

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.highwaysafetyhub.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.

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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
<p><i>Recommendation</i></p> <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>	

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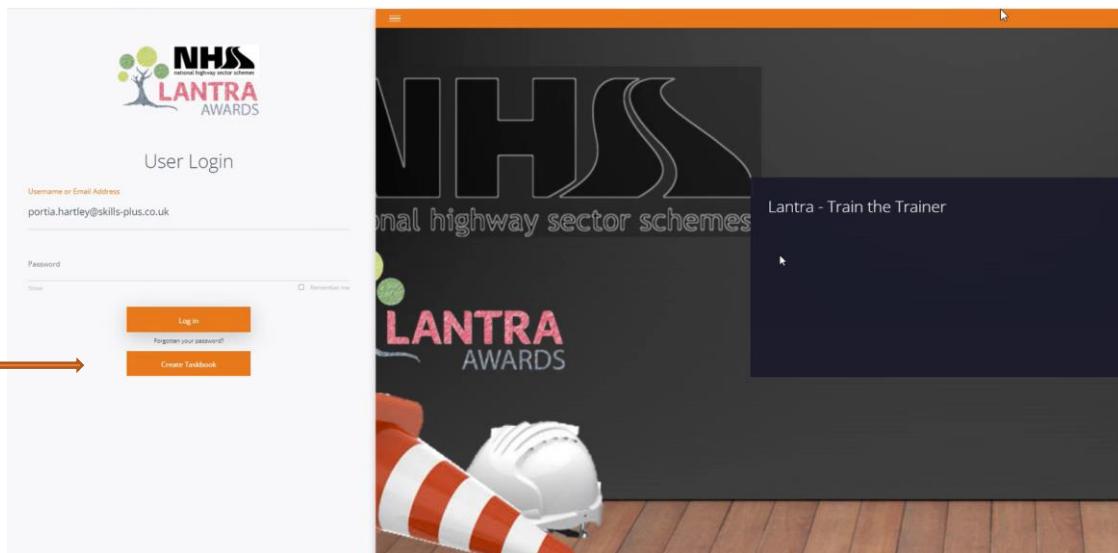
Registering to take the course

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.

