

RSA



# Driver CPC Training

GUIDELINES FOR THE APPROVAL  
OF DRIVER CPC TRAINING CENTRES

Údarás Um Shábháilteacht Ar Bhóithre  
Road Safety Authority



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# 1. Introduction

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## 1.1 Audience

These guidelines are applicable to all Training Provider Organisations who are interested in providing training to both professional and potential professional bus and truck drivers (i.e., Category D (bus) and Category C (truck) licence holders), in partnership with the RSA (Road Safety Authority), as directed by EU directive 2003/59 EC.

## 1.2 Purpose of this Document

The purpose of these guidelines is to outline the RSA's requirements for Approved Driver CPC Training Centres in the Republic of Ireland. They are as comprehensive as possible but should not be taken as a complete or authoritative statement of the law.

## 1.3 Overview of Driver CPC

The Directive 2003/59/EC ("Directive") was introduced in the EU on 15 July 2003. Thereafter, a programme has been initiated by the RSA to provide compulsory initial qualification tests and periodic training to professional bus and truck drivers to meet the following key objectives of the Directive:

- **Initial Qualification Tests:** Raise the standard of new professional bus and truck drivers throughout the EU; and,
- **Periodic Training:** Keep professional drivers up-to-date with guidance and best practices in relation to their work.

In successfully completing the tests and/or training required, drivers will be granted a Certificate of Professional Competence ("Driver CPC"), which will be valid for five years.

The introduction of Driver CPC comes into effect as follows:

- For Category D (bus) licence holders: from 10 September 2008; and,
- For Category C (truck) licence holders: from 10 September 2009.

Any professional driver who does not have a valid Driver CPC after the implementation date will be unable to be work in the industry.

Driver CPC qualifications will be recognised by all EU member states.

# Overview of Driver CPC Training

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## 1.4. Overview of Driver CPC Training

### Driver CPC Initial Training

All potential professional drivers will need to pass Initial Qualification Tests, which will assess their knowledge and skills around the areas outlined in the Directive. It is expected that RSA approved Training Centres will deliver training to these individuals to assist them in passing the tests required to attain a Driver CPC.

### Driver CPC Periodic Training

Driver CPC Periodic Training refers to the 35 hours of training that professional bus and truck drivers must complete every five years (seven hours/ one day per year) to keep their Driver CPC valid. Only Training Centres that have been approved by the RSA will be able to provide Driver CPC Periodic Training. In addition, only training materials that have been approved by the RSA are to be used by Training Centres, in the delivery of training to individuals interested in attaining or maintaining a Driver CPC.

Driver CPC Periodic Training is designed to maintain and enhance the professionalism of truck and bus drivers throughout the EU through a universally high standard of training and instruction. In addition, the training has been organised to provide drivers with a mechanism for keeping up to date with ever changing regulations throughout their career. Please see Annex II for the module titles

There is no 'pass or fail' element (e.g., a test) for drivers.

## 1.5 Definitions

### “Approved Driver CPC Training Centre”

The Regulation indicates that compulsory Driver CPC Periodic Training must take place at centres approved by the RSA. This document refers to such a centre as an “Approved Driver CPC Training Centre”.

RSA Approved Driver CPC Training Centres will also be obliged to provide training to individuals interested in obtaining their qualifications as professional bus and truck drivers.

### “Training Provider”

A “Training Provider” is any organisation interested in providing Driver CPC Initial and Periodic Training for professional bus and truck drivers. A Training Provider may comprise of one or more centres. However, RSA approval will not be given to the organisation but to each specific Training Centre within the organisation.

## 2. Driver CPC Requirements

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### 2.1 General Requirements

All drivers must complete a minimum of 35 hours Driver CPC Periodic Training every five years, with a requirement to do a minimum of seven hours of training per year. Failure to comply with this requirement will result in a penal offence.

The training modules will be divided into seven hour blocks which will have to be taken over one day. Drivers who are exempt to the above are specified in **Section 2.7**.

