

TRAINER QUALIFICATION SCHEME

BECOME A TRAINER FOR UITP

Objective and Scope of the Procedure

Training is vital for companies to improve the performance of employees, facilitate personal development and expand basic knowledge. With the current growing number of training programmes at UITP, the number of trainers needs to be increased and their expertise, origins and languages diversified. Identifying and retaining high quality trainers is central to the development and running of the UITP Centre for Training. This is why we are looking not only to recruit qualified trainers to deliver our courses but also give an opportunity to professionals and experts from the transport sector to develop their training skills and become a trainer for us.

This process aims at centralising the registration of trainers and at facilitating the monitoring of their development on the long term. As such it introduces a compulsory *online registration system* and establishes a *trainer identification, selection and tracking process* allowing continuous follow up of the activities of all our trainers. It also proposes new tools for the development of *training methodology and techniques*. Finally it allows *professional development* for our guest trainers, first by becoming a 'UITP Qualified trainer' and then by giving the possibility to evolve towards a 'UITP Lead Trainer'.

1. Who are we looking for?

A good trainer not only needs professional on-the ground experience and knowledge, but also skills to effectively transfer his expertise, including the ability to communicate in public and engage actively with participants. Prospective UITP-Qualified Trainers should:

- Be a Subject-Matter Expert in the desired field of training;
- Have at least 7 years of professional experience at the operational level in the subject to be taught, within UITP, Public Transport Authorities, Operators, Industry, Academia or similar transport related organisations;
- Have didactical, training and instruction skills or have at least aspiration to knowledge transfer (UITP also provides material to get acquainted training methodology);
- Be familiar with UITP, in particular UITP strategies and positions related to the desired field of training;
- Have excellent reading, writing, listening and speaking skills in English and any another language (Arabic, Chinese, French, Russian, Spanish etc.) used for the delivery of specific regional courses.

2. Raising your Interest to become a Guest Trainer: the Application Process

The first step of the procedure is to register and upload the necessary documents including a CV, a short abstract and presentation material in a related subject from past trainings, event or similar activities. Some questions will be asked to have more detailed information on your presentations skills and fields of expertise.

Click here to register: <https://efficy.uitp.org/event.php?id=3613>

3. Review of your Application and Interview

Applications will be reviewed according to our needs for upcoming training courses. The UITP Centre for Training will review the application which includes the applicant's curriculum vitae and supporting documentation.

A **Trainer Evaluation Team** from the UITP Centre of Training will assess the candidate's skills against the basic selection criteria. The Trainer Evaluation Team is composed of a member of the UITP Centre for Training, experts from the relevant UITP knowledge units and if needed external professionals.

An **interview** (can be done virtually if needed) is required to assess the candidate's expertise and language proficiency as well as to exchange on mutual expectations and objectives of the course.

4. Train the Trainer: Getting acquainted with Training Techniques and UITP Material

We are looking for public transport professionals and experts who are interested in knowledge transfer and educational development. However training skills are not intrinsic to everyone and it is also important for UITP that trainers comply with UITP strategy, values and mission. This is why we are offering "train-the-Trainer" tools to help candidates, who have been proposed to hold a training session, to prepare the session with material on training methodology, techniques and background information on UITP. Trainer the Trainer sessions may be organised in real classroom or virtually.

UITP and the prospective trainer will collaborate closely during the weeks before the training to guarantee the overall organisation, preparation and delivery of the training materials, management of training sessions and the use of adapted presentation material.

5. Demonstration – On the Job Training

Once the Guest Trainer has completed the UITP trainer training procedure and been assigned to a training session, he or she has to demonstrate the ability to manage, run and deliver training courses. Both, the prospective trainer and the UITP training manager, will prepare together the training session, in particular the design and methodology used, the fine-tuning of the presentation material itself and if needed the development of exercises. This work is collaborative and UITP's role is to guide the trainer in the development of his or her material and ensure the compatibility with the mission, quality standards and expectations of UITP. However the delivery of the course and material is self-prepared and remains the responsibility of the trainer.

6. Become a UITP Qualified Trainer

The following conditions must be met to become a UITP Qualified trainer:

- The candidate must have registered to the UITP Trainer Scheme and submitted all requested information
- The candidate must have met the basic criteria detailed in Section 1
- The candidate must have successfully delivered one training session with a satisfactory evaluation from participants

If a trainer has not delivered a UITP session for two years, his capabilities will be re-assessed.

7. Become a UITP Lead Trainer

Lead Trainers must be exemplary in course delivery and are assigned by the UITP Centre for Training on basis of their experience and records at UITP (operational and training experience). Lead Trainers have a transversal knowledge of a specific training product and are able to maintain a link throughout the training session. They should have:

- Good experience in training and instructional methodologies (at least five years as a trainer) and demonstrate skills in time management, teamwork, communication and planning;
- Conducted at least 10 courses as a trainer.

In addition to responsibilities for teaching courses during a training session, Lead Trainers may have extra responsibilities during trainings, for example advising UITP on the design of the training programme and in the selection of other trainers.