

Driver CPC MyRTITB Portal

Step by Step User Guide



TRAINEE & VALUED

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 DVSA 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 DVSA

Timings

International courses must be delivered in blocks of 7 hours and National courses must be delivered in blocks of 3.5 hours

International courses with total durations exceeding 7 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

The best practice advice from the DVSA for a seven hours course is to take breaks in the following ways (as a minimum);

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

Late Arrivals Guidance – can be found here:

<https://www.rtитb.com/member-guidance/>



Training Mate App

With the App's timer function, you can record the exact start and end times of your Driver CPC training, as well as breaks. This can help you easily record those all-important training times.

For more information on the Training Mate App- can be found here:

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

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 DVSA

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)

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.

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.

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



MDRS Documentation

Attendance Form

****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**

V14.052



MDRS ATTENDANCE FORM

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

I, the course instructor, confirm that I explained the fair processing notice to 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: 89817 *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: **Mobile Number:

**Email:

** Please complete one of these boxes. Phone numbers and email addresses are used for Quality Assurance purposes only.

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.rtib.com 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

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.

| PLEASE TICK THE APPROPRIATE RESPONSE | Requires Attention | Below Expectations | Acceptable | Good | Excellent |
|--|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| Location of venue | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| Suitability of venue | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| Suitability of resources used | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| Course content | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| Course materials | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| Instructor was professional and experienced | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| Instructor was approachable and able to answer questions | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| Instructor was a clear communicator | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| Instructor was engaging and interesting | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| 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:

V6.1021

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: L1220PDPP

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 | <input checked="" type="radio"/> 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 | <input checked="" type="radio"/> A | B | C | <input checked="" type="radio"/> 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.



MDRS Documentation

Assessment Questions and Answer Papers



Master Driver CPC Answer Paper

A Professional Driver's Personal Development

Paper Ref: L1220PDPP

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 | <input checked="" type="radio"/> D | 5 | A | B | C | <input checked="" type="radio"/> D | 9 | A | <input checked="" type="radio"/> B | C | D |
| 2 | A | B | <input checked="" type="radio"/> C | D | 6 | A | B | C | <input checked="" type="radio"/> D | 10 | <input checked="" type="radio"/> A | B | C | D |
| 3 | A | B | C | <input checked="" type="radio"/> D | 7 | A | B | <input checked="" type="radio"/> C | D | | Total: <input type="text"/> | | | |
| 4 | <input checked="" type="radio"/> A | B | C | D | 8 | <input checked="" type="radio"/> A | B | C | D | | | | | |

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



MyRTITB Portal

Logging on

You will then see a page with the following options:

This will take you to
www.rtib.com/member-guidance

Please remember to log out following use. The system will automatically log you out following 1 hour of inactivity

You'll gain access to the Driver CPC Consortium Members' Marketing Toolkit, packed with brand guidelines, marketing resources, and more.

Here you can Manage your Payment Card Details.

This is the link to access the 'off the shelf' LGV & PCV material

Will inform you of RTITB's current promotions

Promotion
Click here to pre-register or amend courses (72 hours before course commencement)

Create/Update a Course

All course paperwork can be found here.
Attendance, Registration and Feedback forms, plus all Assessment paperwork.

Print Course Documentation

Complete a Course

Following a course, this is where you will go to upload drivers and enter results.

Enquiries

Reporting



Numerous Reports can be run using these buttons (explained in detail later).

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

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

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

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.

Course Details

Training Centre *

Expected No. of Drivers *

Status

Employer Details

Training Location

| | |
|-------------------------|--|
| Location * | <input type="text" value="Please select"/> |
| Name * | <input type="text"/> |
| Address * | <input type="text"/> |
| Town * | <input type="text"/> |
| Postcode * | <input type="text"/> <input type="button" value="Lookup"/> |
| Country * | <input type="text" value="United Kingdom"/> |
| Restricted Access | <input type="checkbox"/> |
| Restricted Access Notes | <input type="text"/> |

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.

MyRTITB Portal

Pre-Registering a 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.

Course

| | | |
|------------------------------|---|---|
| Start Date * | <input type="text"/> |  |
| Start Time * | <input type="text"/> |  |
| End Date * | <input type="text"/> |  |
| End Time * | <input type="text"/> |  |
| Periodic Training Duration * | Hours | |
| Course Title | | |
| Filter Courses By | <input type="radio"/> LGV <input type="radio"/> PCV <input type="radio"/> LGV & PCV | |

Please choose your module(s) / course

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

| 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.

