

# Booking the Online Highways Common Induction from Power Plus

Many Passport employer administrators have been asking about booking the new online induction and the order in which activities happen, so here's a simple guide for you.

## Steps between Highways Passport and Power Plus HCI Induction

### Step 1

Ensure the worker has a record on Highways Passport and that the worker completing their induction is aware of their Passport number (the Power Plus portal will verify the worker against Passport before the Induction can be done). The Passport system is accessed at: <https://he.validate.mitie.com/> As an employer admin, login as usual and verify the worker has a record or add the worker to Passport.

### Step 2

Pay for the worker's induction (this can be completed by choosing to set up as an administrator on <http://highwaysengland.powerplusportal.com/>. There are videos to guide you throughout the process, although if you need help with an invoice you can call them direct).

### Step 3

When ready to do the online induction, the worker accesses the portal at <https://highwaysengland.powerplusportal.com> and provides their name, date of birth and Highways Passport card number (which are verified on Passport).

The worker will then be asked for a code that matches up with the tokens you bought previously for your company (this will be in your emails on your receipt).

### Step 4

The worker starts the induction. Upon clicking to view and watch the course, the tokens will be taken. Should the worker fail a section, they may simply retake the test or watch the videos again. Once the induction has been successfully completed, Passport is automatically notified by the Power Plus system. The worker's HCI achievement is logged in Passport, so the HCI is now visible (and accessible when the worker's card is checked on site).

**For more details and answers to FAQs, please read on.**

## FAQs

### As a company I don't have access to Passport, what do I do?

You need to register your company. Go to the website (<https://he.validate.mitie.com/>), click on the Company Registration button. Complete and submit the online form. Mitie will then be in contact with you, after which you will be provided with Employer Admin access to Passport.

### Can a worker book on HCI without a Passport record?

No

### Do I have to pay for the worker's Passport subscription before they have achieved HCI?

Payment of the worker subscription when the worker record is first created is strongly recommended. Until the worker's Passport subscription has been paid, the worker's record is not fully available to you as the employer and no credentials can be checked on site. Therefore, it is recommended to pay the worker's first year Passport subscription when first creating the record and then arrange for the worker to complete the HCI (Highways England Common Induction). This means when the worker's HCI achievement is notified into Passport automatically the worker record is already fully active and their credentials can be checked straightaway including at site level.

### What are the costs?

The annual subscription on Passport is £29 +VAT.

The HCI costs £14 +VAT (and is valid for 3 years).

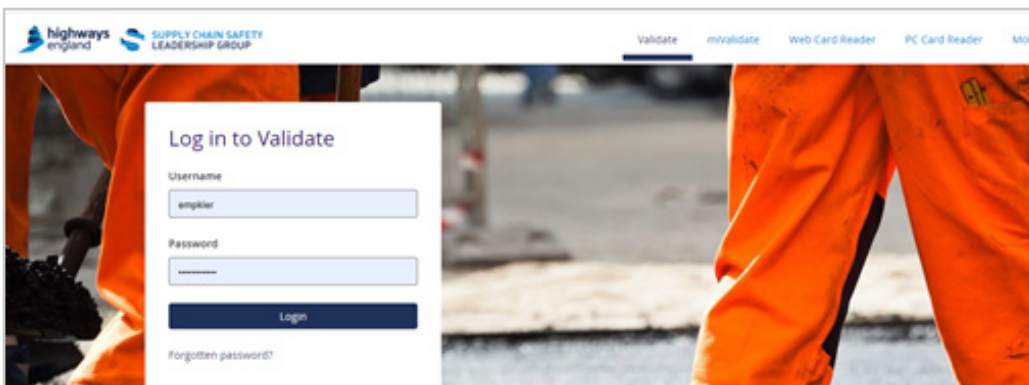
### As an Employer Admin booking these inductions, do I also need a Passport record and number?

The employer administrator who books (and pays for) worker inductions with Power Plus also needs a "worker" record on the Highways Passport itself. This is so that certain details can be verified between the two systems. However please note: as an employer administrator who does not need a Passport worker record for anything else and does not need a smartcard, the annual subscription charge can be exempted. Please contact the Mitie helpdesk to arrange this.

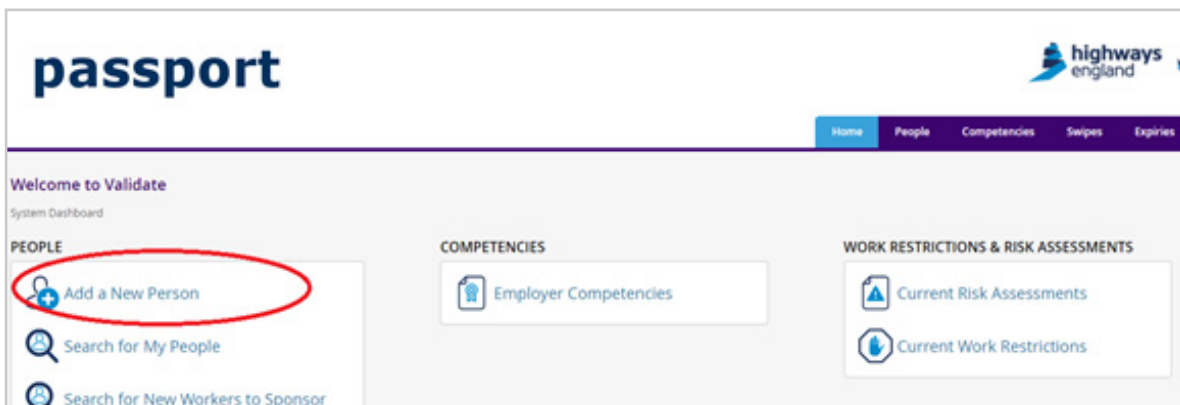
## As an Employer Administrator on Passport, how do I Add Workers so I can book them on the Power Plus Highways England Common Induction?

