

Recruitment standards policy

This is the recruitment standards policy for instructors delivering all types of training at:
Tockwith Training

Overall and final responsibility for quality of training and arrangements is that of:
Michael and Lorraine Moore

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:
Laurie Moore

Trainer Recruitment Policy on new starters

Page 1

Tockwith Training Services are responsible for ensuring that trainers employed have appropriate knowledge of the subject they intend to deliver and have appropriate experience of delivering training.

Checks will always be made on the validity of knowledge and experience when recruiting new instructors or hiring self employed instructors/organisations. These will take the form of;

- Telephone conversations with customers and previous employers.
- Checking certificates/licences provided by the instructor with the issuing body/organisation.
- Requiring instructors to demonstrate their knowledge and ability to a member of the management who will evaluate their competence.
- A working interview will be carried out to ensure they are competent and to identify any areas to improve before they are authorised to train.

Trainer Recruitment Policy on new starters

Page 2

Certificates presented by potential trainers should be inspected for;

- Validity, ensure they are not faked
- Correct details of the trainer
- Any expiry dates
- Level of qualification, must be at least level two
- Relevant qualification based to content and accreditation organisation

To deliver course through the RTITB consortium they will need to be a RTITB registered instructor for one of the below.

- Lift Truck Instructor
- Industrial & Commercial Instructor
- Driver CPC Instructor
- LGV Instructor (NRI)
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Trainer Recruitment Policy on new starters

Page 3

Potential trainers demonstrating knowledge, experience and ability.

All potential trainers will be required to partake in at least one full day of a working interview assisted by Michael Moore, the Managing Director. The day will consist of shadowing an existing trainer on a course relevant to their possible employment. The potential trainer should be able to;

- Answer questions relating to the lesson being taught given by their mentor and trainee(s)
- Communicate with trainee(s) effectively and professionally
- Carry out tasks/driving/operations relevant to their possible job role
- Teach the trainee(s) a task relevant to their course easily and impart sufficient knowledge
- Comply with procedures set out by the company and accredited organisations

Signed - Laurie Moore
Position - Director
Date - 1st January 2015