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Training needs analysis for OTM driver operators	Ref:	NR/L3/NSC/313/SP-1.04
	Issue:	1
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1 Purpose	1
2 Scope	1
3 Definition	1
4 Roles and Responsibilities	1
4.1 Competence Manager, Technical Services	1
4.2 Fleet / Operational Trainers and Assessors	2
5 General	2
6 Procedure	2
6.1 New Job or change in job design	2
6.2 Individual capability assessment	4
6.3 Conduct post training evaluation	5
6.4 Evaluate employees performance	6
7 Review effectiveness of training	6

1 Purpose

To provide a process and guidance for determining training requirements and competences needed to meet performance requirements for OTM Drivers (and other safety critical staff).

2 Scope

This module applies to all personnel who are responsible for the training of Network Rail OTM Drivers and Network Rail safety performance.

3 Definition

Term	Explanation
On-track machine	Any rail-mounted machine meeting the requirements of Railway Group Standard GM/RT2400 and permitted by GO/RT3000 to be driven outside the limits of a Possession
Serious Incident	An incident that is Reporting of Incidents, Disease and Dangerous Occurrences regulations (RIDDOR) reportable and has the potential to result in harm to all person types on the railway

4 Roles and responsibilities

4.1 Competence Manager

The Competence Manager shall:

- identify training requirements where formal job training courses and programs have not been established;
- be responsible for the management of the delivery of the OTM driver training and other safety critical training programmes;

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- c) develop key tasks from the task analysis based on a mixture of performance requirements, job responsibilities and safety requirements;
- d) identify performance standards by carrying out an analysis of the tasks performed followed by risk assessment;
- e) provide assistance and support in the development of lesson plans and individual plans to support the training objectives;
- f) evaluate an individual's safety performance in accordance with the Training Needs Analysis (TNA) process, training and the related performance standards; and
- g) review effectiveness of training.

4.2 Fleet / Operational Trainers and Assessors

Fleet / Operational Trainers and Assessors shall:

- a) carry out a gap analysis between existing and future performance standard requirements;
- b) evaluate existing and future staff skills, knowledge and experience; and
- c) carry out an individual training needs analysis in accordance with 6.2.

5 General

OTM drivers shall be provided with training specific to the work they undertake.

NOTE 1 The Health and Safety at Work Act and the Railways and Other Guided Transport Systems (ROGS) 2006 require that appropriate training be given to operational safety critical staff for the work they are expected to undertake. In this context, a TNA process helps to determine the appropriateness of job training courses and person specific development plans that are directly aligned with Network Rail's cultural strategy, job safety and competency requirements of a definitive role.

NOTE 2 The details contained in this procedure are primarily aimed at conducting a TNA on all OTM Driver roles and related supporting roles. The TNA should be compiled in conjunction with the relevant arrangements set out in the Safety Management System (Transport Undertaking).

6 Procedure

6.1 New job or change in job design

6.1.1 Training requirements

Training shall be provided where formal job training courses and programmes have been established and authorised by the Competence Manager for the job requirement.

The Competence Manager shall identify training requirements where formal job training courses and programmes have not been established for the job requirement.

6.1.2 Determine performance goals

The Competence Manager shall identify the business need and operational requirements (gap in performance / capability) of the role. The training needs shall be strategically aligned to meet the objectives.