

Contents

Document Control.....	1
Why	2
High Level CPD Requirements	2
Content of CPD Activity	2
Categories, Caps & Evidence?	4
Further Information	6

Document Control

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Why

As a rail trainer and/or assessor, CPD has been a mandatory requirement since June 2013 on the NSAR Skills Backbone. There are still significant difficulties observed by NSAR in trainers/assessors understanding what CPD is, how to record it and submit it within mandated timescales.

This guidance note is designed to increase information to ensure trainers/assessors understand CPD requirements as a member of NSAR.

High Level CPD Requirements

The requirements:

- A **minimum** of 30 hours CPD per annum must be undertaken by all trainers and assessors in order to comply with best practice.
- The portfolio must be balanced covering a range of activities (see categories below). This is to be a blend of developing training/assessment skills and technical skills.
- Many CPD activities can be undertaken outside normal working hours . In most cases an agreement will be made between the trainer/assessor and employer regarding the CPD events that are to be pursued.
- NSAR will monitor the CPD events recorded by all trainers/assessors to ensure that CPD is being undertaken, but it is each trainer/assessor's responsibility to comply with the requirements.
- CPD submissions must meet the requirements identified in the briefing note already on the NSAR website. .
- Where there is insufficient evidence of a robust approach to CPD by an individual NSAR retains the right to withdraw assurance until the relevant CPD is achieved.

Content of CPD Activity

Once a CPD activity is complete, it must be recorded **with supporting evidence** of the activity uploaded. All trainer/assessors registered with NSAR have access to the accreditation system, Skills Backbone, where CPD activities are to be recorded and submitted.

When recording your CPD you must consider the following four questions before making suitable entries in your CPD records:

1. What have I done? (description)
2. What have I learnt? (reflection)
3. What will I do differently? (application)
4. What will I do next? (future development)

You must identify the number of hours spent and the type of activity undertaken making sure that the activity fits the category chosen, record your answers to the above 4 questions in full and upload evidence files to support your submission.

By committing to any of the activities listed below you can achieve the minimum 30 CPD hours each year:

- Gaining new/additional qualifications through attending training courses, either within the industry (technical training) or within educational, professional or personal development (structured development).
- Updating your technical knowledge by working with new processes or systems, this may include going trackside to work with new equipment (undertaking additional duties)
- Developing new training/assessment packages
- Attending seminars/conferences in relevant subjects
- Taking on additional relevant duties or roles
- Contributing to working parties or special interest groups
- Coaching other trainer/assessors
- Attending meetings of professional bodies ie CIPD/IRSE/PWI etc.
- Reading relevant articles and professional journals the output of which are added to development plans
- Updating knowledge through Internet or other media, the output of which are added to development plans
- Reading relevant text books, the output of which are added to development plans
- Networking with other professionals in your field, the output of which are added to development plans

Categories, Caps & Evidence?

The categories that are available to trainers/assessors are in place to reflect CPD activities that are wide-ranging and detailed below - to reinforce the variety required to complete a good quality CPD portfolio the following caps apply. The maximum claimable hours for each activity is highlighted in brackets. To provide further support, examples of types of evidence that is expected is also covered for each category – these are examples only and not a definitive list:

Attending technical training courses (18)

Context: Completing initial training as a delegate to increase technical knowledge and abilities such as any Sentinel competence, Signalling equipment, specific machinery as a result of which you are competent (not trainer/assessor capability).

Example Evidence: Attendance register, email from provider confirming attendance, certificates, Sentinel records.

Attending train the trainer courses (18)

Context: Completing *specifically* train the trainer events – **not** being mentored by another trainer/assessor.

Example Evidence: Attendance register, email from provider confirming attendance, certificates, internal CMS records.

Undertaking structured development scheme (30)

Context: Undertaking professional Level 4 trainer/assessor qualifications, undertaking professional IQA development, being mentored to increase Sentinel capabilities.

Example Evidence: Attendance register, records from provider confirming attendance and/or progression, certificates, Sentinel mentoring paperwork, internal CMS records.

Developing new training packages (15)

Context: Writing/producing **new** training/assessment materials.

Example Evidence: Copy of developed material.

Attending seminars (10)

Context: Formalised Seminars/Events delivered by professional and/or rail industry bodies such as Rail Live, RDG, ISLG, NSAR etc in a related subject matter.

Example Evidence: Tickets of attendance, emails confirming attendance from organisers, certificates and a written note of the content and how it influences your behaviour in future

Undertaking additional duties (10)

Context: Updating your technical knowledge by working with new processes or systems, this may include going out trackside to work with new equipment.

Example Evidence: Site Access/Sign in records, written confirmation of attendance from the responsible company/sponsor signed by your manager, technical on site records such as possession packs showing role and attendance.

Participating in working parties (10)

Context: Contributing to work undertaken by a subject/rail related working party.

Example Evidence: Agenda's, minutes, membership lists, emails confirming work allocations within the party from company/sponsor responsible for the working party.

Coaching other trainers (10)

Context: Supporting/mentoring others to increase their technical/professional capabilities.

Example Evidence: Mentorship forms, internal CMS records, action plans.

Attending professional bodies meetings (12)

Context: Attending conferences/meetings held by related professional bodies such as CIPD/IRSE/PWI.

Example Evidence: Professional body published agenda's, minutes, membership lists, invites, attendance lists signed by your manager to declare attendance.

Reading relevant articles/professional journals (10)

Context: Reading articles or journals such as formal industry reports, professional body subscription magazines, DfT publications.

Example Evidence: Copy of publication read, action plans including output of reading to contribute to your development signed by your manager.

Updating knowledge through internet or media (6)

Context: Reading related articles, websites, non-training e-learning packages, watching video's, TV Programmes.

Example Evidence: Copy of publication read, **date, time and title** of viewing of programmes/media/video, action plans including output of reading to contribute to your development signed by your manager.

Reading relevant text books/standards (10)

Context: Reading rail/learner/training related text books/standards such as IRSE publications, PWay books and standards, OHL publications and standards.

Example Evidence: Copy of publication read, action plans including output of reading to contribute to your development signed by your manager.

Networking with professionals in the field (6)

Context: Attending formal industry networking events, working in collaboration with other trainer/assessors outside your own organisation.

Example Evidence: Agenda's, minutes, membership lists, invites, action plans including outputs of activities.

Further Information

Should further guidance support be required, seek this from your manager who will reach out to NSAR for support if required.