

Driver CPC MyRTITB Portal

Step by Step User Guide



Introduction to MDRS

MDRS Documentation

MyRTITB Portal

- Pre-registering courses
- Printing course documentation
- Uploading a course
- Enquiries and Reports

MDRS = Master Driver Registration Scheme

Useful Links:

<https://www.rtitb.com/schedule-3/>

<http://www.rtitb.com/member-guidance/>

Important Timeframes

All courses must be pre-registered at least **72 hours** before course commencement.

Course data should be uploaded to MDRS within **3 working days** of course completion.

All courses must be cancelled at least **72 hours** before they are due to commence on MDRS if they are no longer going ahead.

DCPC Golden Rules

- 1) Periodic Training cannot be less than the JAUP T approved course time
- 2) ID checks must be conducted correctly and before course commencement
- 3) Data protection must be fully addressed and dealt with
- 4) Courses must be delivered as approved by JAUP T

Timings

Courses must be delivered for a minimum of seven hours

Courses with total durations exceeding seven hours must be run on consecutive days and in blocks of at least seven hours

A seven hour block can be further split into two 3.5 hour parts, but the second part must start within 24 hours of the first part ending

Timings

Break time guidance from JAUPT

AM: 15 minutes, MIDDAY: 30 minutes, PM: 15 minutes

Late Arrivals Guidance – can be found here: <https://www.rtitb.com/wp-content/uploads/2021/05/Break-times-and-Late-Arrivals-Policy-V7.0521.pdf>

Driver ID Checks

- A current passport AND evidence of driving licence number (expired passports are not acceptable)
- Photo card driving licence (expired licences are not acceptable)
- A digital tachograph card
- A driver qualification card (DQC)

Non Repetition of training hours

Drivers cannot repeat periodic training modules unnecessarily.

RTITB monitor all courses and any repeated modules will be queried so we can ensure that we have a valid reason this happened to submit to JAUP.T.

A DQC expiring is not a valid reason for repetition.

Auditing

- Unannounced Audit (On site)
- Unannounced Audit (Remote)
- Centre / Administration Audit
- Quality Assurance Audit
- External Audit (DVSA / JAUPT)

Day to Day Contacts

Driver CPC Team – 01952 520211

Email: masterdrivercpc@rtitb.com

Out of Hours – 07841918552

(outside the office opening hours of 9am – 5pm)

MDRS Documentation

Attendance Form



MDRS ATTENDANCE FORM

THIS FORM IS TO BE COMPLETED
FULLY BY THE COURSE INSTRUCTOR

COURSE DETAILS

Master Driver CPC Consortium Member Name:

Instructor 1 Name: Instructor 1 RTITB Reg. No.

Instructor 2 Name: Instructor 2 RTITB Reg. No.

Training Venue Name & Address: Postcode:

Course ID: Course Title:

Vehicle used for Practical Training: Registration: Vehicle Class: Paper No. 1: Paper No. 2:

This will be pre-populated with the information that you have pre-registered.

COURSE DAYS**

Date	Training Start Time	Break 1		Break 2		Break 3		Training End Time	Assessment Start Time*	Assessment End Time*
		Start	End	Start	End	Start	End			

*Please put N/A if assessment not taken

This section should be completed live as the course is running, as timings will differ from course to course. This will be checked during audits.

MDRS Documentation

Attendance Form



MDRS ATTENDANCE FORM

Course ID: Course end date:

DRIVER DETAILS																																
Full Driver Name	Valid From (Please tick to indicate)		Category of Licence (Please tick all that apply)						ID & Entitlement Check (If passport selected please detail in additional information box)			Any Additional Information	Module Answers										Number of re-tests	Associated Knowledge (Please tick if not taken)	Course Feedback Total score out of 45							
Licence No.	First vocational entitlement gained prior to 10.09.09 for LGV or 10.09.08 for PCV	First vocational entitlement gained after 10.09.09 for LGV or 10.09.08 for PCV	C1	C1E	C	CE	D	D1	DE	D1E	Photocard driving licence	Digital tachograph card	DQC	Valid passport and evidence of driving licence number	e.g this driver arrived 4 minutes late	Paper Number	1	2	3	4	5	6	7	8	9	10	Total Mark					
Billy Joseph Bloggs																	1	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	0			40	
BLOGG192023B89EN		10/09/10	✓	✓	✓	✓	✓	✓	✓	✓					✓		2	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	0				
																	1															
																	2															
																	1															
																	2															

