What

Requirements are **added** to the *RTAS Rules V1.0* detailing Assured Trainer, Assured Assessor and Verification Assurance requirements.

The requirements added are not significantly changed from Issue 2 of *NR/L2/CTM/202: Quality Assurance in Training and Assessment*.

Why

The *RTAS Rules V1.0* currently mandate that Assured Providers, Assured Trainers and Assured Assessors must maintain compliance with *NR/L2/CTM/202: Quality Assurance in Training and Assessment*. This standard has been updated to Issue 3 and published on 7 December 2019 with a compliance date of 07 March 2020.

*NR/L2/CTM/202: Quality assurance of training and assessment organisations, Issue 3, **Clause 4, Table 2** states:*

Scope	Approval method and requirements.
Training/assessments in scope of the Sentinel Scheme	Application is reviewed by Network Rail's assurance organisation. Approval is granted if the training/assessment organisation can demonstrate they meet the criteria described in: a) The RTAS Rules; and b) Sentinel Scheme Rules.
Training/assessments <u>not</u> in scope of the Sentinel Scheme	Application is reviewed and approved by Network Rail Training. Approval is granted if the training/assessment organisation can demonstrate they meet the criteria described in NR/L2/CTM/202. *NOTE 2: The Head of Training Delivery (NR Training) may delegate approval and assurance activities as part of NR Training's approval/assurance responsibilities. This may be delegated to an assurance organisation.* This activity may be supported by the competence authority/CDG who may support in confirming the technical capability of the trainer(s), and validate the organisation have the equipment required to deliver the training/assessment. *NOTE 3: NR Training may seek the support of the competence authority/CDG in circumstances in which they are not able to confirm the technical capability of trainers(s), and/or the organisation's equipment.*

Table 2 – Approval method overview

This means that the remainder of the standard, from Clause 5 onwards is **not applicable** to Sentinel Scheme training and assessment.

This has introduced an absence of requirements for Assured Trainer, Assured Assessor and Verification Assurance in the *RTAS Rules V1.0*.

When

NR/L2/CTM/202 standard is compliant from 7th March 2020 and therefore the below must be adhered to as an addendum to the *RTAS Rules V1.0* with immediate effect.

RTAS Rules V2.0 will incorporate these requirements.

RTAS Rules V1.0 Addendum Requirements

2. Assured Trainer, Assured Assessor and Verification Assurance

2.1. Competence of Assured Trainers

2.1.1. Training competence of trainers

2.1.1.1. Trainers shall demonstrate their competence as a trainer by holding one of these qualifications:

(i) Preparing to Train in the Lifelong Learning Sector (PTTLS);

(ii) NVQ Level 3 in Training and Development;

(iii) NVQ Level 3 in Learning and Development;

(iv) NVQ Level 3 in Direct Training;

(v) CIPD Certificate in Training Practice;

(vi) City & Guilds Further and Adult Education Certificate - C&G 7301/7306;

(vii) Employment National Training Organization 'L' Units L9, L10, L11 and L13;

(viii) Training Delivery for Adult Learners, e.g. C&G 7331, Method of Instruction, European, Armed Forces or Civil Service trainer training;

(ix) The Network Rail competence 'Network Rail Facilitation of Learning – NR FoL', acquired via the Network Rail approved training course 'Train the Trainer (5 day)

2.1.1.2. Evidence that equivalent qualifications are recognised by a professional body or listed on a reputable database such as the Ofqual Register of Regulated Qualifications (https://register.ofqual.gov.uk/) is required

2.1.2. In addition, to demonstrate their competence as an assessor of competence during the training assessment, trainers shall also hold one of the assessor qualifications as specified in **2.2.1.2**

2.1.3. Any new trainer shall be required to be observed in delivery by the Assurance Organisation prior to securing approval as an Assured Trainer

2.1.4. Network Rail may mandate additional approval criteria for trainers. Any additional criteria will be detailed in Competence Standards, training materials issued by Network Rail or specified by the Assurance Organisation.

2.2. Competence of Assured Assessors

2.2.1. Assessor competence for assessors

    2.2.1.1. Assessors shall hold and maintain the occupational competence that they will assess.

    2.2.1.2. Assessors shall demonstrate their competence as an assessor by holding one of these qualifications:

        (i) NVQ Level 3 in Training and Development;

        (ii) NVQ Level 3 Award in Assessing Competence in the Work Environment (units1 and 2);

        (iii) D32: Assess Candidate Performance;

        (iv) D33: Assess Candidate Using Different Sources of Evidence;

        (v) A1 award: Assessing Candidates Using a Range of Methods;

        (vi) Assessor qualifications under TAQA, e.g. Level 3 Certificate in Assessing

        (vii) Vocational Achievement (CAVA);

        (viii) Having passed the Network Rail assessor training;

    2.2.1.3. Evidence that equivalent qualifications are recognised by a professional body or listed on a reputable database such as the Ofqual Register of Regulated Qualifications (https://register.ofqual.gov.uk/) is required.

2.2.2. Network Rail may mandate additional approval criteria for assessors. Any additional criteria will be detailed in Competence Standards, assessment materials issued by Network Rail or specified by the Assurance Organisation.

