

# Driver CPC E-Learning

Checking ID, Paperwork, Upload and FAQs



**RTITB**

SETTING THE STANDARD

- Checking ID for E-Learning drivers
- E-Learning Documentation
- Uploading E-Learning to MyRTITB Portal
- Reporting on E-Front
- FAQs

# Checking ID for E-Learning drivers

Prior to the driver commencing their e-learning course, you will need to check that they hold the relevant licence and are eligible to complete the course:

- 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)

You will also need to check that the driver is completing the correct e-learning for the Driver CPC route they need to i.e. National or International

# E-Learning Documentation

## Attendance Form

### Course ID


This should be completed on the paperwork following upload to the MyRTITB Portal – this ensures there is an auditable trail

### Course Timings

Login to the eFront portal and view the completion date and timings to confirm and fill in this section

The Driver Details section should be completed prior to the driver being enrolled in the e-learning course

This should be signed by the person who has completed the ID checks and eFront portal check



## E-LEARNING ATTENDANCE FORM

THIS FORM IS TO BE COMPLETED FULLY BY THE TRAINING PROVIDER

### COURSE DETAILS

Course ID:  CRS Number:

E-Learning Course Title:

### COURSE TIMINGS

(This information needs to be checked on the eFront portal before upload)

The driver has completed the approved course duration for the course: ☐

Date Course Completed:

### DRIVER DETAILS

Full Driver Name:

Driver Licence Number:

Licence Valid from date:

Category of Licence: C1 ☐ C1E ☐ C ☐ CE ☐ D ☐ D1 ☐ DE ☐ D1E ☐

ID & Entitlement Check: Photocard Driving Licence ☐

Digital Tachograph Card ☐

DQC ☐

Valid passport and evidence of driving licence number ☐

Additional Information:

I can confirm that the driver has seen the fair processing notice and that the ID & Entitlement checks were accurately conducted, prior to e-learning being allocated. 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 and individual driver's Periodic Training hours.

Signature:  Date:

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### Course Title

Enter the course title being complete

### CRS Number

- Drivers' Hours and Compliance - NCERS1419/223
- Vehicle and Driver Safety - NCERS1418/223
- Drivers' Hours and Compliance & Vehicle and Driver Safety - ICRS30996/223

# E-Learning Documentation


## Registration Form

This is the same form that you would use for an in-person course.

This form should be completed by drivers prior to e-learning enrolment.

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 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:  \*\*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 licence 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.com](http://www.rtitb.com) to join our mailing list

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# E-Learning Documentation

## Feedback Form

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.



### E-LEARNING DRIVER FEEDBACK FORM

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

#### Course Details

Your Name:  Instructor Name:

Course Name:

Course ID:  Course Date:

PLEASE TICK THE APPROPRIATE RESPONSE	Requires Attention	Below Expectations	Acceptable	Good	Excellent
Access to e-learning content i.e. login & course verification	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Instructions given prior to e-learning access	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Content timings appropriate	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Course activities e.g. knowledge checks	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Content was engaging and interesting	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Content was clear and easy to understand	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Ease of navigating through the content	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Overall technical experience i.e. videos, links working	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Overall quality of content	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
<b>TOTAL MARKS</b>	<input type="text"/> /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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# Uploading E-Learning to MyRTITB Portal

## Pre-Registering a course

**You will not need to complete the pre-registration until after the course completion. Please complete once the driver has finished the course. You can only enter more than 1 driver onto the e-learning course, if they have finished on the same day.**

