**Driver CPC Reform FAQs**

**Approval**

1. **How do I apply to deliver National (N) courses?**

You can find the new application form [here](https://www.gov.uk/guidance/get-a-driver-cpc-training-course-approved-by-dvsa). Simply complete the form and send it to [jaupt-enquiries@dvsa.gov.uk](mailto:jaupt-enquiries@dvsa.gov.uk). Make sure you complete the new field at 2.1. If you want to deliver the content as both a N or an International you will need to complete and submit separate application forms for each course.

1. **What happens to currently approved courses?**

Currently approved courses will be classified as I by default as they automatically comply with all requirements of the Directive. When that approval expires you can decide if you want the course to remain as I, become N or deliver it as both as detailed above.

1. **Can I convert an existing approval into an N?**

Yes, use the new paperwork and update your courses, making sure they will be effective in the shorter format and submit that course to your account officer as usual who will “convert” the course into N.

1. **How much does DVSA charge for a conversion?**

If an existing approval is active you can apply to convert it for no charge.

1. **Is every course suitable to be converted to N?**

The modules within Modular courses may convert to 3.5-hour N courses as described under question 3. Not all content will convert, for example content that focuses on driving on the continent would not be suitable for an N course

**6. Does the course need a longer duration to provide effective training to drivers?**

Some subjects or content may require a longer duration to deliver effective training to drivers - but we think trainers are generally best placed to decide.

**7. Will I get a new course reference?**

Yes, upon approval a course will get a new N or I specific CRS reference.

**8. How long will the approval on a course conversion last?**

A converted course will retain the same approval period it originally held. Newly submitted N courses will receive a one-year approval period.

**9. How much is the approval fee for a course?**

Currently approved courses can be converted for free. In the future we will charge £36 per hour of course duration, rounded up to the nearest whole hour. Therefore, for a 7-hour course we will charge £252. For a 3.5-hour course we will charge £144 (4 x £36)

**Upload**

**10. How much is the upload fee for a 3.5-hour N course?**

The upload fee is £1.25 per hour, per driver. For a 7-hour course this equals £8.75 per driver.  A 3.5-hour course must now be rounded up to 4 hours so that equates to £5 per driver.

**11. How do I upload N and I courses?**

You will see a new drop-down box at the point of upload which will let you select which sort of training you want to upload. You can access a new version of the *guide to uploading periodic training* [here](https://www.gov.uk/government/publications/guide-to-recording-driver-cpc-periodic-training)

**Delivery**

**12. Can I deliver a course as both N and I?**

The way you delivered it will determine how you subsequently upload it. If it was delivered in a block of 7 hours or as a traditional modular course, you could upload it as I. If you deliver it over a longer period, you will upload it as two separate N courses.

**13. Must N and I** **courses be run separately?**

You can do so if you wish, but you could also run a course approved for both I and N to a mixed group of drivers. Drivers who require an NDQC could leave after 3.5 hours and have an N course uploaded to their record. Drivers who remain for 7 hours could have an I course uploaded. You must make sure the course is effective if delivered as both 3.5 or 7 hours at the point of approval and when it is delivered in the classroom. We will assess if delivery is effective to a split group of drivers via our compliance procedure.

**14. Can N courses also be approved for NI Taxi?**

No, NI taxi is separate to DCPC reform and remains unchanged.

**15. What is the maximum duration permitted for a “split” NCPC course**

You should consider newly approved N courses as two separate, distinct courses, not a “split” or modular course. This means that when a course has been approved as N there are no time constraints on when its original elements can be delivered.

**16. What happens if a driver does the wrong sort of course based on their driving activity?**

A driver whose record contains any N training will ultimately receive an N-DQC, this may be a problem for them if they need to drive on the continent in the future. We have introduced a new option for drivers to “opt-out” of the national scheme, which means we can cancel N training from their record if they want to replace it with an I course they have attended in future.

**17. Do I need to notify DVSA about the sort of course I intend to run?**

Yes, you should inform us which type of course you intend to run (N or I). You do not need to notify us about a driver an eLearning component of a course. Our website user guide will be updated to reflect this and provide further guidance shortly.

**18. Is there crossover from N to I if a driver changes jobs do they have to do the whole thing again?**

A driver with any element of N on their record will receive an N-DQC hence cannot drive internationally. As above, they can request to have this removed and undergo more I training to update their card. A driver who has only done N training and wants to drive internationally will have to redo all 35 hours. You should try to make sure drivers are aware which sort of training they are doing and the implications this may have for their future driving activity.