### 2.2 Effect on Existing Bus Drivers

All professional bus drivers, who hold a valid category D, D1, D+E, or D1+E licence by 10 September 2008, must complete one day of periodic training every year for five years until 10 September 2013, when they will be issued a Driver CPC Card by the RSA.

In order to retain the Driver CPC qualification after 10 September 2013, the drivers will be required to undertake a further 35 hours of training every five years, with a minimum of seven hours/one day per year.

### 2.3 Effect on Existing Truck Drivers

All current professional truck drivers, who hold a valid category C, C1, C+E, or C1+E licence by 10 September 2009, must complete seven hours of periodic training every year for five years until 10 September 2014, when they will be issued a Driver CPC Card by the RSA.

In order to retain the Driver CPC qualification after 10 September 2014, the drivers will be required to undertake a further 35 hours of training every five years, with a minimum of seven hours/one day per year.

### 2.4 Effect on New Drivers

For the category required, a new driver must pass two theory tests, a practical test and a driving test (which is also the test required to receive the existing bus or truck driving licence). All four tests must be completed successfully within a two year period, before the individual can achieve eligibility for a Driver CPC.

New drivers who gain their Driver CPC after 10 September 2008 (for bus drivers) or 10 September 2009 (for truck drivers) will begin their cycle of periodic training within 12 months of receipt of their Driver CPC.

As with existing drivers, new drivers must complete one day (seven hours) of training every year, a total of 35 hours every five year period in order to maintain their Driver CPC.

## 2.5 Effect on Drivers with Bus and Truck Licences

There are four core modules that are compulsory for both bus and truck drivers and an additional two modules – one bus specific and one truck specific. Drivers who work professionally with both a bus and truck licence must complete all six modules during the five year period, to provide a total of 42 hours periodic training.

## 2.6 Effect on Drivers from other EU countries

Periodic training must be completed in the country of employment or residence. Drivers from other EU countries who are based in the Republic of Ireland can undertake periodic training in Ireland if they are living or working here in the state. Documentary evidence of this must be provided.

Periodic training completed in another EU state will count towards periodic training in Ireland, on production of certified documentary evidence which was issued by the country in which it was completed.

For further information regarding Periodic Training completed in another EU state, please contact the RSA.

## 2.7 Exemptions

Professional bus and truck drivers are not required to have a Driver CPC, if the vehicle they drive meets any of the following criteria:

- Is not allowed to go more than 45 km per hour;
- Is used by, or is under the control of the Defence Forces, the Civil Defence, the Fire Service and forces responsible for maintaining public order;
- Is undergoing road tests for technical development, repair or maintenance purposes, or has not been put into service;
- Is used in states of emergency or is assigned to rescue missions;
- Is used in the course of driving lessons for any person wishing to obtain a driving licence or a Driver CPC;
- Is used for non-commercial carriage of passengers or goods, or for personal use; and,
- Is carrying material or equipment to be used by the driver in the course of his or her work, provided that driving the vehicle is not the driver's principal activity.



## 3. Training Centre Approval Process

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### 3.1 Driver CPC Training Programme

Driver CPC Training involves a coherent programme of learning, with seven hour modules, which have been approved for use by the RSA. Only Training Centres that are approved by the RSA can deliver the Driver CPC Training.

### 3.2 The Syllabus

Participants on the RSA approved training modules will be trained using a step by step syllabus which has been produced for the sole purpose of Driver CPC Training in Ireland. The Driver CPC Training Syllabus is outlined in the Directive (see **Annex I** for the EU Directive and **Annex II** for the Module titles).

Only training modules approved by the RSA can be delivered for Driver CPC Training. The RSA has developed the training modules to be used, with the assistance of a working group of representatives from both the Bus and Road Haulage Industries. These modules cover areas such as road safety, environmental driving and issues involving the health and well being of professional drivers as outlined by the Directive.