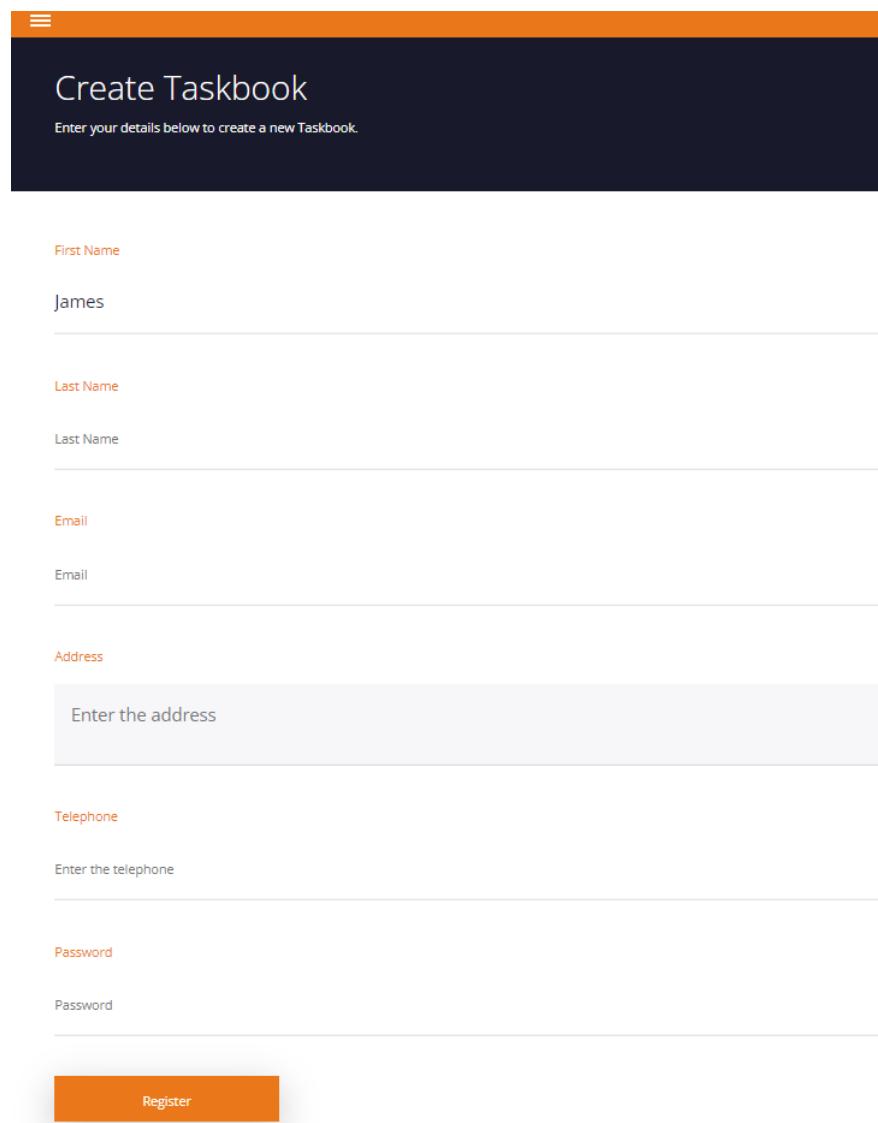


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2. Enter your details to create a new Taskbook and, once completed. click on REGISTER

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



First Name
James

Last Name
Last Name

Email
Email

Address
Enter the address

Telephone
Enter the telephone

Password
Password

Register

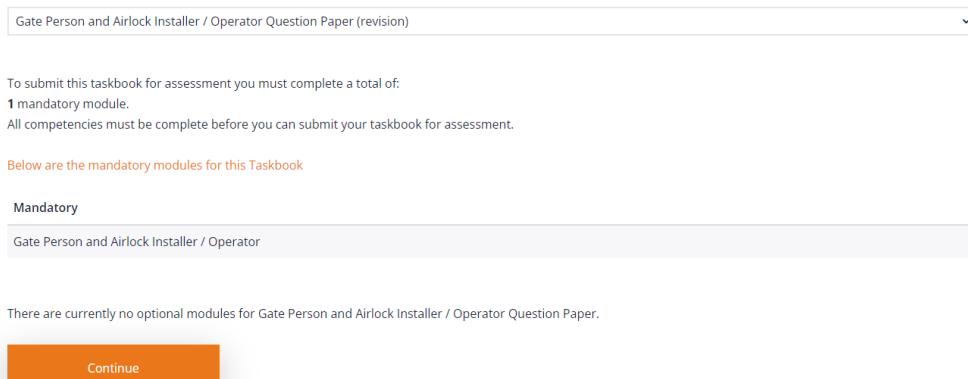
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3. Select the **Gate Person and Airlock Installer / Operator Question Paper** taskbook from the drop down and click on **Continue**



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

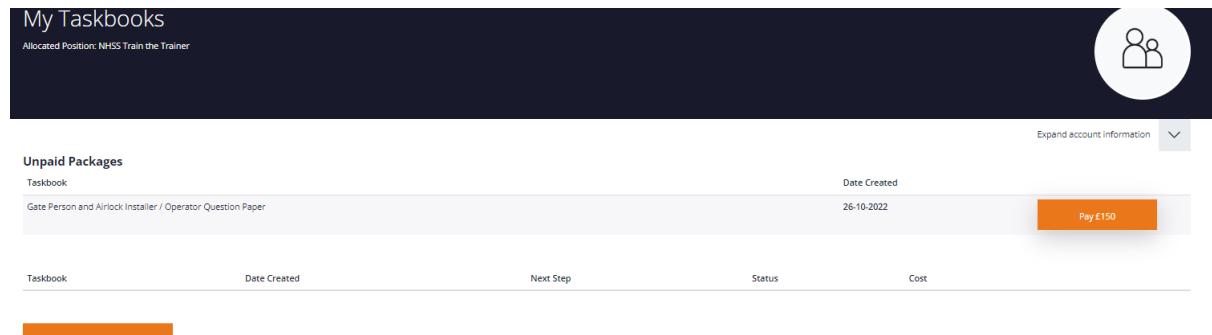
Gate Person and Airlock Installer / Operator

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

Continue

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5. Make a Payment – click on Pay £150



