

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

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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)

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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.