



**IRU Secretariat General**

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**APPLICATION FORM**  
**Part A**

Email: [iru@iru.org](mailto:iru@iru.org)

Date: .....



**ACCREDITATION OF CPC TRAINING PROGRAMMES**

Please answer all questions. If more space is required for any answer, please submit it on a separate sheet.

Please type all answers.

✓ the CPC Training Programme(s) for which Accreditation is requested

CPC for National Road Haulage	<input type="checkbox"/>
CPC for International Road Haulage	<input type="checkbox"/>
CPC for National Road Passenger	<input type="checkbox"/>
CPC for International Road Passenger	<input type="checkbox"/>

The following organisation wishes to submit its CPC (Certificate of Professional Competence) training programme(s) for accreditation by the IRU Academy:

Name of the Training Institute:		.....	
Address (Head office):			
Street and Civic Number:		.....	
P.O.Box:		.....	
City:		Postal-Code:	.....
Country:		.....	
Tel:	.....	Fax:	.....
Email:	.....	Website:	.....



## ACCREDITATION APPLICATION FORM Part A

Name of submitting representative:	.....
Name of the IRU Member Association, if it is not the same as the submitting organisation (accredited training provider) <sup>1</sup>	..... .....
Are you applying for multiple training locations? If yes please list all locations.  Yes <input type="checkbox"/> No <input type="checkbox"/>	..... ..... ..... .....
Does law in your country require registration of the training institute?  Yes <input type="checkbox"/> No <input type="checkbox"/>	Registration number: ..... Date of registration: ..... Registration Authority <sup>2</sup> : .....
Are the classrooms used for the CPC training in the same location as the head office address listed above? If no please enter address details.  Yes <input type="checkbox"/> No <input type="checkbox"/>	..... ..... ..... .....

<p><b>The Accreditation Fee of Euro 200.-* has duly been transferred to the IRU Academy:</b></p> <p><b>UNION BANK OF SWITZERLAND (UBS SA),</b> <b>SWIFT CODE: ubswchzh12a,</b> <b>ACCOUNT Nr: 240-C8760824.8,</b> <b>CLEARING: 240</b></p> <p><b>and a bank transfer note is duly attached</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>* ! This fee is valid until 31 December 2000. As at 01 January 2001, the application will be 310 Euros !</b></p>
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<sup>1</sup> Please also fill in separate Statement of Recognition

<sup>2</sup> Please send copies of proof of registration.



**ACCREDITATION APPLICATION FORM**  
**Part A**

**1. TECHNICAL DETAILS OF CPC TRAINING PROGRAMME**

1.1 Title of the manual/education programme	..... .....
1.2 Original language of the programme	..... .....
1.3 What is the language of instruction?	..... .....
1.4 Number of volumes/modules	..... .....
1.5 Full translation into English or French attached (optional)	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.6 Translation into English of detailed Table of Contents attached (compulsory)	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Please include with your application a current brochure of your training institute with details of other courses offered.</b>	



## ACCREDITATION APPLICATION FORM Part A

### 2. QUESTIONS PERTAINING TO THE CONTENT OF THE COURSE

2.1

Who developed your CPC training programme?

.....  
.....

2.2

What measures are in place to ensure that course material corresponds to the IRU Academy Training, Testing and Diploma Standards for CPC (see document *IRU Academy Training, Testing and Diploma Standards in respect of the Certificate of Professional Competence (CPC) in Road Haulage and Road Passenger Transport* enclosed in the CD-Rom or on the website [www.iru.org/academy](http://www.iru.org/academy))

**Please complete self-evaluation form Part B.**

2.3

Who is responsible for:

2.3.1 high quality training delivery

2.3.2 updating course material

.....  
.....

2.4

How often is the course material updated?

.....  
.....  
.....  
.....

2.5

To what extent is this course recognised by competent national authorities/examining bodies in your country?

.....  
.....  
.....  
.....



**ACCREDITATION APPLICATION FORM**  
**Part A**

2.6

Give full details of competent national authorities/examining bodies in your country.

*(Name the Head of organisation/address/tel/fax/email)*

.....  
.....  
.....  
.....

2.7

Is your course complete in itself or is the learner required to obtain other prescribed reference material?

.....  
.....  
.....  
.....

