

Guidance for Consortia and Consortia members

Introduction

This document provides information for consortia and for members of consortia who are either approved by the Joint Approvals Unit for Periodic Training (JAUPT) for the delivery of periodic training or who are intending to seek approval.

The JAUPT will consider applications for centre approval that are submitted by consortia. There are currently no rules governing the number of sub-centres operating within an individual consortia.

Prior to establishing, or committing to membership of a consortium, all parties within the consortium are advised to read the following guidance and to note the requirements for the operation of consortia.

Principles

The key principle related to consortia working that all parties should note is that the JAUPT treats each consortium **as a single centre**. This means that:

- The consortium, rather than the individual centres that comprise the consortium, is approved – the JAUPT does not recognise any member/sub-centre as holding individual approval.
- The JAUPT recognises only the name of the consortium and not the names of individual members/sub-centres
- The approval logo may be used only as part of the consortium name – individual members/sub-centres do not have any right to use the Driver CPC logo in isolation from the consortium brand as they do not hold any individual approval rights and therefore can not use the logo
- Attendance certificates must reference the consortium name as only this name is recognised as linked to the approved centre number
- The JAUPT website, which will provide information on centres and courses at regional level, will list only the name of the consortium – no sub-centres will be referenced at any point
- The JAUPT will liaise only with the named contact within the lead partner
- The JAUPT expects the lead partner to be fully briefed and to hold documentation on all sub-centres at all times
- All course submissions for all sub-centres must be made through the lead partner
- The lead partner must be able to provide information on all courses available anywhere within the consortium on a given date
- Audit visits may be made to any partner within the consortium and failure to meet audit standards on the part of one sub-centre will impact on the consortium over all.

Further guidance on the implications of these principles for the consortium lead partner and for the sub-centres within the consortium follow.

Administration

The JAUPT will treat each consortium as an individual centre. This will require the lead partner within the consortium to take responsibility for co-ordinating information across all partners and for keeping this information up date.

It is the responsibility of each consortium to ensure that all of the conditions agreed at the point of approval are all met.

Specific issues to consider:

Issue	Consortium Lead	Sub-centre
Resources	A dedicated administrator will be needed to ensure that records remain up to date at all times. The number of administrators needed will depend upon the number of consortium members/sub-centres that are active and the number of courses underway	The sub-centre will need to ensure that information is made available to the lead centre on a regular basis <i>Note: this will create additional administration (over and above that that would be required by an approved centre) in order to ensure that information is passed to the lead centre. This may lead to duplication and administration for both the sub-centre and the consortium lead centre..</i>
Costs	The consortium lead will have additional costs in: <ul style="list-style-type: none"> • Staffing costs • Storing of information • Auditing sub-centres to ensure training quality and administration standards are maintained across all sub-centres 	The sub-centre will encounter additional administration requirements in liaising with the lead centre. The lead centre will need to pass on the costs of paying and maintaining a central administration service Sub-centres will also be subject to two tiers of audit – from the lead centre and also from JAUPT
Policies	The lead centre must ensure that all policy documents (eg health and safety) are held at the central point and are being adhered to across the consortium <i>Note: consortium should have formal policies in place across the consortium before applying for centre approval</i>	Sub-centres will need to agree policies and to ensure that all staff know and comply with each policy

Issue	Consortium Lead	Sub-centre
Co-ordination	<p>The lead centre will need to ensure regular meetings with partners to ensure consistency. There will be a cost attached to this in terms of time and meeting costs.</p> <p>Meeting costs will be particularly heavy when the consortium is being set up.</p> <p><i>Note: consortium operating arrangements (eg MOU) should be established before the centre approval application is submitted.</i></p>	<p>Time and other resources will be lost to meetings as an additional tier of “management” has been added.</p> <p>Meeting costs will be particularly heavy when the consortium is being set up.</p>

Approval

All members of a consortium should note that approval status is granted at centre level. In this instance, the consortium is the centre – ***individual centres within the consortium are not approved in their own right and may not use the Driver CPC logo in isolation from the Consortium name .***

