

A composite image featuring three distinct scenes. In the upper right, a man in a purple dress shirt and patterned tie looks directly at the camera. The middle section shows a wide, multi-lane road stretching into the distance under a clear blue sky. The lower left section shows the interior of a vehicle from the driver's perspective, with a steering wheel and dashboard visible.

A GUIDE TO PERIODIC TRAINING
FOR EMPLOYERS AND TRAINING
PROVIDERS TO THE ROAD PASSENGER
AND ROAD FREIGHT INDUSTRIES

Version 5
July 2010

The logo for jaupt features the word "jaupt" in a bold, sans-serif font. The "j" is a green dot, and the "t" is in a vibrant green color. Below the main text, the tagline "JOINT APPROVALS UNIT FOR PERIODIC TRAINING" is written in a smaller, all-caps, sans-serif font.

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JOINT APPROVALS UNIT
FOR PERIODIC TRAINING

Guide produced by:



WHO IS THIS GUIDE FOR?

This guide provides guidance for those in the large goods vehicles (LGV) and passenger-carrying vehicles (PCV) sectors who are delivering, or intending to deliver, periodic training under the Vehicle Drivers (Certificates of Professional Competence) Regulations 2007 (as amended).

This guidance is available for training providers (including employers who are acting as training providers) and for individual trainers.

The information contained in this guide is as comprehensive as possible but should not be taken as a complete or authoritative statement of the law.

This guide relates to the implementation of periodic training in England, Scotland, Wales and Northern Ireland. The Driving Standards Agency (DSA) is responsible for implementation in Great Britain (GB), and the Driver & Vehicle Agency (DVA) is responsible for implementation in Northern Ireland (NI). The competent authority for Driver Certificate of Professional Competence (CPC) is the Secretary of State in GB and the Department of the Environment in NI.

WHAT IS DRIVER CPC?

The Vehicle Drivers (Certificates of Professional Competence) Regulations came into effect in 2007 following the Driver CPC EU Directive in 2003. The regulations affect all professional LGV and PCV drivers. For new drivers it introduces a new initial qualification, the Driver CPC, which increases the amount of knowledge that drivers need before they can drive. When combined with licence acquisition tests, the initial qualification includes a four-hour theory test and a two-hour driving and practical test.

All professional drivers, new and existing, will then have to undertake 35 hours of training every five years to ensure that their Driver CPC is current. This is known as periodic training. Only courses that have been approved and are being delivered by a training centre that has been approved by the Joint Approvals Unit for Periodic Training (JAUPT) will count towards the periodic training requirement.

Periodic training is designed to confirm, and expand on, the existing knowledge and skills of each driver for example by enabling them to keep up-to-date with ever-changing legislation.

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THE JOINT APPROVALS UNIT FOR PERIODIC TRAINING (JAUPT)

The Driving Standards Agency in GB and the Driver & Vehicle Agency in NI, as the appropriate government agencies, have set up an approvals body, the Joint Approvals Unit for Periodic Training (JAUPT), to approve and quality-assure training centres and courses for both PCV and LGV. The two Sector Skills Councils, Skills for Logistics and GoSkills, manage the JAUPT.

JAUPT ensures that a consistent approach to training centres and courses is maintained across the LGV and PCV industries. Training centres that are approved in NI will also be approved to deliver periodic training in GB, and training centres approved in GB will also be approved to deliver periodic training in NI.

JAUPT:

- approves training centres
- approves course content
- issues a unique number for each training centre and each course
- manages the quality assurance process for training centres and courses to ensure that standards and approval criteria are upheld.

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1 WHAT IS PERIODIC TRAINING?

1.1 | What is periodic training?

Periodic training is continuing professional development for bus, coach and lorry drivers.

1.2 | How much training is required?

All drivers must undertake 35 hours of training in every five-year period. The minimum length of a training course that contributes to the requirement is seven hours.

1.3 | How is it delivered?

Courses and training centres must be approved by JAUPT on behalf of the competent authority for the delivery of periodic training. The content, title and method of delivery of each training course are subject to review during the approval process.

A course is a coherent programme of learning of at least seven hours. The seven hours excludes any breaks or administration time; only direct training and contact time (time with a trainer) count towards the periodic training requirement. Periodic training is designed to improve the knowledge of the driver and it could include courses in subjects such as disability awareness, tachograph regulations and safe and fuel-efficient driving. There are no tests or exams involved but training centres will be required to evaluate each course to ensure that those attending have benefited from the training that they have received.

2 WHO IS AFFECTED BY THE REQUIREMENTS FOR PERIODIC TRAINING?

2.1 | Who does Driver CPC apply to?

Driver CPC applies to all new and existing drivers who wish to drive professionally and who require an LGV or PCV licence in order to do their job.

2.2 | Existing drivers (PCV)

All drivers of PCV vehicles, holding a full category D, D1, D+E or D1+E licence at 10 September 2008, will need to complete 35 hours of periodic training before 10 September 2013, unless exempt (see 2.7). Following this, drivers must continue to undertake a further 35 hours of training in every subsequent five-year period in order to retain their Driver CPC.

Note: D1 licence entitlement by virtue of passing a car test pre-1997 (licence Code 101 – not for hire or reward). Any driver with this restriction cannot drive professionally.

2.3 | Existing drivers (LGV)

All drivers of LGV vehicles, holding a category C, C1, C+E or C1+E licence at 10 September 2009, will need to complete the 35 hours of periodic training before 10 September 2014, unless exempt (see 2.7). This also includes drivers who hold C1 entitlement by virtue of passing a car test pre-1997 and drivers who hold HGV class 1, 2 or 3, gained prior to 1991. Following this, drivers must continue to undertake a further 35 hours of training in every subsequent five-year period in order to retain their Driver CPC.

2.4 | New drivers

New drivers who gain their initial Driver CPC after 10 September 2008 (PCV) or 10 September 2009 (LGV) will immediately begin their cycle of periodic training from the test pass date and will need to complete 35 hours of training within five years of attaining their initial Driver CPC and then complete 35 hours of training every subsequent five years.

2.5 | Drivers who hold both PCV and LGV licences

Drivers with both PCV and LGV licences will have to complete only one course of 35 hours of periodic training every five years; they will not have to undertake 35 hours of training for each licence category.

2.6 | Drivers with LGV/PCV licences from other countries

Drivers from other EU member states and drivers from non-EU countries may take their periodic training in the UK if they are normally resident or working here. Periodic training completed in another EU member state, where the driver is employed, or normally resident, may be taken into account by DSA/DVA.

2 WHO IS AFFECTED BY THE REQUIREMENTS FOR PERIODIC TRAINING?

2.7 | Exemptions

There are certain exemptions that apply to vehicles:

- with a maximum authorised speed not exceeding 45 km/h
- used by or under the control of the armed forces, civil defence, the fire service and forces responsible for maintaining public order
- undergoing road tests for technical development, repair or maintenance purposes, or of new or rebuilt vehicles which have not yet been put into service
- used in states of emergency or assigned to rescue missions
- used in the course of driving lessons for any person wishing to obtain a driving licence or Driver CPC
- used for non-commercial carriage of passengers or goods for personal use
- carrying material or equipment to be used by the driver in the course of his or her work, provided that driving the vehicle is not the driver's principal activity.

This list is intended only as a guide. It is recommended that in all cases where it is felt an exemption applies, drivers and operators seek specialist independent legal advice.

3 HOW DO TRAINING PROVIDERS/ EMPLOYERS GET APPROVED TO DELIVER PERIODIC TRAINING?

The requirements for approval are laid out in Annex 1 of this guide. Training centres that are approved in NI will also be approved to deliver periodic training in GB, and training centres approved to deliver periodic training in GB will also be approved to deliver periodic training in NI.

An approved centre is responsible for all periodic training activities at the sites specified in its approval. If the centre (including external sites/sub-centres) failed to operate satisfactorily, its approval could be revoked. The revocation would apply to all the sites specified in the approval. If the centre were made up of a consortium of training providers or operators the revocation would affect them all. **More information on arrangements for consortia can be found in Annex 12.**

Training centres must have a specified business address where training records are kept securely. Approved training centres that do not deliver training at their own premises are responsible for ensuring that all requirements for premises are met before any courses are delivered. Training centres should ensure that premises are checked prior to training taking place.

Training centre approval will last for a period of five years from the date the approval is given. During that period, the centre and its training courses will be subject to inspection by JAUPT and the competent authority.

Applications for both centre and course approval can be made at same time; however, a course can only be approved once the centre has been approved.

3.1 | Requirements for becoming an approved training centre

This section provides a summary of the requirements for becoming an approved centre. The following criteria must be met:

Insurance cover

Applicants will need to provide proof that they have reasonable insurance cover in respect of any risks that might occur from each and every course they intend to undertake. All applicants are strongly advised to discuss this issue with their insurer and/or broker.

IT systems

Applicants must have computer systems that are capable of recording and securing records of training and, through a secure website, transmitting details of driver training onto a central database – the Driver CPC recording and evidencing (R&E) database. They must be able to transfer this information onto the R&E database within five working days of the end of the training course.

Adequate infrastructure

Applicants will need to have the use of suitable premises, administration, equipment and resources relevant to the courses they intend to provide.

