



ADR THE CARRIAGE OF DANGEROUS GOODS AND USE OF TRANSPORTABLE PRESSURE EQUIPMENT Manual of Practice

This manual is issued by Scottish Qualifications Authority as Appointed Agents to the Secretary of State for Transport and the Secretary of State for Northern Ireland respectively. It encompasses:

- ◆ The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations (As amended).
- ◆ The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations (Northern Ireland) (As amended).

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Contents

Contents	3
Foreword	4
Footnotes relating to Northern Ireland	4
Section A: Introduction	5
1. Introduction	5
2. Driver certification	6
3. SQA Administration	8
Section B: Centre Approval and Delivery of Courses	12
4. Applications for Centre Approval	12
5. Consortium Arrangements, Marketing Agreements and Franchising	23
6. Training Course Materials	24
7. Course Programmes	26
8. Training Facilities, Aids and Equipment	30
9. Course Delivery	36
10. Instructors	39
Section C: Quality Assurance	43
11. Training Providers — Internal Quality Assurance	43
12. SQA External Quality Assurance	45
Section D: Administration	49
13. Application to Run a Course	49
14. Examinations	51
15. Appeals	60
Appendix A: Class 7 (Radioactive Materials)	64
Appendix B: Summary of Conditions of Approval	65
Appendix C: Course Programmes	67
Appendix D: List of Pre-approved Training Programmes	70
Appendix E: Information for Candidates	72

Foreword

This publication is issued by Scottish Qualifications Authority (SQA) at the request of the Department for Transport (DfT), Driver Standards Agency (DSA) and the Health and Safety Executive for Northern Ireland (HSENI). It sets out the standards required for the delivery of courses in order to comply with the Regulations concerning the training of drivers of road vehicles that carry dangerous goods and supplements the requirements set out in Section 1.3. The syllabus is available as a separate document.

Footnotes relating to Northern Ireland

The additional Regulations pertaining to Northern Ireland will usually come into force after the implementation of the GB Regulations. When these are published, all training providers operating in Northern Ireland must ensure they gain an update of this legislation and apply it to the course material for their training.

References to ‘the Department’ – this means the Department for Transport (DfT) for Great Britain (England, Scotland and Wales), including the Driving Standards Agency (DSA)

References to the Health and Safety Executive (HSE) shall be taken to include the Health and Safety Executive for Northern Ireland (HSENI) as appropriate.

References to the Health and Safety at Work Act 1974 shall be taken to refer to the Health and Safety at Work (Northern Ireland) Order 1978 as appropriate.

References to the Secretary of State shall be taken to include the Secretary of State for Northern Ireland as appropriate.

References to the Driver and Vehicle Licensing Agency (DVLA) Swansea shall be taken to refer to Driver and Vehicle Agency (DVA) as appropriate.

Footnotes relating to Regulations

All reference to the regulations in this document are in relation to the:

- ◆ The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations (as amended)
- ◆ The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations (Northern Ireland) (as amended)

Section A: Introduction

1. Introduction

1.1 The purpose of this publication

The purpose of this publication is to set out the standards and associated procedures required of training providers in order to comply with the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations (as amended). The requirements are clearly specified to training providers with the aim of enabling them to deliver training to the standards required by the Regulations. The Manual of Practice also informs those intending to apply for approval the standards required of them and provides guidelines for application.

Training providers are required to meet all standards set out in this publication. Failure to do so will result in sanctions being applied as detailed in Section 12.7.

The standards set out in this publication are a requirement for the approval and re-approval of training providers. Failure to comply will lead to the Department reconsidering a provider's approval.

1.2 Departmental approval

The Regulations require all approved training providers in Great Britain and Northern Ireland to provide training to drivers that leads to the award of ADR driver training certificate approved by the Department. The Regulations currently in force are The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations (as amended).

The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations (Northern Ireland) (as amended).

The Department, working with its appointed Agent, SQA, has applied a number of standards to applicants for approval under these Regulations, and has developed arrangements to ensure that these standards continue to be maintained by providers.

1.3 Driver training requirements

The Regulations require drivers engaged in the carriage of dangerous goods to undertake a basic course approved by the Department, its main objectives are to:

- ◆ make drivers aware of hazards arising in the carriage of dangerous goods
- ◆ give them basic information indispensable for minimising the likelihood of an incident taking place
- ◆ enable them to take measures which may prove necessary for their own safety and that of the public and the environment should an incident take place
- ◆ give them information indispensable for limiting the effects of an incident

The Regulations set out the **minimum** training requirements for issue of ADR driver training certificates.

2. Driver certification

2.1 Legislative basis

Drivers of vehicles carrying dangerous goods within scope of the regulations are required to hold an ADR driver training certificate. European Community Directive 94/55/EC requires that driver training and other aspects relating to the carriage of dangerous goods by road be aligned within the Member States of the Community on the basis of the ADR agreement. The text of the current edition of ADR, Chapter 8.2 is to be used as the basis of alignment together with The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations (as amended). Separate implementing Regulations apply in Northern Ireland. Within Great Britain the Secretary of State, as the Competent Authority, approves training courses and examinations. The Competent Authority in Northern Ireland is the Health and Safety Executive Northern Ireland (HSENI). The individual training providers in Northern Ireland are approved by the Secretary of State for Northern Ireland.

2.2 Regulations Affecting Drivers

The Regulations require drivers of vehicles carrying dangerous goods within scope of the regulations to:

- ◆ Attend and complete an approved training course and practical assessments
- ◆ Pass the SQA examinations
- ◆ Obtain an ADR driver training certificate, which will be valid for five years for national and international journeys through signatory countries, confirming successful completion of attendance and examinations
- ◆ Attend a refresher course and take an approved examination within a period of **not more than twelve months** preceding the expiry of the original, or any subsequent, certificate.* To ensure that a candidate's training and examinations may be processed in good time to issue a refreshed certificate, the candidate must have a minimum of **five weeks** left to expiry from the date of their last examination
- ◆ Carry a valid current ADR driver training certificate during the carriage of dangerous goods, within scope of the regulations

***NB.** As of 01 January 2011 a candidate may attend refresher training prior to the twelve months before the date of certificate expiry and attempt the approved examination. If successful a new certificate will be issued, however the expiry date will be five years from the date of when the examination was passed as opposed to five years from current date of expiry.

2.3 Distribution of ADR Driver Training Certificates

ADR driver training certificates are currently printed and distributed by the DVLA, Swansea acting as agent to the competent authority. In Northern Ireland, DVA Coleraine has this function.

2.4 Drivers Included in the Regulations

The requirement to undertake approved training and hold an ADR driver training certificate for the transport of dangerous goods applies to drivers of:

- ◆ Road tankers
- ◆ Vehicles carrying tank containers
- ◆ All vehicles carrying dangerous goods which fall within the scope of the Regulations

The detail of the requirements is set out in the Regulations.

2.5 Training Requirements for Other Employees

In addition to the requirements set out above, the Regulations require the carrier of any vehicle engaged in the carriage of dangerous goods to ensure that all relevant staff have received adequate instruction and training. The Regulations define what the training must include, and require the operator to keep a record of any training provided in accordance with the Regulations.

2.6 ADR Driver Training Certificate Issue Number

All certificates have an issue number. If a candidate loses their certificate and requests a duplicate, the certificate bearing the most recent issue number is the legally valid certificate and supersedes the previously issued certificate. This does not apply where a refreshed ADR Driver Training Certificate has been issued prior to the existing certificate expiring.

3. SQA Administration

3.1 SQA On-line Database

3.1.1 System Details

SQA has implemented a secure web-based information management system. The use of the system is mandatory to administer certain aspects of this publication, such as initial training provider approval, amendments to approval, notification and management of courses, the verification process, candidate information and examination delivery. The system allows training providers' instant access to real time data including course and candidate information as well as examination results.

The system is accessed through the web-address:

<https://adr.sqainfo.net/dgslive/home.asp>

Through this publication the administration process will be explained in reference to the secure web-based information management system, which will be referred to as the 'database'.

3.1.2 System Requirements

The minimum hardware and software requirements to access the web-based system on a client PC are:

- ◆ A personal computer with Internet Explorer 6 SP1 on Windows 2000
- ◆ 1GHZ Pentium processor or equivalent with 256 megabytes of RAM
- ◆ XGA Graphics
- ◆ Internet access over a 14.4k bits per second (bps) modem (28.8 or faster recommended)
- ◆ The database is not compatible with the Firefox, Safari or Google Chrome web browsers.

3.1.3 System Login Credentials

Login names and passwords are issued by SQA to all applicants and approved training providers, who can access their own record on the secure web-based information management system and have control to update information relevant to their organisation. Continuing user access to the system is managed by the SQA. Any required changes to your centre user access, including additional or disabling user accounts must be communicated in writing to **adr@sqa.org.uk**.

Login details for SQA's secure on-line database will only be issued to notified contacts for each centre. A named main contact will be responsible for the security of the login credentials within your centre.

SQA have an Information Security Management System (ISMS) certificated to the ISO 27001 standards, covering the Contract Services business team. As such we have a commitment to actively promoting Information Security, particularly in the use of systems, it is essential that all users of the SQA on-line database adhere to the following basic guidelines;

- ◆ Memorise your login details and do not keep any written record of them.
- ◆ Never use any software or browser to record your login details (eg Password Manager).
- ◆ If you suspect that the security of your login details has been compromised, you should change your password immediately and e-mail SQA with details of the possible breach, on adr@sqa.org.uk.
- ◆ Common guidelines for choosing good passwords are designed to make passwords less easily discovered by intelligent guessing:
 - Include numbers, symbols, upper and lowercase letters in passwords if allowed by the system
 - Password length should be around 12 to 14 characters and longer still if possible while remaining memorable
 - Avoid any password based on repetition, dictionary words, letter or number sequences, usernames, relative or pet names, romantic links (current or past), or biographical information (eg, dates, ID numbers, ancestors names or dates)
 - Password should be easy to remember and not written down

3.2 SQA Customer Charter

SQA is committed to providing excellent customer service and strive to achieve this through personal accountability and professional commitment. SQA works with customers to ensure that our products and services meet customer needs.

The SQA Customer Charter outlines our commitment to our customers and provides details of our Service Statements, with our minimum response times for various forms of communication.

We recognise that some customers will experience problems and may not receive the service they expect; the Customer Charter documents our formal Complaints and Feedback (see also Section 15.4 of this Manual).

To get full details of our Customer Charter please visit our website at <http://www.sqa.org.uk/sqa/25064.html>

3.3 SQA Freedom of Information, Data Protection Policy and Equal Opportunities Policy

3.3.1 Freedom of Information

SQA is an executive non-departmental public body (NDPB) sponsored by the Scottish Government Education Department and subject to the Freedom of Information (Scotland) Act 2002. This Act provides a general right of access to all types of recorded information held by Scottish public authorities, subject to certain exemptions. In compliance with Section 23 of the Act, SQA has adopted a Publication Scheme setting out the classes of information we publish, or intend to publish, the manner in which we intend to publish the information and whether a charge will be made for the information.

Personal information such as candidate records is exempt from disclosure under this Act by Section 38. This information is subject to the Data Protection Act 1998, see section on Data Protection below for more details.

General information, such as centre policies and procedures, and policies and procedures relating to marks and appeals, may be requested by candidates under the FOI(S) Act.

More information on SQA's policy under the Freedom of Information Act is available via the SQA website at <http://www.sqa.org.uk/sqa//39084.html>

3.3.2 Data Protection

It is essential that SQA collect personal information about candidates — for example, names are required to print on certificates, addresses to post the certificates to, and dates of birth to distinguish between candidates with similar names. SQA will also hold details of candidates' achievements so that certificates can be issued. Candidates undertaking the training must supply these personal details to SQA via a training provider.

Access to candidate information is strictly controlled; however it will be accessible by training providers when this is appropriate. For example, training providers will get details of their candidates' results and when registering a candidate for a course. SQA will also supply information to Department for Transport and DVLA/DVA on a regular basis.

SQA will **not** provide information to organisations involved in direct marketing or similar ventures.

SQA is registered with the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Our Registration Number is Z5781759 and the information can be viewed on www.informationcommissioner.gov.uk along with other information about data protection.

SQA abide by the eight Data Protection principles, and SQA require that all those who supply or use data also adhere to these principles.

SQA expect training providers to take care both in the collection of data for transmission to SQA and in the dissemination of data from SQA. We offer the following guidance:

- Candidates should be aware that their personal details are being given to SQA
- It is important that you should exercise care when releasing personal information supplied by SQA. Information your centre has obtained from SQA or via the database must **not** be used for marketing purposes or any other purpose which could be reasonably objected to by a candidate. If SQA believe that a training provider has used the information held on the database in this way sanctions will be imposed on that provider
- Training providers should be appropriately registered with the Information Commissioner

3.3.3 Equal Opportunities Policy

SQA has an Equal Opportunities Policy, SQA is not only committed to ensuring compliance with equalities legislation, but also to developing good practice in equalities in all areas of our operation.

Further information can be found on our website
<http://www.sqa.org.uk/sqa/21575.html>

Section B: Centre Approval and Delivery of Courses

4. Applications for Centre Approval

4.1 Aim

Before being permitted to run courses leading to the issue of an ADR driver training certificate, training providers must hold a Notice of Approval issued by the Department, and must also be able to conduct examinations to SQA standards. The aim of this section is to explain the approval process and to detail the information that must be submitted when applying for approval.

4.2 Making an Application

Training providers intending to apply for approval to run dangerous goods driver training courses should contact in the first instance:

ADR Administrator
SQA
Optima Building
58 Robertson Street
Glasgow
G2 8DQ

Tel: 0845 270 0123
Email: adr@sqa.org.uk

Providers will be emailed an information pack with a copy of the Manual of Practice, and an invoice for the current fee in respect of the application which is non-refundable. On receipt of the application fee a username and password to access the SQA web enabled database will be issued.

SQA will create a base record on the database for the applicant that they will access to upload information relevant to their operation and complete the 'Approval Checklist' on their record. Once this action is complete and the application fee has been received by SQA, an approval visit by the Chief Verification Officer to the provider will take place. The purpose of the visit is to verify the provider's application and if necessary provide advice to assist their application for approval. The Chief Verification Officer will then make a recommendation for the approval of the application in a report.

When approval is granted a training provider will be able to upload course details on to the database. An invoice will also be issued in respect of the current approval fee of and a Notice of Approval issued by the Department for Transport or the HSENI as relevant.

4.3 Financial Requirements

SQA will invoice training providers for all fees arising from examinations, approvals, and verification visits in accordance with their usual arrangements. Failure by the training provider to provide remittance for any invoice within 30 days may lead to the training provider being suspended from the approved training arrangements. (See 13.5 Accounts and Payments)

4.4 Minimum Course Content

Applications for refresher training alone will not be considered; training providers must provide initial training. Approval for initial training will only be granted to providers able to deliver a minimum of:

- ◆ General Core Requirements, plus
- ◆ Practical Exercises, plus
- ◆ The Packages or Tanker Specialism, or both, plus
- ◆ At least one 'Class Specific' module

Applications for approval to run refresher training are subject to the same minimum coverage.

4.5 Proposed Training Venues

On the 'Sites' tab of their database record, applicants must provide details of known sites where they will conduct training. These sites should be marked to identify if they are 'head office, subsidiary or mobile sites'. Each site record will have a field to indicate the maximum class size that can be accommodated at that location (see Section 4.7.4 & 8.3).

4.6 Instructor Records

On the 'Instructor' tab of their database record, applicants must provide details of each of the instructors they will be using to conduct the training. Along with personal details, the provider must provide evidence of which modules the proposed instructor is qualified to teach (see Section 10.4). These modules will affect the course content each training provider is permitted to teach.

Documents supporting the Instructor approval must be uploaded to the 'documents' tab on the instructor record. It is the responsibility of the Training Provider to ensure that the current versions of the Instructors approval documentation are on the database. Out of date or incomplete documentation may result in the Instructors approval being suspended.

