

JAUPT Appraisal Criteria Course Application (TDPT)

February 2018

1. Introduction

The criteria laid out in this document will be checked against the 'Course Application Form', Trainer Evidence, Course Summary and, if required, training materials e.g. DVDs, presentation material etc. This is to ensure the requirements have been met and provide standardisation in the way in which course applications are assessed.

The criteria are underpinned by the Taxi Drivers' Licences Regulations (Northern Ireland) is the applicable legislation that covers Northern Ireland for Taxi Driver Periodic Training (TDPT).

2. The Course Application Form

Relevant application forms, guidance and examples can be downloaded from <https://www.jaupt.org.uk>

Page One

This page will confirm:

- **1.1** The name of the approved centre, which should match that displayed on the Centre Approval Certificate
- **1.2** The approved centre number, which should match that displayed on the Centre Approval Certificate e.g. ACXXXXX
- **1.3** The course title should be short, concise and describe the subject of the course. TDPT courses should have an appropriate title, which reflects the content of the course but is not misleading. Courses should be titled appropriately to reflect its relevance to TDPT and not any other award or qualification. This might mean that such a course could have two titles, one for TDPT periodic training and another for the other approval.
- **1.4** The proposed start date is an **indication** of when the centre would like the approval period to start. **This cannot be guaranteed and JAAPT cannot be held responsible, should the approval period start after the date requested. If this has passed or is blank the approval date should begin the next working day.**
- **1.5** The course number may change if there is a change to:
 - The Learning Outcomes
 - Course Content
 - Sector
 - Additional 3.5-hour module (applicable to modular courses only)
 - Removal of 3.5-hour module (application to modular courses only)

The screenshot shows the 'JAAPT Course Approval' form, specifically 'Section 1: Approved Centre Details'. It contains four input fields: 1.1 Name of approved centre, 1.2 Centre approval number (if known), 1.3 Proposed name of course, and 1.4 Proposed approval start date. Below these fields are two paragraphs of explanatory text. The first paragraph notes that the proposed start date is an indication and cannot be guaranteed. The second paragraph notes that all approval documentation will be sent to the person responsible for TDPT. Below this is a question: '1.5 Has this course been previously approved?' with 'Yes' and 'No' radio buttons and a help icon. A text box for 'If Yes - what was the course number?' is also present. At the bottom, there are logos for JAAPT and TAXIDRIVER, and the text 'Safety Standards Service'.

A name change does not necessarily constitute a change in course number.

Page Two

This page will confirm:

- **2.1** The training location will enable you to understand where the course is taking place. If the course has a practical element the centre needs to provide detail on the course summary as to how this will be managed.
- **2.2** All courses must be at least, 3.5 hours in length or blocks of 3.5 hours e.g. 7 or 10.5. **If the centre wants approval for DCPC as well the minimum course length must be 7 hours**
- **2.3** There is no legislative/regulatory requirement on the ratio. However, this will provide information as to if the course will be effectively managed to ensure the minimum attendance requirement of 3.5 hours is met.
- **2.4** **If this is blank you do not need to go back to the centre. However, if you discover through appraising the course summary this is clearly linked to another qualification this should be queried.**
- **2.65** The completion of the syllabus tick boxes is a critical part of an application as its allow JAUPT to understand what parts of the syllabus the course relates to. You will need to check that the centre has correctly completed the syllabus subject area tick boxes against the content and syllabus reference numbers on the course summary to ensure they match

- **2.5.1** Aim of the course are required to assist in understanding the course learning outcomes and assessing if it meets the Level 2 requirement.

*Aim = A desired outcome e.g. To provide up-to-date legislative information on Disability Awareness

- **2.5.2** Objectives of the course are required to assist in understanding the course learning outcomes and assessing if it meets the Level 2 requirement (see explanation 3.3 - Level 2 training)

*Objective = How you are going to achieve the aim? Describe the laws around Disability Awareness. Demonstrate how different disabilities can impact customers thoughts/feelings and how these should be considered when delivering customer service. Explain the dos and don'ts around disabilities when delivering customer service.

