

Driver CPC Periodic Training - Course Layout / Summary

Name of Centre						
Name of Course Petroleum Product: Home Heat Sub-sector Module						
Session No.	Timings (Minutes)	Content	Delivery Method	Resources (e.g. Power Point DVD Titles Vehicle Details)	Location	Driver CPC Syllabus Reference No.
	Prior to course	Licence checks, Course Administration	Documentary	Documents	Classroom	n/a
1	15	Course welcome, introduction and overview, fair processing notice, plan for the course	Explanation	Power Point	Classroom	n/a
2	30	The rules relating to Registered Dealers in Controlled Oil (RDCO)	Explanation	Power Point, Documents	Classroom	2.2
3	40	Security and access/egress requirements of delivery locations	Explanation	Power Point, Documents	Classroom	2.2
4	25	Establishing correct ullage in customer tanks and correct action if ullage cannot be established	Explanation, documentation	Power Point, Documents	Classroom	1.4
Comfort Break						
5	20	Method of checking contents and grade and getting ullage and compliance with pre-discharge procedures	Explanation,	Power Point, Documents	Classroom	1.4
6	30	Rules and regulations relevant to working at heights and ladder safety	Explanation	Power Point, Documents	Classroom	1.4
7	30	Safe use of hoses and hose reels	Explanation, DVD, Demonstration	Power Point, Documents	Classroom	1.4
8	20	End of course evaluation	Discussion with the delegates	Power Point, hand-outs	Classroom	
Total Length	210 minutes					