



# Application for Driver CPC Training Centre Approval

## Section 1: Centre Details

1.1 Proposed centre name:

1.1.1 Correspondence address:

1.1.2 Website address:

1.2 Name of person responsible for Driver CPC:

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:

1.4 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.

**1.5 Nature of business – Tick all that apply**

If you are a consortium lead you must supply the names and addresses of all consortium members linked to this application – please enclose details.

- |   |   |
|---|---|
| <input type="checkbox"/> Employer                     | <input type="checkbox"/> Own premises         |
| <input type="checkbox"/> Commercial Training Provider | <input type="checkbox"/> Third Party Premises |
| <input type="checkbox"/> Consortium                   | <input type="checkbox"/> Employees            |
|   | <input type="checkbox"/> Non-employees        |

## Section 2: Approval Details

**2.1 Please indicate which training you will be delivering**

- Driver CPC (DCPC) Only
- Taxi Driver Periodic Training (TDPT) Only
- DCPC & TDPT

**2.1.1 Please confirm the Member State (GB/NI) for which you are seeking centre approval for the delivery of Periodic Training**

- GB Only
- NI Only
- GB and NI

**2.2 Has this centre been previously approved?**

- Yes       No

**2.2.1 If Yes, what was the centre number?**

AC

**2.2.3 If no, has any director/shareholder been involved with another approved Driver CPC centre?**

- Yes (see 2.2.4)       No (see 3.1)

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

## Section 3: Registered Details

### 3.1 Type of organisation – Tick all that apply

Limited Company

Charity

Sole Trader

Local Authority

Partnership

Other (please specify)

LLP (Limited Liability Partnership)

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

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

3.4 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 Vehicle Drivers (Certificates of Professional Competence) Regulations 2007 (as amended) for the transfer of an approval to another person or corporate body.

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

3.4.2 VAT No. (if applicable):

3.4.3 Registered address:

## Section 4: Compliance

4.1 As the competent authority for Driver CPC, DVSA/DVA must assure the quality of approved centres.

**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/DVA that these arrangements are sufficiently robust. Guidance for the Scheme of Control can be found at: [www.gov.uk/guidance/set-up-a-driver-cpc-training-centre](http://www.gov.uk/guidance/set-up-a-driver-cpc-training-centre)

**Failure to comply with the Scheme of Control and Confirmatory Statements may result in your centre approval being suspended or revoked.**

## 4.2 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:

- 4.2.1** We confirm that we have adequate controls in place to inform JAUPT of any changes of contact details.
- 4.2.2** We confirm that we have adequate controls in place to inform JAUPT of any changes to our legal status and understand that the approval is granted to the legal entity and cannot be transferred under the Vehicles Drivers (Certificate of Professional Competence) 2007 including any associated approved courses for the purposes of Driver CPC and Taxi Driver periodic training (if applicable).
- 4.2.3** We confirm we will have adequate controls in place to make sure we comply with the requirements of approval at our centre and, if appropriate, across every site (and consortium member if applicable) where training is delivered for the purposes of Driver CPC and Taxi Driver periodic training (if applicable).
- 4.2.4** We are a consortium and confirm that we will update details of members linked to this approval whenever there are changes for the purposes of Driver CPC and Taxi Driver periodic training (if applicable).
- 4.2.5** 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 Driver CPC and Taxi Driver periodic training (if applicable).
- 4.2.6** We will give up-to-date details of where and when we will be running approved training courses and the type of courses they are i.e. Driver CPC or Taxi Driver periodic training within 48 hours of the start of the course. In addition we will notify JAUPT of any changes (including cancellations) to the training courses, dates, times and locations of the training courses within a minimum of 24 hours via [www.jaupt.org.uk](http://www.jaupt.org.uk)
- 4.2.7** We confirm that we will give details and proof of the qualifications and experience of each of our trainers relating to each specific course for which we seek approval for the purposes of Driver CPC and Taxi Driver periodic training (if applicable). (Each trainer must have sound knowledge of relevant regulations and the training requirements in the Directive 2003/59 EC).
- 4.2.8** 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 revocation of drivers' training hours from the Recording & Evidencing System (Driver CPC) or from DVA's online Taxi Driver periodic training database.
- 4.2.9** We confirm that we will give details and proof, when requested, of the appropriate training/teaching materials to be used to support the training each time that we send a specific course for approval for the purposes of Driver CPC and Taxi Driver periodic training (if applicable).
- 4.2.10** We confirm that we will give details of how we will make sure that the required driving licence entitlement and identity checks are carried out for drivers eligible for Driver CPC and Taxi Driver periodic training (if applicable) and will give proof when requested. Guidance and an example can be found at: [www.gov.uk/guidance/run-a-driver-cpc-training-course#register-delegates-and-check-their-identities](http://www.gov.uk/guidance/run-a-driver-cpc-training-course#register-delegates-and-check-their-identities)

