



Transport Malta

**GUIDELINES TO BECOME AN APPROVED TRAINING PROVIDER FOR THE COURSE LEADING  
TO THE CERTIFICATE OF PROFESSIONAL COMPETENCE FOR TRANSPORT MANAGERS  
(ROAD HAULAGE AND PASSENGER TRANSPORT OPERATIONS)**

**FEBRUARY 2014**

## **GUIDELINES TO BECOME AN APPROVED TRAINING PROVIDER FOR THE COURSE LEADING TO THE CERTIFICATE OF PROFESSIONAL COMPETENCE FOR TRANSPORT MANAGERS (ROAD HAULAGE AND PASSENGER TRANSPORT OPERATIONS)**

These guidelines provide details for those interested in delivering training leading to the acquisition of the Certificate of Professional Competence (Goods or Passengers) for Transport Managers. This training is in accordance with Regulation 1071/2009/EC of the European Parliament and of the Council of the 21<sup>st</sup> October 2009 establishing common rules concerning the conditions to be complied with by those wanting to pursue the occupation of transport managers with road transport operators. The requirements of this EU Regulation are also reflected in National legislation by means of the Motor Vehicles (Carriage of Goods by Road) Regulations (S.L.65.19) and the Passenger Transport Services Regulations (S.L.499.56). The Transport Manager Certificate of Professional Competence (CPC) is meant for people engaged in the road haulage and passenger carrying sectors and wishing to become transport managers in their respective fields.

These guidelines are organised in 2 separate parts, as follows:

- A. Transport Manager Certificate of Professional Competence for Road Haulage Operations;
- B. Transport Manager Certificate of Professional Competence for Passenger Transport Operations.

Interested individuals and/or training institutions may apply for approval under one or both of these sections. A separate application is required for each Section. The guidance provided is as comprehensive as possible but should not be taken as a complete or authoritative statement of the law, which shall in all cases prevail.

## **PART A: TRANSPORT MANAGER CERTIFICATE OF PROFESSIONAL COMPETENCE: ROAD HAULAGE OPERATIONS**

Road Haulage involves the carriage of goods for third parties for hire and reward by vehicles having a Gross Vehicle Weight exceeding 3,500kg. This sector is regulated by Regulations emanating from Regulations 1071/2009/EC and 1072/2009/EC of the European Parliament and of the Council and by the Motor Vehicle (Carriage of Goods) Regulations (S.L.65.19) at National Level.

The above regulations provide for the setting up of two different levels of operation within the road haulage market, described as follows:

- National Road Haulage operations, authorised through a Road Haulage Operator Licence issued by Transport Malta;
- Community Wide Road Haulage operations, covered by a Community Authorisation issued by the competent authority of any Member State, - Transport Malta in the case of Malta.

A key requirement for the issue of a Road Haulage Operator Licence or a Community Authorisation to an undertaking is the employment or engagement of a Transport Manager by the same undertaking who shall effectively and continuously manage the transport operations of the undertaking. Transport Managers are required to satisfy a number of requirements, including that of obtaining a Transport Manager Certificate of Professional Competence (CPC) as described in these guidelines.

The Transport Manager CPC is intended to confirm that holders are in possession of the skills and knowledge necessary to manage transport operations in line with all legal and industrial requirements, and is therefore necessary for anyone to work as a Transport Manager. To obtain the Transport Manager CPC, candidates are expected to successfully complete specific training programmes and exams, although certain exceptions may apply in rare cases.

In Malta the Transport Manager CPC is issued by Transport Malta which is also responsible for the approval of Training Providers for the provision of the training programmes, and for the setting and correction of test papers. The training programmes and examinations leading to the issue of a Transport Manager CPC operating on a National or Community level are explained in more detail in the following sections.

## Section A1 - The Training Programme

The Training Programmes leading to the acquisition of the Transport Manager CPC involved in road haulage shall have a minimum level of knowledge equivalent to level 3 of the training level structure of the Malta Qualifications Council (MQC).

The programme leading to a CPC for National operations shall consist of a minimum of 40 contact hours of training, whereas the programme leading to a CPC for Community operations shall consist of 75 hours (CPC for National operations of 40 hours and an additional 35 hours of training that are specific to Community operations)

The subjects and topics that need to be covered in the above training programmes are described in Section A3 of these guidelines. Applicants shall be issued with a Transport Manager CPC once they submit proof that they have undergone the required training programme and passed the theoretical and/or oral tests set by Transport Malta, as defined in Section A2 of these guidelines.

