

# Driver Certificate of Professional Competence (Driver CPC)



## A Guide to MPQC Driver CPC Courses

## Introduction to MPQC Driver CPC Courses

The Driver CPC for all LGV Drivers came into operation on 10th September 2009. Drivers holding a LGV Licence at that time were granted “Grandfather” rights and will not be required to undertake the new tests to be able to continue driving vehicles under their current entitlement. However, the law does require them to undertake a total of 35 hours of “**periodic training**” between **10th September 2009 and 9th September 2014**. If this training is not completed, drivers will not be able to continue driving an LGV after 9th September 2014, in the course of employment, even though they hold a valid licence.

### How do I get my periodic training?

Only centres approved for the purpose by the Joint Approvals Unit for Periodic Training, (JAUPT), can deliver the training, and only courses approved by JAUPT count as periodic training. MPQC, formerly EPIC, is approved by JAUPT to deliver periodic training and we have a number of **courses designed specifically for the quarrying industry** that will provide the 35 hours needed.

### What courses are available?

#### **MPQC Site Safety Awareness and Safe Behaviour for Road Hauliers**

If you have an MPQC (EPIC) Driver Skills Card, you may already have attended this course. It has been approved to provide 7 hours of periodic training, and, so when the card expires and you have to take the course again to renew Card, it can be done as periodic training for a small additional charge.

**Safe and Fuel Efficient Driving, (SAFED) for Aggregates** is another 7 hour course.

**MPQC Modular Driver CPC Course for LGV Drivers**, which is comprised of paired combinations of the following 3½ hour modules:

- Drivers’ Hours and Working Time Directive**
- Digital Tachographs**
- Vehicle Checks and Defect Reporting**
- Safe Loading and Unloading of Vehicles**
- Dealing with Accidents and Incidents**
- Customer Care**
- Dynamic Risk Assessment (subject to approval)**

If you do a 3½ hour module, **you must take a second one from the list on the same day or complete it within 24 hours of starting the first one.**

**Do I have to take the courses in a particular order, or at particular times?**

No, courses can be taken in any order and at any time, provided, that 35 hours are completed by September 2014. However, **MPA's Code of Practice for Driver Training requires drivers to maintain a valid MPQC (EPIC) Driver Skills Card, which will determine when you have to take the course for this purpose;** so though you are not compelled to take this course as part of their periodic training, it makes sense to do so.

**Other Centres offer Periodic Training, so why should I choose MPQC?**

Drivers are presently only able to obtain the MPQC Driver Skills Card training as periodic training with us, but, of course, other centres can offer a full package of other courses that may meet your needs. However, all of our trainers are very familiar with the industry you work in and the training courses are not "off-the-shelf". If you already know us, we hope you continue to choose us to deliver your CPC training, whenever you decide to do it. If you have any questions, please contact our head office and we will do our best to answer them and give you the best advice we can. Don't forget, if you have questions, you are not alone – this is new to us all.

You can get more information or book courses with us by:

- Calling Kerrie Mulgrew at MPQC Head Office on 01727 869008
- Emailing Kerrie at [Kerrie.Mulgrew@mpskills.co.uk](mailto:Kerrie.Mulgrew@mpskills.co.uk)
- Speaking to your MPA representative
- Visiting our website at [www.mp-qc.org](http://www.mp-qc.org)

## MPQC Driver CPC Approved Course Listing

One day Courses	Duration
1. MPQC Site Safety Awareness and Safe Behaviour for Road Hauliers	7 hours
2. Safe and Fuel Efficient Driving, (SAFED) for Aggregates	7 hours

### MPQC Driver CPC Modular Courses

3. Drivers' Hours and Working Time Directive	3 ½ hours
4. Digital Tachographs	3 ½ hours
5. Vehicle Checks and Defect Reporting	3 ½ hours
6. Safe Loading and Unloading of Vehicles	3 ½ hours
7. Dealing with Accidents and Incidents	3 ½ hours
8. Customer Service	3 ½ hours
9. Dynamic Risk Assessment for Drivers (subject to approval)	3 ½ hours

\*The modular course provides a minimum of 7 hours of periodic training by combining 2 modules which must be completed within a period of 24 hours and a maximum of 21 hours of periodic training by selecting 3 separate pairs.

## **Site Safety Awareness and Safe Behaviour for Road Hauliers**

### **A course leading to the MPQC (EPIC) Driver Skills Card and providing 7 hours of Periodic Training for Drivers CPC**

#### **Who should attend?**

Those drivers who need an MPQC (EPIC) Driver Skills Card, except where they can obtain it through an MPQC Approved equivalent course, and all drivers of tippers and truckmixers who require it to provide 7 hours of CPC training.

