



SP TRAINING

INSTRUCTOR

ACADEMY



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INTRODUCTION

SP Training have decades of experience of upskilling drivers to be competent trainers and assessors. From our Instructor Academy in Carlisle, we are set up to deliver a comprehensive list of accredited courses such as **Skills for Logistics LGV Instructor & RTITB Lift Truck Instructor**. We also deliver our own structured, tried and tested **Driver Trainer Assessor (DTA) & SAFED** programmes, helping businesses upskill staff, reduce risk and lower costs.

As a business we realise the importance of having quality trainers to deliver quality courses. Nationally, we have a large team of instructors from a variety of backgrounds

MEET OUR INSTRUCTORS!



Mick, our Driving & Examination Standards Lead, moved into training drivers and onto the government HGV Trainer's Register in 2004. He has been a driver trainer for Safeway Supermarkets and WM Morrisons, as well as a Training Manager for a national General Haulage company before coming to Carlisle 10 years ago. He was our first instructor employed by the business when we launched SP Training. He specialises in **SAFED (Safe & Fuel Efficient Driving)** and **Instructor Training**.

As I'm sure he will keep as a highlight of his career, he had the pleasure of training Freddy Flintoff from Top Gear here in Carlisle in 2022 – another first time pass for his books!

Richard, our Fleet, Facilities & DVSA Manager and one of our LGV Instructors based in Carlisle, has been driving for a living for over 30 years! He joined the Royal Corp Transport (changed to Royal Logistic Corp) and in 1996 became a military driving instructor. He has now been training people to drive for 26 years – what an accomplishment!

In 1997, he became a Motorcycle (formally Cardington) Instructor, as well as a Defence Driving Examiner in 2008.

After serving 21 years in the army, he left in 2012 and worked as a long haul driver for 4 years. In 2016, he returned to training and came to work for us at SP Training.



Head over to [our website](#) to meet the rest of our team!



INSTRUCTOR QUALITIES

Why would a business want to upskill their own staff, rather than asking someone like SP Training to deliver their training? Large businesses often need regular, or even job specific, training requirements. Training your own instructors ensures drivers are assessed to a standard and remain competent while they're representing the business. It is key that all instructors operating in a business are using the same standards and continue with their CPD to remain competent.

Upskilling a member of staff to be able to assess or deliver training allows a business to take ownership, creating more flexibility, faster reactions, and an overall more efficient training structure. When selecting a member of staff to upskill, there are certain candidate qualities businesses should consider.

THE IDEAL CANDIDATE

Broadly speaking, an ideal candidate should be:

- A skilled driver with experience in driving a range of vehicles.
- Confident, reliable, literate, and numerate.
- Sufficiently able to understand their obligations to carry out driving assessments and/or training on behalf of the organisation.
- Patient and flexible in their approach with people to suit a variety of needs, backgrounds and personality types.
- Articulate with good interpersonal and communication skills.

Key personal attributes of confidence, knowledge and communication ensure that an instructor can deliver effectively and efficiently.

The role of a Driver Assessor and/or Trainer is a key role that supports the management of risk in a business. Appointing the right individual with the required temperament and personal attributes is critical to ensure the driving assessment and/or training is carried out systematically and accurately.

Dependant on the course they are being upskilled to deliver, further qualifications and teaching experience may be required – for those without the relevant experience, we can help by providing an **Education & Training Level 3 Qualification!**



SKILLS FOR LOGISTICS REGISTER OF LGV INSTRUCTORS

This modular course focuses on the theoretical and practical aspects of qualifying for the **Skills for Logistics Register of LGV Instructors**.

The course covers the skills and knowledge required to train new drivers and also carry out assessment and training of newly qualified and experienced drivers helping them to develop their careers. Delegates who successfully complete the course and pass all three examinations will be able to apply to Skills For Logistics for membership.

COURSE CONTENT

- Theory training
- Licence, eyesight and vehicle checks
- Driving assessment and test reports
- DVSA marking criteria, fault identification and categorisation
- Driving techniques
- Instructional techniques and coaching skills
- Dealing with driver behaviours
- Interpersonal and communication skills



Courses are modular and designed to take into account candidates experience and existing skills and qualifications. Enquire now to discuss your specific requirements.

