



Smarter Transport Solutions



Welcome to the IoTA

IoTA SK2 – CRS 12498/709

This is a Modular Course made up of 10 3½ hour sessions designed to give broad coverage of the Driver's CPC Syllabus



APPROVED CONSORTIUM MEMBER OF AC00709

5 Day Course Programme

Day	AM Module	PM Module
1	Operator Licence Awareness for Drivers	Drivers Hours and Tachograph Refresher
2	The Safer Driver -Part 1	The Safer Driver Part 2
3	Vehicle Defects and Reporting	Vehicle Safe Loading Refresher
4	Safe Manual Handling	Safe and Efficient Driving
5	Basic First Aid awareness	First Person at the Scene of an Accident

Day 1 AM

Course Summary Section 2			Provider Reference: AC00709			Course Reference: CRS /709		
Name Of Course		IoTA 42 - Operator Licence Awareness for Drivers				Number of Delegates		20
Session No	Timings (Minutes)	Content	Delivery Method	Resources (DVD Titles / Vehicle Details)	Location	DCPC Syllabus Reference		
Prior to Course		Identity and Licence Checks, Course Administration-Including completion of Course Registration Documentation.						
1	15	Course Introduction , H&S Briefing, Course Conduct, Fair Processing Notice, Drivers CPC, Course Objectives.	Explanation	PowerPoint	Classroom			
2		Know and understand the principles behind Operator Licencing Summary of the reasons for regulation, the Principle Acts of Parliament that are used to regulate Public Service and Goods Vehicles. Introduction to the different types of Operator Licence, the application process and the principles of Good Repute, Financially Sound and Professional Competence.	Explanation/Discussion	PowerPoint – V 1	Classroom	2.1		
2	45	Know and Understand the role of the Enforcement Authorities Overview of the responsibilities of the various enforcement authorities, The Traffic Commissioners, DVSA, the Police, HSE and HMRC.	Explanation/Discussion	PowerPoint	Classroom	2.1		
3		Understand the penalties for non-compliance. In this section drivers are reminded of their responsibility to report all relevant convictions to the Traffic Commissioner through a 5-point action plan. There is an overview of roadside enforcement and the Graduated Fixed penalty system and introduces the Operator Compliance Risk Score (OCRS) and Earned Recognition (ER) schemes run by the DVSA for targeted enforcement.	Explanation/Discussion	PowerPoint – V 2	Classroom	2.1		
3	45	Operator Licence Undertakings and the link to Work Related Road Risk. The delegates are introduced to the link between Operator Licence undertakings and the concept of Work Related Road Risk. A Group Exercise to get the delegates to list what they think are	Explanation/Discussion	PowerPoint/DVD	Classroom	2.1		

Day 1 PM

Course Summary Section 2		Provider Reference: AC00709		Course Reference: CRS /709		
Name Of Course		IoTA 40 – Drivers’ Hours - Refresher		Number of Delegates 20		
Session No	Timings (Minutes)	Content	Delivery Method	Resources (DVD Titles / Vehicle Details)	Location	DCP Syll Refe
Prior to Course		Identity and Licence Checks, Course Administration-Including completion of Course Registration Documentation.				
1	30	Course Introduction , Course Conduct, Fair Processing Notice, Drivers CPC, Course Objectives.	Explanation	PowerPoint	Classroom	
2	45	Legislation, Operators and Drivers Responsibilities including: Application of UK and EU Drivers Hours Regulations, AETR Countries, Driving Limits, Driving Breaks, Travelling Time, Ferries and Trains, Daily Rest, Weekly Rest and Compensation Rules, Domestic Driving Hours and Mixed Driving.	Explanation/Discussion	PowerPoint – EC Rules Video 1	Classroom	2.1
3	30	Road Transport (Working Time) Regulations including: Definitions of work, Definition of Period of Availability, Rules on Breaks during the working day, Rules on maximum and average working week, how holidays impact working time. Explanation through worked examples.	Explanation/Discussion	PowerPoint – Consequences TC Video 2	Classroom	2.1
	15	Break				
4	35	Refresher on Recording Working Time Download Ports, Changing Local Time, The One Minute Rule, Operational Guidance on in motion displays, work time warnings and Manual entries. Reminder of Record Keeping including procedure for Lost Stolen and damaged cards.	Explanation/Discussion	PowerPoint – Siemens Video 3	Classroom	2.1
5	60	Quiz to Validate Knowledge or discover any gaps and further training needs. (41 Questions) Delegates to work through the questions for 30 minutes and then 30 minutes to go through the Answers.	Explanation/Discussion	PowerPoint	Classroom	2.1
6	10	Course conclusion and Feedback Form Completion	Explanation/Discussion	PowerPoint	Classroom	2.1
TOTAL	210					

