

COURSE QUALITY ASSURANCE SELF ASSESSMENT

GUIDANCE

The purpose of Course Quality Assurance Visit is to check whether standards are being maintained across courses being delivered. An approved training course can be subject to unannounced visits at any time from a JAUPT or DVSA/DVA representative and a similar form will be completed.

To help you with this process we have devised this self-assessment checklist so that you are aware of. We hope that this self-assessment will assist you with the identification of areas of continuous improvement and ensure that you are ready for any visit by a JAUPT or DVSA/DVA auditor.

The areas covered include: the quality and delivery of the training, knowledge transfer, the learning environment, the course content, ensuring the course is being delivered in line with the approved course layout and identification checks and registration. Where possible we have indicated a link to resources which may assist you when completing the form.

The responsibility for quality and safety at an approved training centre lies with the responsible contact i.e. the person operationally responsible for periodic training. By completing this self-assessment it is not in itself a suitable and sufficient means of ensuring full compliance.

PERIODIC TRAINING COURSE QUALITY ASSURANCE SELF ASSESSMENT

DELIVERY REQUIREMENTS

		Yes/No	Notes/Comments/Areas for Improvement
2.1	<p>The identity and licence checks are completed on each day of the course prior to the start of training</p> <p>Register delegates and check their identities: https://www.gov.uk/guidance/run-a-driver-cpc-training-course</p>		
2.2	<p>For on-road training, trainee licence entitlement checks are completed and recorded</p> <p>Register delegates and check their identities: https://www.gov.uk/guidance/run-a-driver-cpc-training-course</p>		
2.3	<p>A full auditable trail to confirm attendance and identity checks is completed on the day</p> <p>Register delegates and check their identities: https://www.gov.uk/guidance/run-a-driver-cpc-training-course</p>		
2.4	<p>Delivery was in accordance with the approved course summary to ensure learning outcomes were met</p> <p>Train the drivers using your approved course https://www.gov.uk/guidance/run-a-driver-cpc-training-course</p>		
2.5	<p>The number of trainees in attendance is conducive to learning in the environment used</p>		
2.6	<p>Trainees attended for the minimum period for which the course is approved</p> <p>Train the drivers using your approved course https://www.gov.uk/guidance/run-a-driver-cpc-training-course</p>		
2.7	<p>The observed session met the Level 2 requirement</p> <p>https://www.jaupt.org.uk/news/2015/11/level-2-guidance</p>		

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TRAINING ENVIRONMENT

		Yes/No	Notes/Comments/Areas for Improvement
3.1	The training area is free from significant distractions/disruptions		
3.2	The room layout is suitable with the trainer and training aids visible to all trainees		
3.3	Resources are legible and audible to all trainees		
3.4	The training venue's welfare facilities are adequate		

COURSE INTRODUCTION & STRUCTURE

		Yes/No	Notes/Comments/Areas for Improvement
4.1	<p>Trainees are been given a safety briefing that includes fire evacuation and health & safety procedures</p> <p>Introduce the course https://www.gov.uk/guidance/run-a-driver-cpc-training-course</p>		
4.2	<p>As part of the introduction trainer explains how the course will run and includes an overview of topics & breaks?</p> <p>Introduce the course https://www.gov.uk/guidance/run-a-driver-cpc-training-course</p>		
4.3	<p>Trainees are given up-to-date information about security & fair processing of their personal information</p> <p>Introduce the course https://www.gov.uk/guidance/run-a-driver-cpc-training-course</p>		
4.4	<p>The trainer included a learning agreement e.g. trainer & trainees expectations of the course and conduct regarding mobile phone, mutual respect, participation and confidentiality</p> <p>Introduce the course https://www.gov.uk/guidance/run-a-driver-cpc-training-course</p>		
4.5	<p>As part of the introduction trainees are told the aims and objectives of the course</p> <p>Introduce the course https://www.gov.uk/guidance/run-a-driver-cpc-training-course</p>		
4.6	<p>At the start of the course the trainer established the trainees existing knowledge of the subject matter</p> <p>Introduce the course https://www.gov.uk/guidance/run-a-driver-cpc-training-course</p>		
4.7	<p>An engaging and relevant ice-breaker was delivered</p>		

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APPROVED CONTENT

		Yes/No	Notes/Comments/Areas for Improvement
5.1	The learning materials, equipment and learning environment are adequately prepared before the proposed start time of the course		
5.2	The delivered course content is suitable and relevant to the industry sector of the trainees in attendance Courses for LGV or PCV drivers or both https://www.gov.uk/guidance/run-a-driver-cpc-training-course#train-the-drivers-using-your-approved-course		
5.3	The course includes practical activities and all trainees are engaged throughout Practical activities https://www.gov.uk/guidance/run-a-driver-cpc-training-course#train-the-drivers-using-your-approved-course		
5.4	Suitable training aids used (e.g. DVDs, Case Studies etc) are relevant to the subject matter delivered?		
5.5	The observed session contained Vulnerable Road User content https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/377668/national-standard-for-driving-lorries.pdf		
5.6	The Driver CPC/SAFED Logo was being used in accordance with the most recent Logo Guidelines? https://www.jaupt.org.uk/media/599289/driver-cpc-logo-guidelines-v6.pdf		

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TRAINER DELIVERY

		Yes/No	Notes/Comments/Areas for Improvement
6.1	The trainer demonstrates appropriate knowledge of the subject		
6.2	The trainer uses various styles of questions that are relevant and promote knowledge transfer		
6.3	The trainer controls discussions, stimulates participation and encourages the trainee(s) to remain focused throughout		
6.4	The trainer follows the delivery method and utilises the resources specified in the approved course summary		
6.5	The trainer is confident, using a controlled voice and body language and demonstrating a positive and enthusiastic attitude toward the training throughout		
6.6	The trainer checks knowledge transfer with the group and provides opportunities for questions/ clarification confirming the learning outcomes are achieved		

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POST-COURSE

		Yes/No	Notes/Comments/Areas for Improvement
7.1	<p>Trainees are provided with an opportunity to evaluate the course</p> <p>Collect feedback and evaluate the course https://www.gov.uk/guidance/run-a-driver-cpc-training-course</p>		
7.2	<p>Trainees receive an appropriate Certificate of Attendance on completion of the course</p> <p>Give a certificate of attendance https://www.gov.uk/guidance/run-a-driver-cpc-training-course</p>		

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