

The background of the cover is a collage of three images. The top image shows a long, straight road stretching into the distance under a blue sky. The middle image shows a man wearing a white hard hat and a purple shirt, looking directly at the camera. The bottom image shows a driver from behind, sitting in the driver's seat of a vehicle, looking out the windshield at a road. The entire collage is overlaid with a large, diagonal green and white graphic element that runs from the bottom left towards the top right.

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

Guide produced by:



This booklet provides guidance for those in the Large Goods Vehicles (LGV) and Passenger-Carrying Vehicles (PCV) sectors who are delivering, or intending to deliver, the Periodic Training aspects of the Driver Certificate of Professional Competence (Driver CPC), EU Directive 2003/59.

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, and the Driver & Vehicle Agency (DVA) is responsible for implementation in Northern Ireland. The Competent Authority for Driver CPC is the Secretary of State in GB and the Department of the Environment in NI.

WHAT IS DRIVER CPC?

The EU passed the Driver CPC EU Directive in 2003. This will 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 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 to ensure that they continue to be safe, courteous and fuel-efficient drivers.

This will also enable drivers to keep up-to-date with ever changing regulations and to benefit from training throughout their whole career.

This Directive became effective on 10 September 2008 for the PCV sector and will come into effect on 10 September 2009 for the LGV sector.

For further information on Periodic Training please contact the Joint Approvals Unit for Periodic Training advice line.

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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. It carries on throughout the professional driver's career, no matter how infrequently they drive.

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 Periodic Training 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 looked at during the approval process.

A course is a coherent programme of learning of at least seven hours. The seven hours excludes any breaks; 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 category D, D1, D+E or D1+E licence at 10 September 2008, will need to complete the 35 hours of periodic training before 10 September 2013, unless exempt (see 2.6). This also includes drivers who hold D1 entitlement by virtue of passing a car test pre-1997. After this, they will need to undertake a further 35 hours of training in every subsequent five-year period in order to retain their Driver CPC.

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 2.6). 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. After this, they will need 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 upon receipt of their Driver Qualification Card (DQC) 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. Periodic Training could include courses in subjects such as Disability Awareness, Tachograph Regulations and Safe and Fuel-Efficient Driving.

2.5 Drivers who hold both a PCV and LGV licence

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

Periodic Training must be completed in the country of employment or residence. Drivers from other countries, who are based in the UK, can undertake Periodic Training in the UK if residing here for longer than six months in a calendar year.

Training completed in another EU state, where employed or resident, will count towards Periodic Training in the UK.

2.7 Exemptions

The Driver CPC directive will not apply to the drivers of

- vehicles with a maximum authorised speed not exceeding 45 km/h
- vehicles used by or under the control of the armed forces, civil defence, the fire service and forces responsible for maintaining public order
- vehicles undergoing road tests for technical development, repair or maintenance purposes, or of new or rebuilt vehicles which have not yet been put into service
- vehicles used in states of emergency or assigned to rescue missions
- vehicles used in the course of driving lessons for any person wishing to obtain a driving licence or Driver CPC
- vehicles used for non-commercial carriage of passengers or goods for personal use
- vehicles 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 not necessarily exhaustive and 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?

Only a training centre approved by JAAPT can deliver Periodic Training. The Directive stipulates the requirements for approval and this is laid out in Annex 1 of this guide.

An approved centre is responsible for all training and all sites that operate under its approval. If an approved centre (including external sites/sub-centres) is deemed to be operating in an inappropriate manner, then approval will be revoked for the whole centre. Centres that are made up of a consortium of training providers or operators may have their approval revoked for the whole consortium if any of the members are deemed to be operating in an inappropriate manner.

Training providers who do not have their own training premises may still apply to be a training centre. Approved training centres that do not use 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 JAAPT.

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:

Adequate insurance cover

Applicants will need to provide proof that they have adequate 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 will need to 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. They must be able to transfer this information onto the central recording database within five working days of the training course.

Adequate infrastructure

Applicants will need to have the use of suitable premises, administration, equipment and resources to be able to deliver their approved course.

3 (continued)

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. This requires a visual check of an official form of Identification; either a passport and 'old style' paper driving licence, or photocard and counterpart driving licence.

