



Centre Approval Application Form

Being part of a professional driver
development scheme to keep Britain's
roads safer for everyone

Section One – General:

Please fill in all details as fully as you can

Centre Name			
Address			
General Telephone Number			
General Email Address			
Website Address			
Centre Type <i>(please tick)</i>	<input type="checkbox"/>	Employer/Fleet	
	<input type="checkbox"/>	Training Provider	
	<input type="checkbox"/>	Other <i>(please state)</i>	
Please provide detailed information about your centre i.e. nature and size of business, which regions/countries do you deliver training in? Average number of pupils per annum?			
Are you applying for approval for a single Centre or multiple Centres?	<input type="checkbox"/> Single <input type="checkbox"/> Multiple <i>(If Multiple, please provide details below)</i>		
Are you working in partnership to provide the accredited training you want to offer?	<input type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, please provide details below)</i>		
Are you an Approved Centre for another Awarding Organisation (AO) or Accrediting Body (AB)?	<input type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, please provide details below)</i> If you can provide any evidence/reports dated within the last 12 months and these show that your centre has been fully compliant with the other AO/AB's approval criteria we may be able to expedite your approval.		
	Awarding Organisation	Approved for (qualifications/ sectors)	Approved Since (Date)
Have you ever been refused approval by an Awarding Organisation/Accrediting Body or had your approval withdrawn or suspended?	<input type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, please provide details below)</i>		



Section 2 - Centre Key Contacts:

Please fill this section out as fully as you can - we appreciate that smaller organisations may not have an individual to each role and that some may be shared. Please give the name of the senior contact.

Role	Name	Email	Tel
Head of Centre			
Quality Assurance Contact			
Finance Contact			
Candidate Administrator <i>(responsible for registering learners and claiming learner certificates)</i>			
Other key contacts <i>(please specify)</i>			

(please add additional rows as appropriate)

Section 3 – Type of approval

Are you seeking Approved Training Centre only status? Y/N	Approved Training and Assessment Centre status? Y/N

Section 4 – Staff Details:

Please enter the details of staff who will be involved in the delivery of training under the Approved Training/Assessment Centre scheme. We appreciate that there may be a mix of ADIs and non-ADIs, but all trainers must be experienced in B+E training or in training with trailers in categories CE, DE or F

Please note: The list of qualifications below is not exhaustive. AET can include CET and DET. A proposed trainer, who has no relevant trainer qualification must be working towards the minimum of AET within the first 12 months of registration.

Trainer		Holds relevant trainer/assessor qualification(s) <i>(i.e. ADI, PTTLs, Award in Education and Training (AET), D32/33/34, Driving Examiner,)</i> or any other recognised trainer/assessor qualification	Working towards relevant qualifications? Yes/No and state qualifications	Qualification on Certificate Copies or evidence of study supplied? (Y/N)	CV supplied? (Y/N)
First Name	Last Name				

Section 5 – Policies and other key documents:

Please give evidence that your organisation has the following policies:

Policies:	Supplied/ Available Upon Request? (Y/N)	Centre Comments
1. Terms and Conditions		
2. A Complaints Policy		
3. Refund Policy		
. 4. Health & Safety (and risk assessments)		
.5. Equal Opportunities/Equality & Diversity		
.6. Data Protection and registration to the ICO		

Note: This does not have to be owned by an Accredited Training Centre, but it must have the appropriate permissions for use, and must have a manoeuvring area suitable to accommodate an average length B+E combination (which is about 10m - 12m in length, or larger if combinations are larger in the local area). The area must be suitable for a safe working practice to be carried out.