3 HOW DO TRAINING PROVIDERS/ EMPLOYERS GET APPROVED TO DELIVER PERIODIC TRAINING?

Identity checking

Training centres must carry out identity checks in order to verify the identity of each participant on a course. These checks must be carried out before any course commences (including practical and classroom-based). This requires a visual check of a form of identification, normally the photocard and counterpart driving licence. For drivers with an 'old style' paper driving licence, this must be accompanied by a valid passport or a valid identity card (ID) issued under the Identity Cards Act 2006.

Licence category

It is also the responsibility of the approved training centre to confirm that all drivers whose periodic training involves the driving of a vehicle must hold the appropriate licence to drive that vehicle.

Note: Training centres are encouraged to remind drivers that they must have either acquired rights or hold an initial Driver CPC before undertaking training that is intended to count for Driver CPC purposes. Any training taken by drivers that do not have acquired rights or hold an initial Driver CPC must not be uploaded to the Driver CPC R&E database.

Driver evidence of attendance

Approved training centres must issue a record of attendance to each participant. This is to provide the driver with independent evidence of participation and to allow them to keep details of the training undertaken. Just as importantly, it provides proof to a third party such as an employer. Drivers may change employers or work in different countries so a record of attendance is essential. Non-UK licence holders (EU nationals normally resident/working in the UK and third country nationals authorised to work in the UK) will need to submit their records of attendance to DSA with an application for a driver qualification card (DQC) when they have completed their periodic training. An example of a course attendance record form is provided in Annex 10. Centres may use either this format or their own version, as long as it shows the following: name of driver, driving licence number, name of course, date course completed, approved centre name, centre approval number, course approval number, length of course and authorising signature.

Evaluation

It is important that the quality and relevance of training is continually monitored. As a result, all approved training centres will be required to build into each approved course a method of evaluation that will demonstrate the effectiveness of the course and the centre's commitment to maintaining and improving quality. When evaluating their training provision, approved training centres should gather and review the feedback from drivers attending the course and the operators who have purchased the course. Reviews should focus on the content of the course (ie, did the course cover information that drivers and/or operators considered useful) and also the delivery (ie, was the course pitched at the right level and delivered in a way that engaged the drivers). Approved training centres should also review the performance of trainers – this could identify whether there is a pattern in driver feedback which demonstrates that some trainers are more effective than others. Consideration should also be given to the optimum number of attendees on courses as this may need to be adjusted in response to previous experience of delivering the course. These evaluation records must be kept for inspection.

Driver feedback form

Each driver should complete a driver feedback form at the end of each course. The approved training centre should retain this feedback for inspection.

An example of a driver feedback form is attached as Annex 7. Centres may use this format or their own version.

Recording and inspection

Approved training centres must maintain training records that include:

- the names and driving licence numbers of drivers who have attended training courses
- the date, title and number of the course delivered together with the name(s) of the trainer(s)
- the evaluation of the courses delivered
- the driver feedback forms.

Training centres must provide access and information to JAUPT or the competent authority as and when required. All records can be kept in either paper or electronic format and must be kept for at least six years.

3 HOW DO TRAINING PROVIDERS/ EMPLOYERS GET APPROVED TO DELIVER PERIODIC TRAINING?

The trainers

Approved training centres are responsible for ensuring that the trainers they use have appropriate knowledge of the subject they intend to deliver and have appropriate experience of delivering training. More guidance on this is given in Section 4.

Course approval

All courses must be approved. Further information on course approval is provided in Section 4.

3.2 | Information required from providers/employers seeking to become an approved training centre

Annex 3 contains an application form that providers/employers seeking approval as a training centre must complete. The following information will be required:

The organisation

- The registered name and address of the organisation – this should include the name of the person responsible for the application.
- The approved centre name and address – this will be the advertised name of your centre, and the correspondence address.
- The type of organisation – eg an operator with in-house training, training provider, FE College.
- A list of approvals/accreditations (eg from awarding bodies) already held and courses already being delivered.

The infrastructure

Details will be required of the premises and training areas to be used. It is acceptable for approved centres to deliver training at customer sites or other premises. It is the responsibility of the approved centre to ensure that any premises they use for training meet the requirements described in the centre application form. A mobile classroom would also be acceptable as long as it meets the requirements. Records of all premises used for training and evidence of quality assurance checks will need to be retained by the centre for audit purposes for a minimum of six years.

- Administrative details – staff procedures and IT systems.
- Resources – teaching aids, materials, equipment.
- Policies for quality assurance, equal opportunities, health and safety, staff development, data protection where appropriate.
- Procedures for dealing with complaints and refunds.

The courses to be delivered

With the initial application form for centre approval, an indication of the range of subject areas to be delivered will be requested. This is not a definitive list and additional subject areas can be added through the course approval process (see Section 4).

Appropriate trainers

A list of the trainers to be used in course delivery is required. Approved training centres are required to keep evidence which demonstrates that the trainers they use to deliver approved training courses have the required skills. They must also make records available that show which trainer has been used to deliver a specific course when requested by JAAPT.

4 WHAT IS THE PROCESS FOR COURSE APPROVAL AND RE-APPROVAL?

4.1 | The content of the course

The content of the course submitted for approval must be linked to the Directive syllabus (see Annex 2 of this guide). Individual courses do not have to cover the full content of the Directive syllabus but can focus on aspects of the syllabus as relevant, eg working with customers. In some instances, it may also be appropriate for centres to include some content that goes beyond the content specified in the Directive, as long as it can be clearly linked to the syllabus and viewed as an expansion on a Directive topic.

The content of each course must be equivalent to at least a Level 2 Vocational Qualification. The UK qualifications regulators define Level 2 as follows: 'Competence which involves the application of knowledge and skills in a significant range of varied work activities, performed in a variety of contexts. Some of the activities are complex or non-routine, and there is some individual responsibility and autonomy. Collaboration with others, perhaps through membership of a work group or team, may often be a requirement.'

4.2 | Delivery of a course

A course is a coherent training programme of learning of at least seven hours. Delivery of any course (or part thereof) that is no longer approved will not count for periodic training purposes. Courses must be delivered in training blocks of at least seven hours, and:

- courses that exceed seven hours must be run on consecutive working days and in blocks of at least seven hours
- a seven-hour block can be further split into two parts but the second part must start within 24 hours of completion of the first part.

Example 1

A training course is for 10½ hours. The approved training centre could choose to run this as a seven-hour block on day one followed by a 3½-hour block on day two. The second block must start within 24 hours of the first part being completed. Alternatively, the approved training centre could deliver the course on three consecutive days, ie 3½ hours on day one, 3½ hours on day two and 3½ hours on day three but the second part must start within 24 hours of the first part being completed and the third part must start within 24 hours of the second part being completed.

Example 2

A training course is for 35 hours. The participants work a six-day week. The approved training centre could choose to run this as five seven-hour blocks on consecutive working days. Alternatively, the approved training centre could choose to run this as a seven-hour block on day one, a seven-hour block on day two, a seven-hour block on day three, a seven-hour block on day four, a 3½-hour block on day five and a 3½-hour block on day six. But the last two parts must be run so that the last part starts within 24 hours of the penultimate part finishing.

Please note that the total course length must be a full hour or half-hour, eg seven hours or 7½ hours but not 7¼ hours.

Modular courses

A modular course can be submitted for approval. This will need to contain a number of 3½-hour modules which can be delivered in any combination to create a 7-hour course. For example, a centre could have four 3½-hour modules (A B C D) that they want to deliver in any combination to make a 7-hour course (AB, CD, BC, AD, AC, BD). The centre would need to obtain approval for the 7-hour modular course (at no cost) and each of the 3½-hour modules (at the current course approval fee). The modular course and all the individual modules must be approved at the same time. Additional modules can only be added when the modular course is being re-approved.

4 WHAT IS THE PROCESS FOR COURSE APPROVAL AND RE-APPROVAL?

NOTE: Drivers must complete the full course for any of the hours to count towards periodic training, eg if a driver completes only 28 hours of a 35-hour course or 7 hours of a 10-hour course, then except in exceptional circumstances (for example extreme weather warnings), none of the hours will count, as the full course has not been completed. The review of these exceptional circumstances will be at JAUPT/competent authority's discretion. Therefore, if approved training centres want the flexibility of running, for example, a 35-hour course over different weeks/months, then the 35-hour course would have to be split into five separate courses. Otherwise the whole training course would have to run on consecutive working days. Training centres should ensure that employers and drivers are fully aware of the requirements for the completion of the full course; information should be provided prior to drivers starting the training course.

Trainers' qualifications and/or experience – the Directive requires that each trainer is suitably qualified in the subject area(s) they are proposing to deliver. Trainers must present evidence of knowledge in the relevant subject area and also evidence of expertise in training/training techniques. Centres must keep comprehensive and up-to-date records of the trainers they employ in order to demonstrate that they use only appropriately qualified trainers to deliver periodic training. A comprehensive list of trainers and evidence of their qualifications/ experience will be required with each course approval application.

Evidence will take the form of:

– **Training**

- an appropriate training qualification OR
- a certificate of experience from an employer or customer that evidences expertise in delivering training (see Annex 8).

AND

– **Knowledge**

- an appropriate qualification in the relevant subject OR
- a certificate of knowledge from an employer or customer that evidences expertise in the subject being delivered (see Annex 9).

When submitting your application for course approval and re-approval the training centre must enclose evidence of training skills and subject knowledge for each of its trainers. Copies rather than original documents must be sent as documents will not be returned.

