Driver & Vehicle Standards Agency

Driver & Vehicle Agency

Application for Driver CPC Course Approval

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.

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Section 2: Course Details

2.1 Is this course going to be delivered for:

☐ 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

2.9 Course Delivery

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

Aims:

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Objectives:

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2.9.2 Please provide the details and required evidence of each trainer delivering this course.

Please note: Only trainers authorised as part of this application may deliver the 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.

Section 3: Publication

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

Data is collected direct and not shared routinely with anyone outside of the Competent Authority (DVSA/DVA).

The Competent Authority (DVSA/DVA) collects and handles your personal data in accordance with road trafficand data protection laws. The personal information you provide on this form will be used for the purposes of the Competent Authority's (DVSA/DVA's) statutory function of processing your application to become an approved centre for delivering Driver CPC periodic training/deliver an approved course for Driver CPC periodic training.

The data protection law allows us to release your data to the police and other enforcement bodies. We also provide data to other parties where the law allows it. For further information about how we process your data, your rights and who to contact, please see our privacy policy at www.gov.uk/dvsa/privacy

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:

4.2 Application checklist

☐   Payment details

☐   Course Summary

☐   Trainer evidence (training skills, subject knowledge and experience or qualifications)

☐   e-Learning training package (if applicable)

☐   On-road sample route (if applicable)

☐   If you are submitting a modular course, you must include one course application for the 7-hour modular course (excluding the course summary) and one for each 3.5-hour module (including the course summary and trainer information.

By submitting this course for approval, we agree to and will give proof when requested that the training materials used (including but are not exhaustive to presentations, booklets, videos, DVDs etc) are up to date and appropriate for the delivery of Driver CPC.

To enable the Competent Authorities (or their representative) to conduct unannounced audits you must give up to date and full details of where and when you will be running an approved Driver CPC course, including the full name of the trainer delivering it no less than 48 hours of the start of the course. In addition, you must notify DVSA of any changes (including cancellations) to the trainer, training course, date, time and location of no less than 24 hours of the start of the course via www.jaupt.org.uk

Failure to comply with the conditions of approval may result in the suspension or withdrawal of the centre approval.

You should submit this form to JAUPT-Enquiries@dvsa.gov.uk or alternatively post it to:

DVSA
Cubix, Suite 208
Noble House
Capital Drive
Linford Wood
Milton Keynes
MK14 6QP

Any queries should be directed to JAUPT-Enquiries@dvsa.gov.uk or alternatively on 01908 787000.