



## **Qualification Specification**

### **Level 3 Award in Driving Licence Checking**

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## Introduction

This qualification is appropriate for individuals who are performing driving licence checks and validations against current regulations in Great Britain and Northern Ireland.

Topics include: driver licence status and entitlement to drive, information on a licence, validity dates, current endorsements and points, vehicle categories.

The awarding organisation for this qualification is ProQual Awarding Body and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual).

## Entry Requirements

There are no formal entry requirements for this qualification. Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

## Qualification Profile

Qualification title	<b>ProQual Level 3 Award in Driving Licence Checking</b>
Ofqual qualification number	603/1400/X
Level	3
Total Qualification Time	6 hours (3 GLH)
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	3/5/2017
Qualification end date	

## Qualification Structure

Candidates must complete the Mandatory unit.

Y/615/6770 Driving Licence Checking, Level 3, 3 GLH

## Centre Requirements

Centres must be approved to offer this qualification, centres must be able to demonstrate their experience of working in the security sector and must have appropriately qualified trainers, assessors and internal quality assurance verifiers. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

### Staff

Staff delivering this qualification must be appropriately qualified and occupationally competent.

### Assessors/Internal Quality Assurance

For each competence-based unit centres must be able to provide at least one assessor and one internal quality assurance verifier who are suitably qualified for the specific occupational area. Assessors and internal quality assurance verifiers for competence-based qualifications will normally need to hold appropriate assessor or verifier qualifications, such as:

- ProQual Level 3 Certificate in Teaching, Training and Assessing
- Award in Assessing Competence in the Work Environment
- Award in Assessing Vocationally Related Achievement
- Certificate in Assessing Vocational Achievement
- Award in the Internal Quality Assurance of Assessment Processes and Practices
- Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

## Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

## Assessment

Candidates must demonstrate the level of knowledge and competence described in the unit. Assessment is the process of measuring a candidate's knowledge and understanding against the standards set in the qualification.

Each candidate is required to produce evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria.

Evidence can include:

- assignments/projects/reports
- worksheets
- portfolio of evidence
- record of oral and/or written questioning
- candidate test papers

**Learning outcomes** set out what a candidate is expected to know, understand or be able to do.

**Assessment criteria** specify the standard a candidate must meet to show the learning outcome has been achieved.

*Learning outcomes and assessment criteria for this qualification can be found from page 7 onwards.*

## Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

## Adjustments to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

## Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

## Certification

Candidates who demonstrate achievement of the qualification will be awarded a certificate giving the full qualification title -

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#### **Claiming certificates**

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the required number of credits for a qualification. All certificates will be issued to the centre for successful candidates.

#### **Replacement certificates**

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

# Learning Outcomes and Assessment Criteria

## Unit Driving Licence Checking

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the legal requirements for a Great Britain (GB) or Northern Ireland (NI) driver to hold a licence with the correct entitlements	1.1 State the legislation and drivers' responsibilities to be appropriately licensed to drive a motor vehicle
	1.2 Explain the contractual obligations that an employer has to verify that their employees hold appropriate valid licences, including: <ul style="list-style-type: none"><li>• contracts of employment</li><li>• insurance</li><li>• membership of professional bodies</li><li>• statutory requirements and penalties</li><li>• frequency of checking of driving licences</li></ul>
	1.3 Identify the penalties that can be imposed on drivers and their employers for unlicensed or improperly licenced drivers
	1.4 Describe the limitations and requirements associated with provisional licences for drivers of: <ul style="list-style-type: none"><li>a) cars</li><li>b) large goods vehicles</li><li>c) passenger carrying vehicles</li></ul>
2 Know how to check the security features of a driver's licence	2.1 Identify all of the visible and invisible security features of : <ul style="list-style-type: none"><li>a) paper driving licences</li><li>b) photo card licences</li></ul>
	2.2 Explain the actions required following confirmation of a forged driving licence or supporting document produced
	2.3 State sources and types of information that aid the checking of security features of non-GB or NI licences
3 Know the options available for checking the validity, entitlements and driving records of drivers	3.1 Explain the process checking for licences for drivers from: <ul style="list-style-type: none"><li>a) GB and NI</li><li>b) Non GB or NI</li></ul>
	3.2 Explain what information is held within national driver records
	3.3 Explain the data protection implications of checking driver records
	3.4 State the risks inherent in abusing the process of checking driver records

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
4 Be able to interpret the results of a driver licence record check	4.1 Identify the main categories of vehicle 4.2 Identify which groups of people are licenced to drive each category of vehicle 4.3 Identify what is covered by letters/qualifiers on a licence 4.4 Explain what is meant by: <ul style="list-style-type: none"> <li>a) acquired rights</li> <li>b) grandfather rights</li> </ul> 4.5 Explain the benefits for drivers who acquired their full licence prior to 1/1/1997 4.6 Identify what endorsements and/or penalty points can be shown on a licence under the Rehabilitation of Offenders Act 4.7 Identify where information about Endorsement Codes is held 4.8 Explain the Totting Up procedure 4.9 Explain what is meant by: <ul style="list-style-type: none"> <li>• disqualification and revocation</li> <li>• short period disqualification</li> <li>• early return of licence application</li> </ul>
5 Understand the impact of driver offences on employers / corporate risk	5.1 State examples of common motoring offences and endorsement codes 5.2 Identify what can be shown on licences under the Rehabilitation of Offenders Act 5.3 Identify current penalties and sentencing guidelines relating to: <ul style="list-style-type: none"> <li>a) personal risk</li> <li>b) corporate risk</li> </ul> 5.4 Describe the changes for drivers who passed their tests after 19/1/2013 5.5 Describe what is meant by 'Short Term Driving Licences' 5.6 Explain the reasons for issuing a short-term licence entitlement 5.7 Identify examples of notifiable medical conditions for drivers 5.8 Explain what is meant by: <ul style="list-style-type: none"> <li>a) expirations</li> <li>b) vocational category expirations</li> </ul> 5.9 Outline: <ul style="list-style-type: none"> <li>a) the provisions/effects of the Insurance Act 2015</li> <li>b) the need for disclosure in relation to driver licences</li> </ul>

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
6 Know that there are specific and additional rules for those driving Large Goods Vehicles (LGV) and Passenger Carrying Vehicles (PCV)	6.1 Explain the additional licencing requirements for LGV and PCV drivers 6.2 Describe the role of the Traffic Commissioner 6.3 Describe the disciplinary powers available to the Traffic Commissioner
7 Understand the rules that affect licencing requirements and driver entitlements for non-GB/NI licensed drivers	7.1 Explain the purpose of a “single licence” 7.2 Identify the rules for eligibility to drive for: <ul style="list-style-type: none"> <li>a) overseas licence holders</li> <li>b) European Union and EEA licences</li> <li>c) designated countries and Gibraltar</li> <li>d) Channel Islands and Isle of Man</li> </ul>



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