

Driver CPC Evidencing Skills, Knowledge and Experience of Trainers

October 2021

V1.8

Introduction

This guidance sets out the details that training centres need to include for trainers that are nominated to deliver specific courses, as part of the course approval application process.

The centre must provide evidence to show that the trainer holds appropriate: -

1. Training skills
2. Subject matter knowledge and
3. Experience relevant to the course

If evidence, such as a certificate, cannot be provided, the centre will need to provide an accompanying statement.

The following pages provide examples of evidence that DVSA will accept against each of those criteria. These examples have been provided by industry experts but are used for illustrative purposes only, centres may provide other forms of evidence.

When a course with no content change is submitted again for approval, and the nominated trainer(s) **remain the same**, we can check our trainer records to confirm they meet the requirements of the Directive¹. To do this, the centre will need to provide the trainers name and an identifier, such as the driving licence number or date of birth.

If the information provided with an application does not meet our requirements, we will request additional information. This may delay the application being processed.

If you have any questions regarding the evidence you wish to provide, **please contact JAAPT on 0844 800 4184 or email enquiries@jaapt.org.uk**

¹ DIRECTIVE 2003/59/EC OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL

1. Training Skills

We wish to ensure that trainers have the necessary skills to deliver high quality training. Approved centres can evidence a trainer’s eligibility in a variety of ways, such as a formal qualification, membership of one of the recognised Trainer Registers or by confirming the trainer’s prior experience.

Examples of evidence we will consider are listed below:

| Evidence Type | Qualification |
|---------------------------------------|---|
| Teaching Qualifications | <ul style="list-style-type: none"> • Certificate of Teaching in the Lifelong Learning Sector (CTTLS) now CET • Diploma in Education and Training (DTTLS) now DET at least Level 3 • Level 3 or above in Education and Training • Level 3 or above in Training and Development • Preparing to Teach in the Lifelong Learning (PTTLS) now AET at least Level 3 |
| Member of Recognised Trainer Register | <ul style="list-style-type: none"> • Register of Approved Driver Assessors & Trainers (RADAT) • RHA Driver CPC Instructor Register • The National Register of Driver CPC Instructors (NRI) • Driver CPC Trainer Register (RHA) • The Voluntary Register of Driver CPC Trainers (VRT) • The National Register of LGV Instructors (NRI) • The National Vocational Driving Instructors Register (NVDIR) |
| Other Recognised Qualifications | <ul style="list-style-type: none"> • ADR Instructor • Approved Driving Instructor (ADI) • First Aid at Work Instruction • Level 3 Certificate for Driver CPC Trainers • Level 3 or above in Driving Instruction • Level 3 Train the Trainer • ITC Level 3 Award in Teaching First Aid Qualifications • MOD/HM Forces Licence Acquisition Instructor • Winter Service Trainer |

If a trainer does not hold a formal qualification or is not on a Trainer Register, the centre can provide an accompanying statement detailing how the trainer has gained training experience. This statement could include the following details:

| Training Skills Accompanying Statement |
|--|
| <ul style="list-style-type: none"> • Shadowing of qualified trainer • Mentorships • Duration of being a trainer at your centre • Any internal training that has been completed • Courses taken but certificate not provided or not available • Any internal or JAUPT audit details • Recruitment requirements |

2. Subject Knowledge

We wish to ensure trainers have in-depth subject knowledge for the course they are delivering, to ensure accurate content is being taught. Training centres can evidence a trainer's subject knowledge by providing relevant qualifications.

Examples of evidence we will consider are listed below:

