Course Application

Appraisal Criteria

Date: April 2023

1. Introduction

This guidance sets out the details that training centres need to provide when submitting a course application.

The information you supply, and supporting documentation that you submit with your application, will be assessed as part of the application process.

2. The Centre Application Form

Section One – Approved Centre Details

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:
Complete and valid course applications will be processed within 15 working days, if the application requires additional information, it will be 30 working days. Where we are unable to process an application due to it being incomplete or invalid (despite requesting additional information) within the 30-working day period, the application may be refused.

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

If **yes**, what was the course number?   CRS

If applicable, how many 3.5-hour modules are you submitting?

A course is approved for 12 months, any training delivered before the approval start date or after the expiry date will not count towards Driver CPC.

1.1 Approved centre name - displayed on the Centre Approval Certificate.

1.2 Approved centres are allocated a centre number which is displayed on the Centre Approval Certificate and has a format of ACXXXXX.

1.3 The course title should be short, concise and describe the subject of the course. If modular, the title should include 'modular'. It should not include references to other qualifications or awards.

1.4 The proposed start date is an **indication** of when you would like the approval period to start.

1.5 Previously approved courses are subject to normal approval processes.

An approved course is allocated a course number which is displayed on the course approval certificate and has a format of CRSXXXX/XXXX.

A modular course is a 7-hour course made up of two or more 3.5-hour modules.

Modules can be delivered in any combination to make a 7-hour course and split over 2 consecutive days. There is no limit on how many modules can be in a modular course.

Section Two – Course Details

Section 2: Course details

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

2.2 Training delivery: ☐ Classroom   ☐ Remote/Online

☐ Yard/Outside Area   ☐ On Road/In Vehicle

2.3 Is there an E-learning element to the course? ☐ Yes   ☐ No

A maximum of 2 hours E-learning is permitted per 7 hours of training.

2.4 Total length of course (in hours) ☐

A 7-hour course can be split into two parts over two consecutive days i.e. equally into 3.5 sessions or two hours E-learning on one day and five hours classroom training the next.

2.5 What is the anticipated driver/trainer ratio? ☐

2.6 If this course is part of another programme, qualification or contributes to another qualification you must provide details below:

2.7 Course Summary

Please provide details of the training programme for this course in the form of a course summary. Please refer to the course summary example which can be found at: https://www.gov.uk/guidance/set-up-a-driver-cpc-training-centre

2.1 Your course should apply to either the LGV or PCV sector or both. You can run a mixed course providing the content is appropriate for both LGV and PCV drivers.

2.2 Training delivery:

You will need to ensure that the environment for the delivery method is conducive to learning, free from disruption and distraction and is appropriate for the number of drivers in attendance. You should consider the following:

Classroom
- Resources are legible and drivers can see and hear the training resources used.
- Drivers are engaged and participate in any practical activities that take place.
- The resources used are relevant to the subject matter delivered.

Remote/Online
- Delivery of training through a digital device such as a computer or tablet. Aimed at people who work from a remote location other than an office environment, it offers the opportunity to train people at multiple locations.
- Training must total 7 hours, but this may be split into two 3.5-hour sessions over consecutive days.

To deliver training this way you will need to ensure that:

- The subject matter is suitable for remote delivery. Courses that feature an on road or practical element do not fit this model.
- The course is interactive to maintain driver engagement.
- Drivers must have a suitable seated environment conducive to learning.
- Drivers must have a device with a front facing camera which is switched on, microphone, and speakers, with a strong internet connection/mobile signal with sufficient battery charge for the whole course.
- An established process is in place to carry out appropriate and robust ID checks.
- An established process is in place to manage a loss in connection or other interruptions so that the mandatory 7 hours periodic training is delivered.
- The course summary clearly identifies the remote training element.
- Copies of the remote training package is included with other course documentation when submitted for approval (if applicable).
- The link/access to the course is provided to DVSA when you submit the details for QA purposes.

