

Course Report

Course date:	06/02/2023
Trainer name:	Tina Squires
Auditor name:	Paul Webster
Arrival time:	07:30
Departure time:	11:30
Number of drivers in attendance:	19

DCPC

Executive Summary

This DVSA approved DCPC - 'Dangerous Goods By Road - Day 1' was delivered to 19 Trainees by a knowledgeable and competent Trainer of T-S-T.

Trainees on the course were preparing for the ADR (Certificate) SQA exam on Thursday / Friday.

Noted how welcoming the Trainer was to all 19 Trainees in attendance with obvious knowledge transfer taking place on the subjects, well done.

No Action Points and no Continuous Improvements were noted.

Action Points

None

Continuous Improvements

None

DELIVERY REQUIREMENTS

2.1 Identity checks were completed on each day of the course.

Identify checks were completed by the Trainer before the course started including a photo likeness, signature and Driver licence category check against the attendees produced licence ID. Trainees were then observed completing an SQA registration form that coincided with 2.3 below.

Conclusion: Yes

?? For on-road training, trainee licence entitlement checks were

Conclusion: Yes

2.3 A full and auditable record was completed to confirm identity and the minimum attendance requirement was completed on each day.

With permission a photo was taken of the hard copy training course register. tina squires training PERIODIC TRAINING ATTENDANCE & ID RECORD was populated with pertinent details included date, venue, course / CRS and licence details with no timings pre-populated. The Auditor randomly sampled / recorded the following 9 of 19 Trainee licence details: ADAMS*DW****(CAT C) DL ARDAV*S9****(CAT C) DL COFFE*IE****(CAT C) DL COWDE*CJ****(CAT C) DL DIEHL*S9****(CAT C) DL EVE99*B9****(CAT C) DL FOSBR*CJ****(CAT C) DL KLIMC*SF****(CAT C) DL REEVE*JW****(CAT C) DL Anecdotes were noted where 3 Trainees were to present their other ID later (car issue.) When reviewed a full and auditable record was completed to confirm identity and the minimum attendance requirement by the Trainer.

Conclusion: Yes

2.4 Delivery was in accordance with the approved course summary to ensure learning outcomes were met.

The Trainer referred to the hard copy Dangerous Goods By Road-Day 1 Approved Course Summary (ACS) subject on her desk when delivering the subject and timings. The topics were delivered in accordance with the trainer using the approved delivery methods, timings and resources ensuring learning outcomes were met and delivered in accordance with the Approved Course Summary. Noted: Sector type LGV Driver / Trainer ratio 20:1 and expiry date 04/09/2023.

2.5 The training room was suitable and the number of trainees in attendance was conducive to learning.

The number of Trainees (19) in attendance was conducive to learning in the training environment. There was adequate movement, leg and stretch space, overhead and natural lighting, ventilation provided by open windows, comfortable seating, delivered in a clean and tidy environment.

Conclusion: Yes

2.6 The course delivered reflects the minimum period for which the course is approved.

The observed training started at 08:30 and finished at 11:30 with the course subjects running to the timings indicating the later, unobserved course would be delivered for the minimum period it was approved for.

Conclusion: Yes

2.7 The observed session met the Level 2 requirement.

The observed session met the Level 2 requirements and DCPC reference syllabuses 1.4, 2.1, 2.2, 3.1, 3.3 and 3.7. The course is knowledge based where the information (once absorbed) would enhance the Trainees knowledge on H&S, ADR, IMDG, EID and IATA, accountabilities, various Classes and Packaging Groups of Dangerous Goods, waste regulations and legally required documentation.

Conclusion: Yes

3.1 The training area was free from significant distractions/ disruptions.

The impressive ground floor training area was free from significant distractions / disruptions. Whilst there were movements of persons (tourist attractions in area) within the building and vehicles from the road outside, these did not impact on the lecture or PowerPoint presentation.

Conclusion: Yes

3.2 The trainer and training resources were visible to all trainees.

The room layout set was suitable for the Trainees with the large stand-alone TV and all presentation slides, video's and flip chart use visible to Trainees with none struggling to see or move seating.

