



# **Driver CPC - Periodic Training**

**Information and Advice for PCV Operators Preparing to Introduce the Periodic Training Component of the Driver CPC**

## **Introduction**

This guide has been produced to help operators introduce, and get the best out of, periodic training. It covers the following areas:

- Role of *GoSkills* in supporting operators
- Background and Directive Requirements
- Planning for Periodic Training
- Options for providing Periodic Training
- Choosing a delivery option including options, advantages, disadvantages and issues for consideration
  - Becoming an Approved Centre and delivering courses internally
  - Using Approved Providers to deliver agreed training to a group of drivers
  - Placing one or more drivers on courses that have been developed and scheduled externally
- How to find information on approved training centres and courses
- Contacts
- The Directive Syllabus

## **Role of *GoSkills* in supporting operators**

*GoSkills* is the Sector Skills Council for Passenger Transport. Our role is to support operators in identifying the best options and training for their business. We do not deliver training but we are able to provide information on the options available within the local area.

Operators who wish to discuss the options for Periodic Training should contact their *GoSkills* Regional/National Business Adviser. A contact list is provided at the end of this document.

## **Background and EU Directive Requirements**

All professional Category D, D+E and D1 drivers will be required to attend 35 hours of training in every five year period from 10 September 2008. This training is known as "Periodic Training." For existing drivers who hold a PCV Licence acquired before September 2008, their first five year period will cover 10 September 2008 to 09 September 2013. This means that all existing drivers will need to complete their 35 hours of training by September 2013.

Periodic Training is regulated in line with the requirements of the Directive. Only training centres that have been approved can deliver Periodic Training and all individual courses must also be approved. In the UK, the approving body is the Joint Approvals Unit for Periodic Training (JAUPT).

All completed training will be registered on a driver database, enabling DVLA to issue Driver Qualification Cards to drivers who complete their training requirements.

## Planning for Periodic Training

There is a great deal of flexibility around Periodic Training including:

- Course Content

Training courses can cover any relevant subject that has a link to the syllabus used for initial training. A copy of the syllabus is attached. Examples of possible courses based on the Directive include subjects such as defensive driving, customer service, disability awareness, company induction programmes and annual refresher courses.

- Length of Course

Training courses can be of any length as long as they are a minimum of seven hours. This means that operators can provide one-day courses or longer programmes if they wish. If operators choose to offer seven-hour courses, these can be split into two delivery sessions as long as the second session starts within 24 hours of the completion of the first session.

- Annual Commitment

The 35 hours of training is completed over a five year period so operators can choose how much training should be completed each year for an individual driver e.g. operators could choose to provide one day of training per year or to provide all 35 hours in one week.

- Training for Individual Drivers

Operators can provide different training courses for different drivers depending on their particular needs e.g. new drivers will need different courses from more experienced drivers.

The flexibility means that operators are free to determine the best approach for their business. Operators can identify the training that will be most useful for their own organisation. For many operators, this means that they can draw on existing programmes and build on training that is already being delivered or planned. Operators can also decide the best time to provide the training e.g. at quieter periods of the year.

*GoSkills* recommends that:

- Operators identify the training that will improve the professional performance of their drivers and benefit their business
- Operators build on existing training and good practice in their business
- Operators provide seven hours of training for each driver each year. This will help to spread the cost of the training whilst also enabling each driver to undertake some professional development each year.

A note of warning: Operators could choose leave all of the training for their existing drivers until 2013. *GoSkills* strongly recommends against this. There is limited training

supply for the sector and if there is a large demand at the last minute this is likely to drive up the costs of training.

### **Options for Providing Periodic Training**

Operators need to ensure that any training course provided is approved as periodic training and is delivered through an approved centre. If this is not the case then no credit will be given for the training undertaken.

There are a number of choices available for operators. A brief description of the options available follows. Broadly, these choices are:

#### Becoming an Approved Centre and delivering courses internally

Individual operators can become an approved centre and develop their own courses for delivery in-house. To become an approved centre, operators have to submit an application to the Joint Approvals Unit for Periodic Training (JAUPT). As part of the approval process, they must demonstrate that they meet the minimum standards for centres as laid out in the Directive e.g. they will have to demonstrate that they have suitably qualified trainers to deliver the training, that they have access to suitable premises and that they have suitable policies in place. The option is likely to appeal particularly to medium to large operators and/or those with an existing in house training facility.

Courses will need to be developed and submitted to the JAUPT for approval. There are no set minimum or maximum numbers of courses that an approved centre can offer. Operators could choose to have only one course (eg a refresher course) approved each year and to deliver that to all drivers.

Centre approval is granted on a five year basis and course approval is granted on a one year basis. There are fees in place for approval. In 2008-09, the centre approval fee is £1500 and the course approval fee is £36 *per hour* of the course so the approval fee for a seven hour course is £252.