****Please accurately record course times as the training progresses (do not complete pre or post course)**
Please ensure that you remember to sign the declaration on the last page

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The Driver Details section should be completed during the Licence and ID check, prior to course commencement

The module answers and course feedback section will be completed after course completion

If the assessments have not been taken, tick the 'Associated Knowledge (please tick if not taken)' box



MDRS ATTENDANCE FORM

The instructor should sign and date the last page of the attendance form, in agreeance with the statement

I, the course instructor, confirm that I explained the fair processing notice to the each driver at the start of this course and that the ID and entitlement checks were correctly and accurately conducted. The data entered above is factual to the best of my knowledge, and I understand that any falsification of information could lead to the removal of consortium membership, instructor registration and individual driver's Periodic Training hours.

Signature of Instructor:

Date:

The person who uploads the course to MDRS (MyRTITB Portal) should sign and date this section

I confirm that I have today uploaded this course accurately to MDRS

Name:

Signature:

Date:

This form should be completed by drivers prior to course commencement.


If you pre-register drivers, this will be pre-completed (apart from the signature)

Any mandatory boxes (*) must be completed. The mobile number and email address are a requirement for Quality Assurance purposes and will not be used for sales/marketing.

The signature of driver must be completed to confirm that they agree to the statement

MDRS Documentation

Registration Form



MDRS DRIVER REGISTRATION FORM

TO BE COMPLETED BY THE DRIVER (Please note items marked with an * are mandatory fields)

*Course ID: *Course Date:

Driver Details

*Driving Licence Number:

*Licence Country: Title:

*First Name: Second Name(s):

*Surname: Address:

Town: Postcode:

*Country of Residence: *Date of Birth: *Gender:

Please provide one of the following

*Mobile Number: *Email:

Employer Details

Company Name:

Depot Name:

Contact Name:

Address:

Town: Postcode:

Country of Employment: Telephone:


By signing this form you agree that:

- You have seen the Fair Processing Notice which explains how your data is used
- All personal data on this form is factual to the best of your knowledge
- The driving license number you have provided is accurate and that you hold an appropriate entitlement for the training you are undertaking
- You understand that any falsification of information could lead to the removal of Periodic Training hours associated with this training

*Signature of Driver:

If you would like to be kept up to date with industry news, special offers and other items that may be of interest relating to RTITB services please visit www.rtitb.co.uk to join our mailing list

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MDRS Documentation

Feedback Form



MDRS DRIVER FEEDBACK FORM

THIS FORM IS TO BE COMPLETED BY THE
DRIVER ATTENDING THE COURSE

Course Details Your Name: Instructor Name:
Training Venue Address :
Course ID: Course Date:

PLEASE CIRCLE THE APPROPRIATE RESPONSE	Requires Attention	Below Expectations	Acceptable	Good	Excellent
Location of venue	1	2	3	4	5
Suitability of venue	1	2	3	4	5
Suitability of resources used	1	2	3	4	5
Course content	1	2	3	4	5
Course materials	1	2	3	4	5
Instructor was professional and experienced	1	2	3	4	5
Instructor was approachable and able to answer questions	1	2	3	4	5
Instructor was a clear communicator	1	2	3	4	5
Instructor was engaging and interesting	1	2	3	4	5
TOTAL MARKS	/45				

Other comments or suggestions for improving the course:

If you are prepared to give your contact details so we can discuss your feedback in more detail, please complete one or more of the boxes below:

Landline Telephone Number: Mobile Number:
Email Address:

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This form should be completed by drivers following the course.

If scoring anything under 'acceptable' in any area, we would expect there to be comments regarding this, however not all drivers add comments.

The assessments are optional.

If you would like to use these to confirm learning, then they are available from the MyRTITB Portal (MDRS).