Conclusion: Yes

3.3 Resources were legible and audible to all trainees.

The PowerPoint course slides used to present the subject were legible and audible to all 19 Trainees. Whilst the auditor was sat at the side of the class, all slide text font, facts and numbers were of sufficient size with no contrasting colours to the wording (i.e. green writing on blue background) and no screen flicker or external light glare that confused the screen. Noted, during the pre-course briefing, the Trainer evidenced reading aids (colour slides) that are offered for any Dyslexic Trainees (showing the Trainers preparation and due diligence.)

Conclusion: Yes

The ground floor training venue's welfare facilities were adequate with both same downstairs and upstairs toilets noted as clean with hot and cold water provided, hand towels and free biscuits, tea and coffee provided in the same training room.

Conclusion: Yes

COURSE INTRODUCTION & STRUCTURE

4.1 At the start of each day trainees were given a safety briefing that included a Fire evacuation and any other health and safety procedures.

The Trainer gave a comprehensive site safety briefing confirming fire evacuation details: No fire alarm test was scheduled for today, where the muster point was, how to get there (including an alternative route to the wharf outside) H&S signage and pictorial advice for Trainees was repeated by the Trainer and other related H&S advice. Fire extinguishers noted.

Conclusion: Yes

4.2 As part of the course introduction the trainer explained how the course would run and included an overview of topics & breaks.

An agenda was pinned to the wall outlining the 5 day course and the Trainer explained the Dangerous Goods By Road-Day 1 Course rational, how the course would run, gave an overview of the topics to be delivered, tea, lunch break and expected finish times once 7 hours DCPC

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4.3 Trainees were given up to date information about security & fair processing of their personal information.

The Trainer delivered information about security and fair processing of personal information using the slide presentation / verbally and laminated hard copy issued, included the following details: How the Centre collects information from the Trainees. What type of information is collected by the Centre. How is the information is used by the Centre. Who the information is shared with by the Centre. How long the information is kept by the Centre. Trainees also populate a signed declaration.

Conclusion: Yes

4.4 The trainer included ground rules.

The Trainer introduced the following ground rules to the Trainees; Conduct, language and behaviour, respect each persons opinion, interaction, toilet break can be taken as and when, participation expected and mobile phones not to be used during the class that ensured effective conduct of all the Trainees.

Conclusion: Yes

4.5 As part of the course introduction trainees were told the approved aims and objectives of the course.

Before training commenced, Trainees were told the approved aims and objectives of the course. Aims: Ensure understanding and compliance of transporting hazardous and potential dangerous goods by road and to learn enough to pass the exam. Objectives: Provide an understanding on

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Conclusion: Yes

4.6 The trainer established the trainees existing knowledge of the subject matter.

The Trainer established the Trainees existing knowledge of the subject merging with 4.7 below.

Conclusion: Yes

4.7 An engaging and relevant ice-breaker was delivered.

The course ice-breaker activity was posed by the Trainer who asked each Trainee 'anyone on the course not undertaken ADR training before?' where the group divulged individual answers.

Conclusion: Yes

APPROVED CONTENT

5.1 The learning resources and learning environment were adequately prepared before the start of the course.

The training environment and learning resources were set up by the Trainer who was observed checking there were no H&S issues in the learning environment. This included the learning resources were connected and working, sound audible and no screen flicker ensuring a seamless start and no later technical issues encountered. The Trainer ensured there was an adequate number of course Work books and all Trainees had a pen to take notes.

Conclusion: Yes

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5.2 The delivered course content is suitable for the purposes of periodic training and relevant to the industry sector(s) of the trainee(s) in attendance.

The Dangerous Goods By Road-Day 1 course content is suitable for LGV periodic training and meets the JAUPT syllabuses 1.4, 2.1, 2.2, 3.1, 3.3 and 3.7. This is especially the case where the Driver wishes to sit (and / or resit after 5 years) and pass the SQA ADR examination, so needs and understanding on H&S, ADR, IMDG, EID and IATA. roles, duties and responsibilities of those involved, the 9 UN Classes and Packaging Groups 1-4, waste regulations and documentation legally required when transporting Dangerous Goods.

Conclusion: Yes

5.3 All trainees were engaged throughout and participated in any practical activities that took place.

Not applicable, no practical activities took place.

