



**NATIONAL REGISTER
OF LGV INSTRUCTORS**

OPERATED BY



ENDORSED BY



SUPPORTED BY



LOGISTICS UK

NRI CENTRE ACCREDITATION CRITERIA

For BE Training

NATIONAL REGISTER OF LGV INSTRUCTORS

Access House, Halesfield 17, Telford, TF7 4PW, UK

+44(0)1952 520210

www.lgvinstructorregister.com

LGVinstructorregister@rtitb.com



NRI TRAILER TRAINING ACCREDITATION SERVICE

NRI TTAS forms part of the UK-wide voluntary scheme created and overseen by the National Trailer Training Council which:

1. Enables **private individuals** to identify and take up B+E training which meets a national standard, thus reducing risks to themselves and other road users.
2. Offers **professional B+E drivers** training to the same national standard and the option of assessment against that standard, in order to provide certification which meets their and their employers' workplace safety and employment-related responsibilities.

As part of the NTTC scheme, the Accreditation Bodies provide quality assurance in the form of the accreditation of training organisations and the instructors providing B+E training and assessment. This ensures and demonstrates that B+E training is delivered to a consistent, high standard by all training organisations participating the NTTC scheme.

NRI TTAS ACCREDITATION CRITERIA

This document sets out the NRI TTAS criteria for the accreditation of:

1. B+E Training organisations and,
2. Instructors conducting B+E training or B+E training and assessment (**Annex A**)

1. ACCREDITATION CRITERIA FOR B+E TRAINING ORGANISATIONS

Premises used for training

Accreditation covers all sites used by the applicant organisations, including your own site (if you have one) and at any client or third party site. Organisations must use an off-road area to conduct practical training in coupling and uncoupling and to conduct manoeuvres.

Vehicles and Trailers

Organisations must be able to demonstrate that vehicles and trailers used for B+E training are legally compliant and in good mechanical condition.

Towing vehicles can be a car, van or pick-up truck for which a Category B driving licence is required and must be less than 20 years old. Vehicles must carry an appropriate and in-date first aid kit. NRI recommend the fitment of an appropriate fire extinguisher.

Trailers must be at least 750kg and a maximum of 3,500kg MAM. Trailers can include open trailers, closed animal transporters (horse-boxes), caravans and items of plant such as generators and pumps.

Organisations must undertake daily inspections of vehicles and trailers used for training or assessment by using and retaining a daily inspection/defect sheet.

Course Bookings

When a candidate (or their employer) books a training course, they must be provided with a booking confirmation/joining instructions containing essential information about training. This can be done via email, text message, letter etc.

Candidate Registration

You should have a system for confirming candidate identity prior to commencing training. You must capture all candidates' personal details. This must include full name, date of birth and driving licence number as they will appear on the course completion certificate or certificate of assessment outcome.

Candidate Health Declaration

You must ensure that you check that candidates are fit to take part in the training course. Where necessary, candidates who require glasses should wear them during the course.

NTTC/DVSA Training Syllabus

The basis for NRI TTAS accreditation is that instructors and the organisation which employs them, work to the published DVSA National Standards for Driver and Rider Training.

These provide the standards for the skills, knowledge and understanding needed to deliver a programmes of driver for both licence acquisition and post-test driving/riding programmes, such as trailer training for B licence holders.

In addition, all training delivered under this accreditation must be based on the recently-published DVSA syllabus: *“The training syllabus for towing a trailer with a vehicle B+E”* which is itself underpinned by the DVSA national standards.

Training delivery will be based on a core module for all drivers, as well as sector specific modules for the towing of different trailer types.

B+E Assessment

When assessment is offered under this accreditation scheme, it must follow the NRI B+E examination criteria which are set out at **Annex B** and summarised as;

Driving a vehicle included in the category B+E, with a trailer, for not less than 50 minutes, which includes approximately 10 minutes of independent driving.

