

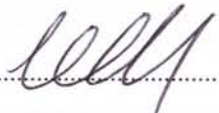
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Level 3

Production and Management of Training and Assessment Solutions

Endorsement and Authorisation

Endorsed by:



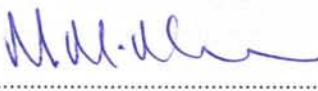
A Ridley, Working Group Chair

Authorised by:



M Ruddy, Steering Group Chair

Accepted for issue by:



M McManus, National Standards Manager

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1 Purpose

The purpose of this document is to provide a standard process by which Network Rail updates or produces content for new or existing training and assessment solutions.

The process defined in this document is designed to facilitate the production of cost effective and fit for purpose training solutions which meet and exceed the learning and development needs of Network Rail and its customers.

2 Scope

This document describes the process to be followed when producing, procuring, approving, managing and maintaining the content of training and assessment solutions.

It applies to any individual within Network Rail who is undertaking the production or procurement of training or assessment content currently under the governance of a Content Review Group and for delivery to Network Rail and its customers.

Any changes to existing, or the production of new training and assessment content under the governance of a Content Review Group is to be managed through the process defined in this document.

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3 Roles & responsibilities

Production and Management of Training & Assessment Solutions															
	Identify New Requirement	Establish Business Need	Validate & Prioritise Need	Produce Training & Assessment Solution Content	Define Delivery Requirements	Initial Review Process	Make Amendments	Train / Brief Pilot Trainers	Pilot Training Solution	Final Review Process	Sign Off	Train / Brief Initial Trainers	Update Supporting IM Systems	Distribute Content (Controlled)	Communication
	8.1	8.2	8.3	8.4	8.5	8.6	8.6.2	8.7.1	8.7.2	8.8	8.9	8.8.3	8.10	8.11	8.11.4
Content Review Group	R	A	AR	C		R				R					I
Project Working Group				AR	AR	AR	AR	AR	A	AR	C	AR	A	A	I
Materials & Systems Team [C&T]	R	C	C	R	C	C	R	C	C	C	R	C	R	R	AR
Training Delivery Teams [C&T]	R	R	C		R	C	C	R	R	C		R		R	I
Training Planning & Administration [C&T]								C				C	C	C	I
Head of Competence & Training											A				I
Professional Head or Nominated Senior Manager											A				I

RACI is a means of linking process steps to roles as follows:

- R – Responsible: the individual(s) who perform an activity – responsible for action/implementation – although usually only one, Rs can be shared
- A – Accountable: the individual who is ultimately accountable including yes/no decision and power of veto – only one 'A' can be assigned
- C – Consulted: the individual(s) to be consulted prior to a final decision being made or action taken – two-way communication.
- I – Informed: the individual(s) who need to be informed after a decision is made or action is taken – one-way communication.