

# **TDPT Course Application**

## Appraisal Criteria

April 2023

## 1. Introduction

The course application form and supporting documentation e.g. trainer evidence, course summary, training materials (if applicable) etc. must be checked against the criteria laid out in this document.

This is to ensure the requirements have been met and we provide standardisation in the way in which course applications are assessed.

The criteria are underpinned by the Taxi Drivers' Licences Regulations (Northern Ireland), which is the applicable legislation that covers Northern Ireland for Taxi Driver Periodic Training (TDPT).

## 2. The Course Application Form

Relevant application forms, guidance and examples can be downloaded from <https://www.jaupt.org.uk/docs-guides-and-links/taxi-driver-periodic-training-ni>

### 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 Taxi Driver Periodic Training at the approved centre.

- 1.1 Name of approved centre:** The name of the approved centre should match that displayed on the Centre Approval Certificate
- 1.2 Centre approval number (if known):** The approved centre number should match that displayed on the Centre Approval Certificate e.g. ACXXXXX
- 1.3 Proposed name of course:** The course title should be short, concise and describe the subject of the course. This is particularly important where a course has approval or certification from another body, and so meets requirements for another syllabus. For Taxi Driver Periodic Training (TDPT) purposes, any course submitted for approval should be titled appropriately to reflect its relevance to TDPT and not any other award or qualification. This might mean that such a course could have two titles, one for TDPT and another for the other approval. **Please note that if the course is a modular course, it MUST contain the word 'module' or 'modular' within the title.**
- 1.4 Proposed approval start date:** The proposed start date is an **indication** of when the centre would like the approval period to start. This cannot be guaranteed and DVA cannot be held responsible, should the approval period start after the date requested. If this has passed or is blank the approval date should begin the next working day.

All approval documentation will be sent to the person responsible for Taxi Driver Periodic Training at the approved centre.

1.5 Has this course been previously approved?

Yes

No

If yes - what was the course number?

TX

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.

**1.5 Has this course been previously approved?** If the centre has indicated 'yes' additional checks may need to be completed.

**If yes, what was the course number?** The approved course number should match that displayed on the Course Approval Certificate e.g. TX00000/000.

A new course number may be provided to a course that has been approved before if there is a change to:

- The legal entity of the centre
- The learning outcomes of the course
- Course content
- Sector (depending on if the content is different for LGV and PCV)
- The number of modules

It should be noted that a change does not necessarily constitute a change in course number. The course number should only change where the above applies.

## Section 2: Course details

2.1 Training delivery:

Classroom

Remote

On Road/  
In Vehicle

Yard/  
Outside Area

2.2 Length of course (in hours):

**2.1 Training delivery:** This will enable you to provide detail on how the course is being delivered and what additional information/checks you will need to ensure that the course is suitable for the delivery methods specified.

**Classroom and Yard/Outside Area:** If the course is practical or contains practical activities the centre must detail how they will manage it to ensure that all drivers receive a minimum of 3.5 hours contact time, are engaged and that knowledge transfer is promoted. We expect these details e.g. more than one trainer will be used to facilitate and provide further learning support in the delivery of the training to be included on the course summary.

**Remote:** Remote training is the 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.

You will need to ensure that the course content is suitable for remote delivery. Courses that feature an on-road element or a practical element do not fit this model.

The course summary needs to clearly show how the training is managed and you may find contingency material is provided for approval as part of this.

Where a course is being delivered in classroom or remotely, the centre will need to show the differences.

To deliver training this way the centre will need to ensure that:

- They can effectively deliver a remote periodic training course to (the recommendation is no more than 15 drivers to 1 trainer).
- The course is interactive to maintain driver engagement.
- Drivers must have a suitable seated environment conducive to learning available prior to the course
- Drivers have a device with a front facing camera, microphone, and speakers, with a strong internet connection/mobile signal with sufficient battery charge for the whole course.
- The screen used must be suitable for the driver to engage and interact and read literature/presentation material. If not, other options should be considered.
- 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 – 3.5 hours periodic training is delivered.
- Copies of the remote training package is included with other course documentation when submitted for approval (if applicable)
- The link/access to the course must be provided when notifying us of planned training
- Sufficient breaks must be provided to minimise fatigue from excess screen time
- 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

**On-Road:** The course summary should clearly show what activities the trainer and trainee are undertaking to assure us training is being delivered (observing and assessment should be minimal) and sample routes (usually in the form of a map or route planner format) must be provided to allow us to assess if the route is suitable for the content being delivered. It is unlikely that Driver Assessor and Driver Mentor courses will be approved.

