

APSE Transport & Mechanical Advisory Group

CPC Driver Training

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Fife Council



A GUIDE TO PERIODIC TRAINING 1

ANNEX 3 APPLICATION FOR TRAINING CENTRE APPROVAL

3.1 Application for Training Centre Approval

The Organisation

Registered name of the organisation

Registered address

Postcode

Approved centre name

Approved centre address (if different from registered address)

Postcode

Name of the person responsible for this application

Position (Please see conditions 1) and 1)

Name of person to contact in relation to this application (Please see condition 1)

Email address

Telephone number

- Nature of Business
- Employer with in-house training
 - Training provider with own premises
 - Training provider intending to use a range of premises
 - Employer offering training to third parties
 - Other – please specify

Number of employees: <10 11 – 99 100 – 249 250 +

Sector(s) to which you intend to deliver: LGV PCV LGV & PCV

Proposed Training Sites

Main training site & administration centre:

Fife Fire & Rescue H.Q, Strathore Road, Thornton, Fife, Scotland, KY1 4DF

Other training sites that will be occasionally used:

1. Denburn Workshop, Denburn Road, Kirkcaldy, KY1 2HD
2. NHS Fife, Stratheden Hospital, Cupar, Fife, KY15 5RR
3. Fife Constabulary TBC

Summary of processes & quality assurance applied to training sites

- Identity checking
- Driver evidence of attending
- Driver feedback form
- Employer feedback
- Recording and inspection
- Organisation – named responsible person The infrastructure – classroom facilities with I.T support, hard standing training area for practical demonstrations / work, relevant vehicles, equipment and training simulators.
- The training courses – FTA prepared and supported training material includes visual presentations, training material, instructors' notes, practical exercises and course evaluation exercises.
- The trainers – FTA trained and accredited on training courses approved with extensive experience in public sector fleet operations. Familiar with public sector specialist vehicles and equipment.

Summary of Processes and Quality Assurance Applied to Main Training Site and Administration Centre

The main named training site (Fife Fire & Rescue, Thornton) is responsible for the overall management and administration of the training programmes. This involves the following:

- Liaising with FTA
- Directly supporting training instructors
- Ensuring training material and standards are regularly reviewed
- Liaising with Fleet Service users with regards to individual training requirements
- Corresponding, organising and planning of training courses
- Invoicing fleet customers for training provided
- Maintaining training records and other training evaluation documentation
- Complying with requirements of the driver record database inputs