

# Self-Assessment

## Driver CPC Course Checklist

**Date: April 2023**

## 1. Introduction

The purpose of a Course Quality Assurance Visit is to check whether standards are being maintained and to promote continuous improvement in the delivery of periodic training. An approved training course can be subject to unannounced visits at any time from a DVSA/DVA representative and a similar form to this document will be completed.

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 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 layout 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 training centre lies with the responsible contact. i.e., the person operationally responsible for periodic training. By completing this self-assessment, it is not in itself a suitable and sufficient means of ensuring full compliance.***

## 2. Delivery Requirements

	Yes/No	Notes/Comments/Areas for Improvement
<p>2.1 <b>Are the identity checks completed using original documents on each day of the course? (Including remote delivery)</b></p> <p>For more information on acceptable forms of identity or for an <b>example</b> ID and attendance form please visit: <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course#give-a-certificate-of-attendance">https://www.gov.uk/guidance/run-a-driver-cpc-training-course#give-a-certificate-of-attendance</a></p> <p><b>Reminder:</b> If you are delivering training remotely you may wish to consider using breakout rooms to check the trainee's ID individually.</p>		
<p>2.2 <b>For on-road training, are licence entitlement checks completed and recorded?</b></p> <p>For more information on acceptable forms of identity or for an <b>example</b> ID and attendance form please visit: <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course#give-a-certificate-of-attendance">https://www.gov.uk/guidance/run-a-driver-cpc-training-course#give-a-certificate-of-attendance</a></p>		
<p>2.3 <b>Is a full and auditable record completed to confirm attendance, identity and the minimum attendance requirement being completed on each day?</b></p> <p>For an <b>example</b> ID and attendance form please visit: <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course#give-a-certificate-of-attendance">https://www.gov.uk/guidance/run-a-driver-cpc-training-course#give-a-certificate-of-attendance</a></p> <p><b>Reminder:</b> This must include the live start time and breaks which should be recorded during the day. The course code and full address of the venue should also be recorded.</p>		
<p>2.4 <b>Is the course delivery in accordance with the approved course summary ensuring learning outcomes are met?</b></p> <p>For further information read the 'Train the drivers using your approved course' section at: <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course">https://www.gov.uk/guidance/run-a-driver-cpc-training-course</a></p> <p><b>Reminder:</b> Ensure that the trainer has a copy of the approved course summary to use a reference and keep on track.</p>		

2.5	<p><b>Is the training room suitable and is the number of trainees in attendance conducive to learning? If remote, are all trainees visible at all times?</b></p> <p><b>Reminder:</b> The number of trainees in attendance must be manageable for the trainer. This includes being able to see and hear the trainees.</p>		
2.6	<p><b>Does the course delivery reflect the minimum period for which the course is approved?</b></p> <p>For further information read the 'Train the drivers using your approved course' section at: <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course">https://www.gov.uk/guidance/run-a-driver-cpc-training-course</a></p> <p><b>Reminder:</b> Timings must not include ID and admin checks or any break/stoppage times. If 7 hours are not delivered the uploaded hours may be removed.</p>		
2.7	<p><b>Does the observed session meet the Level 2 requirement?</b></p> <p>For further information read the 'Course content rules' section at: <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course">https://www.gov.uk/guidance/run-a-driver-cpc-training-course</a></p> <p><b>Reminder:</b> We expect to see outcomes for periodic training courses that state that drivers will, after completion, be able to, 'explain.....; explain how.....; describe.....; recognise.....; describe how.....; identify.....; decide.....'</p>		

### 3. Training Environment

		Yes/No	Notes/Comments/Areas for Improvement
3.1	<p><b>Is the training area free from significant distractions/disruptions?</b></p> <p><b>Reminder:</b> If remote delivery is taking place this would include any lost internet connections.</p>		
3.2	<p><b>3.2 Is the trainer and training resources visible to all trainees?</b></p> <p><b>Reminder:</b> The trainer should check to make sure everyone can see the training and any resources when they are shared.</p>		
3.3	<p><b>3.3. Are resources legible and audible to all trainees?</b></p> <p><b>Reminder:</b> The trainer should check to make sure everyone can hear the training and any resources when they are shared.</p>		
3.4	<p><b>3.4 Are the training venue's welfare facilities adequate?</b></p> <p><b>Reminder:</b> Access to fresh water and toilet facilities are expected as a minimum.</p>		