Other factors to take into consideration are:

- How much driving time will each trainee receive?
- What training will the non-driving trainees be undertaking?
- Will all the trainees be able to hear the trainer and have direct contact time with the trainer(s) throughout?
- The minimal category of vehicle being used
- The vehicle being used is appropriate for the training
- How will the trainer measure knowledge transfer?

“A day at work” - in other words on-the-job training are less structured courses as they are determined to some extent by the loads and destination that the driver must complete on the day. This type of course would need further assurances of:

- How the trainer will ensure that a minimum of 3.5 hours training is delivered
- How the trainer will ensure that the training is made a priority

**2.2 Total length of course (in hours):** All courses must be at least, 3.5 hours in length. Please check with the centre if the course is more than 3.5 hours e.g. 7 as they may want to break it down into multiple 3.5 hour courses.

2.3 What is the anticipated driver:trainer ratio for this course?

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

2.3 There is no legislative/regulatory requirement on the ratio. However, this will provide information as to if the course will be effectively managed to ensure the minimum attendance requirement of 3.5 hours is met. It is recommended that no more than a driver:trainer ratio of 20:1 is for classroom delivery and 15:1 for remote delivery. Attendance numbers will be checked at audit and where this has negative impact on the delivery of the course, the number may require revising.

**2.4 If this course is part of another programme, qualification or contributes to another qualification you must provide details:** If this is blank you do not need to go back to the centre. However, if you discover through appraising the course summary this is clearly linked to another qualification this should be queried to clarify the name of the programme or qualification. We should be aware of the qualification or programme it is linked to as this there may be further checks that are required.

### 2.5 Course Summary

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

**2.5 Course Summary:** A course summary **must** be provided with the application. Further information can be found on “Appraisal of Course Summary”.

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

The numbers below are syllabus reference numbers as stated within the Taxi Driver Information Manual which can be found at <https://www.infrastructure-ni.gov.uk/sites/default/files/publications/infrastructure/taxi-manual-2019.pdf>

- |   |  |
|---|--|
| <input type="checkbox"/> 4.1 Vehicle Systems (Transmission System)    | <input type="checkbox"/> 6.1 Health, Safety and Emergencies                  |
| <input type="checkbox"/> 4.2 Vehicle Systems (Safety Controls)        | <input type="checkbox"/> 6.2 Prevention of Criminality and Trafficking       |
| <input type="checkbox"/> 4.3 Safe and Fuel Efficient Driving          | <input type="checkbox"/> 6.3 Personal Health and Wellbeing                   |
| <input type="checkbox"/> 4.4 Customer Service                         | <input type="checkbox"/> 6.4 Physical/Mental Health and Wellbeing            |
| <input type="checkbox"/> 4.5 Disability Awareness                     | <input type="checkbox"/> 6.5 First Aid                                       |
| <input type="checkbox"/> 4.6 Vulnerable Road Users                    | <input type="checkbox"/> 6.6 Professional Driver and Company Issues          |
| <input type="checkbox"/> 5.1 Legislation (including Taxi Regulations) | <input type="checkbox"/> 6.7 Economic Environment for Carriage of Passengers |
| <input type="checkbox"/> 5.2 Regulations for Carriage of Passengers   | <input type="checkbox"/> 6.8 Child Sexual Exploitation                       |

**2.6 Subject areas of the course:** The completion of the syllabus tick boxes is a critical part of an application as it allows DVSA/DVA to understand what parts of the syllabus the course relates to and ensure that the content is relevant.

You will need to check that the centre has correctly completed the syllabus subject area tick boxes against the content and syllabus reference numbers on the course summary to ensure they match.

You must determine whether the content of the training course is suitable for TDPT – this is where you must refer to Appendix 1 – List of Subjects. The course content must link to one or more of the subjects in the context of taxi. There are two presentations available to providers to use. Further information on this content is within Appendix 2.

## 2.7 Course delivery

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

<p>Aims:</p>
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<p>Objectives:</p>
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**2.7 Course Delivery:** Aims and Objectives\* of the course are required to assist in understanding the course learning outcomes and assessing if it meets the Level 2 requirement.

