Professional Driver Training Malta Ltd Internal Quality Assurance Document

Mission Statement: ***Professional Driver Training Malta Ltd is committed to raise safety standards for drivers and machinery operators, through education and training.***

Professional Driver Training Malta Ltd (PDTM Ltd) is approved by Transport Malta to deliver CPC training to Drivers of category C and D, ADR drivers training, Transport Manager CPC and Customer Care to drivers of Light Passenger Transport Vehicles, PDTM Ltd also delivers training to Machinery Operators leading to Certification as per OHSA regulations.

Professional Driver Training Malta Ltd is committed to raise the safety standards at the workplace through training of operators of Forklifts, Mobile Cranes, Tower Cranes and other Heavy Plant machinery as per OHSA regulations L.N. 293 of 2016.

EU regulatory compliance coupled with local public awareness is translating into an increasing demand from the local Manufacturing Industry and the Construction Industry for higher safety standards at work.

PDTM Ltd aims are, of delivering training with a view to raise safety standards.

Fitness for Purpose of our Internal Quality Assurance

Professional Driver Training Malta Ltd is dedicated in delivering courses to Professional Drivers and Operators. Our aim is to set up new and higher standards in the delivery of training. This document reassures that quality is maintained throughout the delivery of these courses. Constant updating of teaching methods, Tutors delivery and course contents are maintained in par with the best available technology on the market.

Institutional Probity

PDTM Ltd plans in advance the resources required to deliver its training, those resources that are not owned by the company will be outsourced.

It is our policy to keep contingency plans to cover abnormal situations, for eg lecturer vacation or sick, or machinery malfunction.

Whenever, due to some unforeseen event or unforeseen lack of resources it is not possible to carry out the lesson, PDTM Ltd will then inform our students and cancel the lesson. Within reasonable time PDTM Ltd will then inform them of a date to replace the missed lessons,

Head of the Institution

The head of the training Institution should be a technical person with knowledge and experience in the sector. The present head of the training Institution already has past experience in this role as in the past years he was responsible for the management of the training institution. In the advent that the present head of the training Institution is no longer interested or available to take the position as the head of the training Institution, another person will be hand picked to take his position. The selection Criteria for the Head of the Institution were already detailed in the registration of the educational institution, and are:

- Should have good managerial skills
- Should have technical knowledge and two years practical experience in this sector.
- Should be diligent in recording and upkeep of the training Institution records.
- Should thrive to maintain a high level of quality in the courses delivered.
- Assures that PDTM Ltd follows the Internal Quality Assurance document during the course delivery.
- Should have a minimum qualification of MQF level 6 in Mechanical Engineering.

Accounting System

PDTM Ltd is committed to maintain and adhere to the required ethics and keep annual audited accounts.

PDTM Ltd reassures that its accounting system is fit for purpose by keeping track of its accounts, eliminate wasting of resources and channel its resources in the right direction.

PDTM Ltd will present annual audited accounts and periodically PDTM Ltd drafts a six monthly budget plan. In those budget plans PDTM Ltd can keep track of the expenses and cash flow.

Design and approval of programmes

The requirement of official accreditation of our courses was identified by our stakeholders who demanded accreditation. After regular meetings with persons from the local industry, PDTM Ltd initiated the process to accredit its courses.

Consulting with experts in the sector and using our past experiences in the sector PDTM Ltd designed the course contents and modules to be covered and detailed the learning outcomes. In the course design PDTM Ltd took into consideration the resources required for the delivery of those courses, any unavailable resources many times will be outsourced.
At first these courses were delivered without any accreditation, these are always delivered as per L.N.293 OF 2016, that states that training should be provided by a competent person.

PDTM Ltd Educational Programmes

PDTM Ltd ensures that the student has gained the required proficiency by carrying out both theoretical examination and practical examination. Every programme designed by our Institution reassures that the student has gained the required abilities detailed in the learning outcomes, as in the theoretical session, practical sessions and even in the examinations, case studies from real life situations are presented.

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PDTM Ltd takes into consideration the feedback from its stakeholders and wherever this makes sense PDTM Ltd rearranges accordingly. PDTM Ltd is aware that our programmes should be updated according to the needs of the local industry. Also programmes delivered by PDTM Ltd should reflect the everchanging new technology in machinery available in the market.

The aim of these courses is to raise the awareness and knowledge in the operation of this machinery in both the Local manufacturing and construction industry. The Programmes are designed by PDTM Ltd take into consideration the OHSA requirements as well as that of the industry itself.