Conclusion: Yes

5.4 Suitable training resources were used and were relevant to the subject matter delivered.

Suitable training resources were used relevant to the course as and when required. The Trainer used the centre laptop, related course PowerPoint presentation slides where the Trainer was able to gauge answers and knowledge transfer being confirmed. At hand were a number of props including ADR Orange books, mannequin doll AED on display, packages (with orientation arrows)

5.5 The Driver CPC/SAFED Logo is being used in accordance with the most recent Logo Guidelines.

The Driver CPC Logo and strap line is being used in accordance and compliance of the most recent logo guidelines on the top right hand corner of the register at 2.3 and also Certificate of Attendance at 7.2..

Conclusion: Yes

TRAINER DELIVERY

6.1 The trainer demonstrated appropriate knowledge of the subject.

The Trainer holds the SQA ADR and DGSA vocational qualifications and has delivered this training course for a number of years. The Trainer (listed with DVSA on submitted Contract Trainer Advanced Find View 24-11-2022.xlsx) demonstrated appropriate knowledge and understanding of the subject and was able to discuss at length without the need to make reference to notes or reading verbatim from the slide, examples; H&S when transporting Dangerous Goods on the road, background on ADR, IMDG, EID and IATA. roles, duties and responsibilities of those involved in transport chain, various UN ADR Classes and their levels of danger (Packaging Groups) and required documentation including Instructions in Writing and ADR cards.

Conclusion: Yes

~~6.2 The trainer used various styles of questions that were relevant~~

The Trainer used varying styles of questions to the group (often prompting to the course Work book) promoting sound knowledge transfer. This included open, closed and probing questions, examples: 'How, who, why, what, when...? Once the answer was furnished the Trainer often followed up with another probing question so the understanding was absorbed.

Conclusion: Yes

6.3 The trainer controlled discussions, stimulated participation and encouraged the trainees to remain focused throughout.

The Trainer managed the group with excellent communication skills. Trainees were observed paying attention, were forward facing with none seen head down, scrolling through their mobile phone or having separate non-related conversations. The Trainer controlled the classroom discussions / quizzes and group activities when explaining, simulated participation and encouraged Trainees to focus on the subjects effectively.

Conclusion: Yes

6.4 The trainer used delivery techniques and resources appropriate to the course content to enhance the learning experience.

The Trainer delivered the Dangerous Goods By Road-Day 1 course using a blended learning approach / variety of techniques including case study, Q&A, PowerPoint slides, lecture, respirator, 60 page Work book, interaction and 1-2-1 discussions. The Trainer encouraged the Trainees to participate, contributing to the course where possible (as ADR Drivers some were able to reflect

6.5 The trainer was confident, used a controlled voice and body language demonstrating a positive and enthusiastic attitude toward the training throughout.

Noted how confident and positive the Trainer was on such a complex subject delivering a faultless course (well done). The Trainer was very engaging and interactive with the Trainees, delivered the course presentation with confidence and authority, did not use jargon and was very concise when speaking, gesturing with her hands to direct to the screen / point at that time. The Trainer introduced wit at the appropriate time, good use of hands, always had a smile and was very enthusiastic towards the subject and DCPC training in general.

Conclusion: Yes

6.6 The trainer provided opportunities for trainee questions, checked knowledge transfer throughout and confirmed learning outcomes were achieved.

The Trainer provided the opportunity for questions after the subject matter had been discussed. At the end of each topic / demonstration there was effective confirmation exchange with questions and the offer for more opportunities, if unsure. The Trainer was able to establish knowledge transfer, examples included: H&S, ADR, IMDG, EID and IATA, responsibilities and roles (consignor / consignee / sender) within the supply chain, UN Classes and Packaging Group degrees of danger, waste regulations and documentation.

Conclusion: Yes

7.1 Trainees were provided with an opportunity to feedback on the course.

Trainees are given an opportunity to critique the course with feedback offered from an A4 sheet provided on completion of the course.

Conclusion: Yes

7.2 Trainees receive an appropriate Certificate of Attendance on completion of the course which contains all required information as per the example on gov.uk

The Trainer confirmed a Certificate of Attendance would be issued to the Trainees after completion of 7 hours training. A template was made available and includes the good practice information required as per the example on gov.uk

Conclusion: Yes