Section 2: Course details

2.1 Training delivery location: Classroom On Road / In Vehicle Yard / Outside Area ?

2.2 Length of course (in hours): ?

2.3 What is the anticipated driver/trainer ratio for this course? ?

2.4 If this course is intended for delivery as part of another programme or qualification, please provide details: ?

2.5 Subject area of the course (tick all that apply): ?

The numbers below are syllabus reference numbers as stated within the Taxi Driver Information Manual which can be found at <http://www.doeni.gov.uk/index/information/foi/recent-releases/publications-details.htm?docid=10102>.

<input type="checkbox"/> 4.1 Vehicle Systems (Transmission System)	<input type="checkbox"/> 6.1 Health, Safety and Emergencies
<input type="checkbox"/> 4.2 Vehicle Systems (Safety Controls)	<input type="checkbox"/> 6.2 Prevention of Criminality and Trafficking
<input type="checkbox"/> 4.3 Safe and Fuel Efficient Driving	<input type="checkbox"/> 6.3 Personal Health and Wellbeing
<input type="checkbox"/> 4.4 Customer Service/Disability Awareness	<input type="checkbox"/> 6.4 Physical/Mental Health and Wellbeing
	<input type="checkbox"/> 6.5 First Aid
<input type="checkbox"/> 5.1 Legislation (Including Taxi Regulations)	<input type="checkbox"/> 6.6 Professional Driver and Company Issues
<input type="checkbox"/> 5.2 Regulations for Carriage of Passengers	<input type="checkbox"/> 6.7 Economic Environment for Carriage of Passengers

2.5.1 Course Aim:

2.5.2 Course Objectives:

2

Page Three

This page will confirm:

- **2.6.1** A course summary **must** be provided with the application. Further information can be found on “Appraisal of Course Summary”

Centres can submit any appropriate disability awareness content providing the full 3.5 hours is dedicated to the subject. They **DO NOT** have to use the material on our website.

- **2.6.2** Trainers are required to hold qualifications/experience in both delivering training and the subject matter they are training.

If the trainer evidence has been submitted previously for that centre they will need to confirm the name of the trainer for you to assess the trainer evidence in conjunction with the course content. For further information see “Appraisal of Trainer Evidence”

- **3.1** If a centre elects to publish the course on the JAAPT website it offers them two key benefits:
 1. Increased publicity – very important for commercial training providers
 2. Validation of the approved course

Not every centre wants to publicise, therefore it's up to the centre to inform us of what they want

- **4.1** This section is about payments. If the course is taxi only the payment will be payable to DVA.

If the centre has paid the appropriate fee this does not have any impact on the appraisal process of the application. This is because the application is not referred for appraisal until the payment has been received and confirmed.

If the course is also being submitted for a Driver CPC periodic training course a Driver CPC course application will also need to be submitted and the payment will be payable to DVSA/.

2.6 Course delivery

2.6.1 Please provide details of the training programme for this specific course in the form of a course layout. Please refer to the course summary example which can be found at: [new link to be approved](#)

2.6.2 Please attach details and evidence of the qualifications and fields of activity of each of your trainers to be used to train/teach this specific course. Trainers must have sound, up-to-date knowledge of relevant regulations and training requirements as outlined in the Taxi Driver Information Manual. Supporting guidance can be found at: <http://www.doeni.gov.uk/index/information/foi/recent-releases/publications-details.htm?docid=10102>

All courses are subject to a Quality Assurance Visit and the Quality Assurance Auditor will verify that the course is being delivered as specified on the approved course summary. Failure to deliver the course as approved may result in the revocation of the driver's training hours.

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 application receipt by JAAPT.

Cheque

Credit / Debit card

BACS

Name:

Position:

Date:

Page Four

- **4.2** This section provides a checklist to centre's to ensure the have included all required information including reading and understand the confirmatory statements within the centre's approved application. If this box is not ticked you must ask the centre for confirmation in writing.

4.2 Application checklist

- Payment details
- Course summary
- Trainer evidence
- Have you read and understood the confirmatory statements detailed in your most recently approved centre application?

Failure to comply with the conditions of approval or the delivery of this Northern Ireland course may result in the suspension or withdrawal of the centre approval.

- If you are submitting a modular course you must include one course application for the 7 hour modular course (excluding the course summary) plus a course application for each 3.5 hour module (including the course summary and trainer information).

