Qualification Specification

601/7907/7

iCQ Level 3 Certificate for Driver-CPC Trainers (RQF)

Qualification Details

Title	iCQ Level 3 Certificate for Driver-CPC Trainers (RQF)
Awarding Organisation	iCan Qualifications Limited
Fees Price List Url	https://icanqualify.net
Qualification Type	RQF
Qualification Sub Type	None
Qualification Level	Level 3
Qualification Sub Level	None
EQF Level	Level 4
Regulation Start Date	28-Sep-2015
Operational Start Date	01-Oct-2015
Offered In England	Yes
Offered In Wales	Yes
Offered In Northern Ireland	Yes
Assessment Language In English	Yes
Assessment Language In Welsh	No
Assessment Language In Irish	No
SSA	4.3 Transportation Operations and Maintenance
Purpose	D. Confirm occupational competence and/or 'licence to practice'
Sub Purpose	D1. Confirm competence in an occupational role to the standards required
Total Credits	18
Min Credits at/above Level	18
Minimum Guided Learning Hours	94
Maximum Guided Learning Hours	128
Diploma Guided Learning Hours	0
Barring Classification Code	ZZZZ
Overall Grading Type	Pass
Assessment Methods	Portfolio of Evidence
Structure Requirements	To achieve this qualification, learners must achieve the 2 mandatory units in Group A, and 1 unit from each of Groups B and C. A total of 18 credits must be achieved.
Age Ranges	Pre-16 : No; 16-18 : Yes; 18+ : No; 19+ : Yes
Qualification Objective	This qualification is for those who work delivering Driver CPC, enabling them to develop their skills and knowledge further and then demonstrate their competence of carrying out this role

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Rules of Combination (ROC)

Group Name	Mandatory	#Units	Minimum Units	Maximum Units	Minimum Credits	Maximum Credits
OG) Overarching Group	**Yes**	0	3	0	18	0
└A) Group A - Mandatory Units	**Yes**	2	0	0	10	10
└B) Group B - Optional Units	**Yes**	2	0	0	3	0
└C) Group C Optional Units	**Yes**	2	0	0	5	0

Group A Group A - Mandatory Units

URN	Title	Level	GLH	Credit
A/507/8537	Manage own role and responsibilities as a Trainer of Driver CPC	3	32	5
M/507/8535	Deliver sessions for Driver CPC	3	32	5

Group B Group B - Optional Units

URN	Title	Level	GLH	Credit
F/507/8538	Plan sessions for delivering Driver CPC	3	32	5
K/507/8534	Assess sessions for Driver CPC	3	14	3

Group C Group C Optional Units

URN	Title	Level	GLH	Credit
J/507/8539	Undertake own reflective practice as a Trainer of Driver CPC	3	32	5
T/507/8536	Manage own professional development as a Trainer of Driver CPC	3	26	5

Qualification Framework	: RQF
Title	: Manage own role and responsibilities as a Trainer of Driver CPC
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 32
Unit Credit Value	: 5
SSAs	: 4.3 Transportation Operations and Maintenance
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: A/507/8537 : Manage own role and responsibilities as a Trainer of Driver CPC

Understand how to manage own role and responsibilities as a Trainer of Driver CPC	
Assessment Criterion - The learner can:	
01.01	Explain the requirements for delivering the Driver CPC session to meet current legislation and the requirements of the European Directive
01.02	Explain the requirements of the Vehicle Drivers (Certificate of Professional Competence) Regulations and Competent Authority
01.03	Explain the current legislation, regulatory requirements, and codes of practice in relation to own role and responsibilities as a Trainer of Driver CPC
01.04	Explain own organisations policies and procedures in relation to own role and responsibilities as a Trainer of Driver CPC, to include: health and safety equality, diversity and inclusion
01.05	Explain own role and responsibilities as a Trainer of Driver CPC
01.06	Explain how to maintain appropriate boundaries between own role as a Trainer of Driver CPC, the delegates and other professional bodies
01.07	Explain how to maintain a safe and supportive learning environment
01.08	Explain own role in relation to signposting delegates to appropriate support for further learning
01.09	Identify problems that can occur when managing own role and responsibilities as a Trainer of Driver CPC
01.10	Explain the appropriate action to take, in order to deal with identified problems
Manage own role and responsibilities as a Trainer of Driver CPC	
02.01	Follow all relevant organisational policies and procedures in relation to own role as a Trainer of Driver CPC, to meet the requirements of: current legislation, regulation and requirements of the European Directive the Competent Authority organisational policies and procedures, codes of practice health and safety equality, diversity and inclusion in relation managing own role and responsibilities as a Trainer of Driver CPC
02.02	Check that the session to be delivered meets the regulatory requirements of the Competent Authority
02.03	Demonstrate how to maintain appropriate boundaries between own role as a Trainer of Driver CPC and the delegates and other professional bodies
02.04	Demonstrate how to maintain a safe and supportive learning environment

