



Application for Drink Drive Rehabilitation Course Approval

Section 1: Course Provider Details

1.1 Proposed course provider name:

1.1.1 Correspondence address:

1.1.2 Website address:

1.2 Name of person responsible for DDR:

1.2.1 Position (i.e. owner/director):

1.2.2 Telephone number:

1.2.3 Email address:

1.3 Name of primary contact:

1.3.1 Position in organisation:

1.3.2 Telephone number:

1.3.3 Email address:

1.3.4 Please provide Details of any other Approvals/Accreditations you have

Section 2: Registered Details

2.1 Type of organisation – Tick all that apply

Limited Company

Charity

Sole Trader

Local Authority

Partnership

Other (please specify)

LLP (Limited Liability Partnership)

2.1 If **Sole Trader** - Proprietor name:

2.2 If **Partnership** - Partner name(s):

2.3 Name of Registered Company or LLP:

Important: Approval is granted to the legal entity of your organisation and not the person who completes the application form (except in the case of a sole proprietor). There is no provision under the Rehabilitation Courses (Relevant Drink Offences) Regulations 2012 for the transfer of an approval to another person or corporate body.

2.4 Companies House registration number or Charity number (if applicable):

2.5 VAT No. (if applicable):

2.6 Registered address:

2.7 Name of Parent/Holding Company (if applicable):

Section 3: Geographical Areas

3.1 Please tick the geographical areas you wish to deliver the DDR course in and provide full details (name and addresses) of the venues you intend to use:

1. Cumbria & Lancashire

12. Kent, Surrey and Sussex

2. Greater Manchester

13. Cambridgeshire, Essex, Norfolk and Suffolk

3. Cheshire & Merseyside

14. Bedfordshire, Hertfordshire & Thames Valley

- | | |
|--|---|
| <input type="checkbox"/> 4. Cleveland, Durham and Northumberland | <input type="checkbox"/> 15. London North and West |
| <input type="checkbox"/> 5. North and West Yorkshire | <input type="checkbox"/> 16. London South and Central |
| <input type="checkbox"/> 6. Humber and South Yorkshire | <input type="checkbox"/> 17. South Strathclyde, Dumfries and Galloway |
| <input type="checkbox"/> 7. Staffordshire and West Mercia | <input type="checkbox"/> 18. Lothian and Borders |
| <input type="checkbox"/> 8. West Midlands and Warwickshire | <input type="checkbox"/> 19. Glasgow and Strathkelvin |
| <input type="checkbox"/> 9. East Midlands | <input type="checkbox"/> 20. North Strathclyde |
| <input type="checkbox"/> 10. South West (West Area) | <input type="checkbox"/> 21. Tayside, Central and Fife |
| <input type="checkbox"/> 11. South West (East Area) | <input type="checkbox"/> 22. Grampian, Highland and islands |
| | <input type="checkbox"/> 23. Wales |

Section 4: Course Details

4.1 Has this course been previously approved? Yes No

4.1.1 If yes, what was the course number?

DDR

4.1.2 If no, has any director/shareholder been involved with another approved DDR Course Provider?

Yes (go to 4.1.3)

No (go to 4.1.4)

4.1.3 If **Yes** - on a separate sheet of paper please provide further details including the person's name, position and the name of the course provider previously involved with.

4.1.4 Please provide details of the training programme for the DDR course in the form of a course summary.

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

Aims:

Objectives:

4.1.6 Please attach details and evidence of the qualifications and fields of activity of each of your trainers to be used to deliver this specific course.

All courses are subject to audit and the auditor will verify that the course is being delivered as specified on the approved course summary and inline with legislation. Failure to deliver the course as approved may result in the withdrawal of the course.

Section 5: Compliance

5.1 DVSA must ensure the quality of approved course on behalf of the Secretary of State.

Please provide a Scheme of Control, with this application.

