



Driver & Vehicle Standards Agency

Driver CPC Module 4

Guide and conditions of approval

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Background

What is the Driver CPC module 4?

Driver CPC module 4 is a basic practical demonstration assessment relating to vehicle safety.

It's one of four test (or modules) you have to pass to gain a vocational driving licence and drive professionally. The other three DCPC modules are two separate theory tests (multiple choice and case study) and the practical driving test.

Once you've passed all four modules this triggers the issue of the Driver Qualification Card (DQC) by DVLA. More information can be found on GOV.UK under [Become a lorry or bus driver](#).

Terminology

There are some terms you'll find in this document, and what they mean:

- **Driver CPC module 4**, which is also called 'CPC4' or 'assessment'
- **Assessment** means a Driver CPC module 4 test conducted by an assessor working for an organisation other than DVSA or a delegated authority
- **Assessor organisation** or **organisation** means an organisation which has been approved by DVSA to provide CPC4 assessments
- **Assessor** means a person, working for an approved assessor organisation, approved by DVSA to conduct Driver CPC module 4 assessments
- **Responsible person** means a person in the assessor organisation who's responsible for ensuring compliance with the conditions of approval
- **Assessor certificate** is the document issued to the assessor when they've completed their training
- **Load securing demonstration trolley (LSDT)** is a device to demonstrate the use of ropes, chains, webbing straps; and load tensioning bars.

Being a 'fit and proper' person it is very difficult to exactly define 'fit and proper'. It means that you're not likely to be a risk to the public or the integrity of the CPC module 4 assessor's scheme. DVSA considers each case on its own circumstances and merits. There has to be some discretion on this to take into account the circumstances of each case, which is considered on its merits. DVSA makes an assessment of the risk that you're likely to pose to the public and to the integrity of the CPC module 4 assessor's scheme. If DVSA decide that you're not 'fit and proper', your authority to carry out CPC module 4 assessments, or to act as the responsible person, may be refused or taken away.

Suitable organisations

DVSA will consider applications from these types of organisation:

- LGV/PCV training organisations
- Haulage Companies
- Bus / Coach Companies
- LGV/PCV Industry training associations
- Driver CPC periodic training centres

(See Appendix A for more information)

The responsible person in the organisation must be a 'Fit and Proper' person.

Who can be an assessor?

If you want to apply to become an assessor, you must hold a full vocational driving licence of the relevant category. You'll also need to demonstrate good knowledge in the required CPC module 4 subject areas. (Please refer to Appendix A for more details.)

An assessor may work for more than one organisation. They must also be a 'fit and proper' person.

(See Appendix A for more information)

Application Process

Initial application

If your organisation wishes to become approved, you will need to submit a written application by email to. The email must include the following:

- full name of the organisation
- registered address (or headquarters address if not a registered company)
- full name of the person(s) you intend to become an assessor(s) including their Driver Number(s) email address and telephone and/or mobile phone numbers
- full name and role of the person you intend to become a responsible person including their email address, telephone and/or mobile phone number
- details of the location(s) at which testing would take place
- details of where records relating to tests and the results of such tests will be kept

- estimate of the minimum number of tests to be conducted in the 12 months following the granting of approval

The email should be received from the responsible person and clearly state that they accept the conditions set out in this document.

Organisation conditions

The responsible person must make sure the organisation complies with all of the conditions set out in Appendix A.

DVSA staff will carry out audit inspection visits (see 15). It is your responsibility to comply with the conditions of your approval so, think very carefully about the arrangements, controls, and management checks you'll need to put in place to comply with the conditions of approval. You'll also need to demonstrate to DVSA that the arrangements are robust, effective and actually in operation.

You must decide what management controls and checks are appropriate to the circumstances of your organisation. As a minimum, the responsible person must make sure that they:

- comply with the terms and conditions of your approval
- promptly alert you to any breach, or likely breach, of the terms and conditions of your approval
- are documented and accessible to both DVSA and internal stakeholders
- are backed up by evidence, DVSA needs to be able to check they're in operation and working effectively

Assessor conditions

These are set out in Appendix B and include:

- the requirements for initial approval and qualification
- the need to be a fit and proper person; and
- the results of any quality audits

Failing to comply with organisation and/or assessor conditions

We'll look at the circumstances and consider each case on its merits. For example, we may take no action at that time if you can demonstrate that any failure to comply with the conditions is:

- minor or temporary; and
- you or the assessor have taken effective action to put things right.

Facilities and equipment

You must provide a safe environment when conducting assessments. This means that candidates have enough space to carry out the various vehicle checks, free from obstructions or moving vehicles.

