

# Designated Competent Person Course



## Overview

This course is designed for those who undertake the role of Designated Competent Person (DCP) in relation to incidents and accidents within the Railway Industry.

Each course is tailored specifically to the standards of the company and the local procedures of the department.

## Booking Your Course

To book a Designated Competent Person Course or to enquire for further information, please contact [info@assesstech.com](mailto:info@assesstech.com), where a member of the **AssessTech** team will be happy to assist.

## Download Page as a PDF

To Download the information as a pdf, [Click here](#)

### On this page:

- [Overview](#)
- [What is covered?](#)
- [What is involved?](#)
- [Course Delivery](#)
- [Course Outline](#)

## What is covered?

The course broadly covers two areas:

1. A refresher of underpinning knowledge for investigators, including:
  - Immediate, basic and underlying causes
  - Best practice report writing
2. Additional duties and responsibilities of a DCP, including:
  - Examination of group standards
  - Categorising incidents
  - Issuing remits
  - Appointing and managing Investigators
  - Ensuring key data is recorded and shared
  - Liaising with Safety in regard to RIDDOR/SMIS
  - Supporting Investigators through internal quality assurance
  - Chairing review groups/sharing data
  - Ensuring remits are met

## What is involved?

- Attendance (either in person or by video conference) on a one-day course
- Completion of an online knowledge test

## Course Delivery

This is a trainer-led course. It will be delivered either in the classroom or remotely via a video-conferencing service, by one of our experienced trainers.

All delegates receive an account on our online learning management system (called **AssessBook**), where they are enrolled onto a course with a knowledge test. Delegates who complete the online knowledge test and achieve an acceptable score will be able to download a Certificate of Achievement.

## Course Outline

This is a one-day course with four sessions as follows:

### Session 1

#### Introduction & Investigation Refresher

- Course overview, aims and objectives
- Immediate, basic and underlying causes
- Best practice report writing

## **Session 2**

### **Before the Investigation**

- Examination of group standards
- Categorising incidents
- Issuing remits

## **Session 3**

### **During and After the Investigation**

- Appointing and managing Investigators
- Ensuring key data is recorded and shared
- Liaising with Safety in regard to RIDDOR/SMIS
- Supporting Investigators through internal quality assurance

## **Session 4**

### **Standardisation**

- Chairing review groups/sharing data
- Ensuring remits are met

Candidates will need to complete the online knowledge test after the course in order to receive a certificate.

Please note that there is no time allocated to doing this during the classroom day (although candidates will be shown how to access it).