

## Driver CPC Periodic Training Course Delivery Audit Report

**Centre Number:** AC00512  
**Centre Name:** SRC Driver Training

**Course Number:** CRS8243/512  
**Course Name:** Driver Essentials, Tachos, WTD

**Date Of Course:** 04/02/2015 00:00

**Trainer Name:** Steve Curtis

**Training Venue:**

Unit 3  
Medway Park  
BRIDGWATER  
TA7 8QW

**Auditor Name:** Pete Best  
**Arrival Time:** 12:36  
**Departure Time:** 15:26

### Audit Report

This was a commercial course delivered by the Centre Manager/Trainer, at the centre's registered address, to 17 LGV Drivers. A small group of trainees confirmed that the trainer had been on site and prepared when they had arrived in advance of the start time of 07:45. The trainer used a simple but effective PowerPoint Presentation which was a good mix of text to graphics including photographs and diagrams. He also had a software based digital tachograph simulator and each trainee receives an information booklet at the end of the course. Document control and all administration procedures were managed to a very high standard.

The trainer had recorded the ID/Licence check details, following the best practice guidelines, for all 17 trainees attending. He had recorded 14 trainee details on the appropriate form including sample signatures. He had also recorded details for one trainee with an Irish Licence on the appropriate form as required by JAUP T and had a further record of licence details, including signed actions agreed, for two trainees who had failed to provide original documentation that morning. Two licences were sampled.

The form used, as noted above, met all the requirements as detailed in the best practice guidelines and had a hand written entry of 07:45 start time recorded. The form, signed by the trainees to register their attendance, was awaiting completion by the trainer at the end of the day proper.

A review of content delivered commensurate to the approved course layout (ACL) found the analogue and digital tachograph section, scheduled for 120 minutes was actually delivered in 122 minutes supporting a conclusion that the attendance time requirement would be met.

The trainer demonstrated sound subject knowledge of the course content which was seen to good effect when he supported the group during the practical activity involving manual entries onto both analogue tachograph charts and digital tachograph print outs. He was also able to provide professional experiences to support his training including a good example of a driver who called him because of an alert regarding his rest breaks and again when describing the requirements regarding correct filling of the centre field of an analogue tachograph chart.

The trainer asked a number of open and closed questions some of which were embedded in the course

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PPT. Questions noted included;

What do you do if your digital tachograph card is faulty?

What would you do if the unit calibration sticker/certificate fell off or was damaged?

What does UTC mean?

One extended practical activity involving the trainees completing hand written manual entries onto both analogue tachograph discs and digital tachograph print outs. All trainees engaged fully with this activity and remained focused throughout.

Discussion was free flowing and managed effectively by the trainer. Key topics discussed were, the manual entry activity, common card errors including leaving a digital tachograph card in overnight on 'other work' and different qualities and features of digital tachograph vehicle units.

The trainer stood for most of the session observed, apart from when demonstrating the digital tachograph simulator, and used a strong clear voice. He was confident in his approach and especially when supporting trainees when completing the manual entry practical activity.

Assessment was good. The repeated use of the manual entry practical activity and debrief summary as well as the digital tachograph simulator helped the trainer to answer extension questions and issues raised by the trainees. Good examples for this were seen when he explained how to do a print out and also when adjusting the VU display time to local time.

A sample of the one page course feedback form was reviewed. When completed the form would capture evaluations of the overall course quality, organisation and trainer standards. Certificates of Attendance were prepared, by a dedicated administration resource, to be issued at the end of the course proper. A sample reviewed met all the requirements as detailed in the best practice guidelines example.

In summary, this sample audit found no action points (APs) and a no further opportunities for improvements (OFIs). This demonstrates that the centre has reacted appropriately to previous APs and OFIs from unannounced and centre audits and has continually developed towards best practices.

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### Action Points

None Identified

### Opportunities For Improvement

None Identified