

TRAINING CENTRE APPLICATION FORM

DRIVER CPC TRAINING

CPC/TC2



GUIDELINES FOR COMPLETING APPLICATION FORM

1. Please read the following guidelines carefully before filling in your application. If you require the RSA's assistance to complete this application, please feel free to call us at **(096) 25015**
2. Type or print legibly in black ink with **BLOCK CAPITALS**
3. If extra space is needed to complete any item, use a separate sheet(s) of paper and attach, using the following guidelines:
[a] Write your organisation name and company registration number at the top of each extra page;
[b] Indicate the part and number of the item to which the answer refers, for answer on an extra page; and,
[c] Date and sign each extra sheet.
4. Answer all questions fully and accurately. State that an item is not applicable with "N/A". If the answer is none, write "none". Please note that any information you provide may be subject to formal review at any time as may be requested by the RSA.

1. Organisation Details (page 1)

This section is to provide general information about the Driver CPC Training Centre Provider who will be responsible for providing the CPC Training. A CPC Training Provider is an individual or organisation (with one or more centres), that intends to offer CPC Training to bus and truck drivers.

[2] COMPANY REGISTRATION NUMBER

If you are self-employed and use a business name which differs from your true surname in any way, you are required to provide a Company Registration Number. It makes no difference if your first name or initials are added.

For example:

- If your name is Mr. John Casey and you operate your business as Casey or John Casey, you are NOT required to provide a Company Registration Number.

- If your name is Mr. John Casey and your business is called Casey Builders, you are required to provide a Company Registration Number.

A Company Registration Number can be obtained from the Irish Companies Registration Office.

The contact details are:

Companies Registration Office, Parnell House,
14 Parnell Square, Dublin 1.

Email: info@cro.ie Tel: 01 8045200.

[7] TAX REGISTRATION NUMBER

To get this number for your business, you will need to contact the Revenue Commissioner. For further details on the Revenue Commissioner, visit their website at www.revenue.ie or contact your local Revenue office or Employer Helpline at LoCall **1890 25 45 65**

[10] BUSINESS STRUCTURE

Please select the appropriate option for your organisation.

Company

Select this option if you intend to provide the CPC Training as a business organisation.

Individual

Select this option if you intend to provide the CPC Training as a self-employed individual.

Government Organisation

Select this option if your organisation is Government Department, Stage Agency, State-Sponsored Body or Commercial Semi-State.

[11] FULL-TIME EQUIVALENT (FTE)

Full-time Equivalent (FTE) is the percentage of time worked by a staff member. A full-time person is 1.00 and a half-time person is 0.50.

2. Details of Organisation Principals/ Directors (page 2)

This section is to provide details of all Directors or other individuals responsible for the management of the organisation.

This section should also be used to record if any of the organisation's Directors or Principals has a direct connection with:

- The RSA;
- An approved Driver CPC Training Provider; or,
- Another organisation applying for approval as a Driver CPC Training Provider.

3. Management Policies (page 3)

This section should be used to indicate if your organisation has evidence of the listed company policies. Copies of the policies available should be enclosed with the submitted application form.

4. Overview of Driver CPC Training Services to be provided (page 4)

This section is to record details of the Driver CPC Training Services to be provided by your organisation.

[1] NATURE OF DRIVER CPC TRAINING

Please select the appropriate option for your organisation.

Entrepreneurial

Select this option if your organisation intends to sell Driver CPC Training classes to the public. If your organisation intends to charge tuition or course fees to any individual for Driver CPC Training classes, you are to select this option.

Corporate

Select this option if your organisation intends to provide Driver CPC Training classes to internal employees only.

[2] LICENCE CATEGORIES FOR CPC TRAINING

Please select the appropriate option for your organisation.

