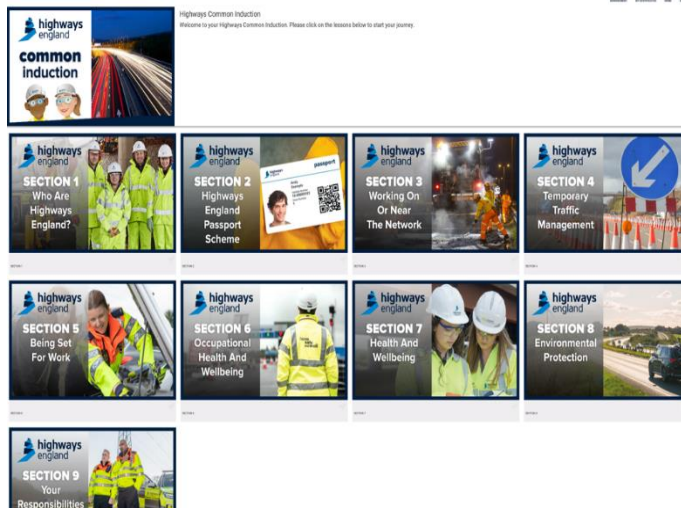# passport

Newsletter

Every week, more contractor companies are joining the Passport community, adding their workers to ensure they have the credentials they need when working on Highways projects. The take-up rate is expected to ramp up considerably over the next few months, as more projects start requiring all workers to have the HCI and Passport record and smartcard.

Since the launch of Passport under the new subscription model last October more than **140** new contractor companies (large and small) have signed up, adding thousands more workers; we now have over **24,000** worker records on Passport.
The new Highways Common Induction (HCI) launched in December and we are seeing large numbers of awards for this every day.

Don't forget, successful outcomes from the HCI are transferred automatically into the worker's Passport record, but you must have set up the worker's Passport record before booking on the HCI.

We have received excellent feedback on the HCI from those who have completed – below are just a few examples:
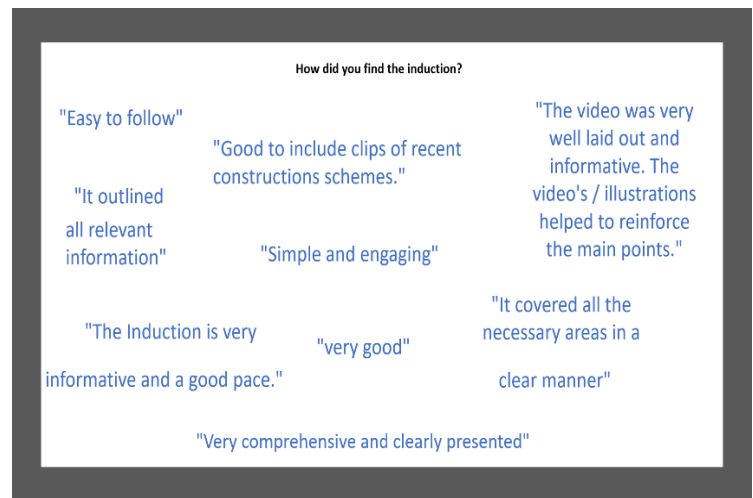
Supply Chain Safety Leadership Group - Common Intent Document
Ensuring that the workforce remains safe and competent is key to delivering all of Highways England's work.

The Supply Chain Safety Leadership Group have published a common intent document for the HE Passport scheme and the Highways Safety Hub have released an updated Raising the Bar Standard for site inductions.

[Passport Common Intent](#)
[Raising the Bar - B23 Site Inductions](#)

Deeper Dive

This is a new, regular feature of our updates. Each edition we will look at a project, user experience or story which highlights the use of Passport and benefits of implementation of

the software and the new Highways Common Induction.

The A47 Guyhirn scheme forms part of the strategic road network and connects the cities of Peterborough and Norwich. The scheme is due to commence into the construction phase of works in March 2021 and we plan to use the Highways England Passport from the start of April. We see Passport as offering many benefits; the key ones including having a consistent and common standard across the industry and providing a more efficient and productive working relationship with our supply chain, as well as helping to underpin safer sites.

Passport offers us the ability to access worker records prior to attending site as well as awarding project-based competencies, which are immediately logged on their passport. This is a real step-change in the way that we normally operate. The new Highways Common Induction eliminates the common elements that occur in almost all generic site inductions, so these won't need to be repeated - even better all successful outcomes are passed automatically from the HCI system straight into passport (and then visible on the worker's card). This saves us a lot of time (and money),

as it allows the project to focus on the site specifics important to the end user and that's all.