Note: The employer administrator who books (and pays for) worker inductions with Power Plus also needs a “worker” record on the Highways Passport itself. This is so that certain details can be verified between the two systems. However please note: as an employer administrator who does not need a Passport worker record for anything else and does not need a smartcard, the annual subscription charge can be exempted. Please contact the Mitie helpdesk to arrange this.

1. Log in using your Employer Admin username and password.



2. Click on Add a New Person link on dashboard.

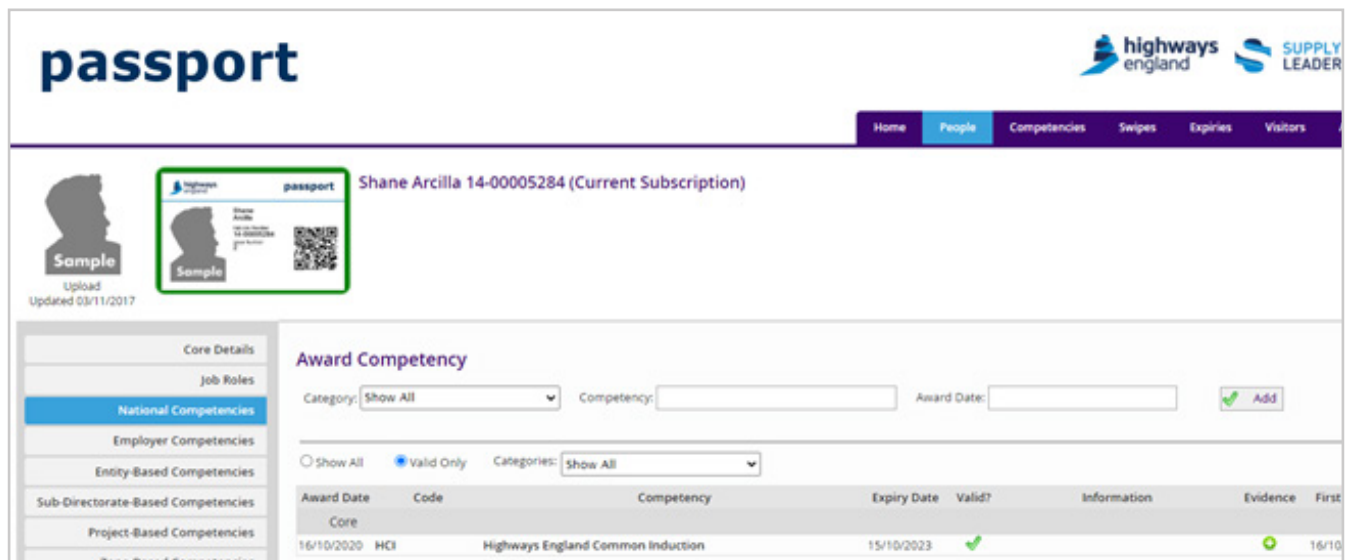


3. Enter the mandatory fields to create the worker record. It is highly recommended you pay for the annual worker subscription at this stage, for your convenience. Until the Passport subscription is paid the worker record will not be fully active and cannot be checked on site for example.

4. The Passport fields the worker must know to access the HCI induction on the Power Plus portal are:

- their unique Passport number (this starts with 14- and is followed by 8 digits e.g. 14-00589654)
- their surname
- their date of birth.

5. The worker will then access the Power Plus portal to do the induction.
6. Once the worker has achieved the induction, the Power Plus system will notify Passport automatically.
7. The achievement will then be visible in Passport and accessible whenever the worker's card is checked.



## Contacts

**Passport User Support and Guidance:** For any Passport system or service query (such as user support, guidance on how to onboard your company), please contact Mitie's Helpdesk.

**Email:** [he.validate@mitie.com](mailto:he.validate@mitie.com)

**Telephone:**

**Passport Policy:**

**Email:** [HEPassport@highwaysengland.co.uk](mailto:HEPassport@highwaysengland.co.uk)

**Highways England Common Induction:** To complete your Highways England Induction, please go to <https://highwaysengland.powerplusportal.com/> or call \_\_\_\_\_ for more help.

**Highways Safety Hub:** For other general information on Passport on the Highways Safety Hub, please visit: <http://www.highwaysafetyhub.com/passport-scheme>