

## 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 – Mary 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



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- 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<sup>1</sup> for the duration of the course.

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<sup>1</sup> The monitoring and mentoring records must be available for inspection and must include details of the mentor's qualifications and experience.