Driver evidence of attendance

Training centres will be required to issue a receipt to each participant. This must confirm the date of attendance and the number and title of the course. This is to provide the driver with independent evidence of participation. Approved centres will be issued with an electronic template for this receipt, following centre approval; centres may use either the JAUPT format or their own version, as long as it shows the required information. An example of a Course Attendance Record Form is provided in Annex 10.

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, training providers should review the feedback from drivers attending the course and should also seek feedback from the operators who have purchased the course. Reviews should focus on the content of the course (i.e. did the course cover information that drivers and/or operators considered useful) and also the delivery (i.e. was the course pitched at the right level and delivered in a way that engaged the drivers). Providers 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 will need to be kept for inspection by the Joint Approvals Unit for Periodic Training.

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. A sample driver feedback form for completion by drivers is attached as Annex 7.

Employer feedback

This will be primarily monitored through driver feedback forms collected by the approved training centre in addition to the evaluation process detailed above.

Recording and inspection

Approved training centres will be required to maintain a full record of all training delivered so that JAUPT can verify:

- 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.

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 (continued)

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

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 will need to 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 type of organisation – e.g. an operator with in-house training, training provider, FE College.
- A list of approvals/accreditations (e.g. from awarding bodies) already held and courses already being delivered.

The infrastructure

- Details 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 criteria set down in the centre application form. A mobile classroom would also be acceptable as long as it meets the criteria. Records of all premises used for training and evidence of quality assurance checks will need to be retained by the centre for audit purposes.
- 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, an indication of the courses to be delivered will be requested. This is not a definitive list and additional courses can be added through the course approval process (see Section 4).

A searchable list of commercial approved courses for each training centre can be found on the JAUPT website (www.drivercpc-periodicttraining.org) and will enable prospective customers to seek and find providers delivering courses in their required subjects. Training Centres have the facility to publicise any courses they deliver on the JAUPT website.

Appropriate trainers

A list of the trainers to be used in course delivery is requested. Approved training centres will be required to keep evidence which demonstrates that the trainers they use to deliver approved training courses meet the requirements of the Directive. They must also make records available that show which trainer/instructor has been used to deliver a specific course when requested by JAUPT.

4

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

4.1 The content of the course

Approved training centres are responsible for developing and submitting courses. Courses should be developed in partnership with the LGV and PCV industries, based on the needs of the business and the drivers.

Content must be linked to the Directive syllabus (see Annex 2 of this Guide for the full syllabus). Individual courses do not have to cover the full content of the Directive syllabus but can focus on aspects of the syllabus as relevant e.g. 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 pitched at least to 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 (continued) WHAT IS THE PROCESS FOR COURSE APPROVAL AND RE-APPROVAL?

4.2 Information required when submitting a course for approval

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

- **The registered name of the training centre**
- **The title of the course** – this might cover just one subject e.g. First Aid, or two subjects e.g. Emergency Risk Assessment and Causes of Accidents.
- **Aims of the course** – this should state what the course is designed to achieve.
- **The length of the course** – courses must be at least seven hours in duration. Where courses are seven hours in duration, they can be divided into two parts, but the second part must start within 24 hours of the first part finishing. Please note that the total course length must be a full hour or half hour e.g. 7 hours or 7½ hours but not 7¼ hours.

Shorter modules can be submitted for approval as long as two of these modules can be combined to produce a seven hour course. For example, a centre could have four 3½hr modules (A B C D) that they want to deliver in any combination to make a 7 hr course (AB, CD, BC, AD, AC, BD). In this instance, the centre would need to obtain two approvals: one approval for all four modules together and one approval for another 'skeleton' course of 7 hrs (at no extra cost). The skeleton course could then contain any two of the four modules already approved within the longer course.

Where courses are over seven hours, but can be delivered in blocks of seven hours (i.e. course of 14, 21, 28, or 35 hours), the full course must be delivered within the year of approval.

NOTE: drivers must complete the full course for any of the hours to count towards Periodic Training e.g. if a driver completes only 28 hours of a 35 hour course, except in exceptional circumstances, none of the hours will count, as the full course has not been completed. The review of these exceptional circumstances will be at JAUPT's discretion.