NOTE: In some instances the same qualification/certificate may provide evidence of both subject knowledge and training experience, eg the DSA Registered LGV Instructor Certificate or the Driving Instructor NVQ. Continuing professional development for all trainers is encouraged as this will benefit drivers and their employers.

The breakdown of course content – this will require completion of the course layout template which should include:

- a detailed listing of the various components of the course
- the length of time allocated to each component in minutes
- the length of breaks including lunch in minutes (only actual training time counts towards periodic training)
- reference to the relevant section of the Directive syllabus
- the delivery method – this could include classroom sessions, driving and driver participation
- a list of resources required – these may include classroom size, vehicle, AV and IT equipment (guidance on the completion of the form showing course content is provided in Annex 6)
- the name(s) of the trainer(s) delivering the course.

Number of drivers per course – the maximum number of participants for each course must be stated. The numbers attending each course should be at a level which will ensure that the trainer can effectively engage with each driver. The number of drivers on a course will vary depending on the content and style of delivery. We recommend a maximum ratio of one trainer per 20 drivers for classroom training.

4 WHAT IS THE PROCESS FOR COURSE APPROVAL AND RE-APPROVAL?

Publication of the course – a searchable list of approved courses for each training centre can be found on the JAUPT website (www.drivercpc-periodictraining.org) and will enable prospective customers to find providers delivering courses in their required subjects. Training centres can opt out if they do not wish their courses to be published on the JAUPT website.

4.3 | Approval/re-approval of a course

Once the course has been approved, it will be allocated a unique reference number. To ensure courses remain up-to-date and relevant, and are reviewed at regular intervals, they will be approved for 12 months only. Prior to the expiry of a course, it can be re-submitted to JAUPT for re-approval (see section 4.5).

If a course approval lapses for more than five years, the course will be treated as a new submission for that course.

The course re-approval will require centres to demonstrate that they have assessed the effectiveness of the course and have made any changes necessary to ensure the currency, quality and consistency of delivery of the course. Centres will also be required to provide updated information on the trainers who deliver the course.

4.4 | Information required when submitting a course for approval

Annex 4 contains an application form which approved training centres seeking approval for courses must complete. When proposing a course, the approved training centre will need to provide specific information as listed below.

The name of the approved training centre

Centre reference – this is your centre reference number, it will start with ACxxxxx.

Syllabus area – please indicate which syllabus areas (as per Directive) the course covers.

Subject area of the course – tick one or more boxes to indicate which subject areas the course covers.

Sector(s) to which this course is to be delivered – indicate which sectors you want the course to be applicable to: PCV, LGV, or both. If you indicate both sectors please ensure your course is suitable to both PCV and LGV drivers. An incorrect selection may delay the approval of your course.

The title of the course – this should describe the subjects covered in the course. Centres should be aware that this title will be listed on the JAUPT website (only if you elect to publicise the course) and will be used by customers looking for courses – it is vital the title provides a good description of the course.

Aims of the course – this should state what the course is designed to achieve.

The length of the course – centres should state the length of the course in hours. For further information on course length and delivery requirements see section 4.2.

Maximum number of drivers per course – enter the maximum number of drivers that will be on the course.

4.5 | Information required when submitting a course for re-approval

Annex 5 contains an application form which approved training centres seeking re-approval for courses must complete. If re-approval occurs within five years of the expiry date of the original approval, the course will be treated as a re-approval. When applying for a course to be re-approved, the approved training centre will need to provide additional information which is listed below. Please use the application for course re-approval form to tell us about any new trainers that deliver the course.

The name of approved training centre

Centre reference – this is your centre reference number, it will start with ACxxxxx.

Title of course – this should describe the subjects covered in the course. Centres should be aware that this title will be listed on the JAUPT website (only if you elect to publicise the course) and will be used by customers looking for courses – it is vital the title provides a good description of the course. (Note, minor title changes can be requested at the course re-approval stage).

4 WHAT IS THE PROCESS FOR COURSE APPROVAL AND RE-APPROVAL?

Last approval date for course – enter the last approval start date of the course. For example if your course was approved from 20th June 2010 and approved to 19th June 2011, enter 20-06-10.

Sector(s) to which this course is to be delivered – indicate to which sectors you want your course to be applicable: PCV, LGV, or both. If you indicate both sectors please ensure your course is suitable to both PCV and LGV drivers. An incorrect selection may delay the re-approval of your course.

Subject area of the course – tick one or more boxes to indicate which subject areas the course covers.

Length of course – enter the length of the course in hours. For further information on course length and delivery requirements see section 4.2.

Maximum number of drivers per course – enter the maximum number of drivers that will be on the course.

How many times have you delivered this course over the last 12 months – complete this box with the number of times you have delivered the course in the previous 12 months.

How many PCV drivers have attended this course in the last 12 months – if the course is a PCV course enter the number of drivers that have attended the course. If the course is for both LGV and PCV drivers, only count the driver's primary role, for example if someone is both a lorry driver and does occasional PCV driving, count them as an LGV driver.

How many LGV drivers have attended this course in the last 12 months – if the course is a LGV course enter the number of drivers that have attended the course. If the course is for both LGV and PCV drivers, only count the driver's primary role. For example, if someone is both a lorry driver and does occasional PCV driving, count them as an LGV driver.

(In instances where the course is approved for both PCV and LGV drivers and you do not know the primary role of the drivers; assume 50% LGV and 50% PCV. For example if you had 100 drivers attend the course, enter 50 in the PCV box and 50 in the LGV box).

How has this course been evaluated – enter this information in the box provided; if there is insufficient space in the box please continue on a separate sheet of paper.

Consider making a list of the things you have done to see how successful and effective the course has been.

Think about the following:

What information have you used to determine the effectiveness of the course?

- Who you have spoken to?
- Any facts or figures that will help you make a conclusion about the course?
- By asking yourself 'does the course meet its objectives? If so how do I know this?'

How has the feedback been used to improve this course – describe how you have used your evaluation information to improve the course.

Have any changes been made to the course content and/or structure (eg timings)? – Indicate whether you have changed the course from when it was last approved.

If NO, please explain below why changes were not necessary – If you haven't changed the course tell us the reasons why it hasn't been necessary.

Please outline how consistent standards of delivery across all trainers have been maintained and monitored for this course over the past 12 months – If your centre has used more than one trainer to deliver this course, describe:

- how you have maintained consistent quality standards across the different trainers
- how you have monitored these standards.

5 HOW WILL CENTRES AND COURSES BE QUALITY- ASSURED?

5.1 | The quality of approved centre's facilities and training

Approved training centres are expected to frequently review their facilities and training courses with the aim of being able to demonstrate continuing improvement. Centres should be able to demonstrate how they support continuing professional development of trainers, gather and use feedback from drivers and employers (where appropriate) to improve their training courses. JAUPT will review the quality of a centre's training provision at quality assurance audits and at the point of course and centre re-approval.

If a centre fails to operate satisfactorily then JAUPT/the competent authority reserve the right to investigate and, if necessary, ask the training centre to attend a hearing.

5.2 | Quality assurance and audits

All approved training centres and courses are subject to audit by JAUPT/the competent authority.

The audit visit will involve some or all of the actions listed below.

- 5.2.1. Inspection of centre documentation such as records of training delivered (including name of trainer), trainer qualifications/experience for delivery of specific courses, up-to-date records of sub-centre addresses (or any other locations where training is delivered), policies such as health & safety, trainer continuing professional development, quality assurance, equal opportunities, data protection, vehicle documentation (if appropriate).
- 5.2.2. Review of the administration, for example arrangements and their operation for periodic training which may include procedures for identity checking of drivers, use of the Driver CPC R&E database, use of course evaluations and quality assurance (including systems to manage any multi-site delivery).
- 5.2.3. Discussion with the person responsible for the administration of periodic training courses at the approved training centre.
- 5.2.4. Observation of the delivery of a course by an auditor to enable them to make a reasonable judgement about the quality of the course delivered.
- 5.2.5. General discussion with the centre and/or trainer about the implementation of centre procedures, course delivery and staff training.

Once a JAUPT audit visit has been completed, the following steps apply:

- The auditor submits a report to JAUPT for review and analysis.
- A draft report is sent to the centre for review with an opportunity to make comments back to JAUPT within a specified timescale.
- A final version of the audit report (if different from the original draft) will be sent to the approved centre. This report will contain any recommended action and reasonable deadlines for completion (where appropriate).
- Depending on the nature of the actions, a follow-up audit visit may be required.

5.3 | Amendment/revocation of approval

The competent authority has the right to withdraw centre and course approval at any time. If any approved training centre (including external sites/sub-centres) fails to operate satisfactorily, its approval could be revoked. The revocation would apply to all the sites specified in the approval. If the centre were made up of a consortium of training providers or operators the revocation would affect them all. However, approved training centres have the right of statutory appeal to the First-tier Tribunal (Transport).

5.4 | Informal appeals process

Should you disagree with a decision made please refer your complaint to the competent authority for review c/o JAUPT at the address shown at the beginning of this guide.

5.5 | Formal appeals process

If you are still dissatisfied following the outcome for the 'informal appeals process' you have a right of appeal to the First-tier Tribunal (Transport).

Please see the Tribunal Service website at www.transporttribunal.gov.uk/index.htm for details of how to proceed with an appeal. Follow the links to 'Rules and Legislation' and then 'The First-tier Tribunal (Transport) (Amendment) Rules 2008 (No 2142)' for the legislation which applies to appeals for periodic training providers.