## **SECTION A2: THE EXAMINATION**

An applicant wishing to obtain a Transport Manager CPC for National operations and/or Community operations will be required to pass the examinations described in this section after having completed the relevant training programme described in Section A1 and as detailed in Section A3.

The examination leading to the Transport Manager CPC will consist of the following:

1. A compulsory written test involving:
  - a. Written questions consisting of either multiple choice questions (each with four possible answers), questions requiring direct answers, or a combination of both (Duration 2 hours); and
  - b. Written exercises/case studies (Duration 2 hours).
  
2. Transport Malta may also supplement this with an oral examination if it so decides.

A person shall pass the examination if he/she obtains an average of at least 60 per cent of the total number of marks to be given, provided he/she obtains not less than 40 per cent of the total number of marks possible on one of the two tests for the written examination.

Any candidate who fails any of the sections within a particular test paper will be required to re-sit for the full test paper.

Transport Malta may decide to vary the structure of the above mentioned examinations as may be required from time to time.

## SECTION A3: MINIMUM SUBJECTS FOR TRAINING AND TESTS

The training programmes leading to a Transport Manager CPC: National operations and that leading to a Transport Manager CPC: Community operations are aimed to assist trainees to attain the knowledge and practical competence necessary to manage a transport undertaking. The level of knowledge may not be less than **level 3** of the training level structure provided for in Annex I to Decision 85/368/EEC on the comparability of vocational training qualifications. The learning outcomes of the training programmes leading to the Transport Manager CPC: National operations and Transport Manager CPC: Community operations that need to be covered are outlined below.

Key area and relative learning outcomes.	Relevant to CPC for:	
	National Operations	Community Operations
<b>A. Civil law</b>		
1. Familiarity with the main types of contract used in road transport and with the rights and obligations arising there from;	✓	✓
2. Capability of negotiating a legally valid transport contract, notably with regard to conditions of carriage;	✓	✓
3. Ability to consider a claim by his principal regarding compensation for loss of or damage to goods during transportation or for their late delivery, and to understand how such a claim affects his contractual liability;	✓	✓
4. Familiarity with the rules and obligations arising from the CMR Convention on the contract for the international carriage of goods by road.	Basic Knowledge	✓
<b>B. Commercial Law</b>		
1. Familiarity with the conditions and formalities laid down for plying the trade, the general obligations incumbent upon transport operators (registration, keeping records, etc.) and the consequences of bankruptcy;	✓	✓
2. Appropriate knowledge of the various forms of commercial companies and the rules covering their constitution and operation.	✓	✓
<b>C. Social Law</b>		
1. Familiarity with the role and function of the various social institutions which are concerned with road transport (trade unions, works councils, shop stewards, labour inspectors, etc.);	✓	✓
2. Familiarity with the employers' social security obligations;	✓	✓
3. Familiarity with the rules governing work contracts for the various categories of workers employed by road transport undertakings (form of the contracts, obligations of the parties, working conditions and working hours, paid leave, remuneration, breach of contract, etc.);	✓	✓
4. Familiarity with the rules applicable to driving time, rest periods and working time, and in particular to the provisions of Regulations (EEC) No 3281/85, Regulation (EC) No 561/2006, Directive 2002/15/EC of the European Parliament and of the Council and Directive 2006/22/EC, as reflected in the Motor Vehicles (Carriage of Goods by Road) Regulations, and the practical measures of applying these procedures.	To cover Directive 2002/15/EC Only	✓
5. Familiarity with the rules applicable to the initial qualification and continuous training of drivers, and in particular to those derived from Directive 2003/59/EC of the European Parliament and of the Council, as reflected in the Motor Vehicles (Carriage of Goods by Road) Regulations.	✓	✓
<b>D. Fiscal Law</b>		
1. Familiarity with VAT on transport services;	✓	✓
2. Familiarity with motor vehicle tax;	✓	✓