4.7 Application Checklist

In order to demonstrate that they are able to comply with the standards set out in this publication, applicants must provide the following minimum information. The required information is as follows and must be uploaded on to the "Documents" tab of the Training Provider record on the database. Each document in support of the centre approval must be referenced against the following section numbers:

4.7.1 A full set of instructor's notes and audio/visual presentations covering all of the modules for which approval is being sought. These notes must comply with all of the conditions set out in Section 6 of this publication. If an applicant is a member of a Consortium (see Section 5) or has purchased the training material from an approved commercial source, there is no requirement to submit a copy of the notes, although proof of purchase, and of the right to use the course material must be provided in all such cases. Details of the course handouts to be given to each trainee are also required. If these do not already exist, an example must be included from an approved publication. The instructor notes are administered through the 'training resources' tab on the provider record on the database.

4.7.2 A set of training programmes showing how all courses to be run by the training provider will comply with the conditions set out in Appendix C of this publication. See Appendix D for a list of available Pre-Approved Course Programmes. The details of these course programmes are saved on the 'programmes' tab of the provider record.

4.7.3 Details of how the mandatory practical exercises will be arranged and assessed and an example of the written material for the 'desk top' exercise (see Section 9.10).

4.7.4 The intended maximum class size (at each location if different). The maximum permitted class for training purposes shall not exceed 20 candidates in a classroom at any one time and be appropriate for the training venue being used. This will be confirmed in the relevant 'site' record, see section 4.5 above.

4.7.5 A copy of the health and safety policy and procedures of the establishment, and a copy of a certificate of insurance clearly showing that the establishment has public liability cover for trainees and verifiers/invigilators under all proposed circumstances.

4.7.6 Details of the premises to be used, including precise dimensions in the intended class room(s) for teaching and examination, confirmation that heating, lighting, ventilation and power supply will be sufficient for the purpose, and a description of the rest room, toilet facilities and availability of refreshments and meals.

Providers have a responsibility to make facilities accessible under the Disability Discrimination Act.

4.7.7 A description of the organisation, including a brief history, numbers employed, management structure indicating the reporting relationships and control of ADR teaching staff.

4.7.8 A copy of the centre's quality assurance procedure for maintaining the standard of training. This must include checks on the quality of class room instruction (including sub-contractors if used), checks on the quality of facilities and resources, and an explanation of how instructing staff will be kept up to date with all new technical, legal and substance related developments.

4.7.9 Confirmation that all of the necessary training resources are available for use. This must include lists of:

- ◆ Class room training equipment (eg projectors, boards, TV, etc)
- ◆ Audio/visual presentations covering at least the mandatory presentations for the course. DVDs and CDs can also be used as an alternative. (See Sections 8.4 and 8.10)
- ◆ Personal protective equipment (See Section 8.9)
- ◆ Examples of warning panels and placards in use under domestic, ADR and IMDG Regulations
- ◆ The reference documents required for the instructor, including up to date copies of ADR, SIs, approved documents, etc (See Section 8.11)
- ◆ Fire fighting equipment, including fire extinguishers
- ◆ First aid training equipment, including a first aid kit, eye wash bottles, a resuscitation dummy and sterilisation equipment,
- ◆ Overhead projector and transparencies, slides or computer generated images

4.7.10 All instructor records (see section 4.6) must be supported with full documentary evidence of how they meet the requirements set out in Section 10 of this publication. For instructors covering subjects other than fire fighting and first aid this must include a copy of their ADR driver training certificate, proof of either instructional experience or a valid trainer or instructor certificate, and either a CV demonstrating adequate operational experience or a copy of a DGSA certificate. For fire fighting and first aid instructors, there must be documentary proof of their competence as instructors of these subjects.

4.7.11 Full details of any sub-contracting arrangements.

4.7.12 Where the application includes an arrangement to run courses on a 'mobile' basis, there must be a quality assurance procedure for maintaining the quality of the facilities for training and examinations, eg who is responsible for physically checking the location at which the training will take place, when will checks be carried out, what will be checked and how will checks be reported and recorded, what is provided by the 'host' and what will be taken on site by the instructor.

If a provider is not running mobile course this tick box does not need to be checked.

Additional Notes on the Conduct of Mobile Courses

Training providers who run mobile courses must ensure that the same quality criteria are applied to mobile venues as at the home location. Training providers will be helped in avoiding future problems by adhering to the following advice:

- ◆ Re-examine your mobile sites procedures and check lists. Ensure that they are still valid, and if not, update them, and submit for re-approval
- ◆ Where practical, inspect a mobile location when booking. Often the provider of the location has a vested interest in giving you assurances that may not be totally valid
- ◆ In particular ensure that you know what the conditions will be at the time the course will be taking place. Often a room that is quiet and spacious when it is seen at a weekend turns out to be noisy and either full of extraneous bits and pieces or devoid of the promised tables, chairs, TV, etc when the course is run
- ◆ Make sure that the room is big enough to accommodate the number of trainees booked
- ◆ Always confirm any agreement reached with the mobile site provider in writing
- ◆ Always take personal responsibility for ensuring that the instructors have all of the necessary notes, publications, signs, examples, class room aids, etc with them every time
- ◆ Remember that, even when you have a written agreement with the site provider, any contraventions of the standards in the Manual of Practice are your responsibility. It is your approval that is at stake.
- ◆ Above all ensure that courses run at mobile sites are at least to the same standard as the ones on your own premises.

4.7.13 A description of the arrangements for the safe keeping of examination papers, both on and off site, and for the proper administration of written examinations including the invigilation arrangements (see Section 14).

4.8 Sharing of Course Material and Other Resources

Outside recognised consortium arrangements (see Section 5) and separate from them, it is permissible for a number of independent training providers to come to an arrangement to use the same course material or other resources. They may also provide mutual support in marketing and administration. In all respects they are regarded by the Department as individual and independent providers.

4.9 Copyright

Applicants must demonstrate that they have the right to use any written material submitted in support of the application. If commercially available course material is to be used, written evidence of purchase and permission for use must be included. If material is original, applicants must show that it is their own work, or that they have the authority to use it. Any apparent plagiarism will be investigated during the verification process. Neither the Department, nor its appointed agents, may be held responsible for any breach of copyright by a third party.

4.10 Processing Applications for Approval

SQA will consider each application and may seek clarification or additional information from the applicant. SQA will send a recommendation to the Department and, if the application is approved, the Department will issue an Approval Notice. The Department may revoke, set conditions on, suspend or withdraw approval at any time for failure to comply with any of the conditions set out in the Approval Notice or failure to meet the examination or other requirements of SQA. Similar action can also be taken resulting from any breaches of the requirements of this publication (see Section 12.7).

Only when the training provider has been given the appropriate notice in writing, may the first course be notified.

4.11 Conditions Covered by the Approval Notice

Approval Notices are issued to training providers (and not to individual instructors) on the basis of the information provided, and all documents and information submitted in support of an application for approval are considered to be part of the conditions under which approval has been granted.

No changes (apart from any updates necessary as a result of changes in legislation, etc) may be made by the training provider without prior approval from SQA/the Department in writing. This condition applies in particular to variations of the pre-approved course programmes, training material and the appointment of instructors and examination secretaries. The Approval Notice may specify the instructors who are approved to deliver specific elements of the training, and in any case instructors will be approved to deliver training for the specified provider.

Unless otherwise stated, instruction may only be given by instructors named in the application on which approval was based or currently approved on the database. No additional instructors may be used, and no instructor may be employed to deliver elements of the course outside of those specified in the Approval Notice or currently held as approved on the SQA database, without prior approval in writing.

4.12 Applications for Amendments to the Approval Notice

If an approved training provider wishes to add to modules or in any other way amend the conditions covered under an existing approval this must be made to SQA by e-mail and uploading appropriate supporting documents on to the 'Documents' tab of their record.

To add an instructor or use a new training programme the following procedures must be followed:

4.12.1 Adding an Instructor

The instructor details must be input on to the system on the 'Instructor' tab of the provider record. Documentation in support of the application must be uploaded to the 'Documents' tab of the particular instructor record. This instructor record will have a default status of pending and the provider will not be able to use this record when notifying courses until approval is granted.

When the record is created and submitted for approval, the provider must notify the SQA ADR Administrator of the request for approval by email to adr@sqa.org.uk.

A visit may be conducted by a Verifier to assess an Instructor's performance in the classroom environment prior to granting approval. If the Verifier is satisfied with the Instructor's performance approval will be granted. If the Verifier is not satisfied with the Instructor's performance, approval will not be granted and the provider will be required to make arrangements to improve the Instructor's skills or knowledge through, training, coaching or shadowing. Once the provider feels the Instructor is ready for a further approval assessment they must contact SQA who will arrange for another Verifier visit.

A decision will be made and the training provider notified within seven working days. If the Instructor is approved their status will be changed by SQA Administrator to 'approved'

4.12.2 Adding a new course programme

Any course programme, which is not one of the pre-approved course programmes in this document, requires prior approval from SQA. The details of the new proposed course programme must be saved on the 'programmes' tab of the provider record, the proposed programmes must be uploaded as a **"Word" file**, at least **14 days in advance** of its intended use. Training Providers should select variation from the drop down menu, then attach the proposed programme file. The variation programme should detail duration (45 mins, 15 mins, etc) rather than specific times (0915 hrs, 1030 hrs etc). Specific times will be notified when Training Courses are uploaded. Once the programme is uploaded the Training Provider must select "Submit Programme for Approval" The default status for the programme will be 'proposed' and the provider will be unable to use this programme until it has been approved. When the record is created and submitted the provider must notify the SQA ADR Administrator of the request for approval by email to adr@sqa.org.uk. A decision will be made and the training provider notified within seven working days. If approval is granted the status of the programme will be changed by the SQA Administrator to 'approved' and can be used for notifying courses.

4.12.3 Approval to conduct Training in Northern Ireland (GB Providers)

If an approved Training Provider in Great Britain wishes to have approval to conduct training in Northern Ireland they must seek approval from HSENI via SQA first, prior to notifying a course.

4.13 Approval of Explosives and Radioactive Materials Specialisation Courses

Applications for approval for courses covering Class 1 and Class 7 are dealt with differently from all other courses. The instructor details and the documentation supporting their approval application must be input to the system as 4.12.1 above. The documentation to be provided in support of the instructor application is outlined in Sections 10.6 and 10.7.

The training course material to be used for the Specialisation courses must be submitted on the “Documents” tab of the training provider record on the database.

Once these stages have been completed the training provider must notify the ADR Administrator via email to adr@sqa.org.uk. The application for approval will be considered by the Chief Verifier. A decision will be made and the Training Provider notified within seven working days.

If the application is approved the training provider record will be flagged as being approved for Class 1 or Class 7.

4.14 Approval to Conduct Examinations by Computer Based Assessment

Providers seeking approval to examine by computer based assessment must contact SQA with their request. SQA will arrange a visit to the provider’s premises for an inspection of their facilities and systems prior to granting approval.

Please note the computer based assessments are delivered via the internet, so a provider requesting approval will require the necessary connection, see section 4.14.3.

The section below details the standards required to gain approval to conduct computer based examinations.

4.14.1 Examination Room

- ◆ The Examination Room must be of a size to allow 1.5m between the heads of candidates or partitions between individual desks and in a location where disruption would be at an absolute minimum.
- ◆ The light in the room must be comfortable for work both on and off screen.
- ◆ The workstations must be positioned in such a way to facilitate the work of the invigilator in the detection of any unauthorised activity by candidates.

4.14.2 Workstations

The 'workstation' is defined as equipment provided for an individual candidate at an appropriate location, including IT hardware, seating and desk or table space.

The layout of the workstation should take into account access for the candidate and not restrict access to equipment.

Each workstation must include:

- ◆ A chair with adjustable seat height and stable base
- ◆ Adjustable monitor
- ◆ Foot rest (if requested)
- ◆ Freedom from glare
- ◆ Sufficient depth of workstation to allow space for optimum positioning of keyboard, mouse & screen including for left-handed users

4.14.3 Hardware, Software, Peripherals & Communication Links

As the Dangerous Goods Driver Training examinations are delivered via the internet, measures must be taken to ensure candidates are not disadvantaged by inappropriate equipment or slow connections.

The centre should therefore have arrangements in place to monitor the infrastructure and/or equipment, particularly if changes are made to it. Each workstation should be equipped with hardware, software, peripherals and communication to the specification recommended in section 4.14.4 below and conforming to the appropriate BSI standards. Hardware must be well maintained with back up equipment available where possible to minimise the likelihood of failure during an online examination. The back up provision in case of equipment failure must include:

- ◆ Spare workstations of the recommended specification, we would suggest one additional workstation for every ten candidates sitting the assessments would be sufficient to cater for unforeseen circumstances.
- ◆ Spares of easily replaced items e.g. mouse or screen

Virus protection measures **MUST** be in place and kept up to date.

4.14.4 Minimum Specification

Pentium Processor or equivalent ≥ 1 GHz
518M memory
1G free disk space
XGA Graphics (1024x768)
XP or Vista fully patched
IE6SP1 or IE7 fully patched

The internet connection must be by a minimum of a 2MB broadband connection with a suitable router to provide the bandwidth for 20 concurrent examinations.

4.15 System Generated Training Provider Number

The provider will have a system generated four digit number allocated to their record. This is a unique identifier for each training provider. Please quote this number in any correspondence with SQA.

4.16 Issue of Examination Material

SQA will send a complete set of current examination papers. In addition we will also supply candidate response sheets (ADR1). Additional copies of the ADR1 maybe;

- requested from SQA
- downloaded from the “Document Library” on the SQA database
- photocopied

Instructions for the conduct of examinations and the processing of papers is outlined in Section 14.

If additional copies of examination papers are required, a request must be submitted in writing to SQA at adr@sqa.org.uk and must include a reason for the additional copies.

4.17 Period of Validity

Approval is granted for a calendar year from the date of the notice of approval from the Department or HSENI.

4.18 Annual Renewal of Approval

Renewal of approval is due a minimum one calendar year from the initial approval date. SQA will invoice centres annually for approval fees in either April or October depending on the date of renewal. Any training provider with an initial renewal date from November to April will be invoiced in April, providers with an initial renewal date between May and October will be invoiced in October. Once the training provider has returned remittance the approval will be renewed for one calendar year of the date of renewal.

Non-receipt of remittance of the renewal of approval fee by the renewal date will result in the lapse of the training provider’s approval. The training provider will then be required to re-apply and be liable for the full approval fee.

4.19 Ownership of Department for Transport Material

Examination papers, this manual, and any other documentation provided by SQA, acting as the agent for the Department and HSENI, to training providers under this scheme are, and will remain in perpetuity, the property of Department for Transport and must be returned to SQA immediately upon request either by SQA or the Department. Any cost incurred in returning examination materials must be borne by the Training Provider.

4.20 Change of Address or Trading Position

4.20.1 Change of Address

If an approved training provider changes address, this must be notified in writing to SQA without delay. A training provider may update their own record via the SQA database, however a notification must be made in writing to ensure other records can be updated.

4.20.2 Change of Owner

If an approved training provider is passed into different ownership SQA must be notified in writing of the change in circumstance without delay and current approval will be suspended. Approval to train under this scheme will NOT be permitted to pass from one owner to another and approval should not be regarded as negotiable asset. The new owner will need to seek approval under the terms of this document. All documentation pertaining to the scheme which is the property of the Department must be returned to SQA. If these materials are not returned, SQA will instruct a verification officer to visit the provider to collect the materials. The provider will be charged the fee and expenses to recover the costs of such a visit.

4.20.3 Change of Name

If an approved training provider changes trading name, SQA must be notified in writing without delay. A provider will be able to change trading name if all other existing conditions of approval remain the same. If any other existing condition of approval is to change SQA must be notified in writing. A decision will be taken on the approval position and will be notified to the training provider in writing.

4.20.4 Cease to Trade

If an approved training provider, ceases to trade, is wound up or ceases to run courses under the terms of this scheme for any reason, SQA must be notified in writing of the circumstances without delay. All documentation pertaining to the scheme which is the property of the Department must be returned to SQA. If these materials are not returned, SQA will instruct a verification officer to visit the provider to collect the materials. The provider will be charged the fee and expenses to recover the costs of such a visit.

4.21 Prohibition of Training In Other Member States or Countries

Approval applies only to training conducted under the control of the Department for Transport (or the HSENI for Northern Ireland centres). Training cannot be approved which is conducted either on the territory of another Member State or anywhere outside of England, Wales, Scotland and Northern Ireland (for Northern Ireland separate authority is required in any case).

