

ANNEX 3 APPLICATION FOR TRAINING CENTRE APPROVAL

3.1 Application for Training Centre Approval

The Organisation

Registered name of the organisation

Registered address

Postcode

Approved centre name

Approved centre address

(if different from registered address)

Postcode

Name of the person responsible for this application

Position

(Please see conditions iv and v)

Name of person to contact in relation to this application

(Please see condition vi)

Email address

Telephone number

- Nature of Business
- Employer with in-house training
 - Training provider with own premises
 - Training provider intending to use a range of premises
 - Employer offering training to third parties
 - Other – please specify

Number of employees: <10 11 – 99 100 – 249 250 +

Sector(s) to which you intend to deliver: LGV PCV LGV & PCV

Approvals for training/assessing you already hold (Please include evidence of these approvals)

1. Kitemarks or standards you already hold (e.g. IIP, ISO, Customer First)

2. Do you currently deliver publicly funded training? YES NO

If YES, have you been inspected by OFSTED/ALI YES NO

If YES what grades were you given for

1. Leadership & Management	<input type="text"/>
2. Logistics	<input type="text"/>

3. Do any of your employees have delegated examiner status with the DSA YES NO

4. Are any of your instructors registered on the DSA Voluntary Register for LGV Instructors? YES NO

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5. Are any of your instructors registered on the GoSkills Voluntary Register for PCV Instructors? YES NO

6. Any other approvals you hold (please list)

Any relevant courses currently being delivered:

Course title	Directive Syllabus Reference

The Infrastructure

General requirements

Before completing this section, please read the conditions attached to this form. Please be aware that the information you provide may be subject to scrutiny at any time.

Please confirm that you have:		YES	NO
A Suitable premises for:	Delivering training	<input type="checkbox"/>	<input type="checkbox"/>
	Storing training records	<input type="checkbox"/>	<input type="checkbox"/>
	Administration	<input type="checkbox"/>	<input type="checkbox"/>
B Sufficient resources for training:	Teaching Aids	<input type="checkbox"/>	<input type="checkbox"/>
	Materials	<input type="checkbox"/>	<input type="checkbox"/>
	Equipment	<input type="checkbox"/>	<input type="checkbox"/>
C The appropriate vehicles for delivering in-cab training (if relevant)		<input type="checkbox"/>	<input type="checkbox"/>
(All vehicles used in this training must be suitably insured, maintained and hold a current MOT, where applicable. You may be asked to verify this at any time.)			
D Policies for:	Quality assurance	<input type="checkbox"/>	<input type="checkbox"/>
	Equal opportunities	<input type="checkbox"/>	<input type="checkbox"/>
	Health and safety	<input type="checkbox"/>	<input type="checkbox"/>
	Trainer standards /development	<input type="checkbox"/>	<input type="checkbox"/>
	Data Protection	<input type="checkbox"/>	<input type="checkbox"/>
E Administration:	Staff: Accountable for completing procedures for Periodic Training	<input type="checkbox"/>	<input type="checkbox"/>
	Procedures	<input type="checkbox"/>	<input type="checkbox"/>
	IT Systems	<input type="checkbox"/>	<input type="checkbox"/>
F Procedures for dealing with complaints and refunds		<input type="checkbox"/>	<input type="checkbox"/>

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Training Sites

Number of proposed sites for delivering training

(If you have more than one site please include, on a separate page, a full list with addresses in accordance with Condition ix. Please note: JAAPT will communicate only with the contact person listed in the application.)

If you intend to deliver training at more than one site, you must have the processes and quality assurance in place to maintain a consistent standard across all sites. For approval to be granted you must give details of how this will be achieved. If you require further guidance please contact enquiries@drivercpc-periodictraining.org.

NOTE: As the Approved Training Centre you are responsible for maintaining standards across all training courses delivered and all sites. You are also responsible for updating the central driver database. If JAAPT were to find any irregularities at any of your sites, the Competent Authority could remove or suspend the approval status of the training centre, all of its sites and courses.

Courses

If known, please list the courses you intend to deliver and the part of the syllabus they cover. This list can be changed or added to at any time.

(NOTE: each specific course must be approved by submitting a separate Course Approval Application form.)

