

JAUPT Appraisal Criteria Course Application

March 2017

1. Introduction

To be able to assess course applications for the suitability of Periodic Training many factors have to be taken into account and considered before a recommendation can be made to the Competent Authority.

The Vehicle Drivers (Certificates of Professional Competence) Regulations 2007 is the applicable legislation that covers Great Britain and Northern Ireland for Driver CPC (DCPC).

This document aims to provide those individuals who are responsible for making recommendations for course application approvals/refusals with information to help them to make sound and valid judgements as to the suitability of a periodic training course.

2. The Course Application Form

Relevant application forms, guidance and examples can be downloaded from <https://www.gov.uk>

All modular courses are 7 hours in length and are made up of at least two 3.5 hour modules. There is no limit on the number of modules within a modular course. Each modular course requires one application for the 7 hour course and one for each 3.5 hour module.

Section One – Approved Centre Details

This section will help determine:

- **1.3** The course title should be short, concise and ideally describe the subject of the course. Driver CPC Periodic Training courses should have an appropriate title, which reflects the content of the course but is not misleading. This is particularly important where a course has approval or certification from another body, and so meets requirements for another syllabus. For Driver CPC purposes, any course submitted for approval should be titled appropriately to reflect its relevance to Driver CPC and not any other award or qualification. This might mean that such a course could have two titles, one for Driver CPC periodic training and another for the other approval.
- **1.4** The proposed start date is an **indication** of when the centre would like the approval period to start; however this cannot be guaranteed and JAAPT cannot be held responsible, should the approval period start after the date requested.

Application for Driver CPC Course Approval

Section 1: Approved Centre Details

1.1 Name of approved centre: ?

1.2 Centre approval number (if known): ?

1.3 Proposed name of course: ?

1.4 Proposed approval start date: ?

Please note the proposed start date is an indication of when you would like the approval period to start; however this cannot be guaranteed and JAAPT cannot be held responsible, should the approval period start after the date requested. Should the application be processed prior to the proposed approval start date, the approval will commence as requested.

Please note that all approval documentation will be sent to the person responsible for Driver CPC at the approved centre.

1.5 Has this course been previously approved? Yes No ?

Please note that previous approval of this course does not guarantee that it will be granted approval again.

If Yes - what was the course number?

Please note that a course is approved for 12 months starting at the date shown on the course approval certificate. If you deliver the course before this date the training will not count towards Driver CPC. JAAPT will send a courtesy reminder email when the course is due to expire and a further notification once the course has expired. Once expired, the course cannot be delivered as periodic training.

- **1.5** The course number **may** change if there is a significant change to the content e.g. sector, additional new modules, removal of a module, change of learning outcomes etc.

Section Two – Course Details

This section will help determine:

- **2.1** The sector will assist in determining whether the content of the course is suitable to the trainees attending for Driver CPC periodic Training purposes.
- **2.2** If the course has a practical element the centre needs to provide detail on the course summary as to how this will be managed.
- **2.3** All courses must be at least, 7 hours in length. Advise checking with the centre if the course is more than 7 hours e.g. 14 or 35 hours to break it down into multiple courses e.g. 2 or 5 courses.
- **2.4** There is no legislative/regulatory requirement on the ratio. However, this will provide information as to if the course will be effectively managed to ensure the minimum attendance requirement of 7 hours is met.
- **2.6** The completion of the syllabus tick boxes is not a critical part of an application but it does allow JAUPT to analysis the subject areas of periodic training courses – thus giving JAUPT the ability to inform the Competent Authority (when requested) as to the make-up of approved courses. You will need to check that the centre has correctly completed the syllabus subject area tick boxes before a recommendation is made.

Section 2: Course details

2.1 Sector(s) to which this course is to be delivered: LGV PCV

2.2 Training delivery location: Classroom On Road / In Vehicle Yard / Outside Area ?

2.3 Length of course (in hours): ?

2.4 What is the anticipated driver/trainer ratio for this course? ?

2.5 If this course is intended for delivery as part of another programme or qualification, please provide details: ?

2.6 Subject area of the course (tick all that apply): ?

The numbers below are syllabus reference numbers as stated within the European Directive 2003/59 EC.