Once approved, operators can also make their courses available commercially if they wish. All approved courses and training centres will be listed on the website of the Joint Approval Unit for Periodic Training. Approved centres that wish to make their courses available commercially will be asked by the JAUPT to identify the regions and nations in which they are prepared to offer training.

Two or more operators could combine their training resources to establish a training consortium for approval purposes. However, they would need to comply with the JAUPT requirements for consortia.

Guidance on becoming an approved centre is available from the Joint Approvals Unit for Periodic Training. (see [www.drivercpc-periodictraining.org](http://www.drivercpc-periodictraining.org) for more information)

### Using Approved Providers to deliver agreed training to a group of drivers

Operators can buy in approved providers to deliver courses for groups of drivers for them. Where operators do this, they can decide what training they need and look for a training provider that can deliver what they want. Some providers will come to an operator's premises to deliver the course.

A list of approved providers and their approved courses is available on the JAUPT website. At local level, the *GoSkills* Business Adviser will be able to advise on providers and provide feedback from other operators who have used the courses.

The cost of using external providers varies. Generally, providers will be able to quote a "day rate" rather than a rate per individual driver. Where operators purchase provision for a group of drivers, they remain firmly in control of the training. Key decisions around what course, when it is delivered and where it is delivered rest with the operator. There may also be options for negotiating cost.

Operators who have only a few drivers could consider linking with another operator to take advantage of the day rate fee and to increase their control over what is delivered and when it is delivered. *GoSkills*' Business Managers will be able to help operators in making links to other operators.

### Placing one or more drivers on courses that have been developed and scheduled externally

Under this option, operators could identify an approved course for one or more drivers and purchase appropriate training places. For example, an operator might choose to place an individual driver on an approved customer service course running on a set date at a local provider (e.g. a college). This would enable the individual driver to be trained as part of a wider group.

This model places the key decisions in the hands of the training provider as operators are purchasing one or more places on an existing course. The cost of "infilling" at individual level is likely to be significantly higher than buying in at a group rate.

Again, *GoSkills*' Business Advisers will be able to advise on local courses and a full list of approved providers and their courses is available on the JAUPT website.

Operators may mix and match the above options as the need arises. For example, an operator that is approved as a training centre in their own right, may choose to use an "infill" option for an individual driver for a specific course elsewhere (e.g. First Aid) or may choose to buy in a specialist trainer on a specific topic for a group of drivers (e.g. digital tachographs).

## **Choosing a Delivery option including advantages, disadvantages and issues for consideration**

The following section provides a summary of the advantages and disadvantages of each of the options available.

### **Becoming an Approved Centre and delivering courses internally**

#### *Advantages and Disadvantages*

<b>Advantages for Operators</b>	<b>Disadvantages for Operators</b>
Self-sufficient as a centre without reliance on external providers	<ul style="list-style-type: none"> <li>• Bureaucracy and cost of centre approval process</li> <li>• Administration requirements of JAUPPT and DSA</li> <li>• Subject to JAUPPT audit</li> </ul>
Control of courses – able to determine content and to adapt existing in-house courses	<ul style="list-style-type: none"> <li>• Bureaucracy and cost of course approval process</li> <li>• Administration requirements of JAUPPT and DSA</li> <li>• Subject to JAUPPT audit</li> </ul>
Where existing training structure in place (including trainers), this will be the cheapest option	
Where existing courses in place (e.g. induction, defensive driving, disability awareness etc), this will require minimal change	May have to make minor amendments to existing courses
Ensure that there is access to training without the need to seek out alternative provision – no time lost in looking for courses	
Ensures control of quality	
Ensures control of scheduling and location of course	
Potential to make course available commercially to other operators	

#### *Considerations for Operators*

This is a good option where operators already employ trainers and have established training programmes. There are some administrative and bureaucratic processes associated with centre approval. However, operators retain control over their courses, trainers, scheduling and costs.

Smaller operators could consider joining forces to develop a training consortium. This would enable them to access the considerable advantages of developing, managing and scheduling their own training.

