



Quality Assurance:
Continuous Professional Development
Leaflet

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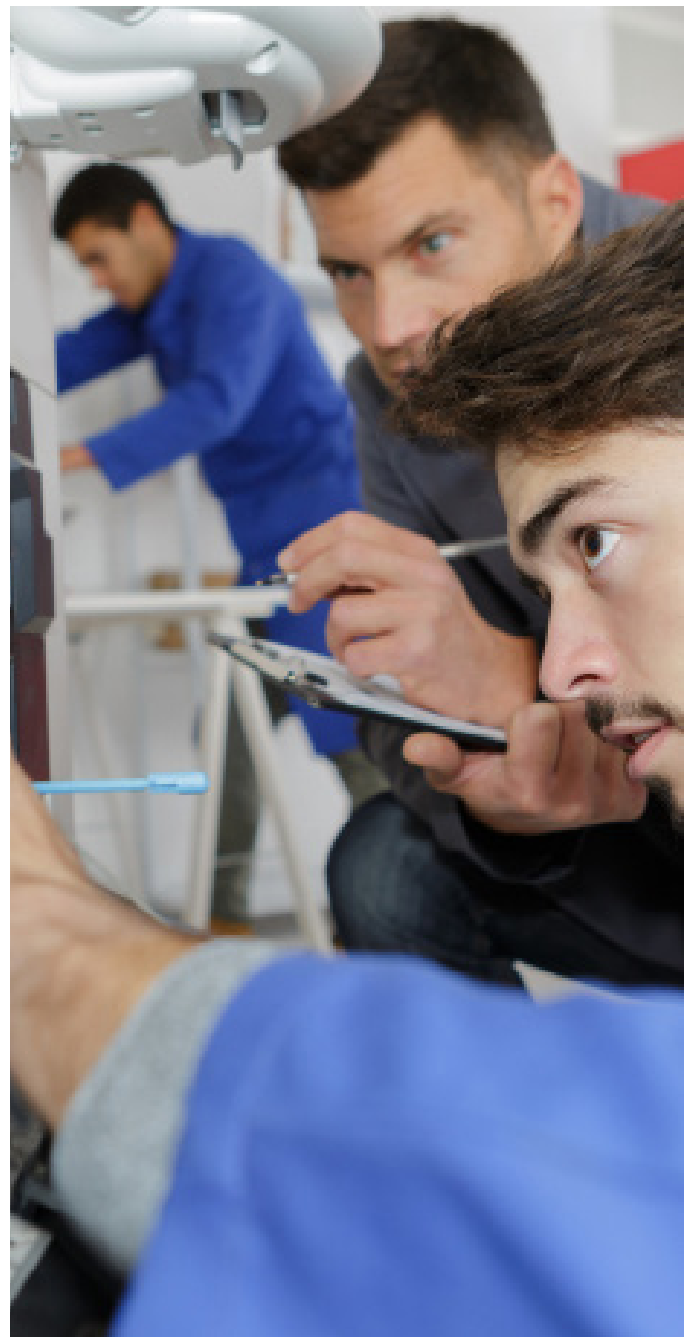
The National
Skills Academy 
RAIL

CONTINUAL PROFESSIONAL DEVELOPMENT (CPD)