Issue	Consortium Lead	Sub-centre
Consortia are approved as one centre	The consortium is approved - not the individual centres. The lead partner is not approved as a provider in their own right.	The consortium is approved - not the individual centres. Sub-centres are not approved as a provider in their own right.
Driver CPC logo	Only documents that carry the consortium information may use the approval logo as only the consortium is approved. Centres may sub-brand but they may not use the logo in isolation from the approved centre ie the consortium	Only documents that carry the consortium information may use the approval logo as only the consortium is approved. Centres may sub-brand but they may not use the logo in isolation from the approved centre ie the consortium. This applies to attendance certificates as well as to advertising materials
Providing information to DSA on the use of the Logo	The lead centre will need to issue the logo guidelines and consent form to the sub-centres in line with DSA requirements, enabling DSA’s Intellectual Property department to log the sub-centres onto their database	Sub-centres will need to ensure that they comply with the restrictions placed on them in relation to the use of the logo

JAUPT Promotion of Centres

The JAUPT website contains a full list of approved centres and the courses they offer. All DSA publications will direct employers and drivers to the JAUPT website as the main source of information on approved training centres and courses. The website enables operators/drivers to search for approved centres and courses at regional level.

Issue	Consortium Lead	Sub-centre
Marketing	The lead centre will not appear on the JAUPT website – only the consortium name	The sub-centres will not appear on the JAUPT website – only the consortium name
Directing customer queries	The JAUPT website will direct all enquiries to the lead centre The lead centre will need to re-direct customers to the appropriate member of the consortium. Internal arrangements may be needed to ensure that customers are directed to sub-centres in a fair and transparent way	Sub-centres will need to rely on the lead centre to pass on potential customers

Courses

All courses must be submitted through the lead partner of the consortium. The consortium may decide to restrict some courses to one or more members of the consortium, enabling some partners to maintain their own distinctness.

Issue	Consortium Lead	Sub-centre
Submission of courses	All submissions of courses, including queries on the courses, must be via the consortium lead. This will place responsibility on the lead partner for ensuring that courses are appropriate prior to submission	Sub-centres have no access to JAUPT and must work with the lead partner as a go-between when submitting courses. All courses will be shown as belonging to the consortium – individual centres will not be recognised for distinct courses
Costs	Handling course submissions and subsequent evaluations will add to the administrative burdens	Sub-centres will have to pay the course approval fee if the course is restricted to their sub-centre only. Sub-centres may be required to pay additional handling fees for course submissions, particularly where there is restricted availability with the consortium <i>(Note: this could be more costly than acting as a standalone approved centre)</i>

Issue	Consortium Lead	Sub-centre
Evaluation of courses	The lead partner will be required to demonstrate how courses are evaluated and to hold statistical information against all consortium courses	Sub-centres may have to apply evaluation processes agreed by the consortium overall

Trainers

Issue	Consortium Lead	Sub-centre
Submitting information	The consortium lead will be responsible for collating information	Sub-centres will need to forward relevant information
Maintaining information	The consortium lead must hold up to date information at all times	Sub-centres must forward information on any changes to the lead centre asap. Note: the JAUPT requirement is only that centres maintain up to date information. However, as the consortium lead is the centre, in this instance additional administration will be needed

Driver Information

Issue	Consortium Lead	Sub-centre
Uploading information	The consortium lead is responsible for uploading all driver information	Sub-centres must forward all driver information to the lead centre after all courses.

Audit and Quality Assurance Arrangements

Issue	Consortium Lead	Sub-centre
Audit arrangements	JAUPT will liaise only with the lead centre to organise audit and quality assurance visits. The lead centre will be expected to hold information on all sub-centres	Sub-centres must ensure that the lead centre has up to date information on the courses they are running and the relevant trainers at all times
Visit to centres	As part of the audit process, JAUPT will visit the lead centre; the lead centre will need to demonstrate that the consortium overall is operating to consistent standards and as a coherent centre	Sub-centres will be assessed against the central standards and policies held by the lead centre

Issue	Consortium Lead	Sub-centre
Training standards	The lead centre, and all other sub-centres, will be assessed on the basis of the courses audited through the JAUPT sample audit process	Not all sub-centres will be audited on any one audit visit from JAUPT – however, all sub-centres will be assessed on the basis of the courses sampled during the visit. The outcome of audit visits will be applied to the consortium overall and all sub-centres will be affected by any outcomes.

JAUPT
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