<input type="checkbox"/> 1.1 Vehicle Systems (Transmission System)	<input type="checkbox"/> 3.1 Health, Safety and Emergencies
<input type="checkbox"/> 1.2 Vehicle Systems (Safety Controls)	<input type="checkbox"/> 3.2 Prevention of Criminality and Trafficking
<input type="checkbox"/> 1.3 Safe and Fuel Efficient Driving	<input type="checkbox"/> 3.3 Personal Health and Wellbeing
<input type="checkbox"/> 1.4 Loading/Unloading (LGV)	<input type="checkbox"/> 3.4 Physical/Mental Health and Wellbeing
<input type="checkbox"/> 1.5 Customer Service / Disability Awareness (PCV)	<input type="checkbox"/> 3.5 First Aid
<input type="checkbox"/> 1.6 Loading/Unloading (PCV)	<input type="checkbox"/> 3.6 Professional Driver and Company Issues
<input type="checkbox"/> 2.1 Legislation (including Drivers Hours, Rules and Regulations and the Working Time Directive)	<input type="checkbox"/> 3.7 Economic Environment for Carriage of Goods (LGV)
<input type="checkbox"/> 2.2 Regulations for Carriage of Goods (LGV)	<input type="checkbox"/> 3.8 Economic Environment for Carriage of Passengers (PCV)
<input type="checkbox"/> 2.3 Regulations for Carriage of Passengers (PCV)	<input type="checkbox"/> 3.9 Vulnerable Road Users (VRU)

Section Two – Course Details (Continued)

- **2.7.1** A course summary must be provided with the application. Further information can be found on “Appraisal of Course Summary”
- **2.7.2** Aims and Objectives* of the course are required to assist in understanding the course learning outcomes.

**Aim = A desired outcome*

**Objective = How you are going to achieve the aim?*

- **2.7.3** Trainers are required to hold qualifications/experience in both delivering training and the subject matter they are training. For further information see “Appraisal of Trainer Evidence”

Section Four – Payment

This section is about payments and where the applicant should send the application to. As long as the centre has paid the appropriate fee this does not have any impact on the appraisal process of the application. This is because the application is not referred for appraisal until the payment has been received and confirmed.

2.7 Course delivery

2.7.1 Please provide details of the training programme for this specific course in the form of a course layout. Please refer to the course summary example which can be found at: www.gov.uk/government/uploads/system/uploads/attachment_data/file/224196/driver-ppd-course-summary-example.pdf

2.7.2 Please provide the aims and objectives (ie learning outcomes) for this specific course:

Aims:

Objectives:

2.7.3 Please attach details and evidence of the qualifications and fields of activity of each of your trainers to be used to train/teach this specific course. Trainers must have sound, up-to-date knowledge of relevant regulations and training requirements as outlined in the Directive 2003/59 EC. If this course is a reapproval you only need to tell us about trainers you have hired in the last 12 months. Supporting guidance can be found at: www.gov.uk/provide-driver-ppc-periodic-training

All courses are subject to audit and the auditor will verify that the course is being delivered as specified on the approved course summary. Failure to deliver the course as approved may result in the revocation of the driver's training hours.

Section 3: Publication

3.1 Would you like this course to be publicised on GOV.UK website? Yes No

Section 4: Payment

4.1 Payment of the current fee is accepted via the methods below and should be made within 5 working days of application receipt by JAUPT.

Cheque (Cheques should be made payable to DVSA)

Credit / Debit card

BACS Please use the following bank details for BACS payment:

Bank Name: Nat West
Sort Code: 60-70-80
Account Number: 10004440

Please ensure your remittance advice is included.

Name:

Position:

Date:

4.2 Application checklist

Payment details

Course summary

Trainer evidence

If you are submitting a modular course you must include one course application for the 7 hour modular course (excluding the course summary) plus a course application for each 3.5 hour module (including the course summary and trainer information).

