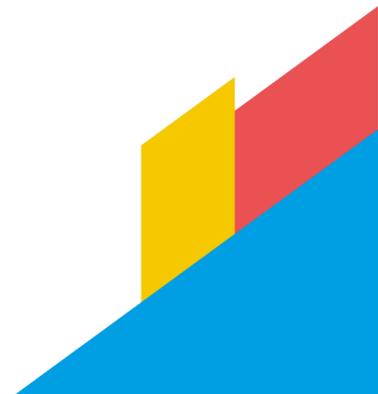




Community Transport Association

Training Agency Selection

February 2019



Introduction

Thank you for your interest in becoming a training agency contracted to work with the Community Transport Association (CTA).

MiDAS is a collection of courses for assessing and training drivers and passenger assistants from voluntary organisations to provide them with the skills and knowledge to enable them to provide safe and high quality service to passengers as well as safeguard themselves, their organisation and their vehicles.

MiDAS Schemes

MiDAS operates four separate schemes where the programmes are delivered by registered organisations to other registered organisations.

- MiDAS Minibus Driver Awareness Scheme
- MiDAS Car & MPV Scheme
- MiDAS Passenger Assistant Training Scheme
- 5 Steps to Safety Training Scheme

The MiDAS programmes are delivered through a 'Train the Trainer' approach. Knowledge and expertise is passed on from MiDAS training agencies (a selected group of licensed organisations with specialist trainers working on behalf of CTA) to a larger number of registered organisations, each of which nominates an experienced trainer who learns how to deliver the MiDAS programme within their own organisation and to other registered organisations' drivers and/or passenger assistants.

CTA wishes to select a minimum of four new training agencies in 2019 to work with us to ensure MiDAS remains available and affordable to all organisations who provide community transport in the UK.

About the Community Transport Association

The Community Transport Association is a national charity that represents and supports providers of community transport: thousands of other local charities and community groups across the UK that all provide transport services that fulfil a social purpose and community benefit. We are for and about accessible and inclusive transport.

We help our members to remain relevant and responsive to key areas of public policy and to make a big difference for the people and families in the communities they work in. Our mission is of a world where people can shape and create their own accessible and inclusive transport solutions and our mission is to achieve this through championing accessible and inclusive transport, connecting people and ideas and by strengthening our members and raising standards.

What type of organisations do we want to work with?

Community transport organisations and the people who work for them are dedicated to ensuring that people who are not able to access public transport can continue to get out of their homes to appointments and participate in their communities. The MiDAS training programmes help organisations, staff and volunteers in their roles to achieve this; it is therefore essential that organisations who will be representing MiDAS at the very top of the scheme understand and thread this ethos throughout their own organisation.

We are particularly interested to hear from organisations that have a combination of the following characteristics:

- Community transport organisations
- Organisations who have female and/or BAME trainers
- Organisations with trainers who are willing to travel to deliver training
- Organisations who intend to work in partnership to deliver trainer training

CTA has a licence to deliver MiDAS throughout the UK excluding the county of Hampshire, therefore we are unable to hold franchise contracts with organisations who are based in the county of Hampshire.

Key responsibilities of training agencies

Organisations who are registered training agencies are expected to:

- Sign a franchise contract with CTA and pay annual subscription fees
- Maintain insurance to indemnify losses arising out of a breach of the franchise contract with CTA
- Organise induction and refresher courses for trainers from MiDAS registered organisations
- Keep full records of the training courses delivered
- Participate in strategies for monitoring and evaluating the delivery of training
- Attend the training agency meeting organised by CTA which takes place every two years
- Submit an annual performance report

Qualifications and experience of training agents

Training agencies who hold a contract with CTA must employ or contract a trainer or trainers who are:

- Tested PCV D or D1 licence holders
- DVSA ADI's (at the point of application trainers can be PDI's)
- Driver Assessor Trainers (DAT) and/or Passenger Assistant Trainers (PAT)
- Experienced in passenger safety issues for people with disabilities

Each trainer under the agency does not have to individually meet the above requirements but the agency must have all of the above qualifications and experience covered by the team you are intending to use to deliver the training. This could be using one trainer who holds all of the relevant qualifications and experience or it could be using a team of trainers who all hold expertise in certain areas of driver training.

Selection workshop

CTA will be holding a free workshop in Manchester at The Royal Exchange Theatre on **Wednesday 6 March 2019 13:00 -16:00**. The workshop will be an opportunity for you to meet staff from CTA and find out about:

- The role of a training agency
- The selection stages and process
- The application fees
- The ongoing commitment to your organisation as a training agency

It will be also be an opportunity to ask any questions you have about the role and process, and for us to meet you and find out more about your organisation and aspirations for your involvement in the MiDAS training programme.

The workshop will primarily be aimed at managers and senior members of staff who have responsibility for making the decision about committing your organisation to the role of training agency. If the trainer or trainers your organisation would be using are also available to attend the workshop we would love the opportunity to meet them too.

Attending the workshop does not commit your organisation to submitting an application to become an agency or commit your trainers to go through any of the selection stages. It will give organisations who think they are a good match to the role an opportunity to find out more in person.

Please book onto the workshop at ctauk.org/training-agency-selection-workshop-2019/. You will be asked to fill in a couple of questions before you book your place(s).

Further information

If you have any questions about the role of a training agency, the workshop or would like further information, please contact:

Stephanie Riches

0161 351 1475 | stephanie@ctauk.org

We would appreciate it if you could book your place(s) on the workshop by **28 February 2019** as this will assist with the planning of the event.