

The Rail Academy (TRA) End-point Assessment of the Train Driver, Level 3, Apprenticeship Standard (ST0645 v1.0)

Qualification Title: TRA Level 3 EPA Train Driver ST0645 (v1.0)

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1. Introduction

The Rail Academy (TRA) is an End-point Assessment Organisation (EPAO), recognised by Ofqual (recognition number RN6123), and approved on the Department for Education apprenticeship provider and assessment register to deliver end-point assessment for the level 3 train driver apprenticeship standard ST0645.

This Specification has been produced to provide information for apprentices, employers and training providers about the End-point Assessment of the Train Driver level 3 apprenticeship standard. All information in this specification is correct at time of publication.

End-point Assessments can only be undertaken by organisations who have been approved by the regulator. For non-integrated degree apprenticeship standards, the regulator is Ofqual.

As an end-point assessment organisation, we are bound by the following rules and conditions:

- Ofqual conditions of recognition and the EPA qualification level requirements
- Department for Education apprenticeship provider and assessment register (APAR) conditions of acceptance
- Department for Education Apprenticeship Funding Rules.

Privacy Notice

TRA is an approved End-point Assessment Organisation and is required to process certain personal and company data for the safe and effective, planning, delivery and certification of apprenticeships. An apprentice's training provider is the data controller of apprentice data and will provide us with the apprentice's Unique Learner Number (ULN), name, date of birth, and gender, alongside details of the apprentice's employer and contact details, apprenticeship start date, and planned end date. These are the minimum requirements to enable us to deliver End-point Assessment and apply for apprentice certificates.

We take privacy seriously and will only use personal information to provide apprenticeship End-point Assessment services and claim apprenticeship certification.

We may share apprentice information with their employer and training provider, our assessors, Department for Education, Institute for Apprenticeships and Technical Education, and our external quality assurance provider.

We will retain basic apprentice personal data for six years after completion of the apprenticeship, after which time it will be securely destroyed.

The assessment evidence produced by assessors will also be stored securely. Some assessments are recorded. The recordings will be used for Quality Assurance purposes only.

If at any point an apprentice believes we have retained information that is incorrect the apprentice can request to see this information and even have it corrected and possibly deleted. Providing the information to the apprentice to check is free of charge, but charges may apply for excessive requests.

Should an apprentice be unhappy with our processing of their personal data, they have a right to complain to the Information Commissioner's Office, which is the regulator for data protection.

2. Apprenticeship Overview

An apprenticeship is a job with training to industry standards. It involves a substantial programme of on and off-the-job training, learning a range of knowledge, skills, and behaviours (KSBs) as specified within the apprenticeship standard. Before an apprentice can successfully complete an apprenticeship they must pass an end-point assessment, an independent test of the apprentice's competence in the Knowledge, skills, and behaviours of the apprenticeship standard.

As an end-point assessment organisation TRA cannot be involved in any element of the on-programme training and learning of the apprentice. This is because we must ensure we remain independent in all of our end-point assessment activities. We do, however, provide end-point assessment guidance and mock materials to enable apprentices to practice and prepare for end-point assessment.

Apprenticeship standards and their corresponding end point assessment plans are written and published by the Institute for Apprenticeships and Technical Education.

The Train Driver apprenticeship standard is a level 3 apprenticeship for passenger train drivers, depot drivers, freight train drivers and on-track machine drivers. The drivers may work in high speed, passenger, freight, underground, metro, suburban, cross border, depots, sidings or maintenance sheds; moving passengers, goods, empty coaching stock or driving on-track machines to perform infrastructure maintenance work. The train driver apprenticeship will typically take 12-18 months to complete and comprises three stages, with the end-point assessment being the final stage:

- On-programme induction and training
- Gateway to end-point assessment
- End-point assessment and certification

Full details of the Level 3 Train Driver apprenticeship standard and end-point assessment plan can be found at: <https://www.instituteforapprenticeships.org/apprenticeship-standards/train-driver-v1-0>

The end-point assessments have been designed by occupational and assessment experts to ensure that they are valid, relevant, reliable, accessible, and fair.



