

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.

COURSE QUALITY ASSURANCE SELF ASSESSMENT

SECTION 1 DELIVERY REQUIREMENTS

		Yes/No	Notes/Comments/Areas for Improvement
1.1	<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>		
1.2	<p>For practical on-road driving 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>		
1.3	<p>A full auditable trail to confirm attendance and ID checks are completed on the day?</p> <p>Register delegates and check their identities: https://www.gov.uk/guidance/run-a-driver-cpc-training-course</p>		
1.4	<p>The trainer delivered the course in accordance with the 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>		
1.5	<p>The number of trainees in attendance is conducive to learning in the environment used?</p>		
1.6	<p>Trainees attended the course 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>		
1.7	<p>The observed session met the Level 2 requirement?</p> <p>https://www.jaupt.org.uk/news/2015/11/level-2-guidance</p>		

COURSE QUALITY ASSURANCE SELF ASSESSMENT

SECTION 2 TRAINING ENVIRONMENT

		Yes/No	Notes/Comments/Areas for Improvement
2.1	The training area was free from significant distractions/disruptions?		
2.2	Adequate space and seating is available for all trainees in attendance?		
2.3	The room layout is suitable for the trainer and training aids are visible to all trainees?		
2.4	Resources are legible and audible to all trainees?		
2.5	The training room has adequate ventilation, temperature & lighting? http://www.hse.gov.uk/pubns/indg293.pdf		
2.6	The training venue's welfare facilities are adequate? http://www.hse.gov.uk/pubns/indg293.pdf		

COURSE QUALITY ASSURANCE SELF ASSESSMENT

SECTION 3 COURSE INTRODUCTION & STRUCTURE

		Yes/No	Notes/Comments/Areas for Improvement
3.1	<p>Trainees have been given a safety briefing that included: Fire evacuation and health & safety procedures?</p> <p>Introduce the course https://www.gov.uk/guidance/run-a-driver-cpc-training-course</p>		
3.2	<p>The trainer explained how the course would run on the day and included an overview of topics & breaks?</p> <p>Introduce the course https://www.gov.uk/guidance/run-a-driver-cpc-training-course</p>		
3.3	<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>		
3.4	<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>		
3.5	<p>Trainees have been 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>		
3.6	<p>At the start of the course the trainer established the trainees pre-existing knowledge of the subject matter?</p> <p>Introduce the course https://www.gov.uk/guidance/run-a-driver-cpc-training-course</p>		

COURSE QUALITY ASSURANCE SELF ASSESSMENT

SECTION 4 APPROVED CONTENT

		Yes/No	Notes/Comments/Areas for Improvement
4.1	The learning materials, equipment and learning environment have been adequately prepared before the proposed start time of the course?		
4.2	The approved 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		
4.3	The course included practical activities and all trainees were engaged throughout? Practical activities https://www.gov.uk/guidance/run-a-driver-cpc-training-course#train-the-drivers-using-your-approved-course		
4.4	Training aids used (e.g. DVDs, Case Studies, etc) are relevant to the subject matter delivered?		
4.5	The approved course summary has VRU content? https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/377668/national-standard-for-driving-lorries.pdf		
4.6	The observed session contained VRU? https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/377668/national-standard-for-driving-lorries.pdf		
4.7	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		

COURSE QUALITY ASSURANCE SELF ASSESSMENT

SECTION 5 TRAINER DELIVERY

		Yes/No	Notes/Comments/Areas for Improvement
5.1	Knowledge: The trainer demonstrated appropriate knowledge of the subject?		
5.2	Questioning Techniques: The trainer used various styles of questions that were relevant to the course objectives?		
5.3	Control & Participation: The trainer controlled discussions, stimulated participation and encouraged the trainees to remain focused throughout?		
5.4	Delivery Method & Resources: The trainer followed the delivery method and utilised the resources specified in the Approved Course Summary?		
5.5	Confidence & Enthusiasm: The trainer was confident, with controlled voice and body language.		
5.7	Wrap up: The trainer checked knowledge transfer with the group and provided opportunities for questions/ clarification and confirmed the learning outcomes were achieved?		

COURSE QUALITY ASSURANCE SELF ASSESSMENT

SECTION 6 POST-COURSE

		Yes/No	Notes/Comments/Areas for Improvement
6.1	<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>		
6.2	<p>Trainees received 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>		

SECTION 7 NOTES

Notes

--