3. Familiarity with the taxes on certain road haulage vehicles and tolls and infrastructure user charges;	x	✓
4. Familiarity with income tax.	✓	✓
<b>E. Business and Financial Management of the Undertaking</b>		
1. Familiarity with the laws and practices regarding the use of cheques, bills of exchange, promissory notes, credit cards and other means or methods of payment;	✓	✓
2. Familiarity with the various forms of credit (bank credit, documentary credit, guarantee deposits, mortgages, leasing, renting, factoring, etc.) and with the charges and obligations arising from them;	✓	✓
3. Knowing what a balance sheet is, how it is set out and how to interpret it;	✓	✓
4. Ability to read and interpret a profit and loss account;	✓	✓
5. Ability to assess the undertaking's profitability and financial position, in particular on the basis of financial ratios;	✓	✓
6. Ability to prepare a budget;	✓	✓
7. Familiarity with an undertaking's cost elements (fixed costs, variable costs, working capital, depreciation, etc.), and ability to calculate costs per vehicle, per kilometre, per journey or per tonne;	✓	✓
8. Ability to draw up an organisation chart relating to the undertaking's personnel as a whole and to organise work plans, etc.;	✓	✓
9. Familiarity with the principles of marketing, publicity and public relations, including transport services sales promotion and the preparation of customer files, etc.;	✓	✓
10. Familiarity with the different types of insurance relating to road transport (liability, accidental injury/life insurance, non-life and luggage insurance) and with the guarantees and obligations arising there from;	✓	✓
11. Familiarity with the applications of electronic data transmission in road transport;	x	✓
12. Ability to apply the rules governing the invoicing of road haulage services and know the meaning and implications of Incoterms;	x	✓
13. Familiarity with the different categories of transport auxiliaries, their role, their functions and, where appropriate, their status.	✓	✓
<b>F. Access to Market</b>		
1. Familiarity with the occupational regulations governing road transport for hire and reward, industrial vehicle rental and sub-contracting, and in particular the rules governing the official organisation of the occupation, admission to the occupation, authorisations for intra- and extra-Community road transport operations, inspections and sanctions;	✓	✓
2. Familiarity with the rules for setting up a road transport undertaking;	✓	✓
3. Familiarity with the various documents required for operating road transport services and be able to introduce checking procedures for ensuring that the approved documents relating to each transport operation, and in particular those relating to the vehicle, the driver, the goods and luggage are kept both in the vehicle and on the premises of the undertaking;	✓	✓
4. Familiarity with the rules on the organisation of the market in road haulage services, on freight handling and logistics;	✓	✓
5. Familiarity with frontier formalities, the role and scope of T documents and TIR carnets, and the obligations and responsibilities arising from their use.	x	✓

<b>G. Technical Standards and Aspects of Operation</b>		
1. Familiarity with the rules concerning the weights and dimensions of vehicles in the Member States and the procedures to be followed in the case of abnormal loads which constitute an exception to these rules;	✓	✓
2. Ability to choose vehicles and their components (chassis, engine, transmission system, braking system, etc.) in accordance with the needs of the undertaking;	✓	✓
3. Familiarity with the formalities relating to the type approval, registration and technical inspection of these vehicles;	✓	✓
4. Understanding what measures must be taken to reduce noise and to combat air pollution by motor vehicle exhaust emissions;	✓	✓
5. Ability to draw up periodic maintenance plans for the vehicles and their equipment;	✓	✓
6. Familiarity with the different types of cargo-handling and loading devices (tailboards, containers, pallets, etc.) and be able to introduce procedures and issue instructions for loading and unloading goods (load distribution, stacking, stowing, blocking and chocking, etc.);	✓	✓
7. Familiarity with the various techniques of "piggy-back" and roll-on roll-off combined transport;	x	✓
8. Ability to implement procedures for complying with Maltese laws and regulations in force governing the carriage of dangerous goods and waste;	✓	✓
9. Ability to implement procedures for complying with the rules on the carriage of perishable foodstuffs, notably those arising from the Agreement on the international carriage of perishable foodstuffs and on the special equipment to be used for such carriage (ATP);	✓	✓
10. Ability to implement procedures for complying with the rules on the transport of live animals.	✓	✓
<b>H. Road Safety</b>		
1. Know what qualifications are required for drivers (driving license, medical certificates, certificates of fitness, etc.);	✓	✓
2. Ability to take the necessary steps to ensure that drivers comply with the traffic rules, prohibitions and restrictions in force in different Member States (speed limits, priorities, waiting and parking restrictions, use of lights, road signs, etc.);	✓	✓
3. Ability to draw up drivers' instructions for checking their compliance with the safety requirements concerning the condition of the vehicles, their equipment and cargo, and concerning preventive measures to be taken;	✓	✓
4. Ability to lay down procedures to be followed in the event of an accident and to implement appropriate procedures for preventing the recurrence of accidents or serious traffic offences.	✓	✓
5. Ability to implement procedures to properly secure goods and be familiar with the corresponding techniques.	✓	✓

