

ANNEX 5

APPLICATION FOR COURSE RE-APPROVAL

Explanatory note (please read before completing this part of this form).

JAUPT will send out course re-approval reminders to all Approved Centres approximately 60 days prior to expiration. It will consider written re-approval applications from approved centres and employers on behalf of the Competent Authority on the following form, subject to the terms and conditions listed at the end of this document. If all conditions are satisfied, re-approval will be granted for a period of one year, subject to continued compliance with the terms and conditions.

Once an application form has been received, JAUPT will acknowledge receipt in writing. The approvals unit will then consider the application and, providing it is complete and valid, will communicate a decision in writing to the applicant organisation within 15 working days. If further information is required to complete the application, JAUPT will request this information from the applicant organisation and will then communicate a decision in writing to the applicant organisation within 15 working days. If approval is refused, JAUPT will state the reasons for refusal, and the applicant organisation can re-apply as soon as they feel the reasons for the refusal have been rectified.

Please complete the following application form if you are applying to have an existing course re-approved.

Please note that the course must be current with minimal changes and must have been approved within the last five years.

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This form should be completed and sent to the address below along with the appropriate fee. Payment will be accepted by cheque (made payable to DSA), postal order, and credit/debit card. If paying by credit/debit card please contact JAUPT to make the payment. Please note that re-approval cannot take place until the payment has been received.

The Joint Approvals Unit for Periodic Training

12 Warren Yard, Warren Farm Office Village, Milton Keynes, MK12 5NW
T 0844 800 4184

Any queries should be directed to enquiries@drivercpc-periodictraining.org

Name of Approved Training Centre

Number of Training Centre
(As allocated by JAUPT)

Title of course

Course Number
(As allocated by JAUPT)

Last approval date for course

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

Length of the course (hours) (if different from last approval)

Number of drivers per course (if different from last approval)

How many times have your trainers delivered this course over the last 12 months

How has this course been evaluated?

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How has the feedback from course evaluations been used to improve this course?

Have any changes been made to the course content and/or structure (e.g. timings)?

YES NO

If YES, please provide a new course outline on the template contained within this application form.

If NO, please explain below why changes were not necessary.

TRAINERS

On the following page, please provide evidence that confirms the qualifications/ experience in both training and subject knowledge of this course for all trainers delivering this course.

Please outline how consistent standards of delivery across all trainers have been maintained and monitored for this course over the past 12 months

Trainer Information

Name of Trainer/Instructor

Please complete this form for new each trainer. Please attach evidence for each trainer that confirms his or her qualifications/experience in both training and subject knowledge.

Courses to be delivered	List evidence attached to show the trainers knowledge qualifications/experience	List evidence attached to show the trainers training qualifications/experience

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Trainers' qualifications and/or experience – the directive requires that each trainer is suitably qualified in the subject area(s) they are proposing to deliver.

Trainers will be expected to present evidence of knowledge in the relevant subject area and also evidence of expertise in training/training techniques.

Evidence will take the form of:

Training

- An appropriate training qualification OR
- A certificate of experience from an employer or customer that can evidence expertise in delivering training (see Annex 7)

AND

Knowledge

- An appropriate qualification in the relevant subject OR
- A certificate of knowledge from an employer or customer that can evidence expertise in the subject being delivered (see Annex 10)

NOTE: In some instances the same qualification/certificate may provide evidence of both subject knowledge and training experience e.g. the DSA Registered LGV Instructor Certificate or the Driving Instructor NVQ.

Please note: Those trainers delivering practical driver training must have held the appropriate driving licence for at least three years to comply with the accompanying driver rules, and meet one of the above criteria.

Course Layout

Name of course

Please complete an overview of the course you are submitting for re-approval. An example is given in Annex 5.

Timings	Content	Evaluation method	Resources/location	References to syllabus (see Annex 2)	Name of trainer/instructor

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Terms and Conditions (Please read carefully).

- i If a training centre fails to comply with these terms and conditions the Competent Authority may remove or suspend the approval status of this course with immediate effect.
- ii On request, training centres must advise JAAPT, on behalf of the Competent Authority or his/her representative, of any training courses scheduled for delivery.
The name of the course and the trainer shall be provided (as a minimum).
- iii If a course fails to comply with these terms and conditions JAAPT, on behalf of the Competent Authority, may remove or suspend the approval status of the course with immediate effect.
- iv Only courses that have been approved by JAAPT count towards Periodic Training.
- v The content of courses must be relevant to the syllabus as listed in Annex 2.
- vi Only appropriately qualified/experienced trainers may deliver courses.
Centres must hold details of trainers delivering this course along with evidence of their appropriateness.
- vii Approved centres should update JAAPT with any changes to their course or the trainers delivering it.
- viii All attendees must complete the course before its approval expiry date in order for the hours to count towards Periodic Training.
- ix If the course is re-submitted within a five-year period of its initial approval, the course will undergo the standard re-approval process. If the course approval lapses for more than five years, then the approval process will begin again and the course will be treated as a new submission.
- x The annual course review should take place one month before the course expiry date to ensure continuity of training if the course is to remain current. A reminder will be sent out by JAAPT 60 days prior to the expiry date.

I can confirm that I have read the above terms and conditions and that the information supplied in this document is true to the best of my knowledge.

Signed

Print Name

Position in Company

Date

Please tick one of the following boxes to confirm if you would like this course publicised on the JAAPT website (www.drivercpc-periodictraining.org)

Yes, I would like this course publicised

No, I would not like this course publicised

