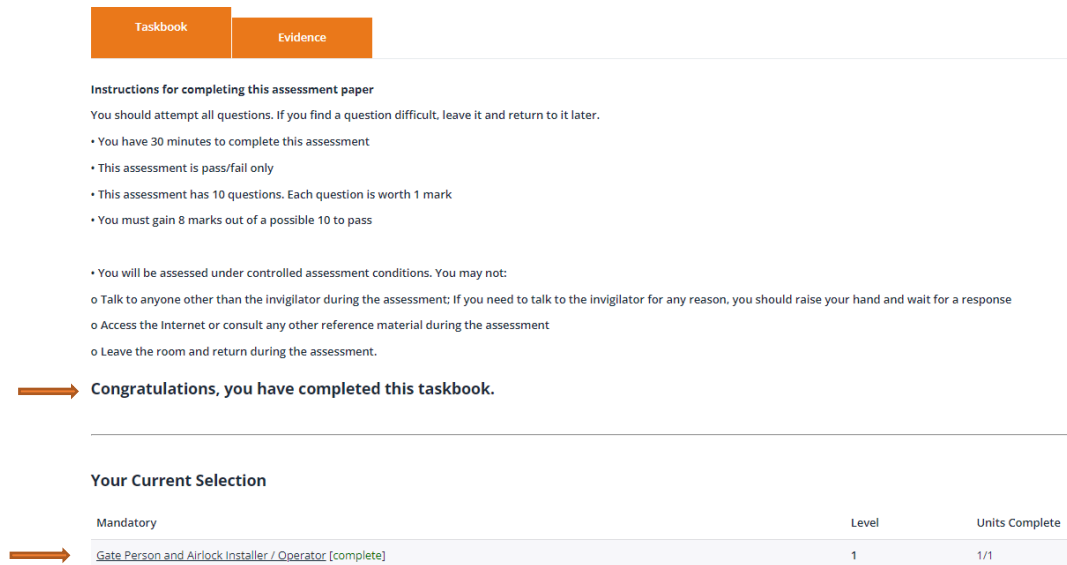
14. Complete the assessment paper by selecting the box against your answer (a blue tick should appear in the box).

To change your answer just click on the box again and then click on your preferred answer box. Please ensure only one box is ticked.

Once you have completed the assessment paper click on **Submit Answers** at the bottom of the page.

USER GUIDE

15. The following screen will show whether you have been successful



The screenshot shows a user interface with two tabs: 'Taskbook' and 'Evidence'. Below the tabs, there are instructions for completing the assessment paper, including a 30-minute time limit and a requirement to pass. A message states 'Congratulations, you have completed this taskbook.' Below this, a section titled 'Your Current Selection' displays a table with the following data:

Mandatory	Level	Units Complete
Gate Person and Airlock Installer / Operator [complete]	1	1/1

16. To view mark (and download certificate if applicable) click on the **Gate Person and Airlock / Operator [Complete]** link on previous screen

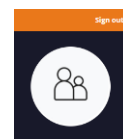
Gate Person and Airlock Installer / Operator

Unit title	Start Date	Result Endorsed	Assessment Date	Assessment Score	Remaining Attempts
Gate Person and Airlock Installer / Operator	-	No	06-10-2022	90% (Pass)	0

17. To view your certificate click on the icon and download it to your computer.

Note: A confirmation email will be sent to you confirming pass/fail

18. Sign out by clicking on Sign out at the top of the page



Please remember to send a copy of your certificate, along with a completed Form 02 from your Provider, to nhss-highways@lantra.co.uk for the next stage of your approval.

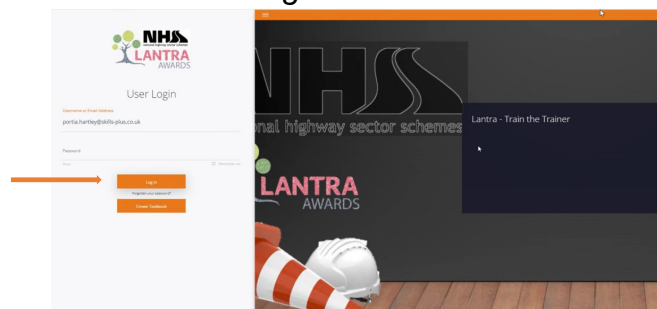
USER GUIDE

Resit of test

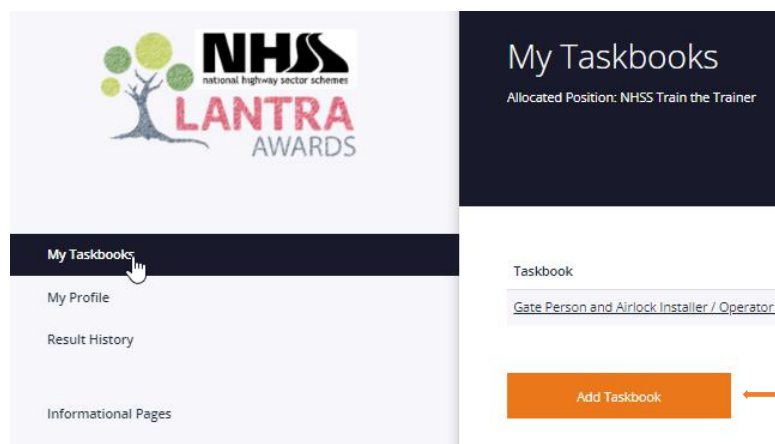
You can re-take the course and assessment paper in the case of an unsuccessful attempt. This however will incur an additional fee

19. Login into your account at <https://trainthetrainer.skills-plus.net/public> using your previously registered email address and password

Note: Use the Forgotten Password if necessary



20. Go to **My Taskbooks** and click on **Add Taskbook**



21. Complete the PayPal payment screen and make payment
22. Proceed from step 6 of this guide – there will be 2 occurrences of the course showing – select the one most recently created

My Taskbooks			
Allocated Position: NHSS Train the Trainer			
Taskbook			
Gate Person and Airlock Installer / Operator Question Paper	13-10-2022		Active
Gate Person and Airlock Installer / Operator Question Paper	06-10-2022		Active