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

2. Please select your main site from the list

#### Course Details

Training Centre \* Pear Lane (2626) ▼

Expected No. of Drivers \*

Status Incomplete

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

#### Employer Details

3. Please enter the number of drivers who have completed the e-learning.

#### Training Location

Location \* Please select ▼

Name \*

Address \*

Town \*

Postcode \*

Country \* United Kingdom ▼

5. Please select In Centre for this section.

6. Enter that this is an e-learning course into the restricted access notes.

☐ Restricted Access


Restricted Access Notes

# MyRTITB Portal


## Pre-Registering a course

### Course

7. Enter the date the driver started and finished the course – enter start and end times that are recorded on efront.

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

9. Choose the 'e-learning' instructor from the drop-down menu.

10. Click on submit (you will add the drivers during upload)

Please choose your module(s) / course

The Driver	The Vehicle	The Road	The Rules	Singular	National	eLearning
A Professional Drivers Personal Development	Improving Driver Safety and Vehicle Security	Dealing with Common Emergency Situations	Employers Duties Towards Compliance	Counterterrorism Measures	A Professional Drivers Personal Development	Drivers' Hours and Compliance
Delivering Excellent Customer Service	Looking into the Future of Logistics	Dealing with Road Traffic Incidents	Improving Compliance with International Transport Duties	Return to Driving (LGV)	Daily Duties That Keep Drivers Compliant	Drivers' Hours and Compliance & Vehicle and Driver Safety
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		Daily Duties That Prevent Vehicle Infringements	Vehicle and Driver Safety

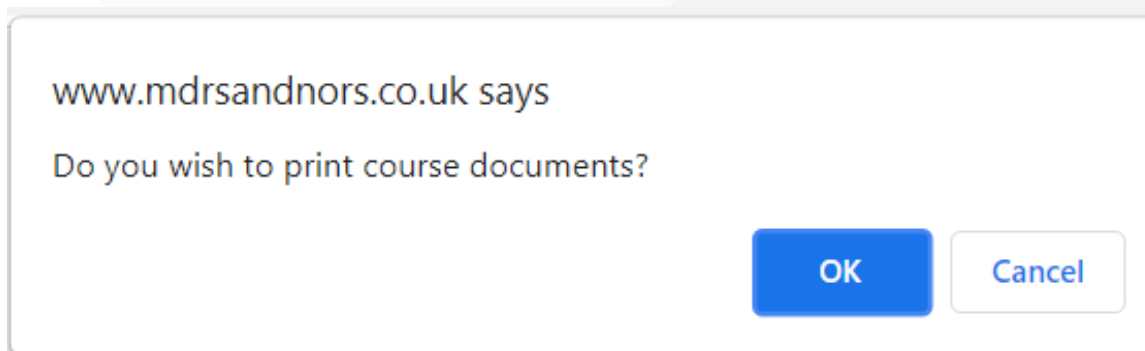
8. Filter courses to show LGV.

The eLearning courses will appear under a separate column, and you will need to select the course that the driver has completed.

If the driver has completed 7 hours of E-Learning, this can be recorded under the option **Driver Hours and Compliance, as well as Vehicle and Driver Safety**



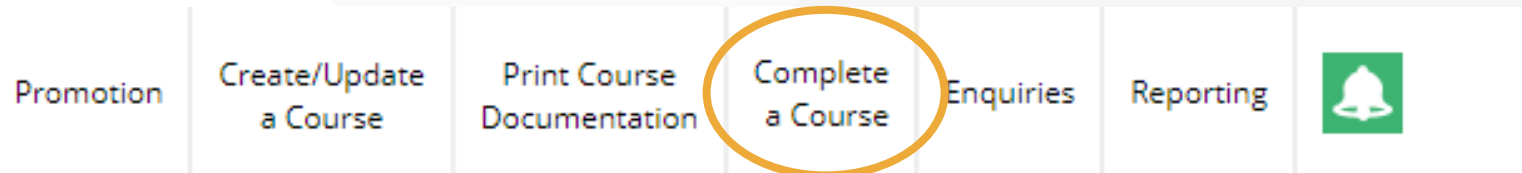
A box will appear asking if you want to print your course documents.



You do not need to print these documents off – please use the documents that were sent to you when you purchased the course.

Following the driver's completion of the e-learning, please upload within 3 working days.

