

REMOTE DRIVER CPC INSTRUCTIONS

Registering to Deliver Remote Courses

To register for delivering remote Driver CPC courses, contact the Driver CPC Team:

☎ +44 (0)1952 520211

✉ masterdrivercpc@rtitb.com

Once registered, you will receive:

- All necessary course forms (including electronic assessment sheets)
- A guide for completing paperwork on a mobile device

Important Information

- Maximum 12 candidates per course (instructor and auditor not included)
- All standard course rules still apply (ID checks, correct hours, etc.)
- These modules cannot be delivered remotely:
 - Manual Handling in Action
 - Safe, Smooth, and Sustainable Driving

Delivering the Course

- 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 be done interactively through the presentation (no need for paper)
- 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 may join randomly during the day

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.

Before the Course

Pre-Registering on MDRS

- Set Training Location as "off-site"
- In the company name field, write your company name + **REMOTE**
Example: Example Training REMOTE
- Provide the Zoom/Teams link and meeting details in the Restricted Access Notes

On the Day

MDRS Attendance Form

- The instructor completes this form as usual
- Drivers must:
 - Bring ID to the course
 - Email a copy of their ID in advance for checking
 - Show their ID on camera at the start of the course
- As with courses delivered in person, any candidate not presenting correct ID prior to course commencement will be removed from the course.

Breaks

- Candidates can leave their screens during breaks
- If someone returns over 5 minutes late, they must catch up during the next break
- If over 5 minutes late and no catch-up is possible, they'll be removed from the course

MDRS Driver Registration Forms

- These should be sent to the drivers before the course
- Drivers complete and sign on a device
- Drivers must return the form by email before the course commences

MDRS Feedback Forms

- These should be sent to the drivers before the course
- Drivers complete them at the end of the course on their device
- Drivers must return the form after the course ends