We also look forward to using the Passport app to swipe workers in and out of projects, which will have a beneficial impact on our fatigue management straightaway.

"The Passport provides an innovative competency management system for the highways sector bringing the industry closer together and will provide consistency across the board. We have also had great support from Mitie and Reference Point to make sure we have everything we need, and I am excited to be adopting the passport and working with the team to see how we can unlock its potential and further develop the system for our specific

needs" **Neil Scullion, Galliford Try Regional H&S Manager**

What's Coming Soon
There will be an exciting new upgrade to Passport deployed later in the Spring.
We will circulate more details about new functionality in the next newsletter, but two big headlines are worth flagging up now.
Tanya Morris, Business Development Director at Reference Point, providers of the Passport technology, wrote:

Messaging is our powerful answer to the communication challenge many of our
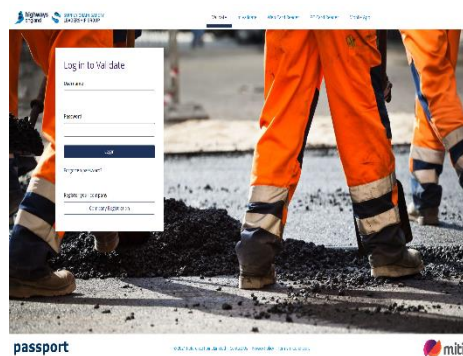
customers face, namely, 'how can an organisation directly communicate with their workers when their workforce is distributed across multiple sites and sourced from a complex supply chain?' Passport's integrated Messaging module will enable you to overcome this perennial frustration and it transforms the ways in which Highways England and the principal contractors will be able to communicate with the workforce.
It works by sending messages to workers' smartphones - whether directly employed or simply within your supply chain - via our Vircarda high-security e-card wallet. This allows you to message directly with the individuals that make up your workforce, whether all your workers or a targeted group. Messages can be created and sent in a matter of minutes, you simply need to write your message - including any links, images, buttons or downloads - select your audience, then send or schedule the message. Of course, being part of Validate, this state-of-the-art functionality is coupled with full audit, enabling you to track and report on engagement and audience penetration. The safety benefits are enormous, for the first time, you can target key messages and be certain of who has received them and registered their contents.

Approved User Roles for Messaging: Highways England (Entity) and Principal Contractor Employer Administrators.

NFC for iOS
Many of you will know that we have provided Near Field Comms (NFC) within our Android version of the Passport app since the get-go. For a long time, the technology was not available on the iOS platform, but we are delighted that this is no longer the case. This means that you can read workers' card using NFC on either app. This is especially useful when needing to check cards where there are no comms, as NFC reads the card chip directly and does not need any internet connectivity.

Over the coming weeks we will be providing more information on the upgrade together with our partner Mitie (including online presentations of new features) so please check out these newsletters.

"Mitie's Questions of the month"

How can I check to see if my operatives have attended the HCI or Highways Common Induction course in the past?

Answer:
The quickest way is directly from the main dashboard as an employer admin user.

If you are checking for one specific individual:
Go to the main dashboard and select "search for my people". Input your operative's details into the search boxes (e.g. surname). Once the record has been found, select edit and proceed to open the profile.

Click on the "National Competence" tab in the worker record.
If your employee has completed the HCI course you will see the induction showing here. This will also include the expiry date.

If you are looking to generate a list of all workers within your company who have attended the HCI or Highways Common induction course.
Go to the main dashboard and select "search for my people". In the competence search box, select the HCI option and hit search. This will generate a full list of your workforce who have the induction showing on the profile.

Finally, if you want to share this information with colleagues or save the outcome for later you can generate a report. Click on the Reports tab and select "Create Report".
Check the People and National Competences items in the Report Tables selection. Click Continue. Decide what columns you want for the People (e.g. First Name, Surname and Validate Number). In the National Competencies columns selection, select at least the Competency name and Individual Expiry date. Click Continue.
In the Report filters screen, click on the 3 dots beside the National Competency filter and select HCI. Click Continue.
The results will be shown, which are exportable.

How to sign People up to HCI

There are two ways of signing up and completing the new Highways England Common Induction Course. Full guidance for employers can be found [here](#).