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



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

<div> Cancel Course Enter Results (circled in orange) Submit Course </div>				
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

1. The course will be the same as pre-registered.

### Course

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

Change Course

Add Day	Break 1			Break 2		Break 3		
	Start Time	Start Time	End Time	Start Time	End Time	Start Time	End Time	
14-Jul-2021								Remove

Instructor 1 \*

Instructor 2

Instructor 3

Additional Information

2. The timings will need to be recorded from the efront system.


3. Choose the 'e-learning' instructor from the drop-down menu.

4. Enter any information that the DCPC team might need to be aware of

5. 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.

### 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](#)

6. 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.

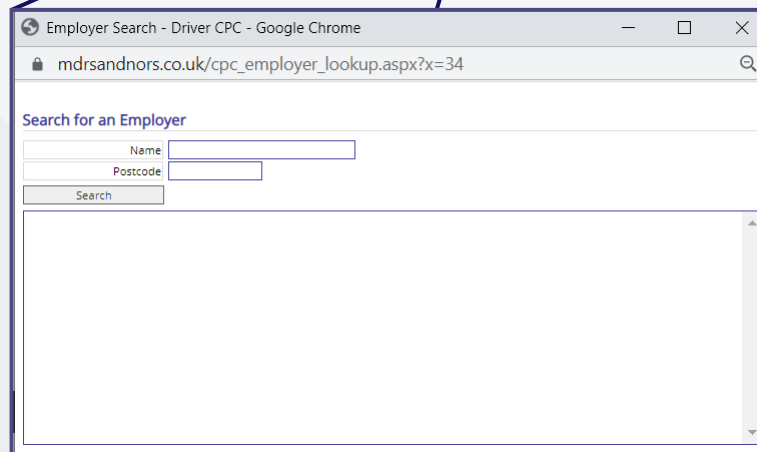
Update Contact Details

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'



The information on this page should all be found on the Course Paperwork

### 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

1. Select the Driver ID that was checked prior to the course.

### 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. Complete the feedback score received from the driver

4. This box should be ticked to confirm that the driver has had the fair processing notice explained to them.  
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.

# Reporting on E-Front

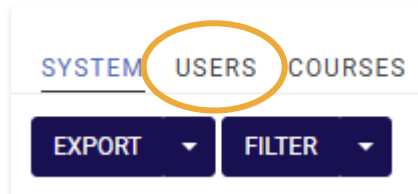
After the driver has completed the e-learning, you will be able to login to the eFront portal and run a report on how long a driver has completed on a course.

1. Click on Reports



Reports

2. Click on Users



3. Click on the name of the driver (Filter can be used)
4. You will then be able to see if they have completed the course, the date the course was completed and the time they have taken to complete

## **How many hours of e-learning can a driver complete?**

A driver must not exceed 12 hours of e-Learning as part of their 35 hours.

## **How can we verify the identity of the driver, prove they have participated and evidence of this for auditing purposes**

The e-Front e-learning portal will use a two-factor authenticator anytime a driver logs into the system. It will send over a verification code to their personal email address, and they will need to enter a unique code before they can login to the e-learning material.

## **How are start/ finish times monitored to ensure the driver has completed enough hours?**

All training times are monitored on the e-learning platform (e-Front). This will be verified by you before upload and by RTITB before upload to DVSA. RTITB will also check that the correct hours have been completed before uploading to DVSA.

## **Can the driver leave the e-learning platform and re-enter from the point they left off?**

Yes, the driver's progress will be saved when they leave the platform, so they will be able to pick up where they left off

## **How do we avoid drivers running through the material quickly?**

Throughout the material the drivers will have to complete knowledge checks, various exercises and watch videos before they can move onto the next section. The material will remain locked until they have completed the section.

If you have any further questions, please contact the CPC Customer Support team on 01952 520211 or [masterdrivercpc@rtitb.com](mailto:masterdrivercpc@rtitb.com)