Feedback of the students undertaking the training programmes is taken into consideration. At the end of the course the students are required to fill up the feedback form, any comments will be taken into consideration and Programmes will be amended after discussing the matter between the head of the institution and the lecturers.

PDTM Ltd reassures that its policies are as per the referencing report. PDTM Ltd should do its best to adhere to this IQA document

The expected student workload is one or two ECTS/ECVET depending on the training programme.

The minimum eligibility is that the students applying for the PDTM Ltd Courses need to be more than 18 years old. They should sign the admission form, and they should declare that they do not suffer from any medical condition which will impair their concentration when operating the machinery.

Students applying for the PDTM Ltd should be mature and responsible persons able to handle and manoeuvre the vehicles and machinery responsibly. They are also required to have basic comprehension and reading skills so as they can later sit for the final theoretical multiple choice test.

Upon completion and signing of the admission form, the students need to present their I.D. card.

The policy regarding the assessment methods are that students are required to pass from both the theory and practical. In order to obtain a pass mark the student is required to attain 60% of the marks.

The resources required for the delivery of those training programmes vary, many times these consist of , the human resources to carry out the programme, machinery for the practical, PPE and students notes. Prior to starting the course delivery PDTM reassures that all resources are in hand.

Teaching Staff

Lecturers should have knowledge of the subject, be dedicated and able to build a relationship with the student.

The lecturers to deliver those courses should be Technical in the subject, having both academic qualifications and practical experiences in the subject. At the moment Ing Jose Agius will be one of the lecturers delivering those courses. Ing Jose Agius has already been successfully delivering those courses for the past four years. Other lecturers are also engaged with PDTM Ltd. The qualifications of those lecturers are detailed in the respective training programmes. In the advent that other lecturers need to be engaged the Minimum academic qualification is MQF level 4.

Many times lecturers are handpicked taking into consideration recommendations from stakeholders. Engagement is based upon the academic qualifications and practical experiences of the individual.

The lecturers need to periodically review their training method by carrying out peer review of the lecturing methods, and then evaluate and amend where required. In the advent that the course is delivered by only one lecturer, then another lecturer from another course will carry out and participate in the peer review.

Continuous Development of Lecturers.

The lecturers of Professional Driver Training Malta Ltd should continuously update themselves with the aim of keeping abreast with new machinery technology in the market.

Whenever new technology is available, our lecturers should have the appropriate knowledge about it, wherever possible the lecturers should be trained by organising theoretical and practical training on machinery with this new technology.

Public Information

PDTM Ltd adverts its courses mainly through its website, the website will be launched soon, its domain is http://pdtm.mt, we will update our website regularly so as to keep it updated and keep in touch with interested persons.

The website information on the programmes offered will include:

- The selection criteria of the courses
- Their intended learning outcomes
- The qualifications they award, including information on the MQF level and ECTS learning credits
- The teaching, learning and assessment procedures used
- The pass rates
- The further learning opportunities to the students
- Information on possible career pathways available as a result of taking the course

Any information to be uploaded on our website is evaluated, and checked that this conforms to the IQA document.
For every programme accredited PDTM Ltd website shall disseminate the :

- Licence Number
- Second Schedule Category i.e. Further Education Institution
- Accredited status of each course, i.e. VET award in Further Education Programme and MQF level for programme

Many times our clients will get to know us from the website and then contact us by phone. Many times meetings are held and later, we distribute further information via email. Local companies and students are asked and they give their feedback about the information given. The comments from our clients many times lead to amending the programmes and course evaluation form.

Student-centred learning, teaching and assessment & Learning resources and student support

The course delivery makes use of interactive methods, so as to aid students' participation.

Visual aids are presented so as to help understanding the subject. The teaching material is designed and aimed for students with basic engineering knowledge. Care is given so as the subjects are presented in an easy and simple and understandable way.

At the end of the course, just prior to the examination the students are presented tutorials so as to aid them in understanding what is required in the theoretical examination.

Students presenting any problems during the course are helped and given individual attention so as they can then cope with the remaining group. These are given extra attention, handed tutorials to be worked at home, and handed extra lecturing material.

PDTM Ltd policy regarding complaints is dealt with upmost importance,any complaints should be emailed to us on pdtmalta@gmail.com and addressed to the Head of the Institution. It is our endeavour to solve and if need be mediate, any issues. PDTM Ltd is aware that the word of mouth is the best marketing medium and it is our policy to thrive and find a solution.

PDTM Ltd policy is to archieve and maintain record in writing, of any formal and informal compliants and appeals. If need be these records will then be used for future reference.

As already stated, the academic performance of our lecturing is evaluated through periodic peer reviewing as PDTM Ltd lecturers and head of the Institution will review each other.

