



**DRIVER CPC –
FREQUENTLY ASKED QUESTIONS**

DRIVER CERTIFICATE OF PROFESSIONAL COMPETENCE FAQs

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BACKGROUND

A new qualification for professional bus, coach and lorry drivers - the Driver Certificate of Professional Competence (Driver CPC) - came into effect on 10 September 2008 for bus and coach drivers and 10 September 2009 for lorry drivers. All professional LGV and PCV (lorry and bus) drivers are affected by this EU requirement to hold a Driver CPC.

EU Directive 2003/59 requires all professional bus, coach and lorry drivers to hold a Driver CPC in addition to their vocational driving licence. The main aim behind Driver CPC is to improve road safety, providing better qualified drivers to help reduce road casualties. Driver CPC also aims to bring an improved professional and positive image to the industries, attracting more people to drive buses, coaches and lorries for a living. It is aimed not only at improving the knowledge and skills of LGV and PCV drivers when they first start work, but also ensuring those skills are maintained and developed throughout the driver's working life.

For new drivers it introduces a new initial qualification which increases the amount of knowledge that drivers need before they can drive. When combined with the current licence acquisition tests, the initial qualification comprises a four hour theory test and a two hour practical test.

All drivers, new and existing, will then have to undertake 35 hours of training every five years to ensure that their Driver CPC is current. This is known as Periodic Training. Periodic Training is designed to confirm and expand on the existing knowledge and skills of each driver to ensure that they continue to be safe, courteous and fuel efficient drivers. This will also enable drivers to keep up-to-date with ever changing regulations and to benefit from training throughout their whole career.

All existing professional PCV drivers who held a full, valid category D, D1, D+E or D1+E licence at 10 September 2008 will need to complete the 35 hours of Periodic Training by 10 September 2013, unless they are exempt. After this, they will need to undertake a further 35 hours of training in every subsequent five year period in order to retain their Driver CPC. Existing PCV drivers are known as 'Acquired Rights' drivers i.e. drivers who already held a full vocational licence to drive buses and coaches prior to 10 September 2008.

Drivers who hold a D1 (minibus) entitlement by virtue of passing a car test pre 1997 are not classed as acquired rights drivers and will therefore need to complete the initial qualification.

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All existing professional LGV drivers who held a full, valid category C, C1, C+E or C1+E licence at 10 September 2009 will need to complete the 35 hours of periodic training by 10 September 2014, unless they are exempt. This also includes drivers who hold C1 entitlement by virtue of passing a car test pre 1997. After this, they will need to undertake a further 35 hours of training in every subsequent five year period in order to retain their Driver CPC. Existing LGV drivers are known as 'Acquired Rights' drivers i.e. drivers who already held a full vocational licence to drive lorries prior to 10 September 2009.

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2. GENERAL QUESTIONS

2.1 What is Driver CPC?

Driver CPC is short for Driver Certificate of Professional Competence. It is a new qualification that all professional bus, coach and lorry drivers need to have if they want to continue to drive professionally.

Driver CPC was introduced with effect from 10th September 2008 for Bus and Coach Drivers (PCV) and from 10th September 2009 for Lorry Drivers (LGV).

This initiative has been implemented throughout the European Union and is mandatory for everybody who wishes to drive for hire or reward.

2.2 What are the aims of Driver CPC?

The aims of Driver CPC are to:

- (i) Improve the knowledge of lorry and bus drivers – helping:
 - Road safety (and thus all road users);
 - The road freight and passenger transport industries (better staff performance, better recruitment and retention, more economical vehicle usage);
 - The environment (reduced fuel consumption and vehicle wear).
- (ii) Recognise and accredit the knowledge and skills required for professional bus, coach and lorry drivers.
- (iii) Ensure drivers continually update their skills and knowledge.
- (iv) Raise the status of bus, coach and lorry drivers to promote driving as a career.

2.3 Who will Driver CPC affect?

CPC will affect all professional drivers of lorries over 3.5 tonnes, buses, coaches and minibuses with more than 8 passenger seats unless they qualify for an exemption.

2.4 Can I work as a driver without a Driver CPC?

No, unless in exempted circumstances or you are following a National Vocational Training Scheme.

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2.5 Who is exempt from Driver CPC?

There are exceptions from the Driver CPC qualification for drivers of vehicles:

- (i) used for **non-commercial** carriage of passengers or goods, for personal use;
- (ii) undergoing road tests for technical development, repair or maintenance purposes, or of new or rebuilt vehicles which have not yet been put into service;
- (iii) used in the course of driving lessons for the purpose of enabling that person to obtain a driving licence or a Driver CPC;
- (iv) carrying material or equipment to be used by that person in the course of his or her work, provided that driving that vehicle does not constitute the driver's principal activity;*
- (v) with a maximum authorised speed not exceeding 45 km/h;
- (vi) used by, or under the control of, the armed forces, civil defence, the fire service and forces responsible for maintaining public order;
- (vii) used in states of emergency or assigned to rescue missions

*An example of a driver under exemption (iv) (also known as 'incidental driver') would be a brick layer who drives a load of bricks from the builder's yard to the building site and then spends their working day laying bricks. In this case, driving a lorry is incidental to their main occupation.