Where courses are over seven hours but not divisible into blocks of seven hours (i.e. courses of 10 or 15 hours), the full course must be delivered over consecutive days and within the year of approval.

NOTE: drivers must complete the full course for any of the hours to count towards Periodic Training e.g. if a driver completes only 28 hours of a 35 hour course or seven hours of a 10 hour course, except in exceptional circumstances, none of the hours will count, as the full course has not been completed. The review of these exceptional circumstances will be at JAUPT's discretion.

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 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 9).

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 10).

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

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

Please note that JAAPT encourages continuous professional development for all trainers as this will benefit drivers and their employers.

- **The breakdown of course content** – This will require:
 - a statement of course objectives
 - a listing of the various components of the course
 - the length of time allocated to each component
 - reference to the relevant section of the Directive Syllabus
 - the method of training – this may 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).
- **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 make an adequate assessment of each driver's level of understanding of the subject(s) being delivered.
- **Publication of the course** – for those centres wishing to deliver training on a commercial basis, a list of commercial approved courses for each training centre will be available on the JAAPT website (www.drivercpc-periodicttraining.org) and will enable prospective customers to find providers delivering courses in their required area or subject. Those delivering training 'in-house' will not have their courses publicised.

4.3 Approval/Re-Approval of the course

Once the course has been approved, it will be allocated a unique number. In order to ensure that courses remain up-to-date and relevant, and are reviewed thoroughly at regular intervals, courses will remain valid for only 12 months. Once a course has expired it must be re-submitted to JAAPT before it can be delivered again as Periodic Training. If re-approval occurs within five years of the expiry date of the original approval, the course will be treated as a re-approval. If a course approval lapses for more than five years, the course will be treated as a new submission.

The course re-approval will require centres to demonstrate that they have assessed the course based on the results of course evaluations and have made any changes necessary to ensure the currency and quality of the course. Centres will also be required to provide updated information on the trainers who deliver the course and copies of feedback forms from drivers and employers on the quality of course delivery.

5 WHO WILL APPROVE TRAINING CENTRES AND COURSES?

5.1 The Joint Approvals Unit for Periodic Training (JAAPT)

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, that will 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 Joint Approvals Unit for Periodic Training. The Joint Approvals Unit 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 to deliver periodic training in GB will also be approved to deliver periodic training in NI.

The Joint Approvals Unit for Periodic Training is responsible for

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

5 (continued) WHO WILL APPROVE TRAINING CENTRES AND COURSES?

5.2 Quality Assurance

The approval for training centres will be for a period of five years. At any time during the five-year approval period, the Joint Approvals Unit for Periodic Training or the Competent Authority may ask to inspect any records, visit the training centre's premises and attend any approved course at any time.

The criteria for the renewal of approval for a further five years will be based on the record of the organisation. It will be a straightforward procedure for organisations who have maintained standards. However, if JAUPT suspects that terms and conditions have not been complied with, they reserve the right to investigate and, if necessary, ask the training centre to attend a hearing. Training centres will be considered for continued approval on the following criteria:

- **Driver feedback** – this will be primarily monitored through feedback forms collected by the training centre at the end of each course. It will also take into account any specific issues raised directly by the driver with the Joint Approvals Unit for Periodic Training. (The Driver feedback form is attached as Annex 7.)
- **Employer feedback** – this will be monitored through feedback collected during the inspection visits and through direct contact with employers.
- **Maintenance of accurate and current records**
- **Use of competent trainers** – JAUPT encourages continuous professional development for all trainers as this will benefit drivers and their employers.
- **Upholding other statutory conditions.**

5.3 Non-compliance with approval requirements

JAUPT, on behalf of the Competent Authority, will have the power to withdraw centre and course approval at any time, should activities become evident which are in contravention of the conditions.

5.4 Appeals process

In the event of any dispute in respect of decisions made by JAUPT, these should be first directed to the JAUPT Manager. If a dispute cannot be resolved at this stage then it will be escalated to the Chief Executive of the Driving Standards Agency (DSA) or the Chief Executive of the Driver & Vehicle Agency (DVA) in Northern Ireland. Appeals can be further escalated to the Transport Tribunal. Please see www.transporttribunal.gov.uk for details of how to proceed with an appeal.

