

## TRAINING COURSES AVAILABLE FOR THE SCOTTISH ROAD WORKS REGISTER

### NEW USER TRAINING – ROADS AUTHORITY

This course is intended to give a new member of staff an introduction into the use of the Scottish Road Works Register. It covers all areas such as raising notices, recording inspection results, reviewing proposed works from a co-ordination viewpoint, recording comments against works received, requesting plant information and general system usage.

### NEW USER TRAINING – UTILITY

This course is intended to give a new member of staff an introduction into the use of the Scottish Road Works Register. It is similar to the New User Roads Authority course, but concentrates on areas used by Utilities, such as raising notices, ensuring that the correct noticing life-cycle is followed, reviewing received inspection results, recording comments against works received, requesting plant information and general system usage.

### PERMITS/CONSENTS MODULE WORKSHOP

This is a new course. It is intended to provide an understanding of how to use the Licences module for all requirements, including Skip/Scaffolding permits, Works Under Licence, Parades, other Non-works Disruptions, and Diversion routes. The course explains the automated interface with the SRWR, and highlights ways of fulfilling SRWR objectives with the potential of large savings in administrative effort.

### SPECIALISED ADMINISTRATOR WORKSHOP

This is also a new course, for users with Administrator authorisation levels. It will focus on two main areas;

- how to make best use of the latest facilities for FPNs and Inspections, including charging; and
- guidance on producing ad-hoc information reports from the SRWR.

The first of these covers how the SRWR can provide additional services and significantly reduce administrative overheads in some areas. The second will not only explain the full extent of the standard reports that are available, but will show how data extraction facilities combined with local office systems can meet sophisticated ad-hoc information requirements.

Also available, but not booked unless interest is shown in advance are;

### DETAILED NOTICING COURSE

The course will take the form of a workshop, which will concentrate on the noticing requirements of the Scottish Road Works Coordination Code of Practice and how they are put into practice in Symology's Insight implementation of the Scottish Road Works Register. This course is suitable for both Roads Authority and Statutory Undertaker users. The objectives of the course are;

- to explain the noticing rules & procedures for different types of works;
- understand how to update works information with subsequent notices;
- how to effectively use the integrated mapping system; and
- how to use the facilities for producing reports on notices.

### DETAILED INSPECTORS COURSE

The course will take the form of a workshop which concentrates on the procedures described in the Inspections Code of Practice, explaining how they are put into practice in Symology's Insight software of the Scottish Road Works Register. The course would be of interest to inspectors and to administrators who record inspection information on the register. The objectives of the course are;

- to explain the inspection rules and procedures in the Inspections Code of Practice;
- to explain how inspections are queued, recorded, and notified in the SRWR;
- how to create inspector's patches (areas of interest) to more effectively use SRWR enquiry screens;
- how to monitor promoter's responses to inspection failures; and
- how the SRWR can be used to produce reports on charges for inspections done.

### FIXED PENALTY NOTICING COURSE

This course will introduce delegates to the rules and procedures regarding fixed penalty noticing and implementation within the SRWR system. The workshop is applicable for users who have previously attended the introductory course and require specific instruction on the operation of Fixed Penalty Notices. The session will include delegates from both Roads Authorities and Utility organisations. Please note the prerequisites of attending an introductory course first, which is essential for delegates to derive maximum benefit from the training.

The above courses are booked based on demand. For more information or to express interest in a place on one of the above courses please contact Iain Ross from the Scottish Road Works Commissioner's office by email to [iain.ross@swc.gsi.gov.uk](mailto:iain.ross@swc.gsi.gov.uk) or by telephone on 0131 244 9935.