Other factors for consideration:

- Sufficient breaks are provided to minimise fatigue from excess screen time.
- The screen used is suitable for the driver to engage and interact and read literature/presentation material. If not, other options should be considered.
- The use of 'break out rooms' and/or chat function within a training course to maintain driver engagement and increase variety within the course.

- Provide learning material to support the course delivery prior to the course.
- Provide suitable guidance for drivers to download/log on to your platform.

Yard/Outside Area.
- If required, appropriate Personal Protective Equipment (PPE) should be provided
- Awareness of other work being conducted e.g. moving vehicles

On Road/In vehicle
- The course summary should detail which training activities the trainer **and** driver are undertaking, observation and assessments should be minimal. Sample routes usually in the form of a map or route planner must be provided to assure DVSA/DVA of its suitability for the content being delivered.

Other factors for consideration:
- Drivers have the appropriate licence entitlement to drive the vehicle used.
- The suitability of the training vehicle.
- How much driving time will each driver receive?
- What training will the non-driving drivers be undertaking?
- Will all the drivers be able to hear the trainer and have direct contact time with the trainer(s) throughout?
- How will the trainer measure/assess knowledge retention?

2.3 e-Learning - is the delivery of independent training through digital devices such as computers or tablets that can be completed outside of the classroom. Not to be confused with remote training.

e-Learning is limited to a maximum of two hours per seven-hour course with the other five hours being delivered in a classroom setting. Drivers attending the course can access this e-Learning prior to or during attending the classroom training but **not after**.

A 7-hour course can be split into two parts over two consecutive days i.e. equally into 3.5- sessions or two hours e-Learning on one day and five hours classroom training the next.

A driver must not exceed 10 hours of e-Learning as part of their 35 hours.

For modular courses, a maximum of 2 hours e-Learning can be delivered per 7-hour course.

To deliver training this way you will need to ensure that:

- the standard of training is the same level as classroom-based training (at least a level 2 vocational qualification) The subject matter suitable for e-Learning. Courses that feature an on road or practical element do not fit this model.

- You can verify the identity of the driver; prove they have participated and keep evidence of this for audit purposes.
- Drivers have a device with a strong internet connection/mobile signal with sufficient battery charge for the whole course.
- start and finish times are monitored/recorded to show e-Learning module was completed in full.
- Drivers are provided with joining instructions for e-Learning elements if completed outside of the classroom environment.
- e-Learning is followed by a classroom session to recap and check completion.
- The course summary clearly identifies the e-Learning element.
- Copies of the e-Learning training package is included with other course documentation when submitted for approval.

2.4 Course length - the course must be delivered in periods of at least 7 hours, which may be split equally over 2 consecutive days. The following must be excluded from delivery time: ID/Licence checks, admin/registration, and breaks etc do not count towards delivery time. Further information can be found here https://www.gov.uk/guidance/set-up-a-driver-cpc-training-centre

2.5 Driver/trainer ratio - the number of drivers to whom you can effectively deliver training to. As a guide DVSA expects this to be no more than 20 for classroom-based training and 15 for remote/on-line training per trainer (you will need to explain how you will manage the training appropriately for larger groups).

2.6 It is important to let us know if your course meets Driver CPC requirements **and** also has approval or certification from another awarding body e.g. Dangerous Goods or First Aid.

2.6 If this course is part of another programme, qualification or contributes to another qualification you must provide details below:

2.7 A course summary should be provided with enough detail to show the course content, delivery method and how the course is being managed to assure DVSA/DVA that it meets the requirements of periodic training.
An example of the course summary is available at:
https://www.jaupt.org.uk/docs-guides-and-links/driver-cpc-dcpc

2.7 Course Summary

Please provide details of the training programme for this course in the form of a course summary. Please refer to the course summary example which can be found at:
https://www.gov.uk/guidance/set-up-a-driver-cpc-training-centre

2.8 The course content must be linked to the Driver CPC syllabus, and must be equivalent to at least a level 2 vocational qualification.