5.5 Auditing

All approved training centres and courses are subject to audit by JAUPT and the Competent Authority.

Centre and course auditing will start from 10th September 2008 for PCV centres and 10th September 2009 for LGV centres. All centres will receive at least one visit within the five-year approval period.

Centres are risk-rated by JAUPT, based upon information submitted with the centre approval application. This rating takes into account qualifications held by the trainers and previous approvals held by the centre. The programme of audit visits will reflect the risk ratings allocated by JAUPT. Centres will be contacted prior to a JAUPT visit to arrange an appointment. The visit will include observation of an approved course and its trainers.

The audit visit will involve the actions listed below.

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 H&S, trainer CPD, QA, Equal Opportunities, data protection, vehicle documentation (if appropriate).
2. Review of the general management of the centre, including procedures for identity checking of drivers, use of the central driver recording database, use of course evaluations and quality assurance (including systems to manage any multi-site delivery).
3. Discussion with the Driver CPC Course Administrator to go through the administration process for a specific course.

5 (continued) WHO WILL APPROVE TRAINING CENTRES AND COURSES?

4. Appraisal of the delivery of a course by sitting in on the course for at least two hours at the start or finish.
5. General discussion with the trainer about procedures, course delivery and staff training.

Once a visit has been completed, the auditor will submit a report to JAAPT. JAAPT will feed back the conclusions of the audit back to the centre for their review and comment .

If the audit visit requires further action on the part of the approved centre, this will be specified by JAAPT, and the centre will be given a deadline for any action to have been completed. Depending on the nature of the actions, a follow-up visit may be required.

The conclusions of the audit will then be used to further inform the risk rating given to the centre by JAAPT.

6 HOW WILL PERIODIC TRAINING HOURS BE MONITORED?

6.1 The DSA/DVLA in GB and DVA in NI

In GB a central record of training undertaken by drivers will be held by the DSA. This Driver Recording Database will inform the DVLA when a Driver Qualification Card should be issued and renewed. NI will use the same database as GB and DVLA will issue and renew the Driver Qualification Card, on completion of 35 hours of approved training.

6.2 The Driver

Drivers are responsible for ensuring that they have undertaken sufficient periodic training hours by the relevant date to maintain their Driver CPC. Drivers will have access to the driver recording database to check on their progress throughout the period.

6.3 The Employer

The employer must not cause or permit someone to drive professionally without a Driver CPC. Employers will be able to access the driver recording database with the permission of the driver.

6.4 Maintaining the Driver Record Database

Approved training centres will be required to record information on course attendees on the driver recording database. This information must be entered on the central database within five working days of a course taking place. This information will be submitted via the website www.businesslink.gov.uk/transport and will incur a fee that must be paid by credit/debit card at the time of data entry. When a centre is approved, DSA will send a letter that contains a unique code. This code, along with their centre number and some other details, will be required to log into the Driver Recording 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 will be issued when approval is given by JAAPT, and a downloadable copy is available on www.businesslink.gov.uk/transport

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 driver's 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 of 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, i.e. 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.

ANNEX 2
(continued)
**THE SYLLABUS
ACCORDING TO
THE DIRECTIVE**

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.

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.

ANNEX 2
(continued)
**THE SYLLABUS
ACCORDING TO
THE DIRECTIVE**

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

3.1 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 providers and employers on the form below, subject to the terms and conditions at the end of this document. 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 to the address below along with the fee of £1500. Payment will be accepted by cheque (made payable to DSA), postal order, and credit/debit card. If paying by credit/debit card please contact JAUPT to make the payment. Please note that approval cannot take place until the payment has been received.

Expiry Date

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

3.1 Application for Training Centre Approval

The Organisation

Registered name of the organisation

Registered address

 Postcode

Approved centre name

Approved centre address
(if different from
registered address)
 Postcode

Name of the person
responsible for this
application

Position
(Please see conditions iv and v)

Name of person to
contact in relation to this
application
(Please see condition vi)

Email address

Telephone number

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

Number of employees: <10 11 – 99 100 – 249 250 +

Sector(s) to which you Intend to deliver: LGV PCV LGV & PCV

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

1. Kitemarks or standards you already hold (e.g. IIP, ISO, 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

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

ANNEX 3
APPLICATION
FOR TRAINING
CENTRE
APPROVAL

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.

