



## Drink Drive Rehabilitation (DDR) Scheme of Control Guidance Notes

A Scheme of Control (SoC) is a document detailing the way in which your organisation minimises risk to provide consistent and good quality DDR training.

Course providers will be quality assured **at least once** within the seven-year approval period. During this visit the information you have provided with your application including the SoC will be audited. Therefore, it is important you can demonstrate that you are operating in accordance with the information you have provided.

We require detailed information on key risk areas within your organisation relating to the delivery of training. The key risk areas where we require detailed information are:

**1. Organisation Operation:** The scale and complexity of the operation has an impact on risk. We will assess the suitability of the control measures/procedures that you tell us about against the nature of business and size of the organisation. You should consider providing information on:

- a) Scale and size of the organisation e.g. an overview including the approximate number of personnel involved with DDR and training venues
- b) How you will ensure that your organisation complies with our requirements about use of proprietary logos. Guidance can be found at: <https://www.gov.uk/guidance/get-permission-to-use-dvsa-logos#use-driver-cpc-logos>
- c) How you will ensure the retention of records for 7 years and how they will be stored

**2. Quality Assurance:** Here you need to tell us about any master control systems that you will use to ensure that the various processes related to the training operation have been completed consistently including:

The Quality Assurance and internal audit arrangements in place covering, for example:

- a) How you will ensure and assure the standard and quality of courses delivered e.g. internal audits, audits undertaken by an external consultant etc.
- b) Course evaluation techniques
- c) Implementing and identifying continual improvements

**3. Communication:** It is important that you keep JAAPT informed of changes to key staff and their contact details, otherwise we will not be able to contact you with queries relating to your application(s) and you will not be aware of valuable information and changes to DDR. **Please note all changes must be in writing or via the JAAPT website and made by the responsible contact i.e. the person notified to JAAPT as operationally responsible for DDR training.**

- a. How do you intend to keep us up to date with key changes to and within your organisation e.g. legal status/ownership, centre name, address, contact details etc.
- b. You should also explain what process you follow to plan your DDR courses to ensure the individual meets the deadline set by the court
- c. How you will notify JAAPT of any changes that affect the control and management of the key risk areas within the SoC.
- d. How will you share news, updates (including legislative requirements) and feedback from your own QA processes and visits conducted by JAAPT, DVSA with your trainers and/or other relevant personnel.

**4.Trainer Selection:** The trainer(s) used to deliver DDR must have appropriate qualifications/experience in delivering training and the subject matter being delivered. Here we need to know how you will ensure this is the case.

- a. How many trainers you have
- b. How the trainer(s) will be deployed to meet demand in the specified geographical area(s)
- c. How you will maintain a record of trainers and their skill sets.
- d. How you will ensure that your trainers have appropriate qualifications
- e. How you will monitor and record Continuing Professional Development (CPD).
- f. How you will ensure the trainer(s) undergo CPD to ensure awareness of the legislative requirements for DDR and good practice

**5. Course Planning:** We require details of how you will plan the course to ensure that it is delivered within its approval period, with a competent trainer in a safe and appropriate location.

**Please note: Where requirements are not met, DVSA may withdraw course approval.**  
Please tell us:

- a. How you will manage more than one trainer delivering specific elements of the course content
- b. How you will ensure that courses are only delivered within the period of course approval
- c. How you will ensure that you use the JAAPT website to notify us of planned courses and changes to those schedules including cancellations in a timely way. If cancellations take place at short notice or at weekends what contingency do you have in place?
- d. How you have assessed the suitability of training venues e.g. what criteria you will use to ensure that they are both adequate and safe
- e. How you will ensure that privacy and confidentiality is provided for those in attendance

## Guidance Purposes Only

- f. How you will record referrals from the courts and how many of these begin the course
- g. The arrangements in place to notify individuals of course details i.e. joining instructions. Who will be responsible for issuing these? How are they issued and when?
- h. How you will ensure that resources used to deliver training are suitable and relevant
- i. How will you ensure the material given to the trainer(s) link to the DDR syllabus and the DVSA National Driving Standard (Category B)
- j. How and when you will provide information to offenders about the High Risk Offender scheme.

**6. Registration:** This is about ensuring that the persons attending the training are who they claim to be. It is the responsibility of the centre to ensure an auditable trail of records. This should cover:

- a. How you will ensure the correct procedure for ID checking is carried out by each trainer
- b. How you will record attendance, ID checks.
- c. What measures you will take in exceptional circumstances including late attendance
- d. What measures you will take where an offender is unable to produce the required ID documentation and how you will record what action you have taken

**7. Consistent delivery of the course:** A condition of course approval is that the course is delivered in accordance with the approved course summary. Adherence to the approved course summary ensures that courses are within syllabus, that they meet the requirements of course duration and the learning outcomes. Please provide details on:

- a. How the trainer(s) will ensure that a Privacy Notice has been provided to the individuals to tell them what data will be collected, how it will be used and who it will be shared with before the start of the day
- b. The measures in place for the trainer to demonstrate that the delivery of the course was to at least the minimum legal requirements e.g. 16 hours
- c. How you will ensure the trainer delivers the course content in accordance with the approved course summary to ensure learning outcomes are met? You may find the JAUPT course appraisal criteria of use. These can be found at: <https://www.jaupt.org/media/738764/ddr-criteria.pdf>

**8. Course evaluation:** The individual should have an opportunity to provide feedback. Good practice will mean the centre assesses the course and trainer to identify areas for improvement. Please provide information on:

- a. How the course is evaluated by the individuals in attendance
- b. How the course is evaluated by the trainer
- c. How you will ensure that you make changes, where appropriate, following feedback from a Quality Assurance Visit and how you will monitor the impact of these changes
- d. How transfer of knowledge will be measured to ensure the learning outcomes are achieved e.g. Kirkpatrick's Model Level 2 - Learning

## Guidance Purposes Only

- e. What other processes, if any, you will use to identify areas for improvement of course delivery.
- f. How you will provide us with feedback (root cause, containment and corrective action) in response to Quality Assurance visits.

**9. Issuing Certificates of Completion/Notice of Non-Completion:** It is expected that a Certificate of Completion or a Notice of Non-Completion is issued to each individual to demonstrate that they have legitimately completed/have not completed a full DDR course. Please tell us:

- a. How and when you will issue certificates of attendance/notice of non-completion securely to the individual
- b. How you will confirm each individual has been issued with a certificate
- c. How you will inform the court
- d. How you will ensure that the Certificate of Completion/Notice of Non-Completion is secure

**10. Other processes/policies:** There are legislative responsibilities that are not specifically within the remit of DDR training but will have an impact on the professional delivery of training courses. This should cover:

- a. Current insurance cover you hold and maintenance of this
- b. Health & Safety (maintenance and policies)
- c. Data Protection Policy
- d. Equality & Diversity Policy
- e. Complaints Policy