



MEMBERSHIP INFORMATION UPDATE FORM

(Please only complete the sections which you wish to update and the organisation trading name in all cases)

Please complete and return this form by

Post: Master Driver CPC Team, RTITB, Access House, Halesfield 17, Telford, Shropshire, TF7 4PW

Scan & Email: masterdrivercpc@rtitb.com

Name of Person Completing Update Form

Contact Telephone Number

Contact Email Address

Organisation Trading Name

Senior Organisation Contact Name

Senior Organisation Contact Role

Senior Organisation Contact Number

Senior Organisation Contact Email

Correspondence Address

Postcode

Registered Company Name (if different)

Registered Address (if different)

Registered Company Number

Administration Contact Name

Administration Contact Number

Administration Contact Email

Type of Organisation

Operator

Training Provider

Further Education College

Council

Other (please state)

Number of Employees

Under 10

11-99

100-249

250+

Sales Enquiry Number

Sales Enquiry Email

Please note the information you provide in this section will be used for www.rtitb.com/course-locator and any other member promotions that RTITB produce in the future. This is only applicable for organisations delivering commercial Driver CPC training.

Please select the description below that best suits the type of periodic training you will be delivering

(Definitions; **Commercial** – training for profit/to non employees; **Non Commercial** – training organisation's employees only;

In Centre – training conducted at the organisations own premises; **Off Site** – training conducted on customer premises, or location other than organisation's own premises)

Commercial, In Centre

Commercial, Off Site

Commercial, In Centre and Off Site

Non Commercial, In Centre

Non Commercial, Off Site

Non Commercial, In Centre and Off Site

Commercial and Non Commercial, In Centre

Commercial and Non Commercial, Off Site

Commercial and Non Commercial In Centre and Off Site

Which sector do you intend to deliver training to?

PCV

LGV

PCV & LGV

Please select the courses which you wish to deliver under Master Driver CPC Consortium Membership.

Master Driver CPC for LGV (36 x 3.5hr modules)^

Master Driver CPC for PCV (10 x 3.5hr modules)^*

ADR (initial)*

ADR (refresher)*

Road Traffic Incident Management & Emergency First Aid*

Road Traffic Incident Management Skills*

Manual Handling For Transport Warehousing and Logistics*

Driver and Operation Policies and Procedures

(Transport Manager CPC)*

Commercial and Non Commercial In Centre and Off Site

Counterbalance Lift Truck for LGV Drivers

Vehicle Mounted Lift Truck for LGV Drivers

Notes;

- Additional criteria applies to courses marked with a* – please contact the Master Driver CPC Team for full details

-Additional copies of all DVDs/USB's are available for a contributory fee of £19.95 + VAT. This includes any DVD/USB updates for the membership year, in which they are purchased but does not cover replacements at membership renewal.

If you have a dedicated training centre/location please complete the box below.

Please use additional pages if you have more than 1 centre/location.

Training Centre Address

Town

County

Postcode

Training Centre Contact Name

Telephone Number

Training Centre Email

Administration Contact Name

Administration Contact Number

Administration Contact Email

Accounts Information

Accounts Information (if you have more than one accounts address, for example accounts addresses for different contracts please advise on a separate sheet)

Accounts Address

Town

County

Postcode

Telephone Number

Accounts Contact Email

Accounts Contact Name

Instructor Information (please continue on a separate sheet if necessary).

Note: You are required to update this information in the event of any changes. Failure to do so may terminate your membership.

| Instructor Name | NRI Reg No. | RTITB Reg No. | DVSA Reg No. |
|-----------------|-------------|---------------|--------------|
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If applying for membership to include an ADR course please also include the following;

Confirmation from SQA of the appropriate approvals to deliver ADR training

A letter of confirmation from SQA detailing the instructors approved to deliver ADR training

Copies of the ADR licences for each of the instructors delivering ADR training

If applying for membership to include the road traffic incident management & emergency first aid course please also include the following;

ITC First Ltd Certificate of Centre Approval & your instructor's valid First Aid At Work certificate

if applying for membership to include the road traffic incident management skills course please also include the following;

Your instructor's valid First Aid At Work certificate