This will need to detail the arrangements in place to explain how your organisation will operate in a professional and consistent manner and will satisfy DVSA that these arrangements are sufficiently robust. Guidance for the Scheme of Control can be found at: www.jaupt.org.uk/media/774392/ddr-scheme-of-control-guidance-140818.pdf

Failure to comply with the Scheme of Control and Application may result in the DDR course being withdrawn.

5.1 Confirmatory statements

To further support your application and provide assurance that you will operate in a professional manner, please confirm aspects of your administration/delivery using the format below:

- 5.1.1** We confirm that we have adequate controls in place to inform JAAPT of any changes of contact details.
- 5.1.2** We confirm that we have adequate controls in place to inform JAAPT of any changes to our legal status and understand that the approval is granted to the legal entity and cannot be transferred.
- 5.1.3** We confirm we will have adequate controls in place to make sure we comply with the requirements of approval at our centre and across every site where training is delivered for the purposes of DDR.
- 5.1.4** We confirm, and will give proof when requested, that our premises are suitable and have the required resources for the delivery of training, the storing of training records centrally, and the carrying out of all necessary administration including adequate auditable records for the purposes of DDR.
- 5.1.5** We confirm, and will give proof when requested, that we have procedures in place to meet demand in all specified geographical areas, if required for which the course approval covers.
- 5.1.6** We will give up-to-date details of where and when we will be running approved training courses within 48 hours of the start of the course including any changes to the dates, times and locations of via www.jaapt.org.uk **Cancellations must be informed to JAAPT no later than 20 days before the start of the course**
- 5.1.7** We confirm that we will give details and proof of the qualifications and experience of each of our trainers relating to the DDR course for which we seek approval.
- 5.1.8** We confirm that we will manage trainers appropriately to ensure all training courses are delivered in accordance with the approved course summary and are aware that failure to do this may result in the withdrawal of the course.
- 5.1.9** We confirm that we will give details and proof of the appropriate learning materials to be used to support the training.
- 5.1.10** We confirm, and will give proof when requested, that we have in place suitable controls to accurately record attendance on training courses and can give proof of **actual** start, finish and break times of each training course that we run for the purposes of DDR.
- 5.1.11** We confirm, and will give proof when requested, that a Privacy Notice will be issued to individuals informing them of the purpose for the collection of their personal data and the identity of anyone with whom it can be shared.
- 5.1.12** We confirm, and will give proof when requested, that we will issue a Certificate of Completion to the court and the individual no later than 14 days specified in the order as the latest date for completion of the course.
- 5.1.13** We confirm, and will give proof when requested, that we will issue confirmation to the court and issue a Notice of Non-Completion to the individual (by post and certified by the carrier)

later than 14 days specified in the order as the latest date for completion of the course for individuals who fail to complete the approved DDR course.

- 5.1.14** We confirm, and will give proof when requested, of the complaints procedure available to offenders should they have any concerns regarding delivery of the DDR course and/or service provided
- 5.1.14** We confirm, and will give proof when requested, that we will abide by the guidelines for use of DDR logo.
- 5.1.15** We confirm, and will give proof when requested, that we will notify JAAPT of any changes for Find Your Nearest (FYN).
- 5.1.16** We confirm, we will submit the required performance and financial reporting templates and pay associated fees by the 14th of each quarter.

Section 6: Declaration

I declare that the information I have given in support of the application to deliver an approved course is true, complete and accurate.

Name:

Position:

Date:

Section 7: Payment & Checklist

7.1 Payment of the current fee is accepted via the methods below and should be made within five working days of application receipt by JAAPT.

- Cheque (Please make cheques payable to DVSA)
- Credit/Debit card (A call to the course provider will be made by JAAPT to gain this information)
- 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.

7.1 Application Checklist

- Course Summary
- Scheme of Control
- Trainer Evidence
- Payment Details

You should submit this form to 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 or alternatively on **0844 800 4184**.