




ADR Training Provider - Training Material Amendment Form

Introduction

Note – all the details you complete in this form, as well as any supporting documents you send, will be treated as **private and confidential** by SQA.

Important Note – To complete this form electronically, please make sure that you are using Adobe Reader 9 or later. This can be downloaded free of charge from the [Adobe website](#). 

What this form is for

This form is to be completed and returned to SQA ADR administration team following review of the ADR syllabus and completed amendments to your training materials, including instructor notes, to reflect any syllabus changes.

This form will detail the following:

- Syllabus amendments made in the most recent syllabus review
- All amendments made to your training materials and instructor notes to ensure the ADR syllabus is covered
- The latest version name of your updated materials

Important Note:

Training Providers are responsible for ensuring training materials and instructor notes meet the requirements of the current syllabus. Failure to do so may affect training material and centre approval.

You can find the syllabus on the DGD website: <https://dgdrivertraining.org.uk/>

When you have finished...

When this form is complete, please email it, with any supporting documents you wish to provide, to:

adr@sqa.org.uk

When we have received the completed form, we will acknowledge receipt via email. If we require further information, we will contact you. Failure to return this form by **30/06/2021** may affect training material and centre approval.

Training Provider Details

Training Provider Name

Training Provider Number

Primary Contact Name

Independent

MoD

Consortium

Consortium Name

Declaration

Here we ask your Head of Establishment/Primary Contact to accept and date a declaration regarding the accuracy of this application.

I declare that, to the best of my knowledge, the information given in this amendment form, and on any accompanying documents, is correct.

I declare that our ADR training materials, including instructor notes, have been updated in line with the current syllabus and that our materials meet all requirements of the syllabus.

I accept the declaration above.

Name

Date

(Use dd/mm/yyyy format)

Access to this information is strictly controlled, however it is shared with the Driver and Vehicle Standards Agency (DVSA), Department for Transport and Candidates, when appropriate. We do not provide information to organisations involved in direct marketing or similar ventures.

SQA will review all training materials amendment forms in line with the current syllabus. If training material amendments do not meet the requirements of the syllabus this may affect training material and centre approval.

Training Material Amendments

Please detail below, within each syllabus unit, all amendments you have made to your materials in order to meet the requirements of the current ADR syllabus.

Core Syllabus Unit

Please confirm all amendments made within training materials which cover the Core syllabus unit. Include details of which Learning Outcome the amendment refers to as well as slide/page number.

Yes No N/A

I declare all syllabus learning objectives and sub topics are covered within our training materials having made the above amendments.

I declare all syllabus learning objectives and sub topics are referenced within instructor notes.

Class 2 Syllabus Unit

Please confirm all amendments made within training materials which cover the Class 2 syllabus unit. Include details of which Learning Outcome the amendment refers to as well as slide/page number.

Yes No N/A

I declare all syllabus learning objectives and sub topics are covered within our training materials having made the above amendments.

I declare all syllabus learning objectives and sub topics are referenced within instructor notes.

Training Material Amendments

Please detail below, within each syllabus unit, all amendments you have made to your materials in order to meet the requirements of the current ADR syllabus.

Class 3 Syllabus Unit

Please confirm all amendments made within training materials which cover the Class 3 syllabus unit. Include details of which Learning Outcome the amendment refers to as well as slide/page number.

Yes No N/A

I declare all syllabus learning objectives and sub topics are covered within our training materials having made the above amendments.

I declare all syllabus learning objectives and sub topics are referenced within instructor notes.

Class 4 Syllabus Unit

Please confirm all amendments made within training materials which cover the Class 4 syllabus unit. Include details of which Learning Outcome the amendment refers to as well as slide/page number.

Yes No N/A

I declare all syllabus learning objectives and sub topics are covered within our training materials having made the above amendments.

I declare all syllabus learning objectives and sub topics are referenced within instructor notes.

Training Material Amendments

Please detail below, within each syllabus unit, all amendments you have made to your materials in order to meet the requirements of the current ADR syllabus.

Class 5 Syllabus Unit

Please confirm all amendments made within training materials which cover the Class 5 syllabus unit. Include details of which Learning Outcome the amendment refers to as well as slide/page number.

