

Trainer Guidance

Driver CPC Evidencing Skills, Knowledge and Experience of Trainers

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Version: 1.1

Introduction

This guidance sets out the details that training centres need to for each trainer that is nominated to deliver a specific course, as part of the course application process.

The centre must provide evidence to show the trainer holds appropriate:

1. Training skills
2. Subject matter knowledge
3. Experience relevant to the course

Centres should provide evidence in the form of a certificate(s), a written accompanying statement and/or trainer template (Annex A).

If you have submitted trainer evidence for a specific course previously and there is no change to the course content and trainer's skills and knowledge, we can use our records to confirm the trainer meets the requirements. To do this, please tell us the name of the trainer delivering the course and their driving licence number or another form of information e.g. date of birth.

Prior authorisation must be sought before a new trainer is permitted to deliver this course via JAUPT-Enquiries@dvsa.gov.uk

The following pages provide examples of evidence that DVSA will accept against each of those criteria. These examples have been provided by industry experts but are used for illustrative purposes only.

1. Training Skills

Trainers must have the necessary skills to delivery high quality training. A trainer’s eligibility can be evidence in a variety of ways, such as a formal qualification, membership of one of the recognised Trainer Registers or by confirming the trainer’s prior experience.

Examples of evidence we will consider are listed below:

Evidence Type	Qualification
Teaching Qualifications	<ul style="list-style-type: none"> • Certificate of Teaching in the Lifelong Learning Sector (CTTLS) now CET • Diploma in Education and Training (DTTLS or DET) now DiT at least Level 3 • Level 3 or above in Education and Training • Level 4 or above in Training and Development • Preparing to Teach in the Lifelong Learning (PPTLS) now AET at least Level 3
Member of a Recognised Trainer Register	<ul style="list-style-type: none"> • Register of Approved Driver Assessors & Trainers (RADAT) • RHA Driver CPC Instructor Register • The National Register of Driver CPC Instructors (NRI) • The Voluntary Register of Driver CPC Trainers (VRT) • The National Register of LGV Instructors (NRI) • The National Vocational Driving Instructors Register (NVDIR) • Voluntary Register of PCV Driving Instructors (VRT) • VTCT Skills for Logistics Register of Logistics (RLI)
Other Recognised Qualifications	<ul style="list-style-type: none"> • ADR Instructor • Approved Driving Instructor (ADI) • Department for Transport National Standard for Cycle Training • First at Work Instruction • Level 3 Certificate for Driver CPC Trainers • Level 3 or above in Driving Instruction • Level 3 Train the Trainer • ITC Level 3 Award in Teaching First Aid QualificationsMOD/HM Forces Licence Acquisition Instructor • Winter Services Trainer

Where a trainer does not hold a formal qualification or is not on a Trainer Register, the centre can provide an accompanying statement or a completed trainer evidence template (Appendix A) detailing how the trainer has gained training experience.

The statement could include the following details:

Training Skills – Accompanying Statement
<ul style="list-style-type: none"> • Shadowing of qualified trainer • Mentorships • Duration of being a trainer at your centre

- Any internal training that has been completed
- Courses taken but certificate not provided or unavailable
- Any internal or external e.g. DVSA audit details

2. Subject Knowledge

We wish to ensure that trainers have in-depth subject knowledge for the course they are delivering, to ensure accurate content is being taught. Centres can evidence a trainer's subject knowledge by providing relevant qualifications.

Examples of evidence we will consider are listed below:

Subject Area	Qualification
Carriage of Dangerous Goods	<ul style="list-style-type: none"> • ADR Driver Training Certificate • ADR Instructor • Dangerous Goods Safety Advisor (DGSA)
Customer Service	<ul style="list-style-type: none"> • Intermediate Level Apprenticeship in Customer Service in the Business Sector
Defensive Driving	<ul style="list-style-type: none"> • Level 3 NVQ in Driving Instruction
Drivers Hours	<ul style="list-style-type: none"> • City & Guilds Instructor in Digital Drivers Hours Recording Equipment • Certificate of Professional Competence in National Passenger Transport Operations • Certificate of Professional Competence in International Passenger Transport Operations • Certificate of Professional Competence in National Road Haulage Operations • Certificate of Professional Competence in International Road Haulage Operations
First Aid	<ul style="list-style-type: none"> • First Aid at Work Instructor • FFA Level 3 Award in First Aid at Work • Award in Supervising First Aid for Mental Health • Level 2 Award in Cardiopulmonary Resuscitation and Automated External Defibrillation • Level 3 Award in Oxygen Therapy Administrator • Level 3 Award in Immediate Management of Anaphylaxis • Intermediate First Person on Scene (FPOS)
Fire Awareness	<ul style="list-style-type: none"> • Fire Marshall/Warden Instructor
Health and Safety	<ul style="list-style-type: none"> • Advanced Diploma in Health and Safety • NEBOSH Health and Safety Certificate • Level 5 NVQ Diploma in Occupational Health & Safety Practice • NEBOSH National General Certificate of Occupational Health and Safety • Level 3 - Award in Health and Safety in the Workplace • IOSH Managing Safety
Manual Handling	<ul style="list-style-type: none"> • Level 2 Award in Manual Handling • Osteopaths for Industry (OfI) Manual Handling Training • Level 3 Award in Manual Handling Trainers (ROSPA) • BTEC Level 3 Manual Handling Trainers
O-Licence	<ul style="list-style-type: none"> • Certificate of Professional Competence in Passenger Transport Operations • Certificate of Professional Competence in Passenger Transport Operations • Certificate of Professional Competence in National Road Haulage

