Driver Skills Development Program (DSDP)

Intermediate Course - Booking Form

Please note - We can only accept electronic booking forms and payments.

The course fee is £326, and you can submit your completed booking form and fee, when attending the Licensing Hub, 33 Murrayburn Road Edinburgh EH14 2TF, for your face to face document checks.

Alternatively, you can upload your completed booking form and make payment by debit or credit card only, using the link below

Taxi and PHC submission form

PERSONAL DETAILS – All boxes must be completed	
APP reference number (Driver number)	
Forename/s	
Surname	
Date of Birth	
Place of Birth	
Home Address	
Postcode	
DVLA Driver Licence Number	
Contact telephone number	
Contact email address	

COURSE DETAILS				
Course date/s	3, 10 & 17 June 2027 (3 consecutive Thursdays)			
Duration	Approx. 24hrs: 8hrs per day			
Course starts	09:15	Course Finishes	16:30	lunch and refreshments are included
Special arrangements required				

Any dietary requirements – ***please tick ✓:***

None ☐ Vegetarian ☐ Vegan ☐ Gluten free ☐ Dairy free ☐

Other ☐ *Please provide details*

DSDP Intermediate Training Course

The training course will consist of 8 units covered over 3 days; the training will be delivered face to face at the Licensing Hub at Murrayburn.

Training is mandatory and licence holders require to complete all three days training as part of the renewal process for their Taxi/PHC driver's licence.

If you require any special arrangements to be put in place for the training and want to discuss this or want more information please contact the licensing training team at licensing.training@edinburgh.gov.uk **as soon as possible and prior to attending.**

Course fees

The fee for the Intermediate Course is £326 this also includes lunch and refreshments on each day. There will be an opportunity to complete an optional assessment at the end of this course, but this will not be mandatory.

Cancellations and Refunds

Please note there will be a £50 re-booking fee for any course cancellations with less than a 5 working days' notice.

All fees are payable at the time of lodging and are non-refundable except in exceptional circumstances.

On completion of the application form you will be sent a confirmation with dates of your course and approximately 7 days in advance of course start date you will receive a text/email reminder.

The **Intermediate Course Training Workbook** plus a copy of **the Licensing Conditions for Taxi and Private Hire Cars and Drivers** will be supplied on Day 1 of the course.

Training is specific to the Edinburgh Taxi and Private Hire industry, providing learners with the relevant provisions of the Civic Government (Scotland) Act 1982 as amended and licensing conditions. Training and written materials will be delivered in English.

DSDP Intermediate Training Course

This training program will deliver structured training for all existing Taxi and Private Hire Car drivers. It covers the core skills and knowledge that would be expected off existing Taxi and Private Hire drivers with a focus on safety, quality of service and compliance with local licensing conditions.

Unit Name	Content	Group
Regulatory framework of the Taxi & Private Hire industry	This unit will provide the knowledge required to understand: • How to meet the requirements to hold and renew a licence • Local Licence Conditions • Duties and responsibilities of the licence holder	Regulatory Framework
Road Safety when driving passengers in a Taxi or PHV	This module will provide the knowledge required to understand: • Factors affecting drivers' judgment and concentration • Transportation of customers in a safe and comfortable manner • Compliance requirements for vehicle and driver licence conditions • Response in an emergency	Vehicle
Professional Customer Service in the Taxi and Private Hire industry	This module will provide the knowledge required to understand: • Providing a professional service • Requirements, licence conditions and precautions when transporting • Communication skills • Customer grievance and complaints handling	Service
Picking up and setting down passengers and fares in the Taxi and PHC industry	This module will provide the knowledge required to understand: • Rules, safety measures and restrictions in picking up and setting down • Calculating fares and charging • Electronic means of communication • Operation of a Booking Office	Passengers
Transporting of children and young people by Taxi or PHC	This module will provide the knowledge required to understand: • Role of the driver and Ancillary Legislation • Safe pick up and drop off destination	Childre n
Taxi and Private Hire services for passengers who require assistance	This module will provide the knowledge required to understand: • Anti-discrimination legislation • Recognising passengers who need assistance • Providing the appropriate services • Assessing risk and specialist equipment • Demonstrate safe wheelchair assistance to passengers • Providing safe assistance	Assistance
First Aid	This module will provide the knowledge required to understand: • Understanding basic principles of First Aid • Incident Assessment • Management of casualties that are unresponsive • Management of casualties not breathing/difficulty breathing • Providing safe assistance	First Aid
Public Protection, Awareness Raising and Response	This module will provide the knowledge required to understand: • What is public Protection • Identify different types of harm/abuse • What action to take if concerned • Awareness of principals within child and adult protection legislation.	Protection