## 4. Course Introduction & Structure

	Yes/No	Notes/Comments/Areas for Improvement
<p>4.1 <b>At the start of each day are trainees given a safety briefing that includes fire evacuation and any other health &amp; safety procedures? If remote, was a brief H&amp;S reminder given?</b></p> <p>For further information read the 'Introduce the course' section at:  <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course">https://www.gov.uk/guidance/run-a-driver-cpc-training-course</a></p> <p><b>Reminder:</b> when remote, the trainer could ask if they are alone in case of emergency and confirm they are all aware of their nearest fire exit.</p>		
<p>4.2 <b>As part of the course introduction does the trainer explain how the course will run and includes an overview of topics &amp; breaks?</b></p> <p>For further information read the 'Introduce the course' section at:  <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course">https://www.gov.uk/guidance/run-a-driver-cpc-training-course</a></p> <p><b>Reminder:</b> Providing breaks and finish times can allow trainee's to plan for any personal events, travel etc.</p>		
<p>4.3 <b>Are trainees given up-to-date information about security and fair processing of their personal information both written and verbally?</b></p> <p>For further information read the 'Introduce the course' section at:  <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course">https://www.gov.uk/guidance/run-a-driver-cpc-training-course</a></p> <p><b>Reminder:</b> This should be provided in writing and verbally ensuring it gives information on how you collect information from the trainee, the type of information collected, how the information is used, who the information is shared with and how long it is kept.</p>		

<p>4.4</p>	<p><b>Does the trainer include ground rules?</b></p> <p>For further information read the 'Introduce the course' section at:  <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course">https://www.gov.uk/guidance/run-a-driver-cpc-training-course</a></p> <p><b>Reminder:</b> Trainers and trainees can agree ground rules together to help ensure everyone behaves appropriately and gets the most from their training. These could include mobile phone use and that cameras (for remote training) should be on at all times.</p>		
<p>4.5</p>	<p><b>As part of the course introduction are trainees told what the approved aims and objectives of the course are?</b></p> <p>For further information read the 'Introduce the course' section at:  <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course">https://www.gov.uk/guidance/run-a-driver-cpc-training-course</a></p>		
<p>4.6</p>	<p><b>Does the trainer establish the trainee's existing knowledge of the subject matter?</b></p> <p>For further information read the 'Introduce the course' section at:  <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course">https://www.gov.uk/guidance/run-a-driver-cpc-training-course</a></p>		

## 5. Approved Content

		Yes/No	Notes/Comments/Areas for Improvement
5.1	<p><b>Are the learning resources and learning environment adequately prepared before the start of the course?</b></p>		
5.2	<p><b>Is the delivered course content suitable for the purposes of periodic training and relevant to the industry sector(s) of the trainee(s) in attendance?</b></p> <p>For further information read the 'Courses for LGV or PCV drivers or both' section at <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course#train-the-drivers-using-your-approved-course">https://www.gov.uk/guidance/run-a-driver-cpc-training-course#train-the-drivers-using-your-approved-course</a></p>		
5.3	<p><b>Are all trainees engaged throughout and participate in any practical activities that take place?</b></p> <p>For further information read the 'Practical activities' section at: <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course#train-the-drivers-using-your-approved-course">https://www.gov.uk/guidance/run-a-driver-cpc-training-course#train-the-drivers-using-your-approved-course</a></p>		
5.4	<p><b>Are suitable training resources used which are relevant to the subject matter delivered?</b></p>		
5.5	<p><b>Is the Driver CPC/SAFED Logo being used in accordance with the most recent Logo Guidelines?</b></p> <p>For full guidelines please visit: <a href="https://www.gov.uk/guidance/get-permission-to-use-dvsa-logos">https://www.gov.uk/guidance/get-permission-to-use-dvsa-logos</a></p>		



## 6. Trainer Delivery

		Yes/No	Notes/Comments/Areas for Improvement
6.1	<p><b>Does the trainer demonstrate appropriate knowledge of the subject?</b></p>		
6.2	<p><b>Does the trainer use various styles of questions that are relevant and promote knowledge transfer?</b></p> <p>Reminder: Try to ask a variety of types of questions including open questions e.g.. 'Explain how.... describe how....' to promote participation and engagement .</p>		
6.3	<p><b>Does the trainer control discussions, stimulate participation and encourage the trainee(s) to remain focused throughout?</b></p>		
6.4	<p><b>Does the trainer use delivery techniques and resources appropriate to the course content to enhance the learning experience?</b></p>		
6.5	<p><b>Is the trainer confident, using a controlled voice and body language demonstrating a positive and enthusiastic attitude toward the training throughout?</b></p> <p>Reminder: A negative attitude towards DCPC can affect the dynamic of the group.</p>		
6.6	<p><b>Does the trainer provide opportunities for trainee questions, check knowledge transfer throughout and confirm learning outcomes are achieved?</b></p> <p>Reminder: The trainer should involve all trainees encouraging them to answer questions, share views and experiences etc.</p>		

## 7. Post-Course

		Yes/No	Notes/Comments/Areas for Improvement
7.1	<p><b>Are Trainees provided with an opportunity to give feedback on the course?</b></p> <p>For further information read the 'Collect feedback and evaluate the course section at: <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course#collect-feedback-and-evaluate-the-course">https://www.gov.uk/guidance/run-a-driver-cpc-training-course#collect-feedback-and-evaluate-the-course</a></p>		
7.2	<p><b>Do trainees receive an appropriate Certificate of Attendance on completion of the course which contains all required information as per the example on gov.uk</b></p> <p>For further information read the 'Give a certificate of attendance' section at: <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course#give-a-certificate-of-attendance">https://www.gov.uk/guidance/run-a-driver-cpc-training-course#give-a-certificate-of-attendance</a></p>		

## 8. Notes