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1	04/06/2025	Rhys Richardson (RR)	Created
2	11/06/2025	Rhys Richardson	Wording for rejection and accepted firms added
3	01/10/2025	RR	Added updates following NR standard updates.



Title	Training & Competence Certificate Acceptance Policy
ID	POL-RTAS-029-25
Version	3
Date	1 st October 2025

Contents

CONTENTS	1
1. PURPOSE	ERROR! BOOKMARK NOT DEFINED.
2. SCOPE.....	ERROR! BOOKMARK NOT DEFINED.
3. POLICY STATEMENT	ERROR! BOOKMARK NOT DEFINED.
<i>Approved Provider Status</i>	<i>Error! Bookmark not defined.</i>
<i>Framework and Content Alignment.....</i>	<i>Error! Bookmark not defined.</i>
<i>Verification.....</i>	<i>Error! Bookmark not defined.</i>
<i>Validity of Issue Does Not Guarantee Acceptance.....</i>	<i>Error! Bookmark not defined.</i>
<i>Pre-approval Notice</i>	<i>Error! Bookmark not defined.</i>
4. JUSTIFICATION	ERROR! BOOKMARK NOT DEFINED.
5. IMPLEMENTATION & COMMUNICATION	ERROR! BOOKMARK NOT DEFINED.
6. EXCEPTIONS	ERROR! BOOKMARK NOT DEFINED.
7. REVIEW	ERROR! BOOKMARK NOT DEFINED.
APPENDIX A – HOW TO HANDLE NON-ACCEPTED CERTIFICATES – CONSISTENT WORDING FOR STAFF..	ERROR! BOOKMARK NOT DEFINED.
APPENDIX B – RECOGNISED EDUCATIONAL, ASSURANCE, AND ELEARNING PROVIDERS	ERROR! BOOKMARK NOT DEFINED.



Title	Training & Competence Certificate Acceptance Policy
ID	POL-RTAS-029-25
Version	3
Date	1 st October 2025

1. Purpose

This policy sets out Richardson Rail Services Ltd's (RRSL) approach to accepting external training and competence certification.

It ensures that all qualifications used to evidence competence are credible, auditable, and aligned with current Network Rail and rail industry quality frameworks.

2. Scope

Applies to:

- All internal staff and subcontractors presenting training or competence certification for work on behalf of Richardson Rail Services Ltd (RRS).
- Training coordinators, assessors, and compliance staff who review, approve, or reject certificates.
- External providers whose qualifications may be accepted for Sentinel or other rail safety purposes.

3. Policy Statement

Richardson Rail Services Ltd will only accept training and competence certificates that meet all the following:

3.1 Approved Provider Status

Issued by a provider that:

- Is not suspended or subject to sanction by NSAR, RTAS, Edexcel, C&G or any recognised awarding/assurance body.
- Is registered and audited under a recognised assurance or awarding framework (Education) (e.g., NSAR/RTAS approval, Ofqual/SQA/Qualifications Wales/CCEA regulation, or equivalent).
- Is registered and audited under a recognised assurance or awarding framework (Competence specific e.g. British red cross for First aid.) (e.g., British red cross for First aid. CSCS for construction).
- Operates an auditable Competence Management System (CMS) in line with NR/L1/CTM/001 and NR/L2/CTM/201.



Title	Training & Competence Certificate Acceptance Policy
ID	POL-RTAS-029-25
Version	3
Date	1 st October 2025

3.2 Framework & Content Alignment

Course content must:

- Where it is for Rail training or assessment;
 - Align to Network Rail training plans or competence standards where they exist (e.g., *Electrical Accident First Aid* → must follow the current NR training specification or UK Resuscitation Council guidance).
 - Be designed and delivered under the principles of NR/L2/CTM/202 (quality assurance of trainers and assessors).
- Map to nationally recognised qualifications or occupational standards (e.g., Ofqual Level 3 First Aid, Highfield or St John Ambulance electrical first aid).

3.3 Verification

Certificates must be:

- Easily Independently verifiable (online register, provider contact or serialised record without excess waits or admin work).
- Traceable to an identifiable trainer/assessor, issue date, expiry date, and assessment method.
- Linked to a provider's quality assurance process (internal IQA and/or external audit).
- Linked to, and auditable against set framework principles.

3.4 Validity

- Certificates remain subject to review even if valid on issue date.
- Certificates from providers later suspended or discredited may be rejected.

