

RTITB Training Mate - Step-by-Step Guide to Course Administration

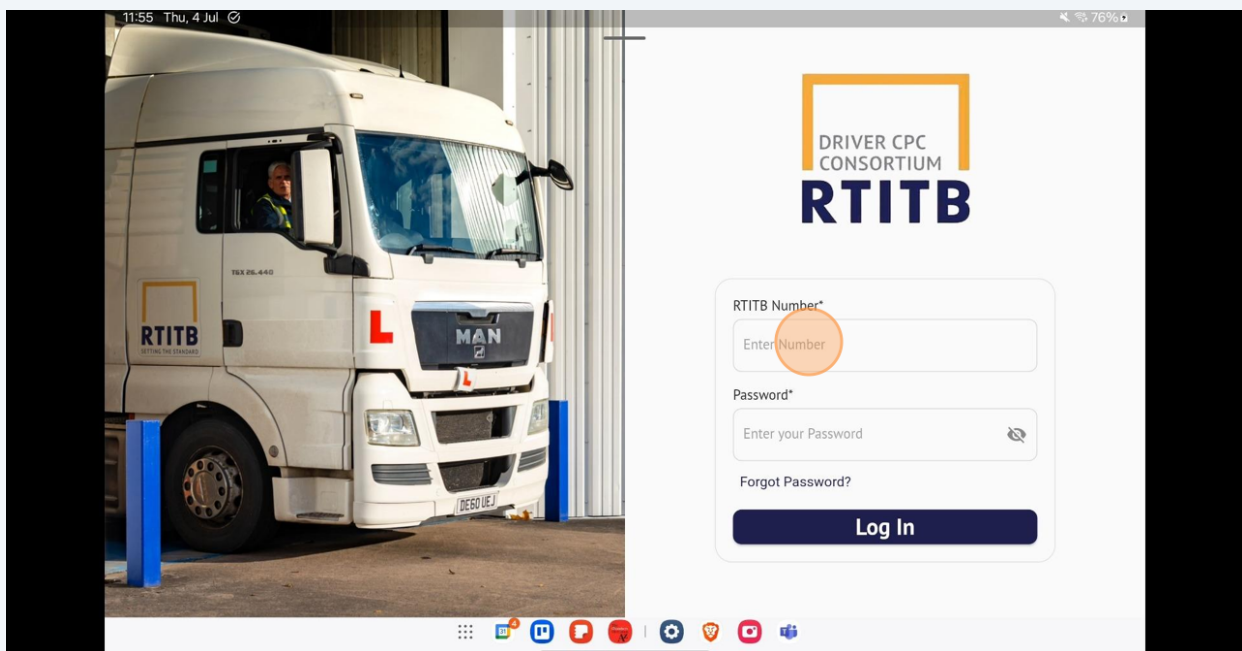
Please note that the Training Mate App cannot be used for Remote courses

1

Your device must be connected to the internet at all times in order for Training Mate to function correctly.

2

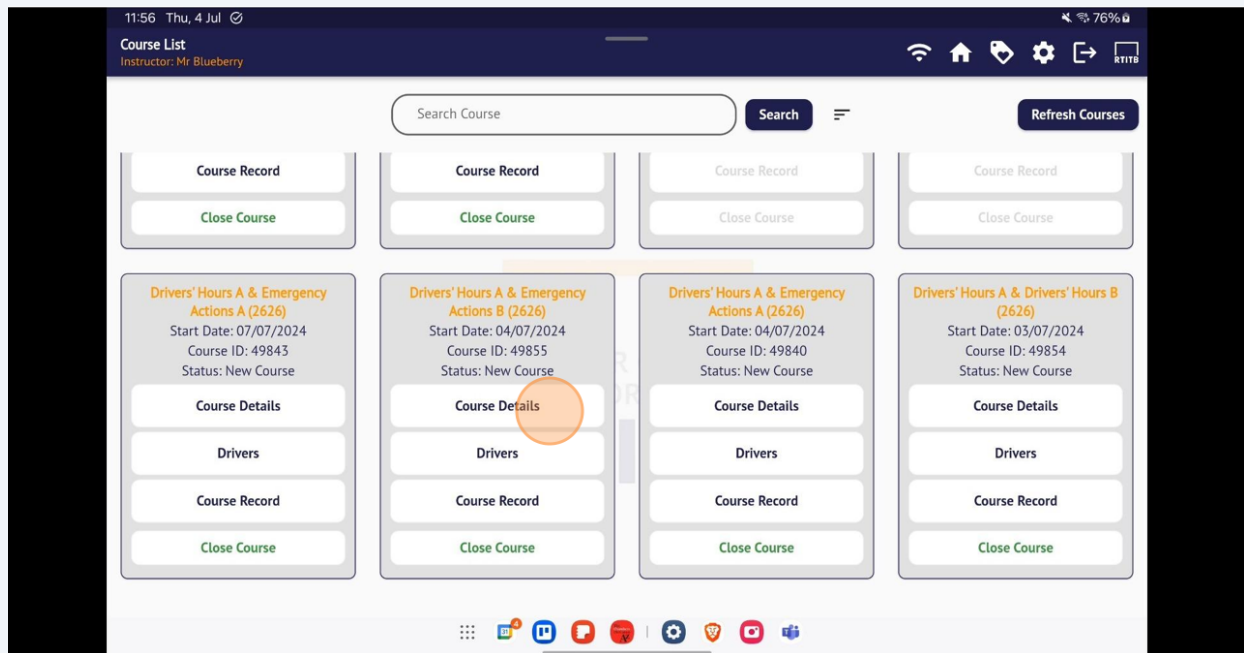
Log in to the app using the credentials provided.



3

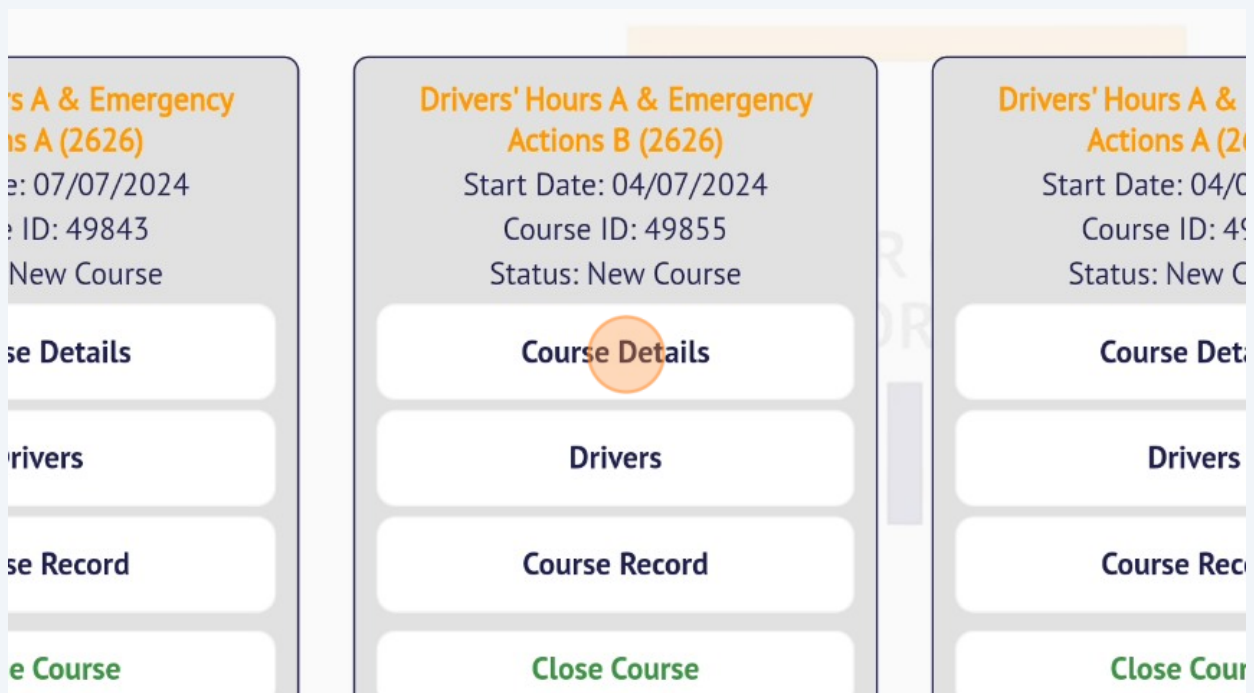
On the course screen (home screen), you'll see all courses that have been pre-registered to your site via the MyRTITB portal.

Search for your course ID using the 'Search Course' tool at the top of the screen.



4

Click on **Course Details**.



5

Click **Edit** to make changes to the course information. For example, you **will need** to complete the Venue Checklist each time you run a course off-site. This is optional for in-centre courses.

11:57 Thu, 4 Jul

Course Details
Instructor: Mr Blueberry

Course Details

Edit

Course ID	49855
CRS Number	CRS11715/223
Course Title	Drivers' Hours A & Emergency Actions B
Instructor 1	Hulk Hogan
Instructor 2	
Training Venue Address	105 Pear Lane Happyville
Training Venue Postcode	TE6 2TT
Venue Checklist	Complete in App
Practical Module	<input type="checkbox"/>

6

The venue checklist can be completed either as a paper form (photo) upload or via a screen on the app. In this example, we'll complete it via the app.

11:57 Thu, 4 Jul

Course Details
Instructor: Mr Blueberry

Course Title	Drivers' Hours A & Emergency Actions B
Instructor 1	Hulk Hogan
Instructor 2	
Training Venue Address	105 Pear Lane Happyville
Training Venue Postcode	TE6 2TT
Venue Checklist	Take Photo Complete in App
Practical Module	<input type="checkbox"/>
Vehicle Registration (Optional)	Enter
Vehicle Class (Optional)	Enter
Assessments	<input type="checkbox"/>

7

Work your way down the checklist and confirm/reject each item. Use the comments box for additional justification if you answer 'No' to any of the items.

11:58 Thu, 4 Jul 76%

Venue/Facilities Checklist
Instructor: Mr Blueberry

General Requirements

Description	Answer		Comments
1. Insurance (displayed/available)	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="text"/>
2. HASAWA Abstract (displayed)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="text"/>
3. Health & Safety Policy (available)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="text"/>
4. Safe Systems of Operations (available)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="text"/>
5. Emergency Evacuation (displayed)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="text"/>
6. Fire Exits (marked & identified)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="text"/>
7. First Aid & Emergency Notice (displayed)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="text"/>
8. First Aiders' Names (displayed)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="text"/>

8

Click **Save** to complete the checklist.

	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="text"/>
	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="text"/>
lucive to learning	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="text"/>
satisfactorily	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="text"/>

Save

31 4

Calendar, Messages, App Store, Settings, Game Center, Photos, App Store

9

Tick the 'Assessments' check box if theory assessments will be used during this course. This will make assessment score entry possible for each candidate.

11:58 Thu, 4 Jul 76%

Course Details
Instructor: Mr Blueberry

Course Title Drivers' Hours A & Emergency Actions B

Instructor 1 Hulk Hogan

Instructor 2

Training Venue Address 105 Pear Lane Happyville

Training Venue Postcode TE6 2TT

Venue Checklist [Take Photo](#) [View Checklist](#)

Practical Module ☐

Vehicle Registration (Optional) Enter [Edit](#)

Vehicle Class (Optional) Enter [Edit](#)

Assessments ☐

[Home](#) [Settings](#) [RTITB](#)

10

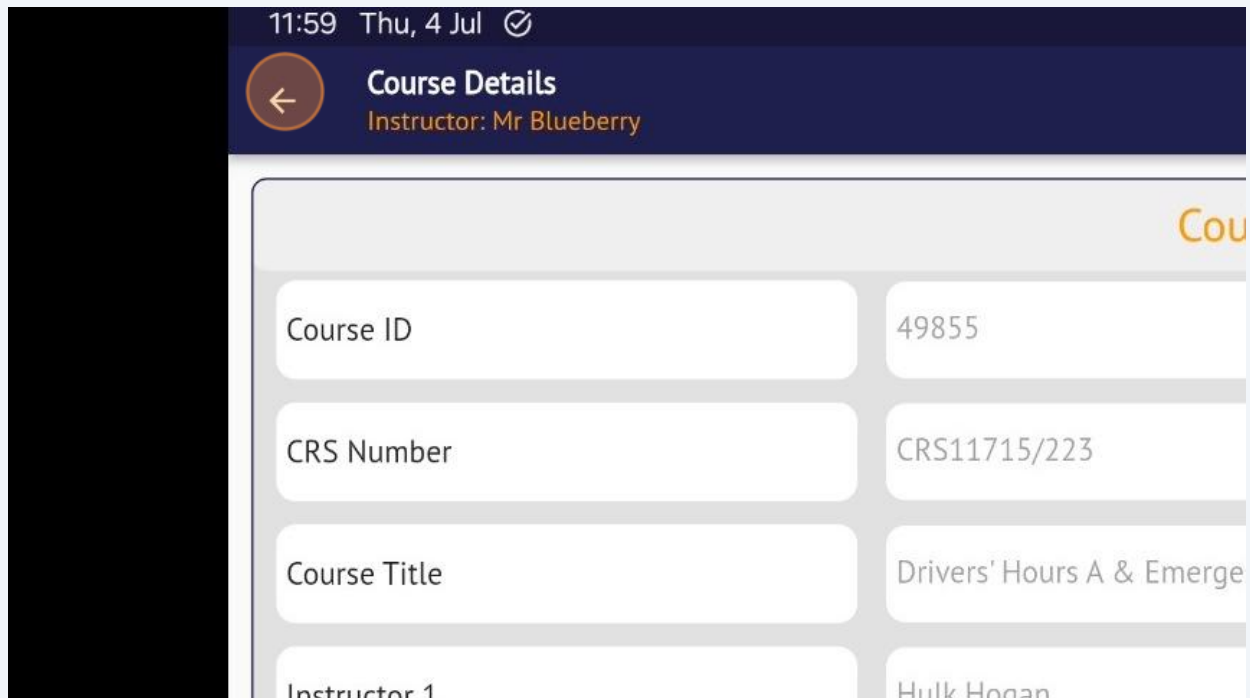
Click **Save** at the top of the screen.

