

## TRAINERS

Since 1<sup>st</sup> January 2021 the course approval process has been reviewed and updated so DVSA/DVA can make sure that periodic training is only delivered by trainers with the relevant skills and knowledge.

Evidence must be submitted for each trainer who will deliver a specific course. This will include proof of their competence and skills required to deliver training and appropriate knowledge of the subject matter they are delivering and meet the requirements detailed under 5.2.3 of the Directive 2003/59/EC which states:

*“The approved centre must guarantee that the instructors have a sound knowledge of the most recent regulations and training requirements. As part of the specific selection procedure, the instructors must provide certification showing a knowledge of both the subject material and teaching methods. As regards the practical part of the training, instructors must provide certification of experience as professional drivers or similar driving experience, such as that of the driving instructors for heavy vehicles.”*

This section provides guidance about, and examples of, the types of training/teaching qualifications and subject matter expertise will be considered acceptable. The examples given are not an exhaustive list and DVSA/DVA will consider other relevant qualifications.

### Trainer recruitment

A successful candidate for the training of the Driver CPC shall have:

- Experience or knowledge of Road Haulage and/or Passenger Transport operations and vehicles
- Relevant qualifications for the specific subjects to be delivered
- Experience or ability to train groups of individuals in a classroom scenario
- The ability to talk and empathise with groups of individuals
- The ability to process documents

It is not a requirement for a trainer to hold the relevant licence for the purposes of this training but may be an advantage.

Consortium members should develop a trainer recruitment policy detailing how they will take on new members of their training staff and ensure trainers are of the appropriate standard.

‘Train the Trainer’ courses can be provided if required.

### Training Skills

Training is the action of teaching a person a particular skill or behaviour. Trainers are required not only to be able to deliver a course but hold soft skills that allow them to:

- Use their verbal communication to deliver clear and concise messages
- Read their audience
- Adapt to different types of learning styles and situations
- Promote engagement
- Promote and encourage knowledge transfer
- Make the course interesting
- Be empathic/sympathetic, if required
- Encourage participation

# Driver CPC 4U National Training Consortium

- Facilitate group exercises/learning
- Interact effectively
- Gain the confidence of those in attendance
- Promote confidentiality
- Promote the benefits of undertaking periodic training that is appropriate to both the driver's needs and the needs of their employer

To assure DVSA/DVA that these standards will be met example qualifications have been provided:

Evidence Type	Qualification
Teaching Qualifications	<ul style="list-style-type: none"> <li>• Certificate of Teaching in the Lifelong Learning Sector (CTTLS) now CET</li> <li>• Diploma in Education and Training (DTTLS) now DET at least Level 3</li> <li>• Level 3 or above in Education and Training</li> <li>• Level 3 or above in Training and Development</li> <li>• Preparing to Teach in the Lifelong Learning (PTTLS) now AET at least Level 3</li> </ul>
Member of Recognised Trainer Register	<ul style="list-style-type: none"> <li>• <a href="#">Register of Approved Driver Assessors &amp; Trainers (RADAT)</a></li> <li>• <a href="#">RHA Driver CPC Instructor Register</a></li> <li>• <a href="#">The National Register of Driver CPC Instructors (NRI)</a></li> <li>• <a href="#">Driver CPC Trainer Register (RHA)</a></li> <li>• <a href="#">The Voluntary Register of Driver CPC Trainers (VRT)</a></li> <li>• <a href="#">The National Register of LGV Instructors (NRI)</a></li> <li>• <a href="#">The National Vocational Driving Instructors Register (NVDIR)</a></li> </ul>
Other Recognised Qualifications	<ul style="list-style-type: none"> <li>• ADR Instructor</li> <li>• Approved Driving Instructor (ADI)</li> <li>• First Aid at Work Instruction</li> <li>• Level 3 Certificate for Driver CPC Trainers</li> <li>• Level 3 or above in Driving Instruction</li> <li>• Level 3 Train the Trainer</li> <li>• ITC Level 3 Award in Teaching First Aid Qualifications</li> <li>• MOD/HM Forces Licence Acquisition Instructor</li> <li>• Winter Service Trainer</li> </ul>

If a trainer does not hold a formal qualification or is not on a Trainer Register, the consortium member can provide an accompanying statement detailing how the trainer has gained training experience.

This statement could include the following details:

- Shadowing of qualified trainer
- Mentorships
- Duration of being a trainer at your centre
- Any internal training that has been completed
- Courses taken but certificate not provided or not available
- Any internal or DVSA audit details
- Recruitment requirements

Should you have any queries about the qualifications your trainer holds you should contact Driver CPC 4U for further advice.

## Trainer matrix

Trainers must be recorded with Driver CPC 4U. This is done by the consortium member completing the Trainer Matrix spreadsheet with each trainer's details and returning to Driver CPC 4U by email. This information will in turn be supplied to DVSA for their records.

