|  |  |
| --- | --- |
| Overview | This standard is about planning and carrying out an assessment of Tram Driver competency. You will be able to plan and prepare the assessment confirming that the relevant resources are available and that the purpose and process of the assessment has been communicated. You will ensure that the learner Tram Driver meets the fitness for duty requirements set by the organisation for undertaking an assessment on an operational Tramway. You will be able to make assessment decisions using appropriate assessment methods and criteria and be able to follow standardisation procedures, as required. You will be able to provide feedback to the learner Tram driver at the appropriate point during the assessment and be able to intervene during the assessment, if appropriate. You will know and understand the strengths and limitations of different assessment methods and how to adapt an assessment to meet the requirements of individual learner Tram Drivers. 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: | 1. identify when a Tram Driver assessment of competence is required
2. identify the health and safety procedures that must be followed
3. confirm the assessment activities to be carried out and determine their sequence
4. adapt assessment activities to meet the requirements of individual learner Tram Drivers, where relevant
5. identify and confirm the **resources** required
6. plan and prepare an assessment of Tram Driver competency that meets organisational quality assurance requirement
7. communicate the purpose and process of the assessment to those involved
8. confirm the learner Tram Driver meets the organisational procedures relating to fitness for duty
9. undertake an assessment of Tram Driver competency whilst maintaining the relevant organisational health and safety procedures
10. take action to intervene during an assessment when health and safety procedures are breached
11. follow the criteria set by your organisation to determine whether Tram Driver competency has been achieved
12. follow standardisation procedures, where relevant
13. confirm the assessment decision to the relevant persons
14. provide feedback to a learner Tram Driver on their performance during an assessment of competency
15. record details of the assessment process in line with organisational requirements
16. deal with issues arising before, during and after the assessment of competency process in line with organisational requirements
 |

|  |  |
| --- | --- |
| Knowledge and understandingYou need to know and understand: | 1. the importance of planning assessment activities that follow the relevant Health and safety procedures approved by your organisation
2. the types of resources that can be used during assessment activities in the Tram and Tramway environment
3. the competency requirements of those assessing competence in the Tram and Tramway environment
4. how to identify and confirm resources required for an assessment of Tram Driver competency within your own area of responsibility
5. the strengths and limitations of different Tram Driver assessment of competency methods
6. the key concepts and principles of assessment
7. the key concepts and principles of quality assurance
8. the criteria set by your organisation to determine Tram Driver competency and how this is agreed
9. the standardisation process and when this is used
10. how to adapt a Tram Driver assessment to meet individual learner requirements
11. the importance of meeting organisational equality and diversity requirements when preparing for and carrying out assessments of competence
12. how to record details of a Tram Driver assessment of competency
13. the procedures to follow when there are disputes concerning the outcome of assessment and the process followed
 |

**Additional Information**

|  |  |
| --- | --- |
|  |  |
| Scope related to performance criteria | P5 **Resources** may include; Tram vehicle, operational Tramway. |
| Scope related to knowledgecriteria | K3 **Competency requirements** may include; Assessor qualifications, Tram driving experience, Personal Track Safety (PTS).  |
|  |  |

**Additional Information**

|  |  |
| --- | --- |
| 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. |

|  |  |
| --- | --- |
| **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, learner, assessment, competency |