PDTM Ltd ensures that adequate resources of learning equipment, machinery and facilities are provided. These resources should reflect the best available technology on the market. Periodically PDTM Ltd makes re evaluation of these resources.

Updating of Teaching Material

From time to time the teaching material needs to be updated, so as they reflect the best available technology in machinery technology. Also the teaching material should include information about the type of machinery to be utilised during the practical session, many times these are not standardised and vary according to the type and manufacturer.

Proof Reading of Teaching Material

The teaching material delivered during the course are to be periodically checked for misprints, spelling mistakes and other printing errors. This quality assurance document reassures that prior the start of every course the tutor is to read and check the material to be delivered.

Assessment

Every student has to sit for a Theoretical examination and a Practical Examination. Every Student has to attain 60 % of the marks in both the Theoretical examination and a Practical Examination so as to obtain a pass mark.

Students are informed if they pass or fail, they are also informed about the mark they obtained in their theoretical and practical examination.

Theoretical Assessment

The student sitting for the examination should present their I.D card, the lecturer should confirm that these coincide with the name and I.D. written on the exam paper.

During Examination the lecturer should be present at all times so as no form of academic misconduct might take place.

The Theoretical Examination should be time bound. Students need to be notified of the remaining time for the test fifteen minutes before the time elapses.

The exam papers are periodically updated so as to reflect the contents of the course contents. Just before the final printing of the test papers, these are checked for any spelling mistakes, misprints or other errors that might occur.

Considering the level of the course and students the theoretical examination should be a multiple choice examination.

The examination papers are corrected by the Lecturer, this is carried out by cross checking the answers with a model answer sheet.

After that the final mark is issued the lecturer is bound to recheck that no error was taken during correction of the examination paper.

Practical Examination

In the practical test, the students should show that they are conversant in operating their Machinery Safely and abide by the rules detailed in the course.

Student admission, progression, recognition and certification

PDTM Ltd does not recognise prior learning. All the modules in the programme should be covered from scratch. This is carried out to reassure that all modules are covered by our students.

Students Admission

Our students need to fill in the admission form upon signing the admission form, students need to present their I.D. card so as to ensure the elimination of any fraud.

The Students to attend the course need to meet the admission criteria set up in the admission form as shown below:

Admission Criteria and Safety Instruction Form for ALL students attending courses at PDTM Ltd

1 Admission Criteria

1.1 Canditates need to present original I.D. Card
1.2 Canditates should be 18 years and over in order to be eligible to attend the course
1.3 Canditates should be punctual for the course. Final Certificate will be issued only to those canditates attending 80% of the course

2 Course Safety Instructions Form

Safety Instruction Form for ALL students attending courses at PDTM Ltd

Upon starting of the course the Lecturer is responsible to deliver the following information to all students attending the course.

Canditates should be informed of the following:

2.1 PPE should be worn at all times when doing the practical on site, high vis vest and safety shoes are mandatory during practicals.
2.2 Prohibition of smoking, drinking and eating in classrooms and practical sessions.
2.3 Switch OFF mobile phones during lectures and practical
2.4 Keep the premises clean.
2.5 Inform the lecturer in the advent of any damage to plant, equipment or property.

Course Title:_____

Start Date:_____

Lecturer Name:_____

Lecturer Signature:_____

Student Name:_____

Student I.D. _____

Student Signature:_____

Course Attendance

PDTM Ltd courses consists theoretical sessions and practical sessions. In order to qualify for the final certification the students need to attend 80 % of the course. Attendance is taken just 15 Minutes after the session commences. A note of any lateness is to be taken for anyone being late.

Certification

If the students qualify for sitting for the final test, and upon passing in both the Theoretical and Practical Tests they are awarded the Final Certificate, signed by the PDTM Ltd Course Director.

As already submitted in the programme evaluation the certificates should include the :

- licence number
- PDTM Ltd is a Further Education Institution;
- The accredited status of the course or programme
- The MQF/EQF level for programmes provided
- The number of ECTS

Information Management

Students Feedback Form

We do insist that each student will fill in the student evaluation form, in doing so we can obtain valuable feedback regarding our courses

Procedure how to maintain and retain (and archive) student records .

Archives must give adequate assurance that their contents will be available for 40 years.

Security

The registartion of the students to attend the courses is counter checked by visually checking their valid ID card. In this check it is required that the ID number coincides with the ID number shown on the admission criteria form /application. Also it has to be verified that the person on the ID card is a true resemblance of the person intending to attend the course.

In order to secure the records of the students attendance of courses delivered by Professional Driver Training Malta Ltd ,

All the records will be printed and filled accordingly, these will be stored for the period of 40 years.

