**NDORS Trainer Person Specification**

This document lists the criteria required to apply to train to become an NDORS trainer. To be awarded an NDORS trainer licence you will need to evidence your skills and qualifications, and pass the NDORS trainer course.

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|   | **Classroom Trainer** | **In-car Trainer** |
| **Qualifications** |  |  |
| A nationally recognised qualification in delivering teaching or training (includes NDORS Licenced Trainer qualification)  | ✓ | x |
| DVSA registered ADI at a minimum grade B level | x | ✓ |
| **Interpersonal skills** |  |  |
| Excellent interpersonal skills | ✓ | ✓ |
| The ability to communicate clearly and accurately in plain language, both verbally and in writing. | ✓ | ✓ |
| Excellent group facilitation skills. | ✓ | x |
| The ability to work professionally with colleagues. | ✓ | ✓ |

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|   | **Classroom Trainer** | **In-car Trainer** |
| **Experience** |  |  |
| At least one year’s experience of delivering learning or training in a one-to-one or one-to-many setting. | ✓ | ✓ |
| **Knowledge/skills/abilities** |  |  |
| Excellent presentation skills. | ✓ | x |
| Excellent knowledge of the Highway Code and the ability to make reference to the Highway Code during courses. | ✓ | ✓ |
| The ability to challenge attitudes constructively, including when people are resistant to change. | ✓ | ✓ |
| The ability to deliver training materials accurately, as specified in the course manual. | ✓ | ✓ |
| The ability to tailor learning materials to individual client needs. | ✓ | ✓ |
| The ability to adopt a coaching style when training. | x | ✓ |
| The ability and willingness to adjust the content and style of on-road experience to suit the goals identified by clients. | x | ✓ |
| The ability to reflect realistically and constructively on one’s own strengths, weaknesses and performance and to act on feedback from mentors. | ✓ | ✓ |

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|  | **Classroom Trainer** | **In-car Trainer** |
| **IT and administration skills** |  |  |
| Proficiency in delivering PowerPoint presentations. | ✓ | x |
| Proficiency in handling course paperwork efficiently. | ✓ | ✓ |
| **Additional course-specific requirements** |  |  |
| There are two types of RIDE trainers: practical specialist (PS) and behavioural change specialist (BCS). RIDE PS trainers need to be on the RPMT. RIDE BCS trainers need to have an accreditation in delivering behaviour change programmes to adults\*\* or a qualification in behaviour change\*\*\*RIDE instructors need to be on the RPMT. |

**\* Teaching and Training Qualifications**

The following qualifications are relevant to the role of an Instructor or Trainer. Please note that some of these are no longer available for study. This list is not exhaustive, but shows the most popular and creditable qualifications that teaching and training professionals may hold. **All classroom theory Trainers must hold a teaching or training qualification**

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| **Title** | **Full Title / Details** | **Level** |
| AET | Award I Education and Training | 3 |
| CET  | Certificate in Education and Training  | 4 |
| DET | Diploma in Education and Training | 5 |
| PTLLS | Preparing to Teach in the Lifelong Learning Sector | 2/3 |
| CTLLS | Certificate for Teaching in the Lifelong Learning Sector | 3/4 |
| DTLLS | Diploma for Teaching in the Lifelong Learning Sector | 4/5 |
| CIPD Certificate in Training Practice | Chartered Institute of Personnel and Development | 3 |
| C&G 7303/7307 | City and Guilds Awards | 2/3 |
| Cert Ed | Certification in Education  | 4/5 |
| PGCE | Post Graduate Certificate in Education  | 5/6 |
| Some accreditations in delivering behaviour change programmes\*\* (see below) include a teaching or training qualification. This may be acceptable if assessment includes observations of teaching practice. | Refer to UKROEd for consideration  |  |

**\*\* Accreditation in delivering behaviour change programmes**

Accreditations in delivering behaviour change courses include addiction programmes, HMP rehabilitation courses, stop smoking courses, health trainer programmes, motivational interviewing, and health trainer programmes. Some job roles include delivering behaviour change programmes, such as cognitive behavioural therapists, counsellors, community health educators, social workers, and family support workers.

**\*\*\* Qualification in behaviour change**

Behaviour change qualifications include postgraduate courses such as an MSc in Behaviour Change, modules studied as part of a degree, such as health psychology or clinical psychology, and short courses such as the UKROEd Academy course in behaviour change techniques and the RSGB two-day course in behaviour change.

Refer to UKROEd in the case of any queries about the suitability of qualifications, training, experience or accreditations.