2.3. Occupational competence of Assured Trainers and Assured Assessors

2.3.1. Shall hold and maintain the competence, and any associated pre-requisites for the training they will deliver.

2.3.2. Route to capability shall be the same as the route to competence as defined in Network Rail Competence Standards

2.3.3. Shall only be approved to deliver training/assessment events where they:

    2.3.3.1. Have successfully delivered the approved training/assessment event or similar events where the learning outcomes align to those of the event to be delivered; or

    2.3.3.2. Have been responsible for the development of the approved training/assessment event; or

    2.3.3.3. Have been observed in the delivery of training as detailed in the current *RTAS Rules V1.0* **Clause 3.5** and **3.6**

2.3.4. Assured Trainers and Assured Assessors shall also:

    2.3.4.1. Maintain current knowledge of relevant Railway Group standards, Network Rail standards, procedures and training/assessment materials that are applicable to the training/assessment they will deliver; and

2.3.4.2. Maintain the practical skills required for training/assessment delivery; and

2.3.4.3. Adhere to the Assurance requirements detailed in the current *RTAS Rules V1.0* **Clauses 2.3** and **2.4**

2.4. Requirements for non-operational trainers and assessors

2.4.1. Non-operational trainers and/or assessors shall not use their competence to undertake operational activities.

2.4.2. Non-operational trainers and assessors shall maintain their occupational competence by:

2.4.2.1. Completing on-line exams annually as detailed in the current *RTAS Rules V1.0* **Clause 2.3.8**; and

2.4.2.2. Adhere to the Assurance requirements detailed in current *RTAS Rules V1.0* **Clauses 2.3** and **2.4**

2.5. Assessment Process Requirements

2.5.1. Assessors shall review evidence produced by delegates against the competence criteria to determine whether the delegate meets the specified criteria. The competence criteria are specified in the assessment materials, or if they are unavailable, the Competence Standard.

2.5.2. Organisations conducting assessments shall document and implement an assessment process that facilitates:

2.5.2.1. The delegate and assessor planning the type of evidence required and when and how it will be collected;

2.5.2.2. The delegate collecting the required evidence;

2.5.2.3. The assessor confirming the evidence is relevant, authentic, current and attributable to the delegate;

2.5.2.4. The assessor comparing the evidence against the criteria in the assessment materials and/or Competence Standard;

2.5.2.5. The assessor determining whether there is sufficient evidence to demonstrate competence or if more needs to be collected.

2.5.2.6. Assessors shall not assess their own competence.

2.6. Competence of Verifiers

2.6.1. Verifiers shall demonstrate their competence as a verifier by holding one of these qualifications:

(i) V1: Conducting Internal Quality Assurance of the Assessment Process;

(ii) D34: Internally Verify the Assessment Process;

(iii) Verifier qualifications under TAQA, e.g. Internal Quality Assurance, or External QA;

2.6.2. Verifiers shall demonstrate their knowledge and understanding of:

> (i) Assessment processes, techniques and methods;
>
> (ii) Recording requirements;
>
> (iii) The evidence requirements defined in standards;
>
> (iv) The use of assessment tools.
>
> (v) The relevant Competence Standards applicable to the training/assessment events that they are verifying; and
>
> (vi) The RTAS Rules

2.7. Verification Process Requirements

2.7.1. Verification confirms through systematic risk-based sampling the quality and consistency of assessment decisions made and practices utilised by all assessors undertaking competence assessments using Competence Standards and/or assessment materials issued by Network Rail.

2.7.2. A verifier who is also a trainer and/or assessor shall not verify their own training events and assessments.

2.7.3. Training/assessment organisations that carry out verifications shall document and implement a verification process that determines whether:

> 2.7.3.1. Assessors understand and operate in accordance with the requirements set out in the assessment process in **2.5**
>
> 2.7.3.2. Consistent assessment decisions are made by:
>
> > 2.7.3.2.1. Individual assessors, assessing different Competence Standards; and
> >
> > 2.7.3.2.2. Multiple assessors, assessing against the same Competence Standards;
>
> 2.7.3.3. Assessment practice is followed for evidence collection, relevance, authenticity and currency;
>
> 2.7.3.4. Assessment decisions are processed within any agreed timescales;
>
> 2.7.3.5. Assessors are provided with feedback when it is identified that they have not met the requirements outlined in standards, assessment materials or the assessment organisation's own procedures;
>
> 2.7.3.6. Records of assessment are maintained and complete.
>
> 2.7.3.7. Assessments are compliant with the relevant standards and the RTAS Rules

2.7.4. The verification process shall be planned to include sampling of completed assessments.

2.7.5. Organisations shall have arrangements in place to demonstrate a systematic risk-based approach to the verification of completed assessments.

2.7.6. The systematic risk-based approach to verification may be planned based on [list not exhaustive];

> (i) First Capability [new trainer/assessor]

(ii)   New Trainer/Assessor to your company

(iii)   New capability [Upskilling]

(iv)   Previous Verification Results

(v)   New capability to the industry

(vi)   Long period of time away from delivery or assessing

(vii)   Incident on site that can be linked to training/assessing

(viii) High Risk Capability [COSS+, OTP etc]

(ix)   Change in Training/Assessing material

(x)   Rule Book Changes

Action required

With immediate effect, all Assured Providers should ensure that the above requirements are already met within their Quality management systems. Where there are shortfalls, work should begin immediately to resolve them.

All Assured Providers should ensure that their training teams, Assured Trainers and Assured Assessors are briefed on the content of this Briefing Note #15 and records of that briefing retained.

Any queries regarding this briefing note should be submitted to Freshdesk in the normal way https://nsar.freshdesk.com/a/dashboard/default