



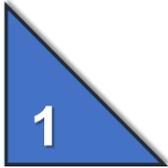
# RADAT

## What to expect during a centre assessment



Driver & Vehicle  
Standards  
Agency

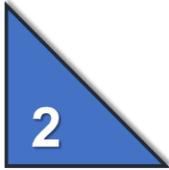
Prior to any form of assessment, it is natural to be somewhat apprehensive. However, having some idea of what to expect can take some of pressure away from this. In this short booklet we will explain what to expect during your RADAT centre approval visit.



The assessor will need to see that you have set up your centre ready for an assessment, as if you were going to carry out an assessment of a trainer.

- A suitably sized table should be available for the candidate to use.
- The room should be suitable for an assessment and free from distractions.
- Nothing should be on view that is likely to assist the candidate, such as wall posters.
- As the assessor, you should have a seated position where you have full view of the candidate(s) throughout their assessment.
- The assessor will want to see you run a mock assessment – use the 'Assessment Brief' PowerPoint from the RADAT database for this.

The assessor will also need to see your security arrangements for the safe keeping of the examination papers. This will also include a demonstration of how you will secure the papers during the assessment.



The assessor will need to establish that you are able to provide a suitable assessment of the trainers who you will be assessing.

In order to do this, the assessor will use a series of recorded training sessions. You will be asked to carry out a written assessment of the trainer's performance. Your answers will be compared to a prepared answer sheet. Note that this will be done back at RADAT not during your assessment.



In order to be a RADAT assessor, you must be a registered RADAT trainer. If you are not currently a RADAT trainer, this can be carried out during the centre approval visit.

- ④ You will be required to carry out a micro or macro teach on any subject you choose.
- ④ You will be required to undertake the written assessments for the subject areas that you choose.

Please note that marking of assessments will be carried out remotely from your centre. The results will be provided to you within five normal working days.

Please allow up to 4 hours for the overall assessment

In the following pages, we will explain how RADAT works and how you could become a RADAT approved assessment centre.

Ref	Subject Area		Syllabus Reference	Specific Subject
1	Driving, Loading & Unloading		1.1	Vehicle Systems (Transmission System)
			1.2	Vehicle Systems (Safety Controls)
			1.3	Safe and Fuel-Efficient Driving
			1.4	Loading/Unloading (LGV)
2	Service & Economics	All	2.1	Professional Driver and Company Issues
		PCV	2.2	Customer Service / Disability Awareness (PCV)
			2.3	Loading/Unloading (PCV)
			2.4	Economic Environment for Carriage of Passengers (PCV)
		LGV	2.5	Economic Environment for Carriage of Goods (LGV)
3	Legislation		3.1	Legislation (including Drivers Hours)
			3.2	Regulations for Carriage of Goods (LGV)
			3.3	Regulations for Carriage of Passengers (PCV)
4	Welfare and Safety		4.1	Health, Safety and Emergencies
			4.2	Prevention of Criminality and Trafficking
			4.3	Personal Health and Wellbeing
			4.4	Physical/Mental Health and Wellbeing
			4.5	First Aid
			4.6	Vulnerable Road Users
5	Specific		5.1	ADR
			5.2	First Aid
			5.3	Fire Safety
			5.4	Health & Safety
			5.5	Drivers Hours & Working Time
			5.6	Manual Handling

### **How do I run an assessment?**

You will be provided with access to the RADAT database. From here you can input the details of any assessment you are intending to carry out.

The assessment must be carried out under strict examination conditions; however, we will provide you with a centre practice manual which will provide you with instructions of how to carry this out.

### **How is the assessment marked?**

The assessment is marked by you.

We will provide you with a Marker template, which lists acceptable and unacceptable responses from candidates.

When you have marked the assessment, you must upload the details and the response sheet to the RADAT database.

### **How frequently are assessments required?**

Once a trainer has been added to the register, they will require reapproval in three years' time.

However, in order to confirm that the trainer has maintained an up-to-date knowledge of subjects, the trainer is required to complete a short online assessment annually.

### **How do I become an assessment centre?**

In order to become a RADAT assessment centre, a RADAT verifier will visit your centre to carry out an approval visit, during this visit one assessor can be approved as well.

Assessors must be a RADAT approved Driver CPC Trainer (this can be undertaken during the visit).

### **Does each location require approval?**

No. Provided that your centre has been approved, any location other than your main location will be regarded as a mobile location and you are free to have as many mobile locations as you choose, provided that each one meets the required standards for RADAT

### **What are the costs?**

The annual centre approval fee is £500

The initial approval visit is included in the annual centre approval fee, however travel @ £0.42 ppm is charged from and to CH65 2HQ.

Approval for an assessor is £340, however, we can carry out one approval during the centre approval visit.

The cost to place a trainer on the register is £120 per year.

### **How do I know what the rules are?**

We will send you a Centre Practice Manual. This includes everything that you will need to know to run the assessments correctly.

### **Are training courses approved by RADAT?**

We need to approve a training course used for instructional ability, in order to ensure that the key learning outcomes are available in that course.

Other than this, centres are free to use whichever training materials they wish to.

RADAT governs the assessments undertaken following any training provided by a centre, not the training used for the assessment.

### **How do I apply to become a RADAT approved centre?**

You can do this online by going to the RADAT website:

[radat.org.uk](http://radat.org.uk)

### **Can I only assess my own employees?**

No. Once you are approved as a RADAT centre, you are welcome to carry out assessments either of only your own staff or commercially for other trainers.

## How do I become an approved assessment centre?

You can complete the form on the website to start the process.

In order to obtain approval as an assessment centre, we will need to carry out an approval visit at your site and witness a mock assessment carried out by your assessor. As a result of this, we can approve your assessor at the same time for no additional cost.

We will provide you with a Centre Practice Approval Document, which will set out exactly what will need to be in place ready for the approval visit but bear in mind that we are available to provide advice and assistance prior to the visit, in order to help you along.

During the centre approval visit, the verifier will seek clarification that:

1. The centre has facilities which are suitable for the assessments
2. The centre has policies and practices in place to ensure continued compliance with RADAT requirements.
3. The assessor has the ability to carry out RADAT assessments correctly

Once you are happy that your centre and assessor is in a suitable position to comply with these requirements, simply contact us to arrange for the centre approval visit. Between us we will agree and mutually convenient date and make the arrangements.

Following your approval, you will be provided with your own RADAT database page and will be able to upload approved Driver CPC Trainers to the RADAT Register



C/o National Logistics Training Consortium

6 Portside, Portside North Business Park, Ellesmere Port, CH65 2HQ

Tel: 0151 363 2501

Web: [radat.org.uk](http://radat.org.uk)

Email: [info@radat.org.uk](mailto:info@radat.org.uk)