6 HOW WILL PERIODIC TRAINING HOURS BE MONITORED?

6.1 | Recording of periodic training

A central record of periodic training completed in the UK will be held by DSA. This Driver CPC recording and evidencing (R&E) database will provide the information as to when a driver qualification card (DQC) should be issued and renewed. NI will use the same database as GB and the DQC will be issued/renewed on completion of 35 hours of approved training.

In order for periodic training to be uploaded to the Driver CPC R&E database the relevant category of licence must be held (UK licence holders).

Training centres are encouraged to remind drivers that they must have either acquired rights or hold an initial Driver CPC before undertaking training that is intended to count for Driver CPC purposes. Any training taken by drivers that do not have acquired rights or hold an Initial Driver CPC must not be uploaded to the Driver CPC R&E database.

Please note: details of periodic training completed by non-UK licence holders (EU nationals normally resident/working in the UK and third country nationals authorised to work in the UK) should not be uploaded onto the Driver CPC R&E database. Non-UK licence holders who complete 35 hours of periodic training should obtain and keep their records of attendance (issued to them by approved training centres). Such licence holders should then apply to DSA for their DQC (on the appropriate form, available later this year) enclosing copies of their records of attendance (with translations if necessary) along with their driving licence, a passport-sized photograph, supporting ID and the relevant fee to the following address:

Driver CPC (DQC)
DSA
PO Box 280
Newcastle Upon Tyne
NE99 1FP

6.2 | The driver

It is recommended that training centres remind drivers that they are responsible for ensuring they have undertaken sufficient periodic training hours by the relevant date to maintain their Driver CPC. DSA are developing a system to enable drivers to access the Driver CPC R&E database. In the meantime, it is recommended that training centres remind drivers they will be able to find out how much Driver CPC periodic training they have undertaken by contacting CPCRE@dsa.gsi.gov.uk

6.3 | The employer

Employers will be able to obtain information about a driver's uploaded training with the permission of the driver. Employers must not cause or permit someone to drive professionally without a Driver CPC.

6.4 | Maintaining the Driver CPC recording & evidencing (R&E) database

Approved training centres are required to record information relating to course attendees on the Driver CPC R&E database. This information must be entered onto the database within five working days of the end of a course. This information must be submitted via the website www.businesslink.gov.uk/cpctrain and will incur a fee that must be paid by:

- credit/debit card at the time of data entry, or
- via a pre-funded account by prior arrangement with DSA. Details of how to set up a pre-funded account are available via www.businesslink.gov.uk/cpctrain where guidance, application forms and terms and conditions can be downloaded.

When a centre is approved, DSA will send a letter that contains a unique code. This code, along with their centre number and other relevant details, will be required to log into the Driver CPC R&E database using the Government Gateway and then create a user name and password. Training centres log in each time they use the database through the secure Government Gateway. The database allows the training centre to record completed training and they can securely enter and store details of the payment card(s) they wish to use. When entering training details the only information that needs to be entered is the driving licence number for the trainee and the three-digit code on the payment card to authorise payment.

A guide to help training centres use the system is available at www.businesslink.gov.uk/cpctrain or www.drivercpc-periodictraining.org. These website links will be issued by JAUPT when a centre is approved.

7 TERMS AND CONDITIONS FOR CENTRE AND COURSE APPROVAL

Terms and conditions – training centre and course approval

(Please read carefully).

- i. Training centres must abide by the terms and conditions as stated in the guide to periodic training and comply with the Vehicle Drivers (Certificates of Professional Competence) Regulations 2007 (as amended) (SI No 2007/6051).
- ii. If a training course fails to comply with all or any of these terms and conditions, the competent authority may remove or suspend the approval status of the training centre/relevant course.
- iii. The competent authority reserves the right to revise these terms and conditions at any time with a minimum of three months' notice given in writing.
- iv. Only those centres approved to provide periodic training are entitled to advertise their training provision as 'approved for Driver CPC'. Only approved centres are entitled to use the Driver CPC logo. The Driver CPC logo guidelines are available on the website **www.drivercpc-periodictraining.org**
- v. Training centres must provide details of a named person who is responsible for this application. This named person should hold the position of the chief executive/ person of comparable status of the training centre seeking approval.
- vi. The chief executive (or person of comparable status) of the training centre seeking approval must sign this application signifying his/her acceptance of these terms and conditions on behalf of the training centre. Applications for approval must be made in writing using the application form.
- vii. Training centres must have a specified business address, where training records are kept securely and for a period of at least six years.
- viii. Training centres must provide a single named contact whom JAUPT should contact in relation to this application.
- ix. Training centres may operate more than one site. Each site must have a separate specified address. PO boxes are not acceptable for this purpose.
- x. Where training centres operate at more than one location, the approved centre must ensure that all terms and conditions are met at each location. If any irregularities are identified at any site, the competent authority may remove or suspend the approval status of the training centre and its sites.
- xi. On request, training centres must advise JAUPT of any training course scheduled for delivery. The name of the course and the trainer who will deliver the training should be provided.
- xii. Only courses that have been approved by JAUPT count towards periodic training and must be delivered in accordance with the course approval.
- xiii. The content of courses must be relevant to the syllabus as listed in Annex 2.
- xiv. Training centres must have sufficient IT capability to enable them to access and update the Driver CPC recording & evidencing (R&E) database via a secure website. Fees associated with this process must be paid by credit/debit card or (by prior arrangement with DSA) via a pre-funded account.

NOTE: Details of how to set up a pre-funded account are available via **www.businesslink.gov.uk/cpctrain** where guidance, application forms and terms and conditions can be downloaded.

- xv. Training centres must update the Driver CPC R&E database on courses delivered within five working days of the end date of the course.
- xvi. Training centres must have adequate procedures in place to monitor and securely manage user names and passwords for the Driver CPC R&E database. If any irregularities are identified at any site, the competent authority may remove or suspend the approval status of the training centre and its sites.
- xvii. Training centres must, on completion of a course, issue all drivers with proof of attendance which details the amount of periodic training received during the course. Any fraudulence could result in the removal of approval status of the training centre.

7 TERMS AND CONDITIONS FOR CENTRE AND COURSE APPROVAL

- xviii. All attendees must complete the course during its period of approval in order for that training to be counted for periodic training purposes.
- xix. If a training centre applies to have a course re-approved within a five-year period of its initial approval period, the course will be subject to the re-approval process.
- xx. If a course approval is allowed to lapse for a period of five years or more, it will be necessary for the training centre to make a new application for approval.
- xxi. The annual course re-approval should take place at least one month before the course expiry date in order for the course to retain its approved status. A reminder will be sent out by JAAPT 60 days before the expiry date of the course to be re-approved.
- xxii. The competent authority or his/her representative reserves the right to visit an approved training centre at any reasonable time without prior notice.
- xxiii. As part of any audit visit, the competent authority or his/her representative shall be entitled to observe any approved training course.
- xxiv. Training centres must maintain an up-to-date list of all trainers engaged to deliver training at each centre. This should be supported by documentary evidence of the trainer's appropriateness to deliver periodic training (including details of those trainers no longer employed). The training centre should maintain records of the courses which each trainer can deliver at each centre. Records should be retained for a period of at least six years.
- xxv. Training centres must continuously hold the appropriate insurance cover for their business.
- xxvi. Each vehicle used for training must have a current MOT (where applicable), valid insurance and be covered by an appropriate maintenance schedule.
- xxvii. All appropriate policies, as identified in Annex 3, section D, must be in place.
- xxviii. Training centres using premises provided by others (eg customers) for training must ensure the training environment – including premises, resources, equipment etc – meets requirements. Trainers should ensure, ahead of the training delivery, that all Directive requirements can be met.
- xxix. Training centres must carry out identity checks in order to verify the identity of each participant on a course. These checks must be carried out before the course commences. This requires a visual check of an acceptable form of identification of either a photo card and counterpart driving licence or a valid passport or valid identity card (issued under the Identity Cards Act 2006) and 'old style' paper driving licence.
- xxx. Training centres must put in place an auditable process to ensure and confirm, within reason, the identity of the person attending the training course. Failure to have such a process could lead to removal or suspension of their approved status.
- xxxi. Training centres must ensure that any person driving a vehicle as part of a practical training exercise has an appropriate licence authorising him/her to drive a motor vehicle of a class included in the category in respect of which the practical training is to be delivered.

ANNEX 1 EXTRACTS FROM DIRECTIVE 2003/59/EC OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL

15 July 2003 on the initial qualification and periodic training of drivers of certain road vehicles for the carriage of goods or passengers, amending Council Regulation (EEC) No 3820/85 and Council Directive 91/439/EEC and repealing Council Directive 76/914/EEC

1.1 | CPC certifying the initial qualification

CPC awarded on the basis of tests

In accordance with Article 3(1)(a)(ii), Member States shall require trainee drivers to pass the theoretical and practical tests referred to in section 2(2.2) of Annex I to the Article. These tests shall be organised by the Member States' Competent Authorities or an entity designated by them and shall serve to check whether, for all the aforementioned subjects, the trainee driver has the level of knowledge required in section 1 of Annex I of said Article. The said authorities or entities shall supervise the tests and, upon successful completion, issue the driver with a CPC certifying an initial qualification.