Drivers can move in and out of an exemption, depending on the circumstances in which they are driving. For example, a bus mechanic would be exempt while driving a bus to check that it had been repaired, but would need to hold a Driver CPC if they also drove a bus on a passenger carrying service.

2.6 What is National Vocational Training (NVT)?

The NVT option offers an advantage for both the drivers and their employers in terms of supporting the achievement of the initial Driver CPC. Alongside this, it may also promote the benefits of a wider training programme leading to recognised national vocational qualifications.

LGV or PCV drivers who have completed their licence acquisition tests can register on an approved NVT programme and defer their Driver CPC qualification theory (module 2) and practical tests (module 4). This scheme allows drivers to drive professionally for up to 12 months whilst

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they work towards their Driver CPC qualification, giving them an opportunity to “earn whilst they learn”. However, a driver can only apply for this concession once.

The NVT concession will start from either the beginning of the NVT programme or the date when the driver acquires their vocational driving licence, whichever is the most recent. The Driver CPC initial qualification theory and practical tests can then be deferred for the duration of the course OR for 12 months, whichever is shorter. At the end of the 12 months concession, the driver must either achieve their full Driver CPC status or stop driving professionally. On successful completion of the Driver CPC qualification, the driver will automatically be issued with a Driver Qualification Card to show that they have Driver CPC.

2.7 What does Driver CPC involve?

As well as a driving licence, lorry and bus & coach drivers who drive professionally will have to hold a Certificate of Professional Competence which is renewable every 5 years. There will be an **initial qualification for new drivers and periodic training for new and existing drivers** whereby drivers will be required to complete 'periodic training' every 5 years to remain eligible to drive professionally. Driver CPC came into force on 10 September 2008 for PCV drivers and 10 September 2009 for LGV drivers. These implementation dates apply to all EU member states.

2.8 What is a Driver Qualification Card (DQC)?

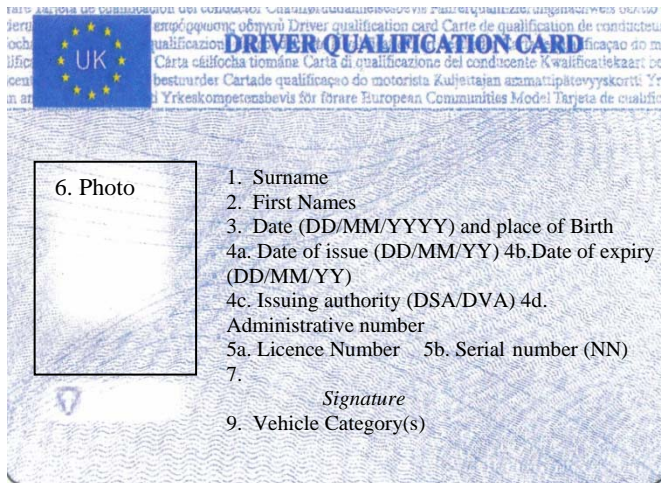
A DQC is a card that is issued once the theory and practical tests of competence have been passed and / or the relevant 'periodic training' is taken. These cards are issued for a 5 year period.

2.9 How much will a DQC cost?

For NI and GB photocard driving licence holders, the cost of the DQC is built into the cost of the initial qualification test / periodic training, therefore there will be no further charge for issue of the DQC upon completion of these.

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2.10 What does a DQC look like?



A DQC is similar in appearance to the current GB / NI driving licence.

2.11 How will Driver CPC be enforced?

PSNI and DVA enforcement are responsible for ensuring compliance within Northern Ireland. This will ensure anyone driving professionally in NI has a Driver CPC. However, any EU enforcement body can ask a driver for proof that his or her training is up to date while they are driving in other Member States and can issue a penalty if a driver is in breach of the Directive.

2.12 How much will the tests cost?

Module		£
1a	Theory Test - multiple choice questions	35
1b	Theory Test - hazard perception clips	15
2	Driver CPC Case Studies	30
3	Practical Driving Test	
	- weekdays	66
	- weekends and evenings	99
4	Driver CPC Practical Test (vehicle safety demonstration)	55

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3 INITIAL CPC QUALIFICATION

3.1 Are all drivers required to undertake initial qualification?

No. If you held a full, valid category D, D1, D+E, or D1+E PCV licence prior to 10th September 2008 or a full valid category C, C1, C+E, or C1+E LGV licence prior to 10th September 2009 you have 'acquired rights' which means you do not have to pass the initial qualification. However, you are still required to complete periodic training every 5 years. This periodic training will consist of 35 hours of training to be taken over the 5 year period and will be in blocks of not less than 7 hours. Drivers with 'acquired rights' will be required to complete their first 35 hours of periodic training within the first 5 years following implementation of Driver CPC if they wish to continue to drive professionally.