This form should be completed in full and sent via email to enquiries@jaupt.org.uk or your Account Manager (if known). Alternatively you may submit this in hard copy using the address below.

**Joint Approvals Unit for Periodic Training
9 Warren Yard
Warren Park
Stratford Road
Milton Keynes
MK12 5NW**

Any queries should be directed to enquiries@jaupt.org.uk or alternatively on **0844 800 4184**.

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



www.jaupt.org.uk



facebook.com/JAAPT



twitter.com/jaupt_drivercpc

1. Course Summary

A course summary can come in various formats, but usually they look like the examples below:

COURSE SUMMARY

Course Description <i>Tell us what you are hoping trainees will get from attending the course, detail the benefits of the course</i>						
Trainer Names and/or Qualifications Experience Required						
Timing <i>In minutes</i>	Objectives/learning outcomes <i>e.g. What is the content that will be delivered. Please provide us with as much detail as possible</i>	Trainer Activities <i>e.g. What will the trainer be doing to show they are learning/participating</i>	Trainee Activities <i>e.g. What will the trainee be doing to show they are learning/participating</i>	Resources <i>e.g. Presentation, Student Notes, Practical activity Materials</i>	Location <i>e.g. Classroom, Yard, On Road, In Vehicle (please specify)</i>	Syllabus References Click here
15	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
30	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
15	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK

Course Summary						
Name of course:						
Number of trainees:						
Session No.	Timings (Minutes)	Content	Delivery Method	Resources (DVD Titles/ Vehicle Details)	Location	Driver CPC Syllabus Reference
	Prior to start of Course	Identity and Licence Checks, Course Administration – including completion of registration form				
1						
2						
3						
4						
Comfort Break						
5						
6						
7						
8						
9						
Lunch Break						
10						
11						
12						
Comfort Break						
13						
14						
15						

The course summary needs to provide you with a good level of detail to enable you to understand the content being delivered, how it is being managed and provide assurances that it meets the requirements of periodic training. Where this does not provide this level of information you can request a more detailed summary, and, if required supporting materials such as presentation material

3.1 Training Time

All courses must be **at least**, 3.5 hours in length. You will need to ensure that the total training time* adds up to the course length indicated on the application form e.g. 210 minutes. If it does not meet the requirement the centre must resubmit the course summary showing correct timings.

* The following **cannot** be counted as training time:

- ID and Licence checks
- Administration or Registration

- Eyesight checks
- Comfort breaks
- Lunch breaks
- Examinations
- Formal tests e.g. pass/fail element or a test where the group do not get sight of answers and that are not reviewed as a group

3.2 Introduction

It is good practice to deliver an introduction of the course of no more than 30 minutes which contains:

- Introduction to the Trainer
- Health & safety briefing including fire evacuation procedures
- Wellbeing e.g. toilet facilities, breaks, running times of the course
- Fair Processing Notice
- Aims and Objectives of the Course
- Learning Agreement
- Establishing pre-existing knowledge of trainees

If the introduction is longer than 15 minutes you will need confirmation as to why this is and assess if this is a suitable period for the content being delivered.

3.3 Level 2 Training

All periodic training must be pitched at level two or above. To assess if the course content meets this requirement you will need to review it against the aims and objectives.

What is Level 2?

A Level 2 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 Taxi Driver 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.....;

3.4 The Course Content

You must determine whether the content of the training course is suitable for Taxi Driver periodic training. The syllabus or list of subjects (**Annex 1**) are described and the training course must link to one or more of the list of subjects.

3.5 Training Delivery Methods

Typically, courses are supported by presentations and demonstrations where the trainer has control over the learners. To ensure, the training is as effective, engaging and as interactive as possible we expect a variety of delivery methods to be included.

Delivery methods could include but are not exhaustive to:

- Role-play
- Team Tasks – practical indoor or outdoor tasks
- Case studies

- Experience sharing
- Group discussions
- DVDs
- Supervised E-learning

Where JAUPPT understands a course, application may lack interaction with the trainees we will seek clarification and give the centre an opportunity to amend the course to make it more interesting.