Assessments must be completed outside of training time and do not form part of the 7 hours, so will require additional time following the course.



Master Driver CPC Question Paper

A Professional Driver's Personal Development

Assessment Paper Ref: L1220PDPD

Driver Sheet

10 Questions Pass Mark 8 (80%) Time Allowed: 15 Minutes

1. You are advised to attempt all 10 questions.
2. Read each question carefully and choose one answer from the given selection, by placing a circle around the appropriate letter on the answersheet provided.

EXAMPLE:

1. How many hours are there in a day?
A. 24
B. 60
C. 7
D. 12

1	A	B	C	D
---	---	----------	---	---

If you believe that you have marked an answer incorrectly and wish to change your answer please put a cross through your original response and circle the answer of your choice.

EXAMPLE:

1. How many hours are there in a day?
A. 24
B. 60
C. 7
D. 12

1	A	B	C	D
---	----------	---	---	--------------

3. Do not use any reference material, confer with other course members, copy any information contained within the examination papers, or ask the instructor for clarification of any questions asked.
4. The instructor will advise you when there are five minutes of the allocated time remaining.
5. Please ensure that all mobile phones or other communication devices are turned off.
6. When you have completed the assessment, turn your paper over and wait until advised.
7. If you have any questions, please ask the instructor now.

When the instructor indicates the start of the assessment, turn the page to begin answering the questions.



Master Driver CPC Answer Paper

A Professional Driver's Personal Development

Paper Ref: L1220PDPD Assessment Date: _____

Driver Name: _____

Licence Number: _____

Drivers Signature: _____

The minimum score required to obtain a pass is 80%

Maximum time allowed is 15 minutes

Reference to any types of media, publications or training material is not permitted

Answer each question by circling the appropriate letter, each question carries a total of one mark

Question Number	Please Circle				Question Number	Please Circle				Question Number	Please Circle			
1	A	B	C	D	5	A	B	C	D	9	A	B	C	D
2	A	B	C	D	6	A	B	C	D	10	A	B	C	D
3	A	B	C	D	7	A	B	C	D					
4	A	B	C	D	8	A	B	C	D	Total:				

To be completed by examiner

Assessment Score: _____ / 10 Assessment Result: _____ No. of Attempts: _____

Examiners Name: _____

Examiners Signature: _____

To access your MyRTITB Portal, go to the following web address: <https://www.mdrsandnors.co.uk>
You will then see the following screen. Type in your details that have been sent by RTITB.

WELCOME TO YOUR SECURE LOGIN TO THE MYRTITB PORTAL

Welcome to the MyRTITB Portal. Sign in by entering your user name and password into the box, and press return

RTITB Username

RTITB Password

[Sign in to our secure MyRTITB Portal](#)