76%

[Home](#) [Settings](#) [RTITB](#)

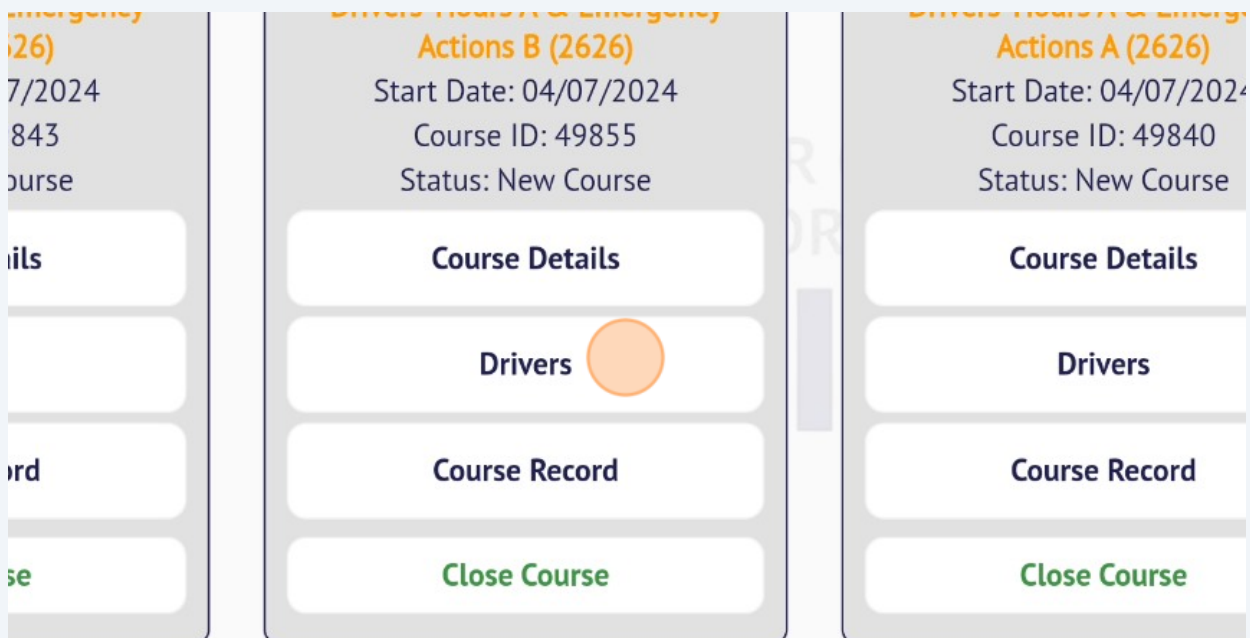
[Save](#)

- 11 Click the 'Back' arrow to return to the course list screen.



Course ID	49855
CRS Number	CRS11715/223
Course Title	Drivers' Hours A & Emerge
Instructor 1	Hulk Hogan

- 12 Next, review or add driver information.

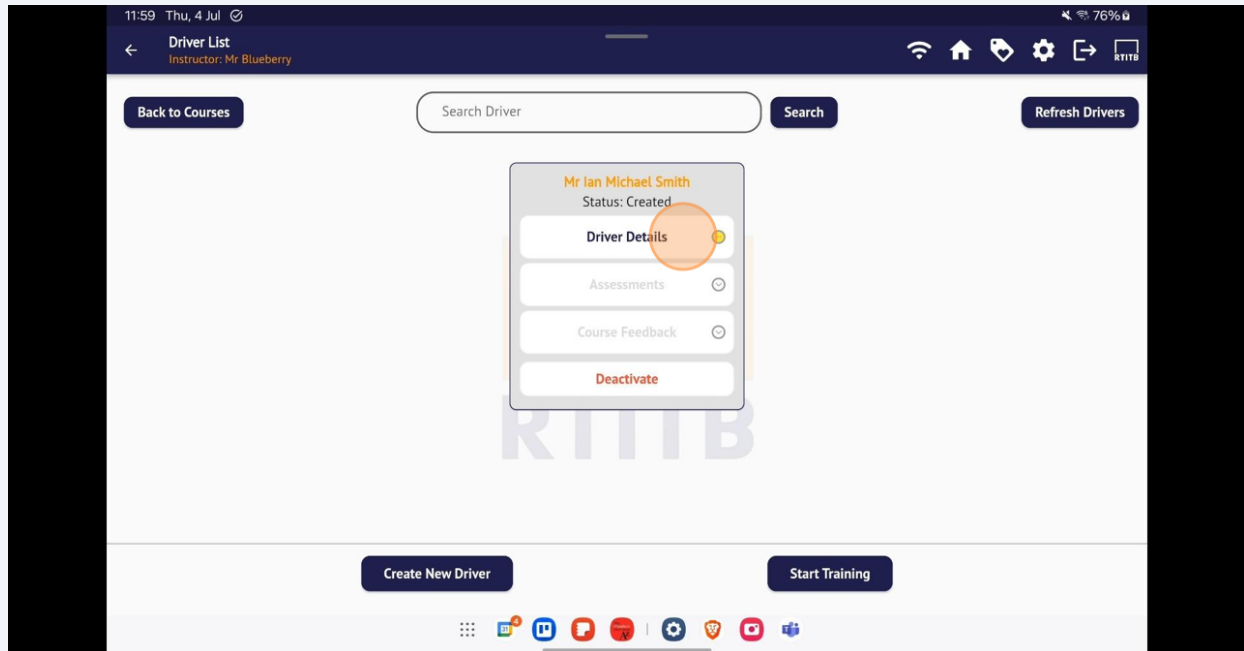


Course Details	Actions B (2626)
Drivers	Start Date: 04/07/2024
Course Record	Course ID: 49855
Close Course	Status: New Course

13

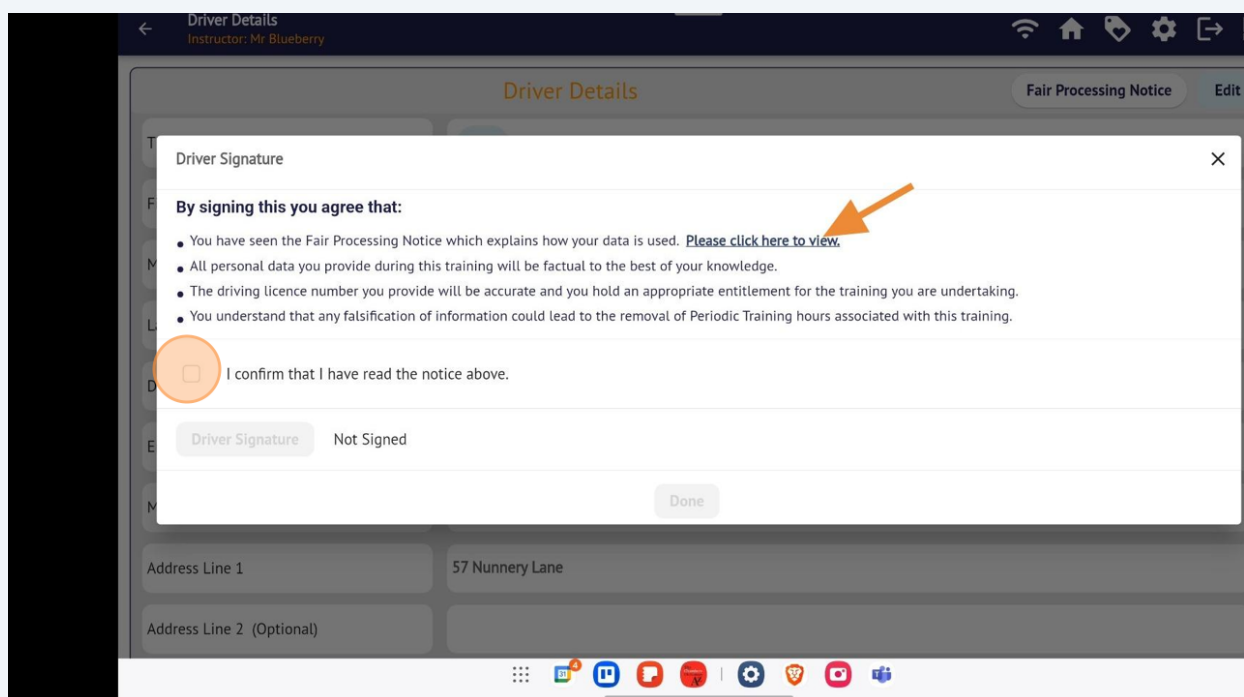
This screen shows all the drivers added to your course. Any drivers added via the MyRTITB portal will be shown here. To add a new driver, click **Create New Driver** (note: you will need a valid licence number to add a new driver).

Click on **Driver Details** to review a driver and to add their acceptance of the fair processing notice.

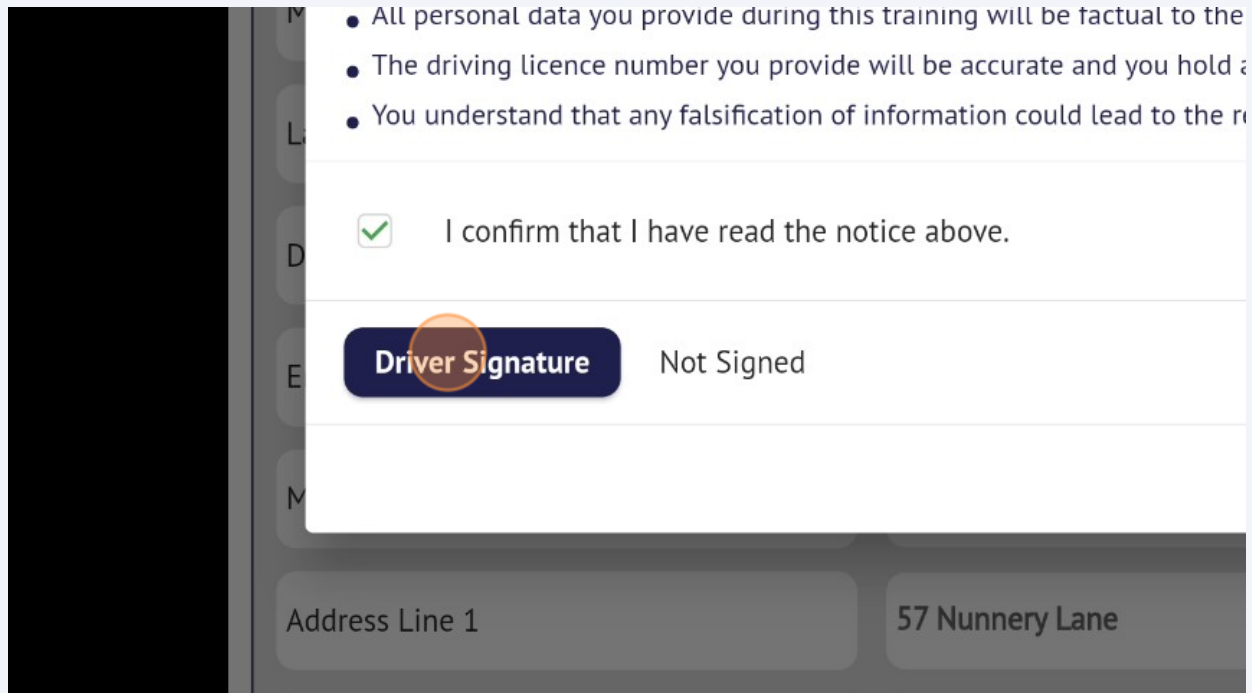


14

Pass the driver the tablet and ask them to review the notice (they should tap the link to view the notice), tick the confirmation check box.