## **PART B: TRANSPORT MANAGER CERTIFICATE OF PROFESSIONAL COMPETENCE: PASSENGER TRANSPORT OPERATORS**

Passenger Transport involves the carriage of passengers for hire and reward by means of vehicles with a seating capacity of more than eight seats in addition to the driver's seat. This sector is regulated by Regulations emanating from Regulations 1071/2009/EC and 1073/2009/EC of the European Parliament and of the Council at Community level, and by the Passenger Transport Services Regulations (S.L.499.56) at National Level.

The above regulations provide for the setting up of two different levels of operation within the passenger transport market, described as follows:

- National operations, authorised through a Carriage of Passengers Operator Licence issued by Transport Malta;
- Community Wide operations, covered by a Community Authorisation issued by the competent authority of any Member State, Transport Malta in the case of Malta.

A key requirement for the issuing of a Carriage of Passengers Operator Licence or a Community Authorisation to an undertaking is the employment or engagement of a Transport Manager by the same undertaking who shall effectively and continuously manage the transport operations of the undertaking. Transport Managers are required to satisfy a number of requirements, including that of obtaining a Transport Manager Certificate of Professional Competence (CPC) as described in these guidelines.

The Transport Manager CPC is intended to confirm that holders are in possession of the skills and knowledge necessary to manage transport operations in line with all legal and industrial requirements, and is therefore necessary for anyone to work as a Transport Manager. To obtain a Transport Manager CPC, candidates are expected to successfully complete specific training programmes and examinations, although certain exceptions may apply in rare cases.

In Malta the Transport Manager CPC is issued by Transport Malta which is also responsible for the approval of Training Providers for the provision of the training programmes, and for the setting and correction of test papers. The training programmes and examinations leading to the issuing of a CPC for Transport Managers operating on a National or Community level are explained in more detail in the following sections.

## Section B1 - The Training Programme

The Training Programme leading to the acquisition of the Transport Manager CPC involved in passenger transport shall have a minimum level of knowledge equivalent to level 3 of the training level structure of the Malta Qualifications Council (MQC).

The programme leading to a CPC for National operations shall consist of a minimum of 36 hours, whereas the programme leading to a CPC for Community operations shall consist of 66 hours (CPC for National operations of 36 hours and an additional 30 hours of training that are specific to the Community Programme).

The subjects and topics that need to be covered in the above training programmes are described in Section B3 of these guidelines.

Applicants shall be issued with a Transport Manager CPC once they submit proof that they have undergone the required training programme as detailed above and passed the theoretical and/or oral tests set by Transport Malta, as defined in Section B2 of these guidelines.

## **SECTION B2: THE EXAMINATION**

An applicant wishing to obtain a Transport Manager CPC for National operations and/or Community operations shall be required to pass the examinations described in this section after completing the relevant training programme as described in Section B1 and detailed in Section B3.

The examination leading to the Transport Manager CPC will consist of the following:

1. A compulsory written test involving:
  - a. Written questions consisting of either multiple choice questions (each with four possible answers), questions requiring direct answers, or a combination of both (Duration 2 hours); and
  - b. Written exercises/case studies (Duration 2 hours).
  
2. The Authority may also supplement this with an oral examination if it so decides.

A person shall pass the examination if he/she obtains an average of at least 60 per cent of the total number of marks to be given, provided he/she obtains not less than 40 per cent of the total number of marks possible on one of the two tests for the written examination.

Any candidate who fails any of the sections within a particular test paper will be required to re-sit for the full test paper.

Transport Malta may decide to vary the structure of the above mentioned examinations as may be required from time to time.

## SECTION B3: MINIMUM SUBJECTS FOR TRAINING AND TESTS

The training programmes leading to a Transport Manager CPC: National operations, and that leading to a Transport Manager CPC: Community operations are aimed to assist trainees to attain the knowledge and practical competence necessary to manage a transport undertaking. The level of knowledge may not be less than **level 3** of the training level structure provided for in Annex I to Decision 85/368/EEC on the comparability of vocational training qualifications. The learning outcomes of the training programmes leading to the Transport Manager CPC: National operations and Transport Manager CPC: Community operations that need to be covered are outlined below.

