ETB COMMUNITY TRAINING TRAINER CRITERIA

Trainer Criteria

A trainer is a person delivering any element of the course greater than 10% of course content. 85% of the course content must be delivered by trainers.

Trainers must have an appropriate technical and pedagogical qualification prior to delivering any element of an ETB training course.

Pedagogical Qualification Requirements

The trainer must have successfully completed one of the following: -

- Bachelor of Arts: Training and Education – NUI Galway
- Bachelor of Education – Our Lady of Mercy College Dublin
- Certificate in Training & Education (HETAC Level 9) – Griffith College Dublin
- Certificate in Training Practice – Chartered Institute of Personnel and Development (CIPD)
- Certificate in Training and Continuing Education – FÁS/NUI Maynooth
- Certificate in Training and Development – IITD (75 hours duration)
- Certified Training Professional (CTP) Tutor – ICS Skills
- CompTIA Certified Trainer (CTT+) – Computer Technology Industry Association
- CPD Certificate in Training & Development – IBEC / DIT
- Degree in Training and Education – NUI Galway
- Diploma in Adult Education – NUI Maynooth
- Diploma in Higher Education – Open University
- Diploma in Higher Education – University of Stafford
- Diploma in Education Practice: ICT Skills – Joint Examining Board (JEB) (formally JEB, Joint Examining Board – now EDI, Education Development International plc)
- Diploma in Training & Development – Institute of Commercial Management
- Diploma in Training and Education – NUI Galway
- ECDL Certified Training Professional – ICS Skills
- Foundation Course in Essential Trainer Skills – FÁS / NUI Galway
- Foundation Diploma in Training & Education – NUI Galway
- Graduate Certificate in Education – Queens University of Belfast
- Higher Certificate in Arts (Adult Education) – WIT
- Higher Certificate in Arts (Literacy Development) – WIT
- Higher Diploma in Adult & Community Education – NUI Maynooth
- Higher Diploma in Adult Education – Mary Immaculate College
- Masters in Adult Education – May Immaculate College
- Masters in Adult & Community Education – NUI Maynooth
- Master of Arts: Learning & Development – NUI Galway
- Master of Arts: Education – UCD
- Masters in Education & Training Management – DCU

- FETAC Level 6 Train the Trainer
- Master Training Programme – IMI
- Microsoft Certified Trainer (MCT) – Microsoft
- MOS Master Instructor (MMI) – Prodigy / Microsoft
- International Teaching Diploma – NABTET
- National Diploma in Humanities: Training and Development (Adult Basic Education – Management) – WIT
- Registered Nurse Tutor
- Teacher Training Diploma in Information Technology Skills – JEB (formally JEB, Joint Examining Board – now EDI, Education Development International plc)
- Training and Education – FÁS / NUI Galway
- Train the Trainer – Dublin Institute of Technology (Restricted to DIT in-house Trainers)
- The Competent Trainer (Ireland) Programme (CTI) ILM – PKA Training and Development Ltd (Designed and delivered by PKA Training and Development Ltd

A trainer qualification other than one of those listed above will be acceptable to the ETB as an equivalent qualification, the equivalent course must have a minimum of 110 hours of learning, of which a minimum of 36 hours will be tutored and the remainder will be student centred based. The content must include: -

- The context of training and education
- Planning for training
- Training analysis
- The trainer in action
- Motivation
- Communication
- Training methods
- Evaluation and assessment
- Quality assurance in training and education
- Equality issues in training

The syllabus for the course must be available for inspection with the instructor's certificate.

Professional and Technical Qualification Requirements

- Trainers must hold a recognised qualification in their particular training discipline at least 1 level above (equivalent to the QQI National Framework of Qualifications) the module or overall course assessment that is being delivered and have at least 2 years related experience in the discipline.

Or

- Trainers must hold a recognised qualification in their particular training discipline at the same level (equivalent to the QQI National Framework of Qualifications), have a minimum of 3 years related experience in the discipline and have a minimum of 3 years training delivery experience.

Or

- Trainers must hold a recognised qualification in their particular training discipline at the same level (equivalent to the QQI National Framework of Qualifications), have a minimum of 3 years related experience in the discipline and have a development plan that must include monthly monitoring and mentoring by a person that has at least 5 years post qualification training experience[1] for the duration of the course.

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[1] The monitoring and mentoring records must be available for inspection and must include details of the mentor's qualifications and experience.