Qualification Framework	: RQF
Title	: Deliver sessions for Driver CPC
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 32
Unit Credit Value	: 5
SSAs	: 4.3 Transportation Operations and Maintenance
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: M/507/8535 : Deliver sessions for Driver CPC

Understand how to deliver sessions as a Trainer of Driver CPC	
Assessment Criterion - The learner can:	
01.01	Explain the requirements for delivering the Driver CPC session to meet current legislation and the requirements of the European Directive
01.02	Explain the requirements of the Vehicle Drivers (Certificate of Professional Competence) Regulations and Competent Authority in relation to delivering sessions for Driver CPC training
01.03	Explain the current legislation, regulatory requirements, and codes of practice in relation to own role and responsibilities as a Trainer of Driver CPC
01.04	Explain own organisation's policies and procedures in relation to own role and responsibilities as a Trainer of Driver CPC, when delivering sessions, to include: health and safety equality, diversity and inclusion
01.05	Explain how to meet the needs and requirements of delegates in different types of learning environments
01.06	Explain different learning styles and how this impacts on the delivery of Driver CPC sessions
01.07	Explain barriers to learning and how to overcome these
01.08	Explain how the curriculum area meets the needs of delegates
01.09	Explain how to use different learning strategies or methods for delivering inclusive sessions for Driver CPC
01.10	Explain how to communicate effectively
01.11	Explain how to motivate delegates
01.12	Explain how to provide constructive feedback to delegates
01.13	Explain how to deal with disruptive behaviour constructively
01.14	Explain how to use different learning and training activities for delivering sessions for Driver CPC
01.15	Explain how to ensure appropriate resources are available for delivering sessions for Driver CPC
01.16	Explain how to evaluate the session
01.17	Identify problems that can occur when delivering session for Driver CPC
01.18	Explain the appropriate action to take, in order to deal with identified problems
Deliver sessions as a Trainer of Driver CPC	
02.01	Follow all relevant organisational policies and procedures in relation to own role as a Trainer of Driver CPC, to meet the requirements of: current legislation, regulation and requirements of the European Directive the Competent Authority organisational policies and procedures, codes of practice health and safety equality, diversity and inclusion in relation to delivering sessions as a Trainer of Driver CPC
02.02	Deliver the session for Driver CPC, and ensure that: the needs and requirements of the delegates are met within the learning environment appropriate learning and training strategies are used that motivate learners appropriate resources are used
02.03	Communicate effectively
02.04	Give constructive feedback to delegates
02.05	Evaluate own delivery of the session
02.06	Assess feedback from delegates

Qualification Framework	: RQF
Title	: Plan sessions for delivering Driver CPC
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 32
Unit Credit Value	: 5
SSAs	: 4.3 Transportation Operations and Maintenance
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: F/507/8538 : Plan sessions for delivering Driver CPC

Understand how to plan sessions for delivering Driver CPC training	
Assessment Criterion - The learner can:	
01.01	Explain the requirements for delivering the Driver CPC session to meet current legislation and the requirements of the European Directive
01.02	Explain the requirements of the Vehicle Drivers (Certificate of Professional Competence) Regulations and Competent Authority in relation to planning sessions for Driver CPC training
01.03	Explain the current legislation, regulatory requirements, and codes of practice in relation to own role and responsibilities as a Trainer of Driver CPC
01.04	Explain own organisation's policies and procedures in relation to own role and responsibilities as a Trainer of Driver CPC, when planning sessions, to include: health and safety equality, diversity and inclusion
01.05	Explain how to plan sessions for Driver CPC training
01.06	Explain how to identify the needs and requirements of delegates
01.07	Explain how to incorporate the needs and requirements of delegates into the planning of the sessions
01.08	Explain different learning and training strategies or methods of delivery that can be used when planning session for Driver CPC training
01.09	Analyse own role and responsibilities to identify gaps in own specialised skills and knowledge, and requirements of own role
01.10	Explain how to select appropriate when planning Driver CPC training
01.11	Explain how to ensure resources are available when planning Driver CPC training
01.12	Explain how to record planning activities in accordance with organisational policies and procedures
01.13	Identify problems that can occur planning sessions as a Trainer of Driver CPC
01.14	Explain the appropriate action to take, in order to deal with identified problems
Plan session for delivering Driver CPC training	
02.01	Follow all relevant organisational policies and procedures in relation to own role as a Trainer of Driver CPC, to meet the requirements of: current legislation, regulation and requirements of the European Directive the Competent Authority organisational policies and procedures, codes of practice health and safety equality, diversity and inclusion in relation planning sessions for Driver CPC as a Trainer of Driver CPC
02.02	Plan the session to ensure that it: meets the aims and objectives required by the regulations the needs and requirements of the delegates
02.03	Select appropriate learning and training strategies or methods to be used when delivering the session for Driver CPC
02.04	Select appropriate learning and training activities to be used when delivering the session for Driver CPC
02.05	Select appropriate resources to be used when delivering the session for Driver CPC
02.06	Ensure that all resources selected are available to enable the session to be delivered
02.07	Record all planning activities in accordance with organisational policies and procedures
02.08	Evaluate the planning activities in relation to the delivery of the session

