

Guidance Document

G1324

Approved Roles within the LU Institution of Railway Signal Engineers (IRSE) Licensing Scheme

Issue No.: A2

Issue date: January 2016

Review date: January 2019

MAYOR OF LONDON

 **Documents**
Document Sharing Hub



Contents

1	Purpose	3
2	Scope	3
3	Guidance	3
3.1	Qualifications	3
3.2	Workplace Assessors	4
3.3	Competency Assessors	5
3.4	Technical Mentors	5
3.5	Internal Verifiers	6
4	Reference	7
4.1	Definitions	7
4.2	Person accountable for the document	7
4.3	Document history	7



1 Purpose

The purpose of this guidance is to describe the method by which Workplace Assessors, Competency Assessors, Technical Mentor and Internal Verifier are appointed for the LU IRSE Licensing Scheme.

2 Scope

This Guidance applies to LU staff, external contractors, sub- contractors and agency staff who are interested in participating in the LU IRSE licensing scheme. This document is not applicable to JNP..

3 Guidance

3.1 Qualifications

- 3.1.1 Those persons involved in recognised IRSE roles by LU must be able to demonstrate their competency and knowledge in the activities in which they are called to assess.
- 3.1.2 Those persons involved in recognised IRSE roles are chosen based on the following criteria:
- Licence categories held
 - Experience and training
- 3.1.3 This is demonstrated by a robust CV for applications and where appropriate supporting evidence.
- 3.1.4 An initial meeting hosted by one of the Internal Verifiers (IV) will be held with any applicant interested in becoming a work place assessor. The meeting will cover the requirements including the role and responsibilities of being an assessor.
- 3.1.5 All individuals interested in becoming a Workplace or Competency Assessor, will need to obtain or already be in possession of one of the following qualifications:
- Level 3 Award in Assessing Competence in the Work Environment (2 units)
 - NVQ A1
 - D32 and D33 standards with A1 briefing
- 3.1.6 Individuals that need to obtain the above identified qualification will need to contact the London Underground Training and Accreditation section, where arrangements can be made for the appropriate training.
- 3.1.7 For those interested in applying for the IV position, the individual will need to obtain or already be in possession of one of the following qualifications:
- Level 4 award in the Internal Quality Assurance of Assessment Processes and Practice
 - V1
 - D34 with a V1 update
- 3.1.8 Those looking to obtain the qualification should refer to section 3.1.6.