3. Assessment Methods

Assessment Method	Area Assessed	Delivery Detail
Online Test	<p>50 question Multiple choice and scenario-based questions split into 2 sections:</p> <ul style="list-style-type: none"> • 25 questions on Safety & Security • 25 questions on Train Driving <p>Each question is worth 1 point.</p> <p>Graded pass or fail.</p> <p>Minimum overall pass level of 85% with the apprentice achieving a score of 80% or above in each individual section.</p>	<ul style="list-style-type: none"> • 1 hour and 40 minutes allowed • Closed book test • Invigilated by TRA • The test is carried out remotely, using TEAMS, is recorded and is delivered and automatically marked by our learning management system – GO1 • Must be undertaken using technology and from a venue that meets the requirements of The Rail Academy.
Observation	<p>Apprentices will be required to demonstrate the required KSBs associated with:</p> <ul style="list-style-type: none"> • Planned working: Prepare a train for service at a depot or stabling point, • Degraded working: Identify and respond to a simulated infrastructure hazard or defective equipment, • Emergency working: Conduct a simulated emergency call. <p>The independent assessor will ask questions about the actions and choices the apprentice has made.</p> <p>Graded pass or fail.</p>	<ul style="list-style-type: none"> • 2 hours • Delivered on a 1:1 basis (independent assessor and apprentice), remotely using TEAMS and recorded. • Planned working – real life in the apprentice’s normal place of work*. NB. there is a current dispensation allowing the planned working part of the observation to be replaced with a witness testimony of observed practice provided by the employer, and a question and answer session with a TRA independent assessor • Degraded and Emergency working – simulated <p>* the normal place of work must be able to allow the apprentice to demonstrate competency in the required KSBs (as specified by assessment plan). If this is not possible simulation will be permitted</p> <p>Questions will be asked by the TRA independent assessor during the observation about the actions the apprentice has taken and the choices they made to complete the tasks to assess.</p>

Assessment Method	Area Assessed	Delivery Detail
		<p>knowledge and understanding</p> <p>Must be undertaken using technology and from a venue that meets the requirements of The Rail Academy.</p>
Professional Discussion	<p>A structured discussion between the apprentice and the TRA independent assessor</p> <p>Graded pass or fail</p>	<ul style="list-style-type: none"> • carried out over a one-hour period, remotely, using TEAMS, and recorded. • Delivered on a 1:1 basis (independent assessor and apprentice) • TRA Independent assessor will ask ten questions • The apprentice will not be allowed to use or bring any reference materials into the professional discussion. • Must be undertaken using technology and from a venue that meets the requirements of The Rail Academy.

4. Remote Assessment Requirements

- The Rail Academy undertakes End Point Assessments of Train Drivers compliantly with the EPA Assessment plan. Where remote assessment is permitted by the plan and required by The Rail Academy, it will be undertaken using Microsoft TEAMS and will be recorded for Quality Assurance purposes only.
- The apprenticeship training provider and the apprentice employer must ensure that an apprentice is able to undertake the assessment using suitable equipment and from a suitable venue, as defined by TRA.
- As a minimum, the apprentice must undertake their assessment in a quiet room, without interruption. They must be alone and have no access to materials which may give them an advantage. They must use a computer or tablet with an operational camera, which can operate TEAMS and can record the assessment. Mobile phones are NOT suitable.

5. Knowledge, Skills and Behaviours (KSBs) Assessed

On-line multiple choice test

- Safety and Security

K1	A good understanding of relevant health and safety legislation, statutory operating regulations within own role and organisation and how to monitor it. E.g. industry procedures and safety requirements and instructions.
K2	Requirements and process for ensuring rail safety and security on the line, trains and at stations and depots. E.g. evacuation points.
K6	A sound awareness of the specific professional and personal demands, such as working alone, with others, shift work over a 24-hour cycle, individual protection and security, reading and updating documents
K11	A good understanding of dangerous goods relevant to a range of rail operations and how to convey and deal with them effectively in an emergency
S1	Continuously monitor area of responsibility to ensure compliance with rail legislation and organisational procedures. Overall responsibility of passengers, staff and goods to enable compliance with regulations through safe and effective rail operation. Constructively challenge unsafe practice at all levels and report through the necessary channels
S2	Constantly maintain a secure environment and respond to security issues and take appropriate action in the event of a breach of security and review how effective the methods and actions have been e.g. safe systems of work, closing gates and doors when entering secured premises, securing cab doors when leaving trains on main lines and stations.
S6	Considers and responds appropriately to the needs and safety of themselves and others e.g. wears appropriate personal protective equipment, uses authorised walking routes, informs all relevant parties of hazards when these are observed. Supports other colleagues in demanding work situations e.g. be cooperative and give guidance to colleagues and managers and communicate effectively.
S10	Make autonomous decisions and work through altered methods of working when in operation, communicate details of the hazard/defective equipment to necessary stakeholders using appropriate methods. Ensure the safe operation of the train in degraded situations and carry out any necessary protection arrangements according to the situation