	<ul style="list-style-type: none"> Operations Certificate of Professional Competence in International Road Haulage Operations Certificate of Professional Competence – Transport Manager
SAFED	<ul style="list-style-type: none"> SAFED register (SAFED is no longer available as a separate qualification and can only be delivered as a Driver CPC course. The trainer must be registered on the SAFED register. If not, the course must not be titled SAFED).
Safe Urban Driving	<ul style="list-style-type: none"> FORS Practitioner
Signaller/Banksman	<ul style="list-style-type: none"> Banksman Instructor
Terrorism	<ul style="list-style-type: none"> Terrorism Risk and Incident Prevention (TRIP)
Walk Around Checks	<ul style="list-style-type: none"> Category C or C+E licence (for LGV courses) Category D or D+E licence (for PCV courses) IRTEC in Large Commercial Vehicles IRTEC in Bus and Coach NVQ in Driving Goods Vehicles
Wellbeing	<ul style="list-style-type: none"> Level 2 Certificate in Awareness of Mental Health Problems
Winter Service Operations	<ul style="list-style-type: none"> Winter Service Assessor/Trainer
Working Time Directive	<ul style="list-style-type: none"> Certificate of Professional Competence in National Passenger Transport Operations Certificate of Professional Competence in International Passenger Transport Operations Certificate of Professional Competence in National Road Haulage Certificate of Professional Competence in International Road Haulage

Where a trainer does not hold a formal qualification, the centre can provide an accompanying statement or a completed trainer evidence template (Appendix A) detailing how the trainer has gained their course specific subject knowledge.

The statement could include the following details:

Subject Knowledge – Accompanying Statement	
	<ul style="list-style-type: none"> Internal courses completed Duration and detail of working within the industry/subject Courses taken but no certificate provided Shadowing a subject matter expert Mentorships

3. Experience

We wish to ensure that trainers have the relevant experience specific to the course subject.

Trainers need to have the relevant industry experience in the course subject area. Trainers' experience can be evidenced in a variety of ways, such as a formal qualification which has an element of experience built in.

Examples of evidence we will consider are listed below:

Evidence Type	Qualification
Course Subject	<ul style="list-style-type: none"> Train the Trainer (subject relevant)

Qualifications	<ul style="list-style-type: none"> • Level 3 Advanced First Aid at Work Instructor • ADR Instructor • Charter Member – Institute to Logistics and Transport
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Where a trainer does not hold a formal qualification, the centre can provide an accompanying statement or a completed trainer evidence template (Appendix A) detailing how the trainer has gained their course specific experience.

The statement could include the following details:

Experience – Accompanying Statement
<ul style="list-style-type: none"> • Prior training at your centre • Evidence qualification only issued with experience • Previous/current job details that demonstrates subject experience • Continual Professional Development (CPD) details • Refresher course • Details of any internal or external audits e.g. DVSA

Trainer Template

This table should be used for each trainer delivering a Driver CPC course. Please provide sufficient detail such as dates, length of time and types of training delivered to demonstrate the trainer's ability to deliver this specific course.

Trainer Details	
Name	
Driving Licence Number of Date of Birth	

Training Course Details	
Course Number (e.g., ICRS, NCRS, TX, RTD)	
Course Title	
If modular, please provide the name of each module the trainer is equipped to deliver:	

Training Skills

Details of voluntary trainer register including name, registration number and expiry date *and/or*:

- Training qualifications/certificates held, including expiry date
- Previous training delivery experience, including dates, length of time and types of training delivered
- Internal mentorship programme/on the job development

Subject Knowledge

Details of training qualifications held *and/or*:

- Relevant history/knowledge, that demonstrates the trainer's ability to deliver this specific course content
- Internal training course for this specific subject
- Continual professional development (CPD) record including details relevant to this specific subject

Experience

Details of training qualifications held, including expiry dates and/or relevant work history, and number of years in current/previous role that demonstrates relevant experience.

