



FORS Professional licencing guide

Application process for:

Obtaining a licence to deliver FORS Professional training

Version 8.0 – December 2023

Introduction

FORS Professional driver training includes bespoke training products designed to improve road safety and minimise environment impact. 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 Driving
- LoCITY Driving

This guide includes information on:

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Obtaining a licence

Eligibility

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

To apply for a licence:

- Your organisation must be approved to deliver Driver CPC
- Your trainers must meet the relevant competence requirements for each course



Applying for a licence

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

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

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

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.
3. Delegate attendance must be uploaded to FORS online within five working days of course completion. You will be issued guidance on the FORS Training Portal.
4. Delegate feedback must be captured via the FORS Professional satisfaction survey using the QR code included in the CTP.
5. Delegates completing training must be issued with a certificate of attendance.
6. Any accidents, incidents or near misses must be reported to 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"> Hold or have held a full driving licence with minimum of 3 years' driving experience or; Hold a level 3 Manager Certificate of Professional Competence 	DVLA online check driving licence summary https://www.gov.uk/view-driving-licence (PDF print not DVLA code) <ul style="list-style-type: none"> Category C or D for Safe Driving Category B for LoCITY Driving
	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 https://www.gov.uk/view-driving-licence (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

Application fees

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

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

Delivery method	Fees (Ex VAT)*
In-house delivery only	£250 for one course, £500 for both courses
Commercial delivery (Safe Driving)	£950
Commercial delivery (LoCITY Driving)	£750

*On and with effect from each anniversary of 1 January 2024, licensing fees may be adjusted to reflect the rate of inflation based on the consumer prices index as published by the Office for National Statistics.