- Train Driving

K8	A thorough knowledge of the procedures associated with train dispatch
K9	A thorough knowledge of the principles of route learning
S8	Dispatch trains under different circumstances e.g. Driver only operated services and guard operated services from staffed and unstaffed stations.

S9	Ability to learn and memorise routes features within required timescales e.g. signalling types, principle junctions, tunnels, names of running lines and line-speeds
S11	Effectively manage dangerous goods in own area of competency, report and protect other lines in a dangerous goods emergency.

Observation

- Planned Working

	KSB	DETAIL
K7	An in-depth working knowledge of the trains to be driven e.g. bringing a train into service, shunting operations, operating, stopping and taking a train out of service. An in-depth understanding of how to mobilise and immobilise, identify faults or errors and any remedial action to be taken.	<ol style="list-style-type: none"> 1. Prepare a train for service at a depot or stabling point 2. Ensure the train is safe to enter service 3. Check all safety systems are operating correctly
S7	Make instant complex autonomous decisions during normal, degraded and emergency working. Check and monitor rail systems effectively, diagnosing and resolving problems upon identification of faults or errors in a timely manner to minimise risk and a delay to services. Remain alert at all times and have the ability to perceive any hazards, which may occur during the journey. Locate and prepare trains for service, marshal and shunt trains, drive trains on main lines, depots and sidings, deal with operational incidents, emergencies and berth trains	<p>The assessor must observe:</p> <ol style="list-style-type: none"> 1. Setting up and testing cab radio systems 2. Purpose and location safety and emergency equipment on train type operated 3. Testing safety systems and equipment 4. Brake continuity tests required for train type operated 5. Know what fault indications during preparation can affect the train types fitness for service 6. Know what action to take if safety equipment is not working correctly 7. Procedure for reporting and recording train faults 8. Key systems and equipment that must be operational to enter service from a depot, siding or station 9. Action to take if train is unserviceable 10. How to enter and exit train in a safe manner
B3	Be risk aware, mitigate risks by checking information, concentrating on the task, maintaining an awareness of changing circumstances and remaining calm under pressure	
B5	Be approachable, respect others, act ethically and contribute to sustainable development	

- Degraded Working

		KSB	DETAIL
K4	Know and understand procedures and methods to ensure transfer of information to different stakeholders e.g. using report forms, phonetic alphabet, codes and numbering.		Identify and respond to a simulated infrastructure hazard or defective equipment, one of the following: <ul style="list-style-type: none"> • Broken line or track defect • Signals incorrectly displayed or obscured • Missing line side signage, displayed incorrectly or obscured • Failed level crossing • Obstruction of the line such as large animals within the boundary fence The assessor must observe: <ol style="list-style-type: none"> 1. Identification of infrastructure hazards, defective equipment or failures 2. Details of the hazard/ defective equipment communicated to the necessary persons using the appropriate form of communication 3. Actions, considerations and reporting process for infrastructure hazards, defective equipment or failures
S4	Clearly and accurately carry out verbal communications, face to face and by using written methods and procedures e.g. using the PA system or train radio		
B3	Be risk aware, mitigate risks by checking information, concentrating on the task, maintaining an awareness of changing circumstances and remaining calm under pressure		
B5	Be approachable, respect others, act ethically and contribute to sustainable development		