## Using Approved Providers to deliver agreed training to a group of drivers

### *Advantages and Disadvantages*

<b>Advantages for Operators</b>	<b>Disadvantages for Operators</b>
Can select a training provider and course to meet their needs	<ul style="list-style-type: none"> <li>• Will have to use a course that has been already developed and approved – could restrict how much operator input there is</li> <li>• Limited control over trainer and trainer quality</li> <li>• Administration time involved in locating a training course that is appropriate</li> </ul>
Wide choice of providers is available enabling operators to shop around for the best fit for their needs and maintain control over the training	
Operators can negotiate time and location of training to suit their business	Dependent upon provider availability
No administration around centre and course approval and operator is not subject to audit of their training	
Training for a group of drivers will enable operators to negotiate a group rate	<ul style="list-style-type: none"> <li>• May take time to shop around for acceptable costs</li> <li>• Will have to negotiate whenever training is purchased</li> </ul>
	Where individual drivers are not able to attend a group training session, separate arrangements will need to be made which could potentially add costs

### *Considerations for Operators*

This is a good option where operators do not already employ trainers but have 8+ drivers who need training. Operators can identify the training they want and shop around to find a provider who can deliver the training they require. The option enables operators to negotiate with trainers to find the right course, delivered at a time and place to suit them and at a suitable cost.

Operators with fewer drivers could consider joining forces with other local operators to ensure that there are enough drivers to make it cost effective to buy in a trainer for group delivery.

**Placing one or more drivers on courses that have been developed and scheduled externally**

*Advantages and Disadvantages*

<b>Advantages for Operators</b>	<b>Disadvantages for Operators</b>
This could be a quick solution where there are few drivers or where there is a need to quickly find training for individuals	<ul style="list-style-type: none"><li>• No control over the course.</li><li>• No control over trainer or trainer or trainer quality</li></ul>
No administration around centre and course approval and operator is not subject to audit of their training	Potentially labour intensive if courses are sourced and booked at individual rather than group level
	No control over the timing or the location of the course - will have to use a course that has already been scheduled
	Potentially the most expensive option as there is limited opportunity to negotiate fees

*Considerations for Operators*

This is a good option where operators have only small numbers of drivers or are seeking specific training (e.g. First Aid) for an individual driver. However, under this model, operators have little control over the training and it could potentially be the most expensive option as there is limited opportunity for negotiation.

*GoSkills recommends that:*

- Operators consider the training that they currently offer and identify whether they could be approved centres in their own right
- Operators retain control of the training that is delivered to their drivers as far as possible by either taking a direct role in training themselves or by purchasing training from providers for groups of drivers.
- Smaller operators join forces to deliver/purchase training for their drivers
- Operators seek information on their options and local training providers from their local *GoSkills* Business Manager

## How to find information on approved training centres and courses

GoSkills' team of Business Advisers (please see contact details below) will be able to assist operators in identifying approved training centres and courses.

A full list of approved training centres and courses is available on the website of the Joint Approvals Unit for Periodic Training - [www.drivercpc-periodictraining.org](http://www.drivercpc-periodictraining.org) [enquiries@drivercpc-periodictraining.org](mailto:enquiries@drivercpc-periodictraining.org) Tel: 0844 800 4184. This website is updated regularly and provides information on approved training providers at region/nation level. The website also includes information on how to become an approved centre.

A brokerage and booking service, The Nationwide Transport Training, service has been set up by GoSkills in partnership with a national call centre. This service will enable operators to identify the approved courses that are available and to book one or more drivers onto external courses. This will assist operators who choose to use external courses as described in the section "Placing one or more drivers on courses that have been developed and scheduled externally" above. [www.nationwidetransporttraining.com](http://www.nationwidetransporttraining.com) or Tel: 0845 21 781 21

## Contacts

GoSkills' Business Advisers

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Further information on the Driver CPC is available on the GoSkills website – [www.goskills.org](http://www.goskills.org) Tel: 0121 635 5520.

Information on Driver CPC is also available from the Driving Standards Agency [www.transportoffice.gov.uk/cpc](http://www.transportoffice.gov.uk/cpc) [drivercpc@dsa.gsi.gov.uk](mailto:drivercpc@dsa.gsi.gov.uk) Tel: 0115 936 6255

# The Directive Syllabus

## List of subjects

The knowledge to be taken into account by Member States when establishing the driver's initial qualification and periodic training must include at least the subjects in this list. Trainee drivers must reach the level of knowledge and practical competence necessary to drive in all safety vehicles of the relevant licence category.

The minimum level of knowledge may not be less than level 2 of the training-level structure provided for in Annex I to Decision 85/368/EEC <sup>11</sup>, i.e. the level reached during compulsory education, supplemented by professional training.

### **1. Advanced training in rational driving based on safety regulations**

#### All licences

1.1. Objective: to know the characteristics of the transmission system in order to make the best possible use of it:

- curves relating to torque, power, and specific consumption of an engine, area of optimum use of revolution counter, gearbox-ratio cover diagrams.

1.2. Objective: to know the technical characteristics and operation of the safety controls in order to control the vehicle, minimise wear and tear and prevent disfunctioning:

- specific features of hydraulic vacuum servobrake circuit, limits to the use of brakes and retarder, combined use of brakes and retarder, making better use of speed and gear ratio, making use of vehicle inertia, using ways of slowing down and braking on downhill stretches, action in the event of failure.