Advice on the training of ex-patriate drivers domiciled outside UK can be obtained from SQA. Any request to conduct training outwith the UK must be made in writing to SQA. Only when the necessary approval has been granted can any course arrangements be made.

Training taking place under the arrangements approved for Her Majesty's Ministry of Defence establishments is regarded as coming under United Kingdom approval, wherever it may take place, so long as the training is provided by Ministry of Defence personnel.

4.22 Training of Non-UK applicants for an ADR Driver Training Certificate

Applications to undertake the training and sit the ADR examinations can be accepted from potential candidates, irrespective of their nationality, country of residence or driver licence.

For the purposes of sitting ADR examinations and receiving UK issued ADR driver training certificate(s), it is not a relevant consideration whether the applicant holds (or held) a UK (including Northern Ireland) driver licence.

Applicants from EU Countries (irrespective of whether that Country is a signatory to ADR) and Countries outside the EU may also apply to sit the examination in the UK. If they meet the criteria below, then, upon success in the examination, a certificate will be issued by DVLA showing their entitlement.

The candidate must, in every case:

- ◆ Provide sight of their passport or national identity card.
- ◆ Show their driver licence.

NB. It is not a requirement of the qualification that every candidate hold a driving licence. Where a candidate does not hold a driving licence they must be allowed to attend the course provided their identity has been verified. If necessary the provider can contact SQA for advice.

- ◆ Where the licence is not supported by a photo card, particular care should be taken to ensure the identity of the candidate. Their passport must be shown AND the candidate registration form countersigned against their driver licence.
- ◆ Training Providers must inform candidates that they must present themselves on the day of the examination with the relevant documentation or they will not be permitted to sit their examinations.
- ◆ If a non-UK licence holder is attending a refresher course a copy of their current certificate must be returned to SQA along with their examination response sheets.

5 Consortium Arrangements, Marketing Agreements and Franchising

5.1 Recognition of Consortia

The Department recognises a small number of consortia covering a number of training providers. A consortium provides its members with course notes, training programmes and other material, all of which have been approved in advance. Training providers who are members of a consortium are not exempt from any of the standards in this publication, and are subject to the same verification and invigilation procedures as independent training providers.

5.2 Rules for the Recognition of Consortia

Consortia can vary in size, but must display the following characteristics:

- ◆ All members must use common course material, programmes and visual aids provided by the consortium.
- ◆ The consortium must regulate and assess the qualifications and experience of instructors used by members.
- ◆ There must be written rules for membership, including a requirement for all applications for approval and proposed changes to be passed through the consortium, and for the consortium to be informed of the intention to run courses.
- ◆ There must be a central body which represents membership, devises and promulgates policy and receives reports on the standards of performance of members.
- ◆ There must be separate, independent management and administration with the responsibility for arranging internal quality assurance visits which are additional to those carried out by SQA appointed verifiers and invigilators.
- ◆ Internal quality assurance visits must be carried out by independent individuals, and not those engaged in providing training, conducting examinations, etc.
- ◆ Consortia must accept that, if one of their members seriously infringes the standards set out in this publication, this could adversely affect the approval of all other consortium members.

5.3 Prohibition of Franchising and Sub-contracted Marketing

Courses must be delivered by the organisation holding the approval, and under that organisation's management and control. It is not permissible for an approved training provider to franchise or delegate, for payment or otherwise, approval to run courses. Any provider not complying with this requirement will be regarded as having breached the conditions of the Approval Notice.

Any company or organisation that does not hold approval to conduct training courses under the terms of this scheme may advertise training courses to be conducted on their premises **ONLY** if the advert makes clear the training provider who holds the necessary approval who will be conducting the training on their behalf.

If an approved provider believes that a company or organisation without approval is advertising a course under this scheme, without making clear who the approved provider is conducting the training, this should be reported to SQA for investigation.

6 Training Course Materials

6.1 Aim

The aim of this section is to provide information to ensure that all approved training providers are using course material which will enable them to comply with the requirements of the syllabus, and to ensure that, following the completion of training, all trainees will have in their possession written material on the content of the course to which they can refer.

6.2 Requirements for Instructor Notes

All approved training providers **must**, as part of the conditions under which they are approved, have a set of instructor notes. It is recommended that Instructor notes:

- ◆ Be in addition to any course visual aids. Reproduction of course OHP slides or PowerPoint illustrations alone will not meet this requirement.
- ◆ Be in a form that will permit an instructor to deliver instruction covering the whole syllabus in a cogent and proactive manner. They must not be in the form of a continuous narrative that would encourage an instructor to read from them (see Section 9.6).
- ◆ Cover the whole of the syllabus, with no omissions, and with the minimum of extraneous or additional material.
- ◆ Be sufficiently detailed to ensure that there can be no errors either of fact or in the technical content.
- ◆ Demonstrate a logical development of ideas.
- ◆ Indicate the point at which videos, exercises and practical exercises are to be introduced.

6.3 Use by Instructors

Each instructor must have their own copy of the course notes, and have them available for all the courses run by the provider. Instructors are not permitted to use the course material approved for another provider under any circumstances.

6.4 Updating

Whenever there are changes to regulations, approved documents, codes of practice or any other matters affecting the content of courses run under this scheme, training providers are responsible for ensuring that all copies of the course notes in use by them are amended and updated, and that instructors are informed of the amendments and changes to the material.

Training providers must ensure that they receive information affecting the content of courses as soon as it is available, and that they act on that information by updating and amending course material straight away. Providers using course notes obtained from a third party are not absolved from this responsibility, and must ensure that appropriate updating action is taken, even if the providers of the material are in default. The material to be updated will include instructors' notes, course handouts, handbooks and visual aids.

Training providers may use outside assistance to update course material, but final responsibility for standards lies with the training provider.

Where training providers are considering significant changes (beyond basic updating) to their approved training material, their plans should be discussed in advance with the SQA and in turn the Chief Verification Officer. A further approval decision may be necessary.

6.5 Course Materials

Trainees attending courses must be in receipt of materials summarising the key points of the instruction, which they can take away and keep. These may be provided as a softcopy; however trainees have the right to request the material in written form. This material must be in a durable form (able to last for five years) and suitable for the trainee to use, both in revising for the examinations and for reference purposes after the course is completed.

Providers should also consider that the material could not discriminate against any individual under the provision of goods and services and make adjustments as deemed necessary.

7 Course Programmes

7.1 Aim

The aim of this section is to provide information to ensure that all training providers comply with requirements regarding the content and duration of courses. There is also a requirement to ensure that trainees attending courses do not spend more time than is desirable receiving instruction without a break.

7.2 The Availability of Approved Written Programmes

Training providers may only offer courses that follow a training programme that has been approved in advance by SQA as agents of the Department. Further details of pre-approved programmes are contained in Appendix C and D of this publication. The instructor conducting the course, must be in possession of the training programme being followed. The training programme must also be made available to a SQA Verification Officer or Invigilator where requested. Candidates should be either given copies of a daily timetable for the course or the programme should be displayed in the classroom.

Any intended changes or additions to a provider's approved programmes must be uploaded to SQA database **at least 14 days in advance** of intended use. Training Providers can select one of the pre-approved programmes and save this to the 'programme' tab of their record for use in notifying a course.

NB For variation programmes see Section 4.12.2

7.3 Content of a Day's Training

The maximum content of any day of training is limited to eight teaching units of 45 minutes each, that is, six hours of instruction from the syllabus.

The total duration of attendance per day, including course administration, progress tests, examinations and breaks, must not **exceed nine hours**, and within that time the period devoted to instruction on the syllabus must be limited to **six hours**.

Where a training course programme results in a very short extra day of instruction or assessment, a day of nine teaching units may be permitted, only ONCE during a course. This will be permitted as long as the combination of instruction, course administration, assessment or breaks does not exceed nine hours. Any request for this exception must be submitted in writing to **adr@sqa.org.uk**, a decision will be communicated to the provider within seven days.

If a training provider wishes to use a variation of the pre-approved training programmes they should select the 'variation' option and upload a **Word document** detailing the programme to be followed to the record for submission for approval. The provider must then e-mail **adr@sqa.org.uk** to notify the SQA administrator that a new programme variation has been submitted for approval. Once approved the provider will be notified in writing **within seven days** and the programme will be available to the providers when notifying courses on the 'training course' tab.

7.4 Breaks

During periods of instruction there must be a break for refreshments of **at least ten minutes**, at least once every one and a half hours, and a break for a meal of **at least 45 minutes** should be taken after the fourth teaching unit of the day. However, if due to the start time of the course this requires lunch to be taken too early, the training provider may use their discretion as how best to split their breaks. When examinations are being taken there must be a break of at least **five minutes** in between each examination, and if the period devoted to examinations including the five minute breaks **exceeds three hours**, there must be a **break of forty-five minutes**.

7.5 Content of the Programme

7.5.1. Training Programmes for Approval (see .12.2)

When submitting a new training programme for approval via the SQA database, the provider must list the subjects to be covered in the order in which they will be covered, including breaks. The programme must also include the examinations to be taken and the order in which they will be taken, including the examination briefing and breaks.

Training programmes submitted for approval must outline the duration of the training, examinations and breaks **ONLY**, they do not need to provide the actual start or finish times of training and assessments. This will enable approved training programmes to be used on multiple course notifications. The course notifications provide course start and finish times to enable external quality assurance visits to take place.

7.5.2 Training Programmes for Candidates

A copy of the training programme to be followed on a course must be distributed to the candidates or displayed in the classroom. This will outline the subjects to be covered in order, the examinations to be taken and the relevant breaks as per the approved programme notified for the course. This programme will provide the start and finish times for each day of the training course and examinations.

The training programme must list the syllabus subjects to be covered, in the order in which they will be covered. It must show the start time for each day of training and for each element of the course, the times and durations of all breaks, and the time when each day of training will finish. The programme must include the examinations to be taken, clearly showing the order in which they are to take place, their duration, and the duration of the breaks in between them. It must also show, either on the approved programme, or on a separate notice, the names of all instructors, and the parts of the course for which they will be responsible.

7.6 Order of the Programme

Programmes should normally follow the order in which the subjects are set out in the syllabus. Variations are permitted as long as they demonstrate a logical development of ideas.

7.7 Duration of the Practical Exercises

The syllabus requires **five** teaching units to be devoted to the three mandatory core practical exercises for Initial training courses and **four** for Refresher. The syllabus permits a certain amount of flexibility so the time allocated to each topic within the Practical Exercises, and the order, in which the topics are covered, is a matter for the training provider to decide, but there must be sufficient time to ensure complete coverage and there must be a logical development of ideas. It is recommended that the teaching units are utilised as follows; one teaching unit for the emergency exercise, one teaching unit for emergency aid and two teaching units for fire for Initial Training or one teaching unit for Refresher training. The additional teaching unit must be used to supplement the above exercises as required.

7.8 Specialisation Courses

The Regulations identify three specialisation courses for carriage in Tanks, carriage of substances and articles in Class 1 and carriage of radioactive material in Class 7. It is permissible for each of these specialisms to be run as a free standing course, with its own examination at the end. Trainees are only to be permitted to attend a free standing course if they have previously completed a course covering each of the necessary core, practical and class modules. A free standing course must be notified as a separate course.

These specialisation courses are included in the list of pre-approved courses; see Appendix D for further details. They can also be included in variation courses providing they have been submitted to and approved by SQA (see 7.2 regarding variations).

7.9 Tankers

The minimum number of teaching units for each part of the syllabus is generally aligned with the recommendations contained in Chapter 8.2 of the current edition of ADR. However, the ADR recommendation of a **minimum of twelve teaching units** to cover the initial tanker training syllabus has been reduced to **ten classroom-based teaching units**. The shortfall of two teaching units is expected to be completed by the employer of the trainee providing training relating to the specific aspects of the tanker technical equipment and operation.

7.10 Refresher Training

The Regulations permit trainees who have held an ADR Driver Training Certificate for a **minimum of four years*** to attend refresher training. To ensure that a candidate's training and examinations may be processed in good time to issue a refreshed certificate, the candidate must have a minimum of **five weeks** left to expiry from the date of their last examination. Candidates for refresher training may only receive training on the modules covered by an existing ADR driver training certificate.

If a refresher programme is being followed, **only** those candidates entitled to refresher training may attend. Candidates for refresher training may, however, attend initial courses. The attendance by a mixture of initial and refresher candidates on an **initial** course is permitted; there is **no** requirement to notify this as two separate courses. However, if there are a mix of refresher or initial candidates on an initial course, when the candidates are registered on the SQA database, the relevant status of "initial" or "refresher" must be selected in the "Candidate Exam

Type” on the candidate record.

Drivers whose ADR Driver Training Certificate includes the In Tanks or Class 1 or Class 7 entitlements can attend the relevant specialisation refresher course.

A candidate is permitted to refresh their VTC and train and sit the examinations for an additional module. Such candidates would have to attend an initial training course to ensure full instruction for their additional module. When such candidates are registered on the database their “Candidate Exam Type” on their Candidate Record will be ‘Refresher plus additional’.

For non-UK licence holders sitting refresher training a copy of their existing ADR certificate **must** be sent to SQA either along with the examination answer sheets for candidates sitting the paper based examination or before the examinations are sat for candidates sitting their examination online, this is to ensure the correct expiry date and entitlement is transferred to their refreshed certificate.

If successful, a refresher candidate will be issued with a certificate valid for five years from the expiry date of their current certificate. **Candidates that are not notified as refresher will be issued with a certificate valid for five years from the date the examination was passed.**

***NB.** As of 01 January 2011 a candidate may attend refresher training prior to the twelve months before the date of certificate expiry and attempt the approved examination. If successful a new certificate will be issued, however the expiry date will be five years from the date of when the examination was passed as opposed to five years from current date of expiry.

7.11 Drivers’ Hours and Road Transport (Working Time) Regulations

Attendance at courses is a legal requirement and training providers must make trainees and their employers aware of the requirements of the drivers’ hours regulations. Time spent attending a course is likely to affect the amount of driving or other work they may undertake under the drivers’ hours regulations. (See also Section 9.1 Course Marketing and Booking Systems).

8 Training Facilities, Aids and Equipment

8.1 Aim

The aim of the section is to provide information to ensure that all training providers are equipped with all of the facilities, aids and equipment to enable them to meet all of the requirements of the syllabus, and are able to use them correctly.

8.2 Course Venues

Each course shall be held at the venues set out in the application for approval. Courses run in accordance with a mobile approval shall meet the requirements of the fixed venue. Training course providers who conduct training at mobile locations must take detailed care to ensure that all venue quality requirements are met (see additional note in section 4.7.12).

8.3 Classrooms

Classrooms must be large enough to accommodate the instructor, aids, equipment and the trainees in comfort. The recommended minimum permitted size is ten square metres plus two square metres for each trainee. There must be room for the instructor to set up all of the necessary equipment and to arrange any demonstrations or exercises, and there must be enough room to accommodate an independent Verifier or Invigilator. Trainees must be comfortably seated, and must have a desk or table on which to refer to handouts and take notes. They must be able to see and hear the instructor and any slides, demonstrations or videos. There must be sufficient plug sockets to run all of the equipment in safety, and there must be adequate lighting, heating and ventilation. Classrooms must be free from external distraction.

8.4 Classroom Equipment

The following is the minimum level of equipment for classrooms:

- ◆ Projector & Screen — the projector may be an OHP, slide projector or projector operated from a computer. The screen may be separate or consist of a white wall, but the image must be clear, sharp, undistorted and visible to all candidates
- ◆ TV (or Plasma) Screens — a means of projecting a moving image from a film, video, CD or DVD. Again this must produce an image that is clear, sharp, undistorted, visible and audible to all candidates with a minimum screen size of 50cms/20 inches
- ◆ Dry wipe board, chalk board and/or flip chart on which the instructor can write and draw.

It is unacceptable to deliver the entire course through the medium of a television. The non-video/DVD aspects would normally be shown by means of suitable projection. If in any doubt, centres should seek the advice of the Chief Verification Officer on the acceptability of classroom equipment.

8.5 Demonstrations

Live demonstrations of the chemical and physical properties of dangerous substances are not to be undertaken.