You must give up-to-date details of where and when you will be running approved periodic training courses and notify JAUPT of any changes including cancellations, dates, times and locations of the training courses as soon as they occur via www.jaupt.org.uk.

Failure to comply with the conditions of approval may result in the suspension or withdrawal of the centre approval.

Appraisal of the Course Layout Summary

Standardised wording for additional information requests can be found in Annex 3.

Introduction (usually not exceeding 30 minutes)

It is good practice to deliver an introduction of the course which contains:

- Health & safety briefing including fire evacuation procedures
- Wellbeing e.g. toilet facilities, breaks, running times of the course
- Fair Processing Notice
- Aims and Objectives of the Course
- Learning Agreement
- Establishing pre-existing knowledge of trainees

The Level of Periodic Training Courses

As a part of the course appraisal process JAUPT must make sure that the level of the course is pitched at level two or above.

What is Level 2?

A Level 2 involves applying knowledge to a range of varied work activities, which may be performed in a variety of different contexts in collaboration with others or autonomously. The design and delivery of Driver CPC periodic training courses must therefore, include the knowledge and understanding that is needed to underpin the performance standards or competency required for a particular work activity. For example, we expect to see outcomes for periodic training courses that state that drivers will, after completion, be able to, 'explain.....; explain how.....; describe.....; recognise.....; describe how.....; identify.....; decide.....'

Training Time

All courses must be **at least**, 7 hours in length. You will need to ensure that the total course training time adds up to the course length indicated on the application form.

The following cannot be counted as training time:

- ID checks
- Administration or Registration
- Comfort breaks
- Lunch breaks
- Examinations
- Formal tests e.g. pass/fail element or a test where the group do not get sight of answers and that are not reviewed as a group

The Course Content

You must determine whether the content of the training course is suitable for Driver CPC periodic training – this where Directive 2003/59 needs to be referred to. In the Directive the syllabus or list of subjects (**Annex 1**) are described and the training course must link to one

or more of the list of subjects. There are some courses that through Quality Assurance visits are not suitable for DCPC or require close scrutiny. (**Annex 2**)

Training Delivery Methods

Typically, courses are supported by presentations and demonstrations where the trainer has control over the learners. To ensure, the training is as effective, engaging and as interactive as possible we expect a variety of delivery methods to be included.

These could include:

- Role-play
- Team Tasks – practical indoor or outdoor tasks
- Case studies
- Experience sharing
- Group discussions
- DVDs
- Computer Simulators (usually used in tachograph analysis)

Where JAUPT understands a course application may lack interaction with the trainees we will seek clarification and give the centre an opportunity to amend the course to make it more interesting.

Training Resources

Resources are the tools, hardware, equipment or information etc. that the trainer may use in the delivery of the course. A course summary will detail the resources used in the delivery of the periodic training course.

When appraising the application, you will need to use your judgement as to whether the resources used are:

- Appropriate for the subject's being taught
- Appropriate for a Government Approved Course e.g. politically correct
- Sufficient in numbers or size for the number of trainees on the course e.g. vehicle

As part of this the centre must include titles of products used. Where the resources, such as presentations are unknown centres must provide assurance of the above points.

E-Learning can be used as a resource providing it does not impact the trainer contact time.

Previous Quality Assurance Reports

If you have established that the course has been previously approved, you will need to see if a Quality Assurance visit has been conducted. By reading vital information in the report and checking the corrective action submitted you will be able to identify any areas of concern that you may need to take into consideration when appraising the course.

Prior to 6th June 2016 if corrective action has not been provided, you may need to seek clarification with the centre that these areas have been addressed if it has not already

been addressed through the previous course application e.g. safety, content, legislative requirements.

Post 6th June 2016 you should ensure you take the information provided via the Corrective System (CARS) into consideration. You should also take the timelines of response into account with regard to CARS e.g. if a corrective action has not been provided for 15 working days and we have chased twice we should not be processing the application for recommendation of approval

Any corrective action provided at appraisal stage should be recorded in CARS.