All periodic training must be delivered at level two or above. To assess if the course content meets this requirement you will need to review it against the aims and objectives.

### What is Level 2?

A Level 2 involves applying knowledge to a range of varied work activities, which may be performed in a variety of different contexts in collaboration with others or autonomously. The design and delivery of Taxi Driver Periodic Training courses must, therefore, include the knowledge and understanding that is needed to underpin the performance standards or competency required for a particular work activity. For example, 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.'

2.7.1 Please provide the aim and objectives (i.e. learning outcomes) for this specific course.

**\*Aim = A desired outcome** e.g. *To provide up-to-date legislative information on Disability Awareness.*

**\*Objective = How you are going to achieve the aim?** *Describe why we Disability Awareness is important. Describe the rules around DA and examples of what happens if they are breached.*

## 2.7.2 Trainer Evidence

Please attach details and evidence of the qualifications and fields of activity of each of your trainers to be used to train/teach this specific course. Trainers must have sound, up-to-date knowledge of relevant regulations and training requirements as outlined in the Taxi Driver Information Manual.

### 2.7.2 Trainer Evidence:

Courses are approved subject to suitable trainers delivering the course. Centres can introduce new trainers throughout the course approval year and do not have to inform DVA when a new trainer is used. It is the centres' responsibility to make sure that trainers have the required subject knowledge and teaching/training skills to deliver a given course.

Centres can provide confirmation of the trainer(s) for a course that has previously been approved under their centre approval without the need for resubmitting the evidence. They can also confirm this by recording information on the DVSA Training Accreditation website.

### Certification/Knowledge of Teaching Methods

It is accepted that where a centre can verify (e.g. assurance of experience) that a trainer has sound knowledge of teaching methods then DVA is able to recognise that trainer as having suitable teaching/training skills.

Although there is no set list of acceptable qualifications the following provides some guidance as the types of training/teaching qualifications that DVA considers as being acceptable.

- Further and Adult Education Teachers Certificate Cert Ed/PGCE/B Ed/M Ed
- PTLLS/CTLLS/DTLLS
- NVQ level 3 in Training & Development
- NVQ level 4 in Training & Development
- CIPD Level 3 Foundation Certificate in Learning and Development/Training Practice

### Certification/Knowledge of Subject Knowledge

It is accepted that where a centre can verify (e.g. assurance of experience) that a trainer has a sound knowledge of the subject being delivered through experience then DVA will recognise that trainer as have suitable subject knowledge. For example, if a proposed trainer has been driving vocational vehicles for many years, it may be considered they have knowledge of the Drivers Hours Rules and Regulations.

Where the centre can provide copies of certificates of relevant qualifications or courses attended these will be considered for suitability.

Where the course contains disability content the trainer must have a relevant subject knowledge / experience in Disability Equality.

### CSE Trainer Requirements - Course Developer/Trainer competence

Department of Health and Department of Social Care require the following:

- Occupational – the developer of a training course must be able to demonstrate a minimum of three years' experience in a safeguarding setting and an ability to demonstrate a current understanding of CSE in the Northern Ireland context.

### And

- Vocational – the individual responsible for delivering the training course must have a minimum of one year's experience in the delivery of training.

## Section 3: Publication

3.1 Would you like this course to be publicised on gov.uk website?

Yes

No

**3.1 Would you like this course to be publicised on gov.uk website?** A centre may wish to publish the course on the website as it offers them two key benefits:

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

Not every centre wants to publicise, therefore, it's up to the centre to inform us of what they want.

## 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.

Cheque

Credit / Debit card

BACS

**4.1 Payments:** This indicates how the centre wishes to pay. An application will only be appraised if payment has received and confirmed.

Please ensure your remittance advice is included quoting your centre name, centre number and course name.

Name:

Position:

Date:

**Name, position, and date:** This section should be completed however, if any information is missing the application can still be processed.

## 4.2 Application Checklist

- Payment details
- Course summary
- Trainer evidence

Data is collected By submitting this course for approval we agree to and will give proof when requested that the training materials used (including by are not exhaustive to presentations, booklets, videos, DVDs etc) are appropriate for the delivery of Taxi Driver Periodic Training (TDPT).

**4.2 Application Checklist:** This section provides a checklist to the centre to prompt them to check all the required information has been provided.