3.5 Pre-Approval

- For Assured events on the railways RRSL reserves the right to request evidence of provider assurance or qualification framework at least 14 days prior to training or assessment events; or any date sooner if this policy is readily available and/or known to the booker.
 - Where events are booked with less than 14 days to the start of the assured event, this 14 day time limit because void and defaults to any time ahead of the start of the event.
- For events outside of the assurance status on railways, there is no minimum required time limits we can request additional information.



Title	Training & Competence Certificate Acceptance Policy
ID	POL-RTAS-029-25
Version	3
Date	1 st October 2025

4. Justification

This policy aligns with:

- **NR/L1/CTM/001** – *Competence Management Policy* (red requirements: use of auditable CMS).
- **NR/L2/CTM/201** – *Competence Management Business Process* (supplier CMS obligations and competence authority).
- **NR/L2/CTM/202** – *Quality Assurance of Training & Assessment Organisations* (trainer/assessor requirements, approval and IQA).
- **RTAS Rules v2.1, Clause 5.11.3** – right to impose additional assurance conditions.
- **Sentinel Scheme Rules** – competence recording & card issue.
- **Richardson Rail Services Ltd** – Reserved right to refuse service to anyone (persons or companies).

It ensures all accepted qualifications are safe, current, and auditable, protecting staff, clients and the public.

5. Implementation & Communication

- Policy issued to all training and assessment personnel.
- Used during induction for compliance and training staff.
- Shared with clients/sponsors when queries arise about certificate rejection.

6. Exceptions

- No deviations are permitted unless formally authorised in writing by a director level member of staff within the company.
- RRSL retain the right to apply exclusions as they deem necessary.

7. Review

This policy will be reviewed if relevant industry standards or rules change.



Title	Training & Competence Certificate Acceptance Policy
ID	POL-RTAS-029-25
Version	3
Date	1 st October 2025

Appendix A – Staff Script for Rejecting Certificates (Guidance)

“Thank you for presenting your certificate. Richardson Rail Services Ltd follows an internal Certificate Acceptance Policy aligned to current Network Rail and national quality assurance standards.

Unfortunately, this certificate does not meet the required assurance and verification criteria and cannot be accepted for this work/event.

This is not a reflection on you personally or the provider; it is to maintain compliance and safety. If you would like more information or a copy of our policy, we can provide it, and you may speak to our management team if required.”

Appendix B – Recognised Provider & Qualification Frameworks

This is not a definitive or exhaustive list, but provides guidance. If in doubt check here “[UK regulated professions and their regulators - GOV.UK](#)” or ask Richardson Rail for more information.

If it is a “in house” qualification, it is unlikely we will recognise or accept it under our internal policy.

Assurance / Approval Bodies

- NSAR – National Skills Academy for Rail
- RTAS – Rail Training Assurance Scheme
- Construction line

UK Qualification Regulators

- Ofqual (England)
- SQA Accreditation (Scotland)
- Qualifications Wales
- CCEA Regulation (Northern Ireland)

Typical Awarding Bodies

- City & Guilds
- Pearson / Edexcel
- Highfield
- NCFE / CACHE
- British Safety Council



Title	Training & Competence Certificate Acceptance Policy
ID	POL-RTAS-029-25
Version	3
Date	1 st October 2025

- Lantra
- ProQual
- CITB

Professional Bodies (for technical / safety)

- IOSH
- NEBOSH
- IRSE
- IET
- ICE
- IEMA
- PWI
- Any other professional bodies on the approved UK register ([UK regulated professions and their regulators - GOV.UK](#))

First Aid Providers

- British Red Cross
- St John Ambulance
- Ofqual-regulated awarding bodies (e.g., Highfield, City & Guilds, Pearson) delivering first aid / electrical accident first aid.
- Other providers only if training is:
 - Based on UK Resuscitation Council guidance
 - Verifiable and mapped to a recognised national standard
 - Not subject to regulatory suspension
 - Meets the requirements in this document

eLearning / LMS

- Richardson Rail Services Ltd.
- iHasco,
- Highfield eLearning,
- Astutis,
- British Safety Council eLearning,
- Train4Academy
- Other CPD-accredited or proprietary LMS where:



Title	Training & Competence Certificate Acceptance Policy
ID	POL-RTAS-029-25
Version	3
Date	1 st October 2025

- Content maps to NR competence standards, HSE, Construction, or UK Resuscitation Council
- LMS is auditable and version controlled
- Records can be verified and meet the above document requirements.