



RTITB MASTER DRIVER™ CPC CONSORTIUM
PROGRESS THROUGH PARTNERSHIP

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Today's Programme

- RTITB Profile
- Master Driver Programme
- Training materials
- Programme management
- Master Driver Registration Scheme (MDRS)
- Trainer qualifications
- The RTITB Consortium
- Cost comparison
- Questions & answers

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Profile

- Road transport industry for over 40 years
- Company owned by charitable trust
- Linked with companies of all sizes in all sectors throughout UK and Ireland
- People with direct industry experience
- Recognised by Health & Safety Commission (HSC), Health & Safety Executive Northern Ireland (HSENI) and Health & Safety Authority (HSA)
- JAUPT Approved for DCPC delivery through the RTITB Master Driver Consortium

Road transport training is our business


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Company Structure

- Operate through:
 - accreditation
 - Training
 - DCPC Master Driver Consortium
- Governance Advisory Committee:
 - Health & Safety Executive (HSE)
 - The British Industrial Truck Association (BITA)
 - United Kingdom Warehouse Association (UKWA)
 - Barloworld, Denby Transport, Tesco, TNT, Toyota, Voss Training
- Consortium consultation groups to be established


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What we do

- Training courses and materials
- Train people:
 - LGV instructor, assessor and LGV driver license acquisition training
 - Lift truck instructors, lift truck safety awareness for managers and supervisors
 - Yard shunter/banksman instructors and operators
 - Drivers' hours and digital tachographs
 - National and International Road Haulage Operations CPC

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What we do

- Monitor the training carried out by others
- Collect data for management and analysis
- National Operator Registration Scheme NORS
- Master Driver Registration Scheme MDRS

Development through to delivery

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Scope

- 1,300 LGV and lift truck operator instructors and assessors trained annually by the RTITB network
- 1,200 LGV drivers trained annually by the RTITB network
- 68,000 qualifications registered annually by the RTITB network
- 137,000 qualifications currently registered on the NORS system

Hundreds of machines, thousands of instructors, millions of training hours. Validated and managed by one system NORS

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Scope

- 450 accredited organisations
- Operating across 590 sites
- 8000 instructors



Scale, Scope, Advantage

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Master Driver CPC

- Building on experience
 - Master Driver Assessment
- Capitalising on our assets
 - Networks and relationships
 - Infrastructure
 - Reputation and recognition

Progression through innovation

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Master Driver CPC Programme

- Development of Assessment Programme
- Consolidation of current training programmes
- Flexible and effective
- Risk assessment tool identifying training needs
- Compliance – protecting people and brands
- Can be delivered internally, externally or both

A product created from experience



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Master Driver CPC

- A JAUPST approved 35 hour Periodic Training
- Five 7 hour modules:
 1. Drivers' Hours and Tachographs
 2. Safe Vehicle Operations and Loading
 3. Safe and Economic Driving
 4. Health & Safety in Transport Operations
 5. Safe, Efficient and Secure Transport Operations
- "With particular emphasis on specific operating environment"

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Master Driver CPC

- Can be delivered in five individual 7 hour modules or as a single 35 hour course
- Modules can be split to create 45 courses
- Assessments provide feedback and ensure training objectives are met
- Course attendance uploaded to DSA regardless of result
- Not just training – a dynamic management solution
- Nationally branded and Quality Assured

Flexible - adaptable - effective

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Module matrix

The course combination matrix illustrates the wide range of "course options" available to employers and drivers. The flexibility provided by the course options will allow both driver and organisational need to be met whilst maximising training opportunities.

Training can be delivered in the following ways:

- One 35 hour (5 Day) block
- 7 hour (1 Day) blocks
- Multiples of 7 hour blocks i.e. 14 hours (2 Days) 21 hours (3 days)
- 3.5 hour sessions, provided that the second 3.5 hour session commences within 24 hours of the first 3.5hr session finishing (thus enabling training to be better suited to operational needs and allowing evening training to be undertaken etc)

	Module 1a	Module 2a	Module 2b	Module 3a	Module 3b	Module 4a	Module 4b	Module 5a	Module 5b
Module 1a	Course 1	Course 6	Course 7	Course 8	Course 9	Course 10	Course 11	Course 12	Course 13
Module 1b		Course 14	Course 15	Course 16	Course 17	Course 18	Course 19	Course 20	Course 21
Module 2a		Course 2	Course 22	Course 23	Course 24	Course 25	Course 2	Course 27	
Module 2b			Course 28	Course 29	Course 30	Course 31	Course 32	Course 33	
Module 3a				Course 3	Course 34	Course 35	Course 36	Course 37	
Module 3b					Course 38	Course 39	Course 40	Course 41	
Module 4a						Course 4	Course 42	Course 43	
Module 4b							Course 44	Course 45	
Module 5a								Course 5	

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Course Materials

- 5 modules
- Single DVD including printable support materials
- Presentations & video clips
 - Instructional and entertaining
- Manufacturer supported
 - Relevant and practical
- In-house materials



It's all you'll ever need!