Yes No N/A

I declare all syllabus learning objectives and sub topics are covered within our training materials having made the above amendments.

I declare all syllabus learning objectives and sub topics are referenced within instructor notes.

Class 6 Syllabus Unit

Please confirm all amendments made within training materials which cover the Class 6 syllabus unit. Include details of which Learning Outcome the amendment refers to as well as slide/page number.

Yes No N/A

I declare all syllabus learning objectives and sub topics are covered within our training materials having made the above amendments.

I declare all syllabus learning objectives and sub topics are referenced within instructor notes.

Training Material Amendments

Please detail below, within each syllabus unit, all amendments you have made to your materials in order to meet the requirements of the current ADR syllabus.

Class 8 Syllabus Unit

Please confirm all amendments made within training materials which cover the Class 8 syllabus unit. Include details of which Learning Outcome the amendment refers to as well as slide/page number.

Yes No N/A

I declare all syllabus learning objectives and sub topics are covered within our training materials having made the above amendments.

I declare all syllabus learning objectives and sub topics are referenced within instructor notes.

Class 9 Syllabus Unit

Please confirm all amendments made within training materials which cover the Class 9 syllabus unit. Include details of which Learning Outcome the amendment refers to as well as slide/page number.

Yes No N/A

I declare all syllabus learning objectives and sub topics are covered within our training materials having made the above amendments.

I declare all syllabus learning objectives and sub topics are referenced within instructor notes.

Training Material Amendments

Please detail below, within each syllabus unit, all amendments you have made to your materials in order to meet the requirements of the current ADR syllabus.

Tanks Syllabus Unit

Please confirm all amendments made within training materials which cover the Tanks syllabus unit. Include details of which Learning Outcome the amendment refers to as well as slide/page number.

Yes No N/A

I declare all syllabus learning objectives and sub topics are covered within our training materials having made the above amendments.

I declare all syllabus learning objectives and sub topics are referenced within instructor notes.

Packages Syllabus Unit

Please confirm all amendments made within training materials which cover the Packages syllabus unit. Include details of which Learning Outcome the amendment refers to as well as slide/page number.

Yes No N/A

I declare all syllabus learning objectives and sub topics are covered within our training materials having made the above amendments.

I declare all syllabus learning objectives and sub topics are referenced within instructor notes.

Training Material Amendments

Please detail below, within each syllabus unit, all amendments you have made to your materials in order to meet the requirements of the current ADR syllabus.

Common Characteristics Syllabus Unit

Please confirm all amendments made within training materials which cover the Common Characteristics syllabus unit. Include details of which Learning Outcome the amendment refers to as well as slide/page number.

Yes No N/A

I declare all syllabus learning objectives and sub topics are covered within our training materials having made the above amendments.

I declare all syllabus learning objectives and sub topics are referenced within instructor notes.

Class 1 Syllabus Unit

Please confirm all amendments made within training materials which cover the Class 1 syllabus unit. Include details of which Learning Outcome the amendment refers to as well as slide/page number.

Yes No N/A

I declare all syllabus learning objectives and sub topics are covered within our training materials having made the above amendments.

I declare all syllabus learning objectives and sub topics are referenced within instructor notes.

Training Material Amendments

Please detail below, within each syllabus unit, all amendments you have made to your materials in order to meet the requirements of the current ADR syllabus.

Class 7 Syllabus Unit

Please confirm all amendments made within training materials which cover the Class 7 syllabus unit. Include details of which Learning Outcome the amendment refers to as well as slide/page number.

	Yes	No	N/A
I declare all syllabus learning objectives and sub topics are covered within our training materials having made the above amendments.			
I declare all syllabus learning objectives and sub topics are referenced within instructor notes.			

Other changes/enhancements made to training materials

Please confirm any additional changes or enhancements made within any of your training materials.

New Training Materials Version Name/Number

Following the amendments detailed above, please confirm the updated version name/number of your materials:

Office Use Only

Yes No

Uploaded to database record

(Use dd/mm/yyyy format)

Administrator

Date: