

Driver CPC Periodic Training Course Delivery Audit Summary

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| Centre Name: | Freight Train | Centre Code: | AC00590 |
| Course Name: | Driver Fundamentals | Course Code: | CRS 1299/590 |
| Course Expiry Date: | 13/10/12 | Date course audited: | 21 st Jan 2012 |
| Planned Course Start/Finish Time: | 08:00 – 16:00 | No. of hours course approved for. | 7 hrs |
| Trainer Name(s): | Lesley O'Brien | | |
| Venue (including room no): | Training Room The Grid Low Moor Business Park Bradford BD12 0BN | | |
| Drivers | No. 15 | In House <input type="checkbox"/> Public <input checked="" type="checkbox"/> Mix <input type="checkbox"/> | PCV <input type="checkbox"/> LGV <input checked="" type="checkbox"/> Mix <input type="checkbox"/> |
| Auditor Name | Paul Brocki | | Auditor Arrival & Departure Times: 07:30 -12:10 |

Audit Summary

The pre-course preparation and course administration is good, with a robust process in place for ID checking. A fair processing notice was delivered verbally and a written statement is included in the registration document.

The trainer delivered a thorough course introduction covering housekeeping, safety information, learning contract etc; as part of the course introduction process the trainer included both personal and driver introductions.

The sessions covered a variety of topics relevant to the driver audience and were delivered using a blend of directed discussions, Q&A, multimedia presentations as well as the drivers having access to relevant hand-outs. The course is well laid out and was delivered in a professional manner by a trainer who is experienced, having attended the RHA train the trainer course, as well as working towards the CTLLS qualification.

The observed session was delivered by the trainer in a confident and relaxed manner with good voice tone and range; using this to emphasise key points in the training session. Questions were used to confirm knowledge transfer as well as being used to initiate driver discussions, this is deemed to be very good practice and was continued throughout the observed session

The trainer is occupationally knowledgeable and a sector specialist; this was demonstrated throughout the session by detailed own life experiences used to support training supported with detailed answers to driver questions.

The drivers commented on the relaxed, well-paced training enjoying the shared learning atmosphere that the trainer created.

Overall the course was well delivered and in its current format meets the training requirements of the drivers and is directly linked to the DCPC syllabus.

| Action No: | Action Point |
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| | None |