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Tried and Tested

"Digit-All does exactly 'what it says on the tin'. I do not hesitate in recommending it to all commercial vehicle operators, transport managers, drivers and to anyone else who needs to gain a clear understanding of digital tachographs."

Tim Culpin, Partner, Transport Regulatory & Logistics Team
Aaron & Partners LLP, Solicitors

"When delivering digital tachograph training Digit-ALL is the only source of reliable, easy to use and high level content you will ever need."

Patrick Henry, Driving Development Manager, Kuehne & Nagel Ltd

Quality is central to everything we do

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JAUPT Approved RTITB Courses

- LGV Instructor course
- LGV Assessor course
- Digital Tachograph & Drivers' Hours
- Master Driver for CPC

Over 400 hours of training

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Master Driver for CPC

Module 1A
Drivers' Hours & Analogue Tachographs

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Welcome

- Domestics, fire and safety
- Refreshments
- Introductions
- Assessments
- Certification and CPC records
- Feedback

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Outline

- EU Regulations and to whom they apply
- Types of tachographs
- Driving time
- Breaks and Rest
- Ferry journeys
- Domestic Rules
- Enforcement & Sanctions
- Closure and feedback

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Training objectives

- To understand:
 - EU Regulations, the use of tachographs and drivers' responsibilities for keeping records
 - break periods, maximum daily driving time and daily rest periods
 - maximum weekly driving time and weekly rest periods

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Training objectives

- To understand:
 - maximum fortnightly driving time and split daily rests
 - The rules regarding journeys on ferries and trains

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Master Driver for CPC

Module 1B
Digital Tachographs
Stoneridge

drivercpc
WITH
RTITB

RTITB

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Course Structure

- ▶ Legislation
- ▶ System overview
- ▶ Pictograms
- ▶ Tachograph cards
- ▶ Data recording
- ▶ UTC time
- ▶ Printouts
- ▶ Mixed tachograph

Stoneridge SE 5000

- ▶ Log-in procedure
- ▶ Data display
- ▶ Manual entries
- ▶ Mode switch operation
- ▶ Menu structure
- ▶ Messages
- ▶ Log-out procedure
- ▶ Printer operation

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Training objectives


- Understanding of:
 - the Regulations governing the use of digital tachographs and the operating system
 - the vehicle unit main features, memory function, pictograms, the different types of tachograph cards and their uses
 - Universal Co-ordinated Time (UTC) and the manual entry procedure

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Training objectives

- Understanding of:
 - the log-in and log-out procedures, displays and messages, mode switch operation and menu structure
 - Printouts and printer operating procedures and record keeping when operating both digital and analogue tachographs

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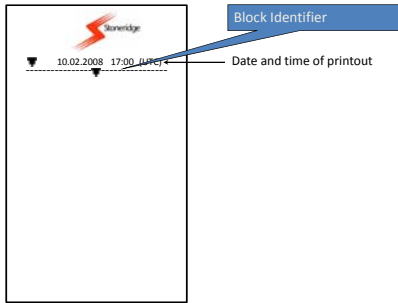
Log-in Procedure




Switch on ignition

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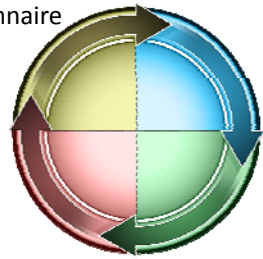
Printouts




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Closure and feedback


- Questions and answers
- Feedback questionnaire
- Course closure



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Course assessment


- Explanation of assessment
 - 20 questions
 - Pass mark 16 (80%)
 - Time allowed 30 minutes
- Pass or referral
- Certification and CPC records
- Take the test!