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.)			
D Policies for:	Quality assurance <input type="checkbox"/>	<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"/>

**ANNEX 3
APPLICATION
FOR TRAINING
CENTRE
APPROVAL**

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: JAAPT will communicate only with the contact person listed in the application.)

If you intend to deliver training at more than one site, you must have the processes and quality assurance in place to maintain a consistent standard across all sites. For approval to be granted you must give details of how this will be achieved. If you require further guidance please contact enquiries@drivercpc-periodictraining.org.

NOTE: As the Approved Training Centre you are responsible for maintaining standards across all training courses delivered and all sites. You are also responsible for updating the central driver database. If JAAPT were to find any irregularities at any of your sites, the Competent Authority could remove or suspend the approval status of the training centre, all of its sites and courses.

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

Terms and Conditions (Please read carefully).

- i If a training centre fails to comply with these terms and conditions, the Competent Authority may remove or suspend the approval status of the training centre with immediate effect.
- ii Only those centres approved for Periodic Training are entitled to advertise their training provision as approved for Driver CPC.
- iii Only those centres approved for Periodic Training are entitled to use the Driver CPC logo.
- iv Training centres must abide by the Terms and Conditions as stated in the Guide to Periodic Training.
- v Centres must provide the details of a named person who is responsible for this application. This must be the Principal of the establishment seeking approval.
- vi The Principal of the establishment seeking approval must sign this document signifying their acceptance of these Terms and Conditions on behalf of the training centre. Applications for approval must be made in writing using this application form.
- vii Centres must provide a single named contact whom JAUPT should contact in relation to this application.
- viii The Competent Authority reserves the right to revise these Terms and Conditions at any time with a minimum of three months notice given.
- ix Centres must have a specified business address, where training records are kept securely and for a period of at least six years, and a contact point, which will be made available to anyone looking for a provider via JAUPT's website or with a legitimate complaint. P.O. Boxes are not acceptable for use in the list of approved centres, but can be used as a trading address on letters etc.
- x Centres may operate more than one site and each site listed must have a specified address. P.O. Boxes are not acceptable.
- xi Where centres operate at more than one location, they must ensure that systems are in place to ensure that a consistent high standard is delivered across all locations.

NOTE: As the Approved Centre, you are responsible for maintaining standards across all sites and for updating the central driver database. If JAUPT were to find any irregularities at any of your sites, the Competent Authority could remove or suspend the approval status of the training centre and its sites.

- xii Centres must have sufficient IT capability to access and update the Driver Recording Database via a secure website. There will be a fee associated with this process which must be paid by credit/debit card.
- xiii Centres must, on completion of a course, issue all drivers with a receipt which details the amount of Periodic Training received during the course. Any fraudulent issue of these receipts could result in the removal of approval status of the training centre with immediate effect.
- xiv Centres must transfer information to the database on courses delivered within five working days of the date of the course.
- xv If a training centre fails in its attempt to become approved, it may re-apply as soon as it considers the reasons for the failure have been rectified.
- xvi The Competent Authority or his/her representative reserves the right to visit an approved training centre at any reasonable time without prior notice. Failure to comply with this could lead to removal from the list of approved centres.
- xvii As part of any audit visit, the Competent Authority or his/her representative shall be entitled to participate in any approved training course.
- xviii Centres must hold an up-to-date list of all trainers engaged in training in that centre, supported by documentary evidence of their appropriateness to deliver Periodic Training (including for new trainers and leavers). The courses which the trainer can deliver at each centre must be specified.
- xix Centres must continuously hold the appropriate insurance cover for their business.

ANNEX 3 APPLICATION FOR TRAINING CENTRE APPROVAL

- xx All vehicles used for training must have current MOTs and insurance and be covered by an appropriate maintenance schedule.
- xxi 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 procedure could lead to removal or suspension of their approved status.
- xxii All appropriate policies, as identified in section D above, must be in place.
- xxiii Training centres using the premises provided by others (e.g. customers) for training retain responsibility for the training environment including premises, resources, equipment etc. Trainers should ensure, ahead of the training delivery, that all Directive requirements can be met.
- xxiv Training centres must carry out identity checks in order to verify the identity of each participant on a course. This requires a visual check of an official form of identification of either a passport and 'old style' paper driving licence or photocard and counterpart driving licence.