Bus drivers

Select this option if your organisation intends to provide Driver CPC Training classes to Bus Drivers, i.e., drivers with valid licence for any of the following categories:

D - VEHICLES WITH PASSENGER ACCOMMODATION FOR MORE THAN 8 PERSONS

D1 - VEHICLES IN CATEGORY D WITH PASSENGER ACCOMMODATION FOR MORE THAN 8 PERSONS BUT NOT MORE THAN 16 PERSONS

ED - VEHICLES IN CATEGORY D WITH TRAILER ATTACHED

ED1 - VEHICLES IN CATEGORY D WITH TRAILER ATTACHED – THE COMBINATION MUST NOT EXCEED 12,000 KG., GVW

Truck Drivers

Select this option if your organisation intends to provide Driver CPC Training classes to Truck Drivers, i.e., drivers with valid licence for any of the following categories:

C - VEHICLES WITH PASSENGER ACCOMMODATION FOR NOT MORE THAN 8 PERSONS AND HAVING A DESIGN GVW OVER 3,500 KG

C1 - VEHICLES (LARGE VANS AND LIGHT TRUCKS) WITH PASSENGER ACCOMMODATION FOR NOT MORE THAN 8 PERSONS AND HAVING A DESIGN GVW OVER 3,500 KG., BUT NOT OVER 7,500 KG

EC - ARTICULATED TRUCKS AND TRUCKS IN CATEGORY C WITH A TRAILER ATTACHED

EC1 - VEHICLES IN CATEGORY C1 WITH TRAILER ATTACHED – THE COMBINATION MUST NOT EXCEED 12,000 KG., GVW.

[3] NUMBER OF TRAINERS AVAILABLE

For this item, you are required to record the total number of Trainers that will be available for the delivery of Driver CPC Training across your organisation.

[4] NUMBER OF TRAINING CENTRES AVAILABLE

For this item, you are required to indicate the total number of Training Centre locations that will be available for the delivery of Driver CPC Training by your organisation.

[5] RELEVANT CERTIFICATION WHICH YOUR ORGANISATION HAS RECEIVED OVER THE PAST FIVE YEARS

Please note if your organisation has received one or more certifications, in the past five years, for:

- The delivery of Training, in general, or in relation to any of the following Driver CPC Training areas
- Tachographs
- Eco friendly driving
- Road safety
- Driver health & safety

5. Overview of Experience as a Training Provider (page 5)

[1] This section is to record details of your organisation's experience in providing training courses.

[2] If your organisation provides training to external clients you are required to provide two business references, where your organisation was contracted directly by the companies to provide delivery of training to their employees. The training provided must have been completed within the 12 months preceding the application submission date.

If your organisation cannot provide this prior experience, please outline the reason in Part 5.1. You may still be eligible for approval as a Driver CPC Training Centre. However, you must provide a detailed explanation.

If your organisation is to facilitate 'in-house' training only, this section is not required to be completed.

6. Details of Training Centres (page 6 – 7)

This section is to record details of the Training Centres that will be available in your organisation for the delivery of Driver CPC Training.

A separate form will be required for every Driver CPC Training Centre.

[6] FIRST APPLICATION?

No

Select this option if you have previously submitted one or more applications to the RSA, for approval of the relevant Training Centre location.

Yes

Select this option if you have NOT previously submitted an application to the RSA, for approval of the relevant Training Centre location.

[7] OWNERSHIP OF TRAINING CENTRE PREMISES

Owner/Long Term Tenant

Select this option if the premises to be used for the Training Centre is either:

Owned by your organisation; or,

Owned by a 3rd party with whom your organisation has a fixed term tenancy agreement for 2 years or more.

Short Term Lease Agreement

Select this option if the premises to be used for the Training Centre, is owned by a 3rd party with whom your organisation has a short term tenancy agreement, e.g., on any of the following bases:

- Hourly
- Daily
- Weekly
- Monthly, or
- Fixed term (for less than 2 years).

[11] NAMES OF TRAINERS WHO WILL BE AVAILABLE FOR THE TRAINING CENTRES

You are required to identify the names of the Trainers who will be delivering the Driver CPC Training from the relevant Training Centre location.

[12] IDENTIFY INDIVIDUALS WITHIN THE TRAINING CENTRE WHO WILL ACT AS RSA CONTACTS

You are required to identify the contact details of individuals within the relevant Training Centre location, who will be assigned as contacts to the RSA.

At a minimum, you are required to identify:

- The Manager or Primary Contact for the relevant Training Centre location
- The individual who will have responsibility for sending the relevant Driver CPC Training records from the Training Centre location to the RSA.

