

EBSR Training Course Outline – ‘Introduction to EBSR’

The purpose of this course is to support users in becoming competent in their use of EBSR processes and systems. As a prerequisite, users will understand the business processes of paper-based registrations in their organisation, and ideally will have attended an EBSR awareness-raising day.

Course Overview – Introduction to EBSR

Part 1: Training Event Preparation

Objective: To familiarize users with the electronic bus service registration process and the benefits of the electronic transfer of bus data.

Method: Send all users a copy of the *EBSR Brochure* and the relevant *Guide* (Operator or LA) a week in advance of the training day. Discuss over the phone to confirm understanding and readiness to attend the course.

Part 2: Training Workshop: ‘Introduction to EBSR and TXC’

Objectives: To enable users to understand the end-to-end EBSR process, including the roles of different stakeholders in the data supply chain and the particular responsibilities of their own organisation. To develop good working relationships at the local level.

Method: The training day will be delivered in four sessions:

1. Presentation on EBSR and TXC;
2. Presentation on NaPTAN;
3. Questions and Answer session, including an advanced user if possible;
4. Further EBSR resources and support overview.

Part 3: Software Training: ‘TXC Publisher and Data Management Tools’

Objective: To enable users to use software tools appropriate to their EBSR job role.

Method: Liaise with users to ensure that they arrange and receive training on:

1. Presentation on TransXChange Publisher;
2. Data management tools for importing and exporting TransXChange files.

Part 4: Follow-up Appraisal

Objectives: To confirm that users have the skills and knowledge of a competent user, and to identify any users requiring further support.

Method: Liaise with users and use the EBSR Competency Matrix to confirm their skills and knowledge. Arrange further training and/or support for users if appropriate.

Resource Overview – Introduction to EBSR

Part 1: Training Event Preparation

Training Materials: *EBSR Brochure, Operator or LA Guide.*

Part 2: Training Workshop: 'Introduction to EBSR and EDT'

Training Materials: *Introduction to EBSR and TXC and EBSR, NaPTAN and NPTG presentations.*

People: Trainer + technical support + advanced EBSR user

Facilities: Training Room, PC running EBSR software, internet connection

Part 3: Software Training: 'TXC Publisher and Data Management Tools'

Training Materials: *Introduction to TXC Publisher* presentation and other manuals to be supplied by trainer according to software product.

People: Software trainer

Facilities: Virtual or real classroom, PC with browser and internet access per user

Part 4: Follow-up Appraisal

Training Materials: *EBSR Training Event Evaluation Form*