



Driver & Vehicle
Standards
Agency



Application for Driver CPC Course Approval

Section 1: Approved Centre Details

1.1 Name of approved centre:

1.2 Centre approval number (if known):

1.3 Proposed name of course:

1.4 Proposed approval start date:

Please note:

Complete and valid course applications will be processed within 15 working days, if the application requires additional information it will be 30 working days. Where we are unable to process an application due to it being incomplete or invalid (despite requesting additional information) within the 30-working day period, the application may be refused.

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

1.5 Has this course been previously approved?

Yes

No

If **Yes** - what was the course number?

CRS

If the course is modular how many
3.5-hour modules are you submitting?

A course is approved for 12 months, any training delivered before the approval start date or after the expiry date will not count towards Driver CPC.

JAUPT will send a courtesy reminder when the course is due to expire and a further notification once the course has expired. Once expired, the course cannot be delivered as periodic training.

Section 2: Course details

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

2.2 Training delivery: On Road / In Vehicle Yard / Outside Area
 Classroom

2.3 Is there an E-learning element to the course (Yes/No)
If yes, this should be included within the total length of the course below in 2.4

A 7-hour course can be split into two parts over two consecutive days i.e. equally into 3.5 sessions or two hours E-learning on one day and five hours classroom training the next.

2.4 Total length of course (in hours)

2.5 What is the anticipated driver/trainer ratio for this course?

2.6 If this course is intended for delivery as part of another programme or qualification, please provide details:

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

The numbers below are syllabus reference numbers as stated within the European Directive 2003/59 EC.

- | | |
|--|---|
| <input type="checkbox"/> 1.1 Vehicle Systems (Transmission System) | <input type="checkbox"/> 2.3 Regulations for Carriage of Passengers(PCV) |
| <input type="checkbox"/> 1.2 Vehicle Systems (Safety Controls) | <input type="checkbox"/> 3.1 Health, Safety and Emergencies |
| <input type="checkbox"/> 1.3 Safe and Fuel-Efficient Driving | <input type="checkbox"/> 3.2 Prevention of Criminality and Trafficking |
| <input type="checkbox"/> 1.3.a Managing Risks | <input type="checkbox"/> 3.3 Personal Health and Wellbeing |
| <input type="checkbox"/> 1.4 Loading/Unloading (LGV) | <input type="checkbox"/> 3.4 Physical/Mental Health and Wellbeing |
| <input type="checkbox"/> 1.5 Customer Service / Disability Awareness(PCV) | <input type="checkbox"/> 3.5 First Aid |
| <input type="checkbox"/> 1.6 Loading/Unloading (PCV) | <input type="checkbox"/> 3.6 Professional Driver and Company Issues |
| <input type="checkbox"/> 2.1 Legislation (including Drivers Hours, Rules and Regulations and the Working Time Directive) | <input type="checkbox"/> 3.7 Economic Environment for Carriage of Goods (LGV) |
| <input type="checkbox"/> 2.2 Regulations for Carriage of Goods (LGV) | <input type="checkbox"/> 3.8 Economic Environment for Carriage of Goods (PCV) |

2.8 Course delivery

2.8.1 Please provide details of the training programme for this specific course in the form of a course summary. Please refer to the course summary example which can be found at: <https://www.gov.uk/guidance/set-up-a-driver-cpc-training-centre>

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

Aims:

Objectives:

2.8.3 Please provide the following trainer(s) details, as only named/registered trainer(s) can deliver this course or the modules within it:

- Full name
- Driving Licence details
- Evidence of qualifications and/or experience of training delivery skills
- Evidence of subject knowledge or qualifications, for each subject area as listed above in 2.7
- If registered on a voluntary trainer/instructor register, which one?

If you have submitted trainer evidence for a specific course previously and there is no change to the course content and trainer's skills and knowledge, we can use our records to confirm the trainer meets the requirement of the Directive. To do this, please tell us the name of the trainer delivering the course and their driving licence number or another form of information e.g. date of birth.

Please note that if information held by JAAPT does not meet the requirements of the Directive JAAPT will request additional information for that trainer.

Prior authorisation must be sought before a new trainer is permitted to deliver this course via enquiries@iaupt.org.uk failure to do this may result in the revocation of drivers training hours and suspension or withdrawal of your centre approval.

Section 3: Publication

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

Yes

No

Section 4: Payment

4.1 Payment of the current fee is accepted via the methods below and should be made within 5 working days of application receipt by JAUPT. Payment for modular courses must be rounded up to the nearest full hour.

Cheque (Cheques should be made payable to DVSA)

Credit / Debit card

BACS

Please use the following bank details for BACS payment:

Bank Name: Nat West
Sort Code: 60-70-80
Account Number: 10004440

Please ensure your remittance advice is included.

Name:

Position:

Date:

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- Payment details
- Course summary
- Trainer evidence (training delivery skills and qualifications)
- Trainer evidence (subject knowledge and/or qualifications for each subject area as listed above in 2.7)
- If you are submitting a modular course you must include one course application for the 7-hour modular course (excluding the course summary) plus a course application for each 3.5 hour module (including the course summary and trainer information).
- Have you read and understood the confirmatory statements detailed in your approved centre application?

By submitting this course for approval, we agree to and will give proof when requested that the training materials used (including but are not exhaustive to presentations, booklets, videos, DVDs etc) are appropriate for the delivery of Driver CPC.

To enable the Competent Authorities (or their representative) to conduct unannounced audits you must give up to date and full details of where and when you will be running an approved Driver CPC course, including the full name of the trainer delivering it within 48 hours of the start of the course. In addition, you must notify JAUPT of any changes (including cancellations) to the trainer, training course, date, time and location within a minimum of 24 hours via www.jaupt.org.uk

Failure to comply with the conditions of approval may result in the suspension or withdrawal of the centre approval.

You should submit this form to enquiries@jaupt.org.uk or alternatively post it to:

Joint Approvals Unit for Periodic Training
9 Warren Yard
Warren Park
Stratford Road
Milton Keynes
MK12 5NW

Any queries should be directed to enquiries@jaupt.org.uk or alternatively on **0844 800 4184**.

For further supportive information and to keep up to date with future updates, feel free to follow and visit the links below:

Data is collected direct and not shared routinely with anyone outside of the Competent Authority (DVSA/DVA)

The Competent Authority (DVSA/DVA) handles your personal data in accordance with road traffic and data protection laws. The personal information you provide on this form will be used for the purposes of the Competent Authority's (DVSA/DVA's) statutory function of processing your application **to become an approved centre for delivering Driver CPC periodic training/deliver an approved course for Driver CPC periodic training**. This information is collected by Joint Approvals Unit for Periodic Training (JAUPT) on behalf of the Competent Authority (DVSA/DVA).

The data protection law allows us to release your data to the police and other enforcement bodies. We also provide data to other parties where the law allows it. For further information about how we process your data, your rights and who to contact, please see our privacy policy at www.gov.uk/dvsa/privacy



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