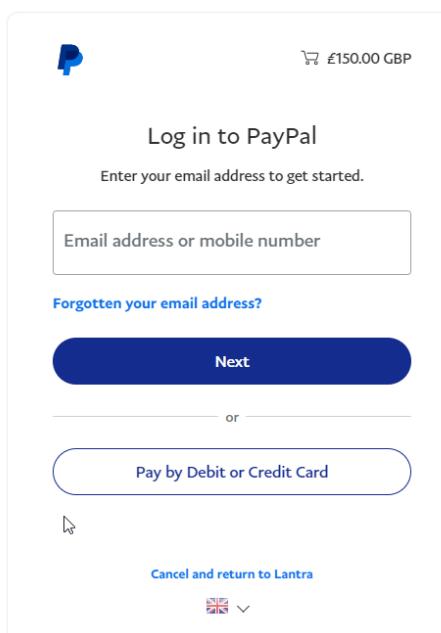
My Taskbooks
Allocated Position: NHSS Train the Trainer

Unpaid Packages

Taskbook	Date Created	Next Step	Status	Cost
Gate Person and Airlock Installer / Operator Question Paper	26-10-2022			Pay £150

Add Taskbook

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



Pay £150.00 GBP

Log in to PayPal

Enter your email address to get started.

Email address or mobile number

[Forgotten your email address?](#)

Next

or

Pay by Debit or Credit Card

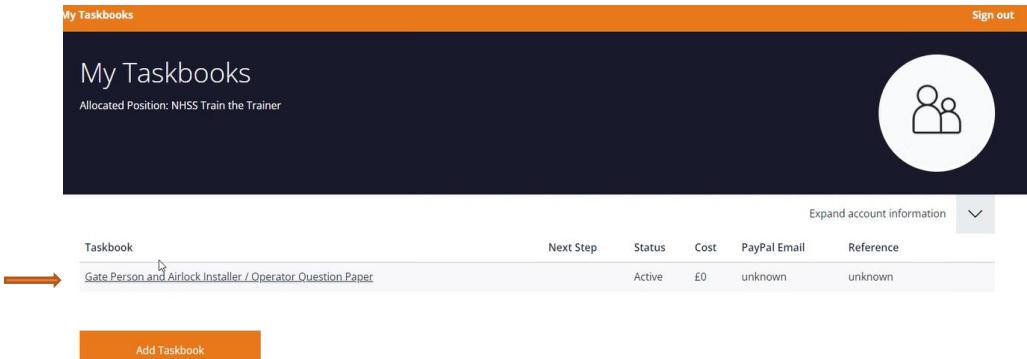
Cancel and return to Lantra

£

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

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



The screenshot shows a user interface for managing taskbooks. At the top, there's a header with 'My Taskbooks' and 'Sign out'. Below the header is a dark blue sidebar with a user icon and a 'My Taskbooks' section. The main content area shows a table of taskbooks. One taskbook is listed: 'Gate Person and Airlock Installer / Operator Question Paper'. The table includes columns for 'Taskbook' (with a link to the detail page), 'Next Step', 'Status', 'Cost', 'PayPal Email', and 'Reference'. At the bottom of the page is an 'Add Taskbook' button.

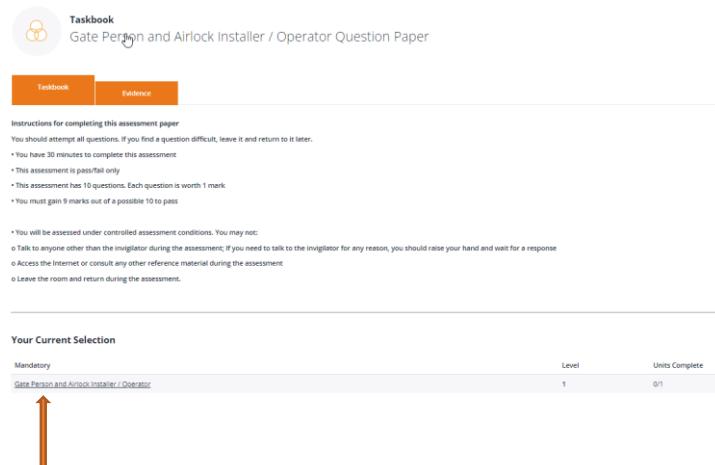
*Note: Once you have successfully registered you can sign out at any time before taking the assessment paper and **Log In** in using your **email address** and password to resume. If you forget your password please use the **Forgotten password?** link on the home page.*

