

**Driver CPC Periodic Training - Course Layout / Summary**

Name of Centre						
Name of Course		<b>Petroleum Product: Knowledge, Safe Loading and Delivery of Petroleum Product</b>				
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 day.	Explanation	Power Point	Classroom	n/a
2	15	Petroleum Driver Passport and Safe Loading Pass schemes; developments, changes and updates.	Explanation	Power Point, PDP and SLP websites, Documents	Classroom	2.2
3	15	Legislation and Guidance update; review of recent changes to the legislation, regulation and work instructions affecting the work and responsibilities of PDP holders.	Explanation, DVD, Demonstration	Websites, Documents, Power Point	Classroom	2.1
4	45	Best Practice and Technology update; review of current 'best practice' material available to petroleum tanker drivers, changes and developments in PDP sub-sectors, new technologies being introduced which will change or amend working practices.	Explanation, DVD, Demonstration	Websites, Documents, Power Point, DVDs	Classroom	3.3, 3.7
<b>Comfort Break</b>						
5	40	120 minutes of <b>COMPANY SPECIFIC TRAINING</b> - this <u>must</u> be broken into smaller elements; e.g. 40 minutes x 3,	Insert delivery method	Insert resources	Classroom	Insert reference
6	40	<b>Specify your planned content</b> This can cover issues such as Working at Heights, Manual Handling, Health & Safety or any other Driver CPC compliant content which your company requires.	Insert delivery method	Insert resources	Classroom	Insert reference
7	40		Insert delivery method	Insert resources	Classroom	Insert reference
<b>Lunch</b>						

<b>8</b>	30	Tanker safety checks to include pre-drive walk-round checks, vehicle safety and security and confirm any relevant training given in the theory period.	Explanation, Demonstration, Imitation and practice	Documents	Vehicle	3.6
<b>9</b>	60	Initial drive to confirm any relevant theory training. This will include loading of petroleum product and driving on the public road.	Drive	Documents	Vehicle	1.1, 1.2, 1.3, 1.4
<b>10</b>	20	Debrief to explain performance in the loading and initial drive, discussion of areas which require improvement.	Explanation, discussion	Documents	Vehicle	1.1, 1.2, 1.3
<b>11</b>	60	A second drive to confirm training given during the debrief. This will include driving on the public road and delivery of petroleum product, during which coaching will be given.	Drive	Documents	Vehicle	1.1, 1.2, 1.3
<b>12</b>	20	Debrief from second drive to explain performance in driving and delivery of petroleum product.	Explanation, discussion	Documents	Vehicle	1.1, 1.2, 1.3
<b>13</b>	20	End of course evaluation.	Discussion, questions and answers with the delegate		Vehicle or Classroom	
<b>Total Length</b>	420 minutes					