

Overview

This standard is about reviewing and/or updating a Tram Driver training session. You will be able to gather and analyse information relating to the training session, such as feedback, changes to policies and procedures and updates in industry or technology and determine the updates required to be made to a Tram Driver training session. You will need to be able to analyse the impact of making these updates such as increased session time, updated materials and/or resources and costs, and present your recommendations for approval to management. Once approval has been given you will be able to update a Tram Driver training session and communicate any findings regarding the review and update in line with organisational procedures.

This standard is for those who work in a Tram Driver training role at supervisor level in the Tram and Tramway environment.

Performance criteria

You must be able to:

- P1 use the relevant **methods and techniques** to review and analyse a Tram Driver training session
- P2 identify the relevant **supporting information** relating to a training session being reviewed and/or updated along with the rationale for the training session
- P3 identify and confirm any **updates** required to be made to a Tram Driver training session in line with organisational procedures
- P4 analyse the **potential impact** of a review and/or update to a Tram Driver training session
- P5 present recommendations for updates, as a result of a review, to a Tram Driver Training session to management for approval
- P6 update a Tram Driver training session in line with organisational procedures
- P7 monitor the impact of a Tram Driver training session review and/or update
- P8 communicate the outcome of the review and/or update in line with organisational procedures

Knowledge and understanding

You need to know and understand:

K1 the different methods and techniques for reviewing and/or updating a Tram Driver training session
K2 the types of supporting information relevant to learner drivers and a Tram Driver training session
K3 the **reasons** why a review and/or update to a training session may take place
K4 the information required to analyse the potential impact of a review and/or update
K5 the organisational procedures for presenting recommendations for a review and/or update to a Tram Driver training session
K6 the relevant methods and techniques to monitor the impact of a Tram Driver training session being reviewed and/or updated
K7 the organisational procedures for communicating the findings of the review and/or update in line with organisational procedures

Scope/range related to performance criteria

P1 **Methods and techniques** may include; records of achievement (learner reports, assessment reports, qualification achievement, internal standardisation and moderation), evaluation forms, skills improvement, surveys, ongoing review, appraisals, frequency and timing of reviews, learner satisfaction, post incident recommendations.

P2 **Supporting information** may include; changes to policies and procedures, industry updates, changes in technology.

P3 **Updates** may include those for; purpose, learning outcomes, content, style of delivery, specialist equipment, resources, timing, location, feedback and evaluation methods.

P4 **Potential impact** may include; increase sessions time and costs.

Scope/range related to knowledge and understanding

K3 **Reasons** may include; supporting business objectives, meeting external regulatory requirements, allocation of funding and resources, quality improvement, changes to industry recognised standards (Professional Body, National Occupational Standards, Nationally recognised qualifications, LRSSB), following an incident, changes to probationary periods.

Glossary

Tram

Tramcars, tram vehicle, and any other rail vehicles that operate on tramways. It includes one or more trams coupled together and includes non-passenger-carrying vehicles.

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Tramway environment

Includes the tramway (a set of rails, switches and crossings which form the route of a Tram), infrastructure (fixed assets used for the running of the Tram transport system, including, the tramway, bridges, tunnels, stops, stations and fixed equipment for signalling, communications and electrification), depots, stabling yards.

Review and/or update a Tram Driver training session

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Relevant Occupations Driver Trainer, Driving Instructor

Suite Tram Driver Trainer

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