#### **Aim**

To increase drivers' awareness of safety, health, and environmental issues at work and to encourage safe behaviour during the collection and delivery of quarry materials and products.

#### **Content**

- Preventing Workplace Accidents
- Accident Reporting
- Personal Protective Equipment
- Vehicle Pre-start Checks
- Safe Driving Behaviour
- Vehicle Access and Egress
- Site Hazards
- Entering and Leaving Customer Sites
- Environmental Issues
- Vehicle-specific Hazards

#### **Number of delegates**

Normally a maximum of 15 delegates. Where companies wish to exceed this, they should request prior authorisation from MPQC.

#### **Duration and delivery**

The first part of this course provides the delegates with 7 hours of CPC training to obtain the MPQC Driver Skills Card. Delegates then undertake a multiple choice assessment and if successful will be issued with the Driver Skills Card.

## SAFED (Safe and Fuel Efficient Driving) for Aggregates

### Who should attend?

LGV drivers who are interested in reducing fuel costs and their carbon footprint, and learn a range of safe driving technique.

### Aim

To develop drivers in modern driving techniques and increase their ability to maximise fuel efficiency whilst improving safety.

### Content

- Introduction to SAFED techniques
- Need for fuel economy
- Routing of vehicles
- Need for regular maintenance
- Practical driving assessments with Flow Meter Fitted Vehicle
- Post-driving observation and critique

### Number of delegates

This course is presented on a 2:1 Driver/Trainer ratio. The driver's vehicle can be used if it is fitted with a suitable fuel monitoring device.

### Duration and delivery

This is a **one-day** course comprising of interactive discussion, practical exercises, DVD and case studies. Those delegates successfully completing the assessed are awarded the MPQC SAFED certificate and 7 hours of Periodic Training for the Driver CPC.

## Drivers' Hours and Working Time Directive

### Who should attend?

Experienced and newly qualified drivers who need to gain a greater understanding of their duties and responsibilities under current hours' records legislation.

### Aim

To introduce and explain the Drivers' Hours and Working Time Directive legislation. On completion of the course members will be fully aware of the regulations that apply to drivers under European and National Operations and how they affect drivers' working hours.

### Content

- Introduction to Drivers' Hours Legislation
  - EU Regulation 3821/85
  - UK Domestic Rules – Transport Act 1968
  - Road Transport (Working Time) Regulations 2005
  - The Analogue Tachograph
  - Exemptions
- Explanation of the terms working 'day' and 'week'
- Breaks/ Limits/ Rest periods
- Daily/Weekly/fortnightly driving restrictions
- Exemptions
- Self Employed/Liability of the Operators
- Record Retention

### Number of delegates

Normally a maximum of 15 delegates. Where companies wish to exceed this, they should request prior authorisation from MPQC.

### Duration and delivery

This is a **half-day** module (3 ½ hours training time) comprising of lectures, group discussions, exercises, DVD and case studies. You must take a second 3 ½ hour course from the list on the same day or complete it within 24 hours of starting the first one to complete a 7 hour session of Periodic Training for the Driver CPC.

## Digital Tachographs

### Who should attend?

Experienced and newly qualified drivers who need to gain a greater understanding of the operation of Digital Tachographs.

### Aim

To equip drivers with the knowledge and understanding they need to use their digital card and digital recording equipment to meet legal requirements.

### Content

- Regulations and Implementation
- The Vehicle Unit
- The Smart Cards
- Drivers' Responsibilities
- Enforcement Authorities
- Operator Responsibilities
- The Equipment Pictograms
- Authorised Workshop
- The Driver's Shift

### Number of delegates

Normally a maximum of 15 delegates. Where companies wish to exceed this, they should request prior authorisation from MPQC.

### Duration and delivery

This is a **half-day** module (3 ½ hours training time) comprising of lectures, group discussions, exercises, DVD and case studies. You must take a second 3 ½ hour course from the list on the same day or complete it within 24 hours of starting the first one to complete a 7 hour session of Periodic Training for the Driver CPC.

## Vehicle Checks and Defect Reporting

### Who should attend?

Experience and newly qualified drivers who need to gain a greater understanding of their duties and responsibilities in ensuring that the vehicle they operate is in a safe and legal condition.

### Aim

To ensure drivers are aware of best practice and legal responsibilities with regard to daily vehicle checks and reporting of defects.

