

Training Facilities Specification

[MINIMUM REQUIREMENTS]



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A. General Requirements

1. Appearance – Reflect the impression of a welcoming, efficient and professional training organisation.
2. Ease of access – Comply with current Building regulations, to ensure that people are able to access and use buildings and the facilities. Provider to have sign in/out facilities at point of entry.
3. When using hired premises or a secondary location other than the stated primary training location, all additional training locations must be subject to the same pre-requisites as primary locations.
4. Maintenance of the building – Comply to meet as a minimum the statutory test or inspection required by law.
5. Maintenance, cleanliness and quality of furniture shall be of good standard.
6. All classrooms must be risk assessed against current HSE Legislation Guidelines
7. Meet & Greet:
 - Welcome, safety brief;
8. A health, safety and environment notice board which is maintained and up to date;
9. A local Emergency Preparedness & Evacuation Plan is developed and maintained that deals with:
 - security arrangements;
 - actions in the event of a security alert, fire, flood, burst, spillage, defective heating, ventilation or electrical equipment.
10. Appropriate fire precaution arrangements are in place including maintenance of fire equipment to include;
11. Extinguishers and fire escape routes, fire alarm testing and fire drills;
 - Where fire certification is required the requirements to maintain certification are met;
12. The required numbers of personnel on site have been trained in the appropriate Fire Safety roles as Fire Wardens and Persons Responsible for Fire Safety;
13. First aid arrangements have been established and first aid boxes maintained;
14. Adequate lighting including emergency lighting is maintained;

15. The trainer shall have access to a telephone, the internet [as a minimum to manage their e-mail], printer and photocopier;
16. Each training venue must have a separate private area to permit the trainer to undertake one to one learner interviews as part of the assessment process;
17. Refreshment / Rest facilities:
 - As a minimum, training establishments must provide access to refreshments whenever training is being delivered [hot drinks and cold drinking water as a minimum];
 - There shall be an area where learners can eat lunch;
 - There shall be access to suitable and clean toilet facilities on site.
 - Adequate designated smoking facilities
 - There must be where necessary an area for the storage of contaminated PPE separate from eating facilities, mess rooms and classroom areas.

B. Classrooms and Syndicate Rooms

1. Fit for purpose as a learning environment;
2. Clean and tidy;
3. Classrooms and syndicate rooms are available to meet the requirements of the lesson plan being used;
4. Heating and ventilation shall be controllable to allow an acceptable temperature to be maintained;
5. There shall be sufficient power points to allow any electrical equipment to be plugged in safely without trailing leads causing a trip hazard;
6. There shall be adequate lighting [preferably natural daylight] and blinds or other means of controlling lighting if the light is likely to interfere with any visual aids being used;
7. The room being used for training shall not be used at the same time for any other purpose;
8. Each learner shall have a chair and desk space [furniture clean and undamaged], to allow them to take notes, refer to handouts/handbooks, where applicable, and complete test papers or any other documentation;
9. Delivery of training will take place in a room with appropriate resources to conduct a training event, with the exception of practical activities, [which must take place in an appropriately configured practical training environment];
10. Training rooms will be of a sufficient size to accommodate the maximum number of learners attending, in appropriate seating layouts whilst affording learners a good view of the projected images on screen and of any whiteboards and flipcharts used;
11. Rooms shall be equipped to provide one seat for each Learner and sufficient table space to confirm the effective management of the theory assessment process [minimum learner spacing 1m “centre to centre”], to facilitate open book testing and to minimise the possibility of cheating by copying;
12. Circulation areas within both the centre and the training rooms shall be free of all obstructions to enable free movement;
13. Training rooms will have adequate lighting, blinds, heating and ventilation, signs to and within the training establishment are clear and unambiguous;

14. Posters and other forms of visual communication displayed for the benefit of the Learners shall be up-to-date and relevant. Care is needed in the content of posters to ensure that answers to knowledge assessment questions are not visible;
15. Evacuation notices are displayed in every room.

C. Learning Aids

Training rooms will be equipped with a variety of learning aids. These will, as a minimum, consist of:

- a. Electronic Projector and screen,
- b. Laptop or PC meeting minimum specification,
- c. TV/Monitor (if required for supporting non-standard material),
- d. Handouts/note paper Pens or pencils,
- e. Learners nameplates (paper, card or plastic are suitable),
- f. Whiteboard and flip chart and appropriate pens,
- g. Electronic Projectors must produce a clear, focused image onto a clean screen.
- h. If using TV/Monitors, they will be of a sufficient size for all of the Learners to clearly see all displayed content.
- i. Internet access where appropriate
- j. Speakers suitable for the size of the room
- k. Facilities in place to support learner needs, such as disabilities

D. Practical area – General

1. Practical training and/or assessment must be conducted in accordance with the requirements of the relevant Network Rail Specification and related training plans in an environment which meets their requirements, with all Learners having the benefit of a full briefing in respect of the event. All practical training environments shall be considered as if it were live RMI i.e. appropriate risk controls in place, full PPE etc;
2. Any practical area (e.g. track layout, signalling equipment) shall comply with the requirements of the training plan being used.
3. All plant, equipment and materials to be used in the practical session, must be maintained in line with specified maintenance requirements.
4. Prior to using RMI as part of training the suitability of the site shall be documented and confirmed as fit for training purposes;
5. Where training is to be delivered and a site visit is required to the RMI, a compliant Safe Work Pack should be sought and retained in the event pack.
6. Training organisations must confirm that they have in place adequate insurance to enable them to undertake the type of training in question, including track visits to the operational railway.
7. Transport to and from the training location to any practical location must adhere to company insurance and personal insurance policies. Safeguarding must also be considered when providing transport.
8. Assured training providers must have in place an auditable procedure that confirms that all Assured Trainers in its employment are fully briefed as to the content of the safe work pack, risk assessments, method statement and familiar with the planned training location.
9. Learner numbers for practical events will be restricted to those specified within the training plans.
10. The training environment must take in to account the specific practical requirements of the discipline being delivered, details of which are contained within the relevant Network Rail Specification and lesson plan.

E. Practical area – Discipline specific

1. Track Induction Course
Comply as detailed in TIC Inspection Worksheet
2. OTP Framework
Comply as detailed in MC CC OTP Inspection Worksheet
3. OHL Construction and Isolation
Comply as detailed in Construction and Isolation Inspection Worksheet [TBC]
Electrification
4. Comply as detailed in Electrification Worksheet
[DC lines Strapping & Switching] [TBC]