8.6 Health, Safety and Domestic Provision

The classroom must provide a healthy and safe working environment, with sufficient fire precautions and evacuation procedure. There must be male and female toilets and washing facilities, and there must be a separate rest area. Trainees must have access to drinks during breaks, and to food at least once a day.

8.7 Fire Equipment

8.7.1 Fire Prevention Training

As part of the Core module Fire Prevention training must be conducted. For Initial training courses this outcome will include practical training consisting of the demonstration by a qualified Instructor and practice by the trainees, on a volunteer basis, of the correct handling and operation of a fire extinguisher to extinguish a fire.

The practical training must be undertaken using a suitable fire simulator, digital training system or fire tray. If a training provider intends to use a fire tray they will be responsible for undertaking a risk assessment at each training venue to ensure that by using a live fire, the smoke from the fire and the discharge from the extinguishers will not cause damage or nuisance to the local environment, people or property. There may be certain sites whereby the presence of a live fire may present an unacceptable hazard to other materials held on the premises, e.g. at a refinery facility, such hazards must be taken into consideration.

Any Instructor who intends to conduct the fire practical exercise must be approved to do so and meet the requirements of Section 10.9 of the Manual of Practice. Training Providers may utilise a third party to conduct the fire practical exercise as long as they also meet the requirements of Section 10.9.

Training Providers are reminded that they are responsible for the health and safety of all students attending the course. The responsibility for demonstrating compliance to the above requirements lies with the training provider and not with the owners of the premises at which the training is being conducted. Training providers should ensure that they are adequately insured to cover any potentially risk of harm to Instructors, trainees, External Verifiers or property if conducting the fire practical exercise utilising a live fire.

If a training provider does not comply with the training and safety requirements when conducting the fire training practical exercises, sanctions maybe applied to that centre, see Section 12.7.

8.7.2 Fire Equipment

In order to conduct the practical fire exercise the training provides must have;

- ◆ A full range of fire extinguishers or suitable illustrations for reference purposes.
- ◆ A supply of dry powder or water extinguishers for use by the trainees, depending on the type of training equipment being used. If a digital fire simulator is being used, a full dry powder or water extinguisher must be available to allow trainees the opportunity to handle a real extinguisher.

Note - Water extinguishers must not be used on a “liquid” fire and CO2 extinguishers must not be used under any circumstances.

- ◆ Conducted a risk assessment regarding the use of fire extinguishers, and to ensure that all necessary precautions are taken. In particular, they must examine the safety data sheet (if any) relating to the contents of the extinguishers in use. They must also make arrangements for extinguishers to be recharged in the correct manner, and ensure that they have not been damaged, and will not constitute a danger to those using them.

8.7.3 Fire Simulation Ground

If a training provider is using a fire tray or a fire simulator that produces a live flame for the practical exercise, the fire simulation ground must be situated sufficiently far from any buildings, vehicles, public roads or pathways to avoid any danger or nuisance. It is the responsibility of the training provider to ensure that the production of smoke from the fire and residues from the fire extinguishers will not cause any damage or nuisance to people, or to the surrounding area. If using a fire tray it is recommended that the local fire authority is notified that a fire demonstration is being carried out.

8.7.4 Practical Exercise - Fire Simulator

The exercise can be conducted using a commercially sourced gas powered fire simulator.

A water extinguisher is the preferred extinguisher to be used when conducting the live fire practical exercise using a fire simulator; however some systems may require the use of other extinguisher types.

8.7.5 Practical Exercise – Digital Training System

The practical exercise can be conducted using a commercially sourced digital fire training system. The system must be able to mimic different classes of fire and replicate the different extinguisher types, to provide a realistic simulation for the students.

If a training provider has any questions on the suitability of a fire simulator or digital training system, they can contact the SQA on adr@sqa.org.uk.

8.7.6 Practical Exercise – Live Fire

The exercise may be conducted using a suitable fire tray; this must be of steel construction and approximately 500mm x 500mm x 50mm. The fuel to be used must be a 50% mix of petrol and diesel and the mixture is to be ignited using a suitable rod at least 1m in length. The tray must include sufficient fuel to allow each student to demonstrate them discharging the extinguisher.

Throughout the duration of the exercise, all students must be positioned a minimum of 10m upwind of the tray, with the exception of the student performing the exercise, and the instructor.

A dry powder extinguisher is the preferred extinguisher to be used when conducting the live fire practical exercise using a fire tray as this will allow the fire tray to be reignited.

8.8 First Aid Equipment

To conduct the first aid practical exercise there must be:

- ◆ Resuscitation equipment in good working order
- ◆ Sterilisation facilities for the resuscitation equipment
- ◆ A demonstration set of eye wash equipment
- ◆ A demonstration first aid box

It is the responsibility of the training provider to ensure that this equipment is available for each first aid practical exercise. Sub-contractors may not be held responsible for any shortfall.

8.9 Personal Protective Equipment

The following is the minimum requirement for personal protective equipment that must be available for use and demonstration (and not, for instance permanently fixed to a mannequin), and must be in good condition:

- ◆ Hard hat
- ◆ Unscratched goggles of an approved type clearly marked with the approval number, and medium in which they may be used
- ◆ High visibility vest or jacket
- ◆ Full chemical (PVC) suit with hood
- ◆ Range of gloves, including dipped PVC of different lengths and insulated gloves suitable for use with very cold materials
- ◆ Suitable protective footwear
- ◆ Respirator with a selection of filters

8.10 Audio/Visual Presentations

Every instructor must have suitable pre-recorded audio/visual material as follows:

- ◆ if the course includes the tanker specialism, an audio/visual presentation demonstrating the effect of acceleration, braking and steering with a fluid load on a vehicle and the dangers of roll over
- ◆ if the course includes the Class 1 or Class 7 specialisation, an audio/visual presentation demonstrating the types of hazard created by these two Classes
- ◆ in all cases, an audio/visual presentation on the main hazards and dangerous effects of materials in classes 2, 3, 4, 5, 6, 8 and 9
- ◆ in all cases, the Department for Transport presentation 'Security of Dangerous Goods by Road'

- ◆ For refresher courses, an approved and suitable audio/visual presentation demonstrating the types of fire extinguisher and their selection and use for fighting different types of fire

All videos, CDs and DVDs must be in good condition, and produce pictures and sound which are clear and sharp. Where the use of a video is specified it must be used for initial and refresher training.

It is also desirable to have audio/visual material covering;

- ◆ First aid
- ◆ Boiling Liquid Expanding Vapour Explosion (BLEVE)
- ◆ The dangers of static electricity
- ◆ Tunnel Safety
- ◆ Demonstration of PPE

The following audio/visual presentations have been recommended for use during the Class 7 module, (The use of these audio/visual presentations is recommended but not a compulsory part of the course.):

- ◆ Transport of Radioactive Materials – IAEA in Vienna
- ◆ "Operation Smash Hit" by BNFL

If a provider has any issues sourcing the audio/visual materials please contact the SQA, who may be able to arrange copies to be issued.

8.11 Reference Material

Each instructor, on every course must, as an absolute minimum, be in possession of a complete set of the following publications (GB regulations are listed, but providers conducting training in Northern Ireland must have the equivalent Northern Ireland publications):

- ◆ the current text of ADR
- ◆ the latest edition of this publication
- ◆ the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations (as amended)
- ◆ the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations (Northern Ireland) (as amended) (applicable for courses in Northern Ireland)
- ◆ the latest editions of The Dangerous Goods Emergency Action Code List

It would also be useful, but not essential, for training providers to have the current version of the International Maritime Dangerous Goods (IMDG) Code and/or ACOP 'Unloading Petrol from Road Tankers' (current edition) if the provider is conducting the Tanker module

This reference material may be held in electronic form providing there is a means to view it and its use is permitted by the copyright holder.

It is the responsibility of the training provider to remain informed of any amendments to these publications and any associated material, and to ensure that all instructors receive updated material without delay.

8.12 Visual Material

All training must be supported by visual material. This may be in the form of overhead transparencies for use on an OHP, slides for use on a projector, or images generated electronically using generally available software. All such material must be clear, must not attempt to convey too much information at once, and must be accurate and up to date.

8.13 Vehicle Markings

Each instructor must have, for each module being taught, a set of relevant examples of the vehicle markings required for domestic, ADR and IMDG journeys in tanks and other than in tanks. These examples can be in the form of illustrations but it is essential that at least one full-sized example is available in the classroom. It is recommended that, wherever possible, examples of full-sized markings are used instead of illustrations.

The examples of vehicle markings must be supported by the instructions in writing, which could be in electronic form.

8.14 Examples

Examples of containment marked for UN approval must be shown on every course.

9 Course Delivery

9.1 Aim

The aim of this section is to provide information to ensure that training providers deliver courses that cover the whole of the syllabus, and that on completion of training they will enable trainees to:

- ◆ understand the nature of dangers to which particular dangerous goods may give rise
- ◆ take appropriate and prompt action in an emergency concerning the carriage of dangerous goods
- ◆ fulfil their duties under the Health and Safety at Work etc Act 1974 (or Order 1978 in Northern Ireland)

9.1 Course Marketing and Booking Systems

The marketing of courses must never include or imply misleading information about the provider, the course or its duration. The procedure for taking course bookings must include provision to ensure that all candidates are eligible for the course on which they are booked, if they are a resit candidate checking which modules the candidates have previously sat and that all relevant documentation and licences are correct and in order.

Providers must inform drivers and employers that the course requires the driver to be on duty, and the implications of this for the driver's hours regulations. Systems must ensure that the maximum permitted class size is not exceeded; this is taken to mean that the number of trainees in the classroom at any one time does not exceed the maximum permitted at a particular site (see also 4.7.4).

9.2 Candidate Enrolment

Candidate should be enrolled on the database prior to the commencement of the course. The latest acceptable date for enrolling candidates is the notified **start date of the training course**.

9.3 Checks on Candidate Identity

Prior to commencement of the course, checks must be made by the training provider to substantiate the identity of each candidate. The following checks should be made:

- ◆ Each candidate attending the training course has completed and signed a Candidate Registration Form (ADR2).
- ◆ The address appearing on a candidate's driving licence is their current address to which they wish their ADR driver training certificate to be sent. DVLA/DVA will NOT issue an ADR driver training certificate to a driver whose address on their licence does not correspond to the delivery address stated by the candidate at the start of the course.
- ◆ **It is a legal requirement that the address held on a driver's licence is their current home address. SQA cannot be held responsible for any delays in the issue of ADR driver training certificate due to incorrect information.**

- ◆ It is essential that all candidates are aware of this procedure in advance of attending the training course to ensure their documentation is up to date.
- ◆ The expiry date of the certificates held by candidates if they are attending refresher training Please ensure that the candidates have **at least five weeks until expiry**, from the date of their last examination on the course. If a certificate has expired or the expiry date is within the five week window the candidate must take the initial training (See Section 7.10).
- ◆ The correct driver number is entered on to the database and candidate registration sheet.
- ◆ NB. It is not a requirement of the qualification that every candidate has to hold a driving licence. Where a candidate does not hold a driving licence they must be allowed to attend the course provided their identity has been verified. If necessary the provider can contact SQA for advice.
- ◆ **All candidates must** provide photographic identification to be checked at the start of the training course. The preferred types of photographic identification are;
 - ◆ new style driver licence photo card
 - ◆ passport

Reputable company or professional body photo id and HM Services identity card may also be used.

The candidate's signature on the registration form should be checked against their driving licence (also see 14.3.3).

Where the training provider is suspicious of the applicant or application, they should seek advice from their local Counter Terrorism Security Advisor, who can be contacted through the local police force.

9.4 Course Introduction

At the beginning of the course, trainees must be introduced to the course content, and briefed on the facility in which the course is being held. The briefing must include the Health and Safety arrangements at the location, including the action to be taken in case of fire. Trainees must also be advised about the training programme, including start and finish times and the times and durations of breaks. Arrangements for taking refreshments and meals, and the location policy on smoking must also be covered. They must be instructed that mobile phones and other hand held devices must be switched off at all times during instruction, assessment and examinations.

9.5 Course Delivery

Training must follow the approved programme as detailed on their database "Programmes" tab and as notified on the training course record. Training must be directed at covering all aspects of the syllabus, in such a way that the essential elements are not only understood, but also retained in the memory. This requires a 'pro-active' style of teaching that engages as many of the senses as possible for the maximum possible time. This must be achieved through the use of a combination of an attractive and lively presentation (supported by a variety of visual aids including actual examples), and the participation of the trainees through questioning,

discussion and encouraging the use of real examples from their own experience. Individual instructors will have their own ways of doing this, and there must be flexibility for them to express their own personalities.

9.6 Reading is Prohibited

Instructors must be familiar with course content. It is not acceptable for training to be given by means of an instructor reading from a prepared script.

9.7 Confirmation of Progress

The progress of trainees and their absorption of the course information must be confirmed frequently, and at least once every teaching unit. This may be achieved by verbal questioning. Short written tests may also be used, but must not contain questions that contravene Section 9.8.

9.8 Examination Questions Prohibited

Reproduction and publication or display of the examination questions used by SQA in the examination papers in any form either on paper or electronically is strictly forbidden. Neither may they be used for practice, revision or confirmation of progress. Providers may draft practice examination papers for use on courses however these must be approved in advance by SQA.

9.9 Course Content — Prohibition on Coaching to the Examinations

Training must be aimed at covering the whole of the syllabus, and must follow the notes on which the provider's approval has been based. Training is never to be aimed at the contents of the examination alone. Coaching directed at any examination is totally prohibited.

9.10 Practical Exercises

As part of the course, all trainees must participate in practical exercises covering emergency first aid, fire extinguishers, and the action to be taken in the event of an incident or emergency. Trainees covering the Class 1 and Class 7 modules must also complete additional exercises covering emergency action and vehicle loading. The instructors conducting these exercises have the responsibility to train candidates to the standards set out in the syllabus.

9.11 Candidate Registration Form

Training providers must arrange for an authorised person to sign the declaration on the candidate registration form for each candidate. Before this can occur candidates must have satisfied a qualified instructor of their competence in completing the practical exercise covering emergency action in the case of an accident/incident, plus loading and emergency in Class 1 or Class 7 as appropriate and had their identity confirmed.

10 Instructors

10.1 Aim

Approved courses may only be run by instructors who are qualified to teach the modules that they are conducting, and who are approved to train for the provider sponsoring the course. This section sets out the process of approving instructors and the minimum qualifications required by instructors.

10.2 Approval of Instructors

Training providers nominate instructors to run courses for them when they apply for initial approval. The approval letter lists the modules that they are permitted to conduct. Providers may add an instructor by creating a record for the applicant instructor on the 'instructors' tab of the providers record on the database. All documentary evidence supporting this application must be uploaded on to the documents tab of this instructor record. The default status for the instructor would be 'pending'.

Once all the material has been uploaded onto the database the **training provider must notify the SQA of the request for approval in writing to adr@sqa.org.uk**. An approval decision will be made and the provider notified within seven days. The instructor's status will be updated on the provider record and if the instructor is approved only then would they be able to instruct on notified courses. An instructor may be granted a conditional approval which will require a visit from an SQA verification officer to assess the instructor's performance in the class room, prior to granting full approval.

Only those instructors listed on the providers 'Instructor' tab on their database record are permitted to teach courses for a provider. Instructors are not permitted to run courses while an application is pending. Instructor approval is not transferable; the fact that an instructor is approved for one provider does not mean that he/she is able to conduct courses for another without a separate application for approval.

10.3 Removing Instructor Approval

If an instructor is no longer required to run courses for a provider for any reason, the provider must notify SQA of this fact without delay to **adr@sqa.org.uk**.

If the performance of an instructor is found by SQA or the Department to be unsatisfactory, the instructor may be suspended from the list, and will not be permitted to conduct courses for the provider.

An Instructor may be suspended if, during a course, they impart incorrect or misleading information to candidates which may affect their performance during the examinations.