## Course Summary

### COURSE SUMMARY

<b>Course Description</b> <small>Tell us what you are hoping trainees will get from attending the course, detail the benefits of the course.</small>						
<b>Trainer Names and/or Qualifications Experience Required</b>						
<b>Timing</b> <small>In minutes</small>	<b>Objectives/learning outcomes</b> <small>e.g. What is the content that will be delivered. Please provide us with as much detail as possible</small>	<b>Trainer Activities</b> <small>e.g. What will the trainer be doing to show they are learning/participating</small>	<b>Trainee Activities</b> <small>e.g. What will the trainee be doing to show they are learning/participating</small>	<b>Resources</b> <small>e.g. Presentation, Student Notes, Practical activity Materials</small>	<b>Location</b> <small>e.g. Classroom, Yard, On Road, In Vehicle (please specify)</small>	<b>Syllabus References</b> <small>Link here:</small>
15	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
30	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
15	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK

Course Summary						
<b>Name of course:</b>						
<b>Number of trainees:</b>						
Session No.	Timings (Minutes)	Content	Delivery Method	Resources (DVD Titles/ Vehicle Details)	Location	Driver CPC Syllabus Reference
	Prior to start of Course	Identity and Licence Checks, Course Administration – including completion of registration form				
1						
2						
3						
4						
Comfort Break						
5						
6						
7						
8						
9						
Lunch Break						
10						
11						
12						
Comfort Break						
13						
14						
15						

A course summary can come in various formats, but usually they look like the examples above:

The course summary needs to provide you with a good level of detail to enable you to understand the content being delivered, how it is being managed and provide assurances that it meets the requirements of periodic training. Where this does not provide this level of information you can request a more detailed summary, and, if required supporting materials such as presentation material.

**Training Time:** All courses must be **at least**, 3.5 hours in length. You will need to ensure that the total training time\* adds up to the course length indicated on the application form e.g. 210 minutes. If it does not meet the requirement the centre must resubmit the course summary showing correct timings.

\* The following **cannot** be counted as training time:

- ID and Licence checks
- Administration or Registration
- Eyesight checks
- Comfort breaks
- Lunch breaks
- Examinations
- Formal tests e.g. pass/fail element or a test where the group do not get sight of answers and are not reviewed as a group

**Introduction:** It is good practice to deliver an introduction of the course of no more than 30 minutes which contains:

- Introduction to the Trainer
- Health & safety briefing including fire evacuation procedures
- Wellbeing e.g. toilet facilities, breaks, running times of the course
- Fair Processing Notice
- Aims and Objectives of the Course
- Learning Agreement
- Establishing pre-existing knowledge of trainees

If the introduction is longer than 15 minutes you will need confirmation as to why this is and assess if this is a suitable period for the content being delivered.

**Training Resources:** Typically, courses are supported by presentations and demonstrations where the trainer has control over the learners. To ensure, the training is as effective, engaging and as interactive as possible we expect a variety of delivery methods to be included.

Delivery methods could include but are not exhaustive to:

- Role-play
- Team Tasks – practical indoor or outdoor tasks
- Case studies
- Experience sharing
- Group discussions
- DVDs

Where DVSA (on behalf of DVA) views a course application to lack interaction with the trainees we will seek clarification and give the centre an opportunity to amend the course to make it more interesting.

**3.6 Training Resources:** Resources are tools, hardware or equipment that may be used in the delivery of the course.

The course summary should detail the resources intended to be used in the delivery of the training, but these may change on the day. This is acceptable providing the resources are appropriate, relevant and enhance the learning experience.

When appraising the application, you will need to use your judgement as to whether the resources used are:

- Appropriate for the subjects being taught
- Appropriate for a Government Approved Course e.g. politically correct / sensitive
- Sufficient in numbers or size for the number of trainees on the course e.g. vehicle

As part of this the centre must include titles of products used e.g. CPR – British Heart Foundation.

Where the resource is unknown, and you may need further assurance of content, you can request copies of it e.g. DVD, presentation etc.