Key area and relative learning outcomes.	Relevant to CPC for:	
	National Operations	Community Operations
<b>A. Civil law</b>		
1. Familiarity with the main types of contracts used in road transport and with the rights and obligations arising there from;	✓	✓
2. Capability of negotiating a legally valid transport contract;	✓	✓
3. Ability to consider a claim by his principal regarding compensation for injury to passengers or damage to their baggage caused by an accident during transportation, or regarding compensation for delays, and to understand how such a claim affects his commercial liability.	✓	✓
<b>B. Commercial Law</b>		
1. Familiarity with the conditions and formalities laid down for plying the trade, the general obligations incumbent upon transport operators (registration, keeping records, etc.) and the consequences of bankruptcy;	✓	✓
2. Appropriate knowledge of the various forms of commercial companies and the rules covering their constitution and operation.	✓	✓
<b>C. Social Law</b>		
1. Familiarity with the role and function of the various social institutions which are concerned with road transport (trade unions, works councils, shop stewards, labour inspectors, etc.);	✓	✓
2. Familiarity with the employers' social security obligations;	✓	✓
3. Familiarity with the rules governing work contracts for the various categories of workers employed by road transport undertakings (form of the contracts, obligations of the parties, working conditions and working hours, paid leave, remuneration, breach of contract, etc.);	✓	✓
4. Familiarity with the rules applicable to driving time, rest periods and working time, and in particular to the provisions of Regulations (EEC) No 3281/85, Regulation (EC) No 561/2006, Directive 2002/15/EC of the European Parliament and of the Council and Directive 2006/22/EC, as transposed in the Passenger Transport Services Regulations, and the practical measures of applying these procedures.	To cover Directive 2002/15/EC Only	✓
5. Familiarity with the rules applicable to the initial qualification and continuous training of drivers, and in particular to those deriving from Directive 2003/59/EC of the European Parliament and of the Council, as reflected in the Passenger Transport Services Regulations.	✓	✓
<b>D. Fiscal Law</b>		
1. Familiarity with VAT on transport services;	✓	✓
2. Familiarity with motor vehicle tax;	✓	✓
3. Familiarity with the taxes on tolls and infrastructure user charges;	x	✓

4. Familiarity with income tax.	✓	✓
<b>E. Business and Financial Management of the Undertaking</b>		
1. Familiarity with the laws and practices regarding the use of cheques, bills of exchange, promissory notes, credit cards and other means or method of payment;	✓	✓
2. Familiarity with the various forms of credit (bank credit, documentary credit, guarantee deposits, mortgages, leasing, renting, factoring, etc.) and with the charges and obligations arising from them;	✓	✓
3. Knowing what a balance sheet is, how it is set out and how to interpret it;	✓	✓
4. Ability to read and interpret a profit and loss account;	✓	✓
5. Ability to assess the undertaking's profitability and financial position, in particular on the basis of financial ratios;	✓	✓
6. Ability to prepare a budget;	✓	✓
7. Familiarity with an undertaking's cost elements (fixed costs, variable costs, working capital, depreciation, etc.), and ability to calculate costs per vehicle, per kilometre, per journey or per tonne;	✓	✓
8. Ability to draw up an organisation chart relating to the undertaking's personnel as a whole and to organise work plans, etc.;	✓	✓
9. Familiarity with the principles of marketing, publicity and public relations, including transport services sales promotion and the preparation of customer files, etc.;	✓	✓
10. Familiarity with the different types of insurance relating to road transport (liability, accidental injury/life insurance, non-life and luggage insurance) and with the guarantees and obligations arising there from;	✓	✓
11. Ability to apply the rules governing fares and pricing in public and private passenger transport;	✓	✓
12. Ability to apply the rules governing the invoicing of road passenger transport services.	✓	✓
<b>F. Access to Market</b>		
1. Familiarity with the occupational regulations governing road transport for hire and reward, industrial vehicle rental and sub-contracting, and in particular the rules governing the official organisation of the occupation, admission to the occupation, authorisations for intra- and extra-Community road transport operations, inspections and sanctions;	✓	✓
2. Familiarity with the rules for setting up a road transport undertaking;	✓	✓
3. Familiarity with the various documents required for operating road transport services and be able to introduce checking procedures for ensuring that the approved documents relating to each transport operation, and in particular those relating to the vehicle, the driver, the passengers and luggage are kept both in the vehicle and on the premises of the undertaking;	✓	✓
4. Familiarity with the rules on the organisation of the market in road passenger transport;	✓	✓
5. Familiarity with the rules for introducing road passenger transport services and the drawing up of transport plans.	✓	✓
<b>G. Technical Standards and Aspects of Operation</b>		