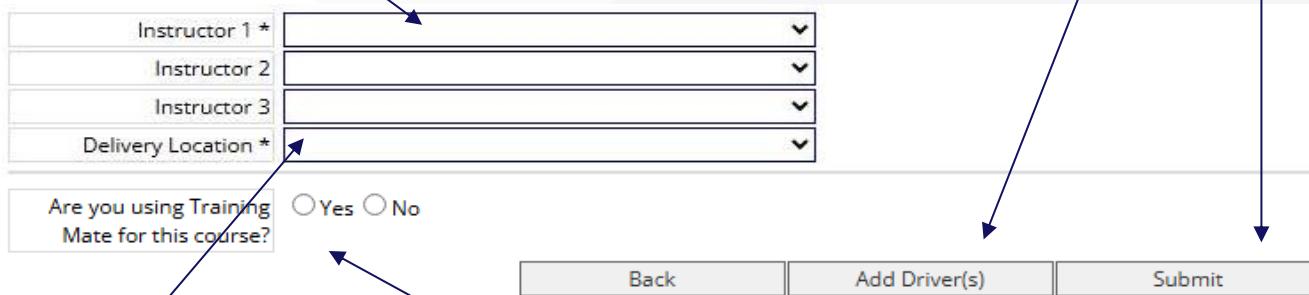
The course list will appear and you will need to select two 3.5 hour modules from the categories (The Driver, The Vehicle, The Road, The Rules).

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.

MyRTITB Portal

Pre-Registering a course

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.



Instructor 1 *

Instructor 2

Instructor 3

Delivery Location *

Are you using Training Mate for this course? Yes No

Back Add Driver(s) Submit

12. 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.

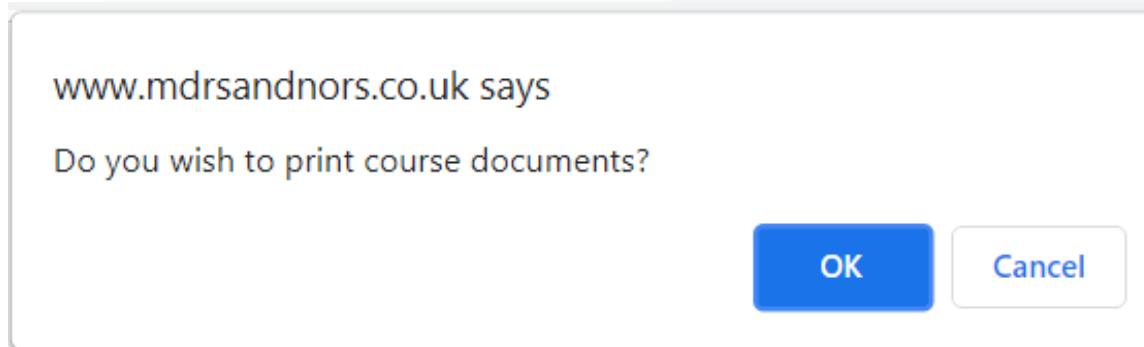
10. Choose how the course will be delivered—Classroom or Remote. If you choose Remote, make sure to enter the course link in the mandatory field.

11. Choose how the course will be administered—via the Training Mate App or using Paperwork.

MyRTITB Portal

Printing Course Documentation

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



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:



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.

MyRTITB Portal

Uploading a Course

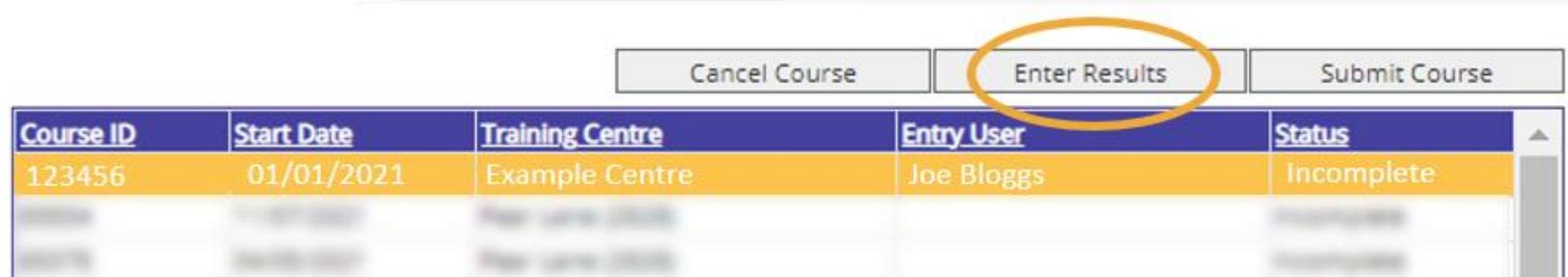
Following a course you have 3 working days to upload.

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'



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

MyRTITB Portal

Uploading a Course

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 | | Dealing with Road Traffic Incidents & A Professional Drivers Personal Development (CRS14698/223) | | | | | | | |
| | | Change Course | | | | | | | |
| Add Day | Break 1 | | Break 2 | | Break 3 | | | | Remove |
| | Start Time | Start Time | End Time | Start Time | End Time | Start Time | End Time | End Time | |
| 14-Jul-2021 | | | | | | | | | |

3. Choose the instructor that delivered the course

| | |
|--|----------------------|
| Instructor 1 * | <input type="text"/> |
| Instructor 2 | <input type="text"/> |
| Instructor 3 | <input type="text"/> |
| Additional Information | |

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

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

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.

