Immersive Driver CPC Training Consortium

Training Instructor Competence Profile & Register

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Document Change log

Training Instructor Competence Profile & Register			
Name	Date	Version Number	Description of change
James Tillyer	18.05.2021	1.0	Document Created

Competence requirements

To ensure that drivers receive the best experience from our members, it's important that we introduce a competence profile for training instructors.
It helps you to understand the skills needed to deliver the best immersive training experience and ensures that high standards can be maintained.

Basic requirements

- At least two years' experience working in the transport and logistics sector
- At least six months' experience delivering informal or formal training
- Attendance at one Driver CPC training course within the last five years
- Experience of downloading and using smartphone apps (App Store OR Google Play)
- Experience of using Microsoft PowerPoint to present and instruct
- Ability to engage and communicate effectively with drivers
- Good timekeeping skills

Advanced requirements (not necessary but desirable)

- Holds a recognised qualification or certification in professional training or development
- Experience working as a professional driver of a large vehicle
- Experience of developing training material for professional drivers
- Individual membership of a CILT (Chartered Institute of Logistics and Transport) or CIPD (Chartered Institute of Personnel and Development)

The trainer(s) used to deliver periodic training courses must have appropriate qualifications / experience for training drivers. To help you monitor and meet these requirements and to aid us in the evaluation process you need to use the following instructor register.

Company		Consortium member number	
Date		Review Date Due	

Training Instructor Name	Effective Date as a Trainer for Periodic Training	Date Ceased as a Trainer	2 years working in transport and logistics?	6 months delivering informal or formal training?	Attended a Driver CPC course in the last 5 years?	Experience of downloading and using smartphone apps?	Experience of using Microsoft PowerPoint?	Can engage and communicate effectively with drivers?	Good timekeeping skills?
E.G. Derek Jones	23/04/21	N/A	Y	Y	Y	Y	Y	Y	Y

Trainer competence will be subject to evaluation as part of the application process. As part of the terms and conditions you must notify us when you intend to use a new training instructor and resubmit this table for review.

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