1.2 | Periodic training

Periodic training shall consist of training to enable holders of a CPC, as referred to in Article 6 and the drivers referred to in Article 4, to update the knowledge which is essential for their work, with specific emphasis on road safety and the rationalisation of fuel consumption. This training shall be organised by an approved training centre, in keeping with section 5 of Annex I to the Article. If a driver moves to another undertaking, the periodic training already undergone must be taken into account. Periodic training shall be designed to expand on, and to revise, some of the subjects referred in section 1 of Annex I to the Article.

1.3 | Approval of periodic training

The training centres taking part in periodic training must be approved by the Member States' Competent Authorities. Approval may be given only in response to a written application. The application must be accompanied by documents including:

- a suitable qualification and training programme specifying the subjects taught and setting out the proposed implementing plan and teaching methods
- the instructors' qualifications and fields of activity
- information about the premises where the courses are given, the teaching materials, the resources made available for the practical work, and the vehicle fleet used
- the conditions regarding participation in the courses (number of participants).

The competent authority must give approval in writing subject to the following conditions:

- the training must be given in accordance with the documents accompanying the application
- the competent authority must be entitled to send authorised persons to assist in the training courses of the approved centres, and must be entitled to monitor such centres, with regard to the resources used and the proper running of the training courses and tests
- the approval may be withdrawn or suspended if the conditions of approval are no longer complied with. The approved centre must guarantee that the instructors have a sound knowledge of the most recent regulations and training requirements. As part of a specific selection procedure, the instructors must provide certification showing knowledge of both the subject material and teaching methods. As regards the practical part of the training, instructors must provide certification of experience as professional drivers or similar driving experience, such as that of driving instructors for heavy vehicles. The programme of instruction must be in accordance with the approval and must cover the subjects in the list in section 1.

ANNEX 2

THE SYLLABUS ACCORDING TO THE DIRECTIVE

List of subjects

The knowledge to be taken into account by Member States when establishing the driver's initial qualification and periodic training must include some of the subjects in this list. Trainee drivers must reach the level of knowledge and practical competence necessary to drive, in all safety, vehicles of the relevant licence category.

The minimum level of knowledge may not be less than level 2 of the training-level structure provided for in Annex I to Decision 85/368/EEC11, ie the level reached during compulsory education, supplemented by professional training.

2.1. | **Advanced training in rational driving based on safety regulations**

All licences

- 2.1.1 Objective: to know the characteristics of the transmission system in order to make the best possible use of it:
- curves relating to torque, power, and specific consumption of an engine; area of optimum use of revolution counter; gearbox-ratio cover diagrams.
- 2.1.2 Objective: to know the technical characteristics and operation of the safety controls in order to control the vehicle, minimise wear and tear and prevent disfunctioning:
- specific features of hydraulic vacuum servobrake circuit; limits to the use of brakes and retarder; combined use of brakes and retarder; making better use of speed and gear ratio; making use of vehicle inertia; using ways of slowing down and braking on downhill stretches; action in the event of failure.
- 2.1.3 Objective: ability to optimise fuel consumption:
- optimisation of fuel consumption by applying know-how as regards points 2.1 and 2.2.

Licences C, C+E, C1, C1+E

- 2.1.4 Objective: ability to load the vehicle with due regard for safety rules and proper vehicle use:
- forces affecting vehicles in motion; use of gearbox ratios according to vehicle load and road profile; calculation of payload of vehicle or assembly; calculation of total volume; load distribution; consequences of overloading the axle; vehicle stability and centre of gravity; types of packaging and pallets; main categories of goods needing securing; clamping and securing techniques; use of securing straps; checking of securing devices; use of handling equipment; placing and removal of tarpaulins.

Licences D, D+E, D1, D1+E

- 2.1.5 Objective: ability to ensure passenger comfort and safety:
- adjusting longitudinal and sideways movements, road sharing, position on the road, smooth braking, overhang operation, using specific infrastructures (public areas, dedicated lanes), managing conflicts between safe driving and other roles as a driver, interacting with passengers, peculiarities of certain groups of passengers (disabled persons, children).
- 2.1.6 Objective: ability to load the vehicle with due regard for safety rules and proper vehicle use:
- forces affecting vehicles in motion; use of gearbox-ratios according to vehicle load and road profile; calculation of payload of vehicle or assembly; load distribution; consequences of overloading the axle; vehicle stability and centre of gravity.

2.2 | **Application of regulations**

All licences

- 2.2.1 Objective: to know the social environment of road transport and the rules governing it:
- maximum working periods specific to the transport industry; principles, application and consequences of Regulations (EEC) No 3820/85 and (EEC) No 3821/85; penalties for failure to use, improper use of and tampering with the tachograph; knowledge of the social environment of road transport; rights and duties of drivers as regards initial qualification and periodic training.

ANNEX 2

THE SYLLABUS ACCORDING TO THE DIRECTIVE

Licences C, C+E, C1, C1+E

- 2.2.2 Objective: to know the regulations governing the carriage of goods:
- transport operating licences; obligations under standard contracts for the carriage of goods; drafting of documents which form the transport contract; international transport permits; obligations under the Convention on the Contract for the International Carriage of Goods by Road; drafting of the international consignment note; crossing borders; freight forwarders; special documents accompanying goods.

Licences D, D+E, D1, D1+E

- 2.2.3 Objective: to know the regulations governing the carriage of passengers:
- carriage of specific groups of passengers; safety equipment on board buses; safety belts; vehicle load.

2.3 | Health, road and environmental safety, service, logistics

All licences

- 2.3.1 Objective: to make drivers aware of the risks of the road and of accidents at work:
- types of accidents at work in the transport sector; road accident statistics; involvement of lorries/coaches; human, material and financial consequences.
- 2.3.2 Objective: ability to prevent criminality and trafficking in illegal immigrants:
- general information; implications for drivers; preventive measures; check list; legislation on transport operator liability.
- 2.3.3 Objective: ability to prevent physical risks:
- ergonomic principles; movements and postures which pose a risk; physical fitness; handling exercises; personal protection.
- 2.3.4 Objective: awareness of the importance of physical and mental ability:
- principles of healthy, balanced eating; effects of alcohol, drugs or any other substance likely to affect behaviour; symptoms, causes, effects of fatigue and stress; fundamental role of the basic work/rest cycle.
- 2.3.5 Objective: ability to assess emergency situations:
- behaviour in an emergency situation; assessment of the situation; avoiding complications of an accident; summoning assistance; assisting casualties and giving first aid; reaction in the event of fire; evacuation of occupants of a lorry/bus passengers; ensuring the safety of all passengers; reaction in the event of aggression; basic principles for the drafting of an accident report.
- 2.3.6 Objective: ability to adopt behaviour to help enhance the image of the company:
- behaviour of the driver and company image; importance for the company of the standard of service provided by the driver; the roles of the driver; people with whom the driver will be dealing; vehicle maintenance; work organisation; commercial and financial effects of a dispute.

Licences C, C+E, C1, C1+E

- 2.3.7 Objective: to know the economic environment of road haulage and the organisation of the market:
- road transport in relation to other modes of transport (competition, shippers); different road transport activities (transport for hire or reward, own account, auxiliary transport activities); organisation of the main types of transport company and auxiliary transport activities; different transport specialisations (road tanker, controlled temperature, etc); changes in the industry (diversification of services provided, rail-road, subcontracting, etc).

Licences D, D+E, D1, D1+E

- 2.3.8 Objective: to know the economic environment of the carriage of passengers by road and the organisation of the market:
- carriage of passengers by road in relation to other modes of passenger transport (rail, private car); different activities involving the carriage of passengers by road; crossing borders (international transport); organisation of the main types of companies for the carriage of passengers by road.

ANNEX 3 APPLICATION FOR TRAINING CENTRE APPROVAL

Explanatory note (please read before completing this part of this form)

Only training centres that have been approved by the Joint Approvals Unit for Periodic Training (JAUPT) on behalf of the competent authority are able to deliver periodic training.

JAUPT, on behalf of the competent authority, will consider written applications from training centres and employers (acting as training providers) on the form below, subject to the terms and conditions as shown in section seven. If all conditions are satisfied, approval will be granted for a period of five years, subject to continued compliance with the terms and conditions.

Once an application form and payment have been received, JAUPT will acknowledge receipt in writing. JAUPT will then consider the application and, providing it is complete and valid, will communicate a decision in writing to the applicant organisation within 15 working days. If further information is required to complete the application, JAUPT will request this information from the applicant organisation and will then communicate a decision in writing to the applicant organisation within 15 working days of the receipt of the additional information.

If approval is refused, JAUPT will state the reasons for refusal, and the applicant organisation can re-apply as soon as the reasons for the refusal have been rectified.

This form should be completed and sent via email to enquiries@drivercpc-periodictraining.org or alternatively in hard copy form to the address below. Payment of the current fee will be accepted by cheque (made payable to DSA), postal order, and credit/debit card. Please ensure you have completed the method of payment details on the form. Please note that approval cannot take place until the payment has been received.