Day 2 AM

Course Summary Section 2.6		Provider Reference: AC00709		Course Reference: CRSNNNN/709		
Name of Course		IoTA 44 - The Safer Driver Part One		Number of Delegates		20
Session No.	Timing (Minutes)	Content	Delivery Method	Resources (DVD Titles/Vehicle Details)	Location	DCPC Syllabus Reference
0	Prior to Course	Identity & Licence Checks, Course Administration – including completion of course registration paperwork				
1	15	Introduction	Slideshow	Powerpoint	Classroom	2.1
2	25	Health and Safety in Transport/Risk Assessment – Health and Safety at Work Act – key points, Definitions. Risks in delegates workplace, Identifying risks, assessing & dealing with Health and Safety statistics – logistics versus other industries	Slideshow, interactive discussion with trainer, embedded video, Q&A	Powerpoint, projector, flip chart V 1 – V 2 – V 3 – V 4	Classroom	3.1 3.3
3	35	General Yard Safety/Refuelling – Moving vehicles, general risks and case studies, Reversing procedures and parking, PPE, Pedestrians and work colleagues	Slideshow, interactive discussion with trainer embedded video	Powerpoint, projector, flip chart V 5 – V 6 – V 7	Classroom	3.1
4	30	Moving Vehicles/Mechanical Handling Equipment – Manual Handling, Tail Lifts or Passenger Lifts	Slideshow, interactive discussion with trainer, embedded video	Powerpoint, projector, flip chart V 8 – V 9	Classroom	1.6/1.4 3.1
5	30	Slips Trips and falls from vehicles - causes and prevention	Slideshow, interactive discussion with trainer, embedded video	Powerpoint, projector, flip chart V 10 – V 11	Classroom	3.1
6		BREAK				
7	35	Safe Loading – Load Security – Vehicle Security –Personal Safety - Visiting other locations and their rules and responsibilities – Safe Parking	Slideshow, interactive discussion with trainer, embedded video	Powerpoint, projector V 12	Classroom	3.3
8	30	Safe Delivery/Unloading of goods or Passengers – Things to considers.	Slideshow, interactive discussion with trainer, embedded video	Powerpoint, projector flipchart	Classroom	1.4 1.6
9	10	Closing Summary and Questions				
Total	210					

Day 2 PM

Course Summary Section 2.6		Provider Reference: AC00709		Course Reference:		
Name of Course		IoTA 45 – The Safer Driver Part Two		Number of Delegates		20
Session No.	Timing (Minutes)	Content	Delivery Method	Resources (DVD Titles/Vehicle Details)	Location	DCPC Syllabus Reference
0	Prior to Course	Identity & Licence Checks, Course Administration – including completion of course registration				
1	15	Introduction	Slide show	Powerpoint	Classroom	2.1
2	45	Dealing with breakdowns/flat tyres/accidents/vehicle fire & emergencies	Slideshow, interactive discussion with trainer, embedded video	Power Point, projector, flip chart, or white board – V 1 – V 2	Classroom	3.1 3.3 3.5
3	15	Vehicle weights and dimensions – definitions, maximum weights and dimensions, why they matter	Slideshow, interactive discussion with trainer, embedded video	Powerpoint, projector, flip chart or whiteboard	Classroom	2.1
4	45	Safe and fuel efficient driving - Principles of SAFED, links between fuel efficient and safe driving, safe driving quiz, fuel saving techniques, SAFED video time permitting	Slideshow, interactive discussion with trainer, embedded video	Powerpoint, projector, flip chart or whiteboard SAFED video V 3 – V 4 - V5	Classroom	1.3
		BREAK				
5	55	The Highway Code and road signage – key features of the Highway Code, Important road signs and how to be aware of them	Slideshow, Flip Chart Q&A led by trainer	Powerpoint, projector, flip chart or whiteboard	Classroom	2.1
6	25	Highway Code	Slideshow, interactive question and answer session.	Powerpoint, projector, flip chart or white board	Classroom	2.1
7	10	Closing Summary and Questions.			Classroom	
Total	210					

Day 3 AM

Course Summary Section 2 – LGV- PVC		Provider Reference: AC00709		Course Reference: CRS		
Name of Course		IoTA 41 – Vehicle Checks & Defect Reporting		Number of Delegates		20
Session No.	Timing (Minutes)	Content	Delivery Method	Resources (DVD Titles/Vehicle Details)	Location	DCPC Syllabus Reference
0	Prior to Course	Identity & Licence Checks, Course Administration – including completion of course registration paperwork				
1	15	Introduction	Slideshow	Powerpoint – DVSA Video 1	Classroom	2.1
2	45	Guide to Maintaining Road Worthiness/Mechanical Defects/Current Legislation, Guidance and Legal Responsibilities/Road Traffic Act 1988/Enforcement/Powers/Graduated Fixed Penalties/OCRS-Roadworthiness-Enforcement-CDG-Straight to Red	Slideshow, interactive discussion with trainer, embedded video, Q&A	Powerpoint, projector, flip chart	Classroom	2.1
3	45	Guide to Maintaining Road Worthiness-Walkaround checks-LGV-PCV-Fleet Maintenance/Defect Reporting Rectification/Vehicle Maintenance/ Review of Section 2 & 3	Slideshow, interactive discussion with trainer embedded video	Powerpoint, projector, flip chart – TC's WalkRound Checks V2, 3 & 4 - LGV/PCV Videos & Consequences Video	Classroom	2.2- 2.3 3.1 – 3.3 3.9
Break						
4	45	Defect Reporting/Vehicle Checks-Cab-Seating-Instruments-The essentials-Controls-Windscreen-Mirrors-Fluids-Leaks-Brake Lines-Markings-Tyres-Wheels-Bodywork	Slideshow, interactive discussion with trainer, embedded video	Powerpoint, projector	Classroom	1.1 – 1.2 3.1 -3.3 3.9
5	40	Defect Reporting/System for recording-Purpose-Nil Defect Reporting/Recording	Slideshow, interactive discussion with trainer, embedded video	Powerpoint, projector flipchart	Classroom	3.1 – 3.3 3.6
	20	Course Summary – Re-cap Sections 2, 3, 4 & 5				
Total	210					



Day 3 PM



Course Summary Section 2		Provider Reference: AC00709		Course Reference: CRSnnnnn/709		
Name of Course		IoTA 46 - Vehicle Safe Loading Refresher		Number of Delegates	20	
Session No.	Timing (Minutes)	Content	Delivery Method	Resources (DVD Titles/Vehicle Details)	Location	DCPC Syllabus Reference
0	Prior to Course	Identity & Licence Checks, Course Administration – including completion of course registration paperwork				
1	15	Introduction	Slideshow	Powerpoint	Classroom	2.1
2	35	Law –Current Legislation/HASAW Act 1974/ Road Traffic Act/Public Passenger Vehicles Act/Construction and Use Regulations/Dft Code of Practice/Workplace Transport Safety Lifting Operations & Lifting Equipment Regs./Working at Height Regulations/Loading Sign and Lines /Duty of Care and Legal Responsibilities.	Slideshow, interactive discussion with trainer, embedded video, Q&A	Powerpoint, projector, flip chart V 1 – V 2 – V 3	Classroom	1.4 2.1 3.3
3	50	Safe Loading/Risk Assessment/Loader’s – Operator’s Responsibilities/Considerations/Types of Load/Types of Vehicle/Route Planning-Hills-Road Surface-Bridge Strikes-Roundabouts-Narrow Roads/Re-Cap Session 2&3	Slideshow, interactive discussion with trainer embedded video, Q&A	Powerpoint, projector, flip chart	Classroom	1.4 2.2 3.1 3.7
	Break					
4	50	Risk Assessment – Loading Point and Destination-Access-Turning Circle-Lifting Equipment/ Needs for loading/unloading/Loading for the Public/Ferry Crossings/Principle of Load Safety/Axle Load Formula/Positioning of Loads/Load Restraint Principles/Load Restraints-Ropes-Chains Straps/Headboards/Bulkheads/Sheets/Nets/Lashings/Dunnage/Palletised/Anchorage Points/Curtain Siders/Other restraint methods/Abnormal Loads	Slideshow, interactive discussion with trainer, embedded video	Powerpoint, projector V 4 – V 5 – V 6 – V 7	Classroom	1.4 2.2 3.1 3.7
5	45	Collection -Delivery Points/Hazzard Risk and Safety Assessment- re: Site-Driver-Access/When Things Go Wrong-Loads Falling Off-The Consequences	Slideshow, interactive discussion with trainer, embedded video	Powerpoint, projector flipchart V 8 – V 9	Classroom	1.4 2.2 3.1
6	15	Course Summary – Re-cap				
Total	210					

Day 4 AM

Course Summary Section 2		Provider Reference: AC00709		Course Reference: CRSNNNN/709		
Name of Course		IoTA 43 – Safe Manual Handling		Number of Delegates		20
Session No.	Timing (Minutes)	Content	Delivery Method	Resources (DVD Titles/Vehicle Details)	Location	DCPC Syllabus Reference
0	Prior to Course	Identity & Licence Checks, Course Administration – including completion of course registration paperwork				
1	15	Introduction	Slideshow	Powerpoint	Classroom	2.1
2	40	Law –Current Legislation/HASAW Act 1974/Manual Handling Regs 1992/Management of Health & Safety at Work Regs 1999/Employers-Employees Duties/Manual Handling-Bodies Limitations/Team Lifts/Manual Handling Regs.-Task/Load/Environment/Individual/Risks	Slideshow, interactive discussion with trainer, embedded video, Q&A	Powerpoint, projector, flip chart – V 1	Classroom	3.1 3.3 3.4
3	50	Incidents of Injury/Cost of Accidents/Function of Back/Common Back Problems/Other Injuries/Manual Handling Techniques/Manual Handling Aids/Personal Protective Equipment(PPE)-Limitations of PPE/Re-Cap Session 2&3	Slideshow, interactive discussion with trainer embedded video, Q&A	Powerpoint, projector, flip chart	Classroom	3.1 3.3 3.4
	Break					
4	45	Working at Height-Regulations/Dutyholders Musts/Planning-Assessing Training Needs-Weather Conditions-Working Zones-Available Equipment/Work Arrest/Work Positioning	Slideshow, interactive discussion with trainer, embedded video	Powerpoint, projector – V 2, V3 & V 4	Classroom	2.1 3.1 3.3
5	45	Working at Height Ladders- Inspection of Equipment – Inspection of Working Zone-Tying Off-Stabilising/During Usage – the Do’s & ‘Don’ts -	Slideshow, interactive discussion with trainer, embedded video	Powerpoint, projector flipchart - V5	Classroom	3.1 3.3 3.4
6	15	Course Summary – Re-cap Sessions 2,3,4 & 5	Q&A			
Total	210					

Day 4 PM

Course Summary Section 2 – LGV / PCV		Provider Reference: AC00709		Course Reference: CRSNNNN/709		
Name of Course		IoTA 49 – Safe & Efficient Driving		Number of Delegates	20	
Session No.	Timing (Minutes)	Content	Delivery Method	Resources (DVD Titles/Vehicle Details)	Location	DCPC Syllabus Reference
0	Prior to Course	Identity & Licence Checks, Course Administration – including completion of course registration paperwork				
1	15	Introduction	Slideshow	Powerpoint	Classroom	2.1
2	35	SAFED – Background – Kyoto agreement – TRL/The Environment/Exhaust Emissions/Co2/UK Government Targets/Driver Development	Slideshow, interactive discussion with trainer, embedded video, Q&A	Powerpoint, projector, flip chart	Classroom	3.7 3.8 3.9
3	45	Fuel Efficiency/Costs/Cab Gap v's MPG/Aerodynamics/Rolling Resistance/Vehicle Loading/Operating Environment/Road Surfaces/Temperature & Wind/Rain & Snow	Slideshow, interactive discussion with trainer embedded video	Powerpoint, projector, flip chart V 1 -	Classroom	3.1
Break						
4	50	Efficient Driving – Examples of Bad Driving/Driver Development/Modern Technology/The Green Band/Right Gears-Cruise Control/Approaching Hazards/Hills/Route Selection/Road Speed/Engine Idling/Moving Off/Cooling Down	Slideshow, interactive discussion with trainer, embedded video	Powerpoint, projector, flip chart V 2 – V 3	Classroom	3.1 3.3 3.6 3.9
5	45	Economy – 7 Ways to Improve Fuel/Bridge Strikes/Bridge Markings/Warning Signs/Vehicle Heights/Routing/Reporting	Slideshow, interactive discussion with trainer, embedded video	Powerpoint, projector, flip chart V 4	Classroom	3.1 3.3 3.6 3.9
	20	Course Summary – Re-cap – Review Sessions 2, 3, 4 & 5				
Total	210					