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

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

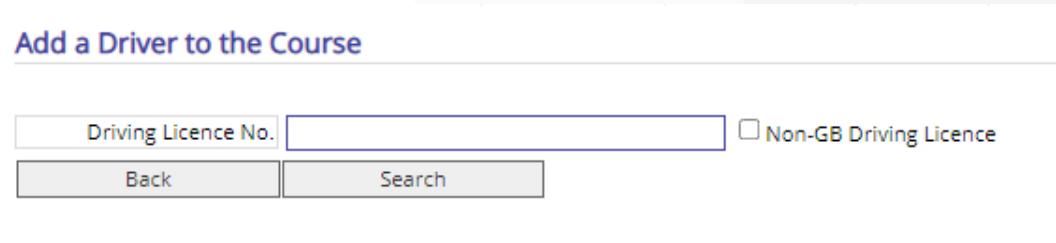
7. Once completed the above, click on 'Confirm'

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.

Non-GB Driving Licence

[Back](#) [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: [New Driver](#)

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 to 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 |
| 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 * | <input checked="" type="checkbox"/> 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 |
| 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"/> <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'

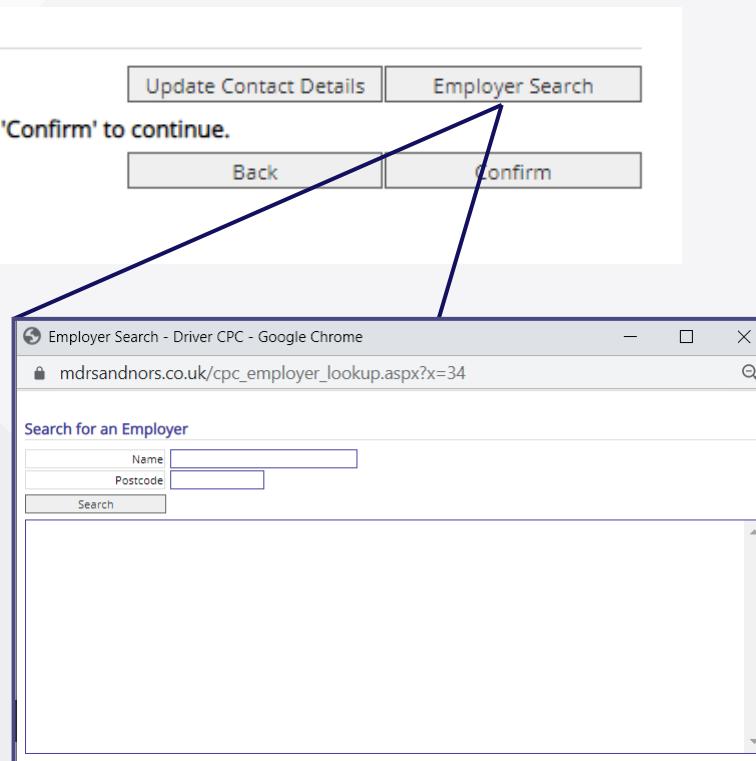
You will now need to enter the drivers 'Employer Details'

Employer Details

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

| | |
|--|---------------------------------|
| Update Contact Details | Employer Search |
| Back | Confirm |

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'



Employer Search - Driver CPC - Google Chrome

mdrsandnors.co.uk/cpc_employer_lookup.aspx?x=34

Search for an Employer

Name

Postcode

Search

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)

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

ID Check

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

Associated Knowledge

| | |
|-----------|--------------------------|
| Not Taken | <input type="checkbox"/> |
| Score * | <input type="text"/> |

Module Answers *

A Professional Drivers Personal Development 01 02 03 04 05 06 07 08 09 10 [Tick All](#)

Dealing with Road Traffic Incidents 01 02 03 04 05 06 07 08 09 10 [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.

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.

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.

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

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?

OK

Cancel

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.

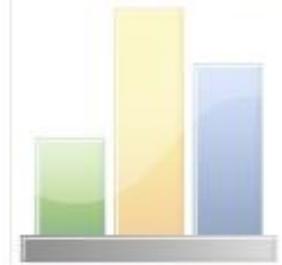
Driver Enquiry – By entering a Drivers licence number, you can search for courses they have completed with RTITB.

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.

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.

Drivers Per Course Report



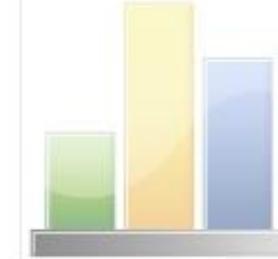
Drivers Per Working Day Report



Average Feedback Report



Driver Course Enquiry 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 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.