UKTTDT04

Develop a training session to meet organisational and learner requirements in the Tram and Tramway environment

Overview

This standard is about developing a training session to meet organisational and learner needs in the Tram and Tramway environment. You will be able to develop a training session that provides opportunities for learners to meet their learning needs. You will be able to explain the expected outcomes of the sessions and be able to identify the resources required during the sessions. The sessions should use a range of suitable training and learning methods and provide equal opportunities for all learners. You will know and understand the range of different training methods and be able to select the most suitable for the learners' requirements. You will also be able to identify the assessment and achievement criteria, where relevant and know and understand the methods and techniques for recording and communicating information relating to the training session in line with organisational procedures.

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

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Performance criteria

You must be able to:

P1   confirm the training session meets organisational and learning requirements in the Tram and Tramway environment

P2   identify the purpose and outcomes required for the training session

P3   identify the **training and learning methods** to be used during the training session

P4   develop and adapt the training session and learning methods to suit individual or group learner requirements

P5   confirm the training session and learning methods meet individual learner requirements, equality, diversity and inclusion stipulations of your organisation

P6   identify suitable assessment and achievement criteria for the training session, where relevant

P7   identify the resources required to deliver the training session

P8   record and communicate the details of the training session in line with organisational procedures

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Knowledge and understanding

You need to know and understand:

K1   the organisational systems and processes in place for identifying the requirements of training sessions in the Tram and Tramway environment K2   how to identify the purpose and outcome of a training session K3   the importance of confirming the training session meets organisational learning and development objectives K4   the training and learning methods to be used during training sessions K5   how to develop and adapt training and learning methods to suit individual and group learner requirements K6   the importance of confirming the training and learning methods meet learner requirements, equality, diversity and inclusion stipulations of your organisation K7   the range of assessment and achievement criteria for the training session and when they are used K8   the types of resources used during training sessions K9   the organisational procedures for managing the resources used during training sessions K10   the methods and techniques for recording and communicating information relating to the training session in line with organisational procedures

Scope/range related to performance criteria

P3   **training and learning methods** may include; face to face, blended learning, on-line, visual, audio, kinaesthetic, simulation.

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.

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Developed by	UK Tram
Version Number	1
Date Approved	30 Nov 2021
Indicative Review Date	30 Nov 2024
Validity	Current
Status	Original
Originating Organisation	n/a
Original URN	None
Relevant Occupations	Driver Trainer, Driving Instructor
Suite	Tram Driver Trainer
Keywords	Tram, Tramway, training, learner