The Joint Approvals Unit for Periodic Training

12 Warren Yard, Warren Farm Office Village, Milton Keynes, MK12 5NW.

T: 0844 800 4184

Any queries should be directed to enquiries@drivercpc-periodictraining.org

ANNEX 3 APPLICATION FOR TRAINING CENTRE APPROVAL

The organisation

Name of centre

Centre address
(correspondence address)

Postcode

Registered name of the organisation
(if different from above)

Registered address
(if different from above)

Postcode

Centre tel. number

Name of the person responsible for this application

(Please see condition v)

Email address

Position

(Please see conditions v and vi)

Name of person to contact in relation to this application

(Please see condition vii)

Email address

Nature of business

- Employer with in-house training
- Training provider with own premises
- Training provider intending to use a range of premises
- Employer provider intending to use a range of premises
- Employer offering training to third parties
- Consortium lead
- Other – please specify

Number of employees:
(if a consortium, state number of employees across all members)

<10 11-99 100-249 250+

Sector(s) to which you intend to deliver:

LGV PCV LGV & PCV

ANNEX 3 APPLICATION FOR TRAINING CENTRE APPROVAL

Approvals you already hold for training/assessing
(Please include evidence of these approvals)

1. Kitemarks or standards you already hold (eg. IIP, ISO, TQS, Customer First)

2. Do you currently deliver publicly funded training? YES NO
 If YES, have you been inspected by OFSTED/ALI YES NO
 If YES, what grades were you given for 1. Leadership & Management
 2. Logistics/Passenger Transport

3. Do any of your employees have delegated examiner status with the DSA? YES NO

4. Are any of your instructors registered on the DSA voluntary register for LGV Instructors? YES NO

5. Are any of your instructors registered on the GoSkills voluntary register for PCV Instructors? YES NO

6. Any other approvals you hold (please list)

Any relevant courses currently being delivered:

Course title	Directive syllabus reference

The infrastructure

General requirements

Before completing this section, please read the conditions attached to this form.
Please be aware that the information you provide may be subject to scrutiny at any time.

NOTE: If you are a consortium lead, you are confirming that all consortium members are complying with the requirements below.

Please confirm that you have:

	YES	NO
A Suitable premises for:		
Delivering training	<input type="checkbox"/>	<input type="checkbox"/>
Storing training records	<input type="checkbox"/>	<input type="checkbox"/>
Administration	<input type="checkbox"/>	<input type="checkbox"/>
B Sufficient resources for training:		
Teaching aids	<input type="checkbox"/>	<input type="checkbox"/>
Materials	<input type="checkbox"/>	<input type="checkbox"/>
Equipment	<input type="checkbox"/>	<input type="checkbox"/>
C The appropriate vehicles for delivering in-cab training (if relevant)	<input type="checkbox"/>	<input type="checkbox"/>

(All vehicles used in this training must be suitably insured, maintained and hold a current MOT, where applicable. You may be asked to verify this at any time.)

ANNEX 3 APPLICATION FOR TRAINING CENTRE APPROVAL

Please confirm that you have:

		YES	NO
D Policies for:	Quality assurance	<input type="checkbox"/>	<input type="checkbox"/>
	Equal opportunities	<input type="checkbox"/>	<input type="checkbox"/>
	Health and safety	<input type="checkbox"/>	<input type="checkbox"/>
	Trainer standards/development	<input type="checkbox"/>	<input type="checkbox"/>
	Data protection	<input type="checkbox"/>	<input type="checkbox"/>
E Administration staff:	Accountable for completing procedures for periodic training	<input type="checkbox"/>	<input type="checkbox"/>
	Procedures	<input type="checkbox"/>	<input type="checkbox"/>
	IT systems	<input type="checkbox"/>	<input type="checkbox"/>
F Procedures for dealing with complaints and refunds		<input type="checkbox"/>	<input type="checkbox"/>

Training sites

Number of proposed sites for delivering training

If you have more than one site please include, on a separate page, a full list with addresses in accordance with condition ix. Please note: JAUPT will communicate only with the contact person listed in the application.

You must have the processes and quality assurance in place to maintain a consistent standard across all trainers, sites and courses delivered. Please give details in the box below of how this will be achieved.

Courses

If known, please list the courses you intend to deliver and the part of the syllabus they cover. This list can be changed or added to at any time.

(NOTE: each specific course must be approved by submitting a separate Course Approval Application form.)

Course title	Directive syllabus reference

Appropriate trainers

Please provide a list of the trainers you intend to use to deliver these courses. Centres are required to keep comprehensive and up-to-date records of the trainers they employ in order to demonstrate that they use only appropriately qualified trainers to deliver periodic training. A comprehensive list of trainers and evidence of their qualifications/experience will be required with each course approval application.

ANNEX 3

APPLICATION FOR TRAINING CENTRE APPROVAL

Please tick to confirm that you have read the terms and conditions in section seven and that the information supplied in this document is true to the best of your knowledge.

Print name

(person responsible
for this application)

Position in company

Date

Please tick to confirm that you agree to allow JAUPT to pass the details of this centre on to the Driving Standards Agency (GB)/ Driver & Vehicle Agency (NI), *GoSkills* and Skills for Logistics.

The DSA (Driving Standards Agency)/DVA (Driver & Vehicle Agency) would also like to contact you to keep you informed of the latest developments within Driver CPC, including forwarding copies of their magazine 'Despatch'.

Please tick one of the following boxes to confirm whether you are happy for information on this form to be used for contact purposes:

Yes I agree to being contacted by DSA/DVA

I do not wish to be contacted by DSA/DVA

My email address is:

Please tick one of the following boxes to confirm if you would like this centre publicised on the JAUPT website (www.drivercpc-periodictraining.org)

Yes, I would like this centre publicised

No, I would not like this centre publicised

If you have indicated that you would like your centre publicised please tick the regions of the country that apply.

East Midlands	<input type="checkbox"/>	North West	<input type="checkbox"/>	South West	<input type="checkbox"/>
East of England	<input type="checkbox"/>	Northern Ireland	<input type="checkbox"/>	Wales	<input type="checkbox"/>
London	<input type="checkbox"/>	Scotland	<input type="checkbox"/>	West Midlands	<input type="checkbox"/>
North East	<input type="checkbox"/>	South East	<input type="checkbox"/>	Yorkshire & Humber	<input type="checkbox"/>
All	<input type="checkbox"/>				

Method of payment

Cheque/PO enclosed

I wish to pay by credit/debit card.

(JAUPT will contact you for payment by telephone)

Have you included the following?

Quality assurance statement (see training sites section)

ANNEX 4 APPLICATION FOR COURSE APPROVAL

Explanatory note (please read before completing this part of this form).

Only courses approved by the Joint Approvals Unit for Periodic Training (JAUPT) on behalf of the competent authority can be counted as periodic training.

For more information course content and length of course please refer to sections 4.1 and 4.2.

JAUPT on behalf of the competent authority will consider written applications from training providers and employers acting as training providers. Applications should be made on the following form and are subject to the terms and conditions listed in section seven of this guide. If all conditions are satisfied, approval will be granted for a period of one year, subject to continued compliance with the terms and conditions.

Once an application form has been received, JAUPT will acknowledge receipt in writing. The approvals unit will then consider the application and, providing it is complete and valid, will communicate a decision in writing to the applicant organisation within 15 working days. If further information is required to complete the application, JAUPT will request this information from the applicant organisation and will then communicate a decision in writing to the applicant organisation within 15 working days. If approval is refused, JAUPT will state the reasons for refusal, and the applicant organisation can re-apply as soon as they feel the reasons for the refusal have been rectified.

ANNEX 4

APPLICATION FOR COURSE APPROVAL

This form should be completed and sent via email to enquiries@drivercpc-periodictraining.org or alternatively in hard copy form to the address below. Payment of the current fee will be accepted by cheque (made payable to DSA), postal order, and credit/debit card. Please ensure you have completed the method of payment details on the form. Please note that approval cannot take place until the payment has been received.

The Joint Approvals Unit for Periodic Training

12 Warren Yard | Warren Farm Office Village | Milton Keynes | MK12 5NW

T 0844 800 4184

Any queries should be directed to enquiries@drivercpc-periodictraining.org

Name of approved training centre

Centre reference (As allocated by JAUPT)

- Syllabus area of the course
- 1. Advanced training in rational driving based on safety regulations
 - 2. Application of regulations
 - 3. Health, road and environmental safety, service, logistics

Subject area of the course (tick all applicable)

- Legislation (including tachographs, driver hours)
- Vehicle systems
- Safe and fuel-efficient driving
- Health, safety & emergencies
- Driving skills
- Vehicle loading/unloading
- Vehicle checks
- Industry environment
- Carriage of dangerous goods
- First aid
- Disability awareness
- Professional driver/company issues
- Customer service
- Personal health and wellbeing

Proposed start date for course

(NB If approval is granted prior to the proposed date the course approval will commence from the proposed date)

Sector(s) this course is to be delivered to: PCV LGV PCV & LGV

Please note that approval will only be given for the sector specified.

Title of course

Aims of course

Length of the course (hours)

Maximum number of drivers per course

ANNEX 4 APPLICATION FOR COURSE APPROVAL

Evaluation method (state how you intend to measure the effectiveness of this course).

Trainer information

Name of trainer/instructor

Please complete this form for each trainer. Please attach copies of evidence for each trainer that confirms his or her qualifications/experience in both training and subject knowledge (please note CV's are not sufficient).

List evidence you have <u>attached</u> to show the trainer's knowledge qualifications/experience	List evidence you have <u>attached</u> to show the trainer's training qualifications/experience

EXPLANATORY NOTE (please read before completing this part of this form).

Trainer's qualifications and/or experience – the directive requires that each trainer is suitably qualified in the subject area(s) they are proposing to deliver.