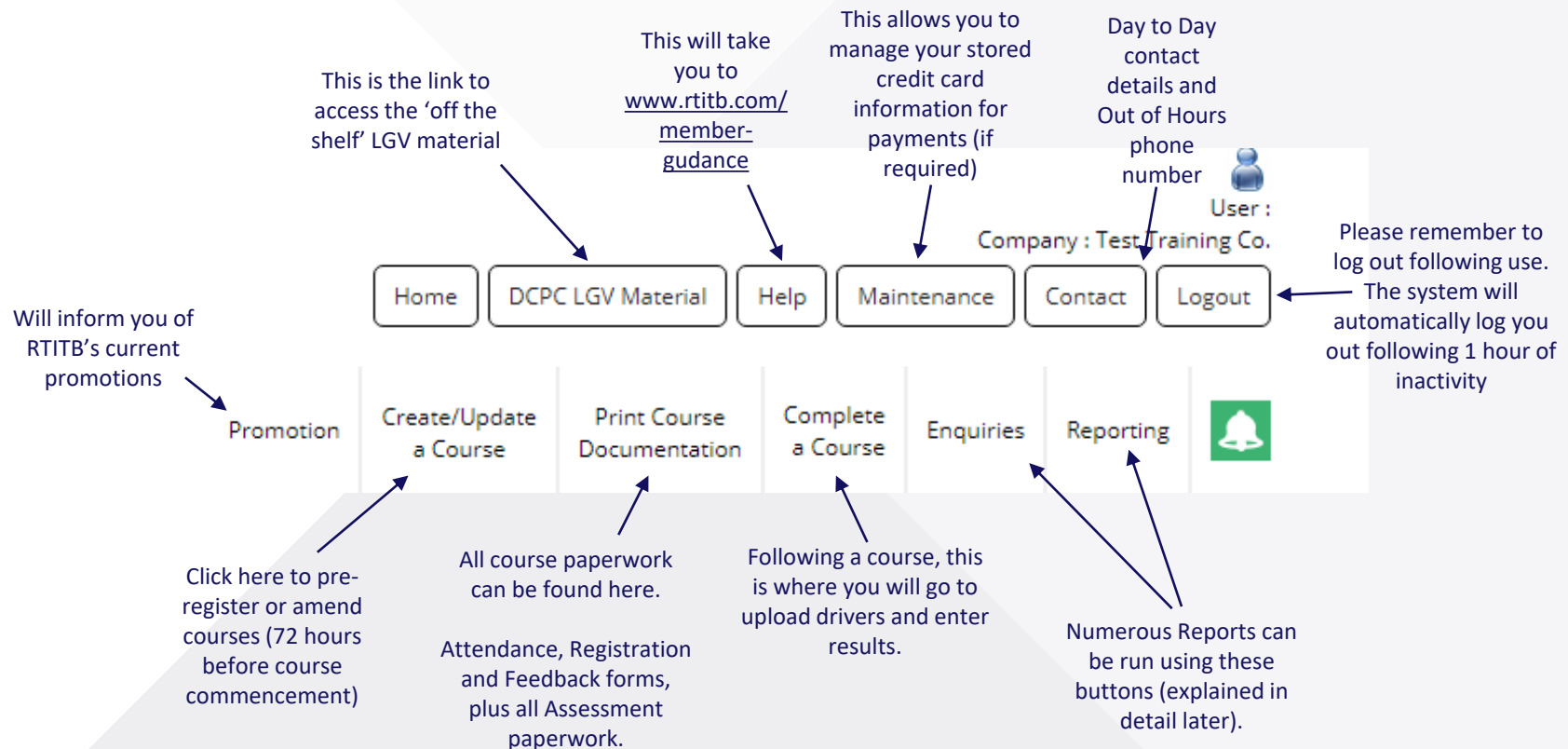
If you are experiencing problems logging in, or if you have forgotten your password, please telephone RTITB on 01952 520 200

Then, click on the Driver CPC box



*Driver Certificate of Professional Competence
(Driver CPC)*

You will then see a page with the following options:



1. Click on Create / Update a Course and select 'Create New Course'

Course Details

2. If you have multiple sites which you deliver training at, please select the correct one from the list

Training Centre * Pear Lane (2626) ▼

Expected No. of Drivers *

Status Incomplete

Employer Details

4. Search for an employer to add, if all drivers have the same employer

Update Contact Details Employer Search

Training Location

3. Please enter the expected number of drivers that will be attending the course – this can be changed during upload

Use Employer Address

5. Enter the location that the training is going to be taking place.

Choosing 'In Centre' will insert the address of the 'Training Centre' selected above.

Location * Please select ▼

Name *

Address *

Town *

Postcode * Lookup

Country * United Kingdom ▼

6. Enter restricted access notes, if you have site specific rules any auditors may need to follow e.g. site induction, phone number of site contact etc.

Restricted Access ☐


Restricted Access Notes

MyRTITB Portal


Pre-Registering a course

Course

7. Enter the date & times you intend to start and finish the course – Remember that Licence & ID checks, documentation and assessments must all be completed outside of training time.

Start Date * 

Start Time *

End Date * 

End Time *

Periodic Training Duration * Hours

Course Title

Filter Courses By ☐ LGV ☐ PCV ☐ LGV & PCV

Please choose your module(s) / course



Please specify a course start date and select a course classification above (LGV, PCV or both).

