

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.

Hints and Tips for Completing This Form

When you complete this form you have the opportunity to make as many changes your course that you believe are necessary.

This is a good time to make improvements to your course based upon the feedback received, and the evaluation you will have carried out.

When you complete your form it's preferable to use the "Amendable Course Re-approval Form" as information can be typed in - this will make it much easier for us to read.

If you do use the hand completed "Course Re-approval Form" please make sure you write neatly and clearly. Unfortunately if we can't read something it may delay your application as we will have to seek clarification.

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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

Write the name of your Approved Training Centre in this box - this is the name that is registered with JAUPT.

Write your Approved Training Centre number in this here - this is the number that JAUPT issued to your centre when it was approved. It will be in the format ACXXXXX

What is the number of the course that you want to re-approve? The course number will look like "CRSXXXX/XXX" - This is the number JAUPT issued to you for your course when it was first approved.

Is this course for PCV, LGV or both? If it is both you will need to be able to show that it is suitable for both.

Has the course length been changed from the last time it was approved? If so how long is it now?

If you have changed the maximum number of people permitted on the course from the last approval date - write the number here.

Name of Approved Training Centre

Number of Training Centre (As allocated by JAUPT)

Title of course

Course Number (As allocated by JAUPT)

The title of the course should reflect the content of the course - this title will be published on our website if you tick the publicise box on the last page of this form.

What is the date when this course was last approved?

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?

Write how many times this course has been delivered by your centre in the last approval year.

Think About!

Making a list of the things you have done to see how successful and effective the course has been.

Consider the following:
 What information have you used to determine the effectiveness of the course?

- Who you have spoken to.
- Any facts or figures that will help you make a conclusion about the course?
- By asking yourself - does the course meet its objectives? If so how do I know this?

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

In this box describe how you have used your evaluation information to improve this particular course

Indicate whether you have changed the course from when it was last approved

If you have changed the course from when it was last approved, fill out a new course layout form. This is where you are asked to provide details around timings, content evaluation method etc.

If you haven't changed the course tell us the reasons why you haven't felt it necessary.

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

If your centre has used more than one trainer to deliver this course describe:

- How you have maintained consistent quality standards across the different trainers.
- How you have monitored these standards?

Only complete this form if you now use a trainer(s) not previously registered with JAUPT to deliver Driver CPC course(s). This will enable us to keep an up to date record of the trainer(s) and the course(s) they deliver. If you have already told us about new trainer(s) there is no need to complete this form. Please note it is your training centre's responsibility to keep accurate and up-to-date records about your trainers.

Trainer Information

Name of Trainer/Instructor

Enter the full name of the trainer in here

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
<div style="border: 1px solid red; padding: 5px; margin: 10px auto; width: 80%;">List all of the Driver CPC courses that the trainer/instructor named above delivers.</div>	<div style="border: 1px solid red; padding: 10px; margin: 10px auto; width: 90%;"> <p>Describe technical knowledge, qualifications and or experience the trainer has to deliver a course.</p> <p>For example if the trainer has evidence of qualifications in the subject delivered you can attach a copy of a relevant qualification(s) to this application.</p> <p>If experience is held please complete Annex 9 - Confirming experience in subject knowledge.</p> <p>Please do not send us your trainer's CV.</p> </div>	<div style="border: 1px solid red; padding: 10px; margin: 10px auto; width: 90%;"> <p>Describe here the qualifications and or experience the trainer has to deliver training.</p> <p>If the trainer has attended a training course for example where he or she has learnt how to effectively deliver training you can attach the evidence to this page.</p> <p>If experience is held please complete Annex 8 - Confirming experience in training.</p> <p>Please do not send us your trainer's CV.</p> </div>

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

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 Form.
 Only complete this form if you are submitting an existing course for re-approval. If you have a new course you will need to complete the "Application for Course Approval" (Annex 4).g

Course Layout

Name of course

Write the name of the course in this box.
 Use a course name which accurately describes the course content.

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

Timings
 Show the timings in minutes of each session of the course. We want to be able to see how you have broken the course down.

Content
 Against the timings on the left write the content that is being trained to the drivers.

 Give adequate detail so we can see what is being taught in given block of time.

Evaluation Method
 Enter here how you plan to deliver the content described in the content column. See annex 6 for an example.

Resources/location
 List the resources that you will be using to deliver this particular session of the course.

 Tell us where the training takes place, for example classroom, depot, on the road, etc.

References to Syllabus
 Write the syllabus reference numbers in this column. For example if the course content relates to 2.2.1, 2.1.2 and 2.1.3 then list these here.

Name of Trainer/Instructor
 List the name of the trainer(s) or instructor(s) who deliver the training. You may have a course that is delivered by more than one person. If this is applies to your course we want to be able to see who delivers what part of the course.

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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	<input type="text"/>
Print Name	<input type="text"/>
Position in Company	<input type="text"/>
Date	<input type="text"/>

We require the principal of your establishment to sign this application - signifying their acceptance of the terms and conditions of course re-approval. The Principal would typically be the person in charge of the centre.

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

If you tick this box we will publicise your course details on our website.

If you tick no your course will not be publicised.