15 The driver should then press the **Driver Signature** button.



The screenshot shows a mobile application interface for driver training. On the left is a dark sidebar with menu items. The main area displays a list of items: 'M', 'L', 'D', 'E', and 'M'. A modal window is open over the 'D' item, containing the following text:

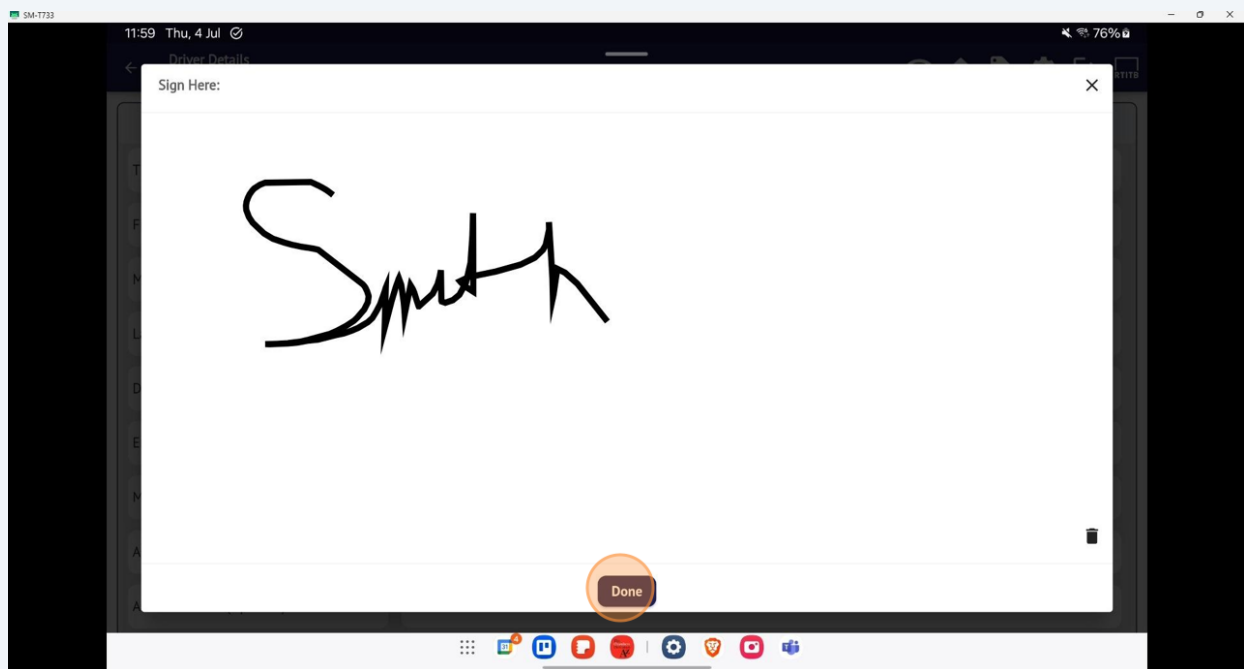
- All personal data you provide during this training will be factual to the
- The driving licence number you provide will be accurate and you hold a
- You understand that any falsification of information could lead to the re

Below the list is a checkbox with a green checkmark and the text: "I confirm that I have read the notice above."

At the bottom of the modal are two buttons: "Driver Signature" (highlighted with an orange circle) and "Not Signed".

Below the modal, two input fields are visible: "Address Line 1" and "57 Nunnery Lane".

16 Ask the driver to sign in the space provided and then click the **Done** button.



The screenshot shows a mobile application interface for driver training. At the top, the status bar shows "11:59 Thu, 4 Jul" and "76%". The app header shows "Driver Details" and a back arrow. The main area is a "Sign Here:" window with a large white space for a signature. A handwritten signature "Smith" is visible. At the bottom of the signature window is a "Done" button (highlighted with an orange circle). The bottom of the screen shows a dock with various app icons.

17 Click **Done**.

The screenshot shows a mobile app interface with a modal titled "Driver Signature". The modal contains a "Fair Processing Notice" section with a list of terms and conditions. Below the notice is a checkbox labeled "I confirm that I have read the notice above." which is checked. At the bottom of the modal is a "Driver Signature" button and a "Done" button. The "Done" button is highlighted with an orange circle. The background shows the "Driver Details" form with fields for Address Line 1 (57 Nunnery Lane) and Address Line 2 (Optional).

Driver Details

Fair Processing Notice

Edit

Driver Signature

By signing this you agree that:

- You have seen the Fair Processing Notice which explains how your data is used. [Please click here to view.](#)
- All personal data you provide during this training will be factual to the best of your knowledge.
- The driving licence number you provide will be accurate and 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.

☒ I confirm that I have read the notice above.

Driver Signature

Done

Address Line 1 57 Nunnery Lane

Address Line 2 (Optional)

18 You can now review the driver's information. Click **Edit** to make changes.

The screenshot shows the "Driver Details" form in the app. The form is titled "Driver Details" and has a "Fair Processing Notice" button and an "Edit" button. The "Edit" button is highlighted with an orange circle. The form contains the following fields:

Driver Details	
Title	Mr
First Name	Ian
Middle Name (Optional)	Michael
Last Name	Smith
Date of Birth	22/03/1958
Email	
Mobile	07987654213
Address Line 1	57 Nunnery Lane
Address Line 2 (Optional)	

The "Edit" button is highlighted with an orange circle.

19

The pencil icon indicates a field where text can be changed, for example the mobile phone number.

The screenshot shows a mobile application interface for 'Driver Details'. The top status bar displays '12:00 Thu, 4 Jul' and '76%' battery. The app header includes a back arrow, 'Driver Details', 'Instructor: Mr Blueberry', and navigation icons. The form contains the following fields:

Driver Details		Fair Processing Notice	Save
Title	Mr		
First Name	Ian		
Middle Name (Optional)	Michael		
Last Name	Smith		
Date of Birth	22/03/1958		
Email			
Mobile	07987654213		
Address Line 1	57 Nunnery Lane		
Address Line 2 (Optional)	Enter		

An orange circle highlights the pencil icon on the right side of the Mobile field.

20

Click in the text box to edit the entry.

This is a close-up view of the 'Driver Details' form, focusing on the lower half. The fields shown are:

	22/03/1958	
	07987654213	
	57 Nunnery Lane	
optional)	Enter	

An orange circle is placed over the Mobile field (07987654213) to indicate where to click for editing.

21 Press **Save** to save changes.

The screenshot shows a mobile application interface for 'Driver Details'. At the top, there's a status bar with the time '12:00', date 'Thu, 4 Jul', and battery level '76%'. Below the status bar is a dark blue header with a back arrow, the title 'Driver Details', and the subtitle 'Instructor: Mr Blueberry'. To the right of the header are icons for Wi-Fi, home, a shield, settings, and a 'RTTB' button. The main content area is a light gray form titled 'Driver Details' in orange. It contains several input fields: 'Title' (dropdown menu with 'Mr' selected), 'First Name' (text field with 'Ian'), 'Middle Name (Optional)' (text field with 'Michael'), 'Last Name' (text field with 'Smith'), 'Date of Birth' (text field with '22/03/1958' and a calendar icon), 'Email' (text field), 'Mobile' (text field with '07987654213'), 'Address Line 1' (text field with '57 Nunnery Lane'), and 'Address Line 2 (Optional)' (text field with 'Enter'). Each text field has a blue pencil icon to its right. In the top right corner of the form, there are two buttons: 'Fair Processing Notice' and 'Save'. The 'Save' button is highlighted with an orange circle. At the bottom of the screen is a dock with various app icons.

22 If anything is missing, you'll see a validation error message. Press **OK** and review the details to see what's missing . . .

The screenshot shows the same 'Driver Details' form as in the previous image, but with a validation error message overlay. The message is in a white box with rounded corners and a dark blue shadow. It contains the text 'There are errors on the form below. Please find and resolve.' and an 'Ok' button. The background form is dimmed. The 'Ok' button is a dark blue circle with the text 'Ok' in white.

23

... you'll see a red error message next to the item that is missing. In this case, the ID check has not been completed.

Note: the ID check is mandatory.

The screenshot shows the 'Driver Details' form for 'Instructor: Mr Blueberry'. The 'Licence Details' section contains the following fields:

- Country: United Kingdom
- Driving Licence Number: SMITH503228IM8MV
- Driving Licence Country: United Kingdom
- Licence is Northern Ireland: ☐
- Category of Licence: Select (with a 'CE' tag)
- Licence held prior to 10/09/2009: ☒
- ID Check: Select (with a red error message: 'ID Check is required')
- Image: Add Image
- Additional Information: Enter

24

Open the drop-down menu to select the ID that you have used to confirm the driver's identity.

The screenshot shows the 'Driver Details' form with the 'ID Check' dropdown menu open. The menu options are:

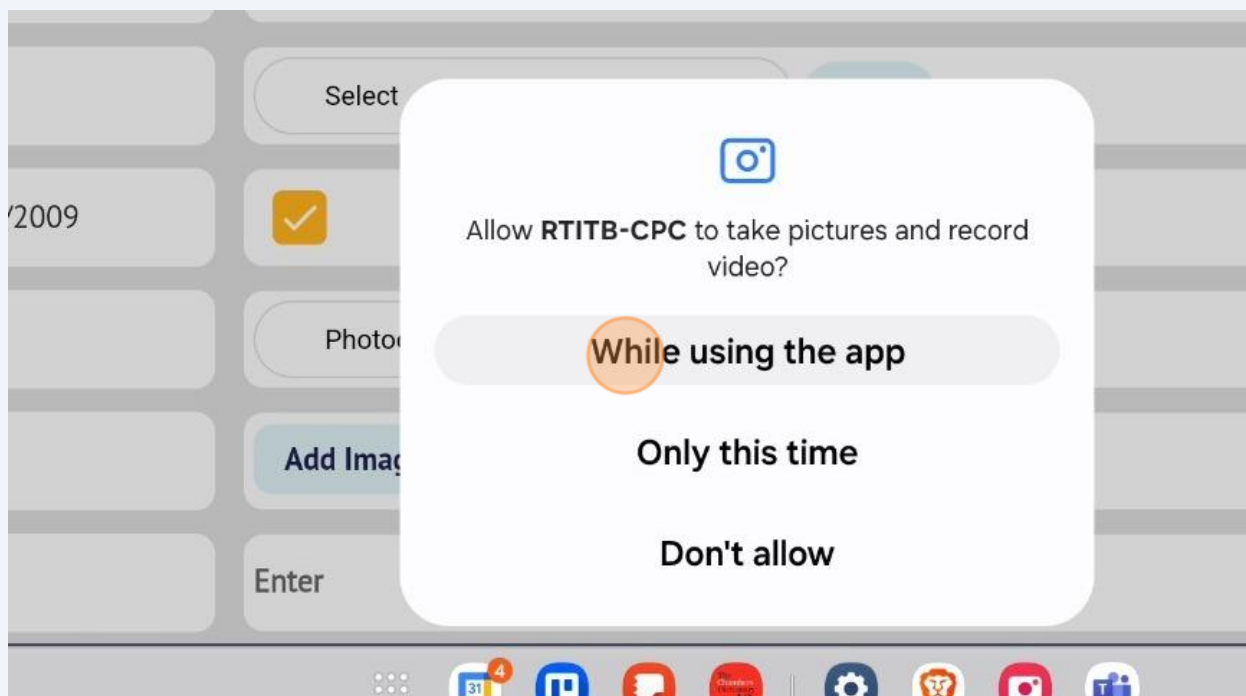
- Valid passport and evidence of driving licence number
- Photocard driving licence
- Digital Tachograph card
- DQC

The 'ID Check is required' error message is still visible next to the dropdown.