BENEFITS OF THE COURSE

- Ability to effectively train novice drivers to pass all Skills For Logistics Modular tests
- Ability to train and develop newly qualified and experienced drivers
- Cost-effectively cascade company specific training to drivers
- Be able to identify unsafe and inefficient driving practices
- An increased understanding of the technical and psychological aspects of driver assessment
- Able to risk assess to a recognised standard and provide positive/constructive feedback



Use your ELCAS credits with this course!



DRIVER ASSESSOR

Often the first step in a potential trainer's journey is to become a **Driver Assessor**. A Driver Assessor's role is to assess drivers against a recognised risk grading, allowing the business an understanding of the level of a risk each driver poses. A key benefit to this structured assessment is ensuring that all drivers are graded in the same way to a recognised and robust national standard.

Driver Assessors are taught how to risk grade in 5 bands from low risk to high risk, enabling training and interventions to be targeted at the higher risk drivers. Driver Assessors benefit businesses by identifying risk and helping to reduce driver accident severity and frequency.

Many businesses have **Driver Assessors** who are overseen by **Driver Trainer Assessors**, whose role is to train drivers to improve their skills and reduce their risk grading. Although candidates can go straight to a **DTA** course, it is often the next step in a trainer's journey.

COURSE DURATION

- **Full** - 3 days - 2:1 (two learners to one instructor)
- **Refresher** - 1 day - 2:1

Location: SP Training Instructor Academy, Carlisle

DRIVER TRAINER ASSESSOR

This course focuses on the practical aspects of driver assessment and coaching. This can prove an extremely cost-effective way of providing training throughout a company.

Subsequent in-house training ensures drivers are taught about driving safely and responsibly, with consideration of their fuel economy and other road users. The course will train candidates to carry out driving assessments and provide corrective training for HGV drivers.

COURSE CONTENT

- Licence, eyesight and vehicle checks
- Assessment routes
- An awareness of driving assessment reports
- How to mark assessments
- Practical driving techniques
- Commentary driving
- Instructional techniques
- Dealing with negative driver skills and behaviours
- Communicating safety performance and implementing improvements
- Safe driving
- Fuel efficient driving

BENEFITS OF THE COURSE

- Demonstrable safety and environmental benefits
- Train the Trainer format is a cost-effective way to cascade training across a driving team
- Identification of unsafe and inefficient driving practices in order to develop driver-centred remedial actions
- An increased understanding of the technical and psychological aspects of driver assessment
- Driver Trainer Assessors will be better equipped to provide positive/constructive feedback to drivers

COURSE DURATION

- **Full** - 5 days - 2:1 (two learners to one instructor)
- **Refresher** - 2 days - 2:1

Location: SP Training Instructor Academy, Carlisle

SAFED INSTRUCTOR

This course is designed for experienced trainers to qualify as a **SAFED Instructor**.

The training covers the skills and knowledge required to train drivers in safe driving skills which will reduce driver risk, reduce incidents and the severity of incidents which in turn will give cost savings through less damage and reduced insurance premiums. Safe driving is linked to fuel efficient driving and as such the SAFED training course creates synergy between safe driving and fuel-efficient driving styles.

Drivers who drive to the SAFED standard show marked improvements in fuel efficiency. Indeed, fleets fully adopting the standard can show at least 5% fuel reduction giving significant savings which is added directly to the bottom line. The SAFED standard compliments telematics systems and drivers adopting the SAFED style of driving will show improvement in performance that will be evidenced by the telematics information. The SAFED program was developed through industry best practice and is the recognised standard for safe and fuel -efficient driving.

COURSE CONTENT

- Introduction to SAFED
- SAFED Theory
- Pre-Start Vehicle Checks
- Formative Driving Assessment
- Vehicle and Road Craft Instruction
- Driver Validation Exercise
- Underpinning Knowledge Exercise
- Assessment

BENEFITS OF THE COURSE

- Highly trained, knowledgeable workforce
- Significantly reduce your fuel spend
- Improve the residual value of your vehicles
- Reduce vehicle downtime and costs
- Potentially reduce insurance premiums
- Reduce environmental pollution



DRIVER CPC TRAINER

The **Driver CPC Trainer** course develops new and existing trainers' skills to deliver high quality classroom based training courses. You will learn how to deliver training that complies with **DVSA** requirements in a dynamic and effective manner using multimedia and modern teaching techniques.

