



**NATIONAL REGISTER
OF LGV INSTRUCTORS**

OPERATED BY



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EXAMINATION CENTRE APPROVAL CRITERIA

NATIONAL REGISTER OF LGV INSTRUCTORS

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

+44(0)1952 520210

www.lgvinstructorregister.com

LGvinstructorregister@ritb.co.uk



RTITB operates the National Register of LGV Instructors (NRI), and as such approve organisations as NRI Examination Centres (Centres). NRI will conduct examinations of candidates seeking to join the Register. Centres provide a venue for the conduct of those examinations.

Approval as a Centre enables an organisation that provides LGV instructor training to offer an on-site examination at the end of their training process.

This document sets out the criteria which are used for the initial approval and annual auditing of Approved Examination Centres by NRI and covers:

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EXAMINATION CENTRE CONTACT

Each Centre must appoint an Examination Centre Contact whose name and contact details are to be notified to NRI. This individual will be the primary point of contact for NRI, and as such will receive all communications from NRI to the Centre. It is the responsibility of the Centre to ensure that Examination Centre Contact details are kept up-to-date on the NRI database. The Examination Centre Contact will be responsible for ensuring that, when appropriate, communications are distributed within their Centre.

The main duties of the Examination Centre Contact are to liaise with the NRI examiner, ensure the examination room and suitable vehicles are available for examinations and ensure that Centre administration responsibilities are fulfilled.

The Examination Centre Contact will also:

- Ensure the examination and training facilities meet the criteria set out in section 2 below
- Ensure that vehicles meet the criteria set out in section 3 below
- Ensure that up-to-date and accurate details for all candidates sitting the Examination at the Centre are notified to NRI 10 working days prior to the Examination
- Retain a copy of the provisional results sheet which will be provided by the NRI examiner at the end of the Examination.

THEORY AND IN-CLASS TEST FACILITIES

The Centre will provide a room (or rooms) suitable for both the theory and for the in-class training elements. Rooms should be adequately lit, heated, ventilated and risk assessed. Best efforts must be used to minimise noise and other disruptions caused by operational or training activities on site.

During the theory element, each candidate should have a desk and a chair that provide an ergonomic and comfortable environment. The training room used for the theory element should be set out in a way that ensures candidate isolation and prevents the copying of answers. The examiner must be able to see all the candidates at all times during the test. All reference materials, books and teaching aids must be removed from the training room or covered for the duration of the test. All mobile phones, tablets or other digital devices must be switched off prior to the test beginning.

For the in-class training element, the room should include:

- A presentation compatible computer and suitable output device (screen, TV, etc.)
- A flipchart/whiteboard and pens.

cont.

Fire and evacuation procedures must be understood by all examination centre staff and examination candidates. Emergency exits must be clearly indicated, easily opened and unobstructed in accordance with current Health and Safety regulations.

The Centre should ensure that adequate vehicle parking is available for the NRI Examiner and for all examination candidates. This may include LGV vehicles brought by examination candidates. If parking is not available, possible alternative arrangements should be discussed with NRI during the first approval audit.

VEHICLES USED FOR DRIVING ABILITY AND IN-CAB TEST ELEMENTS

Vehicles presented for use in the driving ability and in-cab test elements must comply with the following criteria:

- The vehicle must be roadworthy and fulfil all legal requirements. It must be a Category C1, C1+E, C or C+E vehicle which meets the minimum test vehicle requirements for the statutory driving test. Further information can be found at <https://www.gov.uk/guidance/rules-for-lorries-used-for-driving-tests>.
- The vehicle must be properly taxed and insured, including liability cover for the examiner as a driver or person in charge of the vehicle.
- The vehicle must be capable of the normal performance for vehicles of its type.
- The vehicle must be laden in accordance with DVSA rules for vehicles used in the practical driving test, which can be found at <https://www.gov.uk/guidance/rules-for-lorries-used-for-driving-tests#minimum-load-requirement>
- The vehicle must be right-hand drive, have a driver's seat and a seat for a forward facing passenger. It must also have seat belts fitted to all seats in the vehicle.
- Vehicles should carry a suitable fire extinguisher and first aid kit, and be fitted with a Class VI (Cyclops) front-mounted wide view mirror.

If the vehicle does not meet these requirements, NRI reserves the right to refuse to conduct the Examination.

Where Centres provide their own vehicles for use by candidates, they must ensure that they follow the DVSA Guide to Maintaining Roadworthiness – Commercial Goods and Passenger Carrying Vehicles. Centres must be able to demonstrate that they undertake daily vehicle inspections – records of the previous 15 months' daily inspections, including 'nil defect' reports, should be available upon request.

MANOEUVRING AREA

Centres should have access to an off-road manoeuvring area. It should be at least the minimum dimensions specified by the DVSA – information on DVSA requirements for the off-road manoeuvring area can be found at <https://www.gov.uk/guidance/driving-tests-rules-for-using-your-own-site#get-approval-for-your-site>. This should be secure from uncontrolled public access and a risk assessment of the manoeuvring area must be carried out and recorded.

The manoeuvring area should be either on the same site as the in-class training facility or within a 15 minute drive of the in-class training facility. Where organisations wishing to become Centres have a manoeuvring area which does not meet one of these criteria, they should contact the NRI manager before making an application.

ADMINISTRATION AND QUALITY ASSURANCE

It is the responsibility of the Centre to ensure that all staff dealing with or administering processes associated with NRI have the competence to carry out their role effectively.

Centres should be aware that the LGV Instructor Examination pass rate for each approved Centre will be published on the NRI website on a quarterly basis. Agreement to the publication of this data is a condition of Centre approval.

Centres should be aware that NRI or its representative can visit at any reasonable time without prior notice.

Centres should read and familiarise themselves with:

- The terms and conditions of approval, which can be found at <https://lgvinstructorregister.com/terms-and-conditions-of-exam-centre-approval/>.
- The LGV Instructor Examination Criteria, which can be found at: <https://lgvinstructorregister.com/exam-criteria>