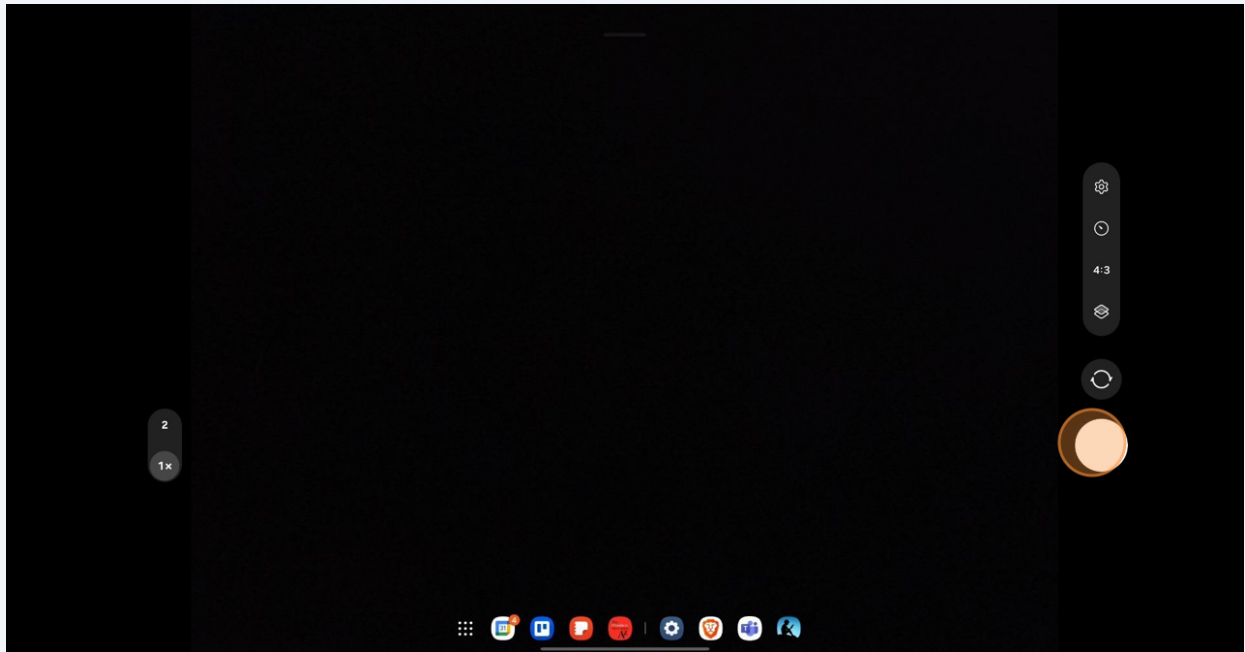
- 25 An optional photo of the ID can be added by pressing **Add Image**.

The screenshot shows the RTITB-CPC app interface. On the left, there are input fields for 'Licence', 'Id prior to 10/09/2009', and 'Information'. On the right, there is a 'Select' dropdown menu, a 'CE' button with a close icon, a yellow checkmark icon, a 'Photocard driving licence' dropdown menu, and an 'Add Image' button. The 'Add Image' button is highlighted with an orange circle. At the bottom, there is an 'Enter' button and a dock with various app icons.

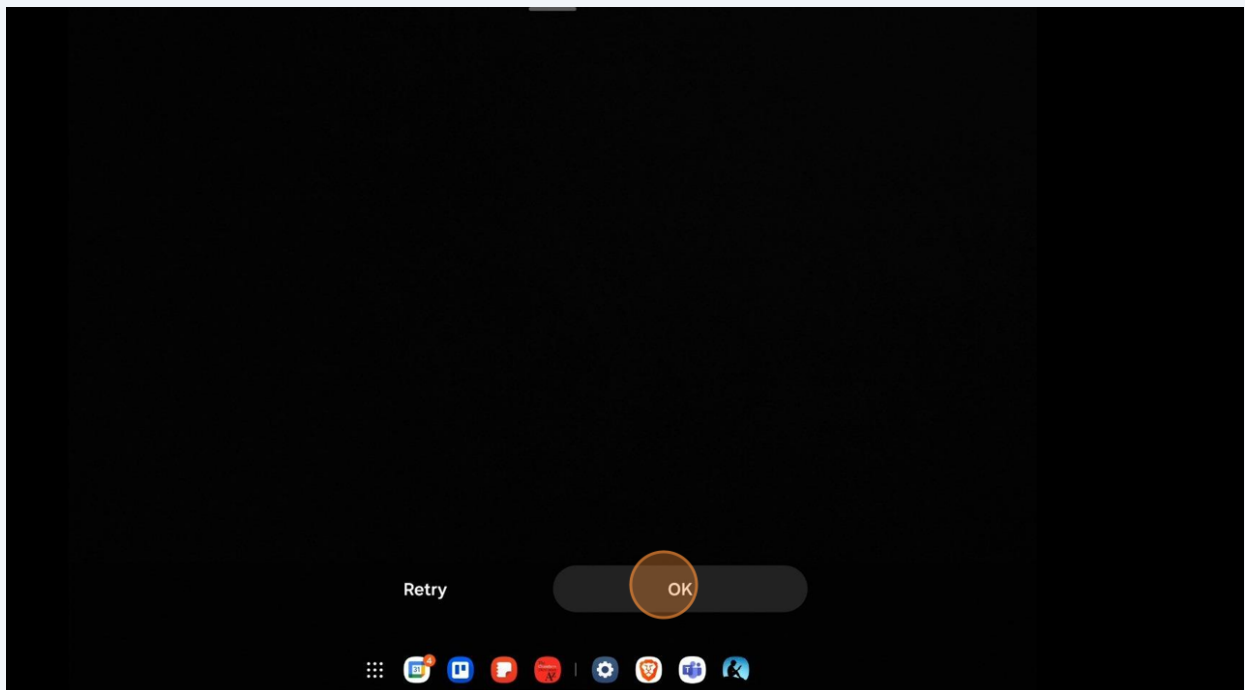
- 26 Confirm the tablet permission request if you haven't used the camera since installing the app (this will not appear every time).



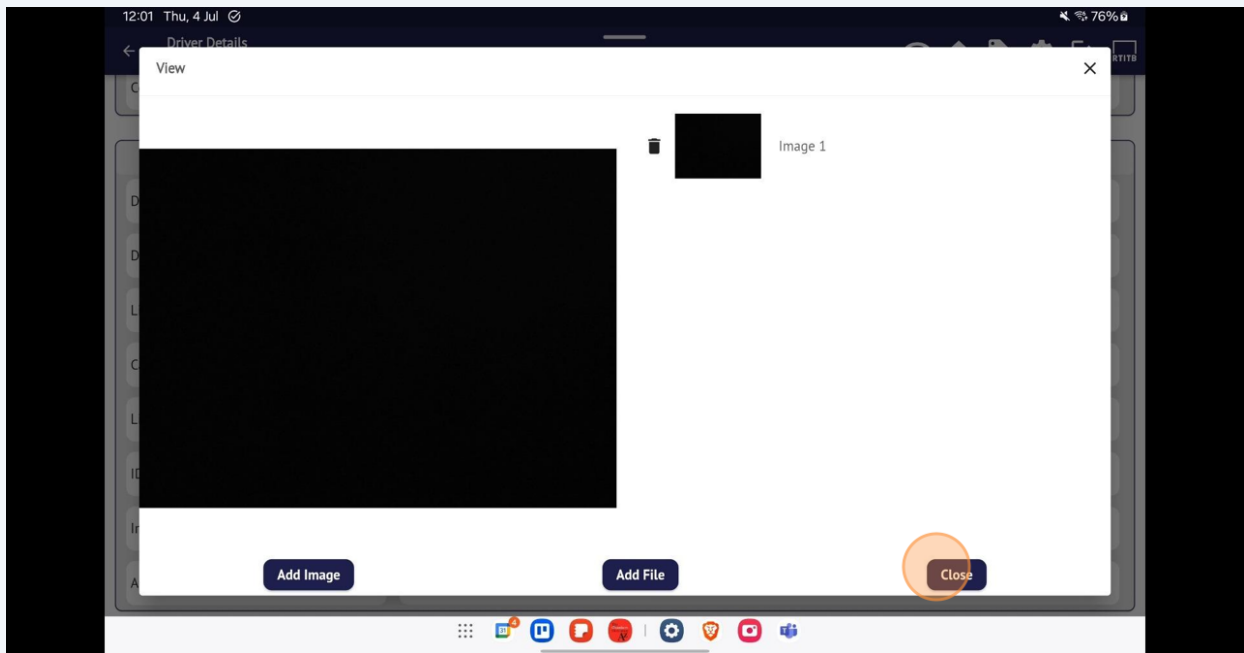
27 Take the photo . . .



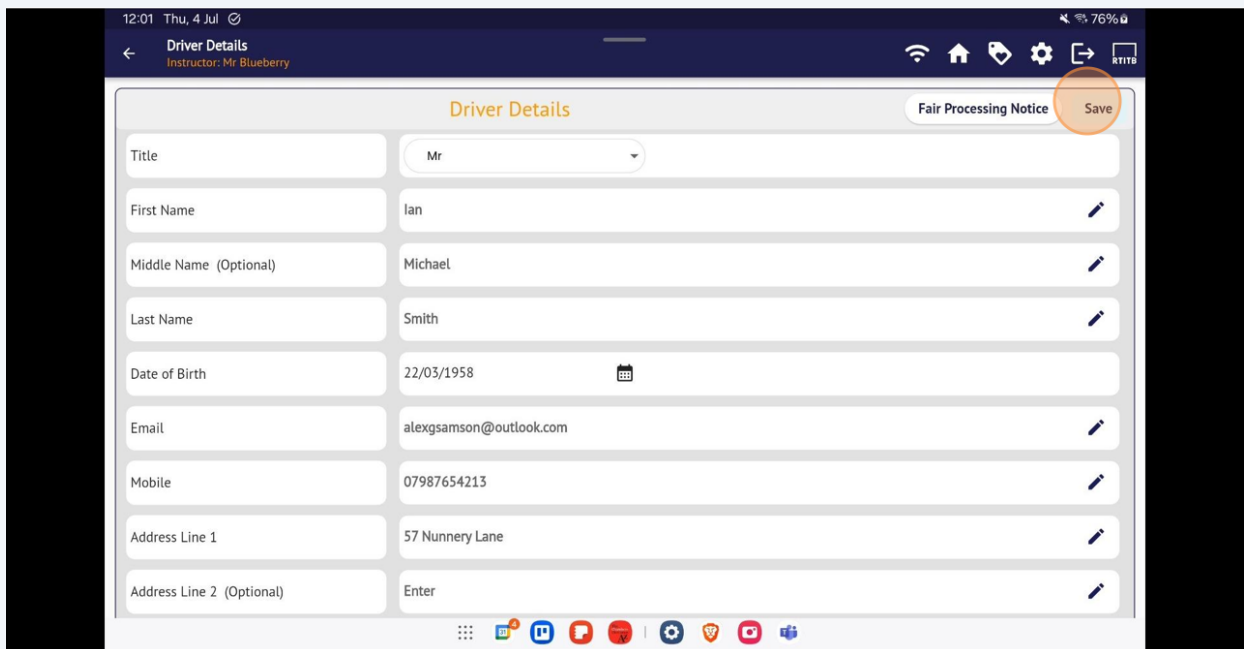
28 . . . and press **OK**.