Section 6 – Infrastructure:

Training Facilities - evidence for Centre Approval: <i>Note: This does not have to be owned by an Accredited Training Centre, but it must have the appropriate permissions for use, and must have a manoeuvring area suitable to accommodate an average length B+E combination (which is about 10m - 12m in length, or larger if combinations are larger in the local area). The area must be suitable for a safe working practice to be carried out.</i>	Evidence supplied/ available upon request? (Y/N)	Centre comments
Training facility complies with minimum manoeuvring requirements		
Training premises insurance		
Professional indemnity and public liability Insurance		
If using a third party training facility/land - evidence of appropriate permissions for use		
Premises/training facility risk assessment available?		

Vehicles - evidence for Centre Approval:	Evidence supplied/ available upon request? (Y/N)	Centre comments
A trailer that has a MAM greater than 750 kgs that can carry either a 600 litre IBC or 600 kgs of aggregate in bags each of 25 kg mass. The trailer must not exceed 7 metres in length (excluding the 'A' frame) and when in combination, does not exceed 18 metres in length. The trailer must not exceed 2.55 metres wide with a trailer chassis plate that is undamaged and clearly accessible.		

<p>If using a caravan, it should not exceed 7m in length (excluding the 'A' frame) and should be loaded as if setting off for holiday with the weight properly distributed.</p>		
<p>A category B vehicle that has a towing capability to tow the above trailer/caravan with a chassis plate that can be inspected and meets all other DVSA MTV regulations, fitted with appropriate extension mirrors that can see 4m wide of the combination at a distance of 20m to the rear from the mirrors.</p>		
<p>Appropriate vehicle insurance for towing, and training & assessment</p>		

Evidence of training programme for Centre Approval:	Evidence supplied/ available upon request? (Y/N)	Centre comments
Does the centre already have an existing B+E training programme. If so, please provide an outline.		
Does the centre already offer assessments? If so, please provide an outline.		
Does your training programme map cross to the DVSA B+E syllabus and appropriate National Standards?		

Section 7 - Centre Declaration:

The declaration must be signed by a senior person who has the authority to confirm the following:

<input type="checkbox"/>	I can confirm that the Centre will meet the requirements set out in The Safe Towing Scheme Approval Criteria
<input type="checkbox"/>	To the best of my knowledge, the information and dates included in this application form are accurate and up to date
<input type="checkbox"/>	I can confirm that all members of staff who will be involved in the delivery, assessment and quality assurance of the product/s will be competent in the area specified
<input type="checkbox"/>	I understand that The Safe Towing Scheme will hold electronic records of the information provided and may be used for any purpose deemed relevant to the qualification(s) we will be offering
<input type="checkbox"/>	I undertake that all train the trainer (and train the assessor where appropriate) training and assessments will be completed as directed and understand that if any trainers or assessors who do not satisfactorily complete training will be unable to deliver under the Safe Towing Scheme, and it may result in the centre not being granted approval.
<input type="checkbox"/>	I can confirm that our centre will submit to annual audits and quality assurance reviews
<input type="checkbox"/>	I undertake that all trainers and assessors at our centre will comply with the Safe Towing Scheme Code of Conduct
<input type="checkbox"/>	I agree to pay all costs for Centre Approval activity <ul style="list-style-type: none"> • The charge for Approved Training Centre is £ • The charge for Approved Training Centre is £
Signed:	
Name:	
Position:	
Date:	
I accept the terms and conditions of service:	<input type="checkbox"/>
How did you find out about The Safe Towing Scheme?	

Completed applications should be sent to the Safe Towing Scheme via the channels below:

Email: approvedcentre@safetowingscheme.co.uk

Forms can also be posted to:

Approved Centre Applications
The Safe Towing Scheme
c/o The National Trailer and Towing Association
PO Box 377
Worksop
S80 9GN

On notification of approval centres will be invoiced for the appropriate fee. Please refer to the 'Becoming an Approved Centre' booklet for further information on fees.



The Safe Towing Scheme is operated in partnership by Diamond Advanced Motorists and the National Trailer and Towing Association



Supported by the National Associations Strategic Partnership



This scheme is additionally endorsed by the Driving and Vehicle Standards Agency and the Department for Transport