




Training Provider Approval Application

Distance Learning Approval for the PDP 5-Year Classroom Training (25W)

Introduction

Note – all the details you complete in this form, as well as any supporting documents you send, will be treated as **private and confidential** by SQA.

Important Note – To complete this form electronically, please make sure that you are using Adobe Reader 9 or later. This can be downloaded free of charge from the [Adobe website](#). 

What this form is for

This form is an application for approval as a training provider to offer distance learning for the 5-Year Classroom Training (25W) module of the Petroleum Driver Passport.

It enables your organisation to demonstrate its potential to:

- provide the management structure and quality assurance systems to support the assessment and internal verification of PDP Distance Learning, and to

- meet the requirements for approval to offer Distance Learning for the 5-ear Classroom Training 25W module relating to the Petroleum Driver Passport.

When you have finished...

When this form is complete, please email it, with any supporting documents, to

pdpassport@sqa.org.uk

When we have received the completed form, we will acknowledge receipt via email.

If we find that we need more information, we will contact you.

Your Contact Details

Please provide details for your main site/location or headquarters:

Company's Name

Address

Postcode

Country

Phone number

Please include the area code

Email address

Website address <http://>

(if applicable) e.g., www.anonymous.co.uk

Declaration

Here we ask your Head of Establishment to accept and date a declaration regarding the accuracy of this application.

I declare that, to the best of my knowledge, the information given in this approval application, and on any accompanying documents, is correct.

I accept the declaration above.

Name

Date

(Use dd/mm/yyyy format)

Access to this information is strictly controlled, however it is shared within the training community, the Petroleum Driver Passport Management Group and Candidates, when appropriate. We do not provide information to organisations involved in direct marketing or similar ventures.

SQA will review all applications and confirm approval. Approval will be subject to adherence to the current Manual of Practice standards, where applicable.

I agree all of the following:

General

Please tick

1. All courses will be delivered using software allowing SQA open access.
2. All candidates will join the course online - hybrid training is not allowed.
3. We will ensure drivers attending remote delivery courses will be in an environment fit for learning.
4. I have added site(s) to my sites tab with "Remote Delivery" before the name of the site.
5. Only candidates who are renewing their valid 25W will be allowed to attend online training.
6. All candidates will have their own device.
7. All training and written assessment dates will be added to the PDP database.
8. All course invitations will be issued before the course date and will include an invite to pdpassport@sqa.org.uk.
9. We will provide a link to the course within the documents tab of the course.
10. No class size for online training will exceed 6.
11. We will ensure each candidate emails their completed registration form for each course.
12. We will upload a copy of these registration forms to the course documents tab as well as a screenshot of attendees on the training course.

I agree all of the following:

Course Delivery

Please tick

1. Candidate ID checks will be carried out using the camera on the remote device.
2. The delivery method will include video and audio to monitor attendance.
3. Candidates and Instructor will have their camera on at all times.
4. If a candidate is absent from view during periods of instruction, the instructor will cease training until they return. If an absent candidate does not return within five minutes, the instructor will remove him from the video call and remove their enrolment.
5. All training will be supported by visual material and candidates will be provided with this material in advance of the course.
6. Contact telephone number will be provided to candidates in case of loss of connection.
7. Relevant action will be taken in the event of loss of connection.
8. We understand that all other PDP MoP references, in relation to Annual Classroom Training, still apply.

Written Assessment

1. The Written Assessments will take place at the approved Training Centre locations.
2. There will be at least 1 SQA-approved Invigilator present at each approved location.