

DDR COURSE QUALITY ASSURANCE SELF ASSESSMENT

GUIDANCE

The purpose of a Course Quality Assurance Visit is to check whether standards are being maintained across courses being delivered. An approved training course can be subject to an unannounced visit at any time from a JAAPT or DVSA/DVA representative and the auditor will complete a similar form.

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 JAAPT 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 summary 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 course 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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DELIVERY REQUIREMENTS

		Yes/No	Notes/Comments/Areas for Improvement
2.1	<p>The Centre can demonstrate that it verifies the identification of the offender before the start of the day</p> <p>You may wish to consider using the Attendance Record (example) at: https://www.jaupt.org.uk/useful-links/ddr</p>		
2.2	<p>A full auditable trail to confirm identity and minimum attendance requirement was completed on the day</p> <p>You may wish to consider using the Attendance Record (example) at: https://www.jaupt.org.uk/useful-links/ddr</p>		
2.3	<p>The trainer delivered the course in accordance with the approved course summary to ensure learning outcomes were met</p>		
2.4	<p>The number of offenders in attendance was conducive to learning in the environment used and within requirements (no less than 4)</p>		
2.5	<p>The course delivered reflects the minimum period for which the course is approved</p>		

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TRAINING ENVIROMENT

		Yes/No	Notes/Comments/Areas for Improvement
3.1	The training area was free from significant distractions/disruptions		
3.2	The room layout was suitable with the trainer and training aids visible to all offenders		
3.3	Resources were legible and audible to all offenders		
3.4	The training venue's welfare facilities were adequate		
3.5	There were no signs or information around the venue that would compromise confidentiality		

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	Yes/No	Notes/Comments/Areas for Improvement
4.1 Offenders were given safety briefing that included: Fire evacuation and health & safety procedures		
4.2 The trainer explained how the course would run on the day and included an overview of topics & breaks		
4.3 Offenders were given up to date information about security & fair processing of their personal information		
4.4 The trainer included a learning agreement? E.g. trainer & offender's expectations of the course and conduct regarding mobile phone, mutual respect, participation and confidentiality		
4.5 Offenders were told the aims and objectives of the course on each day		

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TRAINER DELIVERY

		Yes/No	Notes/Comments/Areas for Improvement
5.1	The learning materials, equipment and learning environment were adequately prepared before the proposed start time for the course		
5.2	The delivered course content is suitable for DDR		
5.3	All offenders were engaged throughout		
5.4	Suitable training aids were used (e.g. DVD's, case studies, drink diaries etc) which are relevant to the subject matter delivered		

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POST-COURSE

		Yes/No	Notes/Comments/Areas for Improvement
6.1	Knowledge: Did the trainer demonstrate appropriate knowledge of the subject		
6.2	Questioning techniques: the trainer used various styles of questions that were relevant and promoted knowledge transfer		
6.3	Control & participation: did the trainer control discussions, stimulate participation and encourage the trainees to remain focused throughout. The trainer dealt with issues arising sensitively		
6.4	Delivery methods & resources: The trainer followed the delivery method and used resources appropriate to the course content to enhance the learning experience. Guest speakers conveyed their points effectively. The trainer made reference to broader issues (drugs) and wider solutions (support groups)		
6.5	Confidence & sensitivity: the trainer was confident, polite and assertive, used a controlled voice and body language and demonstrated a positive and sensitive attitude toward the training throughout		
6.6	Wrap up: The trainer checked knowledge transfer with the group and provided opportunities for questions/clarification and confirmed the learning outcomes were achieved		

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		Yes/No	Notes/Comments/Areas for Improvement
7.1	Offenders are provided with an opportunity to evaluate the course		
7.2	Offenders receive an appropriate certificate of completion/notice of non-completion at the end of the course		

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