

# Self-Assessment

## Driver CPC Centre Checklist

**Date: June 2024**

## 1. Introduction

The purpose of a Centre Quality Assurance Visit is to check whether standards are being maintained and to promote continuous improvement in the delivery of periodic training. An approved training centre can be subject to announced visits at any time from a DVSA/DVA 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 would recommend that you also refer to your most recently approved Scheme of Control.

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/DVA auditor.

The areas covered include: administration processes, trainer selection and their professional development, internal quality assurance checks and record keeping. 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. Administration Processes

		Yes/No	Notes/Comments/Areas for Improvement
2.1	<p><b>Can you demonstrate that internal quality checks have been carried out in line with the Scheme of Control?</b></p> <p><b>Tip:</b> You should review your Scheme of Control prior to a centre audit. This should reflect the amount of training conducted.</p>		
2.2	<p><b>Can you demonstrate that you have assessed the suitability and safety of training venues prior to use?</b></p> <p><b>Reminder:</b> You should conduct your own assessment on a venue to ensure suitability for the delivery of Driver CPC training..</p>		
2.3	<p><b>Are you advertising courses according to the approval documentation?</b></p>		
2.4	<p><b>Do you have valid insurance in place?</b></p>		
2.5	<p><b>Do you issue appropriate joining instructions?</b></p> <p>Example joining instructions can be found at:  <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course">https://www.gov.uk/guidance/run-a-driver-cpc-training-course</a></p> <p><b>Tip:</b> Use your joining instructions to confirm that the trainee should not repeat the course if they have previously attended the same course or content.</p>		

2.6	<p><b>Is the Driver CPC/SAFED logo being used in accordance with the most recent Logo Guidelines?</b></p> <p>Full logo guidelines can be found at:  <a href="https://www.gov.uk/guidance/get-permission-to-use-dvsa-logos">https://www.gov.uk/guidance/get-permission-to-use-dvsa-logos</a></p> <p><b>Reminder:</b> You are not obligated to use the logo but where you do it must be used in accordance with the guidelines.</p>		
2.7	<p><b>Can you demonstrate effective communication is provided to all personnel involved in periodic training to ensure consistency of training delivery?</b></p> <p><b>Tip:</b> Keep copies of meeting notes, memos, emails to keep personnel informed of Driver CPC changes, outcomes of audits and reminders of processes e.g. trainers should have a copy of the course summary to hand when delivering training.</p>		
2.8	<p><b>Can you demonstrate there is an effective course booking/trainer availability process?</b></p> <p><b>Reminder:</b> Ensure that DVSA are made aware of any changes to the course, address, trainer, date etc and that the trainer is authorised to deliver the course before running the training. make sure the trainee is authorised before running the training.</p> <p><b>Tip:</b> Include previous training checks to prevent the trainee repeating the course or content.</p>		
2.9	<p><b>Can you demonstrate that there is an effective process in place to notify DVSA of cancellations and any changes to the course, trainer, venue, times etc.?</b></p> <p><b>Reminder:</b> You are required to give DVSA at least 24 hours' notice of any changes or cancellations.</p> <p><b>Tip:</b> If there are changes/cancellations less than 24 hours you should still update the website as this may avoid escalation correspondence.</p>		

2.10	<b>Do you have a process in place to manage and address any complaints raised?</b>		
2.11	<b>Can you demonstrate there is an effective process in place to manage non-compliance by your members, trainers, administrative staff?</b>		

### 3. Upload Processes

	Yes/No	Notes/Comments/Areas for Improvement
<p>3.1 <b>Do the contact details for the centre match DVSA records?</b></p> <p><b>Reminder:</b> You can check and update these via <a href="http://www.jaupt.org.uk">www.jaupt.org.uk</a> using the 'Centre Overview' tab.</p>		
<p>3.2 <b>Can you demonstrate that DVSA has been notified of any changes to the legal entity?</b></p> <p><b>Reminder:</b> Approval is not transferable and therefore will not be valid should you have a change in legal entity. You must inform DVSA as soon as possible if you are thinking of making any changes.</p>		
<p>3.3 <b>Can you demonstrate a secure and auditable procedure is in place for accessing and uploading information (clearly indicating authorised personnel) onto the Driver CPC Recording and Evidencing (R&amp;E) database and/or the DVA's database?</b></p> <p>An example register can be found at:  <a href="https://www.jaupt.org.uk/Assets/2023/01/2023-01-20%20Recording%20Driver%20CPC%20Periodic%20Training%20(Jan%202023).pdf">https://www.jaupt.org.uk/Assets/2023/01/2023-01-20%20Recording%20Driver%20CPC%20Periodic%20Training%20(Jan%202023).pdf</a></p> <p><b>Reminder:</b> Centres must have more than one person set up as an administrator. If you do not, and the designated administrator becomes unavailable, the DVSA cannot reset passwords or remove previous users on your behalf. This could entail a significant administrative burden for both you and DVSA.</p>		
<p>3.4 <b>Can you demonstrate you have a process in place for preventing access to the R&amp;E System/DVA Online Database once a person is de-registered?</b></p> <p><b>Tip:</b> Using a register (as show in the example in 3.3) and updating this when someone leaves should help you fulfil this criterion.</p>		