I confirm that I have read the above terms and conditions and that the information supplied in this document is true to the best of my knowledge.

Signed (person responsible for this application)	<input type="text"/>
Print Name	<input type="text"/>
Position in Company	<input type="text"/>
Date	<input type="text"/>

- I confirm that I agree to allow JAAPT 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 JAAPT website (www.drivercpc-periodictraining.org).

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

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.

The content of each course must be pitched at a level at least equivalent to 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."

Courses must be at least seven hours in duration. Where courses are seven hours in duration, they can be divided into two equal parts, but the second part of the course must start within 24 hours of the first part finishing.

Shorter modules can be submitted for approval as long as two of these modules can be combined to produce a seven 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 seven hour course (AB, CD, BC, AD, AC, BD). In this instance, the centre would need to obtain two approvals: one approval for all four modules within one course and one approval for another 'skeleton' course of seven hours at no extra cost. The skeleton course could then contain any two of the four modules already approved within the longer course.

Where courses are over seven hours but can be delivered in blocks of seven hours (i.e. courses of 14, 21, 28 or 35 hours) the full course must be delivered within the year of approval. (Note: drivers must complete the full course for the hours to count towards Periodic Training e.g. if a driver completes only 28 hours of a 35 hour course, none of the hours will count, as the full course has not been completed).

Where courses are over seven hours but not divisible into blocks of seven hours (e.g. courses of 10 or 15 hours) the full course must be delivered over consecutive days and within the year of approval. (Note: drivers must complete the full course for the hours to count towards Periodic Training e.g. if a driver completes only seven hours of a 10 hour course, none of the hours will count, as the full course has not been completed).

JAUPT will consider written applications from training providers and employers on behalf of the Competent Authority on the form below, subject to the terms and conditions listed at the end of this document. 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 to the address below along with the appropriate fee. Payment will be accepted by cheque (made payable to DSA), postal order, and credit/debit card. If paying by credit/debit card please contact JAUPT to make the payment. 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

Number of Training Centre
(As allocated by JAUPT)

Subject Area of the course
(from the syllabus)

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

Proposed start date for course

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

Title of course

Aims of course

Length of the course (hours)

Number of drivers per course

Evaluation method (state briefly 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 evidence for each trainer that confirms his or her qualifications/experience in both training and subject knowledge

Courses to be delivered	List evidence attached to show the trainer's knowledge qualifications/experience	List evidence attached to show the trainer's training qualifications/experience

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

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 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 7)

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 10)

NOTE: In some instances the same qualification/certificate may provide evidence of both subject knowledge and training experience e.g. 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 approval. An example is given in Annex 4.

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

ANNEX 4 APPLICATION FOR COURSE APPROVAL

Terms and Conditions (Please read carefully).

- i If a training centre fails to comply with these terms and conditions the Competent Authority may remove or suspend the approval status of this course with immediate effect.
- ii On request, training centres must advise JAUPT, on behalf of the Competent Authority or his/her representative, of any training courses scheduled for delivery.
The name of the course and the trainer shall be provided (as a minimum).
- iii If a course fails to comply with these terms and conditions JAUPT, on behalf of the Competent Authority, may remove or suspend the approval status of the course with immediate effect.
- iv Only courses that have been approved by JAUPT count towards Periodic Training.
- v The content of courses must be relevant to the syllabus as listed in Annex 2.
- vi Only appropriately qualified/experienced trainers may deliver courses.
Centres must hold details of trainers delivering this course along with evidence of their appropriateness.
- vii Approved centres should update JAUPT with any changes to their course or the trainers delivering it.
- viii All attendees must complete the course before its approval expiry date in order for the hours to count towards Periodic Training.
- ix If re-approval occurs within a five-year period, then the course will undergo a review. If a course approval lapses for more than five years, then the approval process will begin again and the course will be treated as a new submission.
- x The annual course review should take place one month before the course expiry date to ensure continuity of training if the course is to remain current. A reminder will be sent out by JAUPT 60 days prior to the expiry date.