Practical Courses

As a part of the appraisal process we require the centre to detail how they will manage the practical training to ensure that all drivers are engaged in the session at all times and receive a minimum of 7 hours training. For example, a centre may choose to use more than one trainer during a course – this allows for the additional trainer(s) to act as another trainer or facilitator providing further support in the delivery of the training course. We expect this detail to be included on the course summary.

Some courses contain on-road training. During the appraisal process the following will need to be considered:

- How much training/driving time will each trainee receive?
- What training will the non-driving trainees be undertaking?
- Will all the trainees be able to hear the trainer and have direct contact time with the trainer(s) throughout?
- Is the vehicle being used appropriate for the training?
- Informal assessment is kept to a minimum to ensure training is taking place
- Does the sample route(s) allow the centre to cover the content being delivered?

“A day at work” - in other words on-the-job training are less structured courses as they are determined to some extent by the loads and destination that the driver must complete on the day. This type of course would need closer scrutiny. The centre should provide sample routes (usually in the form of a map or route planner format) in support of the application to provide assurance that the content of the course is suitable for the route(s) that will be used.

Evaluation of Training (usually does not exceed 30 minutes)

It is good practice to provide trainees with the opportunity to evaluate the effectiveness of a course which can be used by the centre to determine:

- If the learning outcomes have been met
- Where “tweaks” e.g. improvements may be required
- What works well
- Where significant changes are required at the next application stage

Appraisal of Trainer Evidence

Courses are approved subject to suitable trainers delivering the course. Centres can introduce new trainers throughout the course approval year and do not have to inform JAUPT when a new trainer is used. It is the centres' responsibility to make sure that trainers have the required subject knowledge and teaching/training skills to deliver a given course.

Centres can provide confirmation of the trainer(s) for a course that has been previously been approved under their centre approval without the need for resubmitting the evidence. They can also confirm this by recording information on the JAUPT website.

Certification/Knowledge of Teaching Methods

It is accepted that where a centre can verify (e.g. letter headed statement of experience) that a trainer has sound knowledge of teaching methods then JAUPT is able to recognise that trainer as having suitable teaching/training skills.

Although there is no set list of acceptable qualifications the following provides some guidance as the types of training/teaching qualifications that JAUPT considers as being acceptable.

- Further and Adult Education Teachers Certificate Cert Ed/PGCE/B Ed/M Ed
- PTLLS/CTLLS/DTLLS
- NVQ level 3 in Training & Development
- NVQ level 4 in Training & Development
- CIPD Level 3 Foundation Certificate in Learning and Development/Training Practice

Certification/Knowledge of Subject Knowledge

It is accepted that where a centre can verify (e.g. letter headed statement of experience) that a trainer has a sound knowledge of the subject being delivered as a result of experience then JAUPT will recognise that trainer as have suitable subject knowledge. For example, if a proposed trainer has been driving vocational vehicles for a number of years, it may be considered he or she has more than adequate knowledge of the Drivers Hours Rules and Regulations.

Where the centre can provide copies of certificates of relevant qualifications or courses attended these will be considered for suitability.

Appendix 1

Section 1 of Annex I of Directive 2003/59 EC - The List of Subjects:

The knowledge to be taken into account by Member States when establishing the driver's initial qualification and periodic training must include at least the subjects in this list. Trainee drivers must reach the level of knowledge and practical competence necessary to drive in all safety vehicles of the relevant licence category.

The minimum level of knowledge may not be less than level 2 of the training level structure provided for in Annex I to Decision 85/368/EEC (1), i.e. the level reached during compulsory education, supplemented by professional training.

1. Advanced training in rational driving based on safety regulations

All Licences

1.1. Objective: to know the characteristics of the transmission system in order to make the best possible use of it: curves relating to torque, power, and specific consumption of an engine, area of optimum use of revolution counter, gearbox-ratio cover diagrams.