29 Press **Close** to save the photo to the record.



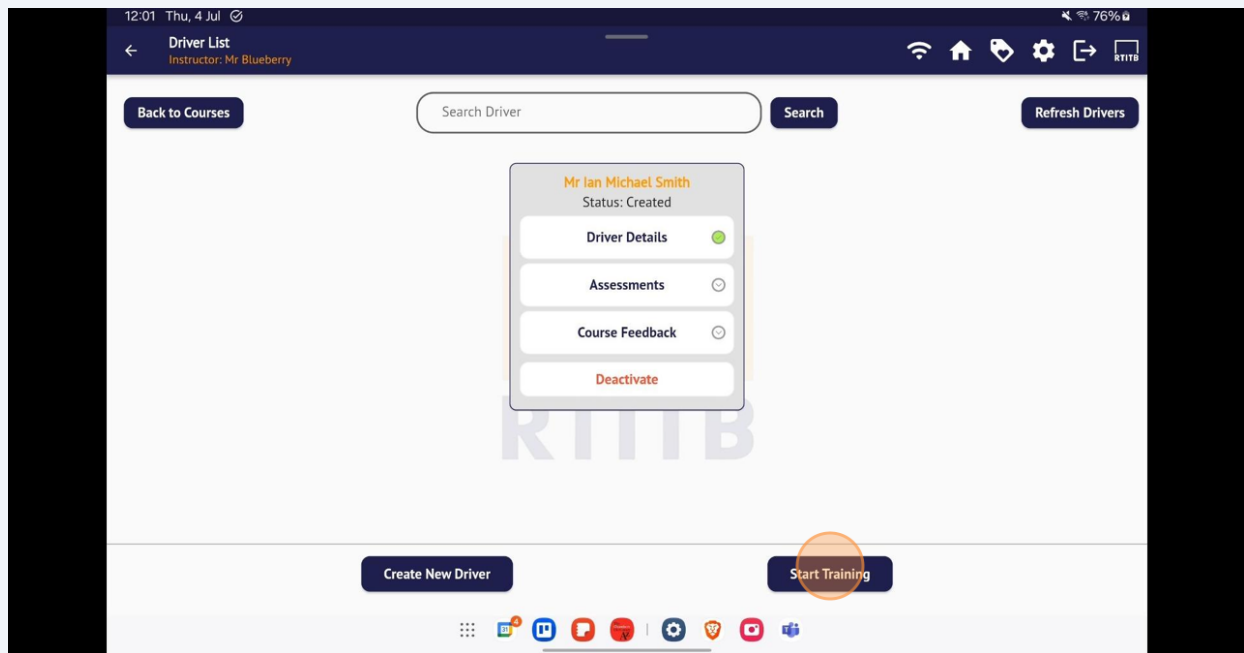
30 Press **Save** to update the driver's information. **If you do not press Save, any data entered will be lost.**



31

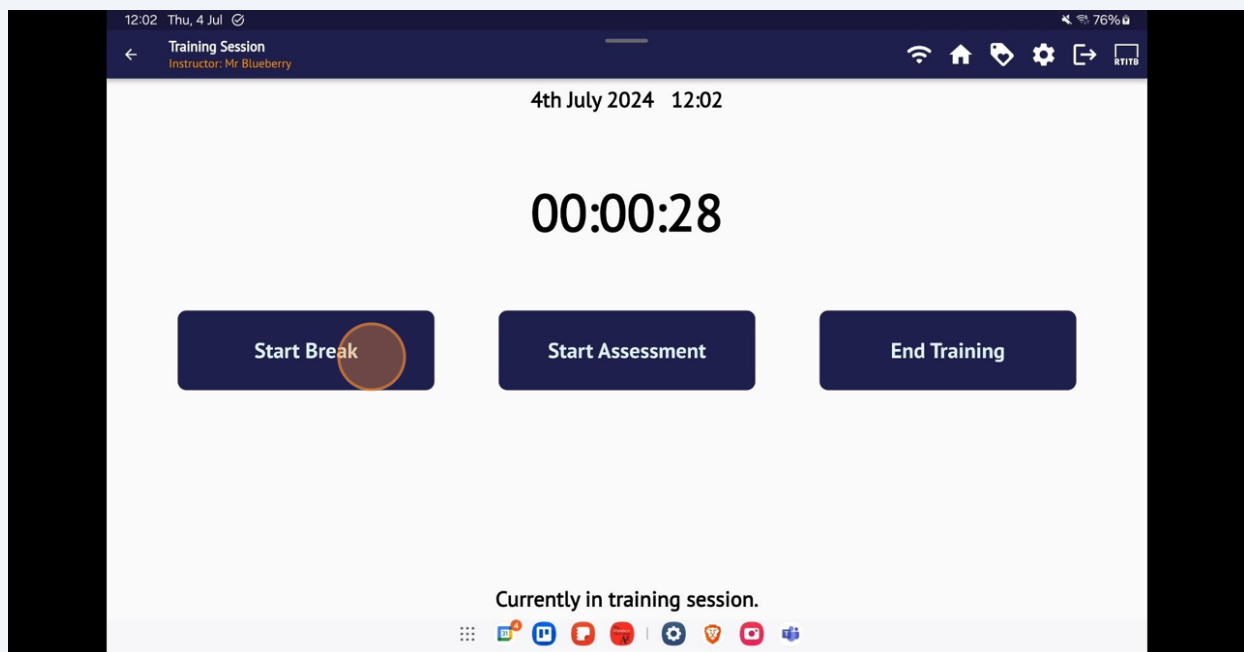
Once all driver administration is complete, you're ready to start training.

Press **Start Training** to begin the course timer.



32

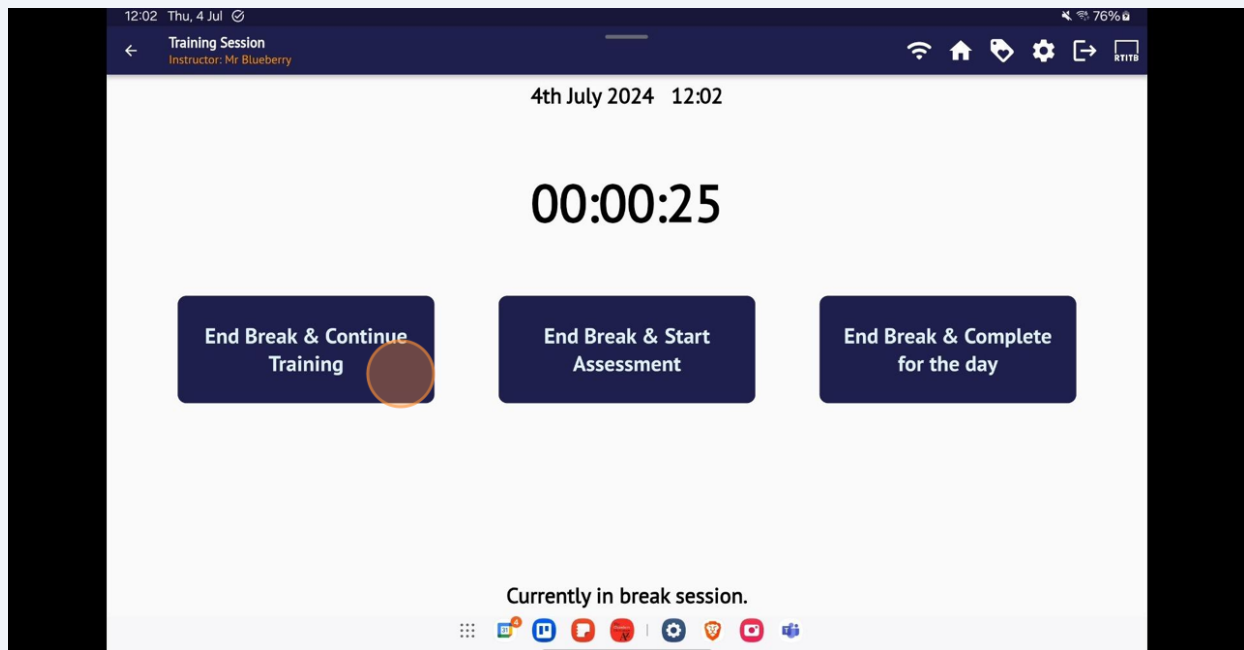
The course timer will run in the background. Pause the clock when you take a break by pressing **Start Break**.



33

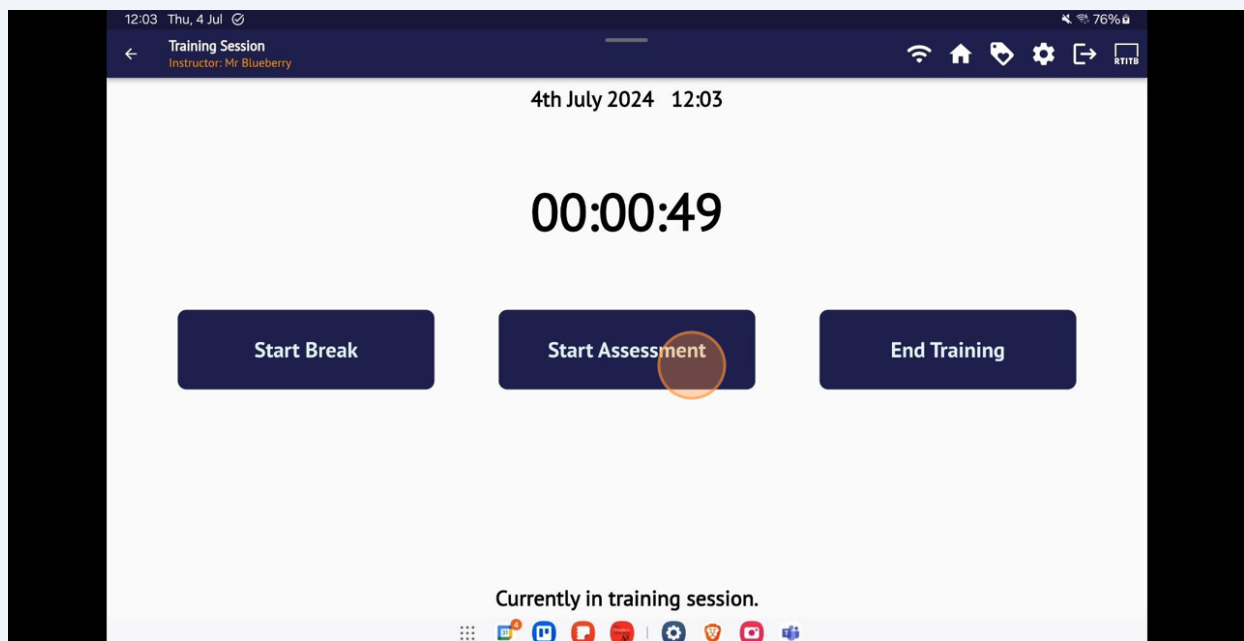
The app will time the break.

When you are ready to resume training after your break, press **End Break & Continue Training**.



34

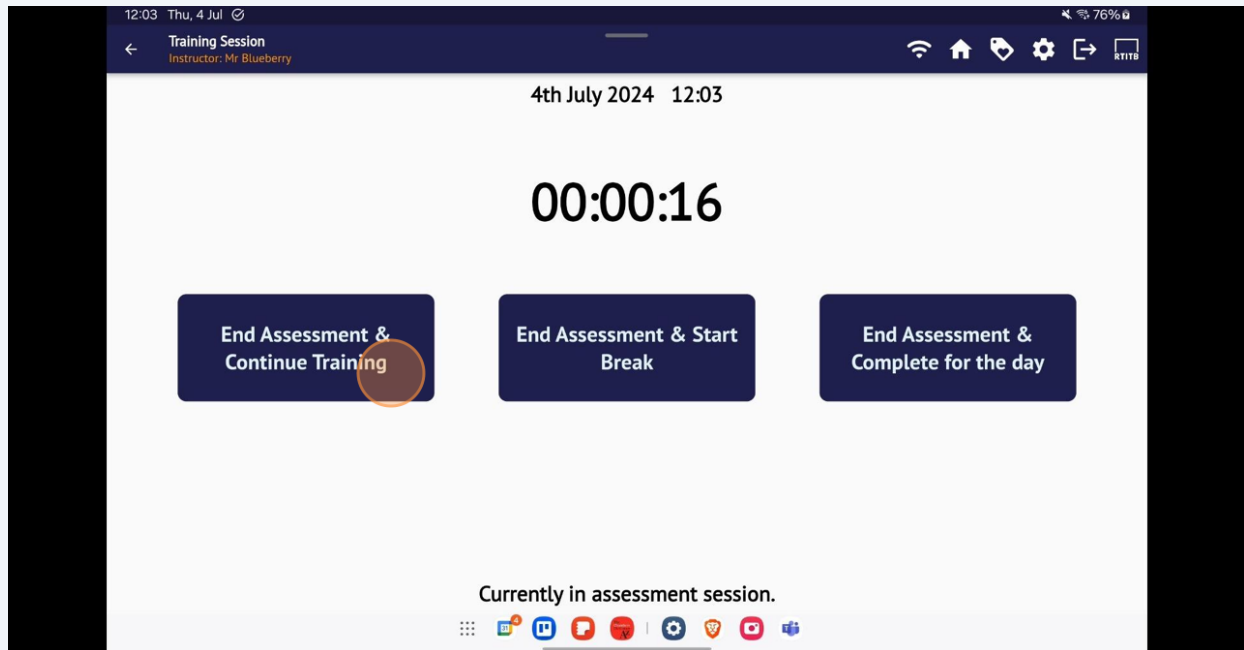
In this example, the instructor is delivering two 3.5 hour modules. To pause training and deliver the assessment for module 1, press **Start Assessment**. This will record the assessment outside of the instructional time.