WHO SHOULD ATTEND?

Commercial trainers, new and existing in-house trainers, driver trainer assessors (DTA's), fuel champions, or anyone who wishes to develop knowledge of instructional techniques and lesson planning.

COURSE CONTENT

- Introduction to driver CPC
- Driver CPC syllabus, subject selection and training needs analysis
- Instructional techniques, qualities of an instructor, basic principles, subject analysis, preparation and planning, motivation, conformation, and evaluation question technique
- Course structure and lesson planning
- Training aids
- Micro-teach sessions
- Centre processes for DVSA compliance
- DVSA compliance, course and instructor approval
- Evaluation and feedback record keeping
- Teaching competency assessment
- Course review and Q&A

COURSE DURATION

- **Inexperienced Instructors** - 5 days
- **Experienced Instructors/Refresher** - 2 days

DRIVER CPC CONSORTIUM

SP Training offer intelligently applied **Driver CPC** solutions that give logistics businesses and training organisations real value for money as well as quality leading edge training products.

SP TRAINING OFFER

Consortium members can access a number of different products to suit their particular needs and can choose from our extensive menu of courses covering a wide range of subjects. Membership of the SP Training Consortium saves significant costs in comparison to developing your own offer.

BENEFITS

- Cost effective
- High quality course materials
- Updated regularly
- Train the trainer
- Full support and mentoring
- Easy administration process and DVSA upload
- Bespoke design option

TRAIN THE TRAINER

Consortium members have the ability to take control of their Driver CPC courses by up-skilling their own employees to independently deliver training. This can be one of our many DVSA approved catalogue courses or a course that is tailored to the business, creating an efficient way of fulfilling CPC hours whilst solving common in-house issues.

BESPOKE DESIGN OPTION

Bespoke design is available to develop courses or adapt existing courses to meet your specific needs and gain significant business impact. SP Training have always been at the forefront of DCPC course production with innovative, leading edge thinking, design and expertise.

RTITB FLT INSTRUCTOR

The SP Training RTITB Lift Truck Instructor course will provide candidates with the skills required to prepare and examine operators for the working environment of lift trucks. Candidates will be equipped to understand how to do this in accordance with agreed best practice.

Successful completion of the course will require candidates to pass an examination that covers basic operating skills, associated knowledge and practical instructional ability. Courses are available for inexperienced instructors, instructors converting from ITSSAR, AITT or NPORS as well as re-registration.

COURSE CONTENT

- Health and safety
- Relevant regulations
- Approved code of practice (ACOP)
- The role of the instructor and qualities
- Basic principles of instruction
- Skills and task analysis
- Lesson structure (practical and theory)
- Report writing
- Lift truck test

COURSE DURATION

- **Novice** - 10 days
- **Conversion** - 5 days
- **Re-Registration** - 5 days



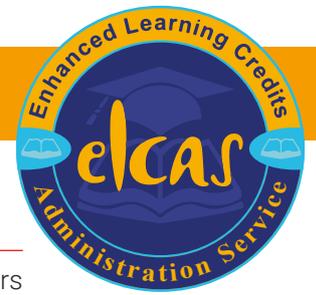
Use your ELCAS credits with this course!

The course concludes with an examination, which you must successfully complete in order to qualify as an RTITB Lift Truck Instructor. Successful candidates are eligible to register on the RTITB Register of Professional Instructors.

Entry Requirement: Must hold an accredited operator's licence within 12 months of expiry. Must have completed eTruck eLearning & Advanced Operator Competency test to instructor standard prior to the course.



ELCAS - FUNDED RESETTLEMENT TRAINING



WHAT IS ELCAS?

ELCAS is the administration service used by the Ministry of Defence to help fund service leavers further training to kickstart their new career. If you have a full entitlement, the MOD will fund 80% (up to £2,000) of your new qualification, leaving only 20% to be paid for by the service leaver.