## ACCREDITATION APPLICATION FORM Part A

### 3. QUESTIONS PERTAINING TO PROGRAMME DELIVERY

<p>3.1</p> <p>What Quality Assurance measures do you have in place to ensure that standards of course provision are maintained?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>																	
<p>3.3</p> <p>What is the course duration in terms of learning time?</p>	<p>..... hours</p>																
<p>3.4</p> <p>How is the total course duration distributed in time?</p>	<p>.....</p> <p style="text-align: center;">(days, weeks, months)</p> <p style="text-align: center;">(full day, evening, other)</p>																
<p>3.5</p> <p>How many planned courses per year?</p>	<p>.....</p>																
<p>3.6</p> <p>What are the maximum learners per course?</p>	<p>.....</p>																
<p>3.7</p> <p>What is the total course fee payable by the learner?</p>	<p>.....</p>																
<p>3.8</p> <p>Which of the following equipment is available for the CPC Training Courses?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 35%;">Whiteboard/Blackboard</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 35%;">Video</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Overhead projector</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Personal computer(s)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Slide projector</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Internet connection</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Data projector</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Other training equipment</td> <td style="text-align: center;"><input type="checkbox"/> (please list below)</td> </tr> </table> <p>.....</p> <p>.....</p>		Whiteboard/Blackboard	<input type="checkbox"/>	Video	<input type="checkbox"/>	Overhead projector	<input type="checkbox"/>	Personal computer(s)	<input type="checkbox"/>	Slide projector	<input type="checkbox"/>	Internet connection	<input type="checkbox"/>	Data projector	<input type="checkbox"/>	Other training equipment	<input type="checkbox"/> (please list below)
Whiteboard/Blackboard	<input type="checkbox"/>	Video	<input type="checkbox"/>														
Overhead projector	<input type="checkbox"/>	Personal computer(s)	<input type="checkbox"/>														
Slide projector	<input type="checkbox"/>	Internet connection	<input type="checkbox"/>														
Data projector	<input type="checkbox"/>	Other training equipment	<input type="checkbox"/> (please list below)														

**ACCREDITATION APPLICATION FORM**  
**Part A**

<p>3.9 What reference material is available to the trainee in your training institute? (Please list them.)</p>	<p>..... ..... ..... .....</p>
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3.10  
The library might include the following (please check the one you have in your library):

- IRU Academy information
- IRU documents including IRU Handbook of International Road Transport, IRU Handbook on the European Harmonisation of Road Transport Legislation, files from the IRU web site - [www.iru.org](http://www.iru.org)  
Course notes
- Copies of international agreements and conventions including ADR, International Maritime Dangerous Goods Code (IMDG), TIR, CMR, ATP, The Convention on Road Traffic (Vienna 1968).
- Copies of relevant national transport legislation
- Copies of relevant national legislation covering employment law, social laws, health and safety, Customs requirements
- Copies of relevant EU Directives and Regulations
- Copies of relevant Codes of Practice
- Published books, texts, articles and papers on relevant subjects
- Customs Tariff including classification nomenclature

**ACCREDITATION APPLICATION FORM**  
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3.11

Associations and training providers are also recommended to build a collection of practical training aids. Such a collection might include (please check the one you have in your library):

- A tachograph head
- A selection of used and unused tachograph charts
- Customs documents
- Dangerous goods materials including hazard signs, placards, tremcards, fire extinguishers, personal protective clothing, first aid equipment
- Copies of TIR carnets, ATA carnets, Carnets de Passage, CMR waybills, ASOR waybills and other documents used in national and international road transport operations
- Road traffic signs (either actual signs or on posters)
- Vehicle markings





## ACCREDITATION APPLICATION FORM Part A

### 4. QUESTIONS PERTAINING TO INSTRUCTOR PROFILE

(If you wish to accredit more than ONE instructor please copy this form for each instructor.)

4.1 The following instructor is appointed by: (Name of Training Institute)  ..... <b>to teach the Certificate of Professional Competence (CPC) training programme.</b>	
4.2 Name of Instructor:  ..... <i>Mr/Mrs/Ms</i> <i>First Name</i> <i>Family Name</i>	
4.3 Is this instructor a full time employee or contractual employee of the training organization listed in 4.1?  .....	
4.4 The instructor plans to teach the following subject in the CPC programme (please use the code as per the IRU Academy Standards, e.g. E1, G2, ...)  ..... ..... .....	
4.6 English knowledge/tests (or any languages other than the language of instruction listed in 1.3)	..... .....
4.7 Does this instructor hold the CPC qualification?	Yes <input type="checkbox"/> Date.....                      No <input type="checkbox"/>



## ACCREDITATION APPLICATION FORM Part A

***You must include the following with your application:***

Please ✓

Letter of appointment sent by your Training Institute to the instructor (with translation in English)

Instructor's CV in English or detail information as follows:

- details of academic achievement,
- working experience in the Transport Industry (minimum 5 years in a managerial position),
- details of instructional qualification and experience

Copies of Instructor Qualifications/Diploma

"I certify that the information provided here and in any attachment hereto is true and correct"

Training Provider: ..... Place and Date:

Name:.....

Instructor: ..... Place and Date:

Name:.....

## ACCREDITATION APPLICATION FORM Part A

### 5. QUESTIONS PERTAINING TO TESTS

<p>5.1</p> <p>Are you mandated by your national authorities to organise CPC testing? If no please indicate the examination body.</p>	<p style="text-align: center;">Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>.....</p> <p>.....</p> <p>.....</p>
--	---

<p>5.2</p> <p>Describe compulsory written examination(s)</p>			
<i>Type of questions</i>	<i>Number of questions</i>	<i>Subjects covered</i>	<i>Assessment weight - %</i>
<i>Multiple choice questions</i>	..... .....	..... .....	..... .....
<i>Open questions</i>	..... .....	..... .....	..... .....
<i>Case Studies</i>	..... .....	..... .....	..... .....