10.4 Minimum Instructor Qualifications — General

Instructors conducting courses covering the core, practical, packages, classes 2, 3, 4, 5, 6, 8 and 9 and the Tanker specialism must meet the following standards. To be approved instructors must;

- 10.4.1 Hold a current ADR driver training certificate covering the modules on which they are required to instruct;
- 10.4.2 Hold a recognised qualification as a trainer or instructor of adults, or
Provide evidence of substantial experience of preparing and running courses for adults on job related topics, in a formal classroom environment; and
- 10.4.3 Demonstrate that they have substantial operational experience of the transport of the dangerous substances for which training is to be conducted (either in a managerial/supervisory capacity, or as drivers/operatives); or
Provide evidence in the form of a qualification e.g. they hold a current Dangerous Goods Safety Advisor Vocational Training Certificate; or
Demonstrate substantial experience relevant to the training to be covered that, in the opinion of the Department or SQA, is of an equivalent or superior standard. Equivalence may also be achieved through the successful completion of a formal training course covering operational and instructional matters. This involves a number of assessments of knowledge and ability that have been recognised in advance by the Department or SQA.

10.5 Instructor Refresher Training

An Instructor may refresh an existing ADR driver training certificate on a course on which they are conducting the training only if SQA are notified **at least 14 days prior** to the examination date and an independent invigilator (not the Instructor) is nominated by the centre for the examinations. The independent invigilator must complete an Invigilation Report form on the conduct of examinations; then sign and return the form to SQA along with all the completed response sheets for the examinations.

Alternatively, an instructor may attend a training course in the same way as any other candidate whose ADR driver training certificate is due to expire.

Instructors attending a refresher training course must not be treated in any way differently from any other trainee. The training and examinations may be taken at the instructor's own training centre or with another approved training provider.

10.6 Instructor Qualifications — Class 1

Instructors required to conduct the explosives specialism must, in addition to the requirements in Section 10.4 above, be able to prove that they have either had substantial experience of the carriage of explosives by road under current Regulations or that they hold a qualification that requires equivalent knowledge.

10.7 Instructor Qualifications — Class 7

Instructors required to conduct the radioactive substances module must meet specific standards in addition to the requirements in Section 10.4 above. Each potential instructor must have undertaken a Radiation Protection Supervisor's course, or suitable alternative, which has addressed transport in its syllabus, including a written examination and written assessment which has previously been agreed with the DfT Dangerous Goods Division.

Alternatively, a potential instructor would have to provide written evidence of other qualifications and experience that can be shown to be of an equivalent or higher standard and in addition:

- ◆ Already have actual experience in the transport of radioactive materials, and
- ◆ Must be able to conduct the assessments during the practical exercises that are part of this module.

A list of the Radiation Protection Supervisors' courses that are considered suitable by the Department Dangerous Goods Division is available at Appendix A.

The provider should ensure that a Class 7 instructor is kept up to date with any significant technical or regulatory changes which may affect the content of the course.

10.8 Instructor Qualifications — First Aid

In order to conduct the first aid element of the core practicals, an instructor must meet the following minimum requirements:

- ◆ meet the general standards for instructors as laid out in Section 10.4.2, and
- ◆ be in possession of a current valid *First Aid at Work* certificate. (This is awarded after successful completion of an initial four day First Aid at Work course or a two day re-qualification course)

As an alternative to holding a First Aid at Work qualification, instructors who meet one of the following criteria will be acceptable, providing that the general instructional qualification as laid out in Section 10.4.2 is also met and that all qualifications are current and up to date:

- ◆ Registered General Nurses
- ◆ trained paramedics
- ◆ trained first aid instructors from the armed services

10.9 Instructor Qualifications — Fire Fighting

To conduct the use of fire extinguishers element of the Practical Exercise, a provider must show that the instructor has either received formal training as a fire officer or instructor from a fire service or the armed forces, or been given formal training from another competent source (which may include training by a fire extinguisher manufacturer), or has substantial experience of having trained adults in the theoretical and practical aspects of fire fighting.

10.10 Instructor Upgrading

The fact that an instructor may have been approved for a limited range of modules does not preclude the provider from arranging further training and practical experience in order to add to the instructor's range. This can vary from 'shadowing' a number of sessions run by a colleague, to formal attachments to companies running the appropriate road transport activity. All such personal development activities must be approved in advance by the Department or SQA, have clearly stated training objectives, must be subject to some form of assessment in order to discover whether those objectives have been met, and must be recorded.

The personal development of instructors engaged by consortium members may be vetted under consortium arrangements, and the recommendations of the consortium will be taken into account when instructor approval is being considered.

Section C: Quality Assurance

11 Training Providers — Internal Quality Assurance

11.1 Aim

The aim of this section is to ensure that training providers understand that they have a responsibility for all aspects of quality management and control, and that they are able to take all of the action necessary to maintain the required standards, including the conditions upon which their approval was initially based.

11.2 Quality Standards

Training providers must have in place systems and procedures that ensure that:

- ◆ A nominated person is responsible for the standards of course delivery.
- ◆ The quality of instruction is assessed at regular intervals during the year, and that a written record of assessment, and any necessary remedial action is maintained. All such checks must include sub-contractors.
- ◆ There are in-house quality systems and procedures in writing covering the standards of instruction, administration and the conduct of examinations.
- ◆ Assessments must include checks to ensure that the approved course material is being properly used, that the course delivery is in the appropriate style, and that approved training programmes are being adhered to.
- ◆ Any shortfalls in instructor performance are rectified either by coaching and counselling, by further training, or by disciplinary action.
- ◆ Instructors are informed of all regulatory, technical or procedural changes affecting course content as soon as they occur, and that they incorporate all such changes into their teaching immediately.
- ◆ Course material is up-to-date (see Section 6.4).
- ◆ Premises and resources continue to comply (see Section 11.3).

Providers with only one nominated instructor and/or without the infrastructure to meet the requirements of 11.2 can be adjudged to meet them through use of and acting on information from:

- ◆ External Quality Assurance conducted by SQA
- ◆ Classroom questionnaires

11.3 Quality of Premises and Resources

All of the facilities provided for training must continue to comply with the standards upon which initial approval was based. This includes classrooms, classroom equipment, domestic arrangements and all health and safety provisions. Particular emphasis must be placed on premises that are being used as part of a provider's mobile approval. It is never acceptable for a provider to pass responsibility for standards to a third party, and the procedures and check lists upon which initial approval of a mobile facility was based, must be adhered to.

11.4 Record Keeping

Training providers will be required to retain a candidate registration form for each candidate taking part in a training course and/or sitting for the examinations (see Section 9.2). The details on each candidate registration sheet must be transferred to the SQA database for the relevant notified course which the candidate is attending. This transfer of details must be done at the enrolment stage of a course, no later than the start date of the training course.

The registration forms must be retained by the training provider for **five years** as a hard or soft copy. The forms must be accessible at any time during a visit by a Verification Officer or other visit by SQA nominated staff.

If a resit candidate sits an different exam series from that notified for the course, details of this must be made in the text box of the course record. This will only be applicable to candidates whose previous attempt was the paper series notified for the training course. (see Section 14.3.1)

Invigilator report forms (see Section 14.4.3) must be retained by the training provider for **one year**. A copy of the Invigilator report form should only be sent to SQA if an Instructor is refreshing their ADR driver training certificate on the course.

12 SQA External Quality Assurance

12.1 Aim

In order to ensure that training providers adhere to the requirements of this publication, SQA operates a system of quality control that involves the appointment of verification and invigilation officers. This section sets out the ways in which these quality control activities operate, and the sanctions that may be applied.

12.2 Initial Approval and Changes/Additions

When a training provider submits an initial application for approval or, having been approved, applies for any changes to the conditions of approval, such as additional modules, changes to approved course material, variations of pre-approved programmes or additional or different instructors, all such applications must be communicated to SQA for consideration by the Chief Verification Officer. Before making a recommendation on the application, the Chief Verification Officer may approach the provider for additional or amended information, either verbally or in writing. Training providers may not act upon any discussions or recommendations until confirmed in writing by SQA or the Department as appropriate.

12.3 Course Verification Visits

A team of Verification Officers are appointed by SQA to visit courses and to report on their findings. They have the right of access at any time to any course being run by an approved provider. These officers have been provided by SQA with identification cards with their photographs on them. These will be produced as proof of identity on request. If they are not permitted access, **examination material will not be processed**. It is the responsibility of training providers to plan and arrange for the possibility of visits by SQA staff, particularly if courses are being presented at locations where security and access problems could occur. Verification visits are made by the verification team in discussion with SQA, based on the information held on the training provider record on the database. Visits are made without prior notice and SQA reserves the right to deploy its verifiers in any way which might help to uncover malpractice.

Training providers will be visited on a regular basis, with those providers conducting more training or operating from a number of different locations receiving more visits than those with only one site. These visits are in addition to any internal verification visits made for quality control purposes by consortia. Special arrangements have been entered into regarding the verification of courses run by Her Majesty's Armed Forces.

Verification Officers generally work in specific geographical areas, and in this way become familiar with the facilities and material of the providers whom they regularly visit. This geographical arrangement is, however, quite flexible, and providers should not assume that they will always see the same person. During their visits verifiers are seeking to discover whether all aspects of the standards relating to the provision of training set out in this publication are being applied consistently, and that the syllabus, including the time allocations and sequence of training, are being adhered to.

To this end they will wish to see the course being conducted, and to examine all course facilities and domestic arrangements. They do not expect the course programme to be altered to accommodate their visit, but will need reasonable access to all staff and written material relevant to the course and the provider's approval.

In the course of their activities, Verification Officers may give informal advice on any matters within their area of responsibility. This is intended to be of assistance to the provider, and to help to improve or maintain the standard of training. If the advice is not based on the contents of this publication, it will not constitute part of the verifier's report.

On completion of the visit the Verification Officer should be able to discuss the findings with a responsible person, who will be told of any problems noted, and what the verifier's recommendations will be. The Verification Officer compiles a written report and recommendations, based on the content of this publication, which is sent to SQA. Once the contents of the report have been agreed the report will be uploaded to the relevant verification visit record on the 'visits' tab of the training provider record for their access. The training provider will be notified of the availability of the report.

Grading of the Verification Report

The verification report is graded as follows:

Grade	Outcome	Training Provider Actions
1	Continued approval is recommended with no further conditions.	None required
2	Continued approval is recommended subject to the provider taking action on the undertakings given on the points set out in the report.	Remedial action to be taken on the points highlighted in the report.
3	It is recommended that this provider should be required to give satisfactory assurances, within four weeks of notification of the report, that the points set out have been resolved.	Provide written confirmation and documentary evidence where possible of remedial actions taken.
4	It is recommended that this provider should not be permitted to run further courses until the contraventions to the Manual of Practice set out in the report have been resolved.	Provide written confirmation and documentary evidence where possible of remedial actions taken.

12.4 Examination Invigilation Visits

A team of Invigilation Officers have also been appointed by SQA whose task is to visit training providers and to report on their findings. They have the right of access at any time to any examinations being run by an approved provider. These officers have been provided by SQA with identification cards with their photographs on them. These will be produced as proof of identity on request. If they are not permitted access, **examination material will not be processed**. Invigilation visits are made in discussion between the invigilation team and SQA, based on the information held on the training provider record on the database. Visits are normally made without prior notice, and on a random basis.

Training providers may be visited on one or more occasions per year, with providers operating from a number of different locations receiving more visits than those with only one site. During their visits, invigilation officers are seeking to discover whether all aspects of the conduct of examinations set out in SQA rules and this publication are being adhered to consistently. To this end they will provide their own set of papers for the examination and observe the training providers invigilation team conducting the examinations. The Invigilation Officers will also inspect the examination facilities and domestic arrangements. They do not expect the examination programme to be altered to accommodate their visit, but will need reasonable access to all staff and relevant written material. They will normally leave the completed examination response forms with the provider in a sealed envelope. If the envelope has been sealed the examination material should be returned to SQA unopened.

On completion of the visit the invigilator must be able to discuss the findings and recommendations with a responsible person, who will be told of any problems noted. The invigilator will complete a written report which is sent to SQA. Once the contents of the report have been agreed the report will be uploaded to the relevant invigilation visit record on the 'visits' tab of the training provider record for their access. The training provider will be notified of the availability of the report.

The invigilation report is graded as set out in Section 12.3.

12.5 Administration Visits

The team of Verification Officers will also conduct visits to providers to inspect their arrangements in regard to the other administrative requirements of this document outwith the delivery of training courses. These visits will include the inspection of the requirements for course booking, candidate enrolments, documentation, examination paper security, result analysis, internal quality assurance processes and general administration. The Verification Officers will be responsible for checking if all documentation and information pertaining to the training provider approval is up to date on the database record, prior to conducting the administration visit.

The visits will be arranged with the centre staff for a time that is convenient and the report will be graded as set out in Section 12.3.

SQA administration staff will, if requested, assist Training Providers when they have been initially approved to guide centre staff through the administration process and the database.

12.6 Internal Quality Assessment

In addition to the reports and recommendations of the authorised officers, and the content of candidate questionnaires, SQA continuously monitors a number of factors relating to the performance of training providers. These include;

- ◆ Volume of trainee throughput.
- ◆ Compliance with SQA financial requirements.
- ◆ Accurate, complete and timely submission of documents including training course notifications.
- ◆ Compliance with SQA rules for dealing with examination material.

Failure by a provider to abide by the standards of this document will lead to an administration visit by SQA staff to address any issues. **SQA will seek to recover the costs of such a visit.** Continuing failure by a provider to abide by the standards of this document will lead to sanctions being implemented. The range of possible sanctions is outlined in section 12.7.

12.7 The Range of Possible Sanctions

Based on the findings of the authorised officers and the SQA internal quality assurance processes SQA and the Department, working together, will apply one or more of a number of sanctions to approved training providers:

- ◆ if a report reveals that 'serious faults' or omissions have been identified (the Department is the final arbiter of what constitutes a serious fault or omission), the provider may be suspended from running any further courses permanently or until appropriate rectification action has been taken
- ◆ if a report reveals that faults or omissions have been identified, the provider may be required to provide evidence that satisfactory action has been taken within a given time scale
- ◆ the training provider may be required to appoint an examination invigilator other than the instructor who has conducted the course
- ◆ the training provider may be required to appoint an examination invigilator who is independent from the provider
- ◆ the training provider may be required to arrange for all examinations to be conducted by an appointed external invigilator, and to meet the costs of external invigilation
- ◆ training providers with 'mobile' approval may be required to run courses only at their registered base
- ◆ in the event of a Verifier or Invigilator being unable to gain access to a training course to conduct a visit or the training/examinations have been delivered prior to the timings notified on the database, this will be deemed to be a "failed visit". In these instances SQA will require a further visit to take place. **The costs of any failed visit will be recovered from the Training Provider.**
- ◆ if the Training Provider is awarded consecutive Grade 3 reports for the same contravention of the Manual of practice the costs for the second visit will be recovered from the Training Provider.

Section D: Administration

13. Application to Run a Course

13.1 Notification of the Intention to Run a Course

Training providers intending to run a course must create a new course record on the 'training course' tab of their training provider record on the database, for each course to be run. A new course record must be completed **not less than seven days** before the intended commencement of the course.

Any request for notification of a course within seven days, **without a justifiable reason**, may be declined. Requests should be submitted in writing to the SQA Administrator to adr@sqa.org.uk, providing full details of the course. A decision will be taken and the provider will be notified.

The mandatory fields to be completed on a notified course record are:

- ◆ The course programme to be followed. This must be selected from training providers approved course programmes, which are updated in the 'programmes' tab of the training provider record.
- ◆ The site at which the training course takes place. The sites must be selected from the training providers registered sites which are updated in the 'sites' tab of the training provider record.
- ◆ The start date, start time and end date of the training course. The examination date and the examinations' start times.
- ◆ The instructor(s) who will be teaching on the course.
- ◆ The Notes text box must be used to notify any additional information in relation to the training course. (ie. the training course will run on consecutive weekends, training will be conducted Monday, Tuesday and Friday, etc.)

A separate course record must be created for each course, including 'free standing' courses. If a verifier or invigilator is unable to locate the course or arrives at the wrong time, due to inaccurate or incomplete information on the course record, the course examination material may not be processed, and **the provider will be charged for the costs** of the failed visit. If a course is run without having been properly notified, SQA will decline to process the examination material.