Day 5 AM

Course Summary Section 2		Provider Reference: AC00709		Course Reference: CRSNNNN/709		
Name of Course		IoTA 48 – Basic First Aid Awareness		Number of Delegates		20
Session No.	Timing (Minutes)	Content	Delivery Method	Resources (DVD Titles/Vehicle Details)	Location	DCPC Syllabus Reference
0	Prior to Course	Identity & Licence Checks, Course Administration – including completion of course registration paperwork				
1	15	Introduction	Slideshow	Powerpoint	Classroom	2.1
2	45	First Aid- What is it/?What are the aims?-Law-HASWA-H&S(First Aid)-Mang of H&SAW Regs/First Aid Kits-What is/is not permitted/Accident and Incident Reporting/RIDDOR/Dealing with a Casualty/Calling the Emergency Services/Arriving at the Scene/Primary Survey/Calling for HELP/Checking for Breath/Use your Bystander/Casualty Assessment – the do’s and don’t’s/Recovery Position	Slideshow, interactive discussion with trainer, embedded video, Q&A	Powerpoint, projector, flip chart V 1 –V 2	Classroom	2.1 3.5
3	50	The Respiratory System/The Lungs/Principle of Resuscitation/Demonstrate and Practice CPR/Resuscitation Protocol/Resuscitation AED/Hands on CPR/Chain of Survival	Slideshow, interactive discussion with trainer embedded video, Q&A	Powerpoint, projector, flip chart V 3 – V 4 – V 5 – V 6 – V 7	Classroom	3.5
	Break					
4	45	Disorder of the Respiratory System-Asthma-Treatment-Choking/The Circulatory System-Disorders/Shock-Recognising Shock-Treatment/Recognition of a Heart Attack-Treatment of a Heart Attack	Slideshow, interactive discussion with trainer, embedded video	Powerpoint, projector V 8 – V 9 - V 10 – V 11 – V 12	Classroom	3.5
5	40	Recognition of a Stroke/Treatment of a Stroke/Anaphylactic Shock-Treatment/Wounds and Bleeding-Types of Bleeding/Preventing Cross Infection/Treatment of bleeding/Wounds with embedded objects/Bleeding from Orifices/Recognition of Epilepsy/Bone Fractures/Head Injuries/Diabetes/Burns and Treatment	Slideshow, interactive discussion with trainer, embedded video	Powerpoint, projector flipchart V 13 – V 14 – V 15 – V 16 – V 17 – V 18	Classroom	3.5
6	15	Course Summary – Re-cap				
Total	210					

Day 5 PM

Course Summary Section 2		Provider Reference: AC00709		Course Reference: CRS11718/709		
Name of Course		IoTA 34 – First Person at Scene of Incident		Number of Delegates		20
Session No.	Timing (Minutes)	Content	Delivery Method	Resources (DVD Titles/Vehicle Details)	Location	DCPC Syllabus Reference
0	Prior to Course	Identity & Licence Checks, Course Administration – including completion of course registration paperwork				
1	15	Introduction	Slideshow	Powerpoint	Classroom	2.1
2	25	What is an accident?/Accident Statistics-Trends/Types of Accidents/Types of Driver/What Makes a Good Driver? What Causes Accidents?	Slideshow, interactive discussion with trainer, embedded video, Q&A	Powerpoint, projector, flip chart	Classroom	3.1 3.3
3	50	Causes of Accidents?-Tailgating/Stopping Distances/Blowouts/Weather Conditions/Human Error/COAST/Bridges/Motorway Hard Shoulder/Mobile Phones/Driving into the path of crossing traffic/Overtaking/Tiredness/Impaired through Drink/Drugs/Insecure Loads/Failing to follow signs/Poor observation/Excess Speed/Large Vehicles/small roads/Pedestrians/Cyclists – any others? Session 2 & 3 Recap	Slideshow, interactive discussion with trainer embedded video	Powerpoint, projector, flip chart	Classroom	3.1 3.3 3.6 3.9
	Break					
4	45	Accident Case Studies/Coming across scenes-Imagine being the first person at the scene-How would you feel?-What to do-What's first/What do you think might have been the causes & outcomes	Slideshow, interactive discussion with trainer, embedded video	Powerpoint, projector, flip chart	Classroom	3.1
5	45	Accidents & The Law – Legal requirements/Definition of Accident/Accident Procedure/Who can Offer Help?/The Professional Driver/What can YOU offer/Useful telephone numbers/The Emergency Services/First Person at the scene of an Accident/Procedure at scene/CHALET	Slideshow, interactive discussion with trainer, embedded video	Power Point, Project,flip chart	Classroom	3.1 3.3 3.6
	20	Re-Cap – Session 4 & 5 – Course Summary – Any questions /Comments /Feedback .				
Total	210					