Course Title	Directive Syllabus Reference

Appropriate Trainers

Please provide a list of the trainers you intend to use to deliver these courses. (Centres are required to keep comprehensive and up-to-date records of the trainers they employ in order to demonstrate that they use only appropriately qualified trainers to deliver periodic training. A comprehensive list of trainers and evidence of their qualifications/experience will be required with each course approval application.)

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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 the training centre with immediate effect.
- ii Only those centres approved for Periodic Training are entitled to advertise their training provision as approved for Driver CPC.
- iii Only those centres approved for Periodic Training are entitled to use the Driver CPC logo.
- iv Training centres must abide by the Terms and Conditions as stated in the Guide to Periodic Training.
- v Centres must provide the details of a named person who is responsible for this application. This must be the Principal of the establishment seeking approval.
- vi The Principal of the establishment seeking approval must sign this document signifying their acceptance of these Terms and Conditions on behalf of the training centre. Applications for approval must be made in writing using this application form.
- vii Centres must provide a single named contact whom JAUPT should contact in relation to this application.
- viii The Competent Authority reserves the right to revise these Terms and Conditions at any time with a minimum of three months notice given.
- ix Centres must have a specified business address, where training records are kept securely and for a period of at least six years, and a contact point, which will be made available to anyone looking for a provider via JAUPT's website or with a legitimate complaint. P.O. Boxes are not acceptable for use in the list of approved centres, but can be used as a trading address on letters etc.
- x Centres may operate more than one site and each site listed must have a specified address. P.O. Boxes are not acceptable.
- xi Where centres operate at more than one location, they must ensure that systems are in place to ensure that a consistent high standard is delivered across all locations.

NOTE: As the Approved Centre, you are responsible for maintaining standards across all sites and for updating the central driver database. If JAUPT were to find any irregularities at any of your sites, the Competent Authority could remove or suspend the approval status of the training centre and its sites.

- xii Centres must have sufficient IT capability to access and update the Driver Recording Database via a secure website. There will be a fee associated with this process which must be paid by credit/debit card.
- xiii Centres must, on completion of a course, issue all drivers with a receipt which details the amount of Periodic Training received during the course. Any fraudulent issue of these receipts could result in the removal of approval status of the training centre with immediate effect.
- xiv Centres must transfer information to the database on courses delivered within five working days of the date of the course.
- xv If a training centre fails in its attempt to become approved, it may re-apply as soon as it considers the reasons for the failure have been rectified.
- xvi The Competent Authority or his/her representative reserves the right to visit an approved training centre at any reasonable time without prior notice. Failure to comply with this could lead to removal from the list of approved centres.
- xvii As part of any audit visit, the Competent Authority or his/her representative shall be entitled to participate in any approved training course.
- xviii Centres must hold an up-to-date list of all trainers engaged in training in that centre, supported by documentary evidence of their appropriateness to deliver Periodic Training (including for new trainers and leavers). The courses which the trainer can deliver at each centre must be specified.
- xix Centres must continuously hold the appropriate insurance cover for their business.

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- xx All vehicles used for training must have current MOTs and insurance and be covered by an appropriate maintenance schedule.
- xxi Training centres must put in place an auditable process to ensure and confirm, within reason, the identity of the person attending the training course. Failure to have such a procedure could lead to removal or suspension of their approved status.
- xxii All appropriate policies, as identified in section D above, must be in place.
- xxiii Training centres using the premises provided by others (e.g. customers) for training retain responsibility for the training environment including premises, resources, equipment etc. Trainers should ensure, ahead of the training delivery, that all Directive requirements can be met.
- xxiv Training centres must carry out identity checks in order to verify the identity of each participant on a course. This requires a visual check of an official form of identification of either a passport and 'old style' paper driving licence or photocard and counterpart driving licence.

I 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
(person responsible
for this application)

Print Name

Position in Company

Date

- I confirm that I agree to allow JAAPT to pass the details of this centre on to the Driving Standards Agency (GB)/Driver & Vehicle Agency (NI), GoSkills and Skills for Logistics.

The DSA (Driving Standards Agency)/DVA (Driver & Vehicle Agency) would also like to contact you to keep you informed of the latest developments within Driver CPC, including forwarding copies of their magazine 'Despatch'.

Please tick one of the following boxes to confirm whether you are happy for information on this form to be used for contact purposes:

- Yes I agree to being contacted by DSA/DVA.

- I do not wish to be contacted by DSA/DVA.

My email address is:

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

- Yes, I would like this centre publicised.

- No, I would not like this centre publicised

