

## POLICE SCHEME TRAINER - LONDON

Reports To: The Regional Training Manager.

Job Overview: There are a number of courses regulated by National Driver Offender Retraining Scheme (NDORS), that offer drivers an alternative to prosecution for traffic offences. NDORS do not actually carry out the training, that is left to DriveTech and other service providers.

- National Speed Awareness Course (NSAC)
- National Motorway Awareness Course (NMAC)
- Safe and Considerate Driving (SCD) Theory (Classroom) and Driver Coach/Practical (On road)
- What's Driving Us (WDU)

DriveTech recruit trainers initially to deliver NSAC or SCD Driver Coach (on road) depending on your current qualifications and aspirations, before progressing to other courses.

Further course information <https://www.drivetech.co.uk/driver-awareness-courses/courses>

Venue locations <https://www.drivetech.co.uk/driver-awareness-courses/venue-page>

### Responsibilities and Duties:

- Exercise good organisational, planning and preparation skills.
- Takes ownership of the session to be delivered ensuring smooth running.
- Delivers effective, engaging group sessions in a structured way understanding group dynamics and demonstrating a credible and thorough knowledge of the training course subject delivered in line with course notes and within allotted timescale.
- Delivers entire workshop content professionally with good continuity and flow, whilst demonstrating the ability to adapt product content to meet additional needs, deal effectively with challenges and address the requests from the participants or client.
- Utilises visual aids and presentation materials to best effect
- Creates a courteous and welcoming environment building positive relationships, engaging with the whole group using verbal and nonverbal communication.

## Qualifications:

The qualifications required to become a Police Scheme Trainer are set by NDORS and are mandatory.

- Classroom Trainer( NSAC/NMAC/WDU/SCD Theory)

Any trainer delivering classroom based courses must hold a nationally recognised qualification in delivering training to adults. The most commonly achieved qualification within the DriveTech trainer base for these positions is the Award in Education and Training level 3.

- On Road Trainer (SCD Driver Coach/Practical)

Any trainer delivering courses out on road must hold a DVSA registered Approved Driving Instructor (ADI) qualification at a minimum grade B level

## Additional Information

Please press CTRL + click this link for the NDORS Person Specification document <https://www.ndors.org.uk/document-library> which sets out in much more detail the requirements and qualifications for trainers but please feel free to contact [Recruitment@DriveTech.co.uk](mailto:Recruitment@DriveTech.co.uk) if you wish us to check any specific qualification that you think may be suitable.

NDORS Website <https://ndors.org.uk/>

DriveTech Website <https://www.drivetech.co.uk>

## DRIVETECH RATE STRUCTURE EFFECTIVE FROM 1<sup>st</sup> JULY 2019

**Workshops i.e. National Speed Awareness Course 2018 (NSAC 2018) and What's Driving Us (WDU)**

Workshops	All Force areas			Metropolitan and City of London Police		
	Weekday	Sat	Sun	Weekday	Sat	Sun
<b>1 Session# (half day)</b>	£82	£92	£97	£91	£101	£106
<b>2 sessions# (full day)</b>	£144	£154	£159	£153	£163	£168
<b>3 sessions# *</b>	£216	£226	£231	£225	£235	£240
<b>RIDE (full day)</b>	£144	£154	£159	£153	£163	£168

\*In cases of emergency trainer coverage e.g. trainer sickness.

#Session is defined as a maximum 4-hour course delivery plus sufficient time to set up the room and prepare for reception of delegates. It also includes close down time and to update delegate completions.

### **Police on Road: Safe and Considerate Driving (SCD)**

<b>Presenter</b>
8.5 hours to include set up time £195
<b>On-road</b>
4.5 hours £120

## **DRIVETECH RATE STRUCTURE FOR ADDITIONAL PAYMENTS**

**Accommodation:** Accommodation will be offered to trainers travelling to a venue over 2 hours away as based on 'Autoroute' and will be calculated by DriveTech. Booking of accommodation will generally be by the Client Services Team; all accommodation bookings must be authorised by DriveTech. DriveTech will fund accommodation to the value of £90.00 a night following production of receipt; however, trainers are requested to seek the most cost-effective accommodation.

**Subsistence:** £20.00 per night away.

**Lunch on full day courses:** Usually at own expense (check booking form for confirmation).

**Travelling with other trainers:** Trainers working at the same venue are requested to travel together where possible. Please advise details of convenient meeting points to Client Services so mileage payments, if applicable, can be calculated correctly.