Through a combination of observation-based assessment of performance during the 50 minute drive, supplemented by answers to questions, the instructor conducting the assessment must satisfy themselves that the candidate has reached the standard set out in *“The training syllabus for towing a trailer with a vehicle B+E”*. This assessment will cover:

- Preparation to drive
- Trailer coupling and uncoupling
- Technical control of the vehicle and trailer combination.
- Behaviour in traffic
- Vehicle Safety

Progressive Record of Training

You must have a progressive record of training in place for each candidate which records:

- Content of training referenced to DVSA B+E Syllabus
- Candidate name and signature
- Instructor names and signatures
- Assessor names and signature (where assessment is undertaken)
- Vehicle and trailer type
- Date of training
- Course Duration (hours)

Retention of records

Training records must be stored securely and protected from damage (for example flood, fire, theft, etc.) for a period of 6 years.

Certification of Trainees

Course Completion. All candidates who complete a B+E training course must be issued with a course completion certificate. The narrative on the certificate must include:

- Content of training referenced to DVSA B+E Syllabus
- Candidate name and signature
- Driving licence number
- Instructor name and signature
- Vehicle and trailer type
- Date of training
- Course Duration (hours)

Candidates who have undertaken assessment and reached the required standard must be issued with a certificate which states:

- Candidate name and signature
- Assessor name and signature (where assessment is undertaken)
- Date of assessment
- Vehicle and trailer type

Using the 'NRI Accredited' Logo

If you wish to use the 'NRI Accredited' logo as part of your certificate design (or on other print and electronic media) you will need to complete and return the Use of Logo Agreement. The logo agreement is emailed to you upon receipt of your accreditation application.

Training activity report

You must provide a monthly training activity report to NRI. This will enable NRI and DVSA to monitor the overall take up and delivery of B+E training and includes; Age, Occupation, Sector, Geographical area.

Insurance

As a minimum you must have public liability and appropriate road risk insurance in place.

Quality Assurance

You must have a quality assurance policy providing details on how you plan to monitor and continuously improve B+E training delivery. This should include how candidate feedback is obtained and how feedback is acted upon.

Customer Complaints

As part of the QA policy or as a stand-alone policy, the organisation must have clear arrangements to deal with customer concerns or complaints. This policy must set out the process by which complaints are submitted and the timelines by which these will be investigated and determined. Should a centre be unable to resolve a complaint with a customer, NRI will provide advice to both parties on request, but cannot provide binding arbitration.

Health & Safety Law Poster

If your organisation employs 5 or more people, then you must display a current Health & Safety Law poster.

Health & Safety Policy

If your organisation employs 5 or more people, you must have a written Health & Safety Policy available for all your employees. The policy should state your arrangements for Health & Safety issues affecting your organisation, and should detail the roles and responsibilities of those covered by the policy.

GDPR Policy

You must have a GDPR policy related to the personal details you will collect about B+E training candidates. This must explain how you securely retain these and detail the roles and responsibilities of your staff working within the policy.

Risk Assessments

You must have current, written risk assessments for all classroom and vehicle/trailer training activities. Consideration should also be given to whether a lone worker risk assessment is appropriate for your organisation.

First Aid Provisions

Organisations must have available the recommended number of first aiders/appointed persons as per 'Table 2' in the HSE's INDG214. Organisations providing training on customer premises must ensure that instructors are aware of first aid arrangements at the site. In all cases, candidates must be made aware of first aid arrangements.

Fire and Emergency Evacuation Procedures

In-centre and in-house training organisations must ensure that a clear fire and emergency evacuation plan is in place and that it is communicated to all candidates. Instructors providing training on customer premises must ensure that they are aware of site fire and emergency evacuation procedures. This information must also be communicated to all candidates.

NRI LGV Examination Centres

Existing NRI LGV Examination Centres can gain approval as NRI B+E training centres by providing evidence that:

1. Their B+E vehicles and trailers meet the requirements stated above
2. Their B+E instructors meet the requirements stated above.

