Self-Assessment
DDR Course Checklist

Date: April 2023

1. Introduction

The purpose of a Course Quality Assurance Visit is to check whether standards are being maintained and to promote continuous improvement in the delivery of DDR training. An approved training course can be subject to unannounced visits at any time from a DVSA representative and a similar form to this document will be completed.

To help you with this process we have devised this self-assessment checklist so that you are aware of the areas we will be looking at. We hope that this self-assessment will assist you with the identification of areas of continuous improvement and ensure that you are ready for any visit by a DVSA auditor.

The areas covered include: the quality and delivery of the training, knowledge transfer, the learning environment, the course content, ensuring the course is being delivered in line with the approved course layout and identification checks and registration. Where possible we have indicated a link to resources which may assist you when completing the form.

The responsibility for quality and safety at an approved training centre lies with the responsible contact. i.e., the person operationally responsible for periodic training. By completing this self-assessment, it is not in itself a suitable and sufficient means of ensuring full compliance.

2. Delivery Requirements

		Yes/No	Notes/Comments/Areas for Improvement
2.1	**Can the centre can demonstrate that it verifies the identification of the offender on each day?** For an **example** ID and attendance form please visit: https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.jaupt.org.uk%2Fstorage%2FDDR%2520Attendance%2520Record%2520Example%2520-%2520April%25202023.docx&wdOrigin=BROWSELINK **Reminder:** If you are delivering training remotely you may wish to consider using breakout rooms to check the trainee's ID individually.		
2.2	**Is a full and auditable record completed to confirm attendance, identity and the minimum attendance requirement being completed on each day?** For an **example** ID and attendance form please visit: https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.jaupt.org.uk%2Fstorage%2FDDR%2520Attendance%2520Record%2520Example%2520-%2520April%25202023.docx&wdOrigin=BROWSELINK **Reminder:** This must include the live start time and breaks which should be recorded during the day. The course code and full address of the venue should also be recorded.		
2.3	**Is the course delivery in accordance with the approved course summary ensuring learning outcomes are met?** **Reminder**: Ensure that the trainer has a copy of the approved course summary to use a reference and keep on track.		
2.4	**Is the training room suitable and is the number of offenders in attendance conducive to learning (no less than 4) ? If remote, are all trainees visible at all times?** **Reminder**: The number of trainees in attendance must be manageable for the trainer. This includes being able to see and hear the offenders whilst maintaining confidentiality.		

2.5	**Does the course delivery reflect the minimum period for which the course is approved?** **Reminder:** Timings must not include ID and admin checks or any break/stoppage times. If 16 hours are not delivered the uploaded hours may be removed.		

3. Training Environment

		Yes/No	Notes/Comments/Areas for Improvement
3.1	**Is the training area free from significant distractions/disruptions?** **Reminder**: If remote delivery is taking place this would include any lost internet connections.		
3.2	**Is the trainer and training resources visible to all offenders?** **Reminder**: The trainer should check to make sure everyone can see the training and any resources when they are shared.		
3.3	**Are resources legible and audible to all offenders?** **Reminder**: The trainer should check to make sure everyone can hear the training and any resources when they are shared.		
3.4	**Are the training venue's welfare facilities adequate?** **Reminder**: Access to fresh water and toilet facilities are expected as a minimum.		
3.5	**Has confidentially of the offenders been maintained?**		

4. Course Introduction & Structure

		Yes/No	Notes/Comments/Areas for Improvement
4.1	**At the start of each day are trainees given a safety briefing that includes fire evacuation and any other health & safety procedures? If remote, was a brief H&S reminder given?** **Reminder:** when remote, the trainer could ask if they are alone in case of emergency and confirm they are all aware of their nearest fire exit.		
4.2	**As part of the course introduction does the trainer explain how the course will run and includes an overview of topics & breaks?** **Reminder**: Providing breaks and finish times can allow trainee's to plan for any personal events, travel etc.		
4.3	**Are offenders given up-to-date information about security and fair processing of their personal information both written and verbally?** For further information read the 'Introduce the course' section at: https://www.gov.uk/guidance/run-a-driver- cpc-training-course **Reminder:** This should be provided in writing and verbally ensuring it gives information on how you collect information from the offender, the type of information collected, how the information is used, who the information is shared with and how long it is kept.		

4.4	**Does the trainer include ground rules?** **Reminder**: Trainers and trainees can agree ground rules together to help ensure everyone behaves appropriately and gets the most from their training. These could include mobile phone use and that cameras (for remote training) should be on at all times.		
4.5	**As part of the course introduction are trainees told what the approved aims and objectives of the course are?**		

5. Approved Content

		Yes/No	Notes/Comments/Areas for Improvement
5.1	**Are the learning resources and learning environment adequately prepared before the start of the course?**		
5.2	**Is the delivered course content suitable for DDR?**		
5.3	**Are all offenders engaged throughout and participate in any practical activities that take place?**		
5.4	**Are suitable training resources used which are relevant to the subject matter delivered?**		

6. Trainer Delivery

		Yes/No	Notes/Comments/Areas for Improvement
6.1	**Does the trainer demonstrate appropriate knowledge of the subject?**		
6.2	**Does the trainer use various styles of questions that are relevant and promote knowledge transfer?** Reminder: Try to ask a variety of types of questions including open questions e.g.. 'Explain how…. describe how….'to promote participation and engagement .		
6.3	**Does the trainer control discussions, stimulate participation and encourage the trainee(s) to remain focused throughout?**		
6.4	**Does the trainer use delivery techniques and resources appropriate to the course content to enhance the learning experience? Do guest speakers convey their point effectively? Does the trainer make reference to broader issues e.g. drugs and wider solutions i.e. support groups?**		
6.5	**Is the trainer confident, using a controlled voice and body language demonstrating a positive and enthusiastic attitude toward the training throughout?**		
6.6	**Does the trainer provide opportunities for offender questions, check knowledge transfer throughout and confirm learning outcomes are achieved?** **Reminder**: The trainer should involve all trainees encouraging them to answer questions, share views and experiences etc.		

7. Post-Course

		Yes/No	Notes/Comments/Areas for Improvement
7.1	**Are offenders provided with an opportunity to give feedback on the course?**		

8. Notes