

Dangerous Goods Driver (DGDT)

Remote Authorisation Guidance

Date: September 2024 (V0.2)

The guidance laid out in this document will help you apply for authorisation to deliver the Dangerous Goods Driver Training (DGD) scheme remotely.

The application form and supporting documentation you supply will be assessed to ensure the requirements have been met.

Section 1: Training provider Details

The facility to provide remote ADR training is available for approved training providers. ADR remote delivery is currently approved for use until 31 December 2024 via DfT-issued Authorisation 1013: [Remote delivery of dangerous goods driver training extension: authorisation 1013 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/remote-delivery-of-dangerous-goods-driver-training-extension-authorisation-1013)

1.1 Training provider name:	<input type="text"/>
1.2 Correspondence address:	<input type="text"/>
1.2.1 Website address	<input type="text"/>
1.2.2 Name of person responsible for DGD:	<input type="text"/>
1.2.3 Position (i.e. owner/director):	<input type="text"/>
1.2.4 Telephone number:	<input type="text"/>
1.2.5 Email address:	<input type="text"/>

1.1 Training provider name: The name of the organisation. This can be a trading name.

1.2 Correspondence address: A full address including postcode is required. This is the address where all correspondence will be issued.

1.2.1 Website address: The website address of the organisation.

1.2.2 Name of person responsible: The person responsible for the authorisation, training materials and the application. Please note any changes to the responsible person must be made in writing by the current responsible contact.

1.2.3 Position: The job title of the responsible person.

1.2.4 Telephone number: The telephone number of the responsible person.

1.2.5 Email address: The email address of the responsible person.

Section 2: Delivery Method

2.1 Please confirm the software/system you intend to use for remote delivery:

2.2 Please specify any changes made to the training materials to adapt them for remote delivery:

2.3 Please provide details of the additional measures that will be implemented to ensure candidate participation.

2.1 Please confirm the software/system you intend to use for remote delivery:


Confirm the name of the software being used. All courses must be delivered using software which allows DVSA/HSENI or their appointed representative access for quality assurance purposes. You should note:

- The devices, which the training provider and candidates can use, are limited to PC, tablet, or laptop. Mobile phones are not permitted.
- There must be an established process in place to carry out appropriate and robust identity checks

2.2 Please specify any changes made to the training materials to adapt them for remote delivery: Please provide a summary of the adaptations. Please note copies of the training material may be requested.

2.3 Please provide details of the additional measures that will be implemented to ensure candidate participation. You should note:

- Hybrid” teaching of both classroom and remote is not permitted.
- The maximum class size for remote training is no more than 15 candidates.
- No sharing of personal devices is permitted.
- In the event of loss of connection, the following steps should be taken:

-  candidate should be aware that in the event of loss of connection they must try to reconnect and re-join the training course. If loss of connection persists for a considerable period, they should contact the training provider to re-schedule the training.
- In the event of a candidate experiencing a loss of connection for a significant period, training providers must contact SQA (Scottish Qualifications Authority) to have the candidate removed from the course record.
- In the event of training providers experiencing loss of connection suitable attempts must be made to reconnect and deliver the training course. If the loss of connection persists for a considerable period, the training course must be cancelled and a rescheduled course arranged.
- Training providers must make appropriate adjustments to ensure candidate participation and understanding.

Section 3: Confirmatory Statements

To further support your application and provide assurance that you will operate in a professional manner, please confirm aspects of your administration/delivery using the format below:

- 3.1** We confirm that only approved DGD T course programmes will be delivered.
- 3.2** We confirm that all other approval requirements apply and will be adhered to.
- 3.3** We will email remote access invitations to adr@sqa.org.uk and include the link when submitting planned training details.
- 3.4** We confirm and can evidence when requested, that each candidate will complete and email a candidate registration form for each course.
- 3.5** We confirm that candidates are aware that they must be in an appropriate environment which is conducive to learning.
- 3.6** We confirm and can evidence when requested, that candidate ID checks will be completed.
- 3.7** We confirm that all training will be supported by visual material.
- 3.8** We confirm that the training delivery will include video as well as audio.
- 3.9** We confirm that we will ensure that candidates are always visible during the training time. If a candidate is absent from view or training, the instructor will arrange additional catch-up time.
- 3.10** We confirm that we will ensure that all demonstrated practical modules are accompanied by a question and answer session to test candidate knowledge.
- 3.11** We confirm that all examinations are completed in the classroom.]

Failure to comply with the Confirmatory Statements may result in removal of your authorisation.

This form should be completed in full and sent via email to adr@sqa.org.uk or alternatively:

**SQA
DGD T Department
The Optima Building
58 Robertson Street
Glasgow
G2 8DQ**

3. Confirmatory statements: These statements are critical to the application as they provide assurance that you agree to meet the requirements of remote delivery. Please carefully read the statements.

Quality Assurance

Course delivery and prohibited practices, apply to ADR remote delivery, and this will be monitored by quality assurance.

Audits of ADR remote delivery courses will be conducted by DVSA/HSENI or an appointed representative to ensure that the training courses are being carried out according to requirements.

Exam audits will also continue at training provider premises.

On completion of the audit, the auditor must be able to discuss the findings with a responsible person. This debrief can happen immediately after the visit ends or at a mutually agreeable time after the visit, so as not to disrupt training. The auditor will compile a written report which will be sent to the training provider within 15 working days of the audit.