



Purpose of this communication

This information is designed to inform centres of processes and changes at JAAPT, DVSA and DVA. We want the Newsletter to be relevant to the periodic training industry and would welcome any suggestions for future articles that you would like to see published, please contact Abbey Woolgar on 01908 787012 or email abbeyw@jaapt.org.uk with any you may have.

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Essential Reading

Applications

Course Approvals

DVSA/DVA provide approval for all periodic training courses; they will not approve courses that do not meet the Driver CPC syllabus and are unlikely to approve courses with significant content that is not specific to a driver's role, such as:

- courses with content focused on transport operators - such as purchasing vehicles
- courses that are mainly focused on activities in a warehouse or loading bay
- courses featuring significant "on-the-job" content. Courses can focus on best practice but cannot consist of professional driving activity

DVSA/DVA encourage periodic training with practical content – for example, courses with elements aimed at drivers who load/unload a vehicle as part of their job may receive approval. It is unlikely

DVSA/DVA will approve courses that are recognised as a separate qualification, for example ITSSAR.

Please review the application appraisal criteria:

<https://www.jaupt.org.uk/media/666484/course-application-appraisal-criteria-march-17.pdf>

Quality Assurance

Fair processing Notice

Our Quality Assurance programme has highlighted that periodic trainers providing of an out of date Fair Processing Notice (FPN), or not providing one at all, is a relatively common issue.

- You **must** tell drivers about how you collect, use, disclose, keep and dispose of their personal data. You should do this using a 'fair processing notice' before you start the actual training
- You should do this verbally to check drivers have understood and you may wish to consider also presenting this within your presentation material, in a hand out etc.

You can download the latest example of a fair processing notice at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/621071/fair-processing-notice-example.pdf

Applications

BACS Payments

In order for BACS payments to be reconciled against the correct application, please ensure that you provide the following details on your remittance advice:

- Payment Date
- Payment Amount
- Organisation Name
- Course Name (if applicable)
- Payment Reference

The payment reference that you provide your bank should start with JAUPT and then please include a unique reference number if possible e.g. the CRS number or something like C0U45e, this will help us to match your payment to the relevant application and will ensure that applications can be processed quickly.

Important Information

R&E

Late Uploads

Last year the procedure for processing late uploads was changed; a centre no longer needs permission from the R&E Team to make a late upload on the R&E system. We would like to remind approved centres that permission to process a late upload under 365 days old is not required from JAUPT either. However, a late upload escalation notice maybe issued if this is outside of the 5 working days. All late uploads under 365 days old can be made by the centre without seeking permission from the R&E Team. However, an upload that needs to be made over 365 days old needs to be made authorised by the R&E Team.

DVSA

Routes that drivers can take

DVSA have asked us to clarify the routes that drivers can choose in order to gain their Driver Qualification Card (DQC).

Drivers with 'acquired rights' can choose to complete 35 hours of Driver CPC periodic training or undergo module 2 (case studies) and module 4 (practical demonstration) in order to get their first DQC. Subsequent DQCs must be acquire via periodic training.

This choice is only available to drivers with acquired rights. All new drivers must complete the initial qualification tests (mod 2 and 4). In order to stay qualified all drivers must take 35 hours of periodic training every 5 years to keep driving professionally. Drivers have acquired rights if they got their vocational licence before the dates shown in the table.

Type of vehicle	Vehicle categories included	When you got your vocational licence
Lorry	C, C1, C+E and C1+E	Before 10 September 2009
Bus or coach	D, D1, D+E, D1+E	Before 10 September 2008

Bus or coach (not for hire or reward) D(101) After 1991

Minibus (not for hire or reward) D1(101) Before 1997

D(101) or
D1(101)
drivers who
get a DQC

do not automatically have the 101 restriction (not for hire or reward) lifted – drivers who wish to have a 101 removed from their license must undergo the appropriate licence acquisition test.

Nice to Know

Update

Focus Groups

We have released the next tranche of Focus Group meetings and content as follows:

- 13th July 2017 – Communication – **Now Full**
- 14th September 2017 - Trainer Hints and Tips – **Now Full**
- 21st September 2017 - Trainer Hints and Tips
- 28th September 2017 - Trainer Hints and Tips
- 5th October 2017 - Off the Shelf Training - **Now Full**

All sessions are run at JAUPT in Milton Keynes from 11am – 1pm.

If you would like to attend one of the above of any of our future sessions please contact emmas@jaupt.org.uk

Update

Website

We have recently made some slight changes to the website as follows:

- Return Corrective Action feedback for Centre and Course Visits via the Send Feedback button – instructions on doing this can be found [here>](#)
- Resetting your password
- Consortium Members are now able to upload, edit and amend their own training records if they have been granted access

Please remember to use the Filter option to amend or cancel any courses that you have pre-notified us of in the Scheduled Training Dates tab as below:

Filter

Course name or number

Date range

From To

GO

Sort by