

HE Passport Steering Board Update: September 2019

Thank you to everyone who is supporting the working groups and have contacted us with feedback and queries. Please find below this month's update:

The membership of the six working groups was reviewed and finalised, ensuring there has rounded representation from across the delivery community.

We are developing a feedback survey for distribution to the Supply Chain for feedback on the current Highways Common Induction (HCI) and the HE Passport Scheme. The intention of the survey is to gain feedback from those who have undertaken the HCI and signed up to the HE Passport Scheme, to inform future development and improvements. The survey will also provide the Supply Chain who has not been through the process of undertaking the HCI and signing up to the HE Passport card central system the opportunity to provide feedback as to what is preventing participation in the schemes.

We are reviewing the use of the HE Passport Card to ensure that it provides the most effective solution whilst defining who needs a passport card; and the requirements of the central database ensuring the system provides the ability to visibly manage competencies at site level, data sharing and data migration between Highways England supply chain.

A number of meetings have been held to review the approach to the Highways Common Induction and possible future delivery methods, including online training; Due to the overall cost of the current face to face HCI that can only be delivered by Lantra approved training centres and trainers, it has been agreed by the HE Passport Steering Group and the Supply Chain Safety Leadership Group that we will not continue delivering the HCI in the same format. We are reviewing the different options we now have and will communicate the changes soon; we will also take this opportunity to review the content and update it where required. Please note that everyone who has completed or is planning to complete the HCI in the current format, before the updated version is issued, will retain validation for 3 years (from the date it was completed).

It has come to our attention that there are a number of dates circulating with regards to signing up to the HE Passport Scheme and HCI. We are in the process of having these dates removed from circulation, so please disregard any 'compliance' dates. We would like to take this opportunity to confirm that there are no compliance dates for participating in the schemes.

For feeding information/feedback into the working groups please contact the leads:

Highways Common Induction (HCI) → Lead: Tracey Collins (Tracey.Lucas@kier.co.uk)

Passport/Smartcards → Lead: David Foster (david.foster@carnellgroup.co.uk)

Database/Records → Lead: Liz Braithwaite (liz.brathwaite@skanska.co.uk)

Terms of Reference & Governance → Lead: Mark Bridges (mark.bridges@gallifordtry.co.uk)

Communications → Lead: Nicola Richardson (nicola.richardson@aggregate.com)

Highways England (Internal) → Lead: Angelica Acosta-Rice (angelica.rice@highwaysengland.co.uk)

It is our intention to get around the country to the various community meetings taking place each month, to enable us to engage with Highways England delivery teams and the supply chain community.

Please feel free to contact us (HEPassport@highwaysengland.co.uk) to discuss any meetings you have arranged in your communities or events that you are planning to allow us to spread the word of the HE Passport Scheme, help you with any queries and listen to your feedback.