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Module 2

Safe Vehicle Operations and Loading

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Course Outline


- Training objectives
- Braking systems
- Trailer coupling systems
- Container systems
- Handling equipment
- Safe loading
- Load distribution
- Vehicle stability
- Securing of loads
- Assessment
- Closure and feedback

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Braking systems


- Drum and Disc brakes
- Service brake
- Secondary braking systems
- Parking brake
- ABS
- Engine retarders and electric retarders
- Trailer brakes and connections
- Specific operating issues

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Braking systems








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Load distribution

- Arrangement of load
- Unladen weight
- Axle weights
- Gross vehicle weights
- Overloading
 - Penalties
 - Fines
 - Prohibitions






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Trailer loading



Seems the tractor unit just wasn't heavy enough!

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Overloading



Quelle: DVR

Doesn't tick all the boxes!




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Overloading




But this does!

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Vehicle rollover

- Rollover occurs at relatively low speeds
- A high centre of gravity increases the risk
- Adverse camber increases the risk
- Experienced drivers take bends and roundabouts at speeds well below the rollover risk limit for a particular load



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Wind


Beaufort No.	Wind speed mph/knots	description	Land conditions
7	31 – 38 27 - 33	Moderate gale	Whole trees in motion. Effort needed to walk against the wind.
8	39 – 46 34 - 40	Fresh gale	Twigs broken from trees. Cars veer on road.
9	47 – 54 41 - 47	Strong gale	Larger branches break off trees, and some small trees blow over.
10	55 – 63 48 - 55	Gale/storm	Trees are broken off or uprooted

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Wind


Severn Bridge	
Wind speed mph/ Knots	Action
35 30	Advisory 40mph speed limit in place
41 35	Leeward lane in each carriageway closed to traffic
46 40	Crossing closed to motorcycles and vehicles over 2.1m in height
69 60	Crossing closed to all traffic



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Vehicle stability



Some lessons just have to be learned the hard way!

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Module 3
Safe and Economic Driving

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Course Outline

- The fundamentals of safe & economic driving
- Video – safe and economic driving
- Video – vehicle walk round check
- Assessment standards for safe and economic driving
- Practical driving session 1
- Practical driving session 2
- Course closure

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Gear selection

- Keep engine speed within 'green band'
- Highest gear optimises fuel consumption
- 'Gear high, rev low is a key phrase
- Change up a gear to keep bottom end of 'green band'



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Height of load


- Keep vehicle and load heights to a minimum
- Reduces aerodynamic drag
- Position load to avoid drag
- Avoid axle overloading




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Weather conditions

- Diesel does not burn as efficiently in bad weather
- Bad weather reduces fuel economy
- Driver training important to optimise bad weather driving and fuel economy



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Demonstration drive

- Acceleration and cruise control
- Braking
- Clutch control
- Driving position/seat belt
- Road and weather conditions
- Steering
- Gear selection and use
- Hazard perception
- Speed
- Lane discipline
- Progress & planning
- Use of mirrors
- Use of signals
- Overtaking
- Vehicle sympathy
- Driver's attitude
- Reaction to road markings and signs

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Module 4 Health and Safety

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Course Outline

- Assessing risk, working with moving equipment and accident reporting
- Dangers associated with the use of mobile phones
- Road collisions and accident reporting
- Manual handling
- Personal wellbeing
- Slips trips and falls
- PPE

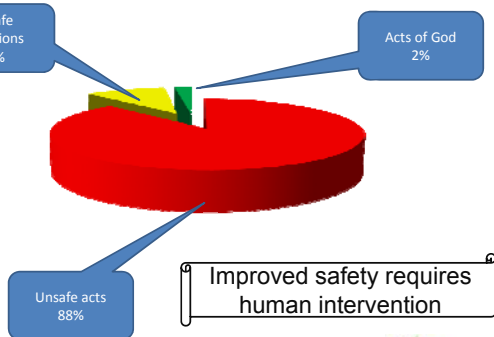
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Simple definitions


- Hazard – something with the potential to cause harm
- Risk – the probability of someone suffering from a hazard

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Causes of accidents




Category	Percentage
Unsafe acts	88%
Unsafe conditions	10%
Acts of God	2%
Improved safety requires human intervention	-

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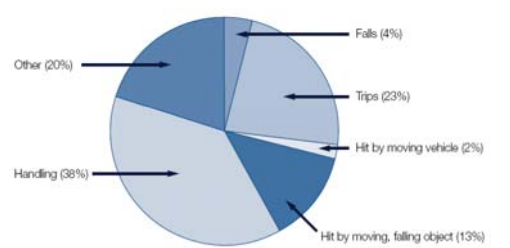
Body mass index BMI

- BMI indicates correct weight for your height
- To calculate:

$$\text{weight kg} \div \text{height m} \div \text{height m}$$
- What's yours?