I can confirm that I have read the above terms and conditions and that the information supplied in this document is true to the best of my knowledge.

Signed

Print Name

Position in Company

Date

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.

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 with minimal changes and must have been approved within the last five years.

ANNEX 5 APPLICATION FOR COURSE RE-APPROVAL

This form should be completed and sent to the address below along with the appropriate fee. Payment will be accepted by cheque (made payable to DSA), postal order, and credit/debit card. If paying by credit/debit card please contact JAAPT to make the payment. Please note that re-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

Number of Training Centre
(As allocated by JAAPT)

Title of course

Course Number
(As allocated by JAAPT)

Last approval date for course

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

Length of the course (hours) (if different from last approval)

Number of drivers per course (if different from last approval)

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

How has this course been evaluated?

ANNEX 5
APPLICATION
FOR COURSE
RE-APPROVAL

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 YES, please provide a new course outline on the template contained within this application form.

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 all trainers delivering this course.

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 new each trainer. Please attach evidence for each trainer that confirms his or her qualifications/experience in both training and subject knowledge.

Courses to be delivered	List evidence attached to show the trainers knowledge qualifications/experience	List evidence attached to show the trainers training qualifications/experience

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

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 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 7)

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 10)

NOTE: In some instances the same qualification/certificate may provide evidence of both subject knowledge and training experience e.g. 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 5.

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

ANNEX 5
APPLICATION
FOR COURSE
RE-APPROVAL

Terms and Conditions (Please read carefully).

- i If a training centre fails to comply with these terms and conditions the Competent Authority may remove or suspend the approval status of this course with immediate effect.
- ii On request, training centres must advise JAAPT, on behalf of the Competent Authority or his/her representative, of any training courses scheduled for delivery.
The name of the course and the trainer shall be provided (as a minimum).
- iii If a course fails to comply with these terms and conditions JAAPT, on behalf of the Competent Authority, may remove or suspend the approval status of the course with immediate effect.
- iv Only courses that have been approved by JAAPT count towards Periodic Training.
- v The content of courses must be relevant to the syllabus as listed in Annex 2.
- vi Only appropriately qualified/experienced trainers may deliver courses.
Centres must hold details of trainers delivering this course along with evidence of their appropriateness.
- vii Approved centres should update JAAPT with any changes to their course or the trainers delivering it.
- viii All attendees must complete the course before its approval expiry date in order for the hours to count towards Periodic Training.
- ix If the course is re-submitted within a five-year period of its initial approval, the course will undergo the standard re-approval process. If the course approval lapses for more than five years, then the approval process will begin again and the course will be treated as a new submission.
- x The annual course review should take place one month before the course expiry date to ensure continuity of training if the course is to remain current. A reminder will be sent out by JAAPT 60 days prior to the expiry date.

I can confirm that I have read the above terms and conditions and that the information supplied in this document is true to the best of my knowledge.

Signed

Print Name

Position in Company

Date

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

Yes, I would like this course publicised

No, I would not like this course publicised

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	Video Illustration of key points with relevant case studies Interactive discussions	Video Presentation equipment Flipchart	
120 minutes	Driving techniques	Practical Demonstration Interactive and practical activity E.g. In-cab driving/ Summary of best practice	Vehicle Handouts for drivers to take away	
45 minutes	Lunch			
120 minutes	Customer Service	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	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				

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 (bus/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:

1

2

3

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.

Signed

Position

Company

Date

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

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:

1

2

3

and that we,

(Name of customer/employer)

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

Signed

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>>

ANNEX 11 THE CURRENT FEES

The Fees

The current fees are:

Centre Approval (per five-year period)	£1500
Course Approval	£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 as of 10 September 08	£1.25 per hour per driver

Queries relating to Centre or Course fees should be directed to the Joint Approvals Unit for Periodic Training.

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

GLOSSARY OF TERMS

CPC	Certificate of Professional Competence
DSA	Driving Standards Agency (GB)
DVLA	Driver & Vehicles 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 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

CONTACT DETAILS

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

JAUPT - 0844 800 4184

DSA – 0300 200 1122

enquiries@drivercpc-periodictraining.org

www.drivercpc-periodictraining.org

Other Stakeholder organisations:

