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| 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. |

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| **Performance criteria**  You must be able to: | 1. use the relevant methods and techniques to review and analyse a Tram Driver training session 2. identify the relevant supporting information relating to a training session being reviewed and/or updated along with the rationale for the training session 3. identify and confirm any updates required to be made to a Tram Driver training session in line with organisational procedures 4. analyse the potential impact of a review and/or update to a Tram Driver training session 5. present recommendations for updates, as a result of a review, to a Tram Driver Training session to management for approval 6. update a Tram Driver training session in line with organisational procedures 7. monitor the impact of a Tram Driver training session review and/or update 8. communicate the outcome of the review and/or update in line with organisational procedures |

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| Knowledge and understanding  You need to know and understand: | 1. the different methods and techniques for reviewing and/or updating a Tram Driver training session 2. the types of supporting information relevant to learner drivers and a Tram Driver training session 3. the reasons why a review and/or update to a training session may take place 4. the information required to analyse the potential impact of a review and/or update 5. the organisational procedures for presenting recommendations for a review and/or update to a Tram Driver training session 6. the relevant methods and techniques to monitor the impact of a Tram Driver training session being reviewed and/or updated 7. the organisational procedures for communicating the findings of the review and/or update in line with organisational procedures |

**Additional Information**

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| Scope 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 related to knowledge  criteria | 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. |
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**Additional Information**

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| 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. |

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| **Developed by** | UK Tram |
| **Version number** | 1 |
| Date approved |  |
| Indicative review date |  |
| Validity | Current |
| Status | Original |
| Originating organisation | New NOS |
| Original URN | New |
| Relevant occupations | Transport Operations and Maintenance |
| Suite | Tram Driver Training |
| Key words | Tram, Tramway, training |