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Manual handling



Category	Percentage
Handling	38%
Trips	23%
Hit by moving, falling object	13%
Other	20%
Hit by moving vehicle	2%
Falls	4%

More than a third of all 'over-three-day' injuries are caused by manual handling

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Is it safe?



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Summary slide




I fully understand what we have just discussed and there are no issues that concern me

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Summary slide




I fully understand what we have just discussed and there are some issues that I will monitor closely

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Summary slide



I fully understand what we have just discussed and there are some issues over which I have some serious concerns


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Master Driver for CPC

Module 5 Systems & Procedures for Safe, Efficient & Secure Transport Operations

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Course Outline

- Welcome
- Company documentation
- Working Time Regulations
- Customer care
- Route planning

- Operator licensing
- International transport operations
- Vehicle security
- Illegal immigrants

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Customers and deliveries

Chrisbeon Office Supplies
Units 62 & 63 Stafford Park
Telford Shropshire TF3 3BA
Tel: (01952) 292208
Fax: (01952) 292208
email: sales@chrisbeon.co.uk

DELIVERY NOTE **chrisbeon**


RTITB Ltd Access House Redbank TP Telford Shropshire TF17 4PW		RTITB Ltd Access House Redbank TP Telford Shropshire TF17 4PW		Date of: 06/06/2010 To: 1798 Ref: 14200000	To: 06/06/2010 Ref: 011701
RTITB Ltd Access House Redbank TP Telford Shropshire TF17 4PW		RTITB Ltd Access House Redbank TP Telford Shropshire TF17 4PW		Date of: 06/06/2010 To: 1798 Ref: 14200000	To: 06/06/2010 Ref: 011701

DATE	DESCRIPTION	AMOUNT	PAID	DATE	PAID	DATE	PAID	DATE	PAID
06/06/10	Mail On Gate Postal Regs Ref 017 9584/9585 Size 60 Code 10019	500.00							

ALL ORDERS SUBJECT TO TERMS OF SERVICE
 ORDERED BY: _____ DATE: _____
 ORDERED BY: _____ DATE: _____
 ORDERED BY: _____ DATE: _____
 ORDERED BY: _____ DATE: _____


Chrisbeon Ltd
 Units 62 & 63 Stafford Park
 Telford Shropshire TF3 3BA
 Tel: (01952) 292208
 Fax: (01952) 292208
 Email: sales@chrisbeon.co.uk



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Route planning

- Map reading
- Customer information and specific requirements
- Existing knowledge
- Quickest v shortest
- Journey times
- Telematics
- Satellite navigation




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Sat nav Top 10 tips



1. You're driving, not the sat nav
2. What you see must take priority
3. You know what you're driving
4. Watch the road – not the sat nav
5. Put the sat nav in a sensible place
6. Don't programme while driving
7. Use all the sat nav's features
8. Check route before starting
9. Update sat nav regularly
10. There are thieves about




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Assessments & ratios



- All courses are assessed
- Multiple choice
- Outcome is pass or referred
- All training data transferred to DSA regardless of assessment result
- Certificate or training receipts
- Instructor to trainee ratio 12:1 max


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Assessment example

1. A driver has been on duty since 06.30 hours and driving since 07.00 hours with one hour's break between 11.30 and 12.30. At 15.00 hours he is still some distance from base. In normal circumstances under EU rules, how much longer will he be permitted to drive?
 - A. 30 minutes
 - B. 1 hour 30 minutes
 - C. 2 hours 30 minutes
 - D. 2 hours
2. Which of the following items of information must an LGV driver enter on a tachograph chart?
 - A. name and address of his employer
 - B. the time of finishing work the previous day
 - C. the driving time on the previous day
 - D. the odometer reading at the start of the working day
3. A driver who is based in Leeds completes his day's duty at Newcastle. For the previous seven days his rest periods have not fallen below 11 hours on any one day. Under EU regulations what is the minimum rest period that he can take on this occasion?
 - A. 8 hours
 - B. 9 hours
 - C. 10 hours
 - D. 11 hours


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All you'll need?






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Funding?