- Emergency Working

		KSB	DETAIL
K4	Know and understand procedures and methods to ensure transfer of information to different stakeholders e.g. using report forms, phonetic alphabet, codes and numbering.		Conduct a simulated emergency call, one of the following: <ul style="list-style-type: none"> • Emergency brake application • Emergency brake application not applied by the driver e.g. train safety system, passenger emergency alarm • Station overrun • Train passed a signal at danger The assessor must observe: <ol style="list-style-type: none"> 1. Identification and appropriate action for operating incidents
S4	Clearly and accurately carry out verbal communications, face to face and by using written methods and procedures e.g. using the PA system or train radio		
B3	Be risk aware, mitigate risks by checking information, concentrating on the task, maintaining an awareness of changing circumstances and remaining calm under pressure		

	KSB	DETAIL
B5	Be approachable, respect others, act ethically and contribute to sustainable development	<ol style="list-style-type: none"> 2. Communication of the emergency situation how, when and to whom to communicate an emergency situation 3. Identification and respond correctly to an emergency situation 4. How to receive and respond to an emergency call 5. Effective communication with customers to mitigate the consequences of the accident /emergency 6. Accurate, brief and clear communication 7. Correct terminology used e.g. phonetic alphabet

Professional Discussion

- Planned Working

	KSB	Detail
S9	Ability to learn and memorise routes features within required timescales e.g. signalling types, principle junctions, tunnels, names of running lines and line-speeds.	Demonstrates a full understanding of route features and risks applicable to the routes signed by the apprentice Demonstrates how to maintain route knowledge and process for requesting refresh
B4	Willing to learn new skills and to adjust to change	
K13	Awareness of how the rail industry works, such as; franchising arrangements, railway organisations, rail specific terminology, business goals, personal impact within the company.	Demonstrates sound knowledge of the company structure, franchise length, owning company and their role within the company
S16	Manage the speed, braking and driving of trains to optimise fuel economy, reduce maintenance costs and minimise financial penalties for late or wrong time arrivals or departures and fail to call at scheduled stops.	Demonstrates understanding of specific railway terminology e.g. TOC, FOC, IRO, RSSB, BTP etc. Adopts the correct driving techniques to maximise efficiencies and reduce costs whilst maintaining safety as a priority Is cooperative and helpful to colleagues and managers
B6	Always seeks to support business goals and maintain an awareness of economic challenges	
K16	A good understanding of information relating to company products and services. Understand how to recognise both company internal and external customers, focusing on the manner in which the message is delivered.	Able to ask relevant questions to determine customer and stakeholder needs Confidently communicates knowledge of their occupational role and where that sits in the wider rail industry
S15	Deal with customer enquiries promptly and politely Redirect customer complaints and/or enquiries to the appropriate personnel when unable to personally deal with them	Uses clear and engaging communication to establish a good rapport with customers Able to ask relevant questions to determine customer needs

	KSB	Detail
K14	A good understanding of professional development planning and responsibilities for maintaining personal competency.	Demonstrates a good knowledge of the opportunities for progression from the Driver grade (to Driver Mentor/Instructor, Driver Manger etc.) and the skills and qualifications needed to do so
S13	Identify and manage individual development needs, maintain and develop skills, knowledge and behaviours, in compliance with the competency management system	Continuously reflects on opportunities for continuous improvement e.g. records/logs details of actions in accordance with written down procedures
K15	Understand the risk of ill health and the impact of wellbeing on the safety of an individual, others at work and the public. Understand strategies for fatigue management e.g. sleep quality and environment, healthy lifestyle, diet, time and stress management.	Demonstrates a good understanding of the company fatigue policy Able to recognise the common signs and symptoms of fatigue A good understanding of the causes of fatigue and associated risks
S14	Manage own fitness and lifestyle to enable work to be carried out competently in order to reduce the risk to health and safety to self and all stakeholders	Recognises potentially serious situations and chooses the best course of action appropriate to the situation or task Considers impact of own actions on other people or activities
B2	Display a self-disciplined, self-motivated, proactive approach to work and your own health and wellbeing	Demonstrates reflective learning Knows own limitations, and when to ask for help or escalate Shares learning points
B1	Act professionally, demonstrating dependability, determination, honesty and integrity	Proactively shares Information, which can be trusted Goes out of their way to represent the business Promotes value of core behaviours Openly supports change and recommends areas for improvement

