

## **Important Info: Back to Back Refresher Course Uploads Onto NORS**

Following your feedback we have introduced a process to enable the delivery and entry of back to back refresher courses for Counterbalance and Reach and vice versa onto the NORS database

This will enable you to slightly reduce the duration of the second course as the following would not be conducted:

- ◆ Introduction
- ◆ Theory updates
- ◆ Associated knowledge exam

The suggested session times for these elements are 15 minutes, 30 minutes and 30 minutes respectively so you should be able to reduce the second course by a total of 1 hour and 15 minutes.

These reductions will not be affected by the course ratio as they are all group sessions so the 1 hour 15 minutes will apply to 3:1:1, 2:1:1 and 1:1:1 refresher courses.

**When uploading back to back refresher courses to NORS please enter all required course information as usual and then enter in the extranet notes towards the bottom of the page “Back to Back Refresher”. Entering this note will ensure the NORS Team have sufficient information in order to process the registration without contacting you with a registration query.**

The second course must be completed within one calendar month of the first being passed otherwise these reductions will not be applied and a full refresher course duration will be required.

**If you have any questions please do not hesitate to contact the NORS Team via email or call on +44(0)1952 520200 (option 2).**