1.2. Objective: to know the technical characteristics and operation of the safety controls in order to control the vehicle, minimise wear and tear and prevent disfunctioning: specific features of hydraulic vacuum servobrake circuit, limits to the use of brakes and retarder, combined use of brakes and retarder, making better use of speed and gear ratio, making use of vehicle inertia, using ways of slowing down and braking on downhill stretches, action in the event of failure.

1.3. Objective: ability to optimise fuel consumption: optimisation of fuel consumption by applying know-how as regards points 1.1 and 1.2.

Licences C, C+E, C1, C1+E

1.4. Objective: ability to load the vehicle with due regard for safety rules and proper vehicle use: forces affecting vehicles in motion, use of gearbox ratios according to vehicle load and road profile, calculation of payload of vehicle or assembly, calculation of total volume, load distribution, consequences of overloading the axle, vehicle stability and centre of gravity, types of

packaging and pallets; main categories of goods needing securing, clamping and securing techniques, use of securing straps, checking of securing devices, use of handling equipment, placing and removal of tarpaulins.

Licences D, D+E, D1, D1+E

1.5. Objective: ability to ensure passenger comfort and safety: adjusting longitudinal and sideways movements, road sharing, position on the road, smooth breaking, overhang operation, using specific infrastructures (public areas, dedicated lanes), managing conflicts between safe driving and other roles as a driver, interacting with passengers, peculiarities of certain groups of passengers (disabled persons, children).

1.6. Objective: ability to load the vehicle with due regard for safety rules and

proper vehicle use: forces affecting vehicles in motion, use of gearbox-ratios according to vehicle load and road profile, calculation of payload of vehicle or assembly, load distribution, consequences of overloading the axle, vehicle stability and centre of gravity.

2. Application of Regulations

All Licences

2.1. Objective: to know the social environment of road transport and the rules governing it: maximum working periods specific to the transport industry; principles, application and consequences of Regulations (EEC) No 3820/85 and (EEC) No 3821/85; penalties for failure to use, improper use of and tampering with the tachograph; knowledge of the social environment of road transport: rights and duties of drivers as regards initial qualification and periodic training.

Licences C, C+E, C 1, C1+E

2.2. Objective: to know the regulations governing the carriage of goods: transport operating licences, obligations under standard contracts for the carriage of goods, drafting of documents which form the transport contract, international transport permits, obligations under the Convention on the Contract for the International Carriage of Goods by Road, drafting of the international consignment note, crossing borders, freight forwarders, special documents accompanying goods.

Licences D, D+E, D 1, D1 +E

2.3. Objective: to know the regulations governing the carriage of passengers: carriage of specific groups of passengers, safety equipment on board buses, safety belts, vehicle load.

3. Health, road and environmental safety, service, logistics

All Licences

3.1. Objective: to make drivers aware of the risks of the road and of accidents at work: types of accidents at work in the transport sector, road accident statistics, involvement of lorries/coaches, human, material and financial consequences.

3.2. Objective: ability to prevent criminality and trafficking in illegal immigrants: general information, implications for drivers, preventive measures, check list, legislation on transport operator liability.

3.3. Objective: ability to prevent physical risks: ergonomic principles; movements and postures which pose a risk, physical fitness, handling exercises, personal protection.

3.4. Objective: awareness of the importance of physical and mental ability: principles of healthy, balanced eating, effects of alcohol, drugs or any other substance likely to affect behaviour, symptoms, causes, effects of fatigue and stress, fundamental role of the basic work/rest cycle.

3.5. Objective: ability to assess emergency situations: behaviour in an emergency situation: assessment of the situation, avoiding complications of an accident, summoning assistance,

assisting casualties and giving first aid, reaction in the event of fire, evacuation of occupants of a lorry/bus passengers, ensuring the safety of all passengers, reaction in the event of aggression; basic principles for the drafting of an accident report.

3.6. Objective: ability to adopt behaviour to help enhance the image of the company: behaviour of the driver and company image: importance for the company of the standard of service provided by the driver, the roles of the driver, people with whom the driver will be dealing, vehicle maintenance, work organisation, commercial and financial effects of a dispute.

