

Doc No: C/10/3

Issue No: 1.1

Date: March 2020

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Authorised by:

Version 1: - IRSE Education and Professional Development Committee on: 16 June 2015

Version 1.1: - IRSE Education and Professional Development Committee on 26<sup>th</sup> March 2020 (minute 36.10)

Version history:

Version 1.0	Original Version	June 2015
Version 1.1	Sections 4 & 5 added with consequential minor changes	NP March 2020

## 1. Introduction

This procedure sets out the arrangements for the IRSE to certify, upon request, railway signalling and telecommunications training courses provided by external (ie. non-IRSE) organisations.

The procedure provides for documentary evidence provided by a training organisation to be scrutinised by the IRSE in order to determine whether the course syllabus, content and arrangements for delivery are of an acceptable standard for certification. The procedure does not involve assessing the actual delivery of the course (eg by audit).

The certification is therefore limited in scope to verification by documentary inspection that the course structure and content is appropriate for its intended objectives. It does not necessarily indicate that the training organisation is delivering the course to an acceptable standard on an ongoing basis.

Where successful completion of the course by a trainee indicates that they meet a specified standard of competence, the IRSE course certification does not imply that the IRSE endorses that the trainee has met that standard.

## 2. Provision of training course documentation

In order for the IRSE to make a judgement as to whether the scope and content of a training course meets its stated objectives, the following details shall be provided to the IRSE offices in London (UK) by the training organisation that is seeking certification:

### a) Title

- The course title with an indication of level of the course, eg basic, intermediate advanced.

**b) Objectives and Scope**

- A statement regarding the objectives and scope of the course.
- A statement indicating the type of person for whom the course is intended.

**c) Key Features**

- Any special objectives or specific features that the course has been designed to address.

**d) Pre-Requisites**

- Any qualification and/or experience requirements that trainees must have for entry on to the course.

**e) Duration and structure**

- Provide course syllabus and describe the structure of the course.
- If the course is of a modular structure, provide the individual module titles and describe how the trainees undertake each module (e.g. can they be taken separately? Does a trainee have to pass one module in order to progress to the next?).
- State the duration of the course and, if the course is module duration of each module.

**f) Location(s)**

- State the countries or locations where the course is offered.

**g) Course Outcomes**

- State the intended outcomes for the course (and each module, if the course is modular); for example “At the end of the module 1 the trainee will be able to .... and the trainee will understand/know ... “.

**h) Delivery of the Course**

- Describe how it is intend to deliver the course. If the course consists of a number of modules then state how it is intended to deliver each module.
- State the proposed guided learning hours<sup>1</sup> of the course and, where the course is modular, then the guided learning hours for each module.
- Provide information about any practical training areas or equipment used for training purposes in addition to classrooms.
- Provide a sample lesson or session plan for the course or one of the technical modules showing the instructional techniques, tutorial time; learning resources, practical hands on training etc which has been planned for that element of the course.

**i) Assessment and Certification**

- Where the trainee is to be assessed to determine their level of achievement or competence as a result of attending the course, describe the assessment strategy

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<sup>1</sup> **Guided learning hours include:** Induction specific to the programme; One to one or group tutorials; Teaching sessions; Facilitated workshops; Assessment of learner achievements where the learner is present e.g. when assessing an individual in the workplace or assessing a skills activity in a classroom environment

**Guided learning hours do not include:** Time spent by tutors preparing teaching sessions and learning materials; Time spent by tutors marking assessments where the learner is not present; Study undertaken by the learner in their own time; Learner support that is not specific to the content of the programme e.g. study skills

or examination method to be used. Include sample questions relating to the lesson or session plan provided for (h) above.

**j) Occupational competence of the tutors**

- Provide details of the course tutors, including their names, technical experience / competence, and their competence in training course delivery.

**k) The quality assurance**

- Describe the quality assurance and verification processes applied to the course to ensure that it continues to comply with the information provided to the IRSE and that it meets high standards of training.

**l) Contact Details**

- Provide contact information as you would wish IRSE to publish the contact information for the training organisation on the IRSE website. This must include the registered address of the training organisation, a contact name, telephone number and email address.

### **3. Approval of the course for certification**

The IRSE Education & Professional Development Committee shall review the information submitted, and reach a decision within 3 months of the submission which will be advised to the training organisation in writing as to whether certification is approved, refused (in which case reasons will be given), or whether further information / assurances need to be sought from the training organisation.

Where certification is approved, the letter from the IRSE shall, in addition to communicating this decision, make clear the following points:

- a) Any conditions or caveats relating to the certification, including an expiry date (5 years from the date of certification)
- b) The information about the training course will be placed on the IRSE main website.
- c) The IRSE Logo and the following wording may be used in conjunction with the advertising of the course and on any course documentation:

“The Institution of Railway Signal Engineers certifies that the syllabus for this course is appropriate for meeting the stated objectives of providing the *“title of course”* course. For more information about the scope of the certification process provided by the IRSE, please see the IRSE website: [www.irse.org](http://www.irse.org).”

- d) No other wording relating to the IRSE’s certification or endorsement of the course may be used.
- e) The IRSE Logo and the wording above shall only be used together (not separately), and only in conjunction with the specific course(s) for which certification has been granted. The use of the IRSE Logo and the wording must not be used in a way that implies that other non-certified courses provided by the training organisation are also certified by the IRSE.
- f) In the event that the course ceases to be certified by the IRSE, the training organisation must remove all references to IRSE certification without delay.

- g) The training organisation must advise the IRSE promptly of any changes to the course that materially affect<sup>2</sup> the basis on which the certification was granted. These include the course title, syllabus, structure, delivery arrangements and assessment methods.
- h) The IRSE may from time to time seek information about the running of the course to check that the certification is still valid. However, it is the responsibility of the training organisation, not the IRSE, to ensure that the course continues to be delivered in compliance with the basis on which certification was granted.

#### **4. Validity of training course documentation**

A certification of a training course will be valid until either:

- There is a material change to the course (see item g) above);

OR

- A period of 5 years has elapsed from the date the certification was issued.

Upon expiry of the validity of the certification (or a few months before to ensure continuity of certification), the course provider may re-apply for certification in accordance with the process outlined in this document.

The process of re-certification is likely to be significantly accelerated if the course provider specially outlines any changes since the original certification.

#### **5. Fees and Costs**

The IRSE reserves the right to charge a small fee to cover the direct costs of assessing the evidence provided by the course provider.

All costs associated with the preparation of supporting evidence for the application for certification shall be borne by the course provider.

END

**NOTE FOR IRSE PERSONNEL:** See also Work Instruction “Assessment of documentation for the certification of external training courses”

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<sup>2</sup> A Material Change is one that is likely to change the basis on which the original certification was provided. In other words, changes that have a potential impact on the evidence provided in the application for certification.