### Content

- The Vehicle Check
- Security Devices
- The Load and Vehicle Design
- Adjustment Prior to Departure
- Identification of Faults During the Journey
- Defect Reporting
- Documents to be Available
- Practical Vehicle Checks

### Number of delegates

Normally a maximum of 15 delegates. Where companies wish to exceed this, they should request prior authorisation from MPQC.

### Duration and delivery

This is a **half-day** module (3 ½ hours training time) comprising of lectures, group discussions, exercises, DVD and case studies. You must take a second 3 ½ hour course from the list on the same day or complete it within 24 hours of starting the first one to complete a 7 hour session of Periodic Training for the Driver CPC.

## Safe Loading and Unloading of Vehicles

### Who should attend?

Experienced and newly qualified drivers who want to increase their awareness of safety and gain a greater understanding of their duties and responsibilities under current legislation.

### Aim

To ensure drivers are aware of their responsibilities and of best practice with regard to loading/unloading and securing of goods and materials.

### Content

- The Law
- Restraining the Load
- Types of Vehicles and Loads
- Restraint Systems
- Vehicle Plates and Axle Weights
- Roadside Checks
- Vehicle Weights & Measurements
- Deliveries

### Number of delegates

Normally a maximum of 15 delegates. Where companies wish to exceed this, they should request prior authorisation from MPQC.

### Duration and delivery

This is a **half-day** module (3 ½ hours training time) comprising of lectures, group discussions, exercises, DVD and case studies. You must take a second 3 ½ hour course from the list on the same day or complete it within 24 hours of starting the first one to complete a 7 hour session of Periodic Training for the Driver CPC.

## Dealing with Accidents and Incidents

### Who should attend?

Experienced and newly qualified drivers who want to gain an understanding of their duties, actions and responsibilities concerning accident and incident reporting.

### Aim

To increase driver awareness with regard to accident/incident causes and procedures.

### Content

- Accident Procedure and the Law
- Dealing with Emergencies
- Emergency Aid
- Fire and Fire Prevention
- The Accident Report

### Number of delegates

Normally a maximum of 15 delegates. Where companies wish to exceed this, they should request prior authorisation from MPQC.

### Duration and delivery

This is a **half-day** module (3 ½ hours training time) comprising of lectures, group discussions, exercises, DVD and case studies. You must take a second 3 ½ hour course from the list on the same day or complete it within 24 hours of starting the first one to complete a 7 hour session of Periodic Training for the Driver CPC.

## Customer Care

### Who should attend?

LGV Drivers and traffic office staff looking to develop or improve knowledge of customer relations.

### Aim

To inform drivers of their responsibilities with regard to the section of their company's corporate image and equip them to deal with both internal and external customers.

### Content

- Introduction to Customer Care
- What is Customer Care?
- Who Are Our Customers?
- If Looks Can Kill
- Who is Responsible for Developing Customer Relations?
- What Happens When We Get it Wrong?
- Dealing with Difficult Situations

### Number of delegates

Normally a maximum of 15 delegates. Where companies wish to exceed this, they should request prior authorisation from MPQC.

### Duration and delivery

This is a **half-day** module (3 ½ hours training time) comprising of lectures, group discussions, exercises, DVD and case studies. You must take a second 3 ½ hour course from the list on the same day or complete it within 24 hours of starting the first one to complete a 7 hour session of Periodic Training for the Driver CPC.

## **Dynamic Risk Assessment for Drivers (subject to approval)**

**Who should attend?**

**Aim**

**Content**

**Number of delegates**

Normally a maximum of 15 delegates. Where companies wish to exceed this, they should request prior authorisation from MPQC.

**Duration and delivery**

This is a **half-day** module (3 ½ hours training time) comprising of lectures, group discussions, exercises, DVD and case studies. You must take a second 3 ½ hour course from the list on the same day or complete it within 24 hours of starting the first one to complete a 7 hour session of Periodic Training for the Driver CPC.

## Contact Information

Our aim is to provide an efficient and high quality service that meets all your training and development, assessment and qualification needs and works for you. We believe it is important that you can contact us easily and that we respond quickly, so here's how to get in touch. If we can't answer your query, we will know somebody who does! We look forward to hearing from you.

You can get more information or book courses with us by:

- Calling Kerrie Mulgrew at MPQC Head Office on 01727 869008
- Emailing Kerrie at [Kerrie.Mulgrew@mpskills.co.uk](mailto:Kerrie.Mulgrew@mpskills.co.uk)
- Speaking to your MPA or BAA representative, where appropriate
- Visiting our website at [www.mp-qc.org](http://www.mp-qc.org)