Drivers who hold a D1 (minibus) entitlement by virtue of passing a car test pre 1997 are **not** classed as acquired rights drivers and will therefore need to complete the initial qualification.

New drivers who pass their theory and practical driving test after the date of implementation of Driver CPC are required to complete a Driver CPC theory and practical test. A Driver CPC lasts for 5 years and drivers will need to complete 35 hours of periodic training every 5 years to retain their Driver CPC which entitles them to drive professionally.

3.2 What does the initial qualification for new drivers involve?

The initial qualification has been divided into 4 modules to give you the flexibility to obtain your Category C/C1 or D/D1 licence only, or full Driver CPC, all at the same time.

The table below shows the different modules you will need to pass:

Module	
1a	Theory Test - multiple choice questions
1b	Theory Test - hazard perception clips
2	Driver CPC Case Studies
3	Practical Driving Test
4	Driver CPC Practical Test (vehicle safety demonstration)

If you take your test after the Driver CPC start dates and you are not going to be driving for a living, you will only need to pass Modules 1 and 3. If, at a later date, you change your mind and want to drive for a living, you will need to pass Modules 2 and 4.

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Module 1 – Multiple Choice Questions and Hazard Perception Clips

Module 1 consists of 2 separate tests. The first is 100 multiple choice questions (of which the pass mark is 85) and the second is 19 hazard perception clips, with 20 scoreable hazards (of which the pass mark is 67 out of 100). The two tests will take a total of 2 ½ hours to complete, but can be taken separately and in either order.

Module 2 – Case Studies

Module 2 is a computer-based test and uses case studies, each one based on real-life scenarios you may encounter in your working life. It aims to test your knowledge and how you put it into practice. Written by experts from the industry, the questions are based around the case study.

Each test will be made up of 7 case studies, each one with 6 – 8 questions, with a possible maximum score of 50. The pass mark for the test is 40. Module 2 will take approximately 90 minutes to complete and can be taken at the same test centre as Module 1.

Module 3 – Practical Test

The current practical on-road driving test has been developed to include an Eco-Safe Driving assessment. Although this will not contribute to the result of the test, during the test the examiner will assess your ability to control the vehicle and plan your drive in an eco-safe manner. If you do not do so this will be recorded on the test report form. You will be handed further information on eco-safe driving at the end of the test.

Actual on-road driving time has been increased slightly to a minimum of 1 hour. This gives examiners the opportunity to assess a candidate's driving in more varied traffic conditions and on a wider variety of roads.

Module 4 – Driver CPC Practical Test

Module 4 is a new practical demonstration test focussing on vehicle safety which has been developed with the support and advice of the industry. The test lasts approximately 45 minutes, including time for administration. During the test you are required to demonstrate your knowledge and ability in the areas listed below:

- Ability to load the vehicle with due regard for safety rules and proper vehicle use
- Security of the vehicle and its contents
- Ability to prevent criminality and trafficking in illegal immigrants

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- Ability to assess emergency situations
- Ability to prevent physical risk

LGV tests will also see the introduction of a new piece of equipment which will allow you to demonstrate your ability to secure loads.

The test consists of 5 topic areas which cover the Driver CPC Syllabus and in order to pass the candidate has to score 15 out of a possible 20 points in each topic area (75%) and an overall score of 80%.

3.3 Can I take the Modules in any order?

You must pass module 1 (a & b) before you can take module 3, and you must pass module 2 before you take module 4. In other words, the theory test must be passed before the practical part. However, you can take modules 2 and 4 before modules 1 and 3, or vice versa.

3.5 If someone passes the PCV test after 2008 or the LGV test after 2009 can they drive professionally before they get their Driver CPC?

No, they cannot drive professionally except in a vehicle covered by an exemption. All new PCV / LGV drivers after 2008/2009 must pass both their driving test and their initial qualification to gain their Driver CPC before they can drive professionally on public roads. Drivers cannot drive any vehicle professionally in any EU member state until this training is fully completed. The only exception to this is attendees of a national vocational training scheme. Such drivers will be permitted to drive domestically on restricted journeys while they train for their Driver CPC.

3.6 If you hold a Driver CPC for either category C or D will you need to take the extra parts for the other category?

Drivers who already hold a Driver CPC for one category of vehicle (i.e. PCV or LGV) and wish to obtain a Driver CPC for the other category, will need to take a Module 2 conversion test consisting of 10 case studies with a total of 50 questions. Modules 1, 3 and 4 will need to be completed in full.

3.7 Do you need another Driver CPC to draw a trailer (category E)?

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One Driver CPC covers all category C licences (LGV) and the other covers all category D licences (PCV). So if a driver holds a Driver CPC for any of these categories they do not need a further one to draw a trailer for this category. This does not affect their requirement to pass the current driving test for the additional category.