For LGV assessments only, you may need a load securing demonstration trolley (LSDT₁) or similar device. Candidates should use this to demonstrate their ability to secure and un-secure loads using the equipment provided. This equipment includes

- ropes
- chains
- webbing straps
- load tensioning bars

Alternatively, candidates can use vehicle(s) to demonstrate their ability to secure loads.

Numbers of assessors

Each assessor will be expected to conduct a minimum of 40 assessments per year.

We will consider allowing you to have more than one assessor if the number of assessments your organisation conducted in the previous 12 months exceeded

- 20 assessments per month; or
- 240 per year.

We will also consider allowing your organisation an additional assessor if you operate from multiple locations across a broad geographic area. We will make a decision based on the number of CPC4 assessments your organisation carries out.

Fees

Mandatory training course

The fee for the mandatory initial one-day training course is £180 per assessor. This should be paid by your organisation.

The course will be held at the DVSA vocational training facility

Guildford Driving Test Centre
DVSA
Slyfield Industrial Estate
Guildford
GU1 1SA

Joining instructions will be sent out prior to the course start date which will include details of local hotels.

Module 4 administration fee

The fee charged to the customer for the Mod 4 test should be £41 (vat free). This “fee” cannot be higher than £41. Any cost incurred by trainers for delivery of the Mod 4 test must be classified as an administration or training charge and must be separate to the Mod 4 fee which is payable to the DVSA

IT System access

You will need to be able to book tests, and notify us of results online. We will tell you how to do this when you receive your letter of approval.

For further information about booking, tests please see appendix C.

Changed circumstances

Tell us if:

- you can no longer comply with the terms and conditions of your approval
- the approval is no longer appropriate
- you no longer need to appoint assessors
- your contact details change
- Email to us at delegated.testing@dvsa.gov.uk

Quality Assurance

Quality Audit Visits

DVSA will visit you to carry out quality audits. An audit will include a check of your records and processes, as well as standards checks of your CPC4 assessors.

If we find that you need to put some things right, we will give you the opportunity to do this.

However, we may withdraw approval for your assessor or organisation if we find repeated or serious non-compliance of the audit requirements. We may also withdraw approval if you do not allow us to audit your assessors.

In very serious cases of non-compliance or where the integrity of the CPC 4 assessment is at risk, we may withdraw your approval immediately.

Withdrawal of approval

DVSA can withdraw your approval at any time if we find that you cannot provide full and proper Driver CPC 4 Assessments. We will explain the reason for this withdrawal in an email.

We'll also give you the opportunity to explain why you think you should keep your approval. We'll consider your reasons, make a decision and inform you by email.

Appeal a decision

There's no legal right of appeal, but you or an assessor can ask DVSA's Chief Driving Examiner to independently review the case.

Send your appeal to: delegated.testing@dvsa.gov.uk clearly marked **Driver CPC**

Assessor appeals

Or you can post it to:

Driver CPC 4 Assessor appeals

Chief Driving Examiner
Driver and Vehicle Standards Agency
1 Unity Square
Queensbridge Road
Nottingham
NG2 1AW

Appendix A

Organisation's Conditions of Approval

1. Any assessor you nominate to conduct assessments on your behalf must meet the assessor's requirements at Annex B :
2. Tell DVSA promptly in writing where:
 - a) An assessor hasn't conducted any assessments during the last six months
 - b) an assessor has been convicted of a criminal offence
3. Complete all test documentation promptly and accurately. Unless you have to send it to DVSA, keep it for at least two years.
4. if you have to send paperwork to DVSA, do so promptly.
5. Make any records available to DVSA when we ask to see them.
6. Store all test pass certificates securely. If you have spoiled or void certificates, record them on the DL201 and then shred them
7. Send candidates' details and their test results to DVSA when we ask for them
8. If an assessor provides pre-test training to a candidate, then they must not carry out the assessment for that training.
9. Allow DVSA reasonable access to your premises to carry out audits.
10. Provide DVSA with your assessment schedules when we ask for them. This will help us to plan quality audit visits.
11. If DVSA gives you instructions to correct any failings at your organisation, you must put them right within a reasonable period of time. DVSA will set this time frame.
12. Your organisation and its assessors will need internet access so they can access DVSA's online system
13. Make sure DVSA has your up-to-date contact details. If anything changes, tell us immediately. Supply DVSA with an email address and telephone details to facilitate timely updates and contact from DVSA, informing DVSA immediately if any contact details change.

You must provide a safe environment when conducting assessments. This means that candidates have enough space to carry out the various vehicle checks, free from obstructions or moving vehicles.

For LGV tests only, you may need a load securing demonstration trolley (LSDT) or similar device. Candidates should use this to demonstrate their ability to secure and un-secure loads using the equipment provided. This equipment includes

- ropes
- chains
- webbing straps; and
- load tensioning bars.

