

## REMOTE DRIVER CPC INSTRUCTIONS

If you would like to register to deliver Remote Driver CPC Courses, please contact the Driver CPC Team on +44(0)1952 520211 or email [masterdrivercpc@rtitb.com](mailto:masterdrivercpc@rtitb.com)

**When you register your interest the Driver CPC Team will send you the following:**

- Zoom Instructions
- All required forms for CPC Training, including Assessment Answer sheets (that can be completed electronically)
- A document that details how to complete the paperwork on a mobile

**The maximum number of candidates per course is 12 (the instructor and auditor are excluded from this number).**

**Instructions for remote courses**

All the usual conditions still need to be met (ID checks, correct hours etc.)

There are some modules that cannot be delivered remotely, which are:

- Reducing Manual Handling Incidents
- Reducing Incidents Involving Manual Handling and Pallets
- Improving Practical Driving Skills

Instructors can use the following delivery methods:

Presentation, Case Study, Video Discussion, Discussions\*, Quizzes\*\*

*\*All discussion-based delivery methods will need to be conducted in a controlled manner. For example, the instructor directs the next person to speak etc.*

*\*\*Quizzes can still be conducted with relative ease; drivers will need to engage in the presentation quiz rather than writing it down on paper.*

An RTITB/ DVSA Auditor will be able to join the session at multiple (and random) points throughout the day to ensure the course is being delivered correctly.

**The fair processing notice will need to be shown on screen to all candidates and instructors will still be required to explain this thoroughly, as is currently the process.**

### **Pre-Registration**

When you pre-register remote courses on MDRS within the 'Training Location' you will need to select 'off-site'. You will then need to enter your company address but add the word REMOTE next to your company name. For example:

*Example Training REMOTE*  
*Happyville*  
*EX5 P23*

We will also need you to provide us with the Zoom/Teams link and meeting details at the time of pre-registering and enter this in to the "Restricted Access Notes" box.

### **MDRS Attendance form**

This is to be completed by the instructor as normal on the day.

As is already the case, all candidates will be instructed to bring their ID to the course.

Drivers must also send a copy of the ID via email to the instructor in advance of the course for eligibility checking to be completed.

All candidates must also present their ID and proof of eligibility to the camera to ensure the instructor can verify the candidate's identity.

As with courses delivered in person, any candidate not presenting correct ID prior to course commencement will be removed from the course.

### **Breaks**

All candidates will be welcome to leave their screens during the entire period of break times. Any candidates not returning to the screen 5 minutes later than the end of the stipulated break time will need to catch up with the instructor during the next break period.

Any candidates to arrive later than the 5 minutes stipulated above will be removed from the course and they will not receive any hours for the course.

### **MDRS Driver Registration forms**

You should email these to the candidates in advance of the course taking place.

Drivers will sign the form on their device (laptop or tablet - minimum 10") and return to the instructor via email before the course commences.

### **MDRS Feedback forms**

You should email these to the candidates in advance of the course taking place.

Drivers will complete on their device (laptop or tablet - minimum 10") at the end of the course and return to the instructor via email after the course is complete.