Instructor 1 *

Instructor 2

Instructor 3

Please choose your module(s) / course

The Driver	The Vehicle	The Road	The Rules	Singular
A Professional Drivers Personal Development	Improving Driver Safety and Vehicle Security	Dealing with Common Emergency Situations	Employers Duties Towards Compliance	ADR - Practical, Packs and Bulk, Tanks (53)
Delivering Excellent Customer Service	Looking into the Future of Logistics	Dealing with Road Traffic Incidents	Improving Compliance with International Transport Duties	ADR Classes (53)
How Drivers can Reduce Fuel Consumption	Reducing Abnormal Load Incidents and Infringements	Improving Health and Safety whilst out on the Road	Improving Drivers Daily Duties Towards Road Freight Compliance	ADR Core (53)

8. Filter courses by LGV or PCV.

The course list will appear and you will need to select two 3.5 hour modules from the categories (The Driver, The Vehicle, The Road, The Rules).

Please note: the courses in the 'singular' column are 7 hours or more. You will only be able to select one course from this list.

9. Choose an instructor from the list – the instructors that will appear, will be the ones that are attached to 'Training site' you have selected.

10. If you know the drivers that will be attending, you can pre-register them at this point (this will pre-populate course paperwork for you). However, if you are unsure of the drivers that will be attending, just click submit.

MyRTITB Portal

Printing Course Documentation

A box will appear asking if you want to print your course documents.

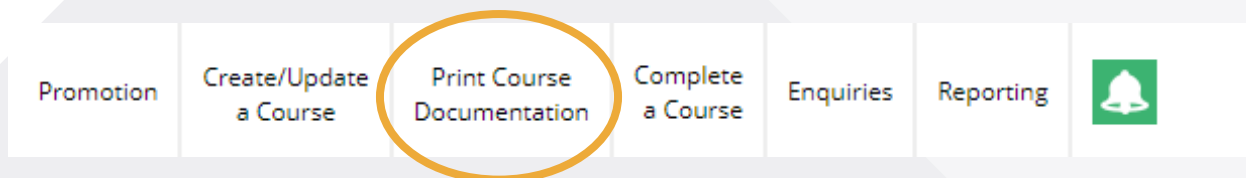
www.mdrsandnors.co.uk says

Do you wish to print course documents?

OK Cancel

You don't have to print documents straight away, you can come back to printing at a later stage if you need to.

If you don't print documents after pre-registration, simply go to the homepage and click on:



MyRTITB Portal

Printing Course Documentation

1 Course Documents

- [Attendance Form](#)
- [Feedback Questionnaire](#)

2 Blank Course Documents

- [Attendance Form](#)
- [Driver Registration Form](#)
- [Feedback Questionnaire](#)
- [Multiple Day Courses Only – ID Entitlement Check for Additional Days](#)

3 Driver CPC Documents

- [MDCPC Member Guidance](#)
- [Maintaining Instructor List](#)
- [Example Joining Instructions](#)
- [Fair Processing Notice](#)

4 Driver CPC Assessment Papers

- [A Professional Drivers Personal Development Answers](#)
- [A Professional Drivers Personal Development Questions](#)
- [Dealing with Road Traffic Incidents Assessment Answers](#)
- [Dealing with Road Traffic Incidents Assessment Questions](#)
- [Blank Assessment Answer Paper](#)

This is the page that you will see to print all course documentation.

1. You can choose forms that have been partially completed, with some of the pre-registered information.

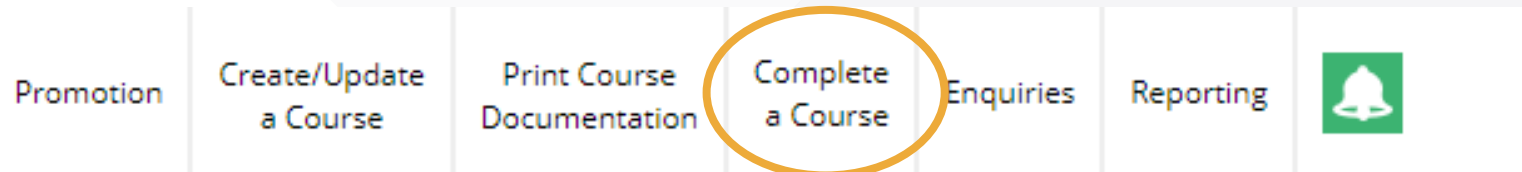
2. The blank forms can also be used, if anything has changed since pre-registration (remember to update the DCPC Team if you have changed information within 72 hours of course commencement)