35

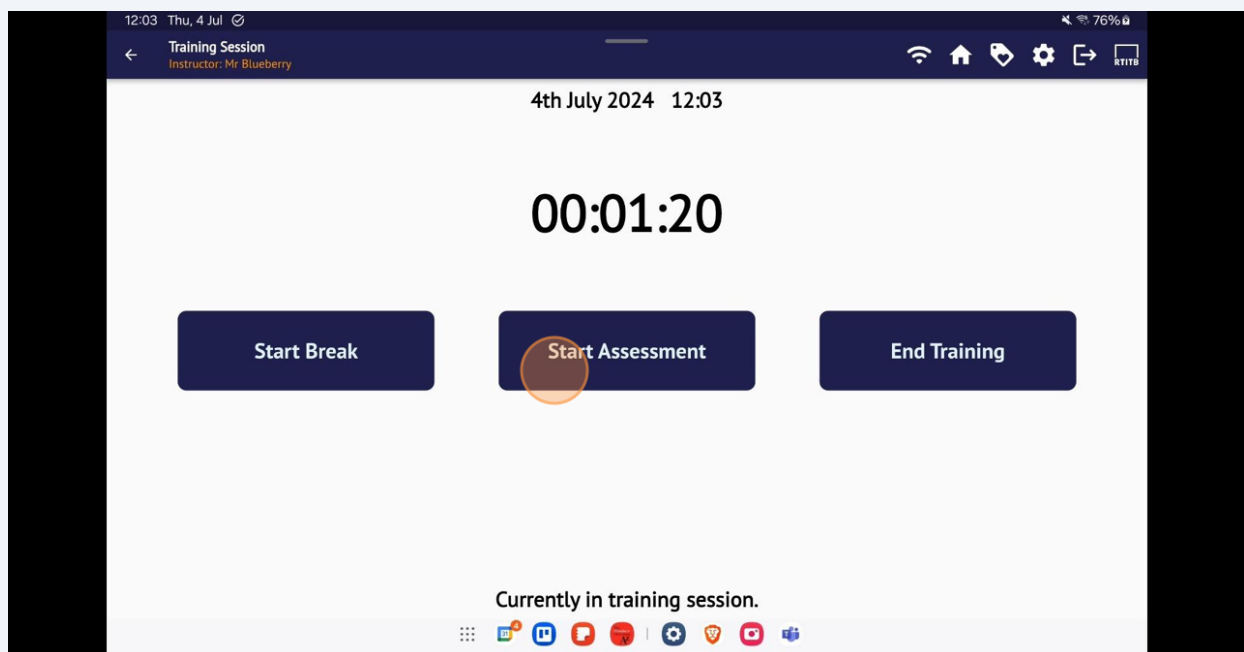
When the assessment is complete, either press **End Assessment & Continue Training** to begin the second module with taking a break first, or press **End Assessment & Start Break** if you are taking a break before starting the next module.

In this example, the instructor is continuing with the second module without taking a break.



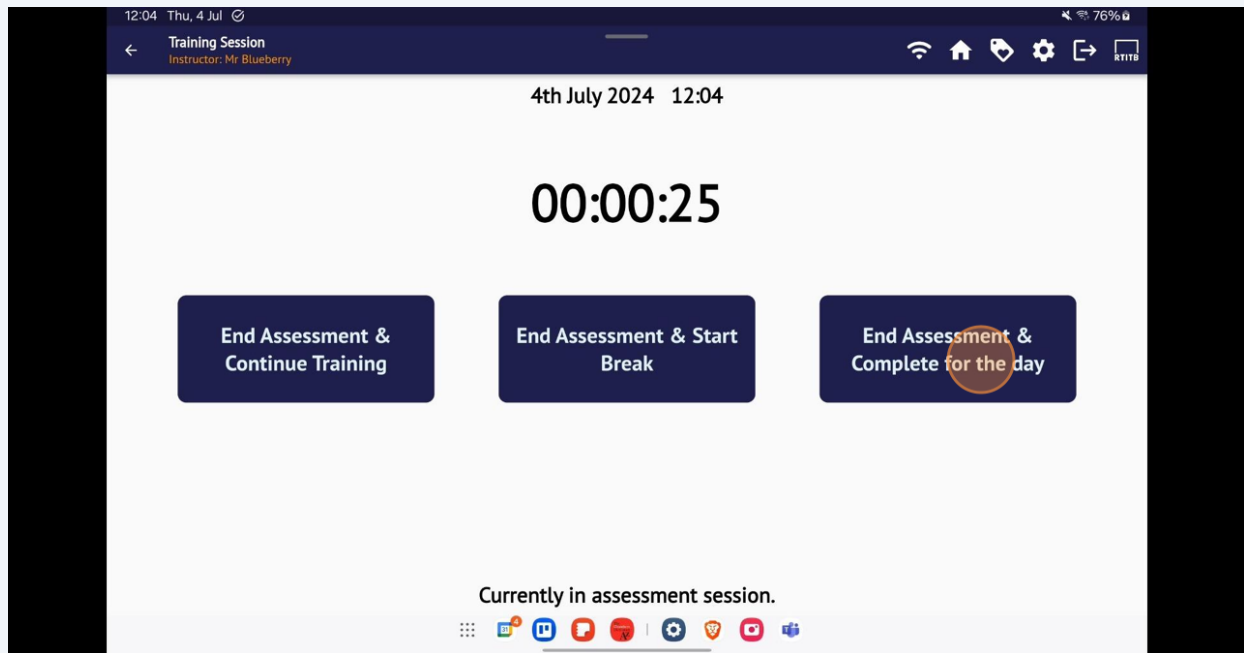
36

Again, to run the assessment at the end of the second module, press **Start Assessment** to stop the course delivery timer and start the assessment timer.



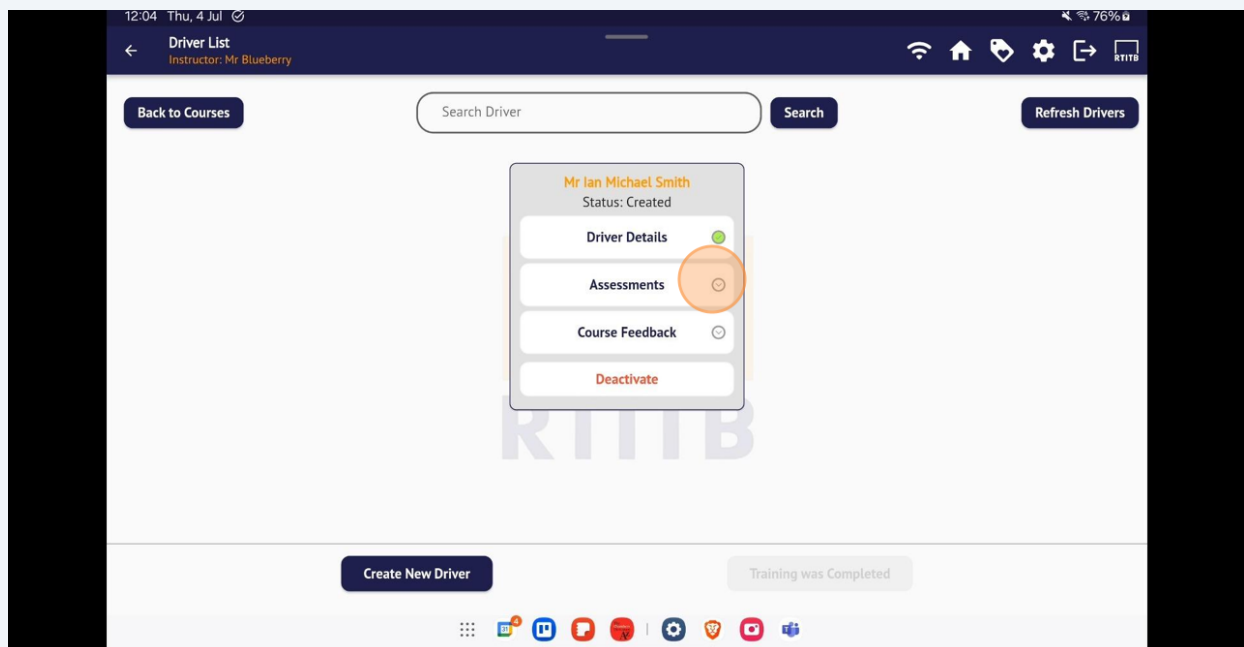
37

When the second assessment is complete, press **End Assessment & Complete for the Day**.



38

Next, record your assessment results for each driver - note: you will only see this option if Assessments were enabled for the course.



39

For each assessment, click on the question numbers that the driver answered correctly. The app will total the points scored in each test.

If retests were required, record the highest score and enter the number of retests taken in the space provided.

If the driver did not take the assessment, tick the **Assessments Not Taken** check box at the top of the screen.

Assessments Taken

Assessments Not Taken ☐

Assessments

LGV16 Drivers' Hours A Module

Answers: 1 2 3 4 5 6 7 8 9 10

LGV16 Drivers' Hours A Total Marks: 4

LGV16 Drivers' Hours A Retests: 0

LGV16 Emergency Actions B Module

Answers: 1 2 3 4 5 6 7 8 9 10

LGV16 Emergency Actions B Total Marks: 0

LGV16 Emergency Actions B Retests: 0

Save

40

Press the **Save** button to complete the assessment record.

