
Overview

This standard is about planning and monitoring resources for a Tram Driver training session. You will be able to identify the resources required and confirm that any information and documentation relating to the resources is in line with organisational requirements. You will know and understand the methods and techniques for planning and monitoring the use of resources and be able to ensure there are sufficient resources available for the training sessions to be undertaken. You will be able to confirm that the resources are used in a safe and suitable manner and be able to manage any changes to the planned use of resources in line with organisational procedures. You will know and understand your responsibility for the care and use of resources and will be able to advise others accordingly. You will also know and understand the likely impact of a change in resources to your work activities and the work of other colleagues in the Tram and Tramway environment.

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 identify the **resources** required for a Tram Driver training session
- P2 confirm the **information and documentation** relating to the resources is in line with organisational requirements
- P3 confirm there are sufficient resources available for a Tram Driver training session
- P4 plan, monitor and record the use of resources in line with organisational procedures
- P5 identify when changes to the planned use of resources are predicted or have occurred
- P6 take action to deal with actual and predicted changes to the planned use of resources
- P7 **return** resources in line with organisational procedures
- P8 confirm all relevant records and reports are completed in line with your organisation's procedures
- P9 report any identified problems in line with organisational procedures

Knowledge and understanding

You need to know and understand:

K1 how to identify the resource requirements for a Tram Driver training session K2 the range of resources that can be used for a Tram Driver training session K3 the different methods and techniques for resource planning in line with organisational procedures K4 your organisation's procedures for the care and use of resources K5 the different methods and techniques for monitoring the use of resources K6 the types of ****problems**** that can occur when obtaining resources for a Tram Driver training session and how these issues can be overcome K7 the ****factors**** which may influence the planning of resources K8 the likely impact of a change in resources to your work activities and the work of ****others**** in the Tram and Tramway environment K9 the organisational procedures for communicating changes to resource planning K10 the importance of communicating any actual and predicted changes to resources in line with organisational procedures

Scope/range related to performance criteria

P1 **Resources** may include; classroom/facilities, equipment (simulator, Tram, Personal Protective Equipment (PPE), items required for the role), training materials (e.g. videos, TV, lesson plans, handouts, flipchart, pens, paper), computer equipment.

P2 **Information and documentation** may include; authorisation, Vehicle handover, permits, storage requirements, competency, risk assessment.

P7 **Return** may include; presenting a Tram for return to operational service, leaving a classroom clean and tidy, turning off/shutting down equipment, sign in/out.

Scope/range related to knowledge and understanding

K6 **Problems** may include; insufficient, different specification, operational requirements, resource availability.

K7 **Factors** may include; cost, availability, individual or group learner requirements.

K8 **Others** may include; colleagues, line manager, other teams.

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.

* *

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.

UKTTDT06

Plan and monitor resources for a Tram Driver training session



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, resources, training