Level 2 involves applying knowledge to a range of varied work activities, which may be performed in different contexts in collaboration with others or autonomously.

Further information is available in Annex 1 of the Directive
https://www.legislation.gov.uk/eudr/2003/59

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

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

☐ 1.1 Vehicle Systems (Transmission System)	☐ 2.3 Regulations for Carriage of Passengers (PCV)
☐ 1.2 Vehicle Systems (Safety Controls)	☐ 3.1 Health, Safety and Emergencies
☐ 1.3 Safe and Fuel-Efficient Driving	☐ 3.2 Prevention of Criminality and Trafficking
☐ 1.3 a Managing Risks	☐ 3.3 Personal Health and Wellbeing
☐ 1.4 Loading/Unloading (LGV)	☐ 3.4 Physical/Mental Health and Wellbeing
☐ 1.5 Customer Service / Disability Awareness (PCV)	☐ 3.5 First Aid
☐ 1.6 Loading/Unloading (PCV)	☐ 3.6 Professional Driver and Company Issues
☐ 2.1 Legislation (including Drivers Hours, Rules and Regulations and the Working Time Directive)	☐ 3.7 Economic Environment for Carriage of Goods (LGV)
☐ 2.2 Regulations for Carriage of Goods (LGV)	☐ 3.8 Economic Environment for Carriage of Passengers (PCV)

2.9.1 Aims and Objectives are used to assess that the learning outcomes meet the Level 2 requirement (see section 5.4 for further information).

- **Aim**: describes the purpose and desired outcome e.g. To provide up-to-date legislative information on Tachographs

- **Objectives:** a specific statement e.g. By the end of the course participants will have….. or will have had the opportunity to…..

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

Aims:

Objectives:

2.9.2 Trainer Evidence

Evidence needs to be submitted to show that the trainer (s) hold the appropriate training skills, subject matter knowledge and experience relevant to *this* course being submitted for approval. Guidance has been published to assist in collating the evidence needed from trainers to match the criteria set by DVSA. (INSERT LINK)

2.9.2. Trainer Evidence

Note: only trainers authorised as part of this application may deliver the course.

Please provide details of training skills, subject knowledge and experience for each trainer delivering this course. Evidence should assure DVSA/DVA that the trainer is competent and has the knowledge to deliver the subject areas you have listed above in 2.8.

Please refer to the trainer template example which can be found at: https://www.jaupt.org.uk/docs-guides-and-links/driver-cpc-dcpc

Further guidance can be found at: https://www.jaupt.org.uk/storage/Trainer%20Guidance%20V1.9%20-%20April%202022.pdf

You do not need to resubmit trainer evidence if there has been no change to the trainer or the course content. Please tell us the name of the trainer delivering the course and their driving licence number or another form of information e.g. date of birth so that we can check our records.

Section 3 - Publication

3.1 Publishing the course on the search facility is voluntary, and offers two key benefits:

- Increased publicity – very important for commercial training providers
- Validation of the approved course

Section 4 - Payment

4.1 Acceptable Payment methods.

4.2 Application Checklist – this is for information purposes only, additional information is not required for non-completion

Section 3: Publication

3.1 Would you like this course to be publicised on **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 receipt of the application 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 quoting your centre name, centre number and course name.

Name: _____

Position: _____

Date: _____

4.2 Application checklist

☐ Payment details

☐ Course summary

☐ Trainer evidence (training skills, subject knowledge and experience or qualifications for each subject as listed in 2.8)

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

Please Note:

By submitting this course for approval, you 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.

To enable the Competent Authorities (or their representative) to conduct unannounced audits you must give up to date and full details of where and when you will be running an approved Driver CPC course, including the full name of the trainer delivering it no less than 48 hours of the start of the course. In addition, you must notify DVSA of any changes (including cancellations) to the trainer, training course, date, time and location, no less than 24 hours of the start of the course via www.jaupt.org.uk