

## Driver CPC Training Course Joining Instructions

**Venue:** As in Joining Instructions

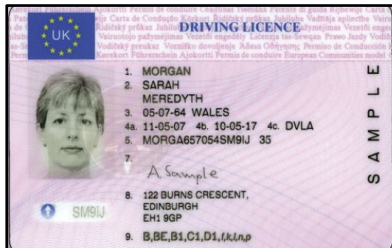
**Dates:** As in Joining Instructions

**The course commences at time shown in Joining Instructions, please ensure you arrive no later than half an hour prior to course start for registration and licence and ID checks.**

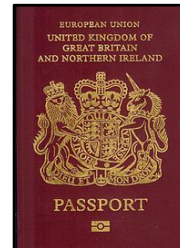
**Drivers who arrive after the course has started will not be allowed to sit the course.**

All Driver CPC courses are 7 hours duration with a 15 minute break in the morning, 30 minutes for lunch and a 15 minute break in the afternoon, making a total of 8 hours

To meet the requirements of the Driver CPC **and the law**, and for uploading driver's details to the DSA, drivers **MUST** provide one of the following forms of photographic ID when attending Driver CPC training courses (see images below): a photocard driving licence, a valid passport, a digital tachograph card or, if previously held, a driver qualification card (DQC).



**Photocard Driving Licence**



**Valid Passport**



**Digital Tachograph Card**



**Driver Qualification Card**

Most of the forms of ID listed above will satisfy this requirement; however, if a passport is presented, the trainer will need to verify that the driving licence number provided is accurate.

**The trainer will require sight of the driving licence, passport, tachograph card or a previously held, DQC of all drivers at each training session. These forms of ID are vital as drivers will not be allowed to sit the course without it.**

### **Medical Reviews**

Drivers undergoing a medical review should hold a receipt from the DVLA; this will confirm their driving licence number. Provided the driver can produce this receipt **and** relevant photographic ID (as listed above) which can be verified against the DVLA receipt based on the driver's name and date of birth, the training can proceed.

### **Suspended or Revoked Vocational Entitlement**

If the driver's vocational entitlement is suspended or revoked, the driver may complete classroom-based training which can be uploaded and count towards the driver's 35 hours training.

If the driver's vocational entitlement has been suspended or revoked, they won't be able to complete any on-road driver training.

**Any drivers, who wear spectacles for reading etc, must bring them on the day of the course.**

We have unannounced visits from DVSA to ensure we are complying with Driver CPC Law and DVSA's training centre policies and procedures, so we must ensure we are compliant at all times.