**19. Why didn't you give more notice?**

The decision to confirm the reforms was made by Parliamentary on 13 November for actual delivery on 3 December - DVSA could not preempt that. We have, however, provided several updates via our mailing system to keep the training industry informed. The last was on 3 October.

**eLearning**

**20. When do I need to deliver the eLearning aspect of a course?**

If approved as an entire course, eLearning can be delivered when you like in the same way as any course. If it is approved as an element of a course, it can be delivered at any time before or after the traditional element of the course, but you will have to have systems in place to verify it has been completed before you carry out the upload and there is knowledge transfer.

**21. Is it a maximum of 12 hours of eLearning for both N and I?**

Yes. Drivers can undergo a maximum of 12 hours e-learning for both N and I.

**22. Can I deliver a stand-alone eLearning course?**

Yes, if approved such a course can be delivered as eLearning in its entirety. You will need to have suitable systems in place to monitor its delivery and confirm the driver has completed it and make sure drivers know they can’t do more than 12 hours e-learning within a cycle of 35.

**23. For eLearning, what evidence do we need to collect and how do we do carry out ID checks? Will DVSA audit this?**

If you decide to incorporate eLearning into a course, you need to make sure you have a robust process for checking driver identity and making sure any eLearning is complete before you upload a course. DVSA will assess this as part of our compliance process.

**24. How do we record the timings of eLearning courses? Do we record times for eLearning and prove that drivers have attended for the necessary duration?**

DVSA will not specify exactly how trainers should monitor/record timings and confirm that drivers have completed eLearning. Trainers should develop a suitable process internally and be able to evidence this at audit.

**25. For the new eLearning modules, how do we submit a course, what is the specific criteria to follow and the learning objectives?**

You can submit your proposals for eLearning as part of the usual approval process. The learning outcomes for drivers engaging in eLearning are no different to that of a classroom based/remotely delivered CPC course. Any eLearning should support driver development, be relevant to their daily role and meet the established learning outcomes of a Driver CPC course.

**26. What is the process for notifying the DVSA of eLearning courses?**

You do not need to notify DVSA of eLearning as drivers should be able to complete these courses when they want or as their employer requires. You need to have a suitable system in place to monitor and verify completion and driver identity prior to upload and be able to evidence this when required during audits.

**Miscellaneous**

**27. What is the specific criteria for the “return to driving” course?**

The Return to Driving course cannot be delivered until February 2025. We are in talks with our training advisory group to establish industry priorities for specified content. We will confirm this to you as soon as we can. There is more information on [Gov.uk](https://www.gov.uk/government/publications/driver-cpc-changes-in-2024-and-2025/driver-cpc-changes-in-2024-and-2025)

**28. Will you be engaging with trainers to provide further clarity and guidance**

Yes – we will run a webinar or similar in future to discuss these changes with representatives of the training industry.

**29. The R&E system is changing, do you have anything which shows what this will look like? Will you be issuing a new version of the website user guide and the R&E guide?**

There will be a drop-down box so trainers can select to upload either “N” or “I” courses at the point of upload. Yes, we will update both documents soon.

You can find more details on gov.uk at the links below:

[**https://www.gov.uk/government/publications/driver-cpc-changes-in-2024-and-2025**](https://www.gov.uk/government/publications/driver-cpc-changes-in-2024-and-2025)

[**https://www.gov.uk/guidance/get-a-driver-cpc-training-course-approved-by-dvsa**](https://www.gov.uk/guidance/get-a-driver-cpc-training-course-approved-by-dvsa)

[**https://www.gov.uk/guidance/run-a-driver-cpc-training-course**](https://www.gov.uk/guidance/run-a-driver-cpc-training-course)

[**https://www.gov.uk/guidance/set-up-a-driver-cpc-training-centre**](https://www.gov.uk/guidance/set-up-a-driver-cpc-training-centre )

[**Changes to Driver CPC in 2024 and 2025 | nidirect**](https://www.nidirect.gov.uk/articles/changes-driver-cpc-2024-and-2025)

**https://www.gov.uk/government/publications/guide-to-recording-driver-cpc-periodic-training**

Please send any further enquires you have about Driver CPC reform to: [DCPC\_CC@DVSA.gov.uk](mailto:DCPC_CC@DVSA.gov.uk)