3.8 Where can I get study material for the theory test?

Information on where to obtain study materials can be found at www.dvni.gov.uk . Training material can also be found at The Stationery Office, 16 Arthur Street, Belfast (Tel: 028 90 238451) or any good bookshop.

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4 INITIAL QUALIFICATION – THEORY TEST (CASE STUDY MODULE 2)

4.1 How do I apply for my Driver CPC (module 2) theory test?

You can book your Driver CPC theory test online, by phone or by post:

To book your Driver CPC theory test online at www.dvni.gov.uk you will need:

- a valid UK driving licence
- a valid debit or credit card for payment (Visa, Mastercard, Delta, Visa Electron, Switch/Maestro and Solo cards are accepted)
- You can book over the phone on ☎ 0845 600 6700 local rate, from 8.00 am to 6.00 pm, Monday to Friday, except on Bank Holidays. Text phone is also available by calling ☎ 0870 0106 372.

You can also book your test by post by completing an application form. Application forms are available online and from theory and practical test centres. Payment can be made by cheque or postal order, but cash payments are not accepted. Postal orders and cheques must be made payable to Driver & Vehicle Agency.

4.2 How much does the Driver CPC (module 2) theory test cost?

The Driver CPC theory test (module 2) costs £30.

4.3 What supporting documentation do I need to apply for the Driver CPC (module 2) theory test?

To apply for the Driver CPC (module 2) theory test you must have a valid driving licence with provisional entitlement for the category in which you wish to do your test.

4.4 Can I take my Driver CPC module 2 test before I have passed my practical test (module 3)?

Yes, however you must pass module 1 (a **and** b) before you can take module 3, and you must pass module 2 before you take module 4. In other words, the theory test must be passed before the practical part. However, you can take modules 2 and 4 before modules 1 and 3, or vice versa.

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4.5 What reading material do I need to study for my Driver CPC (module 2) test?

The following publications are available from The Stationery Office, any good book store, or the internet.

- The Official Highway Code
- The Official DSA Guide To DRIVING The Essential Skills
- The Official DSA Theory Test For Drivers Of Large Vehicles
- DfT - Know Your Traffic Signs

Depending on test being taken, either:

- The Official DSA Guide To Driving Goods Vehicles
- Driver CPC the Official DSA Guide For Professional Goods Vehicles Drivers

or

- The Official DSA Guide To Driving Buses And Coaches
- Driver CPC the Official DSA Guide For Professional Bus And Coach Drivers

4.6 How many questions are there in the Driver CPC (module 2) test?

The case studies test is a computer based exercise. You will be given seven case studies based on real-life situations you're likely to come across in your working life. The aim is to test your knowledge, and how you put it into practice.

Each test is made up of seven case studies, each one with six to eight questions, with a possible maximum score of 50.

4.7 What do I need to bring with me when I am taking the Driver CPC (module 2) test?

You must bring the following items with you. If you don't, we may refuse to carry out the test and you may lose your fee:

- Your appointment letter.
- Your valid signed Northern Ireland (or UK) driving licence (both parts if it is a photographic licence).

If your driving licence was issued outside NI and does not contain your photograph you will require additional photographic evidence of identity. Information on acceptable photographic evidence can be found at www.dvtani.gov.uk/uploads/practicaltest/Evidenceofidentity.pdf

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4.8 Is the case study available in any language other than English?

No, but you can bring a translator or you can request an English voiceover if you feel that would help.

4.9 How long do I get to complete the Driver CPC (module 2) test?

The allocated time for the Case Study test is 1 ½ hours.

4.10 What is the pass mark for the Driver CPC (module 2) test?

The pass mark for the test is 40, with a possible maximum score of 50.

4.11 I have special needs. What arrangements are in place to help me when I take my Driver CPC (module 2) test?

We are committed to equal opportunities for all. We provide a number of facilities for candidates with special needs, including the following accommodations:

English Voiceover – You can request an English voiceover if you feel that would help.

Translator Assisted - You can request to have a translator assisted Module 2 test. The call centre agent should be able to tell you the names and contact details of translators. It is your responsibility to arrange a test date with the translator and to pay any fees involved.

Extra time - If you have dyslexia or other reading difficulty you can request to have up to double time for Module 2. If you request to have more than standard time you will need to send in evidence of your reading difficulty to the theory test booking customer services. When you are making your booking, the agent will advise you of the postal address for supporting documentation.

Other accommodations - If you have a special need that is not met by the facilities above, you can contact the theory test customer services section who can discuss your requirements and the facilities available.

All of the accommodations need to be requested at the time of booking. Please let us know about the following:

- If you need to bring a signer or lip speaker with you;
- If you are dyslexic or have reading difficulties and need extra time to take Module 2;

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- If you do not read or understand English and need to bring a translator with you.