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

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

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

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

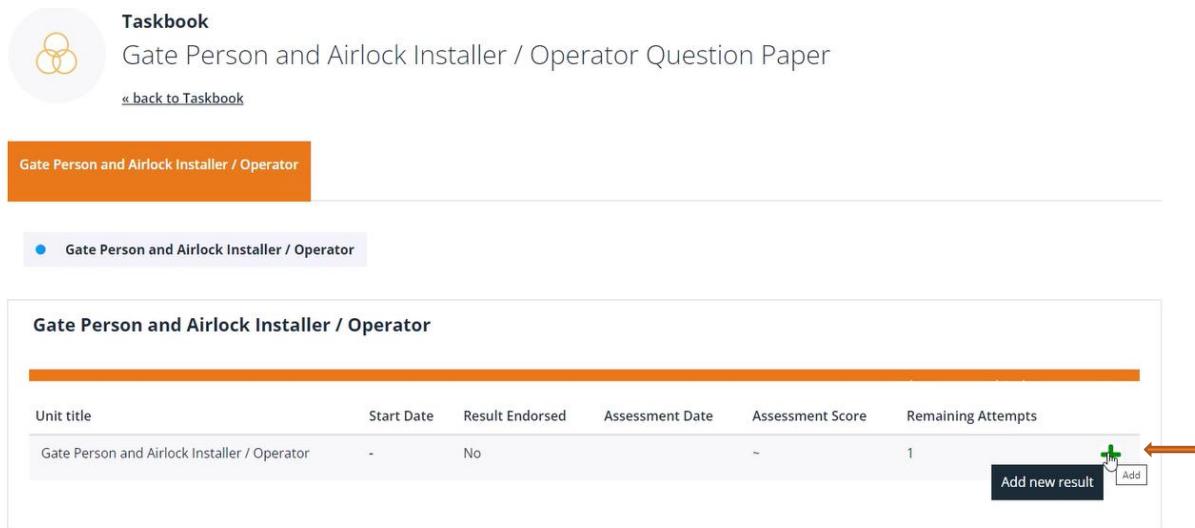


The screenshot shows a detailed view of a taskbook. At the top, there's a header with 'Taskbook' and 'Gate Person and Airlock Installer / Operator Question Paper'. Below the header is a navigation bar with 'Taskbook' and 'Evidence' buttons. The main content area contains instructions for completing the assessment paper, including details about the time limit, number of questions, and marking criteria. At the bottom, there's a section titled 'Your Current Selection' with a table showing a single item: 'Gate Person and Airlock Installer / Operator' with a level of 1 and 0/1 units complete. An orange arrow points to the 'Gate Person and Airlock Installer / Operator' link in the 'Your Current Selection' table.

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

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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	

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)

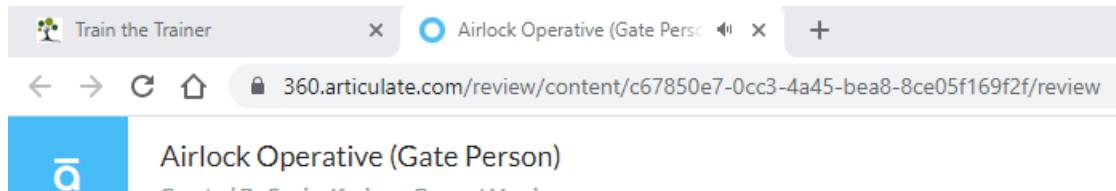


View the unit content

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

Complete unit test

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



Train the Trainer

Airlock Operative (Gate Person)

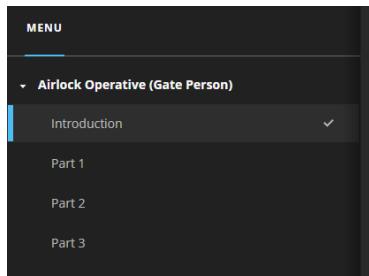
360.articulate.com/review/content/c67850e7-0cc3-4a45-bea8-8ce05f169f2f/review

Airlock Operative (Gate Person)

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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.*



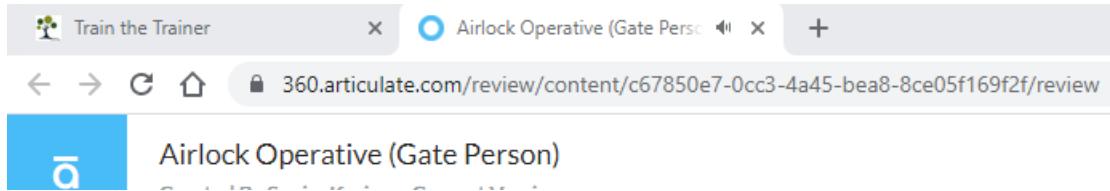
Video	Approximate duration
Introduction	6 mins
Part 1	17 mins
Part 2	10 mins
Part 3	12 mins

