

Training delivery application form



FORS
PROFESSIONAL
TRAINING, INFORMATION, KNOWLEDGE



Company/Trading name

Trading/Billing Address

Telephone

Email for invoicing

Accounts payable contact

PO No/Ref No (required)

FORS Associate ID number

DVSA/JAAPT approved training centre number AC:

Company Registration No

VAT Reg No

Please tick the relevant boxes:

- I. Are you a training provider applying to deliver the FORS Professional Training Modules for commercial purposes?

(Please note there is an annual fee of £500 + VAT per module, per annum, to use the FP Modules for commercial training purposes)

Yes

2. Are you a FORS operator wishing to deliver the FORS Professional Training Modules to your own staff only, not for commercial purposes or charging for external delegates? (No Fee)

Yes

Select the training course(s) you are applying for:

HGV drivers

Safe Urban Driving

Van Smart

Staying Legal

LoCITY

Truck Smart

Are you a training provider/FORS

3. Operator wishing to have your own training FORS approved against the FORS approved training objectives and outcomes?

Yes

4. Approval of course material – see costs below – licence duration One (1) year

Costs/Duration	7 hours (1 day or less than)	Any additional days content thereafter
Approval of course material	£500	£500

Notes:

- The revised TfL training licence (4.0) is no longer continuous it is now only valid for 12 months and is required to be renewed annually
- Renewal reminders will be sent out within 30 days prior to the expiry of the current licence in order to allow continuous training delivery
- Providers who are not subject to the fees will still be required to renew their licence annually

Overview - training staff competencies

Please note that if you are applying to deliver Safe Urban Driving (SUD) or Van Smart (VS) courses, you must supply details of you own (or sub-contracted) Cycle Instructor's details/qualifications with this application.

- Recognised training qualification
- Driver qualification card
- More than two years' experience
- In a transport operations role
- No more than three penalty points on your driving licence
- Detailed knowledge of FORS/CLOCS/WRRR/LoCITY
- Successfully completed the course(s) you have applied to deliver

More detailed information of trainer competencies required to deliver each module is detailed in the FORS Professional Training Licensing Guide

All applicants are advised to review this guide and ensure their trainers meet these competencies, prior to submitting an application.

Declaration

I _____ as _____ of _____
declare all the trainers I employ hold the relevant evidence to demonstrate the competencies required to deliver FORS professional training. All training staff evidence of competencies and qualifications will be made available for audit to the TfL/FORS/Audit team on request.

Signed:

Date:

Training material and application form should be sent by either email or post to:

Email:
forsprofessionaltraining@tfl.gov.uk

Post:
Training: Delivery Planning (Freight)
4Y6 Palestra
197 Blackfriars Road
London SE1 8NJ