

Glossary of Terms

Terminology	Definition
Access	The means or opportunity to approach or enter a place, system, record or file
Action Point	An area where there is potential non-compliance and control measures are required.
Actual Non-Compliance	Evidenced Non-Compliance
Adequate	Satisfactory or acceptable in quality or quantity.
Aim	A desired outcome
Appropriate	Suitable or proper in the circumstances
Approval Documentation	Confirmation of information provided to JAUPT which has been formally reviewed, accepted and authorised by DVSA/DVA for the delivery of periodic training.
Attendance	Being present at a course
Attendance & Identification (ID) Checks	The process followed to monitor and verify attendance and identification of each trainee
Attendance & Identification (ID) Record	Documented information to evidence that the attendance and ID checks were carried out providing an auditable trail
Assess	To judge or decide the quality of something; particularly against a standard
Auditable Trail	A Chronological and sufficiently complete record, set of records, and/or source of records that provide documentary evidence of the sequence of activities that have affected at any time a specific operation, procedure, or event.
Auditee Testimony	A formal spoken statement by the centre representative during a centre QA visit
Authorised	Official permission has been given
Aware	Having knowledge or perception of a fact or situation
Cancellation	Centre decides that (a planned event) will not take place e.g. A course that will not take place and is notified to JAUPT. A course that did not take place (auditor is present) and is not notified to JAUPT. A centre quality assurance visit that is booked and does not take place.

Category of Vehicle	Vehicle categories are defined according to the a classification e.g. C, C+E, D, D+E
Communication	The imparting or exchanging of information e.g. written, verbal.
Competence	The ability to do something successfully or efficiently.
Complaint	A statement that something is unsatisfactory or unacceptable
Complete	Having all the necessary or appropriate parts.
Conducive	Making a certain situation or outcome likely or possible
Confidence	The feeling or belief that one can have faith in or rely on someone i.e. the trainer
Consistency	Achieving a level that does not vary significantly in quality over time
Consortia	Plural of Consortium
Consortium Lead	The organisation which holds the approval for the Consortium
Consortium Member	An organisation that is part of a consortium but is not the lead.
Continuous Improvement	An area identified for improvement to enhance existing working practices
Controls	Practices, processes or procedures that enable an organisation to manage risk to the achievement of objectives
Corrective Action	Action to eliminate the risk of non-compliance and to prevent recurrence
Course Summary	A document which provides an overview of the approved course content and how this will be delivered
CPD (Continuous Professional Development)	The process of tracking and documenting the skills, knowledge and experience that you gain both formally and informally as you work.
Data	Facts and statistics collected together for analysis or reference
Demonstrate	Clearly show the existence or truth of something by providing proof or evidence
Distractions	A thing that prevents someone from concentrating on something else
Disruptions	Disturbance or problems which interrupt an activity
Documented Information	Meaningful data that is required to be controlled and maintained by the organisation and the medium on which it is contained
Effective	Successful in producing a desired, intended or planned result
Eligibility	Qualified or entitled
Enthusiasm	Intense and eager enjoyment, interest, or approval
Entitlement Check	

Evaluate	Form an idea of the amount, number or value of
Evidence	Available facts or information to support truth and validity
Evidence Obtained	Evidence obtained through observation, measurement, test or other means.
Example	A thing characteristic of its kind or illustrating a general rule.
Experience	Practical contact with and observation of facts or events
Guidance	Advice or information aimed at resolving a problem
Guidelines	A general rule, principle, or piece of advice
Identity Check	The mandatory check a centre must carry out at a DCPC or TDPT course, prior to delivery, to comply with regulatory requirements.
Ineffective	Not producing any significant or desired effect
Information	Meaningful data
Inspected	To look at something closely to ensure they reach a standard.
Internal Audits	Internal auditing is an objective assurance activity designed to add value and improve an organisation's operations
Joining Instructions	The information given by a centre to trainees enabling them to join a periodic training course
Knowledge	Facts, information, and skills acquired through experience or education
Knowledge Transfer	A process by which knowledge, ideas and experience move from the source of that knowledge to the recipient
Late Arrivals	Someone who arrives after the training has started
Learning Agreement	Defines the relationship between the trainer and trainees. Includes expectations and commitments of both parties towards the training.
Learning Outcomes	The completed course objectives. Identifies what the trainee will know and be able to do by the end of the course.
Legal Entity	An association, corporation, partnership, proprietorship, trust, or individual that has legal standing in the eyes of law
Legislation	Law
Level 2	A Level 2 course involves applying knowledge to a range of varied work activities, which may be performed in a variety of different contexts in collaboration with others or autonomously. The design and delivery of Driver CPC periodic training courses must therefore include the knowledge and understanding that is