The Trainer Matrix can be found in the 'Training Documents' folder.

Where a trainer is entered on the matrix a red X must be against the material(s) he or she is able to deliver. For modules that require specific qualifications to be held by the trainer the date that qualification expires must be entered instead of an X.

When this expiry date has passed, the consortium member must provide details of qualification renewal. Failure to do so will result in that trainer no longer being able to deliver that particular training module until renewal is proven.

Any Attendance Records received from consortium members that are for training modules that the trainer in question is not entitled to deliver will not be uploaded.

**Please note:** while the above information is correct, currently the Trainer Matrix is being completed on behalf of each consortium member by Driver CPC 4U and then sent to the relevant member for confirmation. However, if at any point the consortium member is requested to complete a Trainer Matrix themselves, the above process would apply.

## Trainer qualifications

Evidence of valid certificates for the relevant qualification must be provided to Driver CPC 4U by sending a scanned copy by email before any trainer is permitted to deliver the subject matter in question.

Consortium members will also be expected to ensure that copies of renewed certificates are sent when the qualification expires.

To assure that a trainer can demonstrate the appropriate subject matter expertise and relevant experience to deliver a specific course, DVSA and DVA consider the qualifications below would be acceptable evidence in respect of common periodic training content:

Training Module	Required Qualification(s)
Carriage of Dangerous Goods	<ul style="list-style-type: none"> <li>• ADR Driver Training Certificate</li> <li>• ADR Instructor</li> <li>• Dangerous Goods Safety Advisor (DGSA)</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>• Intermediate Level Apprenticeship in Customer Service in the Business Sector</li> </ul>
First Aid	<ul style="list-style-type: none"> <li>• First Aid at Work Instructor</li> <li>• FFA Level 3 Award in First Aid at Work</li> <li>• Award in Supervising First Aid for Mental Health</li> <li>• Level 2 Award in Cardiopulmonary Resuscitation and Automated External Defibrillation</li> <li>• Level 3 Award in Oxygen Therapy Administration</li> <li>• Level 3 Award in Immediate Management of Anaphylaxis</li> <li>• Intermediate First Person on Scene (FPOS)</li> </ul>
Defensive Driving	<ul style="list-style-type: none"> <li>• Level 3 NVQ in Driving Instruction</li> </ul>
Drivers Hours	<ul style="list-style-type: none"> <li>• City &amp; Guilds - Instructor in Digital Drivers Hours Recording</li> </ul>

	<p>Equipment</p> <ul style="list-style-type: none"> <li>• NVQ in Driving Goods Vehicles</li> <li>• Certificate of Professional Competence in Passenger Transport Operations</li> <li>• Certificate of Professional Competence in Passenger Transport Operations</li> <li>• Certificate of Professional Competence in National Road Haulage Operations</li> <li>• Certificate of Professional Competence in International Road Haulage Operations</li> </ul>
<b>Fire Awareness</b>	<ul style="list-style-type: none"> <li>• Fire Marshal/Warden Instructor</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Advanced Diploma in Health and Safety</li> <li>• NEBOSH Health and Safety Certificate</li> <li>• Level 5 NVQ Diploma in Occupational Health &amp; Safety Practice</li> <li>• NEBOSH National General Certificate of Occupational Health and Safety</li> <li>• Level 3 - Award in Health and Safety in the Workplace</li> <li>• IOSH Managing Safety</li> </ul>
<b>Manual Handling</b>	<ul style="list-style-type: none"> <li>• Level 2 Award in Manual Handling</li> <li>• Osteopaths for Industry (OfI) Manual Handling Training</li> <li>• Level 3 Award in Manual Handling Trainers (ROSPA)</li> <li>• BTEC Level 3 Manual Handling Trainers</li> </ul>
<b>O-Licence</b>	<ul style="list-style-type: none"> <li>• Certificate of Professional Competence in Passenger Transport Operations</li> <li>• Certificate of Professional Competence in Passenger Transport Operations</li> <li>• Certificate of Professional Competence in National Road Haulage Operation</li> <li>• Certificate of Professional Competence in International Road Haulage Operations</li> </ul>
<b>SAFED</b>	<ul style="list-style-type: none"> <li>• SAFED register (<i>SAFED is no longer available as a separate qualification and can only be delivered as a Driver CPC course. The trainer must be registered on the SAFED register. If not, the course must not be named SAFED</i>)</li> </ul>
<b>Safe Urban Driving</b>	<ul style="list-style-type: none"> <li>• FORS Practitioner</li> <li>• Certificate of Professional Competence in National Road Haulage Operations</li> </ul>
<b>Slinger/Signaller</b>	<ul style="list-style-type: none"> <li>• Banksman Instructor</li> </ul>
<b>Terrorism</b>	<ul style="list-style-type: none"> <li>• Terrorism Risk and Incident Prevention (TRIP)</li> </ul>
<b>Walk Around Checks</b>	<ul style="list-style-type: none"> <li>• Category C or C+E licence (for LGV courses)</li> <li>• Category D or D+E licence (for PCV courses)</li> <li>• IRTEC in Large Commercial Vehicles</li> <li>• IRTEC in Bus and Coach</li> </ul>
<b>Wellbeing</b>	<ul style="list-style-type: none"> <li>• Level 2 Certificate in Awareness of Mental Health Problems</li> </ul>
<b>Winter Service Operations</b>	<ul style="list-style-type: none"> <li>• Winter Service Assessor/Trainer</li> </ul>
<b>Working Time Directive</b>	<ul style="list-style-type: none"> <li>• Certificate of Professional Competence in Passenger Transport Operations</li> <li>• Certificate of Professional Competence in Passenger</li> </ul>