Licences C, C+E, C 1, C1+E

3.7. Objective: to know the economic environment of road haulage and the organisation of the market: road transport in relation to other modes of transport (competition, shippers), different road transport activities (transport for hire or reward, own account, auxiliary transport activities), organisation of the main types of transport company and auxiliary transport activities, different transport specialisations (road tanker, controlled temperature, etc.), changes in the industry (diversification of services provided, rail-road, subcontracting, etc.).

Licences D, D+E, D 1, D1 +E

3.8. Objective: to know the economic environment of the carriage of passengers by road and the organisation of the market: carriage of passengers by road in relation to other modes of passenger transport (rail, private car), different activities involving the carriage of passengers by road, crossing borders (international transport), organisation of the main types of companies for the carriage of passengers by road

Appendix 2 - Types of Courses That Require Very Close Scrutiny

Health and Safety Courses

IOSH courses are unsuitable for Driver CPC periodic training as only a minority of the course can be clearly linked to transport. Some sections of the course do not provide a sufficient link to the syllabus such as hand tools, electricity, the environment, organisational safety hazard spotting which are nearly always office and warehouse related.

Construction (Building) Courses

In Northern Ireland there is a course called "CSR" (Construction Skill Register) and in Great Britain there is equivalent course called CSCS (Construction Skills Certification Scheme); both of which are not transport specific.

These courses are designed to provide building/construction workers with training that allows them to gain a qualification to allowing them to enter a building site.

Train-the-Trainer Courses/Driver Assessor

If the course is focussed on the soft skills required to become a trainer e.g. learning styles, assessment/questioning techniques, training delivery methods etc the course is not suitable for Driver CPC periodic training as there is no link to the Driver CPC periodic training.

ADR Courses

The Driver CPC syllabus and ADR syllabus are separate, and we do not take into the consideration of ADR when appraising Driver CPC.

The course can only be approved for **LGV only**.

The ADR qualification is divided into four different sections:

- 1. Core (Mandatory ADR module)**
 - a. Overview of different hazard classes
 - b. Regulations governing carriage of dangerous goods
 - c. Load Restrictions
 - d. PPE and different safety equipment
 - e. Emergency Aid
 - f. Vehicle Markings (Hazard Class signs)
- 2. Packages (Excludes Class 7 – Radioactive Materials)**
 - a. Types of packages (drums etc.)
 - b. Labelling of such packages
- 3. Tankers**
 - a. Loading and unloading of different tankers
 - b. Loading levels
 - c. Vehicle roll over and static electricity
 - d. Tanker class hazard signs
- 4. Classes**
 - a. The different hazard classes

Core and Packages are generally acceptable for Driver CPC, however, more care and consideration will need to be taken for Tankers and Classes due to the content which is provided.

Tank Types

There are four different tank types which include:

1. Portable Tanks
2. Fixed Tanks
3. Fibre Reinforced Tanks
4. Vacuum Operated Waste Tanks

Fork Lift Truck Courses

When appraising such courses, you must be very aware of the syllabus, particularly:

1.4. Objective: ability to load the vehicle with due regard for safety rules and proper vehicle use: forces affecting vehicles in motion, use of gearbox ratios according to vehicle load and road profile, calculation of payload of vehicle or assembly, calculation of total volume, load distribution, consequences of overloading the axle, vehicle stability and centre of gravity, types of packaging and pallets; main categories of goods needing securing, clamping and securing techniques, use of securing straps, checking of securing devices, use of handling equipment, placing and removal of tarpaulins.

All mechanical handling equipment (MHE) courses which include fork lift trucks are aimed at loading/unloading a vehicle as a driver not as a warehouse operative. Therefore, we expect to see inclusion of fork lift content as a minimal.

It is unlikely that MHE courses approved as a separate qualification e.g. ITSSAR etc will be approved.

Joint LGV and PCV Courses

There are some subject areas that are significantly different for LGV and PCV drivers. Where courses have been applied for both LGV and PCV drivers and where we consider the content to be different for both sectors we will ask the centre to explain how they will manage the course to ensure that all drivers receive the required hours of training.