<p>5.3</p> <p>Is there an oral examination?</p>	<p style="text-align: center;">Yes <input type="checkbox"/>      No <input type="checkbox"/></p>
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<p>If so, please describe the content and procedure of the oral examination:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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**ACCREDITATION APPLICATION FORM**  
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5.4 Duration of the examination <ul style="list-style-type: none"><li>• written</li><li>• oral</li></ul>	..... hours ..... hours
5.5 Minimum percentage of marks required:	..... % of total mark ..... % in any given test
5.6 What are the general methods to assess whether the student can apply his knowledge on the job (knowledge transfer)? ..... ..... ..... .....	
5.7 What is the test success rate of your students	.....%
5.8 Do your national authorities/examining bodies wish to sign the IRU Academy Diploma for CPC with your Training Institute Principal or Director jointly with the IRU Secretary General?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.9 If so please provide full name and title of signatory authorities, (please print very clearly using accents as required) ..... ..... ..... .....	

**ACCREDITATION APPLICATION FORM**  
**Part A**

**6. GENERAL QUESTIONS**

6.1

What is the minimum qualification required for the learners to enter your course?

.....  
.....  
.....

6.2

What percentage of your learners remains in the road transport industry immediately after qualification?

.....%

6.3

Do learners have the opportunity to evaluate your programme, and if so, how?

Yes

No

.....  
.....  
.....

## ACCREDITATION APPLICATION FORM Part A

### 7. SYSTEM IN PLACE FOR THE PROMOTION OF THE IRU ACADEMY DIPLOMA FOR CPC:

7.1

Do you base the promotion of the IRU Academy Diploma for CPC on the added value it represents, such as internationally harmonised and high-level requirements corresponding to Council Directive 98/76/EC of the European Union as minimum standards:

Yes

No

Other, if so what arguments are used:

.....

.....

.....

7.2

How do you promote the IRU Academy Diploma in your country?

- |   |     |                          |    |                          |
|---|-----|--------------------------|----|--------------------------|
| • Verbal information by trainers in the classroom                             | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| • Leaflets  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| • Announcement in the association's newsletter or other transport periodicals | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Any other means, please specify

.....

.....

.....



**ACCREDITATION APPLICATION FORM**  
**Part A**

7.3

Are all your CPC students well aware of the formalities to apply for the IRU Academy Diploma, namely of:

- The Application Form to be submitted direct to the IRU Academy    Yes     No
- The application fee    Yes     No

7.4

- Your expectations regarding the demand for IRU Academy Diplomas and expected number of IRU Academy Diplomas to be issued annually through in your training organisation?

.....  
.....

7.5

How will the applications and payment of Diploma fees be transferred to the IRU? Will the learners apply and pay directly to the IRU Academy or will the Training Institute arrange for application and payment to the IRU in the name of the learners?

.....  
.....



## ACCREDITATION APPLICATION FORM *Part A*

It is understood and accepted on behalf of the association/training institute I represent that, in order to maintain Training & Testing Standards quality, IRU Academy representatives may carry out visits to and checks of training courses and tests organised by us according to the training programme accredited by the IRU Academy.

Note is also taken that IRU Academy Training, Testing & Diploma Standards are being continuously updated. Any updates will be communicated to all holders of IRU Academy-accredited training programmes.

It is understood, furthermore, that the IRU Academy Training, Testing and Diploma Accreditation for CPC will be valid for a 5-year period as from the date of issue. It is also understood that in order to maintain our accreditation, the CPC training programme delivered by our institute should be re-accredited by the IRU Academy before the date of the expiry of the current IRU Academy Accreditation.

It is also understood that once it has received the IRU Academy Accreditation Certificate for its training programme, our institute may use the IRU Academy accreditation training logo and text whenever appropriate in relation to the accredited training programme and this after signature of the complete agreement.

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Date

Stamp and signature of the submitting organisation

The Association/Training Institute that I represent do not wish to have its name listed on the IRU Academy Website

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Date

Stamp and signature of the submitting organisation





## ACCREDITATION APPLICATION FORM Part A

Have you included with your application?

Please ✓

- Completed application form (Part A)
- Completed Self-evaluation form (Part B)
- Required annexes
- Your training centre brochure
- The instructors' references and C.V. or equivalent documents providing the detail information
- Copies of the course material
- English translation of the Table of content

Please send to:

IRU Academy  
IRU Secretariat General  
Attn: Ms Michèle Longpré,  
3 rue Varembé,  
BP 44,  
1211 Geneva 20 / Switzerland,  
Tel: +41 22 918 27 00/Fax:+41 22 918 27 41/Email: [iru@iru.org](mailto:iru@iru.org)

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Annexes (please give a list of all additional documents attached):

- i. ....
- ii. ....
- iii. ....
- iv. ....
- v. ....
- vi. ....
- vii. ....
- viii. ....
- ix. ....
- x. ....



**ACCREDITATION APPLICATION FORM**  
***Part A***