

## REQUIREMENTS OF TRAINING CONSORTIUM MEMBERSHIP

### Document checklist

Use this list to confirm that you have returned to Driver CPC 4U the documents required as part of membership of the consortium:

Membership application form	
Trainer matrix (detailing all trainers to be used)	
Trainer knowledge and experience form (for each trainer to be used) (	
Trainer qualification certificates (for each trainer to be used)	
Trainer identification (driving licence or passport)	
Venue assessment form (for any training venue to be used)	
Trainer CPD form (to be returned annually for each trainer to be used)	
Confirmation of receipt of the Training Consortium Membership manual	

### General administrative requirements

- Hold appropriate insurances (e.g. public liability)
- Have appropriate policies in place (e.g. complaints)
- Only use training venues that are suitable for the course to be held and have been risk assessed
- Use only those trainers that are suitably qualified to deliver the subject matter and that are registered with Driver CPC 4U
- Ensure trainers undergo the required annual CPD required
- Allow auditors from Driver CPC 4U, DVSA and/or DVA access to courses, trainers and records
- Only use the Driver CPC logo in accordance with DVSA guidelines

### Basic requirements of delivering a Driver CPC course

#### Before a course

- Schedule courses with Driver CPC 4U at least 48 hours in advance
- Notify Driver CPC 4U of any changes or cancellations to scheduled courses at least 24 hours in advance
- Take steps to ensure that candidates do not repeat modules
- Issue joining instructions to candidates

#### During a course

- Adhere to the relevant maximum number of candidates per trainer
- Conduct appropriate licence and identity checks on all candidates
- Complete Attendance Record, fully and correctly
- Use only suitable training materials, as provided by Driver CPC 4U

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- Only use suitable vehicles for any training
- Deliver courses in accordance with the general requirements of Driver CPC 4U, DVSA and/or DVA
- Adhere to the DVSA approved course timings as detailed in the course layout
- Obtain completed Feedback Forms from candidates at the end of the course

## After a course

- Issue candidates with a Certificate of Attendance (may be issued on the day)
- Send a scanned copy of the Attendance Record to Driver CPC 4U by email within 3 working days
- Retain all Attendance Records, Feedback Forms, driving licences (where required) and proof of Certificate of Attendance issue for a minimum of 6 years