If we cannot provide what you need immediately, our customer service representative will call you back to book your test. The system allows you to give us the following details so we can call you back:

- Your name
- Your phone number
- Your driving licence number
- Brief details of your request
- Your preferred date and time to receive a call

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5 INITIAL QUALIFICATION – MODULE 4 PRACTICAL TEST

5.1 How do I apply for my Driver CPC (module 4) practical test?

You can book a practical test by post by completing an application form. Application forms are available online and from theory and practical test centres. Payment can be made by cheque or postal order, but cash payments are not accepted. Postal orders and cheques must be made payable to Driver & Vehicle Agency.

5.2 How much does it cost to apply for the Driver CPC (module 4) practical test?

The Driver CPC (module 4) practical demonstration test costs £55.

5.3 What supporting documentation do I need to apply for the Driver CPC (module 4) practical demonstration test?

To apply for the Driver CPC (module 4) practical demonstration test you must have passed your module 2 Driver CPC theory test and hold a valid UK licence.

5.4 What do I need to bring with me on the day of my Driver CPC (module 4) test?

You must bring the following items with you. If you don't, we may refuse to carry out the test and you may lose your fee:

- Your appointment letter
- Your valid signed Northern Ireland (or UK) driving licence (both parts if it is a photographic licence)
- Vehicle Road Worthiness Test Certificate (where applicable)
- Module 2 Theory Test Pass Certificate

If your driving licence was issued outside NI and does not contain your photograph you will require additional photographic evidence of identity. Information on acceptable photographic evidence can be found at www.dvtani.gov.uk/uploads/practicaltest/Evidenceofidentity.pdf

5.5 Can I take my Driver CPC (module 4) test on the same day as I take my practical (module 3) driving test?

Yes, you can book them both for the same day.

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5.6 Can I use the same vehicle for the practical driving test (module 3) and the Driver CPC (module 4) test?

Yes, providing the vehicle meets the Minimum Test Vehicle requirements (MTV), which can be found on the DVA web site at www.dvtani.gov.uk/practicaldrivingtest/testcategories.asp

5.7 What training material do I need to help me study for the Driver CPC (module 4) test?

The following publications are available from The Stationery Office, any good book store, or the internet.

- The OFFICIAL HIGHWAY CODE
- The official DSA guide to DRIVING the essential skills
- The OFFICIAL DSA Theory Test for Drivers of Large Vehicles
- DfT - Know Your Traffic Signs

Depending on test being taken either:

- The OFFICIAL DSA GUIDE to DRIVING GOODS VEHICLES
- Driver CPC the OFFICIAL DSA GUIDE for Professional Goods Vehicles Drivers

or

- The OFFICIAL DSA GUIDE to DRIVING BUSES AND COACHES
- Driver CPC the OFFICIAL DSA GUIDE for Professional Bus and Coach Drivers

5.8 Which test centres offer Driver CPC (Module 4) practical test?

- Driver CPC Module 4 for PCV is available at DVA's Ballymena, Belfast, Coleraine, Craigavon, Londonderry and Omagh Test Centres.
- Driver CPC Module 4 for LGV is available at DVA's Belfast, Craigavon and Londonderry Test Centres.

5.9 How long does the Driver CPC (module 4) test take?

Module 4 takes approximately 45 minutes to complete, including time for completion of paperwork at start of test.

5.10 Do I need to have a full licence before taking my Driver CPC (module 4) test?

You will need a full car driving licence and provisional entitlement for the category of test you wish to take (PCV or LGV).

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6 PERIODIC TRAINING

6.1 What is Periodic Training?

All drivers, new and existing, will have to undertake a minimum of 35 hours of training every five years to ensure that their Driver CPC is current. This is known as Periodic Training.

Periodic Training is designed to confirm and expand on existing knowledge and skills of each driver to ensure that they continue to be safe, courteous and fuel efficient drivers. This will enable drivers to keep up to date with ever changing regulations and to benefit from training throughout their whole career.

Only courses that have been approved and are being delivered by a training centre that has been approved by the Joint Approvals Unit for Periodic Training (JAUPT) on behalf of the Competent Authority will count towards the Periodic Training requirement.

6.2 How much training is required?

All drivers must undertake a minimum of 35 hours of training in every five year period. The minimum length of a training course that contributes to the Periodic Training requirement is seven hours.

6.3 How is periodic training delivered?

Training is delivered by training centres that are approved by the Joint Approvals Unit for Periodic Training (JAUPT) <http://www.skillsforlogistics.org/en/jaupt/jaupt/> The JAUPT also approves the content, title and method of delivery of each training course.

Approved training centres deliver courses which are a coherent programme of learning of at least seven hours. The seven hours excludes any breaks; only direct training and contact time (time with a trainer) count towards the periodic training requirement.

There are no tests or exams involved, but training centres will be required to evaluate each course to ensure that those attending have benefited from the training they have received.

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6.4 Who provides Periodic Driver CPC Training in Northern Ireland?

