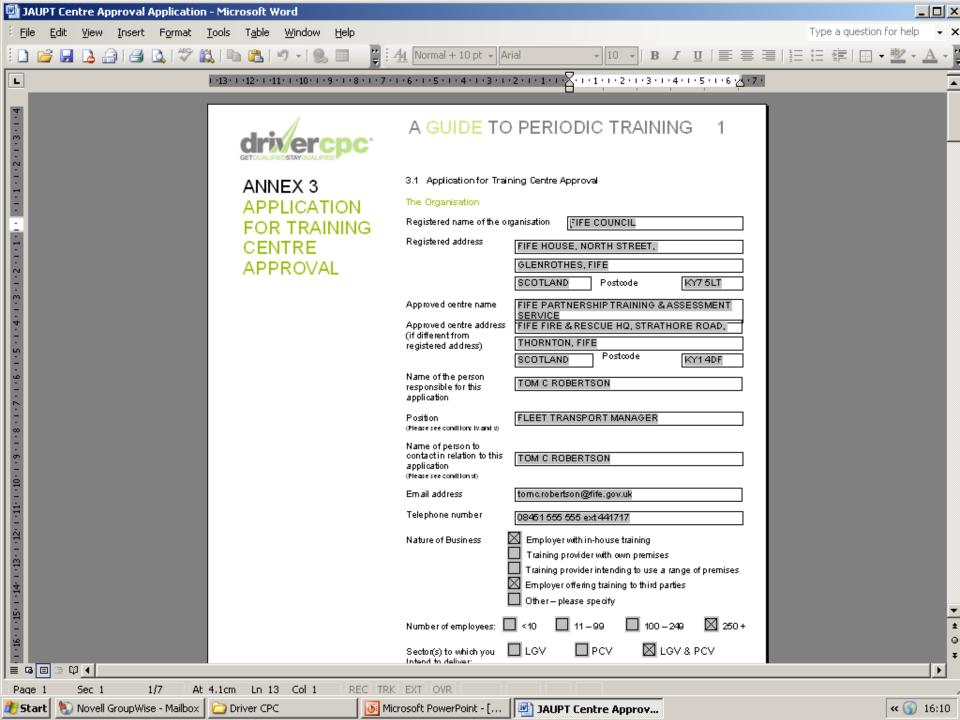
APSE Transport & Mechanical Advisory Group

CPC Driver Training

Tom Robertson – Transport Manager Fife Council



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.

<u>Summary of Processes and Quality Assurance Applied to Main Training Site and Administration Centre</u>

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