3. There are also some useful documents and links to the Member Guidance webpage.

4. If you will be completing the assessments, you can get the Question and Answer papers from this section too.

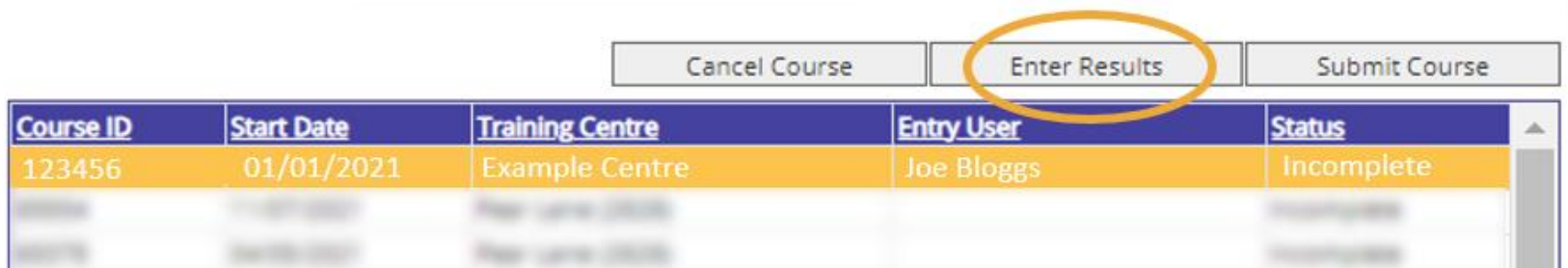
Following a course you have 3 working days to upload.

To start the upload process go to the homepage and click on the following:



Please note that the course will move over to the 'Complete a Course' page, 72 hours before course commencement, as you will need to notify the DCPC Team of the changes.

Select the course you need to upload and click 'Enter Results'



The screenshot shows a table with the following columns: Course ID, Start Date, Training Centre, Entry User, and Status. The first row is highlighted in orange. Above the table are three buttons: Cancel Course, Enter Results (circled in orange), and Submit Course.

Course ID	Start Date	Training Centre	Entry User	Status
123456	01/01/2021	Example Centre	Joe Bloggs	Incomplete
123457	01/01/2021	Example Centre	Joe Bloggs	Incomplete
123458	01/01/2021	Example Centre	Joe Bloggs	Incomplete

Some of the information entered on pre-registration will appear on this screen, but you will need to insert the information stated on the Attendance Form within this section.

1. The course will be the same as pre-registered. If this has changed, just click 'change course' to amend.

Course

Course Title

Add Day	Break 1			Break 2		Break 3		End Time	
	Start Time	Start Time	End Time	Start Time	End Time	Start Time	End Time		
<input type="text" value="14-Jul-2021"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>

2. The timings need to be the exact times that the course instructor has recorded on the Attendance Form.

3. Choose the instructor that delivered the course

Instructor 1 *

Instructor 2

Instructor 3

Additional Information

4. Enter any information that the DCPC team might need to be aware of e.g. the instructor changed on the day, due to illness

Module Paper Nos. *

Assessments Not Taken	<input type="checkbox"/>
A Professional Drivers Personal Development	1
Dealing with Road Traffic Incidents	1

5. If the Assessments have been completed, please select '1' in each box .
If they haven't been taken, please tick the 'Assessments not taken' box

Certificates

Email Certificates? ☒ Yes

i Select where you would like the Driver's Record of Attendance/Certificate emailed

Send To ☐ Other ☐ Driver

Please amend any of the details above if necessary or click 'Confirm' to continue.

Back

Confirm

6. Select where you would like the certificates to go. This will be set up within the RTITB database depending on your preference. They can go to: The Company, a Specific Site, the Driver, or another email address of your choosing.

7. Once completed the above, click on 'Confirm'

You will now enter the driver information for those who completed the course.

