

# CENTRE QUALITY ASSURANCE SELF ASSESSMENT

## GUIDANCE

The purpose of a Centre Quality Assurance Visit is to check whether standards are being maintained. An approved training centre can be subject to an announced visit at any time from a JAUPT or DVSA/DVA representative and the auditor will complete a similar form. We would recommend that you refer to your most recent Scheme of Control that you have submitted to JAUPT as part of your centre approval. Guidance on this can be found at <https://www.gov.uk/guidance/set-up-a-driver-cpc-training-centre>

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.*

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## SECTION 1 ADMINISTRATION PROCESSES

		Yes/No	Notes/Comments/Areas for Improvement
1.1	<p>The centre can demonstrate that it has a method to ensure consistency of training delivery?</p> <p>You may wish to consider using the Course QA Self Assessment Form</p>		
1.2	<p>The centre carries out internal audits?</p> <p>You may wish to consider using the Course QA Self Assessment Form</p>		
1.3	<p>The centre assesses the suitability and safety of training venues?</p>		
1.4	<p>The centre is advertising courses as per their approval documentation?</p>		
1.5	<p>The centre has valid insurance?</p>		
1.6	<p>The centre issues joining instructions?</p> <p>Send joining instructions <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course">https://www.gov.uk/guidance/run-a-driver-cpc-training-course</a></p>		
1.7	<p>The Driver CPC/SAFED logo is being used in accordance with the most recent Logo Guidelines?</p> <p><a href="https://www.jaupt.org.uk/media/599289/driver-cpc-logo-guidelines-v6.pdf">https://www.jaupt.org.uk/media/599289/driver-cpc-logo-guidelines-v6.pdf</a></p>		

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		Yes/No	Notes/Comments/Areas for Improvement
1.8	<p>The centre can demonstrate that communication is provided to all staff/sites to ensure consistency of training delivery?</p>		
<b>For Consortia Only</b>			
1.9	<p>The centre can demonstrate it has appropriate controls to manage their members and associated risks?</p> <p>Apply as a consortium of 2 or more organisations <a href="https://www.gov.uk/guidance/set-up-a-driver-cpc-training-centre#apply-as-a-consortium-of-2-or-more-organisations">https://www.gov.uk/guidance/set-up-a-driver-cpc-training-centre#apply-as-a-consortium-of-2-or-more-organisations</a></p>		
1.10	<p>The centre can demonstrate they have appropriate processes in place to manage non-compliance of their members?</p> <p>Apply as a consortium of 2 or more organisations <a href="https://www.gov.uk/guidance/set-up-a-driver-cpc-training-centre#apply-as-a-consortium-of-2-or-more-organisations">https://www.gov.uk/guidance/set-up-a-driver-cpc-training-centre#apply-as-a-consortium-of-2-or-more-organisations</a></p>		
1.11	<p>The centre notifies JAAPT of changes or removal of members?</p> <p>Apply as a consortium of 2 or more organisations <a href="https://www.gov.uk/guidance/set-up-a-driver-cpc-training-centre#apply-as-a-consortium-of-2-or-more-organisations">https://www.gov.uk/guidance/set-up-a-driver-cpc-training-centre#apply-as-a-consortium-of-2-or-more-organisations</a></p>		

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## SECTION 2 UPLOAD PROCESSES

		Yes/No	Notes/Comments/Areas for Improvement
2.1	<p>The centre contact details match the records held by JAAPT?</p> <p>These can be found when you log into the JAAPT website.</p>		
2.2	<p>Any changes to the centre's legal entity have been notified to JAAPT?</p>		
2.3	<p>The centre has an auditable trail of persons authorised to upload information to the R&amp;E System/DVA Online Database?</p> <p><a href="https://www.jaupt.org.uk/media/560592/a-guide-to-recording-driver-cpc-periodic-training.pdf">https://www.jaupt.org.uk/media/560592/a-guide-to-recording-driver-cpc-periodic-training.pdf</a></p>		
2.4	<p>The centre can demonstrate it has a secure procedure for accessing the R&amp;E System/DVA Online Database?</p> <p><a href="https://www.jaupt.org.uk/media/560592/a-guide-to-recording-driver-cpc-periodic-training.pdf">https://www.jaupt.org.uk/media/560592/a-guide-to-recording-driver-cpc-periodic-training.pdf</a></p>		
2.5	<p>The centre has a process for preventing access to the R&amp;E System/DVA Online Database once a person is de-registered?</p> <p><a href="https://www.jaupt.org.uk/media/560592/a-guide-to-recording-driver-cpc-periodic-training.pdf">https://www.jaupt.org.uk/media/560592/a-guide-to-recording-driver-cpc-periodic-training.pdf</a></p>		