13.2 Course Amendments and Cancellations

All course records can be amended or cancelled via the database by the training provider up to 24 hours prior to the commencement of the course it relates to. Any amendments that require to be made to the details of a course within this period or after a course has started, can be telephoned to SQA during weekday working hours on 0845 270 0123 or out with weekday working hours they may be e-mailed to **adr@sqa.org.uk**.

NB. If a course is not run the course record on the SQA database must be marked as cancelled. If a course has not been run but the record has not been marked as cancelled training providers must contact SQA as above and have the record marked as cancelled.

If amendments to course details need to be changed over the weekend, these can be notified to SQA by email at **adr@sqa.org.uk**, the changes will then be picked up during office hours.

If an External Verifier visits a Training Course which has been cancelled without notifying SQA the **Training Provider will be charged for the costs of the failed visit.**

13.3 Responsibility for Correct Information

Training providers must ensure that all database information including the information on each training course adheres to the conditions of their approval and details held on the database. The fact that details on the course record have been notified to SQA without comment from them must not be assumed as signifying acceptance of the content. If courses are run on terms that are outside the provider's approval, all consequences, including the non-processing of examination material, will be the responsibility of the provider alone.

13.4 Access and Insurance

The authorised representatives of SQA, and the Secretary of State or his appointed advisers shall be allowed unrestricted access to attend and visit each course or examination for the purpose of verification, invigilation, assessment and monitoring of the training and examinations. The training provider shall be responsible for undertaking to provide comprehensive insurance cover against any liability, claim or proceedings including personal injury or death of persons undertaking the training or the duly authorised personnel engaged on verification, etc of the training provider.

13.5 Accounts and Payments

Training providers will be invoiced for examination fees, approvals, and, where necessary, verification/invigilation visits, by SQA in accordance with SQA financial and credit arrangements. Should payments not be received in accordance with the agreed terms, SQA reserves the right to withhold results, suspend the processing of entries and examination material and recommend the withdrawal of approval. SQA also reserves the right to use an external organisation to support debt collection.

Training Providers that default on invoice payments by more than 60 days may result in the Training Provider being **immediately suspended**. SQA **will not process** any training course entries and/or examination materials relating to training courses starting after the date of suspension.

14. Examinations

14.1 Aim

Training providers operating on this scheme have a particular responsibility with regard to the administration and conduct of examinations for the following reasons:

- ◆ providers are acting as the agents of SQA and are responsible for ensuring that SQA rules regarding the conduct of examinations are complied with consistently and fairly
- ◆ each training provider may be approved as an examination centre, and normally conducts examinations for its own course members
- ◆ examinations may be conducted by the instructors who also run the courses
- ◆ examinations must only be conducted as notified in the approved programme
- ◆ the answer sheets are completed in black ink

The objective of this section is to ensure that training providers do everything necessary to adhere to the SQA rules, and that the conduct of examinations is fair and efficient.

14.2 Examination Delivery

For the Dangerous Goods Driver Training scheme SQA offers a dual delivery system that allows providers to examine by a paper based or computer based system. The specific requirements of the computer based system are in Section 14.5. Dependent on which delivery model is being employed by the provider the relevant requirements should be adhered to at all times.

14.3 Duties of the Examination Secretary

14.3.1 Examination Paper Rotation

The number of different examination papers for each module is limited, and so the same papers are to be used on a rotational basis.

Centres must ensure that they record the examination papers used for each course on the course record on the database. If a particular candidate is using a different examination paper series from the other candidates on a course, the training provider must ensure that this is annotated on the candidate's record on the examination matrix. Candidates re-sitting examinations following failures must not take the same paper series from the immediately previous sitting at their next attempt.

14.3.2 Security

When a training provider is first approved, one set of examination papers is issued. The examination secretary must check that the numbers of papers received tallies with the covering documentation, and must open an inventory, recording the date of receipt, and the numbers of papers held. The proforma dispatched with examination papers must be signed and returned to SQA confirming receipt of examination papers. SQA will upload the signed document to the Training Providers document tab on the database. Training Providers may request further sets of examination papers; all requests for additional sets of examination papers must be submitted in writing with an explanation outlining the requirement for additional papers.

The receipt of further sets of papers, the withdrawal of papers, and the destruction of spoiled papers must also be recorded on the inventory. Papers must be kept under secure conditions at all times as follows:

- ◆ when not in use papers must be kept in a safe or a secure cabinet to which access is limited to the examination secretary and one other responsible person
- ◆ papers may only be removed from their place against a signature
- ◆ when out of the control of the examination secretary, papers must be kept in a secure briefcase or similar container, and may only be issued to examination candidates for the duration of the examination
- ◆ used and unused papers must be treated with the same degree of security
- ◆ there must never be any possibility that any unauthorised person is able to take a copy of an examination paper, or to obtain or remove any such copy
- ◆ no papers are ever to be reproduced for any reason whatsoever

If further copies of examination papers are required, because of destruction of existing supplies a request must be put in writing to the ADR administrator or at adr@sqa.org.uk.

14.3.3 Before the Examinations

The examination secretary must:

- ◆ Ensure the Invigilators are properly briefed
- ◆ Check that a Candidate Registration Form has been completed by every candidate, that all details are correct, and that the declaration regarding practical assessments has been completed and signed by an authorised person.
- ◆ Ensure that the details for all candidates attending the training and sitting the examination have been entered onto the relevant course record on the database. This must be done no later than the first day of the training course.
- ◆ Complete the examination matrix on the database to ensure all information is correct.
- ◆ Provide the invigilator with a paper copy, printed from the database, of the examination matrix to ensure each candidate sits the correct papers.
- ◆ Ensure **ALL** candidates provide photographic identification to be checked by the examination invigilator at the start of the examinations, to ensure that the person taking the examination is the same as the person who attended the training. The preferred photographic identification is the new style driver licence, passport or national identity card. Reputable company or professional body photo identification or the HM Services Identity card may also be used.

In addition to the above for online examinations the examination secretary must:

- ◆ Ensure that once all candidate data has been input and verified the computer based examination session is created on the training course record.
- ◆ Print the candidate authentication codes from the on-line database and provide these to the invigilator.
- ◆ Ensure that the Invigilator has access to the relevant paper based examinations as a contingency should there be an issue with the computer based examinations, see section 14.5.3 and 14.5.4

14.3.4 Following the paper based examinations

- ◆ Ensure that a Candidate Examination Response Sheet has been completed for every examination taken, that each one has been correctly and clearly completed, that the correct paper and series boxes have been marked, and that the driver number and course number is correct.
- ◆ Ensure that each Candidate Examination Response Sheet has been completed by the candidate only.
- ◆ **Ensure that the Candidate Examination Response Sheets are properly checked off against the SQA examination matrix and batched by module THEN alphabetically by driver surname. Under no circumstances should Training Providers retain a copy/record of the candidate's responses.**
- ◆ Ensure that the Candidate Examination Response Sheets and examination matrix for that course are securely sealed in an envelope, with one of the return labels provided attached and then despatched to SQA **by means of secure "signed for" delivery. SQA cannot be held responsible for the loss of examination material sent by normal mail services.**

It is a condition of a provider's approval that completed answer sheets and relevant material are dispatched to SQA within **five working days** of the end of the course. It is the responsibility of the examination secretary to ensure that completed examination answer sheets are sent to SQA under all circumstances, including the closure of the company. Providers are advised to record the despatch of papers, and that they are sent only by means of signed delivery.

The examination secretary is to receive completed examination material from the invigilator, and is responsible for ensuring that everything has been completed correctly, and that SQA rules for completion and despatch are complied with.

SQA Invigilators may choose to return the completed examination materials direct to SQA or sign and seal the package for the Training Provider to return the unopened examination material to SQA. (see Section 12.4)

14.3.5 Following the online examinations

Once the examination secretary has been informed that all examinations have been completed the examination secretary must set the course to complete on the online database.

14.3.6 Publish examination results

The results for online examinations will be available **immediately after the completion** of all examinations on the course. The results for paper based examinations will normally be available on the database **within 28 days** of receipt of accurately completed examination materials. From the course record the training provider will be able to print a report of the examination results via the 'Results Matrix' tab. This will provide notification of each candidate's module results.

The examination secretary is responsible for ensuring that the candidates are informed of their examination results. It is SQA policy that we will not disclose examination results to candidates.

Candidates holding current GB or Northern Ireland driving licences will receive their ADR driver training certificate direct to the address held on the DVLA or DVA records matching the candidate address input by the training provider onto the SQA database. There is no other individual or specific certificate issued for this scheme by SQA or any other body.

14.4 Duties of the Invigilator

14.4.1 Duties for Paper Based Examinations

- ◆ Check that the question papers are clean and have no marks on them before they are issued. Make sure that the number of question papers held is known in advance to ensure that all are returned following the examination. Check the papers for defacement again after the examination, and count the papers to ensure that there are as many after the examination as there were before it.
- ◆ Issue each candidate with a candidate response sheet and a pen with black ink.
- ◆ Explain how to complete the Candidate Examination Response Sheet. Write the course number from the examination matrix, the question paper reference and the date on a board for the candidates to copy. Check that each one has completed the first form correctly.
- ◆ Ensure that the candidates sign EACH Candidate Examination Response sheet.
- ◆ Stress that no-one may make any mark whatsoever on the question papers.
- ◆ Explain how to record and amend answers on the Candidate Examination Response Sheets.
- ◆ Describe how question papers and Candidate Examination Response Sheets are to be handed in at the end of each examination.
- ◆ When the examination has finished, check the Candidate Examination Response Sheets for completeness, legibility and that they have been signed by the relevant candidate. Amendments may **ONLY** be made to boxes referring to the candidate information. **NO** amendments are permitted to the candidate answers after the examination has finished.

14.4.2 Duties for Online Examinations

- ◆ Ensure that the centre has provided access to the relevant paper based examinations as a contingency should there be an issue with the computer based examinations, see section 14.5.3 and 14.5.4
- ◆ Ensure that before the start of the on-line tests the following technical checks have been performed on all workstations to be used.
- ◆ All necessary computers and peripherals (including spares, if available) are in working order.
- ◆ The centre's communication links are working and meet the requirements of the examination.
- ◆ The website is displayed on all screens at the login page and the workstations have been configured to the requirements of the test e.g. the SQA Online Assessment Client application has been downloaded. This can be done by clicking the "Check Workstation" task on the login page.
- ◆ The computer based examination works correctly on all the equipment to be used – this can be done by using the demonstration mock exam facility.
- ◆ Before the first examination (and again for any candidate joining subsequently) give a briefing, covering the following points:
 - Ensure that all candidates are aware that they will be taking the examinations by computer and that they have all had the opportunity to use the demonstration mock examination and the candidates understand how to use the system.
 - Ensure that all candidates are in receipt of their authentication codes for the particular examinations and they understand which order the papers will be sat in and when they will be required to enter the authentication code.

14.4.3 Invigilator duties for all examinations

Training providers are to appoint an invigilator for every course. Invigilators are responsible for ensuring that candidates correctly complete the documentation and that examinations are properly conducted. The following is a check list for the use of invigilators. Invigilators must:

- ◆ Ensure that the centre has carried out the necessary identity/security checks at the commencement of the course and prior to the examinations (see Section 9.3).
- ◆ Ensure that each candidate knows which examinations are to be taken, and that this accords with the provider's own records.
- ◆ Ensure that the examinations take place as detailed on the approved programme to which they refer, and that they occur at the time and place previously notified to SQA.
- ◆ Check to see if any candidates are to be permitted to take examinations under the adjustments for candidates with additional support needs (see Section 14.8).
- ◆ Ensure that the seating in the examination room is arranged in such a way that there is no possibility of collusion or interference. Candidates should be at single desks with 1.5 metres between heads. The invigilator must be able to see all of the candidates at all times during the examinations.
- ◆ During the examination session there may be situations where candidates are sitting papers of different lengths. In such instances the candidates should be accommodated in separate rooms to avoid disruption of some candidates leaving the hall prior to others.
- ◆ If candidates are sitting papers of different lengths ensure that candidates are aware of their finish times by writing this on the board prior to commencement of the exams. Stress to those candidates who are due to finish earlier the importance of leaving the examination hall quietly.
- ◆ Ensure that all displays of material that may be of assistance to candidates in answering questions are removed.
- ◆ Ensure that the candidates do not have access to reference material, notes, etc. These should either be left outside the room, or placed where they cannot be seen.
- ◆ **Ensure that candidates understand that all queries regarding the examinations must be channelled through the training provider, and must not be addressed to the Department or SQA direct.**
- ◆ Ensure that candidates understand the appeals procedure (see Section 15). Candidates should also be informed that the marking and result calculation processes fall within the scope of the Data Protection Act, section 12. If the candidate wishes to appeal their result it should be done as per the appeals procedure.
- ◆ **Before the first examination** (and again for any candidate joining subsequently) give a briefing, covering the following points:
 - Emphasise that all mobile telephones and other hand held devices must be switched off.
 - Explain how to attract the attention of the invigilator.
 - Explain that the examination is being taken under SQA rules. Anyone found to be colluding with anyone else, or guilty of any other irregular conduct likely to give an advantage will be asked to leave, and the Candidate Examination Response Sheet will not be processed. The candidate **MUST NOT** be permitted to take any remaining examinations. Their previously sat examinations must be returned, including a statement

- of the incident by the invigilator. The candidate must also be allowed the opportunity to make a statement which must be returned to SQA.
- Tell the candidates how many questions there are, and how long they have to complete the question paper.
 - Advise candidates to read the instructions and to check their work.
 - Explain that they may leave when half of the time allowed has elapsed, but that they must do so quietly, without disturbing other candidates.
 - Explain that once they have left the room they may not return until the next examination is due.

◆ **At the end of the examinations the invigilator must:**

- Not discuss the papers with candidates, or permit any review of the answers with anyone.
- Complete the Invigilator report form and ensure it is returned to the Examination Secretary.
- Ensure that question papers and Candidate Examination Response Sheets are returned to the examination secretary by the fastest possible secure means.

Or

- Ensure that once all online examinations have been completed successfully that this is informed to the examination secretary at the earliest opportunity.

14.4.4 Appointment of Independent Invigilators as a Sanction

Failure to conduct examinations in accordance with SQA requirements will result in the training provider being forbidden to conduct examinations until such time as remedial measures have been agreed. During this time, SQA will require examinations for candidates at training providers affected by this sanction, to be conducted by a totally independent invigilator appointed by SQA. SQA will invoice the Training Provider for the independent invigilator on a cost recovery basis.

14.5 Computer Based Examinations

14.5.1 Preparing Candidates for Computer Based Examinations

Providers must make arrangements for any candidate to have access to the mock exam facility during a course to be examined by this mode of delivery.

The mock exam is accessed via the main SQA online database URL.

<https://adr.sqainfo.net/dgslive/home.asp>

Login name: candidate

Password: candidate

The authentication code to be entered is mockexam

When running a mock examination the providers must make candidates aware:

- ◆ That the test does not “count” towards their final award and the purpose is to provide an experience of the format, process, pace and pressure of the test and to confirm the candidates’ preparedness to succeed in the real examination.
- ◆ Of the fail-safe features of the software and provide an opportunity to become familiar with the navigation through the examination. The aspects of navigation that must be covered include:
 - How to navigate forwards and backwards through the examination.
 - The ability to review the full examination and then return to a particular question.
 - The method of leaving items initially unanswered then returning to them.
 - Changing answers to questions.

Candidates must be allowed additional practice opportunities if necessary.

14.5.2 Contingency Planning

SQA has put in place contingency plans for the computer based examinations should certain situations arise during a session. The aim of this section is to outline the issues that may arise and what a training provider’s actions should be.

14.5.3 Temporary Loss of Connection with Assessment

If a candidate’s internet connection is broken midway through an examination the candidate will not be able to go back in to access their assessment when the connection is recovered. An authentication code cannot be reused as the session will still be in progress on the assessment server.

In this situation the Invigilator must inform the examination secretary immediately. The examination secretary must then contact the SQA Administrator. SQA will recover the assessments for the affected candidates and reset the authentication codes for these modules.

Once confirmed the Invigilator will be able to restart the candidates examination using the relevant authentication code. All the candidates chosen answers prior to the loss of connection will be retained and the candidates will be allocated the remaining time for the examination plus 5 minutes for the disruption if required.