Alternatively, candidates can use vehicle(s) to demonstrate their ability to secure and un-secure loads

Minimum Test Vehicle (MTV) Requirements

The test must be conducted using a vehicle which meets minimum test vehicle requirements (MTV). However, as the vehicle is being used in a static off road environment, there is no need for the vehicle to be loaded or fitted with additional mirrors for the examiner to use.

Keeping records

14. For each CPC4 practical demonstration test record and keep all of this information for DVSA inspection:

Date and time (start and finish) of each test

- Category of test (e.g. category C or D)
- Name of candidate
- Candidate's driver number
- Result of test
- Number of the test pass certificate(s) issued
- Driver CPC 4 reports
- Name of assessor conducting test

15. By law, you have to protect any information about your pupils that you keep and use. Under the Data Protection Act, you must:

- only collect information that you need for a specific purpose
- keep it secure
- ensure it is relevant and up to date
- only keep as much as you need, and only for as long as you need it
- allow the person to see information you have about them

Things like pupils' names, addresses, driving licence numbers and telephone numbers is all classed as personal information. If you keep and use information like this, you're a 'data controller'.

For more information, visit this website [here](#)

Appendix B

Assessor conditions

Initial approval

1. You must make sure that any person appointed to conduct CPC4 practical demonstration tests under the terms of your approval:
 - a. Holds a full UK or European Union (EU) /European Economic Area (EEA) unrestricted car driving licence. They must have held this licence for a continuous period of at least three years before becoming an assessor.
 - b. holds an unrestricted licence for the category/categories of vehicle they'll be testing
 - c. continues to meet the requirements at (a) and (b) while they're an assessor
 - d. demonstrates a good knowledge of these subjects:
 - ability to load the vehicle according to safety rules and proper vehicle use
 - security of the vehicle and contents
 - ability to prevent criminality and trafficking in illegal immigrants
 - ability to assess emergency situations
 - ability to prevent physical risk
2. DVSA will also take into account:
 - whether the assessor is a "fit and proper" person
 - whether the assessor has been convicted of a criminal offence during the preceding three years, we'll rely on the organisation to tell us of any convictions
3. The assessor must pass mandatory CPC4 training course

Keeping your approval

When we consider whether to allow your organisation to keep its approval, we'll take these things into account.

4. Whether an assessor has received any criminal conviction since initial approval. We'll rely on the organisation to tell us of any convictions
5. You must tell DVSA in writing if an assessor has been convicted of a criminal offence in the three years before they became an assessor, or if they have unspent convictions.

- Whether the CPC4 assessor continues to be a “fit and proper” person.
 - The assessor’s continuing ability to conduct driver CPC 4 practical demonstration tests to the appropriate standards. This includes the four core competencies:
 - Control
 - Assessment
 - Paperwork
 - Customer service
6. Details of all convictions received by persons
7. Within the three years preceding their appointment, and all unspent convictions, are forwarded to DVSA in writing when seeking approval of their appointment
8. Tell us promptly by email where:
- an assessor hasn’t conducted any tests during the last six months
 - an appointed person receives a conviction.

Appendix C

Test forms

Completing test forms

The assessor should complete the CPC4 test form as the test progresses.

You should have checking arrangements in place to make sure that test forms are completed accurately.

Returning test forms

At the end of each day, send that day's completed CPC4 test forms to DVSA at:

DVSA
PO Box 280
Newcastle upon Tyne
NE99 1FP

Storing test forms

You must store unused test pass certificates securely in a separate place from your audit records. There must also be a clear audit trail for each certificate, from the time you receive it from DVSA, to the time you issue it to a candidate. You must keep the bank of questions in a safe place.

Test form errors

If you make a mistake on a test pass certificate, write "CANCELLED" across the front of it. Make a record of the cancelled certificate and then shred or securely destroy it.

A replacement certificate can be issued, if appropriate. Your records must clearly show the reason(s) for the cancellation.

If you accidentally issue a wrong test result, tell us straight away. And, if you find you've sent us a CPC4 test form or pass certificate containing errors, let us know as soon as possible so we can put it right.

Lost or stolen test forms

Inform DVSA of any lost or stolen forms immediately Email delegated.testing@dvsa.gov.uk, or call 0115 936 6370.

Assessors must tell DVSA of any planned tests. DVSA will then provide the assessor with a unique reference number, which should be used on the assessment form for that test.

You'll have to pay for CPC4 tests at the time of notification.

Test notifications

You must return completed assessment forms to DVSA, whether the test was a pass or a fail, or whether the test did or didn't take place.

When we receive a completed assessment form, we'll initiate the issue of a driver CPC Driver Qualification Card (DQC) from the DVLA.

If a candidate is successful the CPC4 assessor will issue them with a DVSA 11 pass certificate.