Qualification Framework	: RQF
Title	: Assess sessions for Driver CPC
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 14
Unit Credit Value	: 3
SSAs	: 4.3 Transportation Operations and Maintenance
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: K/507/8534 : Assess sessions for Driver CPC

Understand how to assess sessions as a Trainer of Driver CPC	
Assessment Criterion - The learner can:	
01.01	Explain the requirements for delivering the Driver CPC session to meet current legislation and the requirements of the European Directive
01.02	Explain the requirements of the Vehicle Drivers (Certificate of Professional Competence) Regulations and Competent Authority in relation to assessing sessions for Driver CPC training
01.03	Explain the current legislation, regulatory requirements, and codes of practice in relation to own role and responsibilities as a Trainer of Driver CPC
01.04	Explain own organisation's policies and procedures in relation to own role and responsibilities as a Trainer of Driver CPC, when assessing sessions, to include: health and safety equality, diversity and inclusion
01.05	Explain the purpose of assessment for Driver CPC sessions
01.06	Explain how to incorporate the needs and requirements of delegates into the assessing of the sessions
01.07	Explain different strategies or methods of assessment appropriate for Driver CPC sessions
01.08	Explain the role of the assessor
01.09	Explain how to provide assessment opportunities appropriate for Driver CPC sessions
01.10	Explain how to use assessment strategies or methods to ensure inclusive learning
01.11	Explain how to communicate effectively
01.12	Explain how to provide constructive feedback
01.13	Explain how to use different of assessment activities
01.14	Explain how to use resources for carrying out assessment activities appropriate for Diver CPC sessions
01.15	Identify problems that can occur when assessing sessions for Driver CPC
01.16	Explain the appropriate action to take, in order to deal with identified problems
Assess sessions as a Trainer of Driver CPC	
02.01	Follow all relevant organisational policies and procedures in relation to own role as a Trainer of Driver CPC, to meet the requirements of: current legislation regulation and requirements of the European Directive the Competent Authority organisational policies and procedures, codes of practice health and safety equality, diversity and inclusion in relation to assessing sessions as a Trainer of Driver CPC
02.02	Assess the session for Driver CPC, and ensure that: the needs and requirements of the delegates are met within the learning environment appropriate opportunities for assessing to take place are provided appropriate assessing strategies or methods are used to ensure inclusive learning appropriate resources are used
02.03	Select different types of activities to assess the delegates
02.04	Communicate effectively
02.05	Provide constructive feedback
02.06	Record all assessing decisions in accordance with organisational policies and procedures

Qualification Framework	: RQF
Title	: Undertake own reflective practice as a Trainer of Driver CPC
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 32
Unit Credit Value	: 5
SSAs	: 4.3 Transportation Operations and Maintenance
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: J/507/8539 : Undertake own reflective practice as a Trainer of Driver CPC