14.5.4 Total Loss of Internet Connection

If the centre loses internet connection and it is unlikely that the connection will be recovered to complete the examination session, the Invigilator must provide the paper based examinations for those modules that are part or fully incomplete. The completed paper based examination candidate responses should be passed to the examination secretary and returned to SQA as per the instructions for a paper based examination.

Those modules fully completed by the computer based delivery method for each affected candidate will be retained by SQA and treated as the candidates attempt for that module. Any paper based responses returned during this contingency for modules completed by the computer based model will be disregarded.

14.6 Department for Transport Copyright

The multiple choice questions in all of the examinations are copyright to the Secretary of State. The contents of examinations including the wording of individual questions shall not be disclosed without the written authorisation of SQA as the Appointed Agent. Neither may multiple choice questions, in any way similar to the type used by SQA in the examinations, be published (electronically or in print), set or displayed in any form of trainee handout, candidate pack, handbook or similar document, whether for sale or otherwise unless prior written approval is granted by SQA.

14.7 Queries Regarding Examinations

If a provider wishes to submit a query regarding an examination question they should do so to SQA in writing, on adr@sqa.org.uk. The enquiry will be considered and a response will be issued within seven days.

14.8 Assessment Arrangements for Candidates with Additional Support Needs

Any candidate with additional support needs may apply to SQA through a training provider for an adjustment to the published assessment arrangements. To be considered for an adjustment to the assessment arrangements a candidate, through the training provider, must:

- ◆ Submit a written application to be submitted to SQA **at least seven days prior to the start** of their course
- ◆ Provide written evidence of their condition, in the form of an educational psychological assessment, specialist teacher's assessment or similar evaluation by an educational specialist.

Each request for an adjustment to the assessment arrangements will be considered in relation to the evidence provided on a case by case basis. SQA may request further evidence if required. If the application is accepted SQA will provide written permission for adjustments to the assessment arrangements to be applied.

In addition to an adjustment to assessment arrangements providers have responsibilities under legislation to ensure that all candidates are treated fairly and with respect and that premises and facilities are accessible to all.

14.9 Examinations in another Language

Any provider who provides a training course in another language other than English may request for the assessments to be provided in that language. To be considered the provider must put a request in writing to SQA **before the course is notified**. The request must include, the date the proposed course will take place, the numbers of candidates requiring examinations in another language and the language required.

SQA will consider the request and confirm in writing if the assessment in another language will be provided. Only once a decision has been made by SQA may the provider then notify the course to SQA.

14.10 Resits of Examinations Following Failure

14.10.1 Initial Courses

Initial Examination Candidates who fail to attain an ADR driver training certificate award have the right to resit examinations in their failed modules, without further training. These modules must be sat within a period of **sixteen weeks**, from receipt by the training provider of the notification of examination results for the candidate. All module passes will be valid for one year. Additional examination fees are payable for each resit.

If an existing initial or refresher examination is being conducted, the resit candidates may be examined at the same time.

A new course record must be created on the system indicating examinations only, allowing seven days notice.

14.10.2 Refresher Candidates

If a candidate does not pass enough modules to entitle them to an ADR driver training certificate they may resit and pass the examinations for those failed modules, within **sixteen weeks** of the notification of results and before the expiry date of their current ADR driver training certificate. All passed modules will be held for 1 year until a certificate is issued. Once their ADR driver training certificate expires all previous passes become invalid, refresher candidates must then take the full initial course and examinations including any previously held passes.

If a candidate passes the Core, either of the Tankers or Packages and at least one class module, they will be entitled to a renewal of their ADR driver training certificate in these passed modules. If the candidate fails any additional modules to these, they can resit the relevant module within **sixteen weeks** of notification of results, provided it is five weeks, before the expiry date of their current ADR driver training certificate. Once their ADR driver training certificate expires, the candidate must undertake the initial training course and corresponding examination for these failed modules. It should be noted that once the initial course has been undertaken and examination passed, the module will be added to the existing certificate entitlement and will expire in alignment with the existing certificate expiry date.

Section E: Rights of Appeal

15. Appeals

15.1 Training Provider Approval Appeals Procedure

The Department has established an Appeals procedure for the benefit of training providers and potential training providers under this scheme. Training providers and applicants for approval may appeal against a decision by the Department or their Appointed Agent, SQA. Circumstances under which an Appeal may be submitted will include:

- ◆ SQA is not prepared to approve a provider as an examination centre.
- ◆ SQA is not prepared to make a recommendation for approval or re-approval to the Department relating to initial training, refresher training or additional course modules.
- ◆ The Department is not prepared to approve a provider, or is not willing to accept a recommendation for approval from SQA.
- ◆ The Department has decided to revoke, set conditions on, suspend or withdraw approval relating to courses or instructors under this scheme.
- ◆ A decision has been taken by SQA to suspend a provider or to require a provider to take action to rectify faults arising from a report made either by a verification officer or by an examination invigilator.
- ◆ A decision has been taken by the Department that matters reported by a verification officer or examination invigilator constitute 'serious faults' (see Section 12.7) and the Department has acted accordingly.
- ◆ A dispute has arisen between a training provider or an applicant for approval and either the Department or SQA with regard to approval or re-approval.

If a training provider or an applicant for approval is not satisfied with a decision taken either by the Department or by SQA, the provider should take the matter up in writing in the first instance with the Dangerous Goods Division of the Department or the HSENI. Such an appeal must be made by the training provider within 28 days of their receipt of written notification that he/she does not meet any requirement(s) of the scheme.

If he/she remains dissatisfied, the next level of appeal within the Department is to make a written submission to either:

Great Britain

Head of Dangerous Goods
Division
Department for Transport
Zone 2/34 Great Minster House
76 Marsham Street
London
SW1P 4DR

Northern Ireland

Chief Executive
HSENI
83 Ladas Drive
Belfast
Northern Ireland
BT6 9FR

Submissions should include all relevant information, including details of the original application, copies of all relevant correspondence, the grounds for Appeal, and any supporting information. Appellants should also indicate at this stage whether they wish to be present at any Appeal hearing, and whether they intend to be represented, or to call witness evidence.

The Head of Dangerous Goods Division/Chief Executive will consider the evidence submitted, and may either make a decision in favour of the appellant, or refer the case to the Independent Appeals Board. The Board will consist of an independent Chairman, assisted by two lay advisers nominated by SQA. The Board will conduct its proceedings at the discretion of the Chairman and advisers. The Board will report its findings to the Head of Dangerous Goods Division/Chief Executive. A copy of the Board's findings will be made available to the interested parties. The Department will consider the report of the Independent Appeals Board and will communicate its final decision to the appellant.

The appellant's rights to seek a Judicial Review of the Department's decision, or to seek, through their Member of Parliament, to refer the matter to the Parliamentary Commissioner for Administration are unaffected by the existence or use of the Independent Appeals Board. Appellants will be responsible for meeting all of their own costs in relation to any Appeal.

Training providers and applicants for approval in Northern Ireland will be subject to substantially the same procedure, with the HSENI having access to the same Independent Appeals Board.

15.2 Candidate Appeals Procedure

Training providers are to inform all candidates of the Appeals procedure that is provided within the scheme:

- ◆ Appeals can be made if the candidate believes that the training provided was inadequate or the examination results did not match candidate expectations
- ◆ where the candidate is not satisfied with the training provider, a report should be made to either:

Dangerous Goods Division

Zone 2/34

The Department for Transport

Great Minster House

76 Marsham Street

London

SW1P 4DR

Chief Executive

HSENI

83 Ladas Drive

Belfast

Northern Ireland

BT6 9FR

The appeal should be made as soon as possible, and should contain:

- ◆ the candidate's name, address and driver number
- ◆ the name of the training provider, the address of the training location, and the name of the instructor
- ◆ the date of the training programme
- ◆ a report on the nature of the complaint

The Department will consider the report and decide what action if any should be taken.

15.3 Appeals to SQA

SQA will not enter into direct correspondence with individual candidates with regards to their examinations or the award of an ADR driver training certificate. However, SQA has an Appeals policy for candidates where their results are seriously at variance with the reasonable expectations of the trainer. SQA will, on receipt of a completed proforma from the training provider, re-check the candidate's examination performance. The form will include:

In the first instance, all such Appeals must be made to:

ADR Administrator
SQA
The Optima Building
58 Robertson Street
Glasgow
G2 8DQ
Email: adr@sqa.org.uk

Applications must be made within **28 days of the issue of results**. SQA will carry out checks to ensure the correct and accurate processing of candidates' examination answer sheets, and will inform the training provider of the outcome of these checks within 28 days of receipt of such an Appeal. Should the candidate or training provider be dissatisfied with the outcome, they may refer their complaint to the Department or HSENI within 28 days of outcome, who will consider their report and decide whether the Appeal should be upheld or dismissed. The decision of the Department or HSENI shall be final.

15.4 SQA Complaints Policy

Candidates or Training Providers can make a formal complaint or feedback in writing, by fax or by e-mail to any member of SQA staff. SQA staff will make sure that the complaint is entered into the formal SQA complaints process. SQA will acknowledge the complaint within five working days.

The SQA target is to provide a considered response within 20 working days of receiving the complaint.

If for any reason SQA cannot resolve the matter within 20 working days, the complainant will be informed of the delay, the reasons for it, and will be given a date by which SQA will be able to give a full reply.

If the complainant is unhappy with the response SQA make to the formal complaint, the complainant may write, within 28 days to:

Head of the Chief Executive Department
Scottish Qualifications Authority
The Optima Building
58 Robertson Street
GLASGOW
G2 8DQ

The Head of the Chief Executive Department will review the complaint and the SQA response on behalf of the SQA Chief Executive. A reply will then be sent within 15 working days. In exceptional circumstances, the complaint may be referred to the SQA Board of Management. This will be advised if this course of action is taken.

If a complainant is still dissatisfied with the SQA response, under the terms of the Scottish Public Ombudsman Act 2002, the complainant may ask the Ombudsman to look at the case. This request must normally be submitted to the Ombudsman within 12 months of first raising the matter with SQA. The Scottish Public Service Ombudsman may be contacted at:

Scottish Public Service Ombudsman
Freepost EH641
EDINBURGH
EH3 0BR
Telephone: 0800 377 7330
Text: 0790 049 4372
Fax: 0800 377 7331
E-mail: ask@spsso.org.uk

Appendix A: Class 7 (Radioactive Materials)

Instructor Training Contact List

The following may be contacted to discuss suitable courses to facilitate compliance with Section 10.7 of the ADR Manual of Practice:

Class 7 Limited
Contact: 0161 628 6677

DSTL
Environmental Sciences Department
Contact: 02392 768291

Health Protection Agency
Contact: 0113 267 9041

Suffolk Radiation Technical Services Ltd
Contact: 01473 625 838

To check that this information is still current, please contact Dangerous Goods Division of the Department for Transport.

Telephone: 020 7944 3168 or 020 7944 2755
e-mail: dangerousgoods@dft.gsi.gov.uk

To request inclusion on this list, please contact SQA.

Appendix B: Summary of Conditions of Approval

1. A training course shall be run strictly in accordance with the documentation, information (including the nominated instructors), and evidence supplied by the provider and held on their approved provider database record. (See Section 4)
2. A training course can only be conducted by an organisation holding a current approval according to records held by SQA as agent of the Department. (See Section 5.3)
3. A training course shall only be conducted at a venue held on the provider database record. Courses run in accordance with mobile or alternative location approval shall meet the requirements of a fixed venue. Training course providers who conduct training at mobile locations must take detailed care to ensure that any local regulations regarding fire and safety precautions are fully followed.
The number of candidates attending a course will be as per the number allowed for that venue and shall not exceed twenty candidates per course. (See Section 4.5).
4. Training course records must be created on the database no less than **seven days in advance** prior to the start of the course. The mandatory fields for these courses are the dates, times, instructor, approved programme to be used and venue of each training course and examination. The authorised representatives of SQA, the Department or their appointed advisers shall be allowed unrestricted access to attend and visit each course or examination for the purpose of verification, assessment, monitoring of training and invigilation of examinations. (See Section 12) **The conditions set out at Section 13 shall be met in full.**
5. Training providers are required to complete and retain a candidate registration form for each candidate taking part in a training course and/or sitting for the examinations. The registration forms must be retained by the training provider for five years. (See Section 11.4)
6. All examination material shall be despatched to SQA **within five working days** of the completion of the course. **It is the responsibility of the approved training providers to notify the candidates of their results upon receipt of the results notification from SQA.** All candidates who fail shall be provided with their results, details of the arrangements and procedures for re-sitting the examination and the relevant Appeals procedure. (See Section 14)
7. Examinations shall be conducted strictly in accordance with the Regulations and the detailed instructions provided by the SQA. The contents of examination papers including the wording of individual questions shall not be disclosed. (See Section 14)
8. If during the period of the approval any changes or modifications are proposed which would effect the content of the training course, the range of courses offered in the various classes of dangerous goods or the facilities and location of the course on which the approval was initially granted, such proposals must be notified to, and re-assessed by, the appointed agent. (See Section 4.12)

9. The training provider shall be responsible for undertaking to provide comprehensive insurance against liability, claim or proceedings, including personal injury or death, of persons undertaking the training or the duly authorised personnel engaged on verification of the training provider. (See Section 13.4)
10. Training course providers may be charged for the costs incurred by the Agent in arranging additional verification visits arising from an unsatisfactory report of a normal verification or examination invigilation visit.

Training course providers must pay all invoices, arising from examinations, approvals, candidate's examination fees and verification visits, to the Agent in accordance with the Agent's usual financial and credit arrangements. Failure to comply with this provision may lead to the training provider being suspended from the approved training arrangements. (See Section 4.3)

Appendix C: Course Programmes

1 Aim

The aim of this section is to ensure that all training providers comply with the requirements in national and international regulations, that course programmes cover the appropriate syllabus, that sufficient time is allocated to each syllabus topic, and that trainees attending courses are not obliged to spend more time than is desirable receiving instruction without a break.

2 Pre-approved Programmes

Appendix D sets out a range of training programmes that are intended to cover the various combinations of syllabus topics required by the vast majority of trainees. As required by ADR, the tanker, class 1 and class 7 specialisation courses may be conducted as free standing modules. It is a requirement that training providers must either follow one of these suggested programmes, or provide SQA with an acceptable reason for offering a different programme. Permission to offer an exception must always be obtained in advance. An example of an acceptable reason is when a training provider needs to spend more than the recommended duration on a particular part of the syllabus.

3 Approved Programmes

Training providers are advised to use a pre-approved programme as the basis for the actual programme to be followed. The actual programme given to the candidates must show the start time each day, the actual time to be taken for each and every break, the start time of each teaching unit, and the times allocated to subjects not included in the syllabus. Examples of non-syllabus material will include pre-course briefings, documentation, the teaching of non-syllabus topics, and written confirmation tests. Oral confirmation questioning is to be included in the time allocated to the syllabus subject. The syllabus has been designed to permit a certain amount of flexibility, the time allocated to each subject within the syllabus, and the order in which the subjects are covered within each module, is a matter for the training provider to decide, but there must be sufficient time to ensure complete coverage, and there must be a logical development of ideas.

4 Course Structure

Training from the syllabus consists of eight teaching units in accordance with the suggested programme. Each teaching unit lasts 45 minutes. The structure of the course programme must allow for a break of at least 10 minutes every 1½ hours and a meal break of at least 45 minutes once a day. The breaks to be taken in relation to examinations must be; at least 10 minutes between the end of tuition and the beginning of examinations or examination briefing, 5 minutes between each examination, and a break of at least 45 minutes after 3 hours of examinations (including the 5 minute breaks). The total time that trainees are required to attend the course, including all breaks, non-syllabus subjects and examinations must not exceed nine hours.

Where a training course programme to be followed during a course results in a very short day of instruction or assessment, a day of nine teaching units may be permitted, only ONCE during a course. This will be permitted as long as the combination of instruction, course administration, assessment or breaks does not exceed nine hours. Any request for this exception must be submitted in writing to adr@sqa.org.uk, a decision will be communicated to the provider within seven days.