1.3. Objective: ability to optimise fuel consumption:

- optimisation of fuel consumption by applying know-how as regards points 1.1 and 1.2.

Licences C, C+E, C1, C1+E

1.4. Objective: ability to load the vehicle with due regard for safety rules and proper vehicle use:

- forces affecting vehicles in motion, use of gearbox ratios according to vehicle load and road profile, calculation of payload of vehicle or assembly, calculation of total volume, load distribution, consequences of overloading the axle, vehicle stability and centre of gravity, types of packaging and pallets; main categories of goods needing securing, clamping and securing techniques, use of securing straps, checking of securing devices, use of handling equipment, placing and removal of tarpaulins.

Licences D, D+E, D1, D1+E

1.5. Objective: ability to ensure passenger comfort and safety:

- adjusting longitudinal and sideways movements, road sharing, position on the road, smooth braking, overhang operation, using specific infrastructures (public areas, dedicated lanes), managing conflicts between safe driving and other roles as a driver, interacting with passengers, peculiarities of certain groups of passengers (disabled persons, children).

1.6. Objective: ability to load the vehicle with due regard for safety rules and proper vehicle use:

- forces affecting vehicles in motion, use of gearbox-ratios according to vehicle load and road profile, calculation of payload of vehicle or assembly, load distribution, consequences of overloading the axle, vehicle stability and centre of gravity.

## **2. Application of regulations**

### **All licences**

2.1. Objective: to know the social environment of road transport and the rules governing it:

- maximum working periods specific to the transport industry; principles, application and consequences of Regulations (EEC) No 3820/85 and (EEC) No 3821/85; penalties for failure to use, improper use of and tampering with the tachograph; knowledge of the social environment of road transport: rights and duties of drivers as regards initial qualification and periodic training.

Licences C, C+E, C1, C1+E

- 2.2. Objective: to know the regulations governing the carriage of goods:
- transport operating licences, obligations under standard contracts for the carriage of goods, drafting of documents which form the transport contract, international transport permits, obligations under the Convention on the Contract for the International Carriage of Goods by Road, drafting of the international consignment note, crossing borders, freight forwarders, special documents accompanying goods.

Licences D, D+E, D1, D1+E

- 2.3. Objective: to know the regulations governing the carriage of passengers:
- carriage of specific groups of passengers, safety equipment on board buses, safety belts, vehicle load.

### **3. Health, road and environmental safety, service, logistics**

#### **All licences**

- 3.1. Objective: to make driver s aware of the risks of the road and of accidents at work:
- types of accidents at work in the transport sector, road accident statistics, involvement of lorries/coaches, human, material and financial consequences.
- 3.2. Objective: ability to prevent criminality and trafficking in illegal immigrants:
- general information, implications for driver s, preventive measures, check list, legislation on transport operator liability.
- 3.3. Objective: ability to prevent physical risks:
- ergonomic principles; movements and postures which pose a risk, physical fitness, handling exercises, personal protection.
- 3.4. Objective: awareness of the importance of physical and mental ability:
- principles of healthy, balanced eating, effects of alcohol, drugs or any other substance likely to affect behaviour, symptoms, causes, effects of fatigue and stress, fundamental role of the basic work/rest cycle.

3.5. Objective: ability to assess emergency situations:

- behaviour in an emergency situation: assessment of the situation, avoiding complications of an accident, summoning assistance, assisting casualties and giving first aid, reaction in the event of fire, evacuation of occupants of a lorry/bus passengers, ensuring the safety of all passengers, reaction in the event of aggression; basic principles for the drafting of an accident report.

3.6. Objective: ability to adopt behaviour to help enhance the image of the company:

- behaviour of the driver and company image: importance for the company of the standard of service provided by the driver, the roles of the driver, people with whom the driver will be dealing, vehicle maintenance, work organisation, commercial and financial effects of a dispute.

*Licences C, C+E, C1, C1+E*

3.7. Objective: to know the economic environment of road haulage and the organisation of the market:

- road transport in relation to other modes of transport (competition, shippers), different road transport activities (transport for hire or reward, own account, auxiliary transport activities), organisation of the main types of transport company and auxiliary transport activities, different transport specialisations (road tanker, controlled temperature, etc.), changes in the industry (diversification of services provided, rail-road, subcontracting, etc.).

*Licences D, D+E, D1, D1+E*

3.8. Objective: to know the economic environment of the carriage of passengers by road and the organisation of the market:

- carriage of passengers by road in relation to other modes of passenger transport (rail, private car), different activities involving the carriage of passengers by road, crossing borders (international transport), organisation of the main types of companies for the carriage of passengers by road.