

COURSE QUALITY ASSURANCE SELF ASSESSMENT

GUIDANCE

The purpose of a Course Quality Assurance Visit is to check whether standards are being maintained and to promote continuous improvement in the delivery of periodic training. An approved training course can be subject to unannounced visits at any time from a JAUPT or DVSA/DVA representative and a similar form to this document will be completed.

To help you with this process we have devised this self-assessment checklist so that you are aware of the areas we will be looking at. 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 SELFASSESSMENT

DELIVERY REQUIREMENTS

		Yes/No	Notes/Comments/Areas for Improvement
2.1	<p>Are the identity checks completed on each day of the course?</p> <p>For more information on acceptable forms of identity or for an example ID and attendance form please visit: https://www.gov.uk/guidance/run-a-driver-cpc-training-course#give-a-certificate-of-attendance</p>		
2.2	<p>For on-road training, are licence entitlement checks completed and recorded?</p> <p>For more information on acceptable forms of identity or for an example ID and attendance form please visit: https://www.gov.uk/guidance/run-a-driver-cpc-training-course#give-a-certificate-of-attendance</p>		
2.3	<p>Is a full and auditable record completed to confirm attendance, identity and the minimum attendance requirement being completed on each day?</p> <p>For an example ID and attendance form please visit: https://www.gov.uk/guidance/run-a-driver-cpc-training-course#give-a-certificate-of-attendance</p>		
2.4	<p>Is the course delivery in accordance with the approved course summary ensuring learning outcomes are met?</p> <p>For further information read the 'Train the drivers using your approved course' section at: https://www.gov.uk/guidance/run-a-driver-cpc-training-course</p>		
2.5	<p>Is the training room suitable and is the number of trainees in attendance conducive to learning?</p>		
2.6	<p>Does the course delivery reflect the minimum period for which the course is approved?</p> <p>For further information read the 'Train the drivers using your approved course' section at: https://www.gov.uk/guidance/run-a-driver-cpc-training-course</p>		
2.7	<p>Does the observed session meet the Level 2 requirement?</p> <p>For further information read the 'Course content rules' section at: https://www.gov.uk/guidance/run-a-driver-cpc-training-course</p>		

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TRAINING ENVIRONMENT

		Yes/No	Notes/Comments/Areas for Improvement
3.1	Is the training area free from significant distractions/disruptions?		
3.2	Is the trainer and training resources visible to all trainees?		
3.3	Are resources legible and audible to all trainees?		
3.4	Are the training venue's welfare facilities adequate?		

COURSE INTRODUCTION & STRUCTURE

		Yes/No	Notes/Comments/Areas for Improvement
4.1	<p>At the start of each day are trainees given a safety briefing that includes fire evacuation and any other health & safety procedures?</p> <p>For further information read the 'Introduce the course' section at: https://www.gov.uk/guidance/run-a-driver-cpc-training-course</p>		
4.2	<p>As part of the course introduction does the trainer explain how the course will run and includes an overview of topics & breaks?</p> <p>For further information read the 'Introduce the course' section at: https://www.gov.uk/guidance/run-a-driver-cpc-training-course</p>		
4.3	<p>Are trainees given up-to-date information about security & fair processing of their personal information?</p> <p>For further information read the 'Introduce the course' section at: https://www.gov.uk/guidance/run-a-driver-cpc-training-course</p>		
4.4	<p>Does the trainer include ground rules?</p> <p>For further information read the 'Introduce the course' section at: https://www.gov.uk/guidance/run-a-driver-cpc-training-course</p>		
4.5	<p>As part of the course introduction are trainees told the approved aims and objectives of the course?</p> <p>For further information read the 'Introduce the course' section at: https://www.gov.uk/guidance/run-a-driver-cpc-training-course</p>		
4.6	<p>Does the trainer establish the trainee's existing knowledge of the subject matter?</p> <p>For further information read the 'Introduce the course' section at: https://www.gov.uk/guidance/run-a-driver-cpc-training-course</p>		
4.7	<p>Is an engaging and relevant ice-breaker delivered?</p> <p style="color: red;">Tip: A useful tool for both internal/external trainees to assist in setting the scene of the day and help them become comfortable within the environment and participation.</p>		

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APPROVED CONTENT

		Yes/No	Notes/Comments/Areas for Improvement
5.1	<p>Are the learning resources and learning environment adequately prepared before the start of the course?</p>		
5.2	<p>Is the delivered course content suitable for the purposes of periodic training and relevant to the industry sector(s) of the trainee(s) in attendance?</p> <p>For further information read the 'Courses for LGV or PCV drivers or both' section at https://www.gov.uk/guidance/run-a-driver-cpc-training-course#train-the-drivers-using-your-approved-course</p>		
5.3	<p>Are all trainees engaged throughout and participate in any practical activities that take place?</p> <p>For further information read the 'Practical activities' section at: https://www.gov.uk/guidance/run-a-driver-cpc-training-course#train-the-drivers-using-your-approved-course</p>		
5.4	<p>Are suitable training resources used which are relevant to the subject matter delivered?</p>		
5.5	<p>Is the Driver CPC/SAFED Logo being used in accordance with the most recent Logo Guidelines?</p> <p>For full guidelines please visit https://www.jaupt.org.uk/media/599289/driver-cpc-logo-guidelines-v6.pdf</p> <p>Tip: You should not use the DVSA, DVA or JAAPT logo</p>		

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TRAINER DELIVERY

		Yes/No	Notes/Comments/Areas for Improvement
6.1	Does the trainer demonstrate appropriate knowledge of the subject?		
6.2	Does the trainer use various styles of questions that are relevant and promote knowledge transfer?		
6.3	Does the trainer control discussions, stimulate participation and encourage the trainee(s) to remain focused throughout?		
6.4	Does the trainer use delivery techniques and resources appropriate to the course content to enhance the learning experience?		
6.5	Is the trainer confident, using a controlled voice and body language demonstrating a positive and enthusiastic attitude toward the training throughout?		
6.6	Does the trainer provide opportunities for trainee questions, check knowledge transfer throughout and confirm learning outcomes are achieved?		