Current Instructor List

Organisations must have an up-to-date list of all of their employed B+E instructors (including sub-contractors). The list should include each instructor's NRI/NVDIR registration number and expiry date or the date on which they passed their NRI B+E on-line assessment, and their operator registrations and associated expiry dates.

Instructor CPD

You must ensure that all of your instructors (employed and sub-contractor) regularly maintain their professional development.

3. THE ACCREDITATION PROCESS

Organisations submit an accreditation application, including accreditation fee to NRI.

Within 10 working days of receipt of application and payment, the NRI accreditation team reviews the application. Once the application has been checked and verified it is passed to a member of the NRI audit team to conduct an accreditation audit.

Within 10 working days of the NRI auditor receiving the application they will contact you to arrange a suitable date for the first accreditation audit.

The audit will take place within 4 weeks of the date on which the auditor received the application, unless you request a longer timeframe.

The auditor conducts the first accreditation audit. You are granted approval for 1 year or are left shortfalls to rectify prior to 1 year approval being granted.

4-6 months prior to accreditation expiry, you will be contacted by an NRI auditor to arrange a convenient date for auditing. This audit should take place no less than 8 weeks before accreditation expiry.

No less than 2 weeks before accreditation expiry, please submit a renewal application to NRI.

The NRI accreditation team will review the renewal application within 10 working days of receipt. Once the application has been checked and verified, and if you have been audited (and shortfalls rectified) a further year's accreditation will be granted.

ANNEX A

NRI TTAS B+E INSTRUCTOR QUALIFICATION CRITERIA

1. Existing members of NRI, NVDIR, ADI and holders of CTLLS/CET, PTLLS/AET, and DTLLS/DET are recognised as being qualified to train under NRI TTAS
2. Trainers without these must take the online NRI Instructional Theory Examination
3. All trainers must pass the online NRI B+E knowledge test to gain B+E instructor membership of NRI

ANNEX B

NRI B+E ASSESSMENT CRITERIA

The duration of the assessment must be not less than 50 minutes, which includes approximately 10 minutes of independent driving.

Candidates must satisfy the examiner as to their ability to carry out properly the activities and perform competently, without danger to and with due consideration for other road users, the manoeuvres below.

Eyesight (B+E only)

Read in good daylight (with the aid of glasses or contact lenses if worn) a registration mark fixed to a motor vehicle and containing letters and figures 79.4 millimetres high at a distance of 20.5 metres.

Answer Vehicle Safety Check questions.

Preparation to drive

1. Adjust the seat as necessary to obtain a correct seated position.
2. Adjust rear-view mirrors and seat belts.
3. Check that the doors are closed.

Technical control of the vehicle

1. Start the engine and move off smoothly (uphill and downhill as well as on the flat).
2. Accelerate to a suitable speed while maintaining a straight course, including during gear-changes.
3. Adjust speed to negotiate left or right turns at junctions, possibly in restricted spaces, while maintaining control of the vehicle.
4. Brake accurately to a stop where directed, if need be by performing an emergency stop
5. Reverse in a 'S' shaped curve.

Behaviour in traffic

1. Observe (including the use of the rear-view mirrors) road alignment, markings, signs and potential or actual risks.
2. Communicate with other road users using the authorised means.
3. React appropriately in actual risk situations.
4. Comply with road traffic regulations and the instruction of the police and traffic controllers.
5. Move off from the kerb or a parking space.
6. Drive with the vehicle correctly positioned on the road, adjusting speed to traffic conditions and the line of the road.
7. Keep the right distance between vehicles.
8. Change lanes.
9. Pass parked or stationary vehicles and obstacles.
10. Approach and cross junctions.
11. Turn right and left at junctions or to leave the carriageway.
12. Where the opportunity arises: *(a) pass oncoming vehicles, including in confined spaces
*(b) overtake in various situations *(c) approach and cross level-crossings

Trailers

Un-couple and re-couple trailer from and to the towing vehicle.

Vehicle Safety

Show awareness of vehicle safety measures and be able to operate safety systems.