



# Application for Driver CPC Course Approval

## Section 1: Approved Centre Details

1.1 Name of approved centre:

1.2 Centre approval number (if known):

1.3 Proposed name of course:

1.4 Proposed approval start date:

Please note the proposed start date is an indication of when you would like the approval period to start; however this cannot be guaranteed and JAUPT cannot be held responsible, should the approval period start after the date requested. Should the application be processed prior to the proposed approval start date, the approval will commence as requested.

Please note that all approval documentation will be sent to the person responsible for Driver CPC at the approved centre.

1.5 Has this course been previously approved?

Yes

No

Please note that previous approval of this course does not guarantee that it will be granted approval again.

If **Yes** - what was the course number?

If the course is modular how many 3.5 hour modules are you submitting?

Please note that a course is approved for 12 months starting at the date shown on the course approval certificate. If you deliver the course before this date the training will not count towards Driver CPC. JAUPT will send a courtesy reminder email when the course is due to expire and a further notification once the course has expired. Once expired, the course cannot be delivered as periodic training.

## Section 2: Course details

2.1 Sector(s) to which this course is to be delivered:

LGV

PCV

2.2 Training delivery location:

Classroom

On Road /  
In Vehicle

Yard /  
Outside Area

2.3 Length of course (in hours):

2.4 What is the anticipated driver/trainer ratio for this course?

2.5 If this course is intended for delivery as part of another programme or qualification, please provide details:

2.6 Subject area of the course (tick all that apply):

**The numbers below are syllabus reference numbers as stated within the European Directive 2003/59 EC.**

1.1 Vehicle Systems (Transmission System)

1.2 Vehicle Systems (Safety Controls)

1.3 Safe and Fuel Efficient Driving

1.4 Loading/Unloading (LGV)

1.5 Customer Service /  
Disability Awareness (PCV)

1.6 Loading/Unloading (PCV)

2.1 Legislation (including Drivers Hours,  
Rules and Regulations and the Working  
Time Directive)

2.2 Regulations for Carriage of Goods (LGV)

2.3 Regulations for Carriage of Passengers (PCV)

3.1 Health, Safety and Emergencies

3.2 Prevention of Criminality and Trafficking

3.3 Personal Health and Wellbeing

3.4 Physical/Mental Health and Wellbeing

3.5 First Aid

3.6 Professional Driver and Company Issues

3.7 Economic Environment for Carriage  
of Goods (LGV)

3.8 Economic Environment for Carriage  
of Passengers (PCV)

3.9 Vulnerable Road Users (VRU)

## 2.7 Course delivery

**2.7.1** Please provide details of the training programme for this specific course in the form of a course summary. Please refer to the course summary example which can be found at: [www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/224196/driver-cpc-course-summary-example.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/224196/driver-cpc-course-summary-example.pdf)

**2.7.2** Please provide the aims and objectives (i.e. learning outcomes) for this specific course:

Aims:

Objectives:

**2.7.3** Please attach details and evidence of the qualifications and fields of activity of each of your trainers used to train this specific course. Trainers must have sound, up-to-date knowledge of relevant regulations and training requirements as outlined in the Directive 2003/59 EC. If you are applying for approval again for this specific course you need to confirm the trainer's name but do not need to resubmit the evidence if we already have it. Supporting guidance can be found at: [www.gov.uk/provide-driver-cpc-periodic-training](http://www.gov.uk/provide-driver-cpc-periodic-training)

**All courses are subject to audit and the auditor will verify that the course is being delivered as specified on the approved course summary. Failure to deliver the course as approved may result in the revocation of the drivers' training hours.**

## Section 3: Publication

**3.1** Would you like this course to be publicised on [gov.uk](http://gov.uk) website?

Yes

No

## Section 4: Payment

**4.1** Payment of the current fee is accepted via the methods below and should be made within 5 working days of application receipt by JAUPT. Payment for modular courses must be rounded up to the nearest full hour.

Cheque (Cheques should be made payable to DVSA)

Credit / Debit card

BACS      Please use the following bank details for BACS payment:

Bank Name:      Nat West

Sort Code:      60-70-80

Account Number: 10004440

Please ensure your remittance advice is included.

Name:

Position:

Date:

### 4.2 Application checklist

Payment details

Course summary

Trainer evidence

If you are submitting a modular course you must include one course application for the 7 hour modular course (excluding the course summary) plus a course application for each 3.5 hour module (including the course summary and trainer information).

Have you read and understood the confirmatory statements detailed in your most recently approved centre application?

**By submitting this course for approval we agree to and will give proof when requested that the training materials used (including but are not exhaustive to presentations, booklets, videos, DVDs etc) are appropriate for the delivery of Driver CPC.**

**You must give up-to-date details of where and when you will be running approved periodic training courses and notify JAUPT of any changes including cancellations, dates, times and locations of the training courses as soon as they occur via [www.jaupt.org.uk](http://www.jaupt.org.uk).**

**Failure to comply with the conditions of approval may result in the suspension or withdrawal of the centre approval.**

You should submit this form to [enquiries@jaupt.org.uk](mailto:enquiries@jaupt.org.uk) or alternatively post it to:

**Joint Approvals Unit for Periodic Training**  
**9 Warren Yard**  
**Warren Park**  
**Stratford Road**  
**Milton Keynes**  
**MK12 5NW**

Any queries should be directed to [enquiries@jaupt.org.uk](mailto:enquiries@jaupt.org.uk) or alternatively on **0844 800 4184**.

For further supportive information and to keep up to date with future updates, feel free to follow and visit the links below:

**Data is collected direct and not shared routinely with anyone outside of the Competent Authority (DVSA/DVA)**

The Competent Authority (DVSA/DVA) handles your personal data in accordance with road traffic and data protection laws. The personal information you provide on this form will be used for the purposes of the Competent Authority's (DVSA/DVA's) statutory function of processing your application **to become an approved centre for delivering Driver CPC periodic training/deliver an approved course for Driver CPC periodic training**. This information is collected by Joint Approvals Unit for Periodic Training (JAUPT) on behalf of the Competent Authority (DVSA/DVA).

The data protection law allows us to release your data to the police and other enforcement bodies. We also provide data to other parties where the law allows it. For further information about how we process your data, your rights and who to contact, please see our privacy policy at [www.gov.uk/dvsa/privacy](http://www.gov.uk/dvsa/privacy)

 [www.jaupt.org.uk](http://www.jaupt.org.uk)

 [facebook.com/JAAPT](https://facebook.com/JAAPT)

 [twitter.com/jaupt\\_drivercpc](https://twitter.com/jaupt_drivercpc)