The training modules for both Driver CPC Initial Training and Periodic Training are the same with the following differences:

- **Driver CPC Initial Training:** assumes that the driver requires more knowledge of the topics to be covered. As such, it is expected that the duration of each module will be longer than the seven hours required for the delivery of the Periodic Training.
- **Driver CPC Periodic Training:** assumes that the driver has previous knowledge and experience, thus requiring less depth for the delivery, than for the Driver CPC Initial Training. These modules will be only one day (seven hours).

A training pack with the training modules, outlines and other information required for the delivery of the Driver CPC Training will be provided to organisations with approved Training Centres, in electronic copy, on notification of their approval.

### 3.3 The Application and Approval Process

The approvals process is open to existing and new industry training providers. RSA Approval will be valid for only five years, after which the training provider must re-apply for Training Centre approval for a further five years.

The following outlines the guidelines for the application and approval process.

Organisations must apply directly, in writing, to the RSA to get approval for each Training Centre that will be used to deliver Driver CPC Training.

1. Applications for Training Centre approval must be submitted to the RSA using only the official application form, typed or written in black ink using block capitals.

The official form is available for download and print from the RSA website ([www.rsa.ie](http://www.rsa.ie)). If you prefer to receive a paper copy of the form, you can submit your request via email to ([cpc@rsa.ie](mailto:cpc@rsa.ie)) or by phone (096 25015).

2. The RSA will accept applications from organisations who wish to provide training to either bus or truck drivers, or to both.
3. Training providers can also specify the audience for the training they wish to provide as follows:
  - 3.1 In-house Training for drivers working directly for the Training Provider;
  - 3.2 Driver CPC Training open to the public; or,
  - 3.3 Both of the above.

4. A Training Provider may apply for RSA approval for one or more Training Centres in their organisation. **Part 6** of the Training Centre application form must be completed for each Training Centre the organisation wishes to have approved by the RSA.

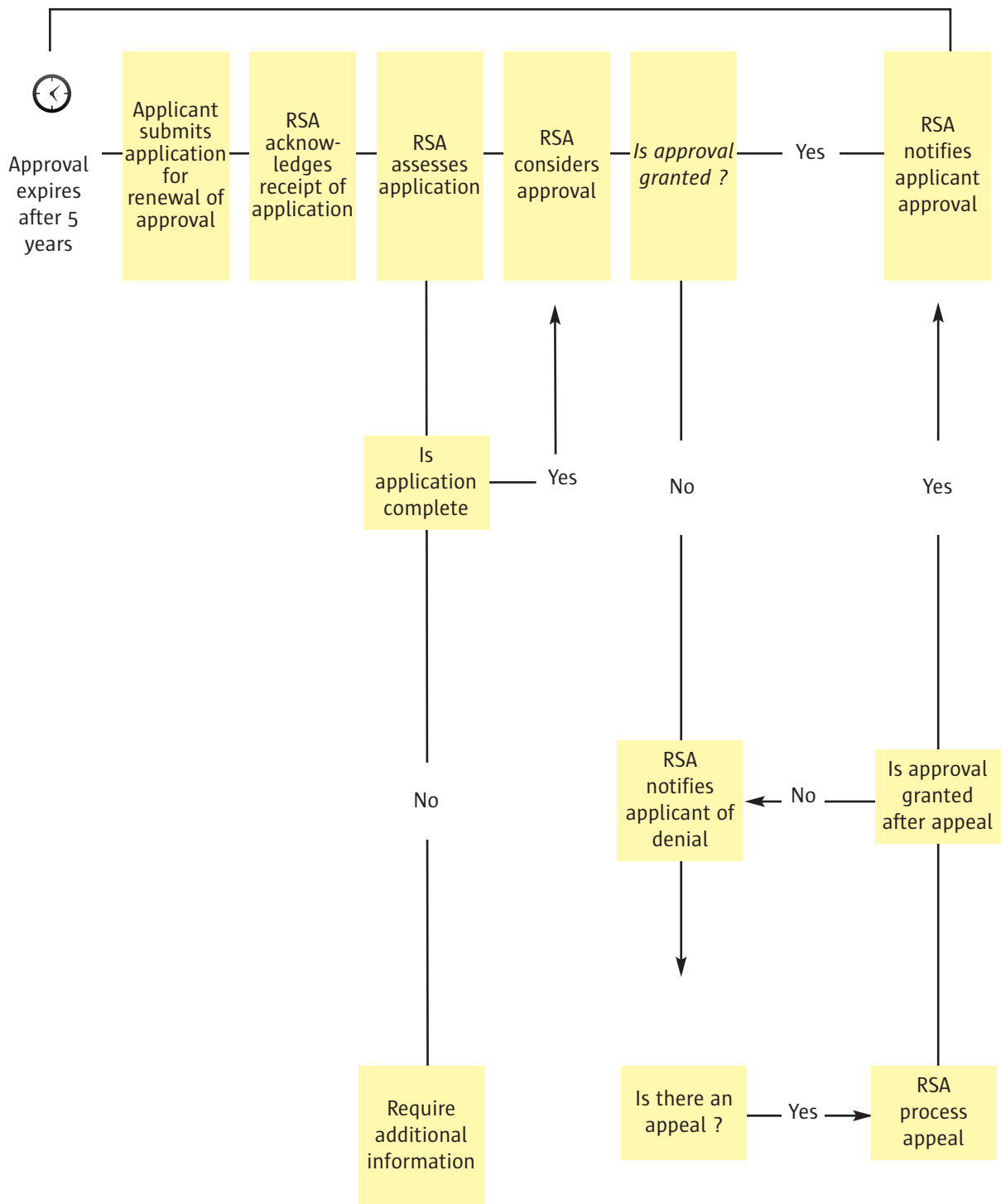
If an approved centre is deemed to be operating in an inappropriate manner then approval will be revoked for this centre only.