	needed to underpin the performance standards or competency required for a particular work activity. For example, we expect to see outcomes for periodic training courses that state that drivers will, after completion, be able to, 'explain.....; explain how.....; describe.....; recognise.....; describe how.....; identify.....; decide.....
Manage	Coordinated activity to direct and control an organisation.
Member	An organisation that has joined a group e.g. Consortium
Method	A particular way of approaching something
Monitor	Determine the status of a process, system or activity
Non-Compliance	Failure to act in accordance with legislation, regulations and/or the confirmatory statements.
Notification	The process of informing someone of something e.g. planned training
Objective	Result to be achieved
Observed	Notice or witnessed something and register it as being significant
Opportunity	A time or set of circumstances that makes it possible to do something
Participation	The action of taking part in something
Policy	Intentions and direction of an organisation
Potential Non-Compliance	At risk (in danger) of becoming non-compliant
Procedure	A series of actions conducted in a certain order or manner to correctly perform a task
Process(es)	A series of actions, steps or procedures taken to achieve a particular end
Progressive Training	Developing gradually or in stages via training
Quality	Degree to which an inherent set of characteristics of something fulfils requirements (ISO)
Quality Assurance Visit	A visit to an approved centre or course by a JAUPT Quality Assurance Auditor
R&E System (Recording & Evidencing)/DVA Online Database	Online system for recording periodic training hours. Administered and maintained by the Competent Authorities
Resources	A stock or supply of money, materials, staff, and other assets that can be drawn on by a person or organization in order to function effectively.
Regulations	A rule made and maintained by an authority
Requirement	Need or expectation that is stated, generally implied (custom or common practice), or obligatory
Risk	Effect of uncertainty on an expected result

Sample	Take a sample or samples of something for analysis
Secure	To remain safe and unthreatened. Ensure something cannot be moved or lost
Scheme of Control (SoC)	A document detailing what the centre will do to minimise risk, maintain consistency and deliver high standards
Significant	Having a particular meaning, indicative of something. Important.
Skills	The ability to do something well/specialised. Expertise.
Specific Learning Needs	Particular educational requirements required for a person with learning difficulties or a physical disability
Subject Matter	The topic(s) delivered within the course
Suitability/Suitable	Right or appropriate
System	An organised scheme or method to get something done
Techniques	Skilful or efficient way of doing or achieving something
Trainees	A person undergoing Periodic Training
Training Aids	A device, such as a chart, diagram, model etc designed to enhance trainees' learning and retention.
Training Delivery	The training task e.g. course delivered to trainees
Training Environment	A workplace or educational setting to assist individuals in gaining work related skills and/or competences.
Trainer Register	A document to record the trainer(s) details, qualifications and experience.
Training Records	Evidence that trainees attend certain courses
Training Venue(s)	Location where training is conducted
Unauthorised access	Access to a something without permission e.g. using someone else's account or other methods
Upload(s)	Transfer of data from one source to another e.g. drivers' periodic training hours to R&E system/DVA online database
Utilise	Make practical and effective use of
Verification	Confirmation, through the provision of objective evidence that specified requirements have been fulfilled.
Verified	Make sure or demonstrate that (something) is true, accurate, or justified.
Vulnerable Road User (VRU)	A group of road users that can be defined as vulnerable due to their lack of protection in traffic e.g. pedestrians, cyclists or by the amount of task capability e.g. the young, the elderly

Welfare Requirements	The health, safety and protection of a person or group (full details provided in Welfare leaflet)
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