

DDR COURSE PROVIDER QUALITY ASSURANCE SELF ASSESSMENT

GUIDANCE

The purpose of a Course Provider Quality Assurance Visit is to check whether standards are being maintained. An approved course provider 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 application form and if applicable your recent Scheme of Control that you have submitted to JAUPT as part of your course approval. Guidance on the Scheme of Control can be found at <https://www.jaupt.org.uk/useful-links/ddr>

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 administration processes, trainer selection, trainer professional development, communication, internal quality assurance and record keeping.

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 course provider lies with the responsible contact i.e. the person operationally responsible for DDR. By completing this self-assessment, it is not in itself a suitable and sufficient means of ensuring full compliance.

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Administration Processes

		Yes/No	Notes/Comments/Areas for Improvement
2.1	The Centre can demonstrate that it has a method to ensure consistency of training delivery		
2.2	The centre can demonstrate that effective processes are in place to quality assure associated risks to the delivery of training		
2.3	The centre can demonstrate that it assesses the suitability and safety of training venues and has kept JAUPT informed of all the available locations		
2.4	The centre is advertising courses as per their approval and course bookings are administered effectively		
2.5	The Centre has valid insurance		
2.6	The centre can demonstrate it issues joining instructions and includes Terms and Conditions and specific learning needs		
2.7	The centre can demonstrate it has an effective process for informing High Risk Offenders (HRO) that re-issue of licence is not solely dependent on course completion		
2.8	The centre can demonstrate effective communication is provided to all staff/sites to ensure consistency of training delivery		

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2.9	The centre contact details match the records held by JAUPT "These can be found when you login to the JAUPT website"		
2.10	Any changes to the centre's legal entity have been notified to JAUPT		
2.11	The centre can demonstrate an effective process for receiving referrals from the Courts and that referrals are converted into bookings		
2.12	The centre can demonstrate an effective process in providing alternative courses or a transfer and that the offender is notified of the possibility of cancellation		
2.13	The centre can demonstrate an effective process for the cancellation of course and recording reasons		
2.14	The centre has an effective process for notifying the court and the offender of completion/non-completion		
2.15	The centre has an effective process in place for High Risk Offenders (HROs) attendance on courses		
2.16	The centre has effective channels of Communication with the courts		
2.17	The centre can demonstrate that it monitors the number of referrals from the courts are converted to		

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OFFENDER RECORDS

		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 an effective process for notifying the trainer about High Risk Offenders attending		

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		Yes/No	Notes/Comments/Areas for Improvement
4.1	<p>The centre can demonstrate it has retained records centrally for the minimum period of 7 years</p> <p>You must ensure that you retain and store records for a rolling 7-year period</p>		
4.2	<p>The centre can demonstrate an audible trail of records of identity checks and course attendance</p> <p>You may wish to use the Attendance Record (example) which can be found at: https://www.jaupt.org.uk/useful-links/ddr</p>		
4.3	<p>The centre can demonstrate it has an effective process for dealing with late arrivals, refusal to participate, non-attendance etc</p>		
4.4	<p>The centre can demonstrate it has an effective process for dealing with offenders who are unable to produce identification</p>		
4.5	<p>The centre can demonstrate the process to ensure that the completion data is uploaded to JAAPT</p>		
4.6	<p>The centre can demonstrate that offenders and trainers are provided with an opportunity to evaluate to course(s) and the centre has processes in place to manage any complaints raised</p>		
4.7	<p>The centre can demonstrate that summative assessments of offenders during courses are conducted</p>		

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4.8	The centre reviews and evaluates the course content and makes improvements to develop the effectiveness of the course and notifies JAAPT of any changes		
4.9	The centre can demonstrate that a notice of non-completion/ certificate of completion was issued and that it contains the minimum amount of information required These were issued to you at the time you were notified of approval		

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