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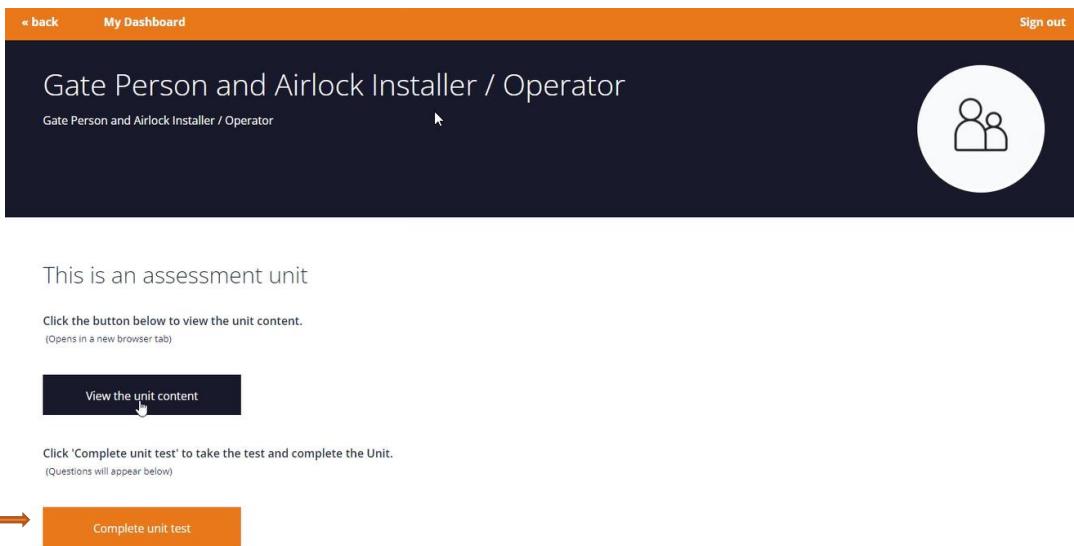
Course test – Please ensure that this is taken under exam conditions as specified in the current NHSS Provider Document

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**.



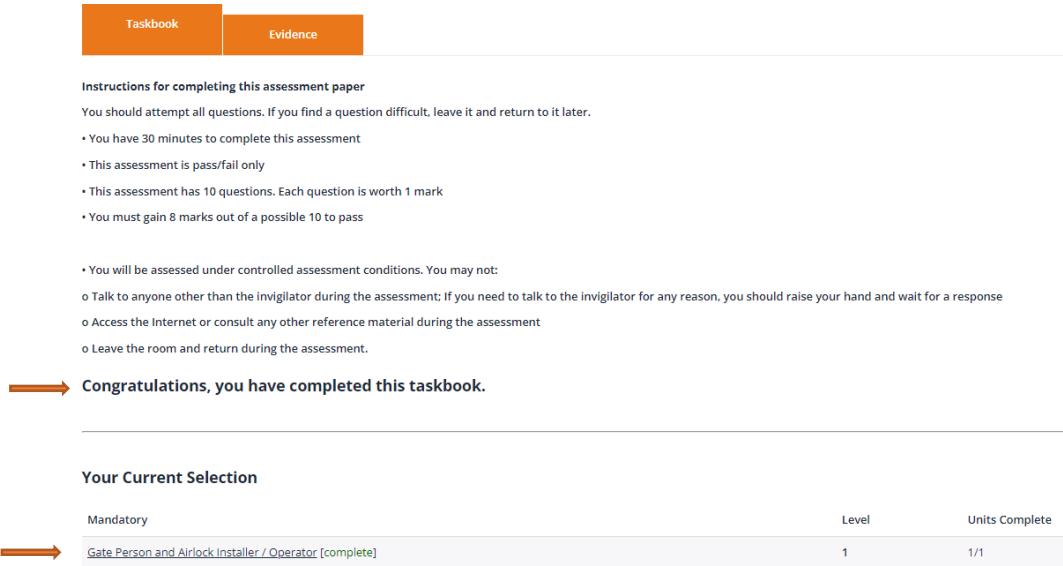
14. Complete the assessment paper by selecting the box against your answer (a blue tick should appear in the box).

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.