## 4. Trainers

	Yes/No	Notes/Comments/Areas for Improvement
<p><b>4.1 Do you have an up to date record of authorised trainers?</b></p> <p>An example CPD record can be found at:  <a href="https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.jaupt.org.uk%2Fstorage%2Fcpd-record-example%2520-%2520April%25202023.docx&amp;wdOrigin=BROWSELINK">https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.jaupt.org.uk%2Fstorage%2Fcpd-record-example%2520-%2520April%25202023.docx&amp;wdOrigin=BROWSELINK</a></p>		
<p><b>4.2 Can you demonstrate the trainer(s) undergo Continued Professional Development?</b></p> <p>An example CPD record can be found at:  <a href="https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.jaupt.org.uk%2Fstorage%2FTrainer%2520Record%2520Example%2520April%25202023.docx&amp;wdOrigin=BROWSELINK">https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.jaupt.org.uk%2Fstorage%2FTrainer%2520Record%2520Example%2520April%25202023.docx&amp;wdOrigin=BROWSELINK</a></p>		
<p><b>4.3 Can you demonstrate the trainer(s) is/are aware of legislative/regulatory requirements?</b></p> <p>For further information read the 'Introduce the course' section at:  <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course">https://www.gov.uk/guidance/run-a-driver-cpc-training-course</a></p> <p><b>Tip:</b> This can be recorded on the CPD document and/or copies of updates of emails may be used as evidence</p>		
<p><b>4.4 Can you demonstrate that your trainer(s) hold/s the experience, skills and, if appropriate qualifications to deliver the approved course(s)?</b></p> <p><b>Tip:</b> You can demonstrate this through CPD records, copies of qualifications, CVs etc.</p>		
<p><b>4.5 Can you demonstrate that you have an effective process for notifying DVSA of any changes to trainers?</b></p> <p><b>Reminder:</b> You must only plan training once the trainer has been authorised by DVSA. Keep emails sent as evidence. Remember to update DVSA if you remove</p>		

	any trainers no longer delivering training for your centre.		
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## 5. Driver Records

		Yes/No	Notes/Comments/Areas for Improvement
5.1	<p><b>Can you demonstrate that records are retained for the minimum period of six years?</b></p> <p><b>Reminder:</b> You must retain records for at least 6 years and ensure they are accessible during an audit.</p>		
5.2	<p><b>Can you demonstrate there is an auditable trail of records including attendance and identity checks?</b></p> <p>An example attendance and ID record can be found at:  <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course">https://www.gov.uk/guidance/run-a-driver-cpc-training-course</a></p> <p><b>Reminder:</b> The document should show timings including breaks to demonstrate a minimum of 7 hours delivery time.</p> <p><b>Tip:</b> Ensure ID type is clearly recorded. Consider how you will demonstrate attendance e.g. driver's signature, screenshot of the group or the recording (if agreed by attendees) of the session.</p>		
5.3	<p><b>Can you demonstrate that completed eligibility checks were carried out and the minimum specified hours delivered?</b></p> <p><b>Reminder:</b> Remember to record licence categories to demonstrate eligibility.</p>		



5.4	<p><b>Can you demonstrate that there is an effective process for dealing with late arrivals?</b></p> <p><b>Tip:</b> You should consider having a written procedure for dealing with late arrivals and recording any lateness on the attendance record.</p>		
5.5	<p><b>Can you demonstrate that there is an effective process in place for dealing with trainees who are unable to produce identity/eligibility documents?</b></p> <p><b>Reminder:</b> If uploads are not carried out within five working days of completion of the course, you may be subject to a late upload escalation</p>		
5.6	<p><b>Can you demonstrate that the R&amp;E/DVA upload details match the information on the course attendance record?</b></p> <p><b>Reminder:</b> The number of trainees on the attendance record must match those uploaded to the R&amp;E system. If discrepancies are identified and cannot be explained DVSA may revoke the hours uploaded.</p>		
5.7	<p><b>Can you demonstrate that there is an effective process in place to ensure that the attendance data is uploaded within five working days of completion of the course by an authorised person?</b></p> <p><b>Reminder:</b> Training hours must be recorded on the R&amp;E system within 5 working days of completion of the course. Failure to do so may mean you are subject a late upload escalation.</p>		
5.8	<p><b>Can you demonstrate you record the vehicles used by drivers including registration number and category?</b></p>		

5.9	<p><b>Can you demonstrate there is a method in place to deliver an auditable trail of entitlement checks?</b></p>		
5.10	<p><b>Can you demonstrate there is an effective process for ensuring an appropriate road worthiness certificate (e.g. MOT) and insurance for vehicles used for periodic training?</b></p>		
5.11	<p><b>Can you demonstrate that trainees are provided with an opportunity to feedback on the course(s)?</b></p> <p>For further guidance on collecting feedback and evaluating the course go to:  <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course">https://www.gov.uk/guidance/run-a-driver-cpc-training-course</a></p>		
5.12	<p><b>Can you demonstrate course certificates contain the minimum amount of information required in line with the example on gov.uk?</b></p> <p>For further guidance and an example of the certificates of attendance go to:  <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course">https://www.gov.uk/guidance/run-a-driver-cpc-training-course</a></p>		
5.13	<p><b>Can you demonstrate there is an effective process to issue a Certificate of Attendance?</b></p> <p>For further guidance and an example of the certificates of attendance go to:  <a href="https://www.gov.uk/guidance/run-a-driver-cpc-training-course">https://www.gov.uk/guidance/run-a-driver-cpc-training-course</a></p>		

5.14	<b>Can you demonstrate that trainer(s) are provided with an opportunity to feedback on the course(s)?</b>		
5.15	<b>Can you demonstrate that the feedback is used to review the course content and any required changes are made before it is resubmitted?</b>		
5.16	<b>Can you demonstrate that you monitor the impact of changes implemented following feedback?</b>		

## **6. Notes**