Undertake own reflective practice as a Trainer of Driver CPC	
Assessment Criterion - The learner can:	
01.01	Explain the requirements for delivering the Driver CPC session to meet current legislation and the requirements of the European Directive
01.02	Explain the requirements of the Vehicle Drivers (Certificate of Professional Competence) Regulations and Competent Authority in relation to Driver CPC training
01.03	Explain the current legislation, regulatory requirements, and codes of practice in relation to own role and responsibilities as a Trainer of Driver CPC
01.04	Explain own organisation's policies and procedures in relation to own role and responsibilities as a Trainer of Driver CPC, when undertaking reflective practice, to include: health and safety equality, diversity and inclusion
01.05	Explain how to identify the needs and requirements of own delegates
01.06	Explain own personal beliefs, preferences, interests and priorities as a Trainer of Driver CPC
01.07	Explain the impact of own self-awareness on own teaching style
01.08	Explain the importance of monitoring and reviewing own practice on a regular basis
01.09	Explain how to evaluate own practice, strengths and areas for development as a Trainer or Driver CPC
01.10	Explain how to communicate effectively
01.11	Explain methods of providing and receiving constructive feedback
01.12	Explain how to access development opportunities to enhance own performance
01.13	Explain how to access appropriate resources for enhancing own performance
01.14	Identify problems that can occur undertaking own reflective practice as a Trainer of Driver CPC
01.15	Explain the appropriate action to take, in order to deal with identified problems
Undertake reflective practice as a Trainer of Driver CPC	
02.01	Follow all relevant organisational policies and procedures in relation to own role as a Trainer of Driver CPC, to meet the requirements of: current legislation, regulation and requirements of the European Directive the Competent Authority organisational policies and procedures, codes of practice health and safety equality, diversity and inclusion in relation to undertaking reflective practice as a Trainer of Driver CPC
02.02	Assess own practice to ensure it meets the needs and requirements of delegates
02.03	Assess own personal beliefs, preferences, interests and priorities as a Trainer of Driver CPC
02.04	Evaluate own practice, strengths and areas for development as a Trainer of Driver CPC
02.05	Monitor own practice
02.06	Review own practice
02.07	Communicate effectively
02.08	Use constructive feedback to enhance own performance
02.09	Assess development opportunities to enhance own performance
02.10	Assess resources for enhancing own performance
02.11	Follow all organisational policies and procedures for recording CPD activities

Qualification Framework	: RQF
Title	: Manage own professional development as a Trainer of Driver CPC
Unit Level	: Level 3
Unit Sub Level	: None
Guided Learning Hours	: 26
Unit Credit Value	: 5
SSAs	: 4.3 Transportation Operations and Maintenance
Unit Grading Structure	: Pass
Assessment Guidance	: Please refer to the Online iCQ Assessment Guidance.

Unit: T/507/8536 : Manage own professional development as a Trainer of Driver CPC

Understand how to manage own professional development as a Trainer of Driver CPC	
Assessment Criterion - The learner can:	
01.01	Explain the requirements of Driver CPC to meet current legislation and the requirements of the European Directive
01.02	Explain the requirements of the Vehicle Drivers (Certificate of Professional Competence) Regulations and Competent Authority in relation to delivering Driver CPC training
01.03	Explain the current legislation, regulatory requirements, and codes of practice in relation to managing own professional development as a Trainer of Driver CPC
01.04	Explain own organisation's policies and procedures in relation to own role and responsibilities as a Trainer of Driver CPC, to include: health and safety equality, diversity and inclusion recording CPD activities
01.05	Explain own role and responsibilities as a Trainer of Driver CPC
01.06	Explain how to develop a personal development plan
01.07	Identify own learning style(s)
01.08	Explain own values, career and personal goals in relation to own role as a Trainer of Driver CPC
01.09	Analyse gaps in current role and its requirements, specialist and sector skills and knowledge
01.10	Explain how to give and receive constructive feedback on own performance
01.11	Explain how sources of feedback are used to evaluate own performance
01.12	Explain how to monitor the quality of own work and progress against own professional development plan
01.13	Identify problems that can occur when managing own personal development as a Trainer of Driver CPC
01.14	Explain the appropriate action to take, in order to deal with identified problems
Manage own professional development as a Trainer of Driver CPC	
02.01	Follow all relevant organisational policies and procedures in relation to own role as a Trainer of Driver CPC, to meet the requirements of: current legislation, regulation and requirements of the European Directive the Competent Authority organisational policies and procedures, codes of practice health and safety equality, diversity and inclusion in relation managing own professional development as a Trainer of Driver CPC
02.02	Assess own role and responsibilities as a Trainer of Driver CPC
02.03	Assess current requirements and any gaps in own specialist or sector skills and knowledge
02.04	Develop own professional development plan to include: current requirements any gaps in specialist or sector skills and knowledge Specific, Measurable, Achievable, Realistic and Timely (SMART) objectives learning opportunities
02.05	Undertake the activities identified in the professional development plan in a timely manner
02.06	Monitor the progress of the professional development plan
02.07	Obtain feedback on own progress
02.08	Record CPD activities in accordance with organisational policies and procedures
02.09	Evaluate activities undertaken in the professional development plan
02.10	Evaluate impact of CPD activities on own performance as a Trainer of Driver CPC