***Use of trainers' car for fleet work only:***

£30 per full day (motorcycle trainer + £10 for radio use = £40)

£15 per half day (motorcycle trainer + £5 for radio use = £20)

## Becoming a DriveTech Trainer

### Frequently Asked Questions

Q. How do I know my application has been received by DriveTech?

A. DriveTech will send you a response confirming receipt of your application.

Q. What is DriveTech's vision and strategy?

A. DriveTech's vision is to eliminate road death and serious injury. To realise this vision, our strategy is to work with highly motivated, skilled and passionate trainers to deliver effective training. Our trainers are the face of the business, so we continually work with you to develop and improve your skills.

Q. Where will I be working?

A. We will mutually agree the areas you cover, also advising you which regions traditionally offer relatively high and low volumes.

Q. How is my application processed?

A. All applications are reviewed after which we invite the trainers who most closely meet our requirements to an assessment. Following the assessment, we can make an informed decision regarding suitability and successful applicants are then invited onto a product familiarisation course.

Q. Will you hold my details on file in case an opportunity arises?

A. DriveTech will hold your details at your request and will contact you if any new opportunities or specialist skill type requirements arise in your area. We will retain your details for 2 years or until you request that we delete your details.

Q. What is involved in the selection process?

A. The selection process will be thorough as we look to select trainers who are either qualified or who show potential for the future. The process will involve attending one of our assessment centres and our selection will be based on your experience and aptitudes related to the advertised role.

Q. What happens prior to the Police Familiarisation course?

A. Once you have successfully passed the interview, you will be invited directly to the next available Police Familiarisation course.

Q. What is involved in the Product familiarisation?

If you are applying for delivery of our Police diversion schemes, you will be required to complete a three day product familiarisation programme initially and a further two day programme for any subsequent courses you may wish to deliver in the future. You will also be required to undertake an additional qualification delivering adult education such as the Award in Education and Training Level 3. As part of the follow up to the product familiarisation you will need to view courses delivered in the workplace to ensure you are comfortable with the delivery and content. We are aware the amount of commitment to these viewings will vary depending on your own level of skill, ability and confidence.

Q. Do I need an Advanced Driving Qualification to work for DriveTech?

A. As part of all product familiarisation courses you will be tested under the criteria of the DriveTech Advanced Driving Diploma which is accredited by the DVSA. Training will be provided for this test.

Q. How much does the training cost?

A. This depends upon the course type you are applying for. Many of our product familiarisation courses are run at no cost to you other than a commitment in time.

Q. What other training and are opportunities are available?

A. We deliver numerous courses covering all vehicle and sector types e.g. LGV/PCV, 4x4, van driving (home delivery), specialist courses and workshops. Trainers are therefore invited to attend the various product familiarisation programmes to deliver these different courses when the opportunity arises. Many of these courses attract a higher day rate.

Q. What are the pay rates and how am I paid?

A. Pay rates are attached as they can differ by course, timing and location. All our trainers are paid weekly. Our automated system raises an invoice on your behalf and deposits money into your nominated account.

Q. Am I paid throughout the product familiarisation process?

A. DriveTech does not pay you for your time or out of pocket expenses, as these can be offset against your profit and loss accounts, when you attend training and development courses including your initial product familiarisation. Wherever possible we do try to separate the training dates, so you do not have to commit too much time in one week.

Q. Will I need to prepare for the selection process and product familiarisation programme?

A. Yes. You should have a basic understanding of our business and consider what skills and behaviours make the ideal trainer. If you are applying to deliver on-road driver training, then your driving will be assessed, knowledge of Roadcraft will be required. Likewise, if you are applying to deliver workshops you will be asked to deliver a short presentation.

Q. When I am qualified to deliver courses, what will be expected of me?

A. When you are qualified you will be expected to keep our online diary system fully updated where you specify what days you are available to accept work from us. We will allocate work to you based on your availability. In addition to working full days there are opportunities for workshop trainers to work the morning or evening only in many regions. You will be required to return all completed electronic reports and registers within agreed time frames.

Q. What support is provided once qualified?

A. Once your initial training has taken place you will receive support to ensure you are delivering to the high standard required. This is of benefit to you and to DriveTech as the quality of our trainers is paramount.