Assessments Taken

Assessments Not Taken ☐

Assessments

LGV16 Drivers' Hours A Module

Answers: 1 2 3 4 5 6 7 8 9 10

LGV16 Drivers' Hours A Total Marks: 6

LGV16 Drivers' Hours A Retests: 0

LGV16 Emergency Actions B Module

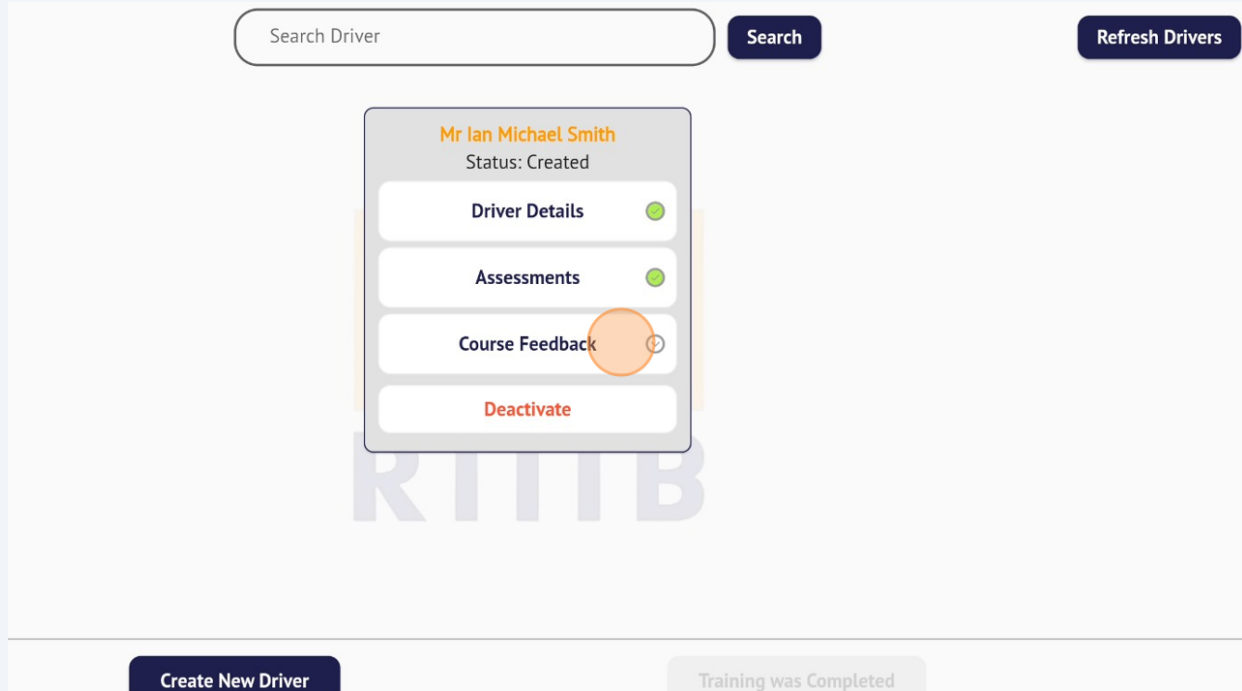
Answers: 1 2 3 4 5 6 7 8 9 10

LGV16 Emergency Actions B Total Marks: 9

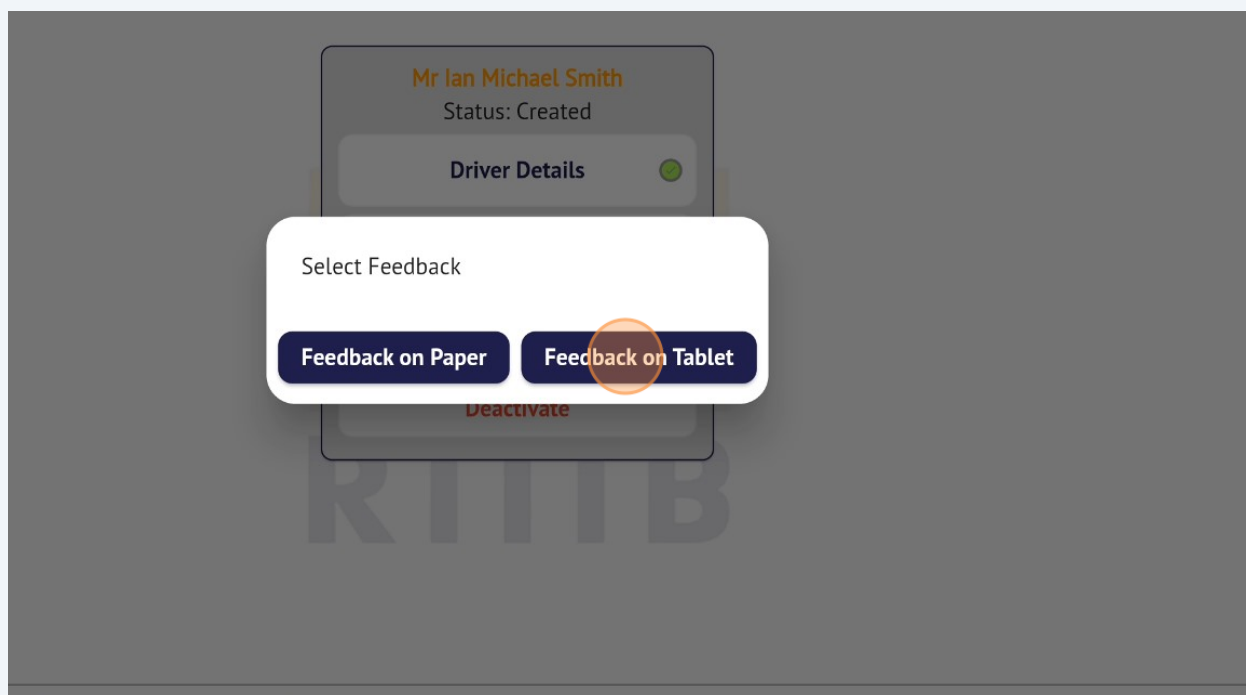
LGV16 Emergency Actions B Retests: 0

Save

41 Gather driver feedback by clicking on **Course Feedback**.



42 Feedback can be gathered via a paper form (photo) upload or via the app's in-built feedback screen by clicking on **Feedback on Tablet**.



43

Ask the driver to give a score for **each** of the criteria. Press the **Save** button to confirm the feedback and exit the screen.

Note: the name and contact details sections are optional.

12:06 Thu, 4 Jul

Driver Feedback
Instructor: Mr Blueberry
Driver: Mr Ian Michael Smith

Please score each area out of 5 as below by circling the appropriate number

Total Marks: 42/45

Requires attention 1	Below Expectations 2	Acceptable 3	Good 4	Outstanding 5
Instructor was engaging and interesting				1 2 3 4 5
Other comments or suggestions for improving the course Start Typing				
If you are prepared to discuss your feedback in more detail, please tick one or more of the boxes below and we will contact you:				
Landline telephone number:				
Mobile number:				
Email address:				

Save

44

Press **Back to Courses** to return to the home screen and course list.

12:06 Thu, 4 Jul

Driver List
Instructor: Mr Blueberry

Back to Courses

Search Driver

Search

Refresh Drivers

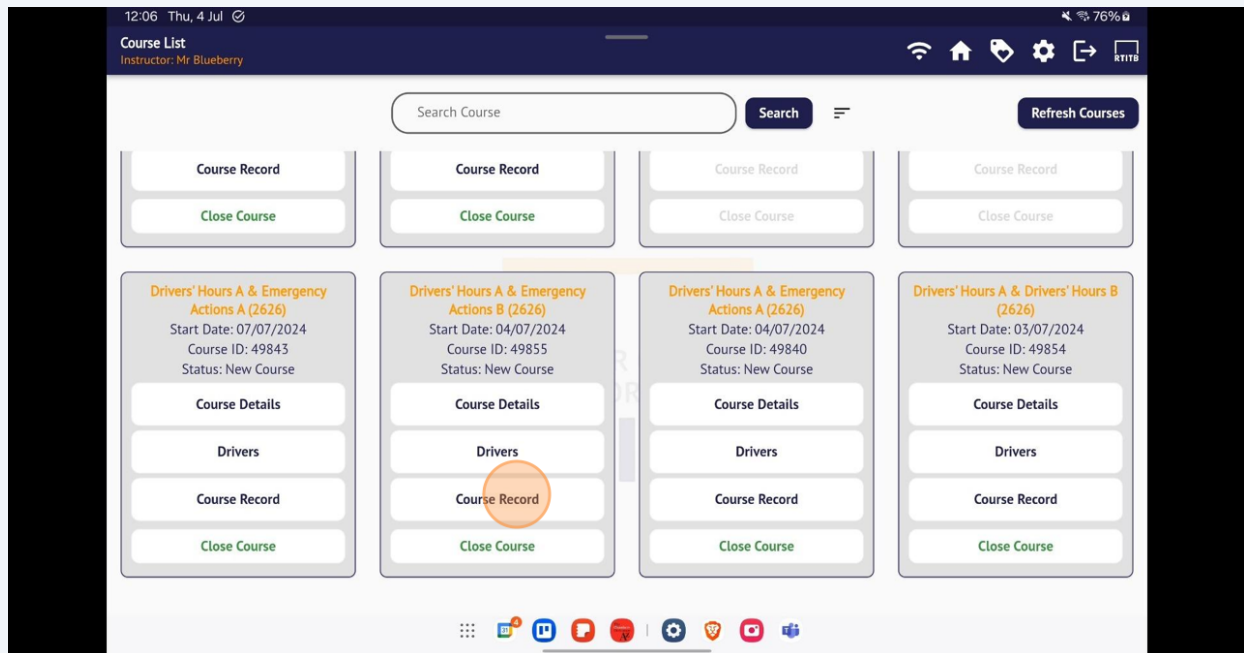
Mr Ian Michael Smith
Status: Created

- Driver Details
- Assessments
- View Course Feedback
- Deactivate

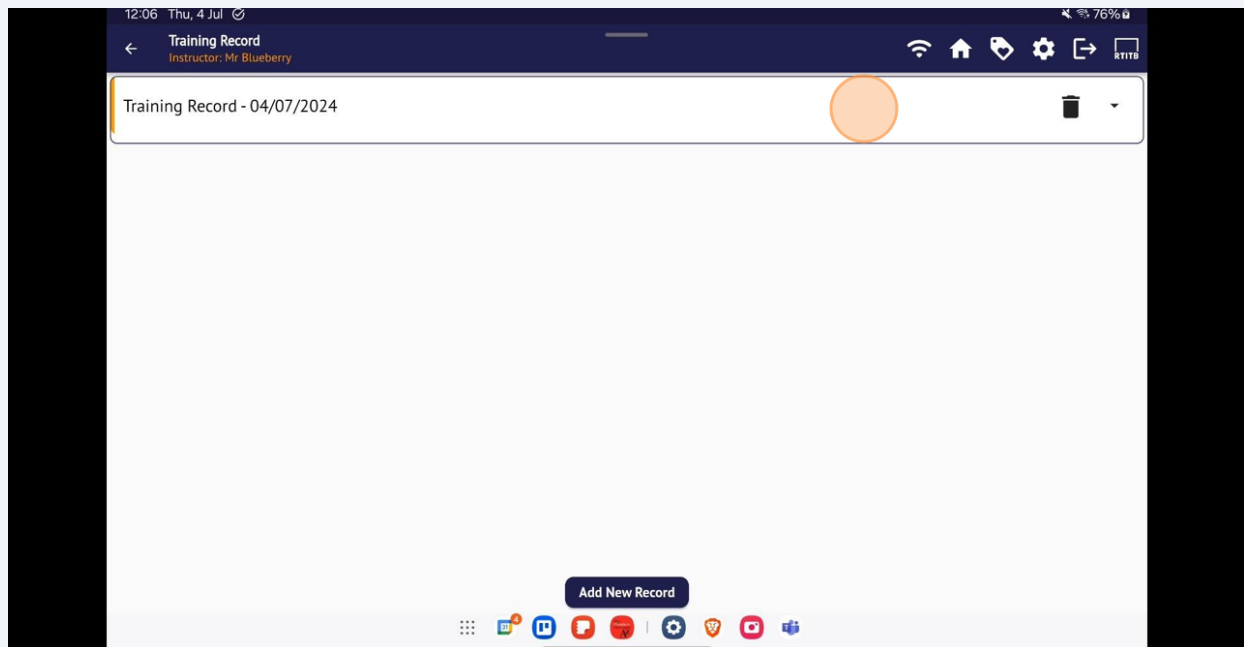
Create New Driver

Training was Completed

45 To review the course timings, press the **Course Record** button.



46 You will see an entry for your course. Press on it to expand.



47

The record will show the date of the course and the start time and end time along the top row. The start time and end time can be edited by clicking in each box. **The course date cannot be edited.**

Beneath the course date and time you will see the start time and end time of any breaks and assessments taken during the course. Like the course start and end times, these can be edited if required.

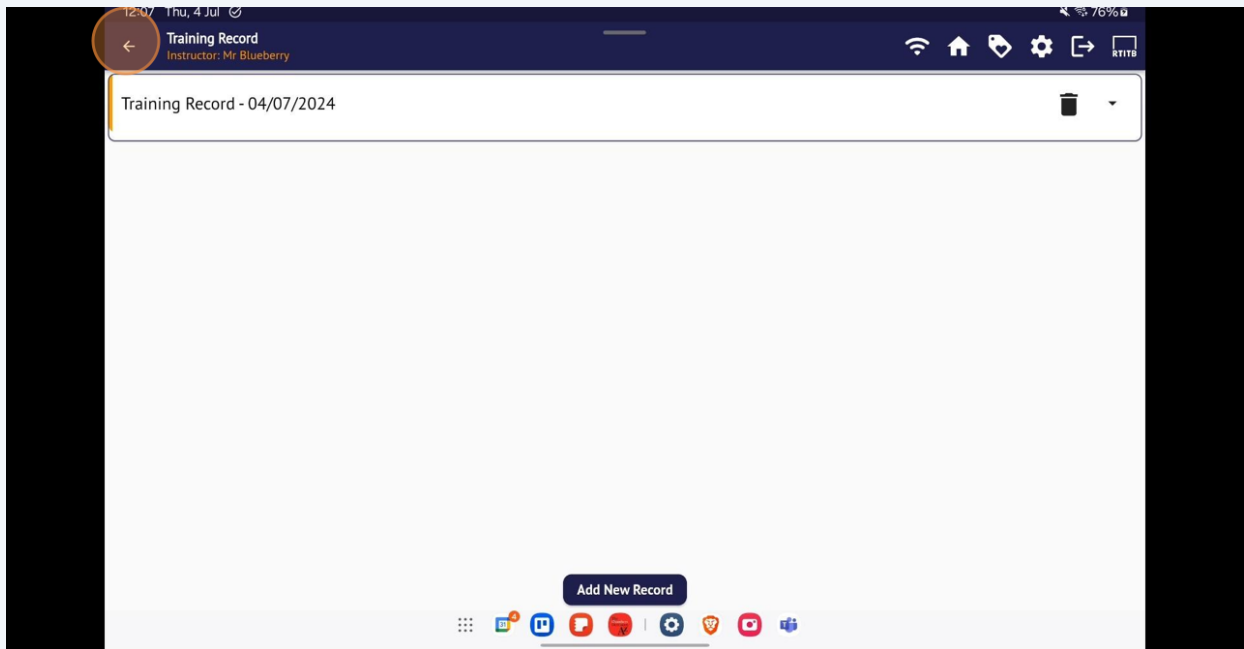
The screenshot shows the 'Training Record' app interface. At the top, the status bar displays '12:06 Thu, 4 Jul' and '76%' battery. The app header includes a back arrow, 'Training Record', and 'Instructor: Mr Blueberry'. The main title is 'Training Record - 04/07/2024'. Below this, there are three input fields: 'Date' (04/07/2024), 'Start Time (hrs)' (12:01), and 'End Time (hrs)' (12:04). The 'End Time' field is highlighted with an orange circle. Below these are three sections for 'Break 1', 'Break 2', and 'Break 3', each with 'Start' and 'End' time inputs. There are also two sections for 'Assessment 1' and 'Assessment 2', each with 'Start Time (hrs)' and 'End Time (hrs)' inputs. At the bottom, there is an 'Add New Record' button and a row of social media icons.