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



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:

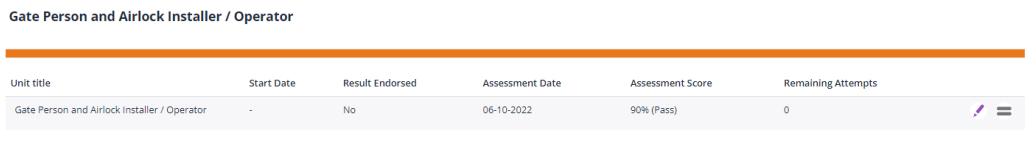
- o Talk to anyone other than the invigilator during the assessment; If you need to talk to the invigilator for any reason, you should raise your hand and wait for a response
- o Access the Internet or consult any other reference material during the assessment
- o Leave the room and return during the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

➡ Congratulations, you have completed this taskbook.

Your Current Selection

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.

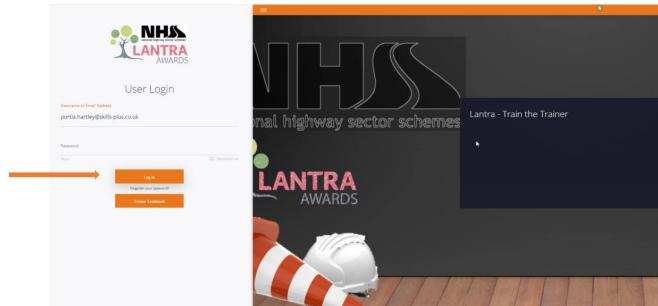
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Result of test

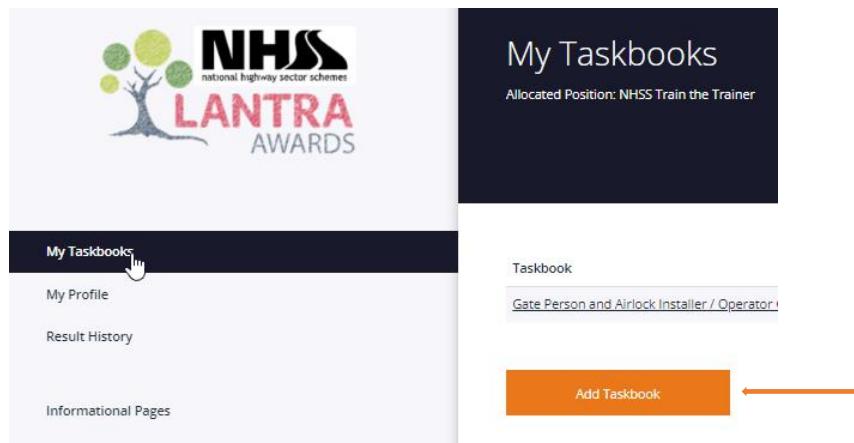
You can re-take the course and assessment paper in the case of an unsuccessful attempt. This however will incur an additional fee

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

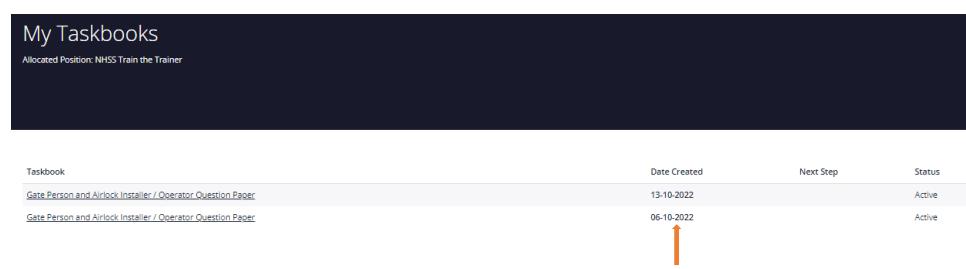


20. Go to **My Taskbooks** and click on **Add Taskbook**



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



The image shows a table of taskbooks. The first row is a header with columns: Taskbook, Date Created, Next Step, and Status. The second row shows a taskbook for 'Gate Person and Airlock Installer / Operator Question Paper' with a 'Date Created' of '13-10-2022' and a 'Status' of 'Active'. The third row shows another entry for the same taskbook with a 'Date Created' of '06-10-2022' and a 'Status' of 'Active'. An orange arrow points from the '06-10-2022' date to the right.

Taskbook	Date Created	Next Step	Status
Gate Person and Airlock Installer / Operator Question Paper	13-10-2022		Active
Gate Person and Airlock Installer / Operator Question Paper	06-10-2022		Active