WHAT DO SP TRAINING OFFER?

As an approved ELCAS Learning Provider we offer a range of haulage & logistics based training courses, upon completion learners will have a qualification that is highly desired in the logistics industry.



Find out more here!

AVAILABLE COURSES

- Cat C&E (Class 1/Artic Training & Tests)
- Cat C (Class 2/Rigid Training & Tests)
- Driver CPC (Modules 2 & 4)
- ADR - Core, Packs, Tanks & 7 Classes
- Transport Manager CPC
- RTITB Lift Truck Instructor Training
- Skills for Logistics Register of LGV Instructors



Stephen Jenkins - Gained his C&E licence using his ELCAS credits.

"SP Training were excellent, my trainer Dave has been great but all the other trainers and staff from the minute I arrived have made me feel comfortable and relaxed, this has really helped me with my training as I felt at ease. I was pleased to find the range of ELCAS approved courses on offer with SP Training as this isn't the case nationally, I know of many more service leavers who have struggled to use their ELCAS credits to train to be a driver."

HOW DO I APPLY?

You can apply for ELCAS through 4 steps:

- 1 Make contact with SP Training expressing your interest, we will supply dates for your chosen course which you will need for your application.
- 2 Approach your MOD representative with your dates and relevant paperwork – they will assist you in submitting your ELCAS application. Our courses are registered under System People Ltd (Provider ID 11328)
- 3 Once you have received your Claim Authorisation Note (CAN) send this to your contact at SP Training – they will take payment of your contribution and confirm your place on the course. You will receive a booking confirmation and joining instructions.
- 4 Turn up to your course, enjoy it, pass all required tests and walk away with your qualification - then start your new journey in the Haulage & Logistics industry!

CO-OP CASE STUDY

CO-OP DRIVER CERTIFICATE OF PROFESSIONAL COMPETENCE CASE STUDY

April 2023

As part of our **Driver CPC Consortium**, we have worked closely with our member the Co-op, to help design and create an engaging Driver CPC course for their drivers that added real value to their business. As Drivers must take 35 hours DCPC learning every 5 years to continue driving for hire or reward, why not use that time to teach them something relevant to the business?

The bespoke course was created in partnership with Co-op's lead Driver Assessor and our in-house course specialists. The Co-op was left with a quality DVSA approved Driver CPC course ready to deliver to their drivers. SP Training's next task was delivering the course to 1500 drivers over 5 sites over the next 12 months.

Over the first quarter of 2023 we delivered 117 courses to 1,075 Co-op Drivers with excellent feedback throughout. The course consisted of both classroom and practical elements such as cage chocks and a reversing exercise. Candidates highlighted a key benefit of the course was refreshing their knowledge on things they actually do within their job, compared to non-bespoke generic courses.

From an administrative perspective, each driver's hours were uploaded and issued with a certificate of attendance for their records. To aid with further requirements we have also made available additional courses, both classroom and online to ensure extra capacity was available should it be needed.

Although the project is still ongoing, with a further 30+ courses planned up until the end of the year, feedback continues to be positive. Using our in-depth planning system and regular contact with our trainers and client we have satisfied their requirements and are already in planning for 2024's Driver CPC!



"Going into partnership with SP training as part of our Driver CPC Consortium is working well for the Co-op, from working closely on the bespoke course to cover all the hot topics and send a consistent message across multiple sites from Plymouth to Scotland, it also gives us the flexibility of using SP training's own DCPC course whether it's online or in the classroom."

The administrative team are always contactable, polite and quick to rectify any issues or concerns you may have.

We are looking forward to working on next year's course and in the foreseeable future."

Lee Hutchinson – Driver Assessor, Co-op

"It is a pleasure to work with the Co-op and this programme demonstrates what can be achieved if Driver CPC periodic training is used intelligently to address properly identified development needs. This programme leads to increased safety levels and compliance as well as savings on the bottom line for Co-op. Drivers enjoy the course and are fully engaged which means they are keen to put their learning into practice."

Tony Higgins – Managing Director, SP Training