5. All applications submitted must be accompanied by the application processing fee, which is €500 for each Training Centre the organisation wishes to have approved by the RSA.

The application fee is non-refundable and non-transferable. Payment should be made by postal order, money order or cheque, and these should be crossed and made payable to the Road Safety Authority.

The following is an overview of the approval process.

- On receipt of an application form, the RSA will acknowledge its receipt in writing.
- All applications received will be assessed for completeness, before being considered for approval as a Driver CPC Training Centre. The Directive stipulates the requirements for approval.
- If further information is required to complete the approval process, the RSA will contact the applicant, over the phone and/or in writing, with a request for the additional details.
- After submission of each application, the applicant may be required to facilitate a visit from appointed officers of the RSA who are assessing the application, to determine if the applicant has satisfied RSA conditions and is qualified to provide Driver CPC Training. Failure to provide access to the RSA, will delay the approval process.



- A decision, in writing, will be provided to each applicant within 30 working days, after receipt of a complete application form and any additional information requested by the RSA.
- If all RSA conditions are satisfied, approval will be granted for a period of five years, subject to continued compliance with the terms and conditions outlined below in **Section 3.6** of this document. A certificate of approval will also be sent to the applicant with the materials required for delivery of the Driver CPC Training.
- If approval is denied, the RSA will state the reasons for refusal, and the organisation can re-apply as soon as the reasons for the refusal have been rectified.
- All applicants will have the right to request an appeal if approval is denied. To request an appeal or review, you must notify the RSA in writing within 30 days of receipt of our notification.
- An Independent Appeals Board will review the case within three months of receipt of the appeal, make a decision and send a copy of its decision back to you.

### 3.4 Quality Assurance

The approval for Training Centres will last for a period of five years. At any time during the five year approval period the RSA may ask to visit a Training Centre's premises to inspect its records, or attend any approved training module at any time. The RSA can also make unannounced visits, which must be facilitated by the Training Centre. These monitoring visits will assist in providing assurance to drivers that RSA approved Training Centres are maintaining standards in line with those outlined by the RSA (see **Section 3.6**).

If the RSA believes that the terms and conditions have not been complied with, they reserve the right to investigate, and if necessary, revoke the certificate of approval. This can be appealed through the Independent Appeals Board.