Typically, courses are supported by presentations, but it is expected that centres will use a range of methods to promote engagement and participation. Delivery methods/resources used could include but are not exhaustive too:

- Role-play
- Team Tasks – practical indoor or outdoor tasks
- Case studies
- Experience sharing
- Group discussions
- DVDs
- Computer Simulators (usually used in tachograph analysis)

**Evaluation of Training (usually does not exceed 15 minutes):** It is good practice to provide trainees with the opportunity to evaluate the effectiveness of a course which can be used by the centre to determine:

- If the learning outcomes have been met
- Where “tweaks” e.g. improvements may be required
- What works well
- Where significant changes are required at the next application stage

**Previous Quality Assurance Reports:** If you have established that the course has been previously approved, you will need to see if a Quality Assurance visit has been conducted. By reading vital information in the report and checking the corrective action submitted you will be able to identify any areas of concern that you may need to take into consideration when appraising the course.

You should ensure you take the information provided via the Corrective System (CARS) into consideration. You should also take the timelines of response into account e.g. if a corrective action has not been provided for 15 working days and we have chased twice we will not process the application for recommendation of approval.

Any corrective action provided at appraisal stage should be recorded in CARS.

# **Appendix 1**

## ***The List of Subjects:***

The knowledge to be considered by Member States when establishing the driver's periodic training must include at least the subjects in this list.

- 4.1 Vehicle Systems (Transmission System)
- 4.2 Vehicle Systems (Safety Controls)
- 4.3 Safe and Fuel Efficient Driving
- 4.4 Customer Service
- 4.5 Disability Awareness (mandatory course)
- 4.6 Loading/Unloading
- 5.1 Legislation (including the Working Time Directive)
- 5.2 Regulations for Carriage of Passengers
- 6.1 Health, Safety and Emergencies
- 6.2 Prevention of Criminality
- 6.3 Personal Health and Wellbeing
- 6.4 Physical/Mental Health and Wellbeing
- 6.5 First Aid
- 6.6 Professional Driver and Company Issues
- 6.7 Economic Environment for Carriage of Passengers
- 6.8 Child Sexual Exploitation

## Appendix 2 - Additional Course Information

### Website Material

There are two PowerPoint presentations available on the DVSA Training Accreditation website titled 'Disability Awareness' and 'Making your Taxi Service Inclusive'.

Both presentations can be found at: <https://www.jaupt.org.uk/docs-guides-and-links/taxi-driver-periodic-training-ni>

If a centre applies for the courses using the above material, it does not mean an automatic approval. All other appraisal criteria in relation to the application, course summary and trainer evidence must be met.

### Child Sexual Exploitation (CSE)

Child sexual exploitation (CSE) is a terrible crime with destructive and far-reaching consequences for victims, their families, and society. Protecting children from harm is one of the most important things we, as a society, have a responsibility to do. Stamping out CSE is a priority for Government, but without the help of the wider community it is an uphill struggle. It is therefore important that we raise awareness of this type of abuse to ensure we can prevent it or stop it early when it does happen.

Government Departments have taken a joint approach to tackle this problem and the Department for Infrastructure (DfI), the Department of Health (DoH) and Health and Social Care (HSC) along with the Safeguarding Board for Northern Ireland (SBNI) have been working together on a safeguarding project to help people who work at night to be more aware about child sexual exploitation (CSE) and be able to help children and young people, who they come into contact with through their work, who may be at risk of sexual exploitation. It has therefore been agreed that future procurement exercises for HSC taxi services will require taxi drivers to have received CSE awareness training.

Taxi drivers are in an ideal position to play a key role in helping to protect vulnerable young people. In their work, they may see or suspect cases of child sexual exploitation but do not know what to do with any concerns they may have. All taxi drivers in Northern Ireland must complete 35 hours periodic training every five years. This training can cover a range of subjects ranging from Vehicles Systems to Personal Health and Wellbeing. The Driver and Vehicle Agency (DVA), who oversee periodic training in NI, believe that CSE training fits in well with taxi driver periodic training and, as such, it will now be included as a subject area within taxi periodic training syllabus. This move will ensure that no additional expense will be incurred by taxi drivers who take CSE awareness training as part of their mandatory 35 hours periodic training.

Raising CSE Awareness within the taxi industry will help drivers understand the complexities involved with child sexual exploitation issues and be aware of how to recognise, respond and report it. The DVA would encourage training providers when they are developing taxi driver periodic training courses to consider including CSE as a topic within a course or a specific course which will provide essential information to help taxi drivers identify potential CSE and how to respond to concerns.

The DVA, DoH and the Safeguarding Board for Northern Ireland (SBNI) have developed guidance and course specification for trainers to ensure that they provide the most up to date training information about recognising, responding to and reporting any concerns drivers may have about child sexual exploitation.