Trainers will be expected to present evidence of knowledge in the relevant subject area and also evidence of expertise in training/training techniques.

Evidence will take the form of:

Training

- an appropriate training qualification OR
- a certificate of experience from an employer or customer that can evidence expertise in delivering training (see Annex 8)

AND

Knowledge

- an appropriate qualification in the relevant subject OR
- a certificate of knowledge from an employer or customer that can evidence expertise in the subject being delivered (see Annex 9).

NOTE: In some instances the same qualification/certificate may provide evidence of both subject knowledge and training experience, eg the DSA Registered LGV Instructor Certificate or the Driving Instructor NVQ.

Please note: Those trainers delivering practical driver training must have held the appropriate driving licence for at least three years to comply with the accompanying driver rules, and meet one of the above criteria.

Course layout

Name of course

Please complete this course layout form for of the course you are submitting for approval. An example is given in Annex 6. This should also include all planned breaks shown in minutes. Please note only actual training time counts towards periodic training – breaks, ID check etc must be excluded from the training time. If there is insufficient space on the form please continue on a separate sheet of paper. If there is insufficient space on the form please continue on a course layout continuation sheet.

Timings (minutes)	Content	Delivery method	Resources/ location	References to syllabus (see Annex 2)	Name of trainer(s)/instructor(s)

ANNEX 4 APPLICATION FOR COURSE APPROVAL

Please tick to confirm that you have read the terms and conditions in section seven and that the information supplied in this document is true to the best of your knowledge.

Print name	<input type="text"/>
Position in company	<input type="text"/>
Date	<input type="text"/>

Please tick one of the following boxes to confirm if you would like this course publicised on the JAUPT website (www.drivercpc-periodictraining.org).

- Yes, I would like this course publicised.
 No, I would not like this course publicised.

Method of payment

- Cheque/PO enclosed
I wish to pay by credit/debit card.
(JAUPT will contact you for payment by telephone)

Have you included the following?

- Evidence of trainer qualifications/experience (see trainer information section)
Course layout including timings in minutes
If you are submitting a modular course, you must include an Annex 4 course application for the modular course (excluding course layout) plus an Annex 4 course application for each 3.5-hour module.

ANNEX 5 APPLICATION FOR COURSE RE-APPROVAL

Explanatory note (please read before completing this part of this form).

JAUPT will send out course re-approval reminders to all approved centres approximately 60 days prior to expiration. It will consider written re-approval applications from approved centres and employers on behalf of the competent authority on the following form, subject to the terms and conditions listed at the end of this document. If all conditions are satisfied, re-approval will be granted for a period of one year, subject to continued compliance with the terms and conditions.

Once an application form has been received, JAUPT will acknowledge receipt in writing. The approvals unit will then consider the application and, providing it is complete and valid, will communicate a decision in writing to the applicant organisation within 15 working days. If further information is required to complete the application, JAUPT will request this information from the applicant organisation and will then communicate a decision in writing to the applicant organisation within 15 working days. If approval is refused, JAUPT will state the reasons for refusal, and the applicant organisation can re-apply as soon as they feel the reasons for the refusal have been rectified.

Please complete the following application form if you are applying to have an existing course re-approved.

Please note that the course must be current and must have been approved within the last five years.

ANNEX 5

APPLICATION FOR COURSE RE-APPROVAL

This form should be completed and sent via email to enquiries@drivercpc-periodictraining.org or alternatively in hard copy form to the address below. Payment of the current fee will be accepted by cheque (made payable to DSA), postal order, and credit/debit card. Please ensure you have completed the method of payment details on the form. Please note that approval cannot take place until the payment has been received.

The Joint Approvals Unit for Periodic Training

12 Warren Yard | Warren Farm Office Village | Milton Keynes | MK12 5NW

T 0844 800 4184

Any queries should be directed to enquiries@drivercpc-periodictraining.org

Name of approved training centre

Centre reference
(As allocated by JAUPT)

Title of course

Course reference
(As allocated by JAUPT)

Last approval date for course

Sector(s) to which this course is to be delivered PCV LGV PCV & LGV

Subject area of the course (tick all applicable)

- Regulations/legislation (including tachographs, driver hours)
- Vehicle systems
- Safe and fuel-efficient driving
- Health, safety & emergencies
- Driving skills
- Vehicle loading/unloading
- Vehicle checks
- Industry environment
- Carriage of dangerous goods
- First aid
- Disability awareness
- Professional driver/company issues
- Customer service
- Personal health and wellbeing

Length of the course (hours)

Maximum number of drivers per course

How many times have your trainers delivered this course over the last 12 months?

How many PCV drivers have attended this course in the last 12 months?

How many LGV drivers have attended this course in the last 12 months?

ANNEX 5

APPLICATION FOR COURSE RE-APPROVAL

How has this course been evaluated?

How has the feedback from course evaluations been used to improve this course?

Have any changes been made to the course content and/or structure (e.g. timings)?

YES NO

If NO, please explain below why changes were not necessary.

TRAINERS

On the following page, please provide evidence that confirms the qualifications/ experience in both training and subject knowledge of this course for any trainers delivering this course whose details have not been previously submitted to JAAPT.

Please outline how consistent standards of delivery across all trainers have been maintained and monitored for this course over the past 12 months.

Trainer information

Name of trainer/instructor

Please complete this form for each trainer. Please attach copies of evidence for each trainer that confirms his or her qualifications/experience in both training and subject knowledge (please note CV's are not sufficient).

List evidence you have attached to show the trainer's knowledge qualifications/experience	List evidence you have attached to show the trainer's training qualifications/experience

Explanatory note (please read before completing this part of this form).

Trainer's qualifications and/or experience – the directive requires that each trainer is suitably qualified in the subject area(s) they are proposing to deliver.

Trainers will be expected to present evidence of knowledge in the relevant subject area and also evidence of expertise in training/training techniques.

Evidence will take the form of:

Training

- an appropriate training qualification OR
- a certificate of experience from an employer or customer that can evidence expertise in delivering training (see Annex 8)

AND

Knowledge

- an appropriate qualification in the relevant subject OR
- a certificate of knowledge from an employer or customer that can evidence expertise in the subject being delivered (see Annex 9).

NOTE: In some instances the same qualification/certificate may provide evidence of both subject knowledge and training experience, eg the DSA Registered LGV Instructor Certificate or the Driving Instructor NVQ.

Please note: Those trainers delivering practical driver training must have held the appropriate driving licence for at least three years to comply with the accompanying driver rules, and meet one of the above criteria.

Course layout

Name of course

Please complete an overview of the course you are submitting for re-approval. An example is given in Annex 6. This should also include all planned breaks shown in minutes. Only actual training time counts towards periodic training. If there is insufficient space on the form please continue on a course layout continuation sheet.

Timings (minutes)	Content	Delivery method	Resources/ location	References to syllabus (see Annex 2)	Name of trainer/instructor

ANNEX 5 APPLICATION FOR COURSE RE-APPROVAL

Please tick to confirm that you have read the terms and conditions in section seven and that the information supplied in this document is true to the best of your knowledge.

Print Name	<input type="text"/>
Position in Company	<input type="text"/>
Date	<input type="text"/>

Please tick one of the following boxes to confirm if you would like this course publicised on the JAUPT website (www.drivercpc-periodictraining.org).

Yes, I would like this course publicised.

No, I would not like this course publicised.

Method of payment

Cheque/PO enclosed

I wish to pay by credit/debit card.
(JAUPT will contact you for payment by telephone)

Have you included the following?

Evidence of qualifications/experience for trainers that have been added since the last course approval (see trainer information section)

Course layout including timings in minutes

If you are submitting a modular course, you must include an Annex 5 course application for the modular course (excluding course layout) plus an Annex 5 course application for each 3.5-hour module.

ANNEX 6 GUIDANCE ON COURSE LAYOUT

Please note: Whilst the Directive does not stipulate the precise content of each course, the matrix below suggests a method for completing the form for the guidance of providers. It is meant to be illustrative and none of the timings/ contents are prescriptive in any way.

Timings	Content	Delivery method	Resources/ location	References to syllabus (see Annex 1)
15 minutes	Welcome and introduction to course including aims of the course		Classroom	Cross reference subject within syllabus i.e. 1.1.1
30 minutes	Introduction to topic and relevance to the job	Explanation of the subject area Presentation Group discussion on key issues	Whiteboard video	
60 minutes	Driving techniques (details of what will be covered within this topic)	Video Illustration of key points with relevant case studies Interactive discussions	Video Presentation equipment Flipchart	
120 minutes	Driving techniques (details of what will be covered within this topic)	Practical demonstration Interactive and practical activity e.g. In-cab driving Summary of best practice	Vehicle Handouts for drivers to take away	
	Lunch (this cannot be included in the training time)			
120 minutes	Customer service (details of what will be covered within this topic)	Discussion on customer expectations Presentation of information including video Workshop activities Feedback from workshops Summary of best practice	Video Presentation equipment Flipchart Handouts for drivers to take away	
60 minutes	Disability awareness (details of what will be covered within this topic)	Presentation Discussion on issues for drivers Summary of best practice	Handouts for drivers to take away	
15 minutes	Course evaluation – what have the drivers learnt from the course?	Complete course evaluation/feedback	Driver feedback form	
Total time = 7 hours				

ID checks/administration and registration and any breaks including lunch cannot be included in the training time.