3.6 Training Resources

Resources are the tools, hardware or equipment etc. that the trainer may use in the delivery of the course. A course summary will detail the resources used in the delivery of the training, but these may change on the day and this is acceptable providing the resources are appropriate, relevant and enhance the learning experience.

When appraising the application, you will need to use your judgement as to whether the resources used are:

- Appropriate for the subject's being taught
- Appropriate for a Government Approved Course e.g. politically correct
- Sufficient in numbers or size for the number of trainees on the course e.g. vehicle

As part of this the centre must include titles of products used e.g. CPR – British Heart Foundation.

Where the resource is unknown, and you may need further assurance of content, you can request copies of it e.g. DVD, presentation etc.

E-Learning can be used as a resource providing it does not impact the trainer contact time.

3.7 Practical Courses

We require the centre to detail how they will manage the practical training to ensure that all drivers are engaged in the session, receive a minimum of 3.5 hours contact time and are included. We expect this detail to be included on the course summary and where this is not included we should go back to the centre and request a revised version.

For example, a centre may choose to use more than one trainer during a course – this allows for the additional trainer(s) to act as another trainer or facilitator providing further support in the delivery of the training course.

3.7.1 On-Road Training

On-road training can be delivered but the course summary should clearly show what activities the trainer and trainee are undertaking to assure us training is being delivered (observing and assessment should be minimal) and sample routes (usually in the form of a map or route planner format) must be provided to allow us to assess if the route is suitable for the content being delivered. It is unlikely that Driver Assessor and Driver Mentor courses will be approved.

Other factors to take into consideration are:

- How much driving time will each trainee receive?
- What training will the non-driving trainees be undertaking?
- Will all the trainees be able to hear the trainer and have direct contact time with the trainer(s) throughout?

- The minimal category of vehicle being used
- Is the vehicle being used appropriate for the training?
- How will the trainer ensure knowledge retention?

3.8 Evaluation of Training (usually does not exceed 30 minutes)

It is good practice to provide trainees with the opportunity to evaluate the effectiveness of a course which can be used by the centre to determine:

- If the learning outcomes have been met
- Where “tweaks” e.g. improvements may be required
- What works well
- Where significant changes are required at the next application stage

3.9 Previous Quality Assurance Reports

If you have established that the course has been previously approved, you will need to see if a Quality Assurance visit has been conducted. By reading vital information in the report and checking the corrective action submitted you will be able to identify any areas of concern that you may need to take into consideration when appraising the course.

You should ensure you take the information provided via the Corrective System (CARS) into consideration. You should also take the timelines of response into account e.g. if a corrective action has not been provided for 15 working days and we have chased twice we should not be processing the application for recommendation of approval

Any corrective action provided at appraisal stage should be recorded in CARS.

3.10 Appraisal of Trainer Evidence

Courses are approved subject to suitable trainers delivering the course. Centres can introduce new trainers throughout the course approval year and do not have to inform JAAPT when a new trainer is used. It is the centres’ responsibility to make sure that trainers have the required subject knowledge and teaching/training skills to deliver a given course.

Centres can provide confirmation of the trainer(s) for a course that has been previously been approved under their centre approval without the need for resubmitting the evidence. They can also confirm this by recording information on the JAAPT website.

3.10.1 Certification/Knowledge of Teaching Methods

It is accepted that where a centre can verify (e.g. letter headed statement of experience) that a trainer has sound knowledge of teaching methods then JAAPT is able to recognise that trainer as having suitable teaching/training skills.

Although there is no set list of acceptable qualifications the following provides some guidance as the types of training/teaching qualifications that JAAPT considers as being acceptable.

- Further and Adult Education Teachers Certificate Cert Ed/PGCE/B Ed/M Ed
- PTLLS/CTLLS/DTLLS
- NVQ level 3 in Training & Development
- NVQ level 4 in Training & Development
- CIPD Level 3 Foundation Certificate in Learning and Development/Training Practice

3.10.2 Certification/Knowledge of Subject Knowledge

It is accepted that where a centre can verify (e.g. letter headed statement of experience) that a trainer has a sound knowledge of the subject being delivered through experience then JAUPT will recognise that trainer as have suitable subject knowledge. For example, if a proposed trainer has been driving vocational vehicles for many years, it may be considered they have knowledge of the Drivers Hours Rules and Regulations.