Periodically, the RSA may collect their own feedback through forms issued directly to the trainees and/or their employers via post or email.

### 3.5 Renewal of Approval

Training Centre approval expires after five years. Thereafter, Training Centres will be considered for continued approval, after every five year period, using the centres track record in meeting the RSA's requirements (see above in **Section 3.4**). Training Centres must reapply to the RSA to receive approval for an additional five year period. The renewal of approval will be based on the Quality Assurance record of the organisation and adherence to the terms and conditions for approval (see **Section 3.6**).

The following is an overview of the process required for the renewal of RSA approval.

## 3.6 Training Centre Requirements

Organisations wishing to operate Training Centres for Driver CPC Training must satisfy a number of conditions as laid down by the RSA. An overview of the requirements that must be met for approval as a Training Centre, or to maintain approval, are outlined in this section of the document.

Training Centre approval will last for a period of five years from the date of approval. During that period, the centre will be subject to planned or unannounced inspections from the RSA. The RSA, through its inspectors, will continuously monitor Training Centres to ensure that operating standards are being maintained.

### Premises

Training providers need to have access to premises which are suitable for the delivery and administration of Driver CPC Training. In addition, training providers must have sufficient equipment and resources to be able to deliver the required training.

### Insurance Cover

Training providers must demonstrate sufficient proof that they have adequate insurance cover in respect of any risks that might occur from each and every course they intend to undertake. All applicants are strongly advised to discuss this issue with their Insurer and/or Broker.

### Trainers

Training providers must show that they have sufficient and suitably competent Trainers to deliver Driver CPC Training. On application for RSA approval, a list of these Trainers must be submitted. RSA encourages continuous professional development for all Trainers as this will benefit drivers and their employers.

### Training Delivery

Only training modules approved by the RSA can be delivered for Driver CPC Training. Approved Training Centres will be required to demonstrate that they deliver an effective Driver CPC Training program using only the RSA approved training modules, in line with the syllabus provided. See **Section 4.** for further guidelines.

In addition, only training material that has been approved by the RSA and delivered by an approved Training Centre will count towards the Driver CPC Periodic Training requirement. During inspections, the Training Centres will need to provide samples of the range of materials used for Driver CPC Training to attendees. These need to be of a high-standard with a professional look, of durable paper with minimum curl, and with sharp, vibrant and realistic colour.

## Record Management

Approved Training Centres will be required to maintain accurate and up-to-date records of all training delivered for five years or more, so that the RSA can verify:

- Personal details of drivers who have attended training modules, including the following:
  - > Names (i.e., first, middle and surname);
  - > Driving licence number;
  - > PPS number \*;
  - > Date of birth; and,
  - > Work and home address;
- Module taken (i.e., module code and description), and if Driver CPC Initial Training or Periodic Training;
- Date of training provided;
- Details of Trainer responsible for the delivery of the module; and,
- Participant evaluations of the modules delivered.

A sample application form will be provided to all Approved Driver CPC Training Centres on notification of approval.

Training Centres must provide access to this information to the RSA as and when required, in soft and/or hard copy. In addition, drivers should be made aware that their training records and personal will be forwardwd to the RSA.

\* In addition, Training Centres will be required to immediately purge all reference to drivers PPS number once uploading of this information to the RSA is complete and subsequently purge all other training records (electronic and paper) within 6 months of the training provided. On inspection, the RSA will confirm that this practice is being adhered to.

## 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 the participant's driving licence to validate the individual's name and driver number. All other information required above must be provided by the driver when making application for the training course.

Drivers with a driving licence from another EU member state must provide documentary evidence that they live or work in the Republic of Ireland, such as a tax clearance certificate or letter from the individual's employer.

## IT Systems

All approved Training Centres must have access to computer systems that are capable of recording and securing records of training. In addition, the Training Centres must be able to transmit details of these Driver CPC training records to a central database, over a secure internet connection. The training records must be provided to the central database in a specified file format, within 5 working days of the training delivery date.

