



# **FORS Professional licencing guide**

**Application process for:**

**Obtaining a licence to deliver FORS Professional training**

**Version 8.2 – September 2024**

# Introduction

FORS Professional driver training includes bespoke training products designed to improve road safety and minimise environment impact. It includes specific courses that meet the professional development requirements of the FORS Standard

The FORS Professional modules that are available to licence are:

- Safe Driving
- LoCITY Driving

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# Obtaining a licence

## Eligibility

A FORS Professional licence may be obtained by FORS operators for in-house training or training companies to deliver FORS Professional driver training courses commercially. 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

Licenced training providers should be aware that:

1. Training must be delivered in accordance with the summary programme and Course Training Pack (CTP)
  - a) 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
  - b) Delegate feedback must be captured via the FORS Professional satisfaction survey using the QR code included in the CTP
  - c) Delegates completing training must be issued with a certificate of attendance
  - d) Any accidents, incidents or near misses must be reported to [training@fors-online.org.uk](mailto:training@fors-online.org.uk)
2. Theory only training may be delivered:
  - a) Either face-to-face in a classroom or,
  - b) Remotely via video conferencing in accordance with Driver CPC requirements (where relevant)
3. For Safe Driving and Safe Urban driving courses:
  - a) Each training module may be delivered separately and in any order
  - b) Training uploads will only be accepted when the full course has been completed
  - c) Each module must be completed within 3 months of each other
4. For practical on-cycle modules, a risk assessment must be in place for the specific route, and all trainers and cyclists must:
  - a) Wear hi-vis jacket/vest conforming to EN ISO 20471
  - b) Wear a cycle helmet conforming to EN 1078
  - c) Be correctly equipped in any images posted on social media or used in marketing materials
5. Trainer competence and training delivery must be maintained in accordance with this guide. Failure to do so may result in:
  - a) Training records being cancelled and deleted
  - b) FORS Professional training licence being suspended or revoked
6. Any changes in trainers or competences must be communicated to [training@fors-online.org.uk](mailto: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.

	<b>Theory trainer competence</b>	<b>Evidence</b>
1.1	<ul style="list-style-type: none"> <li>Hold or have held a full driving licence with minimum of 3 years' driving experience or;</li> <li>Hold a level 3 Transport Manager Certificate of Professional Competence</li> </ul>	DVLA online check driving licence summary <a href="https://www.gov.uk/view-driving-licence">https://www.gov.uk/view-driving-licence</a> (PDF print not DVLA code) <ul style="list-style-type: none"> <li>Category C or D for Safe Driving</li> <li>Category B for LoCITY Driving</li> </ul>
	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
	<b>On-cycle trainer competence</b>	<b>Evidence</b>
2.1	Hold a full category B licence minimum of 3 years' driving experience Have no more than three driving licence penalty points	DVLA online check driving licence summary <a href="https://www.gov.uk/view-driving-licence">https://www.gov.uk/view-driving-licence</a> (PDF print not DVLA code)
2.2	Hold a recognised cycle training qualification at level 2 or above	
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

The FORS Safe Driving practical on cycle module may be delivered by a provisionally qualified cycle trainer having completed the 1st4sport Level 2 Award in Instructing Cycle Training four-day training course under the following conditions:

- For the delivery of FORS operator in-house courses only and not delivered externally or commercially
- The provisional qualification must be accepted as adequate trainer competence by the FORS operator
- FORS accepts no responsibility or liability for any damage or harm caused during on-cycle training modules delivered by provisionally qualified trainers

# 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.

# Training upload admin fee

The training upload admin fee is charged per person, per course upload. This fee is payable for commercial delivered training.

The training upload admin fee will be invoiced monthly and will state the number of uploads per course and the amount that is due.

Delivery method	Upload Fee (Ex VAT) ** (per participant attendance uploaded to FORS Online)
In-house delivery only	N/A
Commercial delivery (Safe Driving)	£2 per person
Commercial delivery (Safe Urban Driving)	£2 per person
Commercial delivery (LoCITY Driving)	£2 per person

Please note: for any uploaded record that has an error, you will need to re-upload, which will incur a further £2+VAT upload admin fee per participant.