A full list of UK Training Providers is available on the JAUPT website. You can search specifically for NI based training providers. This link <http://www.drivercpc-periodictraining.org/en/approved-centres-courses/> takes you to a list of approved training providers. The list is not included as it is subject to change; and as an independent testing authority, DVA cannot recommend specific trainers.

6.5 Who is affected by the requirements for periodic training?

All professional LGV and PCV drivers, new and existing, will have to undertake a minimum of 35 hours of training every five years to ensure that their Driver CPC is current.

6.6 Who is exempt from the requirements for periodic training?

There are exceptions from the Driver CPC qualification for drivers of vehicles:

- (i) used for **non-commercial** carriage of passengers or goods, for personal use;
- (ii) undergoing road tests for technical development, repair or maintenance purposes, or of new or rebuilt vehicles which have not yet been put into service;
- (iii) used in the course of driving lessons for the purpose of enabling that person to obtain a driving licence or a Driver CPC;
- (iv) carrying material or equipment to be used by that person in the course of his or her work, provided that driving that vehicle does not constitute the driver's principal activity;*
- (v) with a maximum authorised speed not exceeding 45 km/h;
- (vi) used by, or under the control of, the armed forces, civil defence, the fire service and forces responsible for maintaining public order;
- (vii) used in states of emergency or assigned to rescue missions

*An example of a driver under exemption (iv) (also known as "incidental driver") would be a brick layer who drives a load of bricks from the builder's yard to the building site and then spends their working day laying bricks. In this case, driving a lorry is incidental to their main occupation.

Drivers can move in and out of an exemption, depending on the circumstances in which they are driving. For example, a bus mechanic would be exempt while driving a bus to check that it had been repaired, but would need to hold a Driver CPC if they also drove a bus on a passenger carrying service.

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6.7 Can periodic training be carried out flexibly over several weeks, months or years?

Retraining must take place every five years. Drivers have flexibility as to how they take the 35 hours training over this time, providing it occurs in blocks of at least seven hours at one time. So, for example, a driver may complete two days in the first year and the final three days in the fifth year. Similarly they could leave all 35 hours until the fifth year. The retraining must be completed every five years until such times as the person no longer wishes to drive category C/C1 (LGV) or D/D1 (PCV) vehicles professionally.

6.8 Do existing PCV licence holders have 5 years to get their Driver CPC after 2008?

Existing PCV drivers on 10th September 2008 will not have to complete any type of initial qualification. They must have completed all 35 hours of periodic training within 5 years i.e. by 10th September 2013.

6.9 Do existing LGV licence holders have 5 years to get their Driver CPC after 2009?

Existing LGV drivers on 10th September 2009 do not have to complete any type of initial qualification. They must have completed all 35 hours of periodic training within 5 years i.e. by 10th September 2014.

6.10 How much will periodic training cost?

The cost of periodic training will vary depending on the organisation delivering the course.

6.11 How will periodic training hours be monitored?

In the UK (including Northern Ireland) a central record of periodic training undertaken by drivers will be held by the Driving Standards Agency (DSA) using the Driver CPC Management System – DVA will also use this system. This database will be used to record the number of hours of periodic training completed by drivers and ensure a new Driver Qualification Card is issued automatically to Northern Ireland licence holders when they have completed their 35 hours of periodic training without the need for them to apply. Non Northern Ireland licence holders will be required to apply for the DQC.

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6.12 How will a driver be able to prove to the authorities that this training is up to date?

A Driver Qualification Card (DQC) will be issued after a driver has completed 35 hours of periodic training.

6.13 Will it be possible for large operators to gain approval to carry out initial or periodic training in-house?

Yes. Any transport or haulage company can apply to become an approved training centre. This will mean their in-house training school will be permitted to carry out training for the purposes of the Directive, both for initial qualification and periodic training. Please see questions 17, 18 and 19 of this section for more information on how to gain approval.

6.14 Who has responsibility for keeping training records?

Training providers will update the Driver CPC Management System that records details of all Driver CPC related training that has been undertaken. Drivers will be issued with certificates upon completion of this training. Ultimately it will be the driver's responsibility to ensure they have completed the required training prior to them needing their Driver CPC updated.

6.15 Does responsibility for competency lie with the training organisation?

The training organisation must ensure their training is to the minimum standard the Directive requires and that they are providing the training the way they said they would when submitting for approval. It will be up to them to ensure drivers have completed the necessary course and have been successful at any tests that the Directive requires them to take before the driver can be issued with a Driver CPC.

6.16 How do training providers / employers get approval to deliver periodic training?

Only a training centre or registered site approved by the Joint Approvals Unit for Periodic Training <http://www.skillsforlogistics.org/en/jaupt> on behalf of the Competent Authority can deliver Periodic Training.

An approved centre is responsible for all training and all registered sites that operate under its approval. If any training at an approved centre (including training delivered at registered sites/sub-centres) is deemed to be operating in an inappropriate manner, then approval will be

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revoked for all approved sites and courses registered to the centre.