- 4.2.11 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 Driver CPC and Taxi Driver periodic training (if applicable). Guidance and an example can be found at: [www.gov.uk/guidance/run-a-driver-cpc-training-course#register-delegates-and-check-their-identities](http://www.gov.uk/guidance/run-a-driver-cpc-training-course#register-delegates-and-check-their-identities)
- 4.2.12 We confirm, and will give proof when requested, that a fair processing notice will be issued to attendees informing them of the purpose for the collection of their personal data and the identity of anyone with whom it can be shared, if this should become necessary for the purposes of Driver CPC and Taxi Driver periodic training (if applicable). Guidance for Fair Processing Notice can be found at: [www.gov.uk/guidance/run-a-driver-cpc-training-course#introduce-the-course](http://www.gov.uk/guidance/run-a-driver-cpc-training-course#introduce-the-course)
- 4.2.13 We confirm, and will give proof when requested, that we will promptly issue a certificate to each individual who attends and completes an approved periodic training course, including details of the attendee's name, the course name and number, the hours completed, the trainer's name, our Driver CPC approved centre number and the date of completion. Guidance on DCPC certificates can be found at: [www.gov.uk/guidance/run-a-driver-cpc-training-course#give-a-certificate-of-attendance](http://www.gov.uk/guidance/run-a-driver-cpc-training-course#give-a-certificate-of-attendance), and guidance on TDPT certificates can be found at: <https://www.jaupt.org.uk/useful-links/taxi-driver-periodic-training>
- 4.2.14 We confirm that only eligible drivers are uploaded onto the Driver CPC R&E system and TDPT drivers are uploaded onto the DVA's online Taxi Driver periodic training database. Evidence will be provided when requested and uploads will be done accurately within 5 working days of the course being completed.
- 4.2.15 We confirm, and will give proof when requested, that our information and communication technology (ICT) is suitable to allow uploads onto the Driver CPC Recording and Evidencing (R&E) database and/or the DVA's online Taxi Driver periodic training database and that access to the database(s) will be restricted by appropriate protocols (e.g. starters and leavers processes) to make sure that passwords are suitably protected.
- 4.2.16 We confirm that we will not make an upload to the Driver CPC Recording and Evidencing System (R&E) or to the DVA's online Taxi Driver periodic training database until the driver's address and entitlement have been checked to ensure details are correct and the driver is eligible for Driver CPC.
- 4.2.17 We confirm, and will give proof when requested, of the complaints procedure we will follow should an individual or organisation have a problem or concern with the training delivered, or other element of the service we have provided for the purposes of Driver CPC and Taxi Driver periodic training (if applicable).
- 4.2.18 We confirm, and will give proof when requested, that we will abide by the guidelines for use of Driver CPC logo, Taxi Driver periodic training logo and SAFED logo (if applicable).
- 4.2.19 We confirm, and will give proof when requested, that we will advertise approved periodic training courses under the same name as that on the approval certificate for the purposes of Driver CPC and Taxi Driver periodic training (if applicable).

## Section 5: Publication

5.1 Would you like your centre to be publicised on the JAUPT website?

 Yes No

5.1.1 If yes, please tick the areas in which your organisation will be delivering training:

 East Midlands South East East of England South West London Wales North East West Midlands North West Yorkshire & Humber Scotland Northern Ireland

## Section 6: Payment

6.1 Payment of the current fee is accepted via the methods below and should be made within 5 working days of application receipt by JAUPT.

 Cheque (Please make cheques payable to DVSA) Credit / Debit card (A call to the centre will be made by JAUPT 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.

Name:

Position:

Date:

## 6.2 Application checklist

Payment Details (including remittance advice if paying by BACS)

Scheme of Control

This form should be completed in full and sent via email to [enquiries@jaupt.org.uk](mailto:enquiries@jaupt.org.uk) or alternatively you may 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:



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