

Guidance for Consortia and Consortium members

Introduction

A consortium is an association or a combination of businesses and/or organisations intending to engage in a joint venture. The JAUPT will consider applications for approval that are submitted by a consortium for Driver CPC Periodic Training.

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

Applying as a Consortium

The consortium, rather than the individual centres that make up the consortium, will be granted the approval – the JAUPT does not recognise any consortium member as holding individual approval and therefore only the name of the consortium and not the names of individual members will be recognised. The JAUPT will treat each consortium as one centre.

One business/organisation must act as Consortium Lead and is the point of contact for the JAUPT on all matters relating to the Consortium.

Centre approval application (ref: annex 3 of the Guide to Periodic Training) will need to be submitted to the JAUPT by the Consortium Lead for consideration - including a list of all members' details. There are currently no rules governing the number of consortia members operating within an individual consortium.

Course approval application (ref: annex 4 of the Guide to Periodic Training) - all course submissions for all members must be made through the Consortium Lead.

Terms & Conditions

All Terms & Conditions as detailed in the Guide to Periodic Training must be adhered to throughout the consortium. The Consortium Lead is responsible for ensuring this is managed and that all records are maintained centrally. However all consortium members are responsible for ensuring all Terms & Conditions, including policies and procedures are adhered to.

As all consortium members are subject to audit all parties should be aware that if the JAUPT were to find any irregularities at any of the sites (consortium members), the JAUPT or the Competent Authority could remove or suspend the approval status of the whole consortium.

Cost

As the JAUPT will treat each consortium as single centre, only one centre approval fee is applicable. There is no additional cost for the approval of consortium members.

Administration

The JAUPT will treat each consortium as single centre. However, this will require the Consortium Lead to take full responsibility for the administration of the Consortium ensuring conformance to the JAUPT's consortium requirements. The Consortium Lead is responsible for coordinating information across all members and for keeping this information up date.

Each consortium member will need to ensure that accurate information is communicated and made available to the Consortium Lead on a regular basis.

Courses & Evidence of Attendance

All course approval/re-approval application submissions including queries on the courses must be made via the Consortium Lead. The consortium may decide to restrict some courses to one or more members of the consortium, enabling some members to maintain their own distinctiveness. However, courses, once approved will be shown as belonging to the Consortium Lead.

The Consortium Lead will be required to demonstrate how courses are evaluated and to hold evaluation information against all approved consortium Periodic Training courses. An overall evaluation method adopted by all members may need to be implemented.

As detailed in the Terms and Conditions all members **must** "on completion of a course issue drivers with evidence which details the amount of Periodic Training received during that course".

Trainers

The Consortium Lead is responsible for coordinating information on all trainers within the consortium and their appropriateness for delivering the approved consortium Periodic Training courses. The Consortium Lead must ensure that trainer information is accurately maintained and kept up to date.

The members are responsible for ensuring that this information and any changes regarding trainers are relayed to the Consortium Lead. This information, and its management, will be checked when the consortium is audited.

DSA Driver CPC Recording & Evidencing System

The Consortium Lead is responsible for managing the uploading all driver information to the DSA Driver CPC on-line Recording & Evidencing System and that all records are held and maintained centrally by the Consortium Lead. The Consortium Lead must also have in place a process for tracking the issue of log in details for consortium members to maintain the security of the Recording & Evidencing System.

Quality Assurance Audits

The JAUPT will liaise with the Consortium Lead to request information to organise quality assurance audits. The lead centre will be expected to hold and provide the JAUPT with information on all members, trainers, courses etc as requested.

The Consortium Lead and all members are subject to audit. The JAUPT auditor will identify which site(s)/member(s) of the group will be audited.

All members of the consortium should be aware that if the JAUPT were to find any irregularities at any one of the sites, the JAUPT or the Competent Authority could suspend or revoke the approval status of the whole consortium.

For further information on the audit process you may visit our website
<http://www.drivercpc-periodictraining.org/en/approved-centre-course-auditing>

Driver CPC Logo Use

The **only** Driver CPC logo to be used by members of a consortium **must** be the Consortium Lead's Driver CPC logo with the strap line stating 'JAUPT Approved Consortium AC00XXX'. It is the responsibility of the Consortium Lead to issue the logo and Driver CPC Logo Guidelines to all members and to ensure that these Guidelines are adhered to. Individual use of the logo in isolation from the consortium is not permitted.

JAUPT Website

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.

As the JAUPT will treat each consortium as an individual centre only the Consortium Lead's details will be published on the JAUPT website. Therefore, all enquires will be directed to the Consortium Lead, who will be responsible for directing these enquires to the appropriate member in a fair and transparent manner.

Contact Us

For further queries regarding Consortia please contact:

The Joint Approvals Unit for Periodic Training enquires@drivercpc-periodictraining.org

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