| Subject Area | Qualifications |
|------------------------------------|---|
| Carriage of Dangerous Goods | <ul style="list-style-type: none"> • ADR Driver Training Certificate • ADR Instructor • Dangerous Goods Safety Advisor (DGSA) |
| Customer Service | <ul style="list-style-type: none"> • Intermediate Level Apprenticeship in Customer Service in the Business Sector |
| First Aid | <ul style="list-style-type: none"> • First Aid at Work Instructor • FFA Level 3 Award in First Aid at Work • Award in Supervising First Aid for Mental Health • Level 2 Award in Cardiopulmonary Resuscitation and Automated External Defibrillation • Level 3 Award in Oxygen Therapy Administration • Level 3 Award in Immediate Management of Anaphylaxis • Intermediate First Person on Scene (FPOS) |
| Defensive Driving | <ul style="list-style-type: none"> • Level 3 NVQ in Driving Instruction |
| Drivers Hours | <ul style="list-style-type: none"> • City & Guilds - Instructor in Digital Drivers Hours Recording Equipment • Certificate of Professional Competence in National Passenger Transport Operations • Certificate of Professional Competence in International Passenger Transport Operations • Certificate of Professional Competence in National Road Haulage Operations • Certificate of Professional Competence in International Road Haulage Operations |
| Fire Awareness | <ul style="list-style-type: none"> • Fire Marshal/Warden Instructor |
| Health and Safety | <ul style="list-style-type: none"> • Advanced Diploma in Health and Safety • NEBOSH Health and Safety Certificate • Level 5 NVQ Diploma in Occupational Health & Safety Practice • NEBOSH National General Certificate of Occupational Health and Safety • Level 3 - Award in Health and Safety in the Workplace • IOSH Managing Safety |
| Manual Handling | <ul style="list-style-type: none"> • Level 2 Award in Manual Handling • Osteopaths for Industry (OfI) Manual Handling Training • Level 3 Award in Manual Handling Trainers (ROSPA) • BTEC Level 3 Manual Handling Trainers |
| O-Licence | <ul style="list-style-type: none"> • Certificate of Professional Competence in National Passenger Transport Operations • Certificate of Professional Competence in International Passenger Transport Operations • Certificate of Professional Competence in National Road Haulage Operations • Certificate of Professional Competence in International Road Haulage Operations |

| | |
|----------------------------------|--|
| SAFED | <ul style="list-style-type: none"> • SAFED register (SAFED is no longer available as a separate qualification and can only be delivered as a Driver CPC course. The trainer must be registered on the SAFED register. If not, the course must not be titled SAFED) |
| Safe Urban Driving | <ul style="list-style-type: none"> • FORS Practitioner |
| Signaller/Banksman | <ul style="list-style-type: none"> • Banksman Instructor |
| Terrorism | <ul style="list-style-type: none"> • Terrorism Risk and Incident Prevention (TRIP) |
| Walk Around Checks | <ul style="list-style-type: none"> • Category C or C+E licence (for LGV courses) • Category D or D+E licence (for PCV courses) • IRTEC in Large Commercial Vehicles • IRTEC in Bus and Coach • NVQ in Driving Goods Vehicles |
| Wellbeing | <ul style="list-style-type: none"> • Level 2 Certificate in Awareness of Mental Health Problems |
| Winter Service Operations | <ul style="list-style-type: none"> • Winter Service Assessor/Trainer |
| Working Time Directive | <ul style="list-style-type: none"> • Certificate of Professional Competence in National Passenger Transport Operations • Certificate of Professional Competence in International Passenger Transport Operations • Certificate of Professional Competence in National Road Haulage Operations • Certificate of Professional Competence in International Road Haulage Operations |

If a trainer does not hold a formal qualification, the centre must provide an accompanying statement detailing how the trainer gained their course specific subject knowledge. This statement could contain the following details.

| Subject Knowledge Accompanying Statement |
|--|
| <ul style="list-style-type: none"> • Internal courses completed • Duration and detail of working within the industry/subject • Courses taken but no certificate provided. • Shadowing a subject matter expert • Mentorships • Recruitment requirements |

3. Experience

Trainers need to have relevant industry experience in the course subject area. Approved centres can evidence trainers experience by supplying qualifications which have an element of experience built in. If no qualification is held, an accompanying statement that details the trainer’s industry experience will need to be provided

Examples of qualifications that may evidence experience, or information that could be included in an accompanying statement are shown below.

| | Evidence of Experience |
|--------------------------------|--|
| Qualifications | <ul style="list-style-type: none">• Train the Trainer (subject relevant)• Level 3 Advanced First Aid at Work Instructor• ADR Instructor• Charter Member - Institute of Logistics and Transport |
| Accompanying Statement Details | <ul style="list-style-type: none">• Prior training experience at your centre• Evidenced qualification only issued with experience• Previous/current job details that demonstrate subject experience• Continuous Professional Development details• Refresher course• Any internal or JAUPT audit details |