Training Provider Application Form

ADR Remote Delivery

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 an application for authorisation as a training provider to offer ADR remote delivery for ADR/DGDT Training.

It enables your organisation to demonstrate its potential to:

provide the management structure and quality assurance systems to support the assessment and internal verification of ADR remote delivery training, and to

meet the requirements for authorisation to offer ADR remote delivery training.

When you have finished…

When this form is complete, please email it, with any supporting documents, to

adr@sqa.org.uk

When we have received the completed form, we will acknowledge receipt via email. If we find that we need more information, we will contact you.

Your Contact Details

Please provide details for your main site/location or headquarters:

Company's Name

Address

Postcode Country

Phone number

Please include the area code

Email address

Website address http://

(if applicable) e.g., www.anonymous.co.uk

Declaration

Here we ask your Head of Establishment 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 approval application, and on any accompanying documents, is correct.

I accept the declaration above.

Name Date

(Use dd/mm/yyyy format)

Access to this information is strictly controlled, however it is shared within the training community, 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 applications and confirm authorisation. Authorization will be subject to adherence to the current Manual of Practice standards, where applicable.

I agree all of the following:	Please tick
All course invitations will include an invite to adr@sqa.org.uk.	☐
We will provide a link to the course within the documents tab of the course.	☐
The training delivery will include video as well as audio.	☐
All training will be supported by visual material.	☐
Candidate ID checks will be carried out using the camera on the remote device.	☐
We will ensure each candidate emails their completed registration form for each course.	☐
We will only use approved ADR programmes to deliver courses.	☐
We will ensure all practical modules delivered via demonstration are accompanied by a question and answer session to test candidate knowledge.	☐
If a candidate is absent from view or absent during periods of instruction, the instructor will arrange for the candidate to catch up on missed teaching.	☐
If candidate catch up teaching cannot be arranged the instructor will remove the candidate from the ADR remote delivery video call and inform SQA to have the candidate removed from the course.	☐
We will ensure courses are listed on the SQA DGDT database using approved sites beginning ‘Remote Training’ only.	☐
We will ensure that all ADR examinations are completed in the classroom at one of our approved sites.	☐
We will ensure drivers attending remote delivery courses will be in an environment fit for learning.	☐
We understand that all other ADR MoP references still apply and will be adhered to as part of our approval.	☐

Delivery Method:

Please confirm the software/system you intend to use for ADR Remote Delivery Courses.

If you have amended your training materials in order to deliver ADR courses remotely, please detail those amendments below?

What measures will you introduce to ensure candidate participation?

Please tick

I confirm that I have added new site/s to the DGDT database for approval for use with ADR remote training using the required naming convention.

Please note: New sites added must begin 'Remote Training' in the 'Name' field, followed with the site name and full address details of where the examinations will take place