	<p>Transport Operations</p> <ul style="list-style-type: none"><li>• Certificate of Professional Competence in National Road Haulage Operations</li><li>• Certificate of Professional Competence in International Road Haulage Operations</li></ul>
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If a trainer does not hold a formal qualification, the consortium member must provide an accompanying statement detailing how the trainer gained their course specific subject knowledge.

This statement could include the following details:

- Shadowing of qualified trainer
- Mentorships
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Should you have any queries about the qualifications your trainer holds you should contact Driver CPC 4U for further advice.

## Ensuring and maintaining training and trainer standards

The consortium member is required upon registering a trainer, and whenever requested, to provide written evidence of that trainer's suitability to train to Driver CPC 4U.

Evidence of a trainer's qualifications will include:

- Any relevant certificates of training that the trainer has undertaken
- Any suitable teaching or training qualification (e.g. Level 3 Award in Education and Training – formerly known as PTTLs)
- Any subject relevant Train the Trainer courses attended
- Any relevant memberships or accreditations the trainer holds (e.g. Chartered Member of the Institute of Logistics and Transport)
- A copy of the trainer's Curriculum Vitae
- A brief statement of the trainer's experience and work history

Details of each trainer's experience and qualifications must be provided to Driver CPC 4U by the consortium member as well as a copy of the trainer's driving licence or passport as proof of identity before the trainer is used to deliver any course. This is achieved by completing and returning by email a Knowledge & Experience form (found in the 'Training Documents' folder).

Failure of the consortium member to send Knowledge & Experience forms will result in that trainer not being able to deliver training until they are received.

## Trainer development

All trainers must maintain their knowledge and experience by undertaking Continual Professional Development (CPD) activities equivalent to at least 2 days per year.

This can be achieved by various means including:

- Attending other Driver CPC courses to gain experience of other trainers' methods

- Undertaking 'Train the Trainer' courses where appropriate
- Gaining other relevant qualifications (e.g. DGSA, ADR, Management CPC)
- Attending relevant seminars and conferences (e.g. RHA, FTA, Microlise)
- Membership of professional institutions (e.g. RHA, FTA, CPT, CILT)
- Reading and discussion of relevant books, trade publications, journals and web materials
- Learning from relevant DVDs

An up-to-date record of all CPD activities must be kept for each trainer for a minimum of 6 years.

Details of all trainers' CPD for the preceding year will be requested from consortium members every year on the anniversary of their joining the consortium. Failure to supply this information when requested will result in course bookings featuring the relevant trainer not being accepted.

A sample Trainer CPD Record can be found in the 'Training Documents' folder.

An example of a completed Trainer CPD Record is shown below:

Trainer CPD Record (To be kept for a minimum of at least 6 years)					
Consortium Member Name		Driver CPC 4U Ltd		Consortium Member Number	CM00475/11
Trainer Name		Grant Leary		Trainer Start Date	21 <sup>st</sup> April 2012
Date	Training Activity	Details of Provider (if applicable)	Number of Minutes/ Hours/weeks	Comments	
31.01.23	Joined Chartered Institute of Logistics and Transport as Member (MILT)	CILT	Ongoing	Access to reference materials, legislation updates and advice	
14.03.23	Attended British Association of Dangerous Goods Professionals (BADGP) AGM	BADGP	6 hours	Was informed about current issues in enforcement of dangerous goods transport from DVSA and HSE	
28-29.03.23	Sat ADR Core, Packages Classes and Tanks exams	SQA	3 hours	Passed. Renewed existing qualification	
15.05.23	Attended Microlise Conference	Microlise	6 hours	Learned about highways planning, DVSA enforcement strategy, Traffic Commissioners strategy	
19.06.23	Attended Safety & Health Expo	Safety & Health Expo	6 hours	Learned about HSE activities, drugs & alcohol in the workplace, risk assessing	

## Audits

Trainers may also be subject to audits undertaken by Driver CPC 4U, DVSA and/or DVA. Consortium members and trainers must take all steps to facilitate this action.