Training providers who do not have their own training premises may still apply to be a training centre. Approved training centres that do not use their own premises are responsible for ensuring that all requirements for premises are met before any courses are delivered. Training centres should ensure that premises are checked prior to training taking place.

Training centre approval will last for a period of five years from the date of approval. During that period, the centre and its training courses will be subject to inspection from the JAUPT and/or the Competent Authority.

6.17 Who approves Training Centres and Courses?

The Driving Standards Agency (DSA) in GB and the Driver and Vehicle Agency (DVA) in NI, as the appropriate government agencies, have set up an approvals body, the **Joint Approvals Unit for Periodic Training (JAUPT)**, to approve and quality assure training centres and courses for both PCV and LGV. The two Sector Skills Councils, Skills for Logistics and GoSkills, manage JAUPT.

The Joint Approvals Unit ensures that a consistent approach to training centres and courses is maintained across the LGV and PCV industries. Training Centres that are approved in NI may also be approved to deliver periodic training in GB, and Training Centres approved to deliver periodic training in GB may also be approved to deliver periodic training in NI.

JAUPT is responsible for:

- Approving training centres;
- Approving course content;
- Issuing a unique number for each training centre and each course;
- Managing the quality assurance process for training centres and courses to ensure that standard and approval criteria are upheld.

6.18 What are the requirements for becoming an approved training centre?

The following criteria must be met:

Adequate Insurance Cover:

Applicants will need to provide proof that they have adequate insurance cover in respect of any risks that might occur from each and every

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course they intend to undertake. All applicants are strongly advised to discuss this issue with their Insurer and/or Broker.

I.T. Systems:

Applicants will need to have computer systems that are capable of recording and securing records of training and, through a secure website, transmitting details of driver training onto a central database. They must be able to transfer this information onto the central recording database within five working days of the training course.

Adequate Infrastructure:

Applicants will need to have the use of suitable premises, administration, equipment and resources to be able to deliver their approved course.

Identity Checking:

Training centres must carry out identity checks in order to verify the identity of each participant on a course. This requires a visual check of an official form of identification such as a passport and 'old style' paper driving licence or photo card and counterpart driving licence.

Driver evidence of Attendance:

Training centres will be required to issue a receipt to each participant. This must confirm the date of attendance and the number and title of the course. This is to provide the driver with independent evidence of participation. Approved centres will be issued with an electronic template for this receipt following centre approval; centres may use either the JAUPT format or their own version as long as it shows the required information.

Evaluation:

It is important that the quality and relevance of training is continually monitored. As a result, all approved training centres will be required to build into each approved course a method of evaluation that will demonstrate the effectiveness of the course and the centre's commitment to maintaining and improving quality. These evaluation records will need to be kept for inspection by the Joint Approvals Unit for Periodic Training.

Driver Feedback Form:

Each driver should complete a feedback form at the end of each course. The approved training centre should retain this feedback for inspection.

Employer Feedback:

This will be primarily monitored through feedback forms collected by the approved training centre.

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Recording and Inspection:

Approved training centres will be required to maintain a full record of all training delivered so that the JAUPT can verify:

- The names and driving licence numbers of drivers who have attended training courses;
- The date, title and number of the course delivered together with the name(s) of the trainer(s);
- The evaluation of the courses delivered;
- The driver feedback forms Training centres must provide access and information to the JAUPT or the Competent Authority as and when required.

The Trainers:

Approved training centres are responsible for ensuring that the trainers they use have appropriate knowledge of the subject they intend to deliver and have an appropriate experience of delivering training.

6.19 What information is required from providers / employers seeking to become an approved training centre?

The Organisation:

- The registered name and address of the organisation – this should include the name of the person responsible for the application;
- The type of organisation e.g. an operator with in house training, training provider, Further Education College;
- A list of approvals / accreditations (e.g. from awarding bodies) already held and courses already being delivered.

The Infrastructure:

- Details of the premises and training areas to be used. It is acceptable for approved centres to deliver training at customer sites or other premises. It is the responsibility of the approved centre to ensure that any premises they use for training meet the criteria set down in the centre application form. A mobile classroom would also be acceptable as long as it meets the criteria;
- Administrative details – Staff procedures and I.T. systems;
- Resources – teaching aids, materials, equipment;
- Policies for – Quality Assurance, Equal Opportunities, Health and Safety, Staff Development, Data Protection where appropriate.
- Procedures for dealing with complaints and refunds.

The Courses to be delivered:

With the initial application form, an indication of the courses to be

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delivered will be required. This will be separate from the individual course submissions and will need to satisfy the approval body that the courses the centre proposes to deliver and the trainers they intend to use are appropriate. This is not a definitive list and additional courses (and trainers) can be added at any time. A list of commercial approved courses for each training centre will be posted on the JAUPT website www.drivercpc-periodictraining.org and will enable prospective customers to seek and find providers delivering courses in their required subjects.