1. Familiarity with the rules concerning the weights and dimensions of vehicles in the Member States and the procedures to be followed in the case of abnormal loads which constitute an exception to these rules;	✓	✓
2. Ability to choose vehicles and their components (chassis, engine, transmission system, braking system, etc.) in accordance with the needs of the undertaking;	✓	✓
3. Familiarity with the formalities relating to the type approval, registration and technical inspection of these vehicles;	✓	✓
4. Understanding what measures must be taken to reduce noise and to combat air pollution by motor vehicle exhaust emissions;	✓	✓
5. Ability to draw up periodic maintenance plans for the vehicles and their equipment;	✓	✓
<b>H. Road Safety</b>		
1. Know what qualifications are required for drivers (driving licence, medical certificates, certificates of fitness, etc.);	✓	✓
2. Ability to take the necessary steps to ensure that drivers comply with the traffic rules, prohibitions and restrictions in force in different Member States (speed limits, priorities, waiting and parking restrictions, use of lights, road signs, etc.);	✓	✓
3. Ability to draw up drivers' instructions for checking their compliance with the safety requirements concerning the condition of the vehicles, passengers, and concerning preventive measures to be taken;	✓	✓
4. Ability to lay down procedures to be followed in the event of an accident and to implement appropriate procedures for preventing the recurrence of accidents or serious traffic offences.	✓	✓
5. Ability to implement procedures to properly secure luggage and be familiar with the corresponding techniques.	✓	✓
6. Elementary knowledge of the layout of the road network in the Member States.	✗	✓

## **SECTION C: REQUIREMENTS TO BECOME AN APPROVED PROVIDER OF TRAINING LEADING TO THE TRANSPORT MANAGER CERTIFICATE OF PROFESSIONAL COMPETENCE**

These Guidelines are being issued to training providers interested in obtaining the necessary approval from Transport Malta to provide this training.

The aim of these guidelines is to ensure that training providers deliver the training in accordance with the relevant corresponding Regulations. Any individual and/or organisation can apply to become an approved training provider, provided that they meet the criteria listed below. Once they are approved, training providers can offer training on a commercial basis on the subjects they applied for.

Approvals will last for a period of three years from the date of approval. During this period, approved training providers will be required to comply with the conditions set out in Section D of these guidelines.

Interested parties may apply to become approved training providers by submitting a written request detailing, as a minimum, the following information. Transport Malta may require further details, and may also carry out an inspection visit at the premises of the proposed training centre before granting the approval. Approved Training Providers will be required to pay the applicable fees (refer to Section D) prior to official publication of approval.

### **Part 1: The Organisation**

- a) The name of the organisation and name of person making the application;
- b) Description of organisation including organisation structure and profile;
- c) The type of organisation (e.g. a transport operator, training provider, educational institution);
- d) Details of experience in training, and any current training provided, including reference to any prior approvals or accreditations from other awarding bodies;
- e) The field(s) of training they wish to offer the training in;
- f) Details of experience in goods and/or passenger transport.

### **Part 2: The Proposed Training Programme**

This part should include sufficient detail to prepare the candidates for the tests listed in Sections A2 and/or B2, covering the subjects in Sections A3 and/or B3 of these guidelines.

- a) A detailed training programme specifying how each of the subjects listed in Sections A3 and/or B3 will be taught. Samples of training aids and also samples of the handouts or notes to be given to the candidates are to be provided;
- b) A lesson plan indicating the proposed number of hours for each subject included in the training programme;
- c) Details on types of evaluation that will be undertaken to ensure that training meets the set learning objectives;
- d) The proposed structure of the training programme indicating the duration of the lessons, the frequency of the lessons (per day/week) and the overall duration of the training programme;
- e) A set of proposed test questions for the tests listed in Sections A2 and/or B2 containing at least 160 multiple choice questions and 20 case studies each having a minimum of four multiple-choice questions, in Maltese and English. These test questions shall be reviewed by Transport Malta and may be included in the electronic test bank used for the tests.