Where the centre can provide copies of certificates of relevant qualifications or courses attended these will be considered for suitability.

Where the centre can provide copies of certificates of relevant qualifications or courses attended these will be considered for suitability.

Where the course contains disability content the trainer must have a qualification in Disability Equality.

3.10.3 CSE Trainer Requirements - Course Developer/Trainer competence

Department of Health and Department of Social Care require the following:

- Occupational – the developer of a training course must be able to demonstrate a minimum of three years' experience in a safeguarding setting and an ability to demonstrate a current understanding of CSE in the Northern Ireland context.

And

- Vocational – the individual responsible for delivering the training course must have a minimum of one year's experience in the delivery of training.

Appendix 1

The List of Subjects:

The knowledge to be considered by Member States when establishing the driver's periodic training must include at least the subjects in this list.

- 4.1 Vehicle Systems (Transmission System)
- 4.2 Vehicle Systems (Safety Controls)
- 4.3 Safe and Fuel Efficient Driving
- 4.4 Customer Service
- 4.5 Disability Awareness (mandatory course)
- 4.6 Loading/Unloading
- 5.1 Legislation (including the Working Time Directive)
- 5.2 Regulations for Carriage of Passengers
- 6.1 Health, Safety and Emergencies
- 6.2 Prevention of Criminality
- 6.3 Personal Health and Wellbeing
- 6.4 Physical/Mental Health and Wellbeing
- 6.5 First Aid
- 6.6 Professional Driver and Company Issues
- 6.7 Economic Environment for Carriage of Passengers
- 6.8 Child Sexual Exploitation

Appendix 2 - Additional Course Information

Website Material

There are two PowerPoint presentations available on the JAUPT website titled 'Disability Awareness' and 'Making your Taxi Service Inclusive'.

Both presentations can be found at: <http://www.jaupt.org.uk/useful-links/taxi-driver-periodic-training>

If a centre applies for the courses using the above material it does not mean an automatic approval. All other appraisal criteria in relation to the application, course summary and trainer evidence must be met.

Child Sexual Exploitation (CSE)

Child sexual exploitation (CSE) is a terrible crime with destructive and far reaching consequences for victims, their families, and society. Protecting children from harm is one of the most important things we as a society have a responsibility to do. Stamping out CSE is a priority for Government but without the help of the wider community it is an uphill struggle. It is therefore important that we raise awareness of this type of abuse to ensure we can prevent it or stop it early when it does happen.

Government Departments have taken a joint approach to tackle this problem and the Department for Infrastructure, the Department of Health (DoH) and Health and Social Care (HSC) along with the Safeguarding Board for Northern Ireland (SBNI) have been working together on a safeguarding project to help people who work at night to be more aware about child sexual exploitation (CSE) and be able to help children and young people, who they come into contact with through their work, who may be at risk of sexual exploitation. It has therefore been agreed that future procurement exercises for HSC taxi services will require taxi drivers to have received CSE awareness training.

Taxi drivers are in an ideal position to play a key role in helping to protect vulnerable young people. In their work, they may see or suspect cases of child sexual exploitation but do not know what to do with any concerns they may have. All taxi drivers in Northern Ireland must complete 35 hours periodic training every five years. This training can cover a range of subjects ranging from Vehicles Systems to Personal Health and Wellbeing. The Driver and Vehicle Agency (DVA), responsible for periodic training, believe that CSE training fits in well with taxi driver periodic training and as such it will now be included as a subject area within taxi periodic training syllabus. This move will ensure that no additional expense will be incurred by taxi drivers who take CSE awareness training as part of their mandatory 35 hours periodic training.

Raising CSE Awareness within the taxi industry will help drivers understand the complexities involved with child sexual exploitation issues and be aware of how to recognise, respond and report it. The DVA would encourage training providers when they are developing taxi driver periodic training courses to consider including CSE as a topic within a course or a specific course which will provide essential information to help taxi drivers identify potential CSE and how to respond to concerns.

The DVA, DoH and the Safeguarding Board for Northern Ireland (SBNI) have developed guidance and course specification for trainers to ensure that they provide the most up to date training information about recognising, responding and reporting any concerns drivers may have about child sexual exploitation.