- New Driving Goods Vehicle NVQ currently being developed
- Skills for Logistics is mapping new NVQ to CPC syllabus
- Master Driver will be mapped to new NVQ
- JAAPT approved training for underpinning knowledge (7/14 hours?) would count towards Driver CPC
- New qualifications being developed under Qualifications and Credit Framework


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Interval

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Programme Management

- MDRS
 - Recording of data, analysis and feedback
 - Training Needs Analysis
- Training materials
 - JAUPT approved for Consortium members
 - Developed for compliance and best practice
- People
 - Developers and admin
 - Consortium consultative groups

A dedicated and focused management system SUPPORTING YOU

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Master Driver Registration Scheme

- Extension of the National Operators Registration Scheme (NORS)
- Records training data for each individual trained:
 - Detailed summary of course content
 - Date and venue of training course etc.
 - Results of assessments
 - Reports to manage training into the future

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MDRS and Driver CPC

RTITB will monitor the training provided for Consortium members to meet the requirements for the Driver Certificate of Professional Competence (CPC). In addition to the processes currently in existence, RTITB will comply with the requirements laid down by the Joint Approvals Unit for Periodic Training (JAUPT) as set out in JAUPT's Consortium Guidelines, including the need to be aware of training that is to take place by Consortium members prior to the event.

```

graph TD
    subgraph "Pre training event"
        A[Training company accepts booking for training] --> B[Training company registers training event on RTITB system to meet JAUPT Consortium criteria]
        B --> C[RTITB system provides documentation to register, record and upload training event data]
    end
    subgraph "Training event"
        D[Training delegate registration process] --> E[Training takes place]
        E --> F[Course closure]
    end
    subgraph "Post training event"
        G[Post course administration] --> H[Data processing following receipt of training event data]
        H --> I[Consortia management]
    end
    C --> D
    F --> G
  
```

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MDRS process

RTITB will monitor the training provided by Consortium members to meet the requirements for the Driver Certificate of Professional Competence (CPC). In addition to the processes currently in existence, RTITB will comply with the requirements laid down by the Joint Approvals Unit for Periodic Training (JAUPT) as set out in JAUPT's Consortium Guidelines, including the need to be aware of training that is to take place by Consortium members prior to the event.

```

graph TD
    A[Training company accepts booking for training] --> B[Training company registers training event on RTITB system to meet JAUPT Consortium criteria]
    B --> C[RTITB system provides documentation to register, record and upload training event data]
  
```

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MDRS process

```

graph TD
    subgraph "PRE TRAINING EVENT"
        A[Training delegate registration process] --> B[Training takes place]
    end
    subgraph "TRAINING EVENT"
        B --> C[Course closure]
    end
    subgraph "POST TRAINING EVENT"
        C --> D[Post course administration]
    end
  
```

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MDRS process

The data collected in relation to training activities will be used to produce reports, to monitor and be aware of training events prior to them taking place, to ensure compliance with the regulations, to manage quality and provide an audit process, to provide information enabling continuing development of the business.

```

graph TD
    A[Data processing following receipt of training event data] --> B[Consortium management]
            
```

POST TRAINING EVENT

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MDRS

Nearest Organisation Search

Search for your nearest RTITB accredited training organisation.

Your Postcode :

Course Type :

Outside UK :

NORS and CPC Login

Version - 1.4.2

Welcome to the RTITB Extranet. Sign in by entering your user name and password into the box, and press return

Username :

Password :

If you are experiencing problems logging in, or if you have forgotten your password, please telephone The NORS Team on 01952 520 209

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MDRS

Your user profile is enabled for access to both the NORS and driver CPC modules. Please choose which module you require by using the links below.

National Operator Registration Scheme (NORS)

Driver Certificate of Professional Competence (Driver CPC)

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MDRS

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Enquiries

Reporting

Start Date	Course	Instructor	Duration (hrs)	Entry Over	Status
05/04/2009	Driver CPC Module 2	W A Burton	7	Malcom Harling	Incomplete

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MDRS

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Reporting

Status: Incomplete

Training Centre:

Course:

Start Date:

Course Start Time:

End Date:

Duration (hours):

Instructor:

Location:

Expected No. of Delegates:

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MDRS

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Enquiries

Reporting

Event ID: 7

Start Date: 05/04/2009

Course: Driver CPC Module 2

Training Centre: Hargreaves Training Services Ltd (Leeds)