5 Actual Training Programmes

Actual training programmes must be prepared for all courses run by training providers. In addition to the course content they must include the name(s) of the instructor(s) covering the various parts of the course content. The instructor(s) must have a copy of the programme and, in addition, the trainees must have access to the programme, either by receiving an individual copy, or from a programme prominently displayed in the classroom. A copy of the programme must be provided to a Verification Officer or other authorised person on request. The actual programme must be adhered to. An exception to this requirement is that the order in which examinations are taken may be altered if this is more convenient to the mix of candidates taking them.

6 Refresher Training

The regulations permit all trainees who have held an ADR driver training certificate for a minimum of four years and with no more than five weeks from the date of their final examination, to attend refresher training*. If a refresher programme is being followed, only those candidates entitled to refresher training may attend. Candidates for refresher training may, however, attend initial courses. The attendance on one course by a mixture of initial and refresher candidates is permitted; the "Candidate Exam Type" field on the candidate record on the database must be set as "initial" or "refresher" as relevant. Candidates for refresher training may only be examined on the classes covered by an existing, valid ADR driver training certificate.

***NB.** As of 01 January 2011 a candidate may attend refresher training prior to the twelve months before the date of certificate expiry and attempt the approved examination. If successful a new certificate will be issued, however the expiry date will be five years from the date of when the examination was passed as opposed to five years from current date of expiry.

7 Driver Hours and Road Transport (Working Time) Regulations

Attendance at courses is a legal requirement and training providers must make trainees and their employers aware of the requirements of the drivers' hours' regulations if courses are undertaken at weekends or on drivers' rest days. Time spent attending a course will probably affect the amount of driving or other work they may undertake under the drivers' hours regulations.

Appendix D: List of Pre-approved Training Programmes

Initial Training

- 53 Core, Practicals, Packages, Tanks, Classes 2,3,4,5,6,8 & 9
- 118 Core, Practicals, Packages and Classes 2, 3, 4, 5, 6, 8 and 9 and Tanks

- 1 Core, Practicals, Packages and Classes 2,3,4,5,6,8 & 9
- 17 Core, Practicals, Packages and Classes 2,3,4,5,6,8 & 9
(training for the Common Characteristics, Group A and Group B papers only)

- 30 Core, Practicals and Class 1
- 31 Core, Practicals and Class 7

- 2 Core, Practicals, Packages and either Class 2 or Class 3
- 3 Core, Practicals, Packages and Classes 2 and 3
- 8 Core, Practicals, Packages and Class 2 or 3 with Classes 4, 5, 6, 8 and 9

- 4 Core, Practicals, Packages and Class 2 or 3 and any 1 from Classes 4,5,6,8 or 9
- 5 Core, Practicals, Packages and Class 2 or 3 and any 2 from Classes 4,5,6,8 or 9
- 6 Core, Practicals, Packages and Class 2 or 3 and any 3 from Classes 4,5,6,8 or 9
- 7 Core, Practicals, Packages and Class 2 or 3 and any 4 from Classes 4,5,6,8 or 9

- 9 Core, Practicals, Packages and Classes 2 and 3 and any 1 from Classes 4,5,6,8 or 9
- 10 Core, Practicals, Packages and Classes 2 and 3 and any 2 from Classes 4,5,6,8 or 9
- 11 Core, Practicals, Packages and Classes 2 and 3 and any 3 from Classes 4,5,6,8 or 9
- 12 Core, Practicals, Packages and Classes 2 and 3 and any 4 from Classes 4,5,6,8 or 9

- 13 Core, Practicals, Packages and any 1 from Classes 4,5,6,8 or 9
- 14 Core, Practicals, Packages and any 2 from Classes 4,5,6,8 or 9
- 15 Core, Practicals, Packages and any 3 from Classes 4,5,6,8 or 9
- 16 Core, Practicals, Packages and any 4 from Classes 4,5,6,8 or 9

- 19 Core, Practicals, Tanks and either Class 2 or Class 3
- 24 Core, Practicals, Tanks and Class 2 or 3 and Classes 4,5,6,8 and 9
- 25 Core, Practicals, Tanks and Class 2 and 3

- 20 Core, Practicals, Tanks and Class 2 or 3 and any 1 from Classes 4,5,6,8 or 9
- 21 Core, Practicals, Tanks and Class 2 or 3 and any 2 from Classes 4,5,6,8 or 9
- 22 Core, Practicals, Tanks and Class 2 or 3 and any 3 from Classes 4,5,6,8 or 9
- 23 Core, Practicals, Tanks and Class 2 or 3 and any 4 from Classes 4,5,6,8 or 9

- 26 Core, Practicals, Tanks and Class 2 and 3 and any 1 from Classes 4,5,6,8 or 9
- 27 Core, Practicals, Tanks and Class 2 and 3 and any 2 from Classes 4,5,6,8 or 9
- 28 Core, Practicals, Tanks and Class 2 and 3 and any 3 from Classes 4,5,6,8 or 9
- 29 Core, Practicals, Tanks and Class 2 and 3 and any 4 from Classes 4,5,6,8 or 9

- 60 Core, Practicals, Tanks, Packages and either Class 2 or 3
- 61 Core, Practicals, Tanks, Packages and Class 2 and 3

Refresher Training

- 54 Core, Practicals, Packages, Tanks, Classes 2, 3, 4, 5, 6, 8 & 9
- 34 Core, Practicals, Packages and Classes 2, 3, 4, 5, 6, 8 and 9
- 35 Core, Practicals, Tanks and Classes 2, 3, 4, 5, 6, 8 and 9

- 36 Free standing Tanks module
- 37 Core, Practicals and Class 1
- 38 Core, Practicals and Class 7
- 39 Free standing Class 1 module
- 40 Free standing Class 7 module

Additional or Re-sit Courses

- 18 Free standing Tanks module
- 32 Free standing Class 1 module
- 33 Free standing Class 7 module

- 71 One Class from Classes 4, 5, 6, 8 or 9
- 72 Two classes from Classes 4, 5, 6, 8 or 9
- 73 Class 2 or 3
- 74 Class 2 or 3 and any 1 from Classes 4, 5, 6, 8 or 9
- 75 Class 2 or 3 and any 2 from Classes 4, 5, 6, 8 or 9
- 76 Class 2 and 3
- 77 Class 2 and 3 and any 1 from Classes 4, 5, 6, 8 or 9
- 78 Class 2 and 3 and any 2 from Classes 4, 5, 6, 8 or 9

Appendix F provides detailed examples of the approved training programmes.

Appendix E: Information for Candidates

The Carriage of Dangerous Goods and Transportable Pressure Equipment Regulations (As Amended)

Introduction

The Regulations cover the training of drivers of vehicles carrying dangerous goods in tanks or tank containers and in packages. In order to be legally qualified to drive a vehicle carrying dangerous goods, a driver must be in possession of an ADR driver training certificate issued under appropriate UK regulations.

An ADR driver training certificate is valid for five years from the date of issue. This may be extended during the final twelve months of validity for a further period of five years, from the date of expiry, by the holder undertaking and passing the appropriate refresher training and examinations. To ensure that the examinations can be marked and certificate issued prior to current expiry date a candidate must have a minimum of five weeks until expiry on the date of their last examination.

The regulations (as amended) require drivers engaged in the carriage of dangerous goods to be given adequate instruction and training. This is to enable them to understand the nature of the dangers to which particular dangerous goods being carried may give rise, the action to be taken in an emergency concerning them and their duties under the Health & Safety at Work etc Act 1974.

SQA is the appointed Agent of the Department for Transport. It is responsible for matters relating to approved centres, examinations, the issue of results and arrangements for the issue of ADR driver training certificates to successful candidates.

Training Courses

To qualify for an ADR driver training certificate, drivers must undertake a course of training at a centre approved by the Department for Transport and pass the examinations relevant to the class(es) of dangerous goods to be carried. A centre should be approached in order to find out the cost of training and the availability of courses.

Candidates undertaking a course of training should either receive a copy of the course programme or it should be displayed in the classroom.

There are four routes to an ADR driver training certificate. The minimum number of components required in order to qualify for an ADR driver training certificate are as follows:

Route 1*

Core Operational duties
plus
Main classes 1
plus
Main classes 2

Route 2

Core
plus
Tanks
And/or
Packages
plus
At least one 'class specific'

Route 3

Suitable for those attending a course leading to all of Classes 2 to 6, 8 and 9.

Core
plus
Tanks
and/or
Packages
plus
Classes Common Characteristics
plus
Classes Group A (Classes 2, 3, 6, and 8)
and/or
Classes Group B (Classes 4, 5, and 9)

Route 4

Suitable for those requiring only Class 1 and/or Class 7.

Core
plus
Class 1
and/or
Class 7

*Please note the training syllabus and examinations for route 1 have yet to be implemented.

Those drivers who complete certification via Route 4 and who subsequently require further classes must also take and gain a pass in the Packages and/or Tanks examination module in order to update their certificate.

It is only possible to refresh those classes listed on the ADR driver training certificate. Additional classes can only be added by undertaking an Initial training course.

If a driver undertakes refresher training for components which were not listed on the original ADR driver training certificate, these additional components will be marked as failed. Any new ADR driver training certificate will not include these components.

Classes of Dangerous Goods

There are nine UN Classes of Dangerous Goods as follows:

- Class 1 Explosives
- Class 2 Gases
- Class 3 Flammable Liquids
- Class 4 Flammable Solids
- Class 5 Oxidising Substances & Organic Peroxides
- Class 6 Toxic and Infectious Substances
- Class 7 Radioactive Substances
- Class 8 Corrosive Substances
- Class 9 Miscellaneous Substances

Examinations

Examinations are offered on a dual delivery system which allows the driver to be examined by a paper based or computer based system.

Paper based examinations are to be completed using black ink on a multiple-choice Candidate Examination Response Sheet. Drivers should enter their full name and driver number and the course and paper number in the spaces provided. The invigilator should explain how to do this at the start of the examination. Candidates should ensure that they are aware of which paper they are taking, details of which will be found on the front of the examination paper. After completing the examination each Candidate Examination Response Sheet used should be signed and dated.

Computer based examinations are to be completed via the on-line database. The invigilator will provide candidates with username, password and authentication codes prior to the start of the exam. Candidates should ensure that they are aware of which module they are sitting before commencing the exam.

Drivers must also complete a course registration sheet containing their Driver Number, Name, Address, Nationality, Sex, and Date of Birth. **The address given must be the same as the address on the driver's current driving licence. It is a legal requirement for the address on the driver licence to be the holder's current address.** If these addresses do not match, an ADR driver training certificate will not be issued.

The examination papers are as follows:

- 001 – General Core Requirements
- 002 – Tanker Specialism
- 003 – Packages Core Requirement
- 004 – Class 1 Explosives
- 005 – Class 2 Gases
- 006 – Class 3 Flammable Liquids
- 007 – Class 4 Flammable Solids
- 008 – Class 5 Oxidising Substances and Organic Peroxides
- 009 – Class 6 Toxic and Infectious Substances
- 010 – Class 7 Radioactive Substances
- 011 – Class 8 Corrosive Substances
- 012 – Class 9 Miscellaneous Substances
- 013 – Classes Common Characteristics
- 014 – Classes Group A (Classes 2, 3, 6 and 8)
- 015 – Classes Group B (Classes 4, 5 and 9)
- 016 – Core Operational Duties*
- 017 – Basic Course General Classes 1*
- 018 – Basic Course General Classes 2*

There are three exam paper series A, B or C, the paper being sat should be notified on the Examination Response Sheet.

*These examination modules relate to the Basic Course training programme which is yet to be implemented.

Examination Results

All candidates will receive notification of their results through the approved training provider. SQA do not issue any separate certification for this scheme and will not provide examination results over the telephone.

Results will be issued to training providers no later than 20 days from receipt of the examination material.

The certificate will be issued no later than six weeks following receipt of the examination material.

Examination Queries

All correspondence with respect to examination entries and results should be directed to the training provider in the first instance, who will undertake queries on behalf of the candidate. The candidate should not contact SQA or any other authority.

Issue of an ADR Driver Training Certificate

Successful candidates holding either a GB or Northern Ireland driving licence will receive an ADR driver training certificate. This is sent directly from the DVLA to GB licence holders or from the DVA for Northern Ireland licence holders. The ADR driver training certificate will be sent to the address held on their database as appropriate. This is the address on the driver's current driving licence. It is not possible for an ADR driver training certificate to be sent to any other address.

Each ADR driver training certificate contains an Issue Number which indicates how many certificates a driver has been issued in the past. Only the latest certificate is valid and any previously issued ones should be destroyed. If a candidate has a problem with their certificate, they should seek the assistance of the ADR Team at SQA in the first instance.

Successful candidates who hold non-UK licences will receive an ADR driver training certificate. This will be sent directly from DVLA to the address notified to SQA as checked by the Training Provider. The ADR driver training certificate will be valid for five years in line with those issued to GB and Northern Ireland licence holders.

Adding Classes to an ADR Driver Training Certificate

It is possible to extend an ADR driver training certificate to include other classes. Drivers wishing to add these classes must undertake the relevant training course and successfully complete the appropriate examinations. A new ADR driver training certificate will then be issued with the same date of expiry as the original one. The additions will only be valid until this date, and can be refreshed along with the rest of the ADR driver training certificate.

Replacement of an ADR Driver Training Certificate

Damaged or stolen ADR driver training certificates may be replaced. GB or Non-UK driving licence holders should contact SQA (details given over) requesting an application form for a replacement certificate. A fee is payable by debit card, credit card, cheque or postal order for the replacement. Northern Ireland licence holders should apply directly to the DVA.

Change of Name or Address on an ADR Driver Training Certificate

In order to change the name or address on an ADR driver training certificate, the driving licence must be sent to DVLA (if a GB licence holder) or the DVA (if a Northern Ireland licence holder) as instructed on the reverse of the driving licence. **Do not send the ADR driver training certificate itself, a new one will be issued shortly after you receive your driving licence.** A new driving licence and ADR driver training certificate will be issued by the DVLA or DVA as appropriate. Please note that it is an offence under the Road Traffic Act 1988 Section 99 (4 and 5) not to surrender a licence to notify a change of address.

Renewal of an ADR Driver Training Certificate

This certificate is valid for five years from the date of issue, but its validity may be extended for periods of up to five years by the Secretary of State where, within the period of twelve months which precede the expiry of the original certificate or any extension of it granted within the Regulations, the holder can show to the satisfaction of the Secretary of State completion of an approved training course in the carriage of dangerous goods which has been approved by the Secretary of State, and a pass in the appropriate examinations.* The Driver and Vehicle Licensing Agency (DVLA) issues reminder letters to holders of Certificates that are due to be renewed, but **failure to receive a reminder letter will not be accepted as a good reason for failure to renew a Certificate in good time.** The DVA does not currently issue reminder letters.

***NB.** As of 01 January 2011 a candidate may attend refresher training prior to the twelve months before the date of certificate expiry and attempt the approved examination. If successful a new certificate will be issued, however the expiry date will be five years from the date of when the examination was passed as opposed to five years from current date of expiry.

Contacts

Department for Transport (DfT) and Health and Safety Executive Northern Ireland (HSENI)

The DfT should only be contacted for information relating to the application of the Regulations concerning dangerous goods. The Dangerous Goods Division can be contacted on 020 7944 2755 or at dangerousgoods@dft.gsi.gov.uk for the above information.

The contact in HSENI is the Transport and Public Utilities Group, telephone 0289 024 3249.

DVLA

The DVLA is responsible for the despatch of ADR Driver Training Certificates successful candidates holding GB and non-UK driving licences:

DVLA
Swansea
SA6 7JL

Driver enquiries: 08702 400 009
Vehicle enquiries: 08702 400 010

DVA

The DVA is responsible for the despatch of ADR Driver Training Certificates to successful candidates holding Northern Ireland driving licences:

DVA
Driver Licensing Division
County Hall
Castlerock Road
Coleraine
BT51 3TB

Tel: 0287 034 1386 or 0287 032 5766

SQA

For further information about where you can gain these qualifications, or details of how to replace a lost or damaged ADR driver training certificate, please contact:

Contract Services Team
Specialist Awards and Services
Optima Building
58 Robertson Street
Glasgow
G2 8DQ

Tel: 0845 279 1000
Fax: 0845 213 5000
Email : adr@sqa.org.uk