1. Enter the driving licence number in the box provided.

If the driver holds a Non GB Driving Licence, please tick the box.

Add a Driver to the Course

Driving Licence No.	<input type="text"/>	<input type="checkbox"/> Non-GB Driving Licence
<input type="button" value="Back"/>	<input type="button" value="Search"/>	

2. Click on Search

3. If the driver **doesn't** exist on the RTITB database already, you will receive the following message: **No drivers could be found. Please try again or create a new driver record.**

4. Then click on:

5. If the driver **does** exist on the RTITB database, their record will appear and you will be able to move quicker through the steps that follow.

For new drivers being entered onto the RTITB database, enter their information (you will be able find this on the Driver Registration Form completed by the driver during the course).

Please ensure you complete the mandatory (*) items.

RTITB requires either a mobile number or email address for quality assurance purposes only. **Please note and make the drivers aware that these details will not be used for marketing/ sales purposes.**

Driver Details

Driving Licence No. *	THOMA412163SB1PO		
Licence Country *	United Kingdom		<input type="checkbox"/> NI Driving Licence
Valid From *	<input type="radio"/> Held prior to 10/09/2009 <input type="radio"/> Held after 10/09/2009 (Please enter date below) <input type="text"/>		
Category of Licence *	C1 <input type="checkbox"/> C1E <input type="checkbox"/> C <input type="checkbox"/> CE <input type="checkbox"/> D <input type="checkbox"/> D1 <input type="checkbox"/> DE <input type="checkbox"/> D1E <input type="checkbox"/>		
Title	<input type="text"/>		
First Name *	<input type="text"/>		
Second Name	<input type="text"/>		
Surname *	<input type="text"/>		
Postcode	<input type="text"/>	<input type="button" value="Lookup"/>	
Address	<input type="text"/>		
	<input type="text"/>		
Town	<input type="text"/>		
Country	United Kingdom		
Date of Birth *	<input type="text"/>		
Telephone	<input type="text"/>		
Mobile *	<input type="text"/>		
E-mail *	<input type="text"/>		
Employment Status *	<input type="radio"/> Employed <input type="radio"/> Self-employed <input type="radio"/> Un-employed <input type="radio"/> Not Specified		

Please enter either a mobile number or email address for the driver, amend any of the details above if necessary or click 'Confirm' to continue.

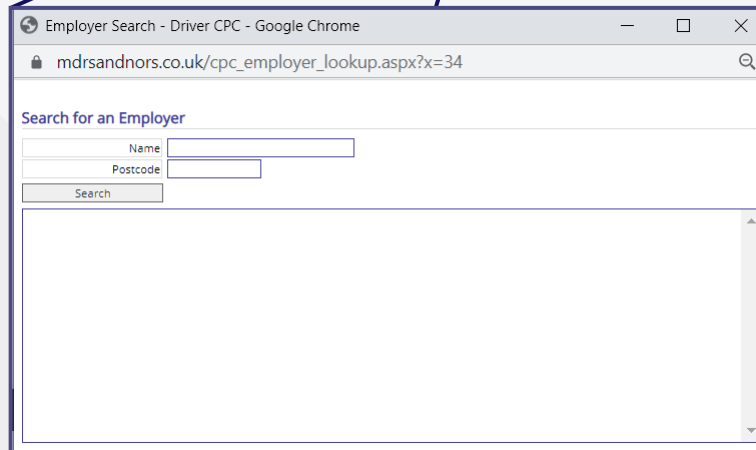
Once this page has been completed, click on 'confirm'

You will now need to enter the drivers 'Employer Details'

Employer Details

Please amend any of the details above if necessary or click 'Confirm' to continue.

