



# Application for Driver CPC Course Approval

## Section 1: Approved Centre Details

1.1 Name of approved centre:

1.2 Centre approval number (if known):

1.3 Proposed name of course:

1.4 Proposed approval start date:

**Please note:**

Complete and valid course applications will be processed within 15 working days, if the application requires additional information, it will be 30 working days. Where we are unable to process an application due to it being incomplete or invalid (despite requesting additional information) within the 30-working day period, the application may be refused.

All approval documentation will be sent to the person responsible for Driver CPC at the approved centre.

1.5 Has this course been previously approved?

Yes

No

If **yes**, what was the course number?

If applicable, how many 3.5-hour modules are you submitting?

**A course is approved for 12 months, any training delivered before the approval start date or after the expiry date will not count towards Driver CPC.**

## Section 2: Course details

2.1 Sector(s) to which this course is to be delivered:

LGV

PCV

2.2 Training delivery:

Classroom

Remote/Online

Yard/Outside Area

On Road/In Vehicle

2.3 Is there an E-learning element to the course?

Yes

No

A maximum of 2 hours E-learning is permitted per 7 hours of training.

2.4 Total length of course (in hours)

A 7-hour course can be split into two parts over two consecutive days i.e. equally into 3.5 sessions or two hours E-learning on one day and five hours classroom training the next.

2.5 What is the anticipated driver/trainer ratio?

2.6 If this course is part of another programme, qualification or contributes to another qualification you must provide details below:

### 2.7 Course Summary

Please provide details of the training programme for this course in the form of a course summary. Please refer to the course summary example which can be found at:

<https://www.gov.uk/guidance/set-up-a-driver-cpc-training-centre>

**2.8** Subject area of the course (tick all that apply):

The numbers below are syllabus reference numbers as stated within the European Directive 2003/59.

- |                                                                                                                          |                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <input type="checkbox"/> 1.1 Vehicle Systems (Transmission System)                                                       | <input type="checkbox"/> 2.3 Regulations for Carriage of Passengers (PCV)          |
| <input type="checkbox"/> 1.2 Vehicle Systems (Safety Controls)                                                           | <input type="checkbox"/> 3.1 Health, Safety and Emergencies                        |
| <input type="checkbox"/> 1.3 Safe and Fuel-Efficient Driving                                                             | <input type="checkbox"/> 3.2 Prevention of Criminality and Trafficking             |
| <input type="checkbox"/> 1.3 a Managing Risks                                                                            | <input type="checkbox"/> 3.3 Personal Health and Wellbeing                         |
| <input type="checkbox"/> 1.4 Loading/Unloading (LGV)                                                                     | <input type="checkbox"/> 3.4 Physical/Mental Health and Wellbeing                  |
| <input type="checkbox"/> 1.5 Customer Service / Disability Awareness (PCV)                                               | <input type="checkbox"/> 3.5 First Aid                                             |
| <input type="checkbox"/> 1.6 Loading/Unloading (PCV)                                                                     | <input type="checkbox"/> 3.6 Professional Driver and Company Issues                |
| <input type="checkbox"/> 2.1 Legislation (including Drivers Hours, Rules and Regulations and the Working Time Directive) | <input type="checkbox"/> 3.7 Economic Environment for Carriage of Goods (LGV)      |
| <input type="checkbox"/> 2.2 Regulations for Carriage of Goods (LGV)                                                     | <input type="checkbox"/> 3.8 Economic Environment for Carriage of Passengers (PCV) |

**2.9** Course delivery

**2.9.1** Please provide the aims and objectives (i.e. learning outcomes) for this specific course:

Aims:

Objectives:

## 2.9.2. Trainer Evidence

**Note: only trainers authorised as part of this application may deliver the course.**

Please provide details of training skills, subject knowledge and experience for each trainer delivering this course. Evidence should assure DVSA/DVA that the trainer is competent and has the knowledge to deliver the subject areas you have listed above in 2.8.

Please refer to the trainer template example which can be found at: <https://www.jaupt.org.uk/docs-guides-and-links/driver-cpc-dcpc>

Further guidance can be found at: <https://www.jaupt.org.uk/storage/Trainer%20Guidance%20V1.9%20-%20April%202022.pdf>

You do not need to resubmit trainer evidence if there has been no change to the trainer or the course content. Please tell us the name of the trainer delivering the course and their driving licence number or another form of information e.g. date of birth so that we can check our records.

## Section 3: Publication

3.1 Would you like this course to be publicised on **gov.uk** website?

Yes

No

## Section 4: Payment

4.1 Payment of the current fee is accepted via the methods below and should be made within 5 working days of receipt of the application by DVSA. Payment for modular courses must be rounded up to the nearest full hour.

Cheque (Cheques should be made payable to DVSA)

Credit / Debit card (A call to the centre will be made by DVSA to gain this information)

BACS

Please use the following bank details for BACS payment:

Bank Name: Nat West

Sort Code: 60-70-80

Account Number: 10004440

Please ensure your remittance advice is included quoting your centre name, centre number and course name.

Name:

Position:

Date:

## 4.2 Application checklist

- Payment details
- Course summary
- Trainer evidence (training skills, subject knowledge and experience or qualifications for each subject as listed in 2.8)
- If you are submitting a modular course, you must include one course application for the 7-hour modular course (excluding the course summary) and one for each 3.5-hour module (including the course summary and trainer information).

**By submitting this course for approval, we agree to and will give proof when requested that the training materials used (including but are not exhaustive to presentations, booklets, videos, DVDs etc) are appropriate for the delivery of Driver CPC.**

To enable the Competent Authorities (or their representative) to conduct unannounced audits you must give up to date and full details of where and when you will be running an approved Driver CPC course, including the full name of the trainer delivering it no less than 48 hours of the start of the course. In addition, you must notify DVSA of any changes (including cancellations) to the trainer, training course, date, time and location of no less than 24 hours of the start of the course via [www.jaupt.org.uk](http://www.jaupt.org.uk)

**Failure to comply with the conditions of approval may result in the suspension or withdrawal of the centre approval.**

You should submit this form to [JAUPT-Enquiries@dvsa.gov.uk](mailto:JAUPT-Enquiries@dvsa.gov.uk) or alternatively post it to:

**DVSA  
Cubix, Suite 208  
Noble House  
Capital Drive  
Linford Wood  
Milton Keynes  
MK14 6QP**

Any queries should be directed to [JAUPT-Enquiries@dvsa.gov.uk](mailto:JAUPT-Enquiries@dvsa.gov.uk) or alternatively on **01908 787000**.

For further supportive information and to keep up to date with future updates, feel free to follow and visit the links below:

**Data is collected direct and not shared routinely with anyone outside of the Competent Authority (DVSA/DVA)**

The Competent Authority (DVSA/DVA) collects and handles your personal data in accordance with road traffic and data protection laws. The personal information you provide on this form will be used for the purposes of the Competent Authority's (DVSA/DVA's) statutory function of processing your application **to become an approved centre for delivering Driver CPC periodic training/deliver an approved course for Driver CPC periodic training.**

The data protection law allows us to release your data to the police and other enforcement bodies. We also provide data to other parties where the law allows it. For further information about how we process your data, your rights and who to contact, please see our privacy policy at [www.gov.uk/dvsa/privacy](http://www.gov.uk/dvsa/privacy)