[13] RESOURCES AVAILABLE FOR CPC TRAINING DELIVERY AND ADMINISTRATION

Projector

Select this option if a projector(s) will be utilised, as a teaching aid, for the delivery of the Driver CPC Training courses.

TV & Video

Select this option if a television(s) and video(s) will be utilised, as a teaching aid, for the delivery of the Driver CPC Training courses.

Model Bus

Select this option if a model bus(es) will be utilised for demonstration purposes in the delivery of the Driver CPC Training courses.

Model Truck

Select this option if a model truck(s) will be utilised for demonstration purposes in the delivery of the Driver CPC Training courses.

Storage Area for Training Records

Select this option if the Training Centre has adequate facilities to store the records required for administration of the Driver CPC Training courses.

Staff Access to Internet

Select this option if the Training Centre has adequate Internet facilities to allow staff to upload the Driver CPC Training records to the RSA. **Please note this is a critical part of the approval process in order to achieve RSA accreditation for the purpose of Driver CPC Training.**

Printer

Select this option if the Training Centre has adequate printing facilities or access to an external printer which will be used for the purpose of printing off a copy of the course material for each driver. The RSA will provide material in CD format and the Training Centre will be expected to provide a colour copy of excellent quality to each driver as part of their training.

Other

Select this option if the Training Centre will be using:

- Other teaching aids, not available from the list provided;
- Other facilities for administration of the Driver CPC Training Courses.

Please list these additional resources available.

Facilities available to Drivers

Catering

Select this option if the Training Centre has suitable catering facilities to offer to drivers attending the Driver CPC Training courses.

Parking

Select this option if the Training Centre has sufficient parking facilities to offer to drivers attending the Driver CPC Training courses.

Toilets

Select this option if the Training Centre has suitable toilet facilities to offer to drivers attending the Driver CPC Training courses.

Access for Disabled persons

Select this option if the Training Centre facilities are accessible to drivers with disabilities who may attend the Driver CPC Training courses.

Internet access

Select this option if the Training Centre will provide Internet access to drivers attending the Driver CPC Training courses.

Other

Select this option if the Training Centre will provide other facilities to drivers attending the Driver CPC Training courses. Please list these additional facilities available.

7. Trainer Details (page 8)

This section is to record details of the Trainers who will be assigned to the Training Centres that will be available in your organisation for the delivery of Driver CPC Training.

A separate form will be required for each Trainer from your organisation who will be involved in the delivery of the CPC Periodic Training.

[6] ACADEMIC QUALIFICATIONS

Identify the academic qualifications achieved by any individual who will be involved in the delivery of the Driver CPC Training. These can include the Leaving Certificate, degrees, and FETAC and HETAC awards.

[7] TECHNICAL QUALIFICATIONS

Identify the Technical or work-related qualifications achieved by any individual who will be involved in the delivery of the Driver CPC Training. These Technical qualifications are to have been assessed on the learning of practical skills related to any of the following areas:

- Tachographs;
- Eco friendly driving;
- Road safety;
- Driver health & safety.

[8] TEACHING QUALIFICATIONS

Identify the Teaching specific qualifications achieved by any individual who will be involved in the delivery of the Driver CPC Training. These can include a Bachelor in Education.

[9] TECHNICAL WORK EXPERIENCE

Identify the Technical/Industrial experience of any individual who will be involved in the delivery of the Driver CPC Training.

[10] TEACHING WORK EXPERIENCE

Identify the Teaching work experience of any individual who will be involved in the delivery of the Driver CPC Training.

8. Terms & Conditions (page 9)

This section contains all terms and conditions that a Training Provider must adhere to in order to acquire RSA Approval. By signing the declaration (part 9) a Training Provider is declaring that they have read and accepted the terms and conditions.

9. Declaration (page 10)

This section must be signed and dated by a Director/Principal of your organisation, who has the authority to guarantee that the organisation meets the terms of this agreement.

Signing this declaration indicates that you are verifying that all information on this form is accurate and that you agree to abide by the policies and guidelines of the Road Safety Authority.

10. Application Checklist (page 11)

This section provides a checklist of all the necessary documentation that should be submitted with this Driver CPC Training Centre application form, to the RSA.

All Yes/No options must be completed.