1. Click on 'Employer Search'
2. Enter a name and postcode to search for an employer.
3. If the employer already exists, they will be listed.
4. If the employer does not exist, click on the 'Add' button.
5. Once the employer has been added, click on 'Confirm'



The information on this page should all be found on the Attendance Form that has been completed by the course instructor

Training Details

Dealing with Road Traffic Incidents & A Professional Drivers Personal Development (CRS14698/223)

ID Check

- ☐ Photocard driving licence
☐ Digital Tachograph card
☐ DQC
☐ Valid passport and evidence of driving licence number

Associated Knowledge

Not Taken ☐

Score *

Module Answers *

A Professional Drivers Personal Development	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>	04 <input type="checkbox"/>	05 <input type="checkbox"/>	06 <input type="checkbox"/>	07 <input type="checkbox"/>	08 <input type="checkbox"/>	09 <input type="checkbox"/>	10 <input type="checkbox"/>	Tick All
Dealing with Road Traffic Incidents	01 <input type="checkbox"/>	02 <input type="checkbox"/>	03 <input type="checkbox"/>	04 <input type="checkbox"/>	05 <input type="checkbox"/>	06 <input type="checkbox"/>	07 <input type="checkbox"/>	08 <input type="checkbox"/>	09 <input type="checkbox"/>	10 <input type="checkbox"/>	Tick All

Please check the module names carefully as they may not be displayed in the order they were run in the course

No. of Re-tests

Course Feedback

Score out of 45 *

☐ I, the course instructor, confirm that I explained the fair processing notice to the data subject at the start of this course.

Back	Submit Course	Save but Submit Course Later
Save and Add Results for Another Driver		

2. If the assessment was taken, complete the score and then select the module answers

If not taken, select the box and this section will disappear.

Enter the amount of retests - If a driver has referred, a maximum of 3 re-tests are allowed.

1. Select the Driver ID that was checked during the course.

3. Complete the feedback score received from the driver

4. This box should be ticked to confirm that the instructor has explained the fair processing notice to the driver. This can be confirmed by the signed driver registration forms and attendance form.

After completing the information for the driver you then have the following options:

Back	Submit Course	Save but Submit Course Later
		Save and Add Results for Another Driver

Submit Course – This will submit the course to RTITB.

Save but Submit Course Later - If you are not quite ready to submit the course e.g. you are awaiting further driver information, you can click on this button and submit later.

Save and Add Results for Another Driver – If you have other drivers to enter onto the course, click this button and you will be able to add more.

When you click 'Submit Course' you will see the following box pop-up:

www.mdrsandnors.co.uk says

Are you sure you want to mark the course as complete?

If you click 'OK', you will then see confirmation that the course has been uploaded.

Confirmation

The course has been successfully completed.

If you have any queries regarding the course please contact us quoting course reference '65965'.

This course will now disappear from the 'Complete a Course' section.

On the 'Enquiries' tab, you will see the following:

[View Completed Courses](#)



[Driver Enquiry](#)



View Completed Courses – This allows you to view any courses completed and uploaded to RTITB (it will only show you the company / site you are allocated to). You can sort by Course ID, Course Date and Site.

Driver Enquiry– By entering a Drivers licence number, you can search for courses they have completed with RTITB.

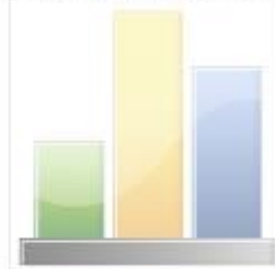
On the 'Reporting' tab, you will see the following:

This report will allow you to see how many drivers have sat on a particular course. You can filter by Division, Site, Course, Instructor and a Date Range.

Drivers Per Course Report



Drivers Per Working Day Report



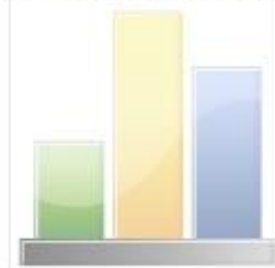
This report will show you the most popular day that training is completed on. You could use this for planning courses for drivers. You can filter by Division, Site, Course, Instructor and a Date Range.

This report will show you the average driver feedback scores across your company. You can filter by Division, Site, Course, Instructor and a Date Range.

Average Feedback Report



Driver Course Enquiry Report



This report allows you to search for courses that drivers have completed. This will help ensure that drivers are not repeating modules as set out by JAUPT/DVSA. You can filter by Date Range, Training Centre and Course Name.

These reports can only be accessed by certain users. If you need access to these reports, please contact the DCPC Team.