

Appendix A – Example Detailed Timetables (Modules 1, 2 and 3)

Module 1 - Legislation and Codes of Practice Overview (Day 1)		
Start time 08.30 – Finish 17.00 (15 mins morning break, 30 mins lunch and 15 mins afternoon break)		
Total learning time = 7.30 hours		
Session Number and Title	Training time (Hrs)	Notes (and reference to the Test Specification)
00 – Introduction	0.30	Introduction, registration and domestics and outline of Day 1 - general introduction and admin of paperwork, appeals procedure, SWQR forms etc.
01 – Street Works Legislation and Codes of Practice overview	1.25	Overview of the legislation and associated Codes of Practices governing Street and Works in England, Wales, Scotland and Northern Ireland, High level explanation of the differences that may exist between the four home countries Overview of purpose, principles and contents of the various codes of practices and statutory documents listed within the Test Specification for Module 1 Identify the areas of HSG 47 and HSG 185 and the CDM regulations that apply to Street Works
02 – Compliance with the Safety Code (Red Book) and An Introduction to the Use of Portable Vehicular Signals	1.00	Detail the main areas of focus of the Safety Code (Red Book) and how to ensure compliance Explain the purpose, principles and content of An Introduction to the Use of Portable Vehicular Signals
03 – Overview of SROH (SROR)	1.00	Explain how a poorly constructed backfill or reinstatement can adversely affect the condition of the highway Detail the main area of focus of the SROH (SROR) and explain to ensure quality and compliance
04 - On site inspections for Permit (or Notice) Compliance	1.15	Explain the principles of permit schemes for road and Street Works activities including an overview of the principles of the document “Statutory Guidance for Highway Authority Permit Schemes – Permit Scheme Conditions (March 2015)” Explain how to undertake an inspection of ongoing works to identify if the works have a compliant Street Works permit (or notice) in place
05 – High level review of HAUC (UK) and RAUC(S)	0.50	Explain the structure of each of the 4 home countries national Highway and Utility Committees (HAUC’s) Detail the current HAUC (England and / or Wales) ,RAUC(S) and NIRAUC advice and guidance notes applicable to each of the home countries and identify where these advice and guidance notes can be found Explain the purpose of and the process for the production and governance of these national HAUC advice or guidance notes
06 – Module 1 test paper	1.00	Knowledge and understanding assessment for the unit using multiple choice test papers in exam conditions.
07 – Feedback and review	0.30	Invigilator to provide candidates with test results.

Module 2 – Auditing or Inspecting Excavation, Backfill and Reinstatement Compliance (Day 2)		
Start time 8.30 – Finish 16.45 (15 mins morning break, 30 mins lunch and 15 mins afternoon break)		
Total learning time = 7.15 hours		
Session Number and Title	Training time (Hrs)	Notes (and reference to the Test Specification)
00- Introduction	0.30	Introduction and domestics and outline of day 2
01 – Inspecting or auditing against the requirements of the Specification for the Reinstatement of Openings in Highways / Roads (SROH / SROR)	2.00	<p>Explain the contents and principles of the Code of Practice for Inspections</p> <p>Explain how to complete an accurate works inspection report</p> <p>Explain how local policies and procedures are relevant to the inspection of Street Works and also to the resolution of disputed defects</p> <p>Describe the various national HAUC dispute resolution processes</p> <p>Detail the NRSWA Accreditation requirements for Operatives and Supervisors</p> <p>Identify the areas to focus on during inspections / audits of ongoing or completed works undertaken against the SROH (SROR)</p> <p>Explain the principles of the NRSWA Guarantee Period</p> <p>Explain how to recognise and challenge working practices that are likely to result in a poor quality work and / or non-compliance with the specification (SROH / SROR)</p>
02 – Identification of commonly occurring excavation, backfill and reinstatement defects	2.00	<p>Explain the correct inspection and measurement process required for assessing a completed reinstatement in terms of compliance with the SROH / SROR</p> <p>Highlight how local policies may lead to varying interpretation and application of the SROH / SROR</p> <p>Identify reinstatement defects, both those “defects causing danger” and also those “defects not causing danger” and how to report and resolve these issues</p> <p>Explain the root cause for poor quality excavation, backfill or reinstatement working practices and how these can be improved upon</p>
03 – Investigatory Works	1.15	<p>Explain “Investigatory Works “as defined under NRSWA and the Code of Practice for Inspections</p> <p>Identify the powers available to a street authority under NRSWA and the duties and responsibilities of an undertaker under NRSWA</p> <p>Identify circumstances where investigatory works may be required and have an appreciation of the principles of testing permitted by the SROH / SROR</p> <p>Explain the principles and contents of the DfT Document “Street Works Inspections (Coring) – Statutory Guidance”</p>
04 – Module 1 test paper	1.00	Knowledge and understanding assessment for the unit using multiple choice test papers in exam conditions.
05 – Feedback and review	0.30	Invigilator to provide candidates with test results.

Module 3 – Auditing or Inspecting Signing, Lighting and Guarding Safety and Compliance (Day 3)		
Start time 8.30 – Finish 16.45 (15 mins morning break, 30 mins lunch and 15 mins afternoon break)		
Total learning time = 7.15 hours		
Session Number and Title	Training time (Hrs)	Notes (and reference to the Test Specification)
00 – Introduction	0.30	Introduction and domestics and outline of day 3
01 - Inspecting or auditing against the requirements of the Safety Code (Red Book)	2.50	<p>Explain the contents and principles of the Code of Practice for Inspections as apply to signing, lighting and guarding inspections</p> <p>Identify the safety and compliance areas to focus on during inspections / audits of signing, lighting and guarding</p> <p>Explain how to report and resolve “High Risk” or “Low Risk” site issues</p> <p>Explain how to recognise and why to challenge working practices that are likely to result in unsafe or non-compliant signing and guarding</p> <p>Identify the effective and safe way to manage pedestrians and vehicles around street works by means of site-specific risk assessments by reference to regularly occurring Street Works scenarios</p>
02 – Identification of commonly occurring signing, lighting and guarding safety and compliance issues	2.25	<p>Identify commonly occurring signing, lighting and guarding safety or compliance issues, including those which are categorised as “High Risk” or “Low Risk”</p> <p>Explain the root cause for poor quality signing and guarding working practices and how these can be improved upon</p>
03 – Module 1 test paper	1.00	Knowledge and understanding assessment for the unit using multiple choice test papers in exam conditions.
04 – Feedback and review	0.30	Invigilator to provide candidates with test results.