



Your Step by step guide to HGV category C

Step 1 – Consent form and B&W Truck Training Application Pack

We require you to fill out our application pack and the consent form.

Please send back the consent form as soon as you can, this will allow us to check that your provisional entitlement has been put onto your licence & allows us to name your theory tests.

Step 2 – DVSA Application Process

A medical will need to be booked directly with either your GP or Cotswold Medicals at your own cost of a full medical examination. The Doctor will complete the D4 medical form – you will need to complete the D2 application form.

If you require help with any of the forms, we are on hand to guide you through and help you fill in any parts that you are unsure about.

Once the forms have been completed, you will need to send the forms and your driving licence (both photocard and paper counterpart) to the DVLA.

Address of the DVLA –

Vocational Licence Section

Driver & vehicle licensing Agency

Swansea

SA99 1BR

Timescale of process – Once the application is received by the DVLA, you can expect to receive your licence back within 10-14 days providing that no additional information is required by DVLA for example – if something has been filled out incorrectly on the application form or additional information is required relating to the medical form.

Step 3 – Theory tests (onsite at DVSA)

At the same time as receiving your driving licence, B&W will also arrange your theory tests. There are three tests that you will need to pass.

- Hazard Perception (19 clips with 20 scoreable hazards, of which the pass mark is 67 out of 100)
- Multiple Choice (100 questions of which the pass mark is 85)
- Module 2 Case Study test. (This is a computer-based test and will be booked in the same place as your LGV theory test – we can book them at the same time if you wish)

These tests will be booked in at your nearest test centre, for example – Swindon/Salisbury and/or Bristol.

If you are unfortunately unsuccessful with either test, these can be rebooked individually to suit you. **(There will be a retest fee for each test failed – see above costs)**

We have revision course material here on site at the B&W Truck School office for candidates that don't have access to online versions – we also have a tablet/laptop dedicated to candidates that will be available in our office for your use.

Revision material – you can purchase the books to revise for the tests online from outlets like Amazon or Ebay.

The titles needed if purchasing yourself are –

- **Hazard Perception and Multiple Choice “The Official DSA Theory Test for Drivers of Large Vehicles”**
- **“Driver CPC- The Official DSA Guide for Professional Goods Vehicle Drivers”**

There is an online theory training test on the GOV.uk website <https://www.gov.uk/take-practice-theory-test>

Module 2 (Part of CPC Qualification)

The first step to gaining your Driver Qualification Card is to take the Module 2 Case Study test. (We advise that you book and complete this test with the Hazard Perception & Multiple-Choice test)

Each test will be made up of 7 case studies, with each case study having 6-8 questions and a maximum score of 50 (the pass mark required is 38) The test will take 1.5hrs to complete. Our theory availability is within 2-3 weeks.

Step 4 – Training (Held with B&W Truck Training) and Test (On the 5th day at DVSA Bristol/Swindon)

Once you have passed both of your theory tests and completed your initial driving assessment, we can book you onto your training and test. The course is 5 days with your test on the 5th day, there may be another candidate on the course with you – this is beneficial for both of you as at times you can learn just as much from being a passenger.

Timescale will be ASAP.

(Please note: Timescales given are dependant on course availability which can differ from month to month during busy periods)

Step 5 – B&W Truck Training Extra Tuition (to ensure your confidence and make you the best driver you can be!)

We offer an extra training package to demonstrate that we care about our trainees and candidates – we want you to pass first time but understand that further knowledge may be required from time to time to suit individual needs.

This extra course can be individually suited and cover those areas that you feel you need extra tuition with and with us by your side we will dedicate our time to give you that extra edge.

We believe that giving you that extra guidance – you will come out the other side a more rounded and suitable driver for the industry loaded with the knowledge you will need to succeed.

These are a few areas that can be tailored to suit your individual needs –

- **Opening/closing curtains**
- **Safe loading/unloading**
- **Securing your load (ratchet straps)**
- **Using Digi Tachograph**
- **Using tail lift**
- **Walk around daily checks (part of MODULE 4)**

Step 6 – Driver CPC

If you would like to use your Category C entitlement to drive professionally, you will need to hold a **Driver Qualification Card** (CPC card)

Driver CPC – Initial Qualification

If you are new driver from the 10th of September 2009 and you passed your car test after 1997 – you will need to pass two tests.

- Module 2 Case Study Theory Test (**refer to step 3 – already passed to get to this stage**)
- Module 4 Practical Test (**this will be provided with us**)

Module 4

Once you have passed the Module 2 Case Study, you will need to take the Module 4 Vehicle Checks/Safety test. This is a practical demonstration test and will take place on our premises.

You will not be asked to drive the vehicle – however, our examiner will ask you questions whereby you will have to demonstrate some knowledge of an answer.

The test consists of 5 topic areas which will cover the Driver CPC syllabus and in order to pass, you will have to score a minimum of 15 points from a possible 20 points in each topic. The test will be approximately 30 minutes long.

Once you have passed your Module 4, you will receive your Driver Qualification card. Your card will arrive in the post approximately 10-14 days later. This will automatically be sent to the address on your driving licence by the DVLA, they will have been notified that you have passed your Module 4 by our examiner.

If you have any questions or concerns regarding any of the steps listed – we are on hand to guide you through any part of the process that you require help with! It's all part of our service to get you through your qualification.

Course Break Down Costs

Our course fee is - £1750

Below is a breakdown that covers the costs of all the required tests that make up the whole part of the course.

The fees listed below are incorporated into our course fee so will be no extra cost to you.

(Please note that in the unfortunate event that you fail any stage of your tests, there will be additional re-test fees per test failed)

Medical Assessment with Cotswold Medical	Part 1a Theory Multiple Choice at DVSA	Part 1b Theory Hazard Perception test fee at DVSA	Part 2 Case studies test fee at DVSA	Part 3 Driving ability test fee at DVSA	Part 4 Practical demonstration
£60	£26.00	£11.00	£23.00	3A £40 3B £115.00	£200.00

If you wish to book in with us, please complete the attached Candidate Driver Licence check consent form, and visit us to pay a £200 deposit, we can then book your medical and DVSA tests.