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## SECTION 3 TRAINERS

		Yes/No	Notes/Comments/Areas for Improvement
3.1	The centre can demonstrate it has an effective trainer selection process?		
3.2	The centre has an up-to-date trainer register?		
3.3	The centre can demonstrate trainers undergo progressive training and CPD?		
3.4	The centre can demonstrate the trainer(s) is/are aware of legislative/regulatory requirements?		
3.5	The centre can demonstrate that it has effective processes for ensuring the trainer(s) hold/s the experience and skills to deliver the approved course(s)?		
3.6	The centre can demonstrate that it has an effective course booking/trainer availability process in place?		

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## SECTION 4 DRIVER RECORDS

		Yes/No	Notes/Comments/Areas for Improvement
4.1	<p>The centre has retained records centrally for the minimum period of 6 years?</p> <p>You must ensure you retain and store records for 6 years</p>		
4.2	<p>The centre can demonstrate an auditable trail of records of attendance and ID checks?</p> <p>Register delegates and check their identities: <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course">https://www.gov.uk/guidance/run-a-driver-cpc-training-course</a></p>		
4.3	<p>The centre can demonstrate that completed eligibility checks were carried out and the minimum specified hours delivered?</p> <p>Register delegates and check their identities: <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course">https://www.gov.uk/guidance/run-a-driver-cpc-training-course</a> Train the drivers using your approved course <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course">https://www.gov.uk/guidance/run-a-driver-cpc-training-course</a></p>		
4.4	<p>The centre can demonstrate it has an effective process for dealing with late arrivals?</p>		
4.5	<p>The centre can demonstrate it has an effective process for dealing with trainees who are unable to produce ID/eligibility?</p>		
4.6	<p>Upload details match the details on the course attendance record?</p> <p><a href="https://www.jaupt.org.uk/media/560592/a-guide-to-recording-driver-cpc-periodic-training.pdf">https://www.jaupt.org.uk/media/560592/a-guide-to-recording-driver-cpc-periodic-training.pdf</a></p>		
4.7	<p>The centre can demonstrate the process to ensure that the attendance data is uploaded within 5 working days by an authorised person?</p> <p><a href="https://www.jaupt.org.uk/media/560592/a-guide-to-recording-driver-cpc-periodic-training.pdf">https://www.jaupt.org.uk/media/560592/a-guide-to-recording-driver-cpc-periodic-training.pdf</a></p>		

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		Yes/No	Notes/Comments/Areas for Improvement
4.8	Records of vehicles used by drivers including registration number and class is recorded?		
4.9	The trainer has signed to confirm that the driver is entitled to drive the category of vehicle?		
4.10	The centre can demonstrate an effective process for ensuring an appropriate road worthiness certificate (e.g. MOT) and insurance for vehicles used for periodic training?		
4.11	<p>Trainees are provided with an opportunity to evaluate the course(s) and the centre has processes in place to manage this along with any complaints raised?</p> <p>Collect feedback and evaluate the course <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course">https://www.gov.uk/guidance/run-a-driver-cpc-training-course</a></p>		
4.12	<p>Course certificates contain the minimum amount of information required in line with the Confirmatory Statement?</p> <p>Give a certificate of attendance <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course">https://www.gov.uk/guidance/run-a-driver-cpc-training-course</a></p>		
4.13	<p>The centre can demonstrate a Certificate of Attendance was issued?</p> <p>Give a certificate of attendance <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course">https://www.gov.uk/guidance/run-a-driver-cpc-training-course</a></p>		

# CENTRE QUALITY ASSURANCE SELF ASSESSMENT

## SECTION 5 NOTES

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