- Degraded Working

	KSB	Detail
K10	Recognise when to report a train fault or failure, infrastructure hazard or defective equipment on track or at a station. Fully understand the actions, responsibilities and reporting procedures necessary to minimise the impact to services.	Demonstrates good knowledge of their company's Defective On Train Equipment (DOTE) policy for three different on-train faults Adopts a safe and systematic approach to identify, diagnose or rectify faults/ failures in systems and equipment using approved methods and procedures

	KSB	Detail
K12	Good knowledge and understanding of the special conditions of carriage relevant to your role.	Demonstrates a good understanding of the different types of special conditions of carriage Demonstrates the different types of special conditions of carriage within their area of responsibility
S12	Able to identify and comply with relevant special conditions of carriage e.g. speed restrictions, heavy axle weight, dangerous goods, tunnels and bridges	

- Emergency Working

	KSB	Detail
K3	Knowledge of legislation, in-depth understanding and competency in the rules applicable to rail operation, safety and licensing and certification of train drivers.	Demonstrates in-depth knowledge and understanding of the Train Driver Licences and Certificate Regulations A good ability to comply and monitor with legislation, procedure and regulations, such as, The Railway and Other Guided Transport Systems Regulations (ROGS) Ensures awareness of changes to rules/ regulations and operating instructions Understands how to lead and control an incident or emergency and identify the correct type of response until incident response teams arrive Involves all relevant parties in the activity: communicating clearly and working together as required Demonstrates ability to maintain system safety throughout
S3	Monitor compliance with legislation, procedures and regulations in a rail environment within own area of responsibility. Keep up to date with all relevant train legislation and retaining vast amounts of information	
K5	Understand the importance of making accurate, timely decisions and know how to lead and manage operational incidents and emergencies during degraded and emergency working. Understanding of their role within the incident response teams and emergency services.	
S5	Follow procedures to lead and manage incidents and emergencies until incident response teams arrive onsite e.g. overall responsibility for protecting passengers, other staff the train when deciding which line/s are blocked and making a decision as to which line/s to protect first.	

6. Grading and Certification

Apprentices will be informed of their grades once all of the assessments have been completed and quality assurance checks have taken place at TRA. They will **NOT** be advised on the day of their assessment.

The grade of the apprenticeship is pass or fail and the apprentice must pass all three assessment methods in order to pass the apprenticeship.

Assessment Method	Grades available	Notes
On-line Multiple Choice Test	Pass or Fail	<p>The apprentice must achieve a minimum of 80% in each assessment area (Safety/Security and Driving) and a minimum of 85% overall in order to Pass. This will mean, for example, that if an apprentice:</p> <ul style="list-style-type: none"> achieves 90% in safety/security and 75% in driving, they would fail the on-line multiple choice test achieves 80% in safety/security and 80% in driving, they would fail the on-line multiple choice test
Observation	Pass or Fail	The apprentice must demonstrate all KSBs within the assessment method in order to pass
Professional Discussion	Pass or Fail	The apprentice must demonstrate all KSBs within the assessment method in order to pass

TRA will issue a final grade confirmation, with feedback, to the employer, apprentice, and provider within 10 working days of the final assessment method. The statement will detail the result for each of the end-point assessment activities, and will provide details of the apprentice rights to appeal, and how to arrange resits or retakes (A re-sit does not require further learning, whereas a re-take does).

TRA will apply for the apprenticeship certificates once the time period for appeals has expired. Certificates will be sent direct to the employer from the Department for Education, on behalf of the Institute for Apprenticeships and Technical Education, once printed.

If an apprentice fails any part of the assessment the following will take place:

Fail a single assessment method	Apprentice will be given a further opportunity to resit the assessment within three months of their first attempt
Fail two or more assessment methods	<p>the apprentice will need to undertake a period of further learning before retaking the assessments they failed.</p> <p>The apprentice must have a supportive action plan in place to prepare for the re-take.</p>

If an apprentice fails to resit or retake the assessments they failed within 6 months of their original gateway to end-point assessment they will need to retake their entire end-point assessment.

7. Supporting Policies and Procedures

The Rail Academy has in place a range of important policies and procedures relevant to EPA delivery and apprentices. These can be found at www.therailacademy.com and include those relating to:

- Appeals
- Special Considerations and Reasonable Adjustments
- Complaints
- Malpractice and Maladministration
- Bribery and Corruption
- Conflicts of Interest
- Equality