Training Centres are required to conform to suitable standards of data security, the RSA will provide for secure data communication to enable access to their system. Further details will be provided on approval of the Training Centre.

## Evidence of Attendance

Training Centres must issue a receipt to each participant to confirm attendance on the training. The receipt must indicate the training attendance date, the number and time of the module, the name and signature of the Trainer responsible for the delivery of the course, and the name and number of the Training Centre. During inspections the Training Centres will need to provide samples of the receipts used for Driver CPC Training. These need to be of good quality.

A sample receipt will be provided to all Approved Driver CPC Training Centres on notification of approval.

The receipt will provide the driver with independent evidence of participation.

## Tax Clearance

All Approved Driver CPC Training Centres must ensure that they hold a valid Tax Clearance Certificate while they continue to provide Driver CPC Training. Evidence of the current Tax Clearance Certificate is required by the RSA on submission of the Training Centre Application Form.

The RSA will also require evidence of a valid Tax Clearance Certificate during all inspections of the Training Centre.

**Note:** An application for a Tax Clearance Certificate may be made to the Irish Revenue Commissioners by way of a standard form, or through their website [www.revenue.ie](http://www.revenue.ie).

## **Evaluation**

It is important that the quality and relevance of training be continually monitored. As a result, all approved Training Centres will be required to include a method of evaluation of training delivery, to demonstrate the effectiveness of the training modules and the centres commitment to maintaining and improving quality. These evaluation records will need to be kept for inspection by the RSA.

In addition, where independent accreditation and/or certification has been received by the Training Provider or Training Centre, evidence must be provided of the accreditation and/or certification received, on application as well as during monitoring visits.

## **Driver Feedback Form**

It is important that the quality and relevance of training is continually monitored. As a result, all approved Training Centres will be required to collect feedback from drivers attending each module.

Each training attendee should complete a feedback form at the end of each module. This feedback will demonstrate the effectiveness of the module and the Training Centre's commitment to maintaining and improving quality. The approved Training Centre should retain this feedback for inspections.

A sample feedback form will be provided to all Approved Driver CPC Training Centres on notification of approval.

## **Health & Safety**

The approved Training Centre shall comply with all relevant legislation pertaining to all Health and Safety and Employment Protection Legislation. The approved Training Centre shall also be responsible for the safety of employees and comply particularly with the Safety, Health and Welfare at Work Act 2005 and any amending legislation and all regulations made under such Acts, in so far as they relate to their work. Staff of the approved Training Centre must comply with all legal requirements in relation to the Safety, Health and Welfare at Work Act 2005.

On application and during inspections, a Training Centre must demonstrate via an organisation policy that they are complying with the RSA's requirements in relation to Health Safety.



## **Data Protection**

Data protection relates to an individual's fundamental right to privacy. Training Centre Providers must ensure that all Training Centres and staff within their organisation comply with all legal requirements in relation to the Data Protection Act 1988, which was amended in 2003.

On application and during inspections, a Training Centre Provider must provide an organisation policy to show how they are complying with the RSA's requirements in relation to Data Protection.

## **Equal Opportunity**

Legislation such as the Employment Equality Act 1998, the Equal Status Act 2000 and the Equality Act 2004, set out the law on equality of opportunity for everyone in the workplace. They also guide employers and employees on their roles and responsibilities. As equal opportunity employers, all Training Centre Providers are required to comply with all legal requirements in relation to the Employment Equality Act.

On application and during inspections, a Training Centre Provider must demonstrate that they are complying with the RSA's requirements in relation to Equal Opportunity Employment.

## **Staff Development**

The key role of an approved Training Centre is to keep professional drivers up-to-date with guidance and best practices. As such, it is important to the RSA that its Training Providers ensure that the quality of their Trainers, so that they too are keeping pace with the changing requirements for professional drivers and the changing nature of training.

On application and during inspections, a Training Centre Provider must demonstrate that they are ensuring the continuation of staff through policy and evaluating compliance.