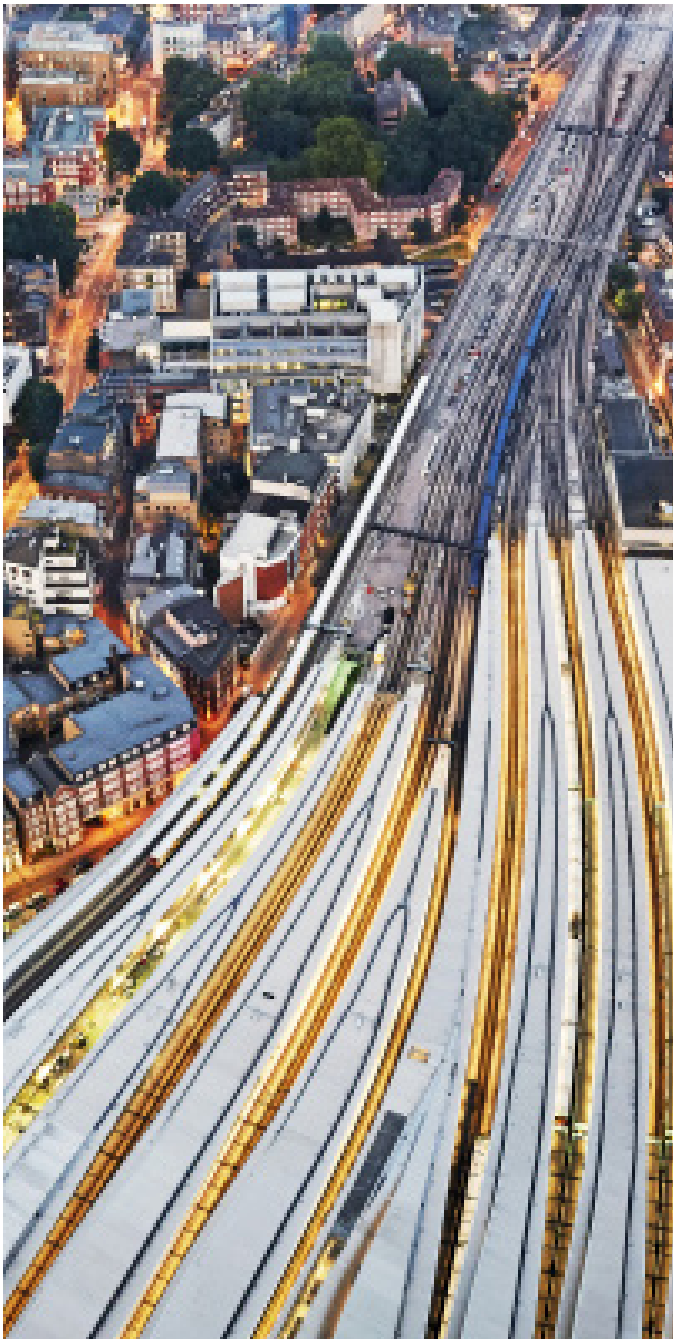
As a rail trainer and/or assessor, CPD has been a mandatory requirement since June 2013. NSAR are still observing difficulties in trainers/ assessors understanding of what CPD is, how to record it and submit it within mandated timescales. This leaflet is produced to help and support understanding of just what CPD is and its importance.

CPD in the Rail Industry is a perfect way for any trainer looking to improve their existing skills and keep up-to-date with changes as they occur in an ever changing industry. With plenty of CPD opportunities to choose from, it can ensure you have the skills that are needed to deliver high level training or assessing.

As a trainer/assessor you will need CPD to meet career objectives, the job role and deliver a high-quality learning experience for the rail industry workforce. Professional development is a great way to ensure you continually develop your skills every year.



WHAT IS CPD?



As a professional you will need CPD to continually develop your knowledge and skills to match the Rail Industry changes. CPD comes in many forms, for example many can be found close at hand; online courses, developing training materials, mentoring or peer exchanges. Discussions with your line manager should lead to you both reviewing documentation that provides your route to CPD. During these discussions, an outline of CPD activities should be created regarding your future career role(s). This could mean that you study for a qualification or attend exhibitions and conferences.

When the pathway for CPD has been agreed and then subsequently completed, the activity must be verified with the supporting evidence. All trainer/assessors registered with NSAR have access to the accreditation system, Skills Backbone, where CPD activities are to be recorded and submitted. Regular updates need to be recorded on Skills Backbone so that the total amount exceeds 30 hours per year and must be submitted by June 30th each year.

