Course Application
Appraisal Criteria

Date: January 2025

The criteria laid out in this document will be checked against the application form and Scheme of Control (SoC) to ensure the requirements have been met and standardise how centre applications are assessed.

Section 1: Approved Centre Details

1.1 Name of approved centre:

1.2 Centre approval number (if known):

1.3 Proposed name of course:

1.4 Proposed approval start date:

Please note: Complete and valid course applications will be processed within 15 working days, if the application requires additional information, it will be 30 working days. Where we are unable to process an application due to it being incomplete or invalid (despite requesting additional information) within the 30-working day period, the application may be refused.

All approval documentation will be sent to the person responsible for Driver CPC at the approved centre.

1.5 Has this course been previously approved?   ☐ Yes   ☐ No

1.5.1 If yes, what was the course number?

1.5.2 If applicable, how many 3.5-hour modules are you submitting?

1.6 If the course has been approved for another centre please provide the centre number:

A course is approved for 12 months, any training delivered before the approval start date or after the expiry date will not count towards Driver CPC.

1.1. **Name of approved centre:** This is the name displayed on the centre approval certificate issued by DVSA/DVA.

1.2. **Centre approval number (if known):** Approved centres are allocated a centre number which is displayed on the centre approval certificate and has a format of ACXXXXX.

1.3. **Proposed name of the course:** The course title should be short, concise and describe the subject of the course. If modular, the title should include 'modular.' It should not include references to other qualifications or awards.

NB A modular course is a 7-hour course made of two or more 3.5-hour modules, which may be delivered in any combination and can be delivered over two (2) consecutive days. There is no limit on the number of modules in a modular course, but they cannot contain e-Learning.

1.4 Proposed approval start date: The proposed start date is an **indication** of when you would like the approval period to start.

1.5 Has this course been previously approved? Previously approved courses are subject to normal approval processes.

1.5.1 If yes, what was the course number: Please provide the course number if known.

1.5.2 If applicable how many 3.5-hour modules are you submitting?
Please provide the number of 3.5-hour modules submitted if the course is a modular course.

1.6 If the course has been approved for another centre, please provide the centre number: Please provide the course number if known.

Section 2: Course Details

2.1 Course Type:
☐ International   ☐ National
☐ Return to Driving

Please note: You will need to submit one application form for each type of course being delivered.

2.2 Sector(s) to which this course is to be delivered:
☐ LGV   ☐ PCV

2.3 Training Delivery
☐ Classroom   ☐ Remote/Online
☐ Yard/ Outside Area   ☐ On Road

2.4 Total length of course (in hours)
[   ]

2.5 If applicable, total length of e-Learning within the course
[   ]

Please note: A maximum of 2-hours e-Learning is permitted for Return to Driving courses.

2.6 What is the anticipated driver/trainer ratio?
[   ] Classroom   [   ] Remote

2.7 If this course is part of another programme, qualification or award you must provide details below:

[   ]

2.8 Course Summary

Please provide details of the training programme for this course in the form of a course summary. Please refer to the course summary example which can be found at:
https://www.gov.uk/guidance/set-up-a-driver-cpc-training-centre

2.1 Course type:

- International
- National
- Return to Driving

As of 3 December 2024, drivers can qualify for International or National Driver CPC.

You can get the course content approved for each course type but an application form for each submission must be completed.

Please see 2.4 for further information on course lengths.

2.2 Sectors: Your course should apply to either the LGV or PCV sector or both. You can run a mixed course providing the content is applicable and appropriate to both sectors.

2.3 Training Delivery: You will need to ensure that the environment for the delivery method chosen is conducive to learning, free from disruption/distraction and is appropriate for the number of drivers in attendance. You should consider the following:

Classroom

- Resources are legible and drivers can see and hear the training materials used.
- Drivers are engaged and participate in any practical activities that take place.
- The resources used are relevant to the subject matter delivered.

Remote/Online

- Delivery of training through a digital device such as a computer or tablet. It offers the opportunity to train people at multiple locations.

To deliver training this way you will need to ensure that:

- The subject matter is suitable for remote delivery. Courses that feature an on road or practical element do not fit this model.
- The course summary clearly identifies the remote training element.
- Copies of the remote training package are included with other course documentation when submitted for approval (if applicable).
- The link/access to the course is provided to DVSA when you submit the details for QA (Quality Assurance) purposes.
- Drivers must have a suitable seated environment conducive to learning.
- Drivers must have an appropriately sized device with a front-faced camera, microphone, speakers, a strong internet connection and sufficient battery charge for the whole course.
- Drivers' cameras should be switched on throughout the course.
- The course is interactive to maintain driver engagement.
- Drivers must have a suitable seated environment conducive to learning.

- An established process is in place to conduct appropriate and robust ID checks.
- An established process is in place to manage a loss in connection or other interruptions so that the minimum approved course length is delivered.

Other factors for consideration:

- Sufficient breaks are provided to minimise fatigue from excess screen time.
- The screen used is suitable for the driver to engage, interact and read literature/presentation material. If not, other options should be considered.
- The use of 'break out rooms' and/or chat function within a training course to maintain driver engagement and increase variety within the course.
- Provide learning material to support the course delivery prior to the course.
- Provide suitable guidance for drivers to download/log on to your platform.

