

Application for a Licence to deliver FORS Professional training

APPLICANT DETAILS

Applicant name

Company name

Company address

Email address

Telephone no.

Please tick this box if you are part of a Consortium

FORS ID or Associate ID

DVSA/JAAPT approved training centre no.

AC:

INVOICING/FINANCE DETAILS

Accounts payable contact name

Accounts payable email address

Accounts payable telephone no.

Billing address (if different to above)

An invoice for the appropriate application fee will be sent to the above. Please note that the invoice is payable before your application can be processed

YOUR APPLICATION

Are you submitting: (please tick)

A new Licence application

A Licence renewal

How will you deliver the training? (please tick)

On a commercial basis/charging delegates a fee

In-house/to own staff only

Which FORS Professional module(s) are you are applying for? (please tick)

Safe Urban Driving

LoCITY Driving

Van Smart

Staying Legal

Truck Smart

TRAINER COMPETENCIES

For renewal and initial applications - Please tick this box to confirm that you have provided relevant evidence of the competency of your trainers for the courses you are requesting to deliver:

For renewal applications only - please tick this box to confirm that there are no changes in trainer details or competencies since your previous application:

Detailed information on the required instructor competencies to deliver each module is set out in the *Guidance for Training Providers to deliver FORS Professional Training* which can be found [here](#)

All applicants are advised to review the guidance and ensure their instructors meet the required 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. Evidence of competencies and qualifications is provided to support this application and will be made available as part of QA audit on request.

Signed:

Date:

Please send your completed application form and supporting information to:
training@fors-online.org.uk

For information on how your personal information will be processed, please see the [Privacy Notice](#)

Annex 1 - Trainer details and competence

All FORS Professional nominated trainers must be listed in the table below indicating which course they are proposed to deliver.

Trainer name	SUD	Van Smart	Truck Smart	Staying Legal	LoCITY

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

	Theory trainer competence	Evidence
1.1	Hold a full category C or D licence minimum of 3 years' driving experience	DVLA online check driving licence summary https://www.gov.uk/view-driving-licence
	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 completed the relevant course to be delivered	Certificate of course attendance*
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
	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*
2.4	Have at least 35 hours' experience of cycle training delivery (as lead trainer)	CV/references from industry professionals

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