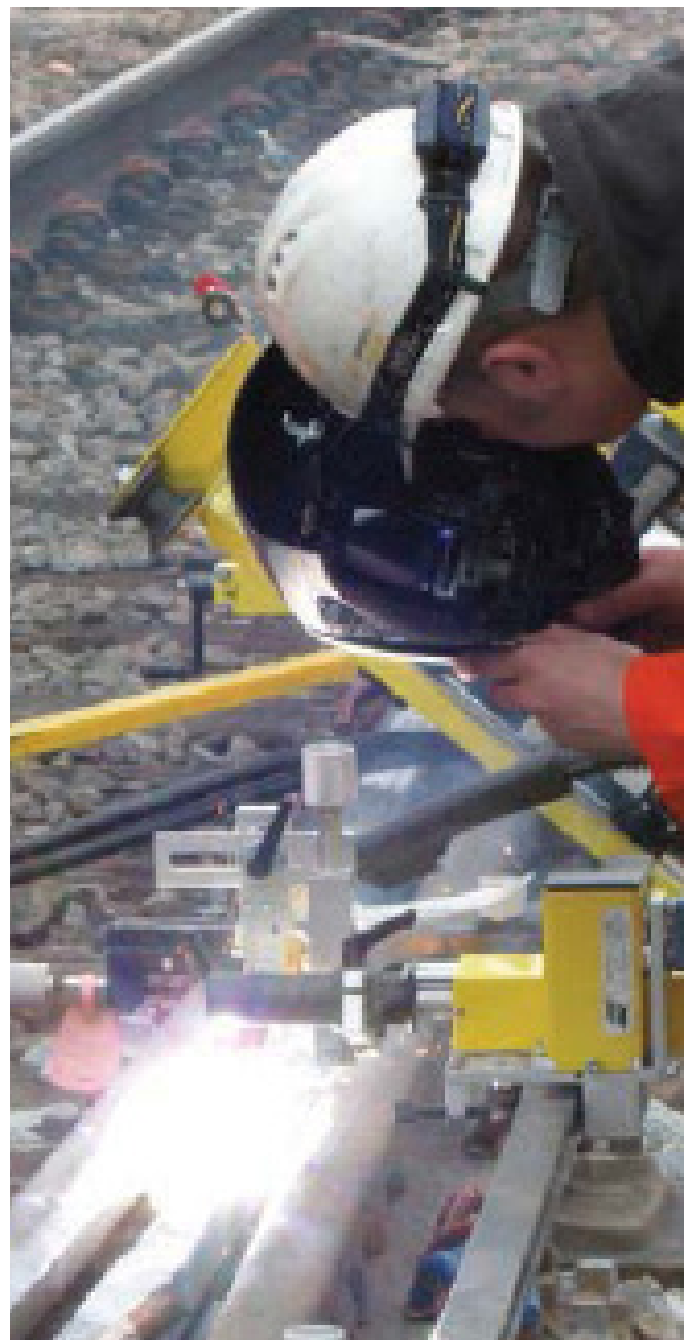
An additional safeguard is available to ensure CPD is following the right path by using the Mid-Term Review facility. This is available on Skills Backbone where an advanced review is completed when 15 hours have been submitted.

WHY IS CPD FOR TRAINERS/ ASSESSORS IMPORTANT?

To become a trainer or assessor you have worked hard, and in many cases gained new qualifications. Many come from the Rail Industry with many years' experience. Regardless of your back-ground if you think that becoming a trainer you have stopped learning and developing before long you'll be lagging behind your colleagues. CPD is an ongoing process and continues throughout a professional's career. A wellkept portfolio will give you and your present and future employer an overview of your professional development to date. It will remind you of your achievements and uncovers gaps in your skills and capabilities.

It is something to be proud of and demonstrates your professional standing to clients and employers. It will also show the learners that sit in front of you what can be achieved during career development. We have all had experiences good and bad. Review these and reflect what impact they have had on your colleagues, or your learners. Are you going to ignore them or do something about it?

Write down achievable short-term objectives, including the dates by which you want to achieve them and discuss with your line manager what you need to do to get there.



WHY IS CPD IMPORTANT FOR PROVIDERS?



For many providers, the importance of effective CPD for their staff has been clear to see. CPD has developed their staff securing effective training and excellent results. CPD offers one of the most effective ways to improve learner achievement, increase staff retention develop a culture of learning across the provider regardless of the level of the course.

It has been seen through observations and learner feedback that the overall purpose is to help trainers to continually improve the quality of their training. Observations carried out in the classroom must contain feedback and actions to help address development needs and maximise the good practice already present and enable trainers to meet new challenges. Managers must use this feedback in performance management which will lead to professional development.

Over the last few years we have seen training methods continually develop and have determined that learners achieve well not only in qualifications, but also in their communication skills. They have used excellent subject knowledge and motivated and engaged learners who now enjoy the work they complete. This must continue using CPD as much as possible.

MORE INFORMATION

Our QA team is dedicated and passionate about ensuring that high quality, cost effective training is available and being delivered to meet your needs of the industry.

We ensure that training provision is to the standard demanded by the industry and take action wherever we find providers failing to deliver so that you can be assured of the quality of the training your staff are receiving. The benefits to your business are higher productivity, increased revenues, improved customer satisfaction, greater retention of key workers and enhanced company reputation.

Services include:

- Directory of national NSAR assured training providers
- Audit and inspection of training provision
- Quality Assurance of training providers

For more information on NSAR Quality Assurance, visit: www.nsar.co.uk/qualityassurance





