

Course Summary Example

Timing <i>In minutes</i>	Objectives/learning outcomes <i>e.g. What is the content that will be delivered. Please provide us with as much detail as possible</i>	Trainer Activities <i>e.g. What activity will be delivered to promote subject knowledge transfer, driver engagement and participation?</i>	Trainee Activities <i>e.g. What activity will the trainee complete, to demonstrate their participation and level of understanding?</i>	Resources <i>e.g. Presentation, Student Notes, Practical activity Materials and Video Clips (titles and links must be included)</i>	Delivery Location <i>e.g. Classroom, Remote, e-Learning, Yard/Outside Area, On Road (please specify)</i>	Syllabus References Click here>
Not included in the training time	Course registration and administration prior to start of course, including identity and eligibility checks conducted. If applicable, licence checks conducted for on road / practical courses.	Check all licences, signatures and physical likeness of trainee. Follow the centre procedure for checking trainees' identification.	Classroom: Provide identification and sign the attendance and ID record Remote: Use the breakout room to check identification individually by the trainee holding it up the camera. In the absence of signatures screen shot of all trainees will be taken showing time and date.	Registration document Pens Breakout room Snipping tool	Classroom/Remote	N/A
20	Welcome, introduction and housekeeping including: <ul style="list-style-type: none"> • Health and safety briefing including fire evacuation procedures • Toilet facilities • Privacy Notice • Ground rules • Running of the course including: Breaks, aims and objectives, icebreaker and establishing existing subject knowledge of trainees. 	Provide an introduction to the course ensuring that the key points for the Privacy Notice is delivered verbally and in writing. Explain emphasis on participation, engagement and share ground rules. Ask for any questions and explain about question and answer sessions Informal quiz to understand trainees existing knowledge.	Listen to information provided within the introduction to understand trainee obligations, expectations and how the course will run. Provide quiz.	Flip chart/digital whiteboard Pens/digital pen Privacy Notice Quiz (classroom: paper exercise and remote: poll).	Classroom/Remote	N/A
60	Drivers Hours including: establishing the rules, EU and domestic hours, dealing with variations and Working Time Directive (WTD).	Facilitate discussion on trainee's experiences and common myths. Explain the Drivers Hours rules, breaks, the differences between EU and domestic hours and the WTD.	Listen to explanation of Drivers Hours and WTD Share experiences and ask appropriate questions.	Classroom: Handouts Remote: Email electronic handouts.	Classroom/Remote	2.1

		Show the DVSA's 'Rules on Drivers Hours and Tachographs' video [include link here]	Watch video	'Rules on Drivers Hours and Tachographs' video.		
20	Drivers Hours case study and group discussion to review feedback/case study answers.	<p>Explain and issue case study exercise.</p> <p>Arrange and facilitate groups to ensure participation and generate discussions in case study exercise.</p> <p>Facilitate group discussion with all trainees to review feedback/case study answers.</p> <p>Ask questions to understand knowledge transfer.</p>	<p>Listen to the case study exercise.</p> <p>Participate in the group exercise.</p> <p>Case Study exercise</p> <p>Participate in the group feedback discussions.</p>	<p>Case study presentation slide.</p> <p>Classroom: Arrange four groups to complete the exercise.</p> <p>Remote: Use a breakout rooms for each of the four groups.</p> <p>Digital whiteboard for each group to capture feedback/answer case study questions.</p>	Classroom/Remote	2.1
20	<p>Drivers Hours</p> <p>Recap the rules and the impact it has on a driver's life.</p>	<p>Recap the Driver Hours rules.</p> <p>Provide a presentation on the impact it has on a driver's life. students having problems with Numeracy</p>	<p>Listen to the information provided.</p> <p>Ask questions to seek clarification or gain a better understanding .</p>	Presentation material	Classroom/Remote	2.1
15	BREAK					
60	<p>Analogue and Digital Tachographs</p> <p>Explain the legal requirements including events, faults, downloads etc.</p> <p>Describe what an analogue tachograph looks like and how it works and what is required for a manual trace.</p> <p>Explain the elements of digital tachographs and the differences between the two systems..</p>	<p>Provide details on analogue and digital tachographs.</p> <p>Demonstrate tachographs using a simulator. Included will be vehicle unit functions, pictograms, and menu. Use of printer, mixed driving, mode switches, VTC, driver cards, record keeping, roadside enforcement etc.</p> <p>Show the DVSA's 'Rules on Drivers Hours and Tachographs' video [include link here]</p>	<p>Listen to the information provided.</p> <p>Ask questions to seek clarification or gain a better understanding</p> <p>Classroom only: Participate in the demonstration activities.</p> <p>Remote: Watch demonstration. Watch video.</p>	<p>Presentation material for Rules on Drivers Hours and Tachographs.</p> <p>Tachograph simulator</p> <p>Driver cards</p> <p>'Rules on Drivers Hours and Tachographs' video.</p>	Classroom/Remote	2.1

