

# ANNEX 5

## APPLICATION FOR COURSE RE-APPROVAL

**This form should be completed and sent via email to [enquiries@drivercpc-periodictraining.org](mailto: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](mailto: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?

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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

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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](http://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.