

Recognition of training and examination centres

Key requirements

Regulations 30 and 31 of The Train Driving Licences and Certificates Regulations 2010 (TDLCR), requires training and/or examination centres that undertake general professional knowledge training and examination of train drivers to be recognised by ORR. Applicant training or examination centres should provide a statement how they comply with the legal requirements of TDLCR and the EC Decision on the criteria recognition of training centre and examiners ([2011/765/EU](#)) which are all set out below. This statement should include references to key documents that set out their methods, processes and standards in further detail.

Where the training or examination centre is part of a train or freight operating company, and is solely used to train and examine their employees, the request for recognition can be included as part of an application for a safety certificate under The Railways and other Guided Transport Systems (Safety) Regulations 2006 (as amended). In the case of an established holder of a safety certificate, a statement should be provided to show explicitly how the requirements for training and examination of drivers are met as part of their Safety Management System (SMS). The renewal of recognition of training and examination centres would be part of the application for a new safety certificate.

Training centres

1. Training centres must confirm they deliver training courses in an impartial manner regarding all participants.
2. Training centres must demonstrate technical and operational competence and suitability to organise training courses appropriate to the training tasks. It shall be adequately staffed and equipped and operate in an environment suitable for training aiming to prepare train drivers for the examinations to obtain or maintain licences and certificates.
3. They must have an effective management structure which ensures that trainers are competent and have adequate qualifications and experience to provide training.
4. The training centre must ensure that practical training is carried out by trainers who are holders of both a valid train driver licence and a valid certificate covering the subject of training or a similar type of line/rolling stock, and who have professional practice in driving of minimum 3 years' duration. When the trainer does not hold a valid certificate for the relevant infrastructure/rolling stock, a driver holding the certificate for that infrastructure/rolling stock shall be present.

5. They should provide information on how they ensure the content, organisation and duration of training courses, training plans and competence schemes.
6. They should explain how they record the training activities including information on participants, trainers and the number and purpose of the courses;
7. They should provide information on the quality management system or equivalent procedures in place to monitor compliance with, and the adequacy of, the systems and procedures which ensure that the training provided satisfies the requirements set out in Schedules 3 to 7 of the Train Driving Licence and Certificates Regulations 2010 (TDLCR).
8. Explain how they provide competence management, on-going training and measures to keep professional skills updated for trainers;
9. Demonstrate procedures to keep training methods, tools and equipment updated, including training literature, training software, documents provided by the infrastructure manager such as rulebooks on operational rules, signals or safety systems.

Examination Centres

10. The examination centre shall provide details of the general professional competence examination designed to test the requirement of Schedule 3 of TDLCR.
11. Examination Centre should demonstrate that the examiners have the minimum experience of 4 years' duration within a period of not more than 5 years before the application date, including experience in train driving.
12. The requested period of professional experience may include periods of experience as a manager of train drivers who holds a valid train driver licence and complimentary certificate or as a trainer for training tasks relevant to the application submitted.
13. In regard to practical examinations on board trains the examination centre must ensure the examiner is must be the holder of both a valid train driver licence and a valid certificate covering the subject of examination or a similar type of line/rolling stock. When the examiner does not hold a valid certificate for the infrastructure/rolling stock of the examination, a driver holding the certificate for that infrastructure/rolling stock shall be present at the examination.
14. In addition, the centre shall demonstrate how they ensure examiners shall meet the following minimum criteria:
 - (a) they shall be competent in listening and spoken interaction at minimum level B2 of the [European Framework for Language Competence](#) (EFLC) established by the Council of Europe, in the language of examination;
 - (b) they shall have the skills and the aptitude required for the purpose of conducting examinations, and have thorough knowledge of the relevant examination methods and examination documents;
 - (c) how they will keep their professional competences regarding the subjects they examine updated; and
 - (d) they are familiar with the certification scheme for train drivers.