20	<p>Recap on Drivers Hours and tachographs</p> <p>Discuss results of the quiz.</p>	<p>Provide a summary of key learning areas.</p> <p>Informal quiz to check knowledge transfer.</p> <p>Review answers with the group.</p> <p>Answer questions.</p>	<p>Listen to the information provided.</p> <p>Ask questions to seek clarification or gain a better understanding.</p> <p>Participate in the quiz/</p>	<p>Presentation slide</p> <p>Quiz (classroom: paper exercise and remote: poll).</p>	Classroom/Remote	2.1
60	<p>Traffic Regulations and the Highway code</p> <p>Road Safety provisions & offences.</p> <p>Highway code basics and refresher including recent changes.</p>	<p>Provide an overview of traffic regulations and highway code including any recent changes.</p> <p>Discuss road safety provisions, offences, the consequences of infringement and share experiences.</p>	<p>Listen to the information provided.</p> <p>Share experiences and participate in discussions.</p> <p>Ask questions to seek clarification or gain a better understanding.</p>	<p>Presentation slide</p> <p>Classroom: Handouts</p> <p>Remote: Email electronic handouts.</p> <p>Flip chart/digital whiteboard</p> <p>Pens/digital pen</p>	Classroom/Remote	2.2 2.1 2.2
30	LUNCH					
60	<p>Speed awareness, seatbelts and drink awareness</p> <p>Examples and explanations of speed, too slow/too fast, environment and consequences of speed.</p> <p>An explanation on the purpose and importance of seatbelts and accident statistics.</p> <p>An explanation of drink awareness including units, absorption, effects, and the law.</p>	<p>Provide an overview of speed awareness, seatbelts and drink awareness.</p> <p>Share examples, statistics and the generate discussions.</p> <p>Show the ROSPA advert 'Seatbelts' [include link here]</p> <p>Facilitate group discussion with all trainees to promote engagement.</p> <p>Ask questions to understand knowledge transfer.</p>	<p>Listen to the information provided.</p> <p>Ask questions to seek clarification or gain a better understanding.</p>	<p>Presentation slide</p> <p>Classroom: Handouts</p> <p>Remote: Email electronic handouts. ROSPA advert 'Seatbelts'</p>	Classroom/Remote	2.1 2.2
20	Drink Awareness case study	<p>Explain and issue case study exercise.</p> <p>Arrange and facilitate groups to ensure participation and generate discussions in case study exercise.</p>	<p>Listen to the case study exercise.</p> <p>Participate in the group exercise.</p> <p>Case Study exercise</p>	<p>Case study presentation slide.</p> <p>Classroom: Arrange four groups to complete the exercise.</p>	Classroom/Remote	2.1 2.2

		<p>Facilitate group discussion with all trainees to review feedback/case study answers.</p> <p>Ask questions to understand knowledge transfer.</p>	<p>Participate in the group feedback discussions.</p>	<p>Remote: Use a breakout rooms for each of the four groups.</p> <p>Digital whiteboard for each group to capture feedback/answer case study questions.</p>		
45	<p>Drug Awareness and Hazard Perception</p> <p>Understanding the law, affects of drugs and the consequences.</p> <p>Describe the impact of prescribed drugs.</p> <p>Understanding hazards, recognising them and reaction times.</p>	<p>Provide an overview of drug awareness including prescribed drugs and hazard perception.</p> <p>Share statistics, examples and information on useful website links.</p> <p>Ask questions to understand knowledge transfer.</p> <p>Show the ROSPA advert 'Drugs and Driving' [include link here]</p>	<p>Listen to the information provided.</p> <p>Share experiences and participate in discussions.</p> <p>Ask questions to seek clarification or gain a better understanding.</p>	<p>Presentation slide</p> <p>Classroom: Handouts</p> <p>Remote: Email electronic handouts.</p> <p>ROSPA advert Drugs 'Drugs and Driving'</p>	Classroom	3.1 3.4
20	<p>Recap on traffic regulations, high way code, speed awareness, drink and drugs.</p> <p>Discuss results of the quiz.</p>	<p>Provide a summary of key learning areas.</p> <p>Informal quiz to check knowledge transfer.</p> <p>Review answers with the group. Answer questions.</p>	<p>Listen to the information provided.</p> <p>Participate in the quiz.</p> <p>Ask questions to seek clarification or gain a better understanding.</p>	<p>Presentation slide</p> <p>Quiz (classroom: paper exercise and remote: poll).</p>	Classroom/Remote	2.1 2.2 3.1 3.4
15	<p>Review topics covered and that the aims and objectives of the course have been met.</p> <p>Answer any outstanding queries and request completion of the feedback form.</p> <p>Advise how and when a Certificate of Attendance will be issued and when the hours will be uploaded.</p>	<p>Provide a summary of key learning areas, recapping on the aims and objectives of the course.</p> <p>Distribute the survey to trainees to capture feedback on the course content, delivery, suggested improvements etc.</p>	<p>Listen to the information provided.</p> <p>Ask questions to seek clarification.</p> <p>Complete the survey.</p>	<p>Classroom: Feedback form</p> <p>Remote: Link to electronic feedback form</p>	Classroom/Remote	
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