



# **FORS Professional licencing guide**

**Application process for:**

**Obtaining a licence to deliver FORS Professional training**

**Version 7.0 - Dec 2022**

# Introduction

FORS Professional driver training includes bespoke training products designed to improve road safety, air quality, and efficiency. It includes specific courses designed to meet the professional development requirements of the FORS Standard

The FORS Professional modules that are available to licence are:

- Safe Urban Driving
- Van Smart
- LoCITY Driving

This guide includes information on:

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# Obtaining a licence

## Eligibility

The FORS Professional licence may be obtained by FORS operators or associated training providers to deliver FORS Professional driver training courses. Licences are valid for 12 months.

To apply for a licence:

- Your organisation must be a JAUPT Approved training centre
- Your trainers must meet the relevant competence requirements for each course



## Licence application process

To apply to deliver FORS Professional training, click [here](#) for the application form.

## Applying for a licence

To apply for an initial licence or to renew an existing licence you must submit:

- A completed [application form](#) (see Appendix 1)
- Supporting evidence to prove the competency of your trainers for each of the FORS Professional course/s you wish to deliver (see Section Two)

On application you will be invoiced based on the courses you are applying to deliver and the invoice is payable before your licence is issued.

We aim to issue your licence once your invoice is paid and within 20 working days of receiving a completed application and all supporting evidence.

For licence renewals, please ensure you allow sufficient time for the application to be processed prior to your existing licence expiry.

## Licence conditions

The FORS Professional licence template is provided at Appendix 2 and includes all of the terms and conditions of training delivery. In addition licensed training providers should be aware that:

1. Training must be delivered in accordance with the Course Training Pack (CTP). Everything you need to administer and deliver a FORS Professional course is included in the CTP, which will be issued with your licence.
2. Trainer competence must be maintained. Any changes in trainers or competences must be communicated to [training@fors-online.org.uk](mailto:training@fors-online.org.uk)
3. Delegate attendance and feedback must be uploaded to the FORS Training Portal within five working days of course completion. You will be issued guidance on the FORS Training Portal.
4. Delegates completing training must be issued with a certificate of attendance.
5. Any accidents, incidents or near misses must be reported to [training@fors-online.org.uk](mailto:training@fors-online.org.uk)

# Trainer competence

## Evidencing trainer competence

All FORS Professional nominated trainers must be listed in the table at Annex 1 of the [application form](#) indicating which course they are proposed to deliver.

There are FOUR items of evidence of competence must be provided for ALL nominated trainers in the following format.

	Theory trainer competence	Evidence
1.1	<ul style="list-style-type: none"> <li>Hold or have held a full driving licence with minimum of 3 years' driving experience or;</li> <li>Hold a level 3 Manager Certificate of Professional Competence</li> </ul>	DVLA online check driving licence summary <a href="https://www.gov.uk/view-driving-licence">https://www.gov.uk/view-driving-licence</a> (PDF print not DVLA code) <ul style="list-style-type: none"> <li>Category C or D for SUD</li> <li>Category B for Van Smart or LoCITY Driving</li> </ul>
	Have no more than three driving licence penalty points	
1.2	Hold a recognised training qualification or Train the Trainer	Certificate of course attendance
1.3	Have knowledge the relevant course to be delivered*	Certificate of course attendance or a statement of subject knowledge
1.4	Have at least two years' experience in transport operations	CV/references from industry professionals
	On-cycle trainer competence	Evidence
2.1	Hold a full category B licence minimum of 3 years' driving experience	DVLA online check driving licence summary <a href="https://www.gov.uk/view-driving-licence">https://www.gov.uk/view-driving-licence</a> (PDF print not DVLA code)
	Have no more than three driving licence penalty points	
2.2	Hold a recognised cycle training qualification at level 2 or above	Certificate of course attendance
2.3	Have completed the relevant course to be delivered*	Certificate of course attendance or a statement of subject knowledge
2.4	Have experience as a cycle instructor	CV/references from industry professionals

\* eg a trainer must have knowledge of Safe Urban Driving, Van Smart or LoCITY Driving course to be able to deliver the Safe Urban Driving, Van Smart or LoCITY Driving course.

# Application fees

The application fee payable is determined by the FORS Professional courses you wish to be licensed to deliver and whether you are a providing training on:

- Commercial delivery - i.e. delivered to customers on a paid for basis
- In-house delivery - i.e. FORS Operator delivering training internally to your own employees

Delivery method	Fees
In-house delivery only (new applications and renewals)	£250 for one module, £500 for two or more modules
Commercial delivery (new applications)	£655 per module
Commercial delivery (renewals)	£595 per module

The licensing fee is currently under review and may be subject to change in 2023 . Prior to any change communications will be issued, outlining details of the change and the effective date of change.