Yard/Outside Area:

- If required, appropriate Personal Protective Equipment (PPE) should be provided.
- Awareness of other work being conducted e.g., moving vehicles

On Road:

- The course summary should detail which training activities the trainer **and** driver are undertaking, observation and assessments should be minimal. Sample routes usually in the form of a map or route planner must be provided to assure DVSA/DVA of its suitability for the content being delivered.

Other factors for consideration:

- Drivers have the appropriate licence entitlement to drive the vehicle used.
- The suitability of the training vehicle.
- The driving time each driver will receive.
- The training the drivers will receive if they are not driving.
- Drivers must be able to hear the trainer and have direct contact time with the trainer(s) throughout.
- How the trainer measures/assesses knowledge transfer.

2.4 Total length of course (in hours):

International: The minimum length of a course must be 7 hours. If delivery of the course is split into two 3.5-hour sessions, both sessions **must** be delivered on consecutive days.

Please note, if the two sessions are delivered on non-consecutive days this will only count toward the National qualification.

National: The minimum length of a course must be 3.5 hours.

Return to Driving: The minimum length of a course must be 7 hours. If delivery of the course is split into two 3.5-hour sessions, both sessions **must** be delivered on consecutive days.

ID/Licence checks, admin/registration, and breaks do not count towards delivery time.

2.5 If applicable, the total length of e-Learning within the course?

e-Learning is the delivery of training through a digital device such as a computer or tablet that can be completed independently by a driver outside of a classroom/remote course.

Not to be confused with remote training.

Courses approved **before** 3 December 2024 and Return to Driving courses must contain no more than 2 hours of e-Learning.

e-Learning within courses approved <u>after</u> 3 December 2024 must be a minimum of 30 minutes within a course and cannot be included in modular courses.

A driver must not exceed 12 hours of e-Learning as part of their 35 hours.

To deliver training this way you will need to ensure that:

- The standard of training is the same standard as classroom-based training (at least a level 2 vocational qualification) The subject matter is suitable for e-Learning. Content with an on road or practical elements is not suitable for e-Learning.

- You can verify the identity of the driver; prove they have participated and keep evidence of this for audit purposes.

- Start and finish times are monitored/recorded to show e-Learning module was completed in full.

- Drivers are provided with joining instructions for e-Learning elements if completed outside of the classroom environment.

- Where possible, e-Learning is followed by a classroom session to recap and check completion.

- The course summary clearly identifies the e-Learning element.

- Copies of the e-Learning training package are included with other course documentation when submitted for approval.

2.6 What is the anticipated driver/trainer ratio? The number of drivers to whom you can effectively deliver training.

As a guide DVSA expects this to be no more than twenty (20) for classroom-based training and fifteen (15) for remote/on-line training per trainer (you will

need to explain how you will manage the training appropriately for larger groups).

2.7 If this course is part of another programme, qualification, or award you must provide details below: It is important to let us know if the course content contributes to another approval or certification e.g., Dangerous Goods or First Aid.

2.8 Course Summary: A course summary should provide enough detail for DVSA/DVA to understand the content being delivered, how this meets the syllabus, how it will be delivered, the resources used and how the course is managed to assure DVSA/DVA that it meets the requirements of periodic training.

2.9 Course Delivery

2.9.1 Please provide the aims and objectives (i.e. learning outcomes) for this specific course:

Aims:

Objectives:

2.9.2 Trainer Evidence

Note: only trainers authorised as part of this application may deliver the course.

Please provide details of each trainer delivering this course.

Please only submit evidence of each trainer's training skills, subject knowledge and experience if they have not been authorised to deliver this course before

2.9 Course Summary: The course content must be linked to the Driver CPC syllabus and must be equivalent to at least a level 2 vocational qualification.

2.9.1 Aims and Objectives are used to assess that the learning outcomes meet the Level 2 requirement.

- **Aim**: describes the purpose and desired outcome e.g. To provide up-to-date legislative information on Tachographs

- **Objectives:** a specific statement e.g. By the end of the course participants will have…. or will have had the opportunity to….

2.9.2. Trainer Evidence: DVSA/DVA need to know which trainers are delivering the course, even if they have delivered it previously. You will need to provide their name and unique identifier (usually a driving licence number or date of birth). DVSA/DVA will use this information to check the records held.

Evidence for new trainers needs to be submitted to show that the trainer (s) holds the appropriate training skills, subject matter knowledge and experience relevant to *this* course being submitted for approval.

Section 3: Publication

3.1 Would you like this course to be publicised on **gov.uk** website?   ☐ Yes   ☐ No

3.1 Would you like this course to be published on the gov.uk website? Publishing the course on the search facility is voluntary and offers two key benefits:

- Increased publicity – important for commercial training providers
- Validation of the approved course

If this is left blank your details will **not** be published.

Section 4: Payment

4.1 Payment of the current fee is accepted via the methods below and should be made within 5 working days of receipt of the application by DVSA. Payment for modular courses must be rounded up to the nearest full hour.

☐   Cheque (Cheques should be made payable to DVSA)

☐   Credit / Debit card

☐   BACS   Please use the following bank details for BACS payment:

Bank Name:	Nat West
Sort Code:	60-70-80
Account Number:	10004440

Please ensure your remittance advice is included quoting your centre name, centre number and course name.

Name: _____

Position: _____

Date: _____

4.1 Acceptable Payment methods: Please indicate how you would like to pay for the application. If you choose to pay by credit/debit card, DVSA will contact you to arrange payment.

Please note that the application will not be processed until payment has been received.