The data collected should include:

- Profile of the student population, including prevalence of vulnerable groups;
- Course participation, retention and success rates;
- Students' satisfaction with their programmes;
- Employment rates and career paths.

Data Protection

All documents relating to IQA activities will be held securely, in line with Data Protection and confidentiality requirements. Access will be granted to all relevant awarding organisations to any assessment documents and related materials.

In the advent that any photos are to be taken during the course, a written declaration should be signed by the persons being in the photo so this photo can later be part of PDTM Ltd public information.

On-going monitoring and periodic review of programmes

Periodic Review

PDTM Ltd Course programmes are updated regulary. After each programme delivery, lecturers are urged to evaluate and implement any required changes in the programmes being delivered. The need for those updates is that PDTM should aim to improve and make its training programmes more relevant to the local industry requirements.

We communicate our changes in the review with the stake holders and other persons interested to know about it. Many time we communicate via phone calls, emails and meetings

Students Feedback

Learner feedback will be regularly obtained and analysed and improvements shall be highlighted and implemented across the organisation, where required. At the end of the course the students need to fill a Course Evaluation Form . The students can opt not to write his name. The comments given by the students in the Evaluation form should be noted and wherever possible corrective action will be taken to improve the training programme.

PDTM Ltd will communicate back with the relevant student, informing him about the amendments carried out. This is only possible when students write down their name in the evaluation form, as writing your name is optional.

Course Evaluation Form: *We would like you to complete this end of course evaluation form as comprehensively as you can. The objective of the form is to collect the views of participants and use the results as a feedback, so as we can improve further the delivery of the training course. You are not required to put on your name. Please fill in the details and tick the appropriate box, adding your comments where necessary.*

1.0 Course Details

*Course*_____
*Name of Participant (Optional)*_____*Date*_____

2.0 How do you rate this course ?

	0	*1*	*2*	*3*	*4*	*5*	*6*	*7*	*8*	*9*	*10*
Course Duration											
Course Pace											
Practical Content											
Course Notes											
Presentations											

*Comments:*_____
_____

3.0 How did you find the general attitude of the training staff

	0	*1*	*2*	*3*	*4*	*5*	*6*	*7*	*8*	*9*	*10*
Technical Knowledge											
Presentation Skills											
Class Management Skills											
Timing and Punctuality											
Relation to Students											

*Comments:*_____
_____
_____

4.0 How satisfied are you with the overall delivery of the course

	0	*1*	*2*	*3*	*4*	*5*	*6*	*7*	*8*	*9*	*10*
Knowledge learnt											

*Comments:*_____
_____
_____

5.0 How do you rate this course ?

	0	1	2	3	4	5	6	7	8	9	10
Course Duration											
Course Pace											
Practical Content											
Course Notes											
Presentations											

Comments:_____
_____
_____

6.0 How did you find the general attitude of the training staff

	0	1	2	3	4	5	6	7	8	9	10
Technical Knowledge											
Presentation Skills											
Class Management Skills											
Timing and Punctuality											
Relation to Students											

Comments:_____
_____
_____

7.0 How satisfied are you with the overall delivery of the course

	0	1	2	3	4	5	6	7	8	9	10
Knowledge learnt											

Comments:_____
_____
_____

Policy for Internal Quality Assurance

The lecturers should be aware of this quality document, they should also be notified of any amendments in the document

The aim of this document is to act a mechanism, to measure and control the level of quality being delivered by our Lecturing. This quality assurance document should be updated when required, so as to be fit, effective and up to the required standards/regulations

The Internal Quality Assurance is very clear about plagiarism, No academic dishonesty is to be allowed. Examinations should be invigilated, and all attendances should be signed.

On the other hand no sort of intolerance is allowed. Any sort of discrimination against both students or staff are not allowed. It is PDTM Ltd responsibility to ensure that both students and staff are protected against unfair treatment, check about it and prevent it through disciplinary actions.

It is the lecturers responsibility to adhere to this IQA standard, mostly to supervise the signing of the attendance, invigilate during examinations and take action against any sort of academic dishonesty.

The head of the institution is responsible for the overall management and for the maintenance of a high level of integrity as recommended and promised in this quality assurance document.

Cyclical external quality assurance

PDTM Ltd is committed in adhering to actions required as per NCFHE QA audit every 5 years. We can then amend our QA document accordingly so as to implement those External QA recommendations.

Conclusions

Our Training organisation is committed in following this document and putting it into practice. The quality assurance should take place not only for accreditation purposes but mostly for our students' satisfaction.