Appropriate Trainers

A list of the trainers to be used in course delivery must be provided. Approved training centres will be required to keep evidence which demonstrates that the trainers they use to deliver approved training courses meet the requirements of the directive. They must also make records available which show which trainer/instructor has been used to deliver a specific course when requested by the JAUPT.

6.20 How will courses be approved / reviewed?

Approved training centres are responsible for developing and submitting courses. Courses should be developed in partnership with the LGV and PCV industries based on the needs of the business and the drivers.

Content must be linked to the EU Directive syllabus. Individual courses do not have to cover the full content of the Directive syllabus but can focus on aspects of the syllabus as relevant e.g. working with customers. In some instances, it may also be appropriate for centres to include some content that goes beyond the content specified in the Directive as long as it can be clearly linked to the syllabus and viewed as an expansion on a Directive topic.

The content of each course must be pitched at least to a Level 2 Vocational Qualification. The UK qualifications regulators define Level 2 as follows: "Competence which involves the application of knowledge and skills in a significant range of varied work activities, performed in a variety of contexts. Some of the activities are complex or non-routine, and there is some individual responsibility and autonomy. Collaboration with others, perhaps through membership of a work group or team, may often be a requirement.

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6.21 Where can I find further information on Periodic Training and the Approvals Process?

Please contact the Joint Approvals Unit for Periodic Training:

Telephone – 0844 800 4184

Email: enquiries@drivercpc-periodictraining.org

Web: www.drivercpc-periodictraining.org

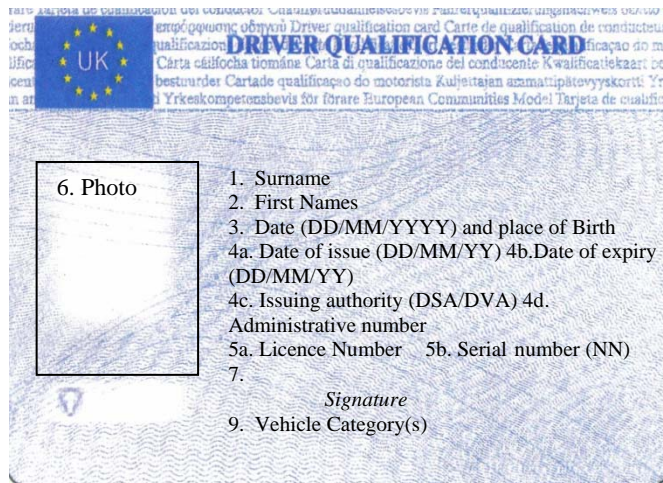
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7 DRIVER QUALIFICATION CARD (DQC)

7.1 What is a Driver Qualification Card (DQC)?

A DQC is a card that is issued once the theory and practical tests of competence are passed and / or the relevant 'periodic training' is taken. These cards are issued for a 5 year period.

7.2 What does a DQC look like?



A DQC is similar in appearance to the current GB / NI driving licence.

7.3 How much will a DQC cost?

For holders of UK photocard driving licences, the cost of the DQC is built into the cost of the initial qualification test / periodic training; therefore there will be no further charge for issue of the DQC upon completion of these.

7.4 I drive both LGVs and PCVs – Do I need 2 DQCs?

No. You will only require one DQC which will show all your entitlements.

7.5 Do I need to carry my DQC with me when I am driving?

Yes, you must carry your DQC with you at all times when you are driving professionally.

7.6 What happens if I lose my DQC?

If your DQC has been lost, stolen or damaged, you must report it to the Driver and Vehicle Agency (DVA) as soon as possible and apply for a

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replacement card. There will be a charge of £25 to replace and issue new cards.

To report your DQC card lost, stolen or damaged, contact DVA Driver CPC Enquiry Line: 028 703 46960.

Once you have reported your lost, stolen or damaged card to the DVA, you will be able to continue to drive professionally for up to 15 days while a replacement card is sent to you. If your replacement card does not arrive within 15 days of you making the application, we strongly recommend that you contact us to confirm that your application has been received and is being processed.

If your card has been lost or stolen, you must inform your employer.

7.7 Will my DQC be recognised in other countries?

Yes. Driver CPC is enforced in all European Union (EU) member states. If you are driving in another EU country you must still hold a valid Driver CPC.

7.8 Where can I get an application form for a replacement DQC?

Application forms (DQC1 NI) for a replacement DQC are available from Local Vehicle Licensing Offices, DVA Test Centres, or directly from DVA by calling 0845 402 4000.

7.9 What supporting documentation do I need to obtain a replacement DQC?

In order to obtain a replacement DQC your current driving licence is required.

If your name has changed, or if you have not previously held a Northern Ireland Driving Licence issued after 01/04/99, or not previously held a DQC issued in NI, you will need proof of identity. Details of acceptable proof of identity are at www.dvlni.gov.uk/drivers/photo_certify.htm

7.10 Where should I send my application for a replacement DQC?

Driver Licensing Division, Driver & Vehicle Agency, County Hall, Castlerock Road, Coleraine, BT51 3TB