48

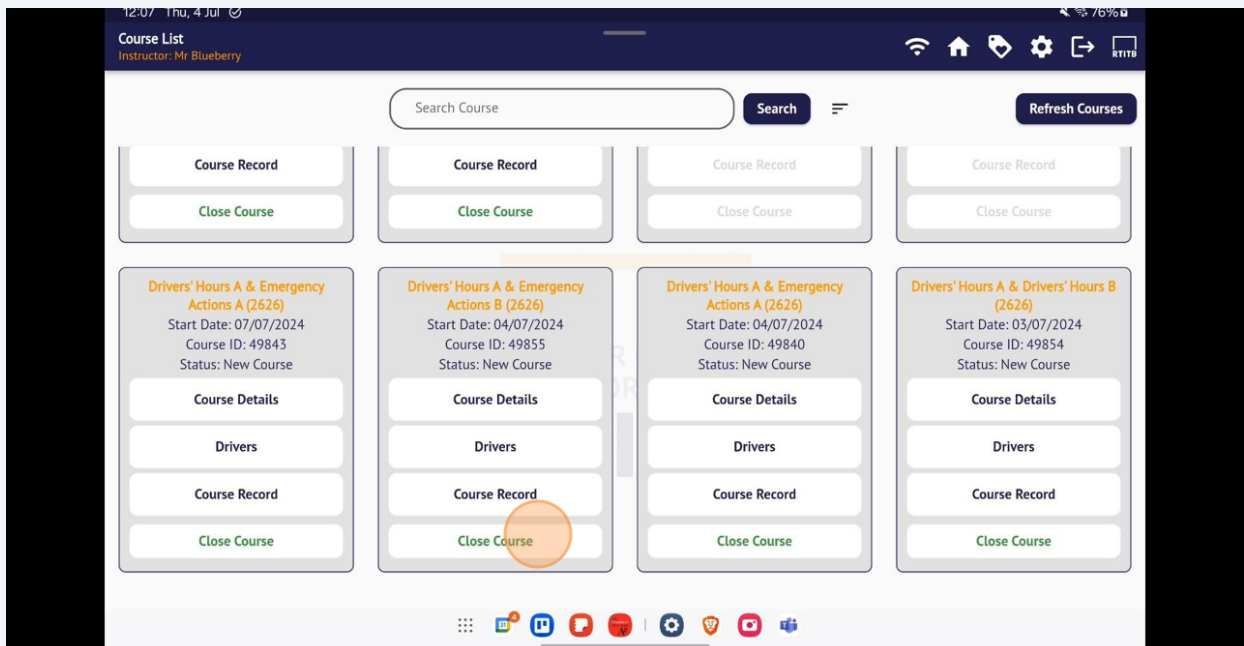
If you make any changes to this screen, don't forget to press **Save**.

This is a close-up screenshot of the 'Training Record' app interface. It focuses on the 'End Time (hrs)' input field, which contains '12:04'. Above this field is a large orange 'Save' button. Below the field is the label 'Break 3' with a close icon. To the right of 'Break 3' is an 'Add Break' button. The top of the screen shows the status bar with '76%' battery and the app header with navigation icons.

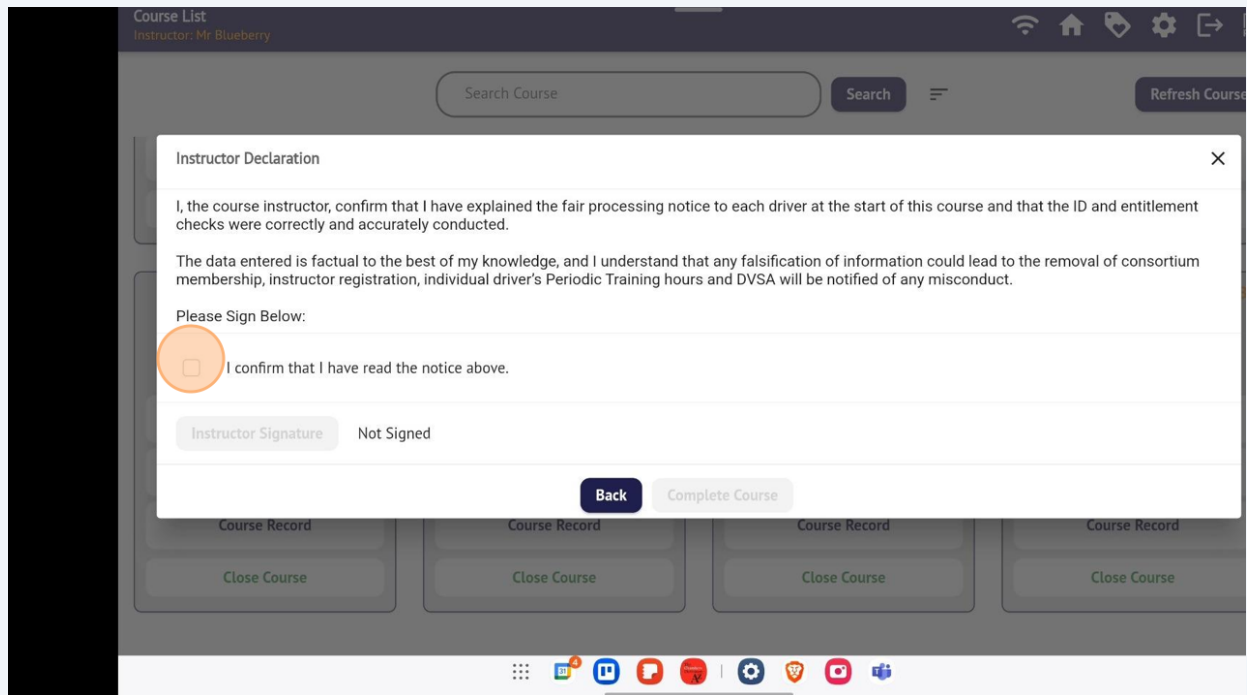
49 Press the 'Back' arrow to return to the course screen.



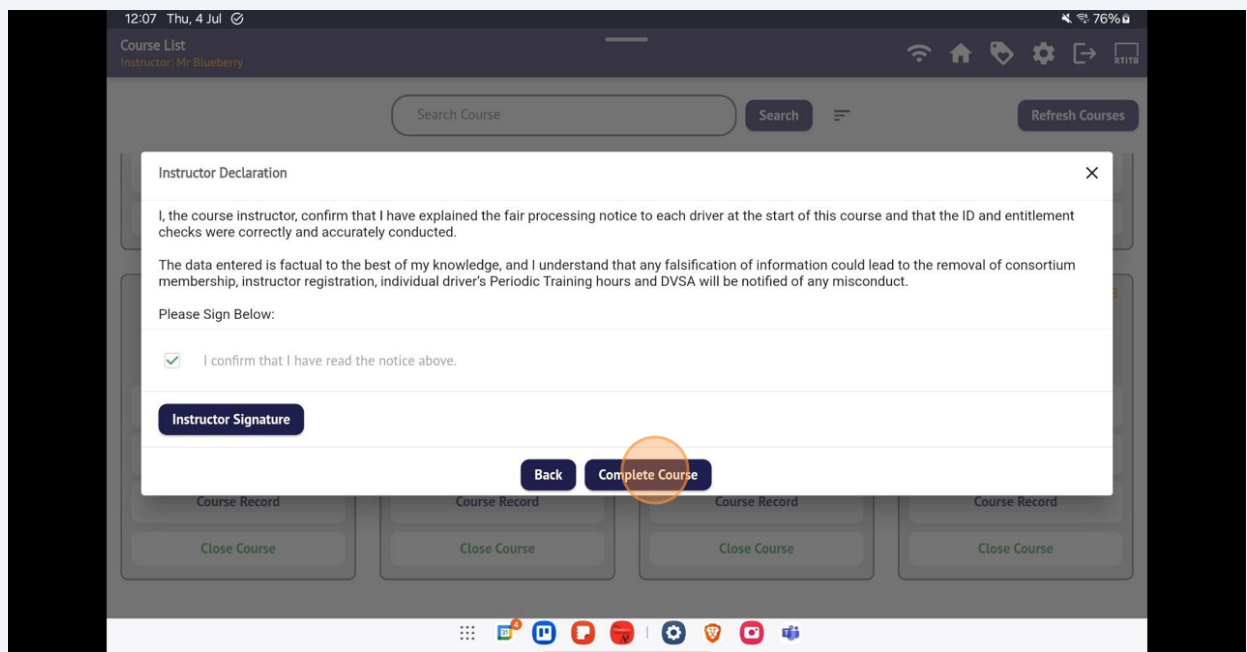
50 Press **Close Course** to finalise and close the course record. **Note: further edits are not possible once a course has been closed.**



51 Read and sign the instructor declaration.

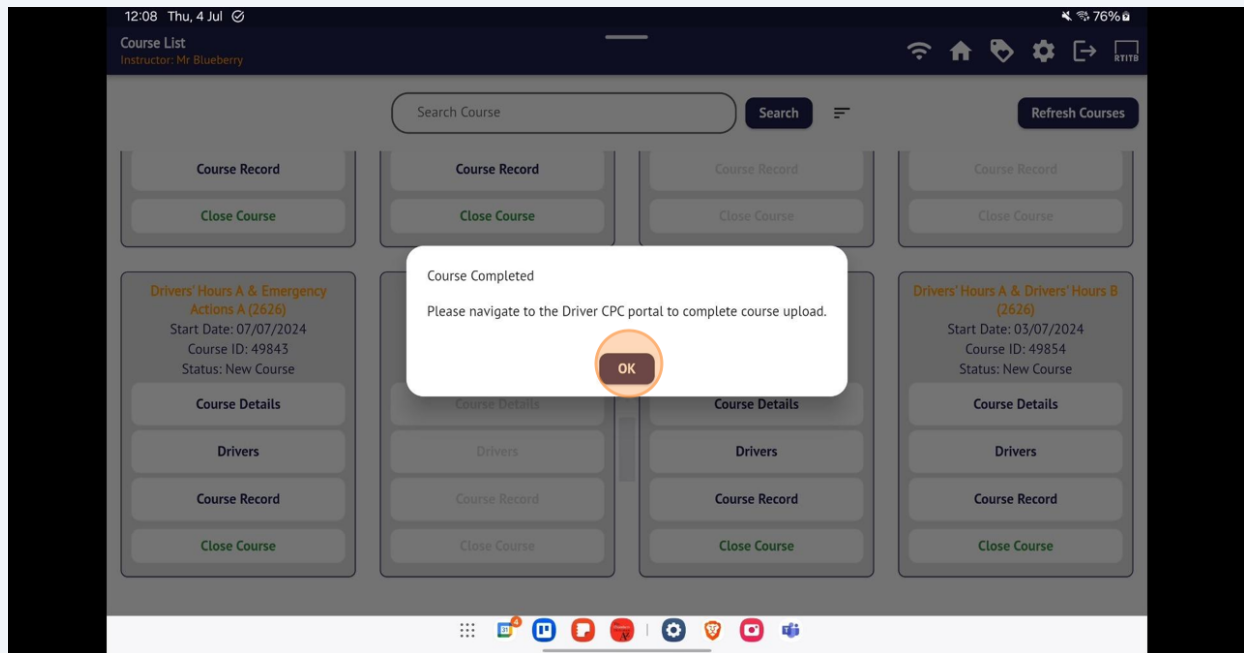


52 Finally, press **Complete Course**.



53

You will see a reminder to go to the MyRTITB portal to process payment and complete the upload.



54

You will receive an email to confirm that the course has been successfully uploaded to the MyRTITB Portal.

You will be able to access the training records from your course by clicking on the link in the email.

Dear Member,

Please find the link to download the training documents for course ID 49855 below.

[Click here to view training documents](#)

Your course has been uploaded to the MyRTITB Portal from Driver CPC Training Mate. You will need to confirm submission and make payment (where applicable) in the MyRTITB Portal in order to finalise your upload to MDRS.

Please call us on 01952 520211 if you need any help at all.

Kind Regards

The RTITB Driver CPC Team