Instructor: W A Burton

Duration (hours): 7

Status: Incomplete

Delegates

Delegates	Training Centre	Entry Over
Mr John Baines	BRICKS (LEEDS) (L1002)	<input checked="" type="checkbox"/>
Mr Alan Hill	MILLBURY (LEEDS) (L1002)	<input checked="" type="checkbox"/>
Mr Thomas Green	BRICKS (LEEDS) (L1002)	<input checked="" type="checkbox"/>
Mr Barry Green	BRICKS (LEEDS) (L1002)	<input checked="" type="checkbox"/>

Print Delegate Documents

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MDRS





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Delegate Enquiry

Enquiries

Reporting

Driving Licence No:

The delegate cannot be found
Please double check the driving licence no. or create a new delegate record

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Events

Delegate Enquiry

Event Details

Event ID: 1
Start Date: 09/09/2009
Event No: 1234
Event Name: RTITB Training Services Ltd (LTD)
Instructor: Mr. Smith
Event Status: 1
Event Priority: 1
Event Location: 1234

Delegate Details

Driving Licence No:
Name:
Title:
Surname:
Forename:
Address:
Postcode:
Phone:
Email:
Date of Birth:
Nationality:

Employer Details

Company Name:
Company Address:
Company Postcode:
Company Phone:
Company Email:
Company Website:
Company VAT No:
Company SIC Code:


Training Details

Event Status:
Event Priority:


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Data to DSA




- Trainee data uploaded to DSA within 10 working days of completion of training course
- Will revert back to 5 days from 9 September 2010
- Foreign nationals to be issued with “receipt of training”
- Foreign nationals to be resident for 6 months

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Instructor qualifications




RTITB Registered	Module 1	Module 2	Module 3a	Module 3b	Module 4	Module 5
Driving instructor	●	●	●	●	●	●
Driving assessor	●	●	●	●	●	●
Lift truck and /or industrial commercial instructor with LGV & DSA qualification	●	●	●	●	●	●
Lift truck and /or industrial commercial instructor with LGV	●	●	●		●	●
Lift truck and /or industrial commercial instructor without LGV		●			●	●

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Instructor qualifications




- Upgrading qualifications can be achieved by direct entry examinations or training
- LGV trainers with non RTITB qualifications can convert by direct entry examinations or training
- Lift truck trainers from other accrediting bodies with an LGV licence held for 3 years or more can convert to LGV trainers by direct entry examinations or training
- Industrial Commercial Instructors with an LGV licence held for 3 years or more can convert to LGV trainers by direct entry examinations or training

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Instructor briefing



- Instructors briefed on all aspects of training module delivery
- Courses to be held from May through September 2009
- No charge to RTITB Consortium members attending briefing at Telford

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The RTITB Consortium

- RTITB Consortium members can deliver Master Driver CPC training under RTITB's JAUPT Approval
- No individual requirement to register as a JAUPT Approved Centre
- No requirement to develop training materials
- Drivers' training record and future needs accessible via MDRS
- Receipts of training or certificates issued by RTITB in conjunction with Consortium members

A team working together for the benefit of industry

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Benefits Summary

- Master Driver – quality product developed from current training activities and industry engagement to national standard
- Dovetailed with in-house training provision for fit, flexibility and cost effectiveness
- Delivered internally by RTITB qualified and registered instructors or externally through RTITB consortium members
- Nationally branded national network

No development costs – ready to respond to demand!

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Cost Comparison

JAUPT	RTITB
Annual fixed costs: • Centre Approval £300 <small>£1,500 every 5 years</small> • Course Approval £1,260 <small>£36 per hour</small> £1,560	Annual fixed costs: • Consortium fee £1195 • Course Approval £0 £1195
Variable costs: • Development £50K? • Training materials £? Total £50K? • Certification £? • Upload to DSA £8.75 <small>£1.25 per hour per driver</small>	Variable costs: • Development £0 • Training materials £0 Total £0 • Certification from £6.95 • Upload to DSA £8.75

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Planning pays!

- Currently accredited by RTITB? – Consortium annual fee reduced by £336 for 5 years
- JAUPT approved? – Consortium annual fee reduced by £300 for 5 years
- Currently accredited by RTITB and approved by JAUPT? – Consortium annual fee reduced by £636 for 5 years
- Deferred payments
- Instructor training and examination fees discounted by 20% at the RTITB Academy for Consortium members

Start to train without the pay-in

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Questions & Answers

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