



**Chartered Institution
of Railway Operators**



Help New Train Drivers to Succeed

CIRO are looking for experienced train drivers to become apprenticeship assessors, helping us to bring new professionals into the industry.

CIRO is a registered End Point Assessment organisation which offers an assessment service whereby professional assessors from one organisation are made available to learners from other organisations. All the quality assurance methodology, the scheduling, the payments and the assessment know how are looked after by CIRO in a structured manner. The work provides great opportunities for professional development and we pay you – the employer, so that you are not out of pocket and also so that we do not add to fatigue risk in the industry.

Why Are Assessors Needed?

The English Apprenticeship system has a dedicated Standard for train driving. As part of this, external assessment is required to complete the learning journey. Many organisations are using the Standard and require independent assessment from qualified external assessors.

What kind of time commitment do we need:

We pay for every day that your employee is with us whether their time is spent in training and quality assurance activities or is being used in productive fee earning assessment work. In order to make the initial investment of around 8 days worthwhile to CIRO, we ask that you can pledge the person's involvement with us over a reasonably long period of time. An equivalent of four days per four weeks is a minimum – but as all rosters are managed differently we are already used to working on a three, four and six week patterns so the days do not have to be sequential – just regular. We

have had success with long term restricted drivers on a four day week besides assessors who are rostered to us for four different days a month or six days over six weeks.

How does the arrangement work?

We have a sample contract you can see if you would like to explore this option – it just outlines what everyone's responsibilities are and how we both should handle scheduling and any prospect of cancellations. It also outlines how we commit to one another about specific dates using a periodic Statement of Work and how we then use that to pay you for the time.

The demands of the running railway are our mutual concern so we start with what you think you can guarantee and then create the Statement of Work from that - leaving you in the driving seat! These are created around two months ahead of demand leaving everyone clear about what is happening. We have not had any cancellations from assessors apart from sickness so we are confident that we can work in good partnership with your organisational needs.



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Learn more

Scan the code or visit
www.ciro.org/epa/assessors
to learn more or to apply to
become a CIRO assessor



What are the Minimum Requirements of Assessors?

We are looking for assessors who have substantial, demonstrable experience in the mainline train driving, they must be currently working in the industry and be occupationally competent and be in a day-to-day line management, training or quality assurance role in the area they are assessing. We are a learner-centred organisation so a respectful and pleasant disposition also goes a long way.

We ask that you ensure your nominee.....	
1. Has a valid Train Driver Licence and Certificate	We need to make sure the Part A and B are in order and retain a copy for our records.
2. Is in possession of - or working towards the assessment qualifications or hold the A1/A2, D32/33 award	We can even help with this – we can do this assessor training if we gain assurance from you that we can utilise the individual's time for a duration that makes it viable for us...
CIRRO will look after everything else	
1. Carry out their duties in accordance with the current national occupational standards for assessment, and in line with current guidance on assessment practice issued by the EPAO	4. Have a working knowledge of the apprenticeship standard and a full understanding of that part of the apprenticeship standard for which they have responsibility. The EPAO will confirm this through examination of relevant CVs supported by relevant references
2. Maintain appropriate evidence of development activities to ensure their assessment skills and occupational understanding are current (CPD)	5. Be approved by the EPAO that must maintain records demonstrating how they meet the requirements. The appointment of assessors may require the prior approval of the EPAO
3. Be registered and recognised by the EPAO	6. Be competent to make qualitative judgements about the occupations they are assessing

How much do we pay you for the release of your employee?

Currently the assessors are based either at home or in your offices so there are no travelling or accommodation costs to worry about – we give you £600 for each day they work which is intended to cover their day rate and partly towards a cover in case that is needed.

The assessment method is being reviewed – not by us – but the Trailblazer group responsible for the Apprentice Standard and there is a slight possibility that it may go back to being a face to face assessment but we can keep you informed of that if it should happen nearer the time.

Use this for...

- 1 This can be useful for long term restricted drivers who can make an apprentice not feel as if they are enduring a routes exam!
- 2 It can also be useful as a safe position for somebody coming off driving, pre maternity with the ability to work for the three-month gap before leave and the first few months back.
- 3 It's a great development opportunity for those in the driving establishment as full training is given and CPD is offered, alongside professionals from other companies.

