

Administration Visit

The purpose of the visit is to inspect arrangements for administrative requirements to ensure compliance with the Manual of Practice.

The visit will include, but may not be limited to, the following areas

Database

- Trading name and full contact details
- Contact telephone numbers
- Email address
- Organisational chart and centre structure
- Review of approved sites
- Current Public Liability Insurance certificate
- Approval checklist and relevant current documentation has been uploaded (please see page 2)

Documentation

- Copy of current Qualifications Scotland MOP and syllabus (can be electronic)
- Procedures for briefing Employers and candidates on Driver Hours Regulations
- Candidates Registration form (ADR2 retained for 5 years)
- Written practical exercises (retained for 5 years)
- Invigilator Report form (INV1 retained for 5 years)
- Equal Opportunities policy, complaints and appeals procedures, Data protection policy
- Accuracy of training course information
- Recording of course amendments and cancellations

Internal Quality Assurance:

- Records of Instructor assessments
- Training course material being used are up to date and approved
- Evidence of updating Instructors with the relevant changes
- Compliance of mobile sites
- Standardisation for multi-site Training Providers

Instructors:

- Instructor certificates are up to-date and uploaded to the database.
- Continuous Professional Development (CPD).

Examination Secretary:

- Inventory of examination papers
- Security system of examination material both on and off site
- Control of examination paper booking out / in system, paper rotation and spoiled examination material
- Arrangements for candidate result notification
- Candidate appeals procedures

If any of the above information is available via electronic copies, please ensure access to such information is available during our visit.

Your External Verifier is there to provide you with advice and any assistance that you may require to achieve ongoing compliance.

Full set of unapproved instructors notes / Proof of purchase & right to use of approved Training Material	
2	Proposed Training Programmes
3(a)	ADR Practical exercise arrangements & assessment
3(b)	PDP Detailed practical assessment documents
4	Intended maximum class size at each location
5	Health & Safety policy for companies over 5 employees
6	Certificate of insurance with public liability for trainees & verifiers/invigilators
7	Details of premises to be used incl. dimensions, seating arrangements & domestic arrangements
8	Description of the organisation
9	Copy of quality assurance procedure for standard of training/assessment
10	Assessor/Instructor details and documentary evidence of competence
11	Details of any sub-contracting arrangements
12	Quality assurance procedures for mobile sites, if applicable
13	Details of fire simulation ground
14	Details of any practical demonstrations used in courses
15	Arrangements for safe keeping of exam papers
16	Candidate Registration arrangements of at least one PC and one scanner
17	Policies in support of complaints, malpractice, equal opportunities, induction and arrangements for candidates with disabilities and/or learning difficulties