The purpose of this course is to support local authority managers in understanding how the introduction of EBSR will affect their organisation's role in processing bus service registrations and in handling PTI/RTI systems data.

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 – EBSR for Managers

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 *LA Guide* 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: 'Managing the Transition to EBSR'

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 managing the transition to electronic registrations and full electronic data transfer;
3. Local software requirements for EBSR; and
4. Acting as an agent for smaller operators.

Part 3: Follow-up Appraisal

Objectives: To confirm that users have the skills and knowledge of a competent manager, 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 – EBSR for Managers

Part 1: Training Event Preparation

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

Part 2: Training Workshop: 'Managing the Transition to EBSR'

Training Materials: *Introduction to EBSR and TXC* and *Managing the Transition to EBSR* presentation

People: Trainer + technical support + competent EBSR user

Facilities: Training Room, PC running TXC Publisher, internet connection

Part 3: Follow-up Appraisal

Training Materials: *EBSR Training Event Evaluation Form*