ANNEX 7 EXAMPLE OF DRIVER FEEDBACK FORM

Course

Date

Venue

Organisation of event	Requires Attention	Below Expectations	Acceptable	Good	Excellent
Location of venue	1	2	3	4	5
Suitability of training venue	1	2	3	4	5
Suitability of resources used	1	2	3	4	5
Accessibility (buses/train etc)	1	2	3	4	5
Lunch	1	2	3	4	5

Course Content	Requires Attention	Below Expectations	Acceptable	Good	Excellent
Subject 1	1	2	3	4	5
Subject 2	1	2	3	4	5
Subject 3	1	2	3	4	5
Subject 4	1	2	3	4	5
Subject 5	1	2	3	4	5

Trainers	Requires Attention	Below Expectations	Acceptable	Good	Excellent
Professional and experienced	1	2	3	4	5
Approachable/answered questions	1	2	3	4	5
Clear communicator	1	2	3	4	5
Engaging and interesting	1	2	3	4	5

Any other comments:

If you are prepared to give your name and contact details so we discuss your feedback in more detail please complete below:

Name

Email

Telephone

ANNEX 8 CERTIFICATE OF TRAINING EXPERIENCE

Confirmation of experience in training

This is to certify that

_____ (Name of trainer)

has experience of training in the following subject areas:

and that we, _____

(Name of customer/employer)

have used _____

(Name of trainer)

to train in these subject areas since _____ (date)

and are satisfied that his/her training techniques are professional and effective.

Centre number
of trainer
(if known)

Signed

Print name

Position

Company

Date

ANNEX 9 CERTIFICATE OF SUBJECT KNOWLEDGE

Confirmation of experience in subject knowledge

This is to certify that

(Name of trainer)

has demonstrated the required knowledge in the following subject areas:

and that we, _____

(Name of customer/employer)

are satisfied that he/she is competent in these subject areas.

Centre number
of trainer
(if known)

AC

Signed

Print name

Position

Company

Date

ANNEX 10

EXAMPLE OF RECORD OF COURSE ATTENDANCE

Driver CPC Periodic Training

Record of Course Attendance

I confirm that

<<Full name of driver>>

Driver number: <<Driving licence number>>

Has attended the following course

<<Name of course>>

<<Course approval number>>

Length: <<length of course>> hours

completed on the

<<Date course completed>>

at

<<Approved centre name>>

<<Centre approval number>>

on behalf of <<Approved centre name>>

ADD COMPANY
STAMP HERE

ADD COMPANY
LOGO HERE

ANNEX 11 THE CURRENT FEES

The fees

The current fees are:

Centre approval (for five year period)	£1500
Course approval (for 12 month period)	£36 per hour
Course approval for a course whose content has already been approved for another centre	£36 per hour
Course re-approval	£36 per hour
Data upload fee for training	£1.25 per hour per driver

Queries relating to centre or course fees should be directed to the Joint Approvals Unit for Periodic Training: enquiries@drivercpc-periodictraining.org

Queries relating to data upload fees should be directed to the Driving Standards Agency.

Please note all fees are VAT exempt.

ANNEX 12

GUIDANCE FOR CONSORTIA AND CONSORTIUM MEMBERS

Introduction

A consortium is an association or a combination of businesses and/or organisations intending to engage in a joint venture. JAUPPT will consider applications for approval that are submitted by a consortium for Driver CPC periodic training.

Prior to establishing, or committing to membership of a consortium, all parties within the consortium are strongly advised to read the following guidance and to note the requirements for operating within a consortium.

Applying as a consortium

The consortium, rather than the individual centres that make up the consortium, will be granted the approval – JAUPPT does not recognise any consortium member as holding individual approval and therefore only the name of the consortium and not the names of individual members will be recognised. JAUPPT will treat each consortium as one centre.

One business/organisation must act as consortium lead and is the point of contact for JAUPPT on all matters relating to the consortium.

Centre approval application (ref: annex 3 of the Guide to Periodic Training) will need to be submitted to JAUPPT by the consortium lead for consideration – including a list of all members' details. There are currently no rules governing the number of consortia members operating within an individual consortium.

Course approval application (ref: annex 4 of the Guide to Periodic Training) – all course submissions for all members must be made through the consortium lead.

Terms & conditions

All terms & conditions as detailed in the Guide to Periodic Training must be adhered to throughout the consortium. The Consortium Lead is responsible for ensuring this is managed and that all records are maintained centrally. However all consortium members are responsible for ensuring all terms & conditions, including policies and procedures, are adhered to.

As all consortium members are subject to audit all parties should be aware that if JAUPPT were to find any irregularities at any of the sites (consortium members), JAUPPT or the competent authority could remove or suspend the approval status of the whole consortium.

Cost

As JAUPPT will treat each consortium as single centre, only one centre approval fee is applicable. There is no additional cost for the approval of consortium members.

Administration

JAUPPT will treat each consortium as a single centre. However, this will require the consortium lead to take full responsibility for the administration of the consortium ensuring conformance to JAUPPT's consortium requirements. The consortium lead is responsible for coordinating information across all members and for keeping this information updated.

Each consortium member will need to ensure that accurate information is communicated and made available to the consortium lead on a regular basis.

Courses & evidence of attendance

All course approval/re-approval application submissions including queries on the courses must be made via the consortium lead. The consortium may decide to restrict some courses to one or more members of the consortium, enabling some members to maintain their own distinctiveness. However, courses, once approved will be shown as belonging to the consortium lead.

The consortium lead will be required to demonstrate how courses are evaluated and to hold evaluation information against all approved consortium periodic training courses. An overall evaluation method adopted by all members may need to be implemented.

As detailed in the terms and conditions all members must "on completion of a course issue drivers with evidence which details the amount of periodic training received during that course".

ANNEX 12

GUIDANCE FOR CONSORTIA AND CONSORTIUM MEMBERS

Trainers

The consortium lead is responsible for coordinating information on all trainers within the consortium and their appropriateness for delivering the approved consortium periodic training courses. The consortium lead must ensure that trainer information is accurately maintained and kept up-to-date.

The members are responsible for ensuring that this information and any changes regarding trainers are relayed to the consortium lead. This information, and its management, will be checked when the consortium is audited.

DSA Driver CPC recording & evidencing system

The consortium lead is responsible for managing the uploading all driver information to the DSA Driver CPC on-line recording & evidencing system and that all records are held and maintained centrally by the consortium lead. The consortium lead must also have in place a process for tracking the issue of log in details for consortium members to maintain the security of the recording & evidencing system.

Quality assurance audits

JAUPT will liaise with the consortium lead to request information to organise quality assurance audits. The lead centre will be expected to hold and provide JAUPT with information on all members, trainers, courses etc as requested.

The consortium lead and all members are subject to audit. JAUPT auditor will identify which site(s)/member(s) of the group will be audited.

All members of the consortium should be aware that if JAUPT were to find any irregularities at any one of the sites, JAUPT or the competent authority could suspend or revoke the approval status of the whole consortium.

For further information on the audit process you may visit our website:

<http://www.drivercpc-periodictraining.org/en/approved-centre-course-auditing>

Driver CPC logo use

The only Driver CPC logo to be used by members of a consortium must be the consortium lead's Driver CPC logo with the strap line stating 'JAUPT Approved Consortium AC00XXX'. It is the responsibility of the consortium lead to issue the logo and Driver CPC logo guidelines to all members and to ensure that these guidelines are adhered to. Individual use of the logo in isolation from the consortium is not permitted.

JAUPT website

The JAUPT website contains a full list of approved centres and the courses they offer. All DSA publications will direct employers and drivers to the JAUPT website as the main source of information on approved training centres and courses. The website enables operators/drivers to search for approved centres and courses at regional level.

As JAUPT will treat each consortium as an individual centre only the consortium lead's details will be published on the JAUPT website. Therefore, all enquires will be directed to the consortium lead, who will be responsible for directing these enquires to the appropriate member in a fair and transparent manner.

Contact us

For further queries regarding consortia please contact:

The Joint Approvals Unit for Periodic Training at enquires@drivercpc-periodictraining.org

Tel: 0844 800 4184

GLOSSARY OF TERMS

CPC	Certificate of Professional Competence
DSA	Driving Standards Agency (GB)
DVLA	Driver & Vehicle Licensing Agency (GB)
DVA	Driver & Vehicle Agency (NI)
DVLNI	Driver & Vehicle Licensing Northern Ireland (NI)
QCA	Qualifications & Curriculum Authority
JAUPT	Joint Approvals Unit for Periodic Training
LGV	Large goods vehicle
PCV	Passenger carrying vehicle
EU	European Union
Competent Authority	This is the Secretary of State for Transport in GB and the Department of the Environment in NI
Periodic Training	The 35hrs of training every 5 years required by the Driver CPC legislation
Contact time	Time with a trainer present, usually engaged in direct interaction
Ofqual	Office of the Qualifications & Examination Regulator

CONTACT DETAILS

If you require any further information about Periodic Training please contact:

JAUPT

Tel: 0844 800 4184

enquiries@drivercpc-periodictraining.org

www.drivercpc-periodictraining.org

For all other Driver CPC queries please contact

DSA

Tel: 0300 200 1122

customer.services@dsa.gsi.gov.uk

www.businesslink.gov.uk/cpc

Other stakeholder organisations:



FREIGHT TRANSPORT ASSOCIATION

