

# Document 2: Trainer Background

Complete one of these for each named trainer on the course.

Assessed against clause ACQS-02 of the ADRIG Course Quality Standard.

This is the document assessors most often send back. Occupational competence means current, demonstrable practice in the subject - not only a qualification obtained years ago.

## Section A - Identity

**Full name**

.....

**Work email**

.....

**Current job title and employer**

.....

Attach a recent photograph of the trainer. The same person must appear in the delivery evidence you submit after the course runs.

## Section B - Qualifications

List every relevant qualification and certification, with the awarding body and the year obtained. Include the certificate reference number where one exists so we can verify it.

**Qualification / Awarding body / Year / Reference**

.....

**Qualification / Awarding body / Year / Reference**

.....

**Qualification / Awarding body / Year / Reference**

.....

## Section C - Occupational practice

For each role in the last ten years that is relevant to this subject, give the organisation, the dates, and two or three lines on what you actually did. Total years of relevant practice must support the level claimed in Document 1.

**Organisation / Role / From - To**

.....

**What you did that is relevant to this course**

.....

**Organisation / Role / From - To**

.....

**What you did that is relevant to this course**

.....

## **Section D - Teaching experience**

**Approximate number of learners taught in this subject**

.....

**Teaching or assessing qualifications held (if any)**

.....

## **Section E - Continuing development**

Give two or three examples from the last two years of how the trainer has kept current in this subject - conferences, projects, certifications, publications.

.....

.....

## **Section F - Trainer declaration**

I confirm the above is accurate, that I will personally deliver this course, and that I consent to my name, qualifications and photograph appearing on the ADRIG public register against certificates issued to my learners.

**Signed / Date**

.....

ADRIG Certification Council - Course Quality Standard ACQS v4.2. This template is provided as a guide. You may submit your own format provided every field below is covered.