## **Environment**

The RSA would like all Training Providers of approved Training Centres to commit to providing safe environments for their staff and training attendees, as well as identifying and minimising the impact their events and activities have on the environment.

As such, on application and during inspections, a Training Centre Provider must demonstrate that they are promoting the adoption of environmentally sound practices through an environment policy developed in line with environmental legislation, and evaluating compliance with its requirements.

## **Programme Development, Delivery and Review**

Training Providers must demonstrate that a systematic process is used to develop the training programmes delivered by the organisation. Specifically, the Training Centres will be required to demonstrate:

- How the learning process is managed, the training methodologies used and the instruction techniques that are applied;
- How training programmes are assessed for certification purposes, if required, with details of relevant certification bodies, titles and levels acquired.

In addition, during the application process and on inspections, the organisation will be required to supply details of endorsements of their training programmes by professional bodies, business organisations, the industry etc.

## **Staff Vetting Procedures**

Training Organisations must ensure that all Trainers are of good repute and if necessary are Garda vetted. All references and personal files relating to Trainers should be available for inspection by the RSA if required (in exceptional circumstances). The professionalism and management of the Trainers is the sole responsibility of the Training Organisation.

## **Advertising of Driver CPC Training**

The primary source of clients for Training Centres is expected to be made through referrals by the RSA, via our website, RSA promotional materials or verbally over the phone during calls with drivers.

However, it is recognised that Training Providers will want to roll-out additional marketing strategies. When advertising for the purpose of Driver CPC Training, an approved Training Centre can use the RSA logo. Our logo is a recognised mark which will assist in the promotion of your organisation as a Driver CPC Training Centre.

The RSA logo can also be attached to any documentation given to drivers by a Driver CPC Training Centre (e.g., receipts, application forms, materials).

## 4. Conducting Driver CPC Training

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Training manuals, for each module developed, will be provided, in soft copy, to each Training Provider with approved Training Centres. Printed copies of these training manuals must be provided to each course attendee to support the training programme that is to be delivered to the professional drivers. It is not expected that Trainers will go through each page of each manual, as some of the material included is for research and resource purposes only.

Trainers will have the freedom to tailor the mode of delivery for each module to meet the specific needs of the participants, while bearing in mind the overall objective of the relevant modules and the content developed. Training outlines will also be provided by the RSA to provide guidance on how the training should be delivered for each module.

Training should be presented so that its organisation and meaning are clear to the drivers. As such, the following outlines the RSA's expectations in relation to the delivery of Driver CPC Training by approved Training Centres:

- Trainers must demonstrate an in-depth knowledge of each topic;
- Trainers must provide a copy of the relevant training material to each driver. These need to be of a high standard with a professional look, of durable paper with minimum curl, and with sharp vibrant and realistic colour;
- Trainers must relate, wherever possible, the new information or skills to the driver's goals, interests, or experience;
- Trainers must allow individuals to participate in the training process by asking questions and contributing their knowledge and expertise as part of discussions, to assist in ensuring that the drivers are learning the required knowledge or skills, so that correction can be provided if necessary; and,
- Trainers must reinforce what the drivers learn by following one or more techniques, as follows:
  - > Encouraging the course participants to complete the self-assessment questions that are included for each topic in a module; and,
  - > Summarising the program's objectives and the key points of information covered (see the final reflection section of each module).

The above guidelines will assist Training Centres to provide an effective training program with the training presented in a clear, unambiguous manner.

## 5. Roles in the Approval and Training Process

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The RSA has developed a process for the approval and quality assurance of Training Centres for both bus and truck Driver CPC Training. This process is to ensure that a consistent approach for Training Centres is maintained.

The roles of those involved are as follows:

### 5.1 The Road Safety Authority (RSA)

- Approve Training Centres;
- Approve the syllabus or any amendments to the syllabus;
- Issue a unique number for each Training Centre;
- Maintain accurate and current Driver CPC Training and test records;
- Monitor and evaluate Driver CPC Training delivered by all Training Centres;
- Deal with complaints and disputes received from Training Centres, drivers, etc.;
- Manage the quality assurance process for Training Centres and the approved syllabus;
- Collect feedback from the Training Centres on the approved syllabus and training material;
- Collect feedback from training attendees on the modules delivered; and,
- Audit approved Training Centres to ensure that standards and approval criteria are upheld.