### **Part 3: The Trainers**

- a) The name and CV of each trainer;
- b) A detailed profile of each of the trainers indicating their experience, field of activity, qualifications, and language in which they will be providing training;
- c) A copy of each trainer's teaching qualifications and/or experience;
- d) Any personal references received by a trainer from educational establishments;
- e) A table indicating which trainers will provide training on which subjects.

### **Part 4: The Training Centre and Equipment**

- a) Detailed information (including address) about the premises where the training will be provided, including class rooms, waiting areas, sanitary facilities, and parking facilities;
- b) Details on the administrative functions and procedures that will be adopted;
- c) The health and safety provisions put in place by the training provider within the above mentioned premises.

### **Part 5: General**

- a) Any conditions regarding students' participation in the courses;
- b) The minimum and maximum number of participants for each course;
- c) An explanation of what guarantees will be offered to candidates to ensure courses will take place as agreed once they have been booked;
- d) System to be used to show candidates' attendance and number of hours of attendance;
- e) Notification of planned training courses as and when requested by Transport Malta;
- f) A tentative yearly schedule of planned courses;
- g) Whilst training fees are not regulated by Transport Malta, details on fees to be charged for the various training programmes should be submitted as part of the application.

## **SECTION D: MINIMUM CONDITIONS FOR APPROVED TRAINING PROVIDERS**

The following minimum conditions must be complied with by all Training Providers:

1. Approvals will be issued by the Land Transport Directorate within Transport Malta, and will last for a period of three years from the date of approval. The criteria for the renewal of approval for a further three years will be based on the track record of the training provider.
2. Training must be given in accordance with these guidelines and the documents accompanying the application. Any changes must be approved by Transport Malta before being implemented. Such requests for approval are to be submitted at least eight weeks in advance.
3. Training should be provided in Maltese to ensure a thorough understanding of the subject by candidates. -. Training to English speaking candidates must be delivered in English.
4. Training must be in accordance with the approval and must at least cover the subjects in the list in Sections A3 and/or B3 of these guidelines.
5. Trainers engaged by the training provider shall:
  - a) Hold a recognised qualification as a trainer or instructor of adults;  
OR
  - b) Demonstrate substantial experience relevant to the training to be covered that, in the opinion of Transport Malta, is of an equivalent or superior standard.
6. The approved Training Provider must guarantee that the trainers and instructors have a sound knowledge of the most recent regulations and training requirements. Any changes in trainers must be notified to Transport Malta. Information on the new trainers must be provided to Transport Malta in accordance with Part 3 of Section C of these guidelines.
7. Transport Malta is entitled to monitor the training being provided, either directly or indirectly.
8. The approval may be withdrawn or suspended if the conditions of approval are no longer complied with.
9. Training Providers must retain records on candidates' feedback for three years. Each candidate should complete a feedback form at the end of each course. The centre must retain this feedback for inspection.
10. It is important that the quality and relevance of training is continually monitored. As a result, all approved Training Providers will be required to build into each approved course a method of evaluation that will demonstrate the effectiveness of the course. Training Providers are required to retain records on the assessment of progress of each candidate in terms of active participation. These records will need to be kept for three years, for checking by Transport Malta.
11. Training providers are required to retain full records of each course held in the previous three years so that Transport Malta can inspect:
  - The total number of candidates;
  - The names, addresses and ID card number of those attending;
  - The date, title and the number of courses delivered together with the name(s) of the trainer(s);
  - The evaluation papers of the courses delivered, including assessment of progress of candidates;
  - The candidates' feedback forms.

12. Training providers must issue a receipt to each participant confirming attendance. This must confirm the date of attendance and the number and title of the course.

13. Training providers are to submit a report to Transport Malta at the end of each calendar year (by not later than the 15<sup>th</sup> January). This annual report should include the following:

- Number and types of courses held, including the number of candidates in each course;
- Pass rate of candidates attending the training;
- Number and types of courses planned for the following year;
- Summary of candidates' feedback;
- Summary of assessments carried out to ensure quality of training.

14. The following fees shall be payable to apply for granting of approvals:

- |   |      |
|---|------|
| - Approval to become Training Provider                      | €250 |
| - Renewal of Training Provider approval (every three years) | €100 |
| - Approval of changes to training programme                 | €25  |

15. Any communications should be addressed to the Chief Officer - Land Transport Directorate.