## 5.2 Training Providers

- Ensure the delivery of the approved modules in line with the RSA approved syllabus and requirements;
- Maintain accurate and current Driver CPC Training records;
- Monitor and evaluate the training delivered by each Training Centre in the organisation;
- Deal with complaints and disputes received from Trainers and training attendees by all Training Centres in the organisation;
- Ensure the use of approved and competent Trainers by all Training Centres in the organisation;
- Ensure that Trainers have appropriate knowledge of the subject they intend to deliver and have experience of training delivery;
- Monitor the quality of the training delivered by all Training Centres in the organisation;
- Provide feedback to the RSA on the approved syllabus and training material;
- Receive feedback from training attendees on the modules delivered;
- Encourage continuous professional development of Trainers in the organisation; and,
- Update the central database with Driver CPC Training results from all Training Centres in the organisation.

## 5.3 Approved Driver CPC Training Centres

- Deliver the approved modules in line with the RSA approved syllabus and requirements;
- Maintain accurate and current Driver CPC Training records;
- Monitor and evaluate the training delivered by the specific Training Centre;
- Deal with complaints and disputes received from Trainers and training attendees;
- Use approved and competent Trainers;
- Ensure that Trainers have appropriate knowledge of the subject they intend to deliver and have experience of training delivery;
- Monitor the quality of the training delivered by the Training Centre;
- Provide feedback to the RSA on the approved syllabus and training material;
- Receive feedback from training attendees on the modules delivered;
- Encourage continuous professional development of Trainers; and,
- Update the central database with Driver CPC Training results.

## 5.4 Trainers

- Deliver the approved module in line with the RSA syllabus and requirements;
- Deal with complaints from training participants;
- Give feedback to the RSA on the approved syllabus and training material;
- Receive feedback from training attendees on the modules delivered;
- Undertake continuous professional development;
- Maintain expertise in both training delivery and subject matter knowledge.

## 5.5 Drivers

- Complete all elements of the training attended;
- Maintain accurate and current records of training attended;
- Evaluate the training delivered;
- Give feedback to the Training Centre on the training, the Trainer and the Training Centre facilities.
- Give feedback directly to the RSA on the training, the Trainer and the Training Centre facilities.

# Annex I – The Directive

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## Overview

The Directive is available for download and print from the RSA website ([www.rsa.ie](http://www.rsa.ie)). The Directive outlines the subjects that must be covered for Driver CPC initial qualification and periodic training.

## Annex II – CPC Training Modules

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Course Title	Length of Course	Compulsory Training
Control of Vehicle and Eco Driving Techniques	1 day	Yes
Minimising Risks and Managing Emergencies in the Transport Industry	1 day	Yes
Health and Safety of the Professional Driver	1 day	Yes
Role of the Professional Driver in the Transport Industry	1day	Yes
The Professional Truck Driver	1 day	Yes, if you are a professional truck driver.
The Professional Bus Driver	1 day	Yes, if you are a professional bus driver









# Working To Save Lives

## Údarás Um Shábháilteacht Ar Bhóithre Road Safety Authority

An rannóg Teastas um Inniúlacht Gairmúil, Páirc Ghnó Ghleann na Muaidhe, Cnoc an tSabhaircín,  
Bóthar Bhaile Étha Cliath, Béal an Átha, Co. Mhaigh Eo.

Driver CPC Unit, Moy Valley Business Park, Primrose Hill, Dublin Road, Ballina, Co. Mayo.

locall: 1890 50 60 80 tel: (096) 25 015 fax: (096) 25 252  
email: [cpc@rsa.ie](mailto:cpc@rsa.ie) website: [www.rsa.ie](http://www.rsa.ie)