

KEY SCHOOL OF MOTORING



INSTRUCTOR TRAINING INFORMATION PACK



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Or

Email tony@keysom.co.uk

Welcome to the Key Approved Instructor Training Guide

This is a comprehensive guide giving you all the important information to help you on your road to becoming an Approved Driving Instructor (ADI).

The Benefits:-

- Teach a valuable life skill.
- Enjoy good earnings.
- Job satisfaction.
- Flexible working hours.
- Potential to branch into other areas.
- Be your own Boss.

All the necessary resources will be provided, with unlimited support from your Trainer. We provide you with a professional and personal service.

There are three qualifying exams –

PART ONE - EXAM

We will provide all the DSA recommend books including -

- ADI Starter Pack.
- The Highway Code.
- Know your Traffic Signs.
- Driving the Essential Skills.
- The Driving Instructors Handbook.
- Practical Teaching Skills for Driving Instructors.
- DVD/ROM Focus All Test.
- DSA Theory Test for ADIs.
- Part One Study Guide.

We will monitor all your home study to guide you through the learning process. We will also provide you with 8 Hours in Car Tuition. This will also cover some part two and part three training to help you with your further training for both of these tests.

The Exam consists of 100 multiple choice questions on a computer touch screen.

Questions are in four subject bands. These are -

- Road Procedure.
- Traffic Signs and signals, car control, pedestrians and mechanical knowledge.
- Driving test, disabilities and the law.
- Publications and Instructional Techniques.

You must also pass a Hazard Perception test taken immediately after the theory test. You are allowed 90 minutes to pass this part of the exam. For the multiple choice part of the exam you must get an overall mark of 85 per cent or higher, but you will still fail the exercise if you do not gain at least 80 per cent in any of the categories above.

For the hazard perception the pass mark is 57 out of a Possible 75. Before you start this element, as with the theory element you will be allowed a short practice session.

The test consists of 14 video clips. You must watch carefully and respond by clicking on the mouse. A red flag will show to confirm you have clicked. Each hazard is allocated a maximum of five points. The earlier you spot the hazard the more points you will achieve. One of the clips contains two scoring hazards you will need to recognise. You should click on average between 10 to 12 times each clip. Any more will be considered repeat clicking and will not score. If, at the end of the test you pass, you will be given details about how to apply for the next part of the ADI qualifying test (part two the practical assessment of Driving Ability).

PART TWO – DRIVING ABILITY

Part Two Driving Workbook - a step by step guide to the standard required to pass Part Two.

- 12 hours in car training.
- Individual One to One Training.

There is a very high driving standard required to pass the part two test. As well as the 12 hours training, you will need to complete plenty of private practice as recommended by your trainer. Unlike the part one test where you can take as many attempts at the test as necessary you are only allowed 3 attempts at this exam.

Eyesight test

You must be able to read a number plate from the required distance with or without glasses in good daylight of 27.5 meters (90ft)

Show Me / Tell Me Questions

After the eyesight test you will be asked 3 tell me and 2 show me questions. Each incorrect answer will be marked as a driver fault up to a maximum of four. If all questions are answered incorrectly, this will be considered as a serious fault. The show and tell questions will be provided by your trainer.

The practical test

This is a test of your driving ability and lasts 60-70 minutes. You are expected to drive to a very high standard in a brisk and businesslike manner and show good knowledge of the Highway Code. You are only allowed 6 driving faults. The test assesses your ability to deal with the following –

- Urban areas.
- Rural roads.
- Motorways or dual carriageways.
- Roads that carry heavy and or fast moving traffic.

Your driving skills will be assessed in the following areas.

- Handling of the controls.
- The correct response to road markings and signs.
- Anticipation of other road users' actions and taking the appropriate action.
- Consideration for the safety of other road users and pedestrians.
- Moving away/ stopping safely.
- Reversing manoeuvres to the left and right openings.
- Reverse park around another vehicle.
- Reverse park into a bay.
- Eco safe driving.

The Result

You will be informed of the result at the end of the test. If you fail, the examiner will offer you a debriefing on your faults, copy of the test report form and a letter confirming the result. If you pass you will be offered a debriefing on the driving faults recorded, a copy of the test report, a letter confirming the result and a trainee licence application form.

Attending the test

You will be sent a letter confirming your appointment. When you attend the test, take the letter with you, together with your driving licence. If you don't have a photo card licence, take another form of photo I D (such as your passport).

The vehicle you use must –

- be properly taxed and insured.
- be a saloon or estate car in proper working condition.
- have manual transmission.
- be capable of the normal performance of a vehicle of its type.
- have right hand steering.
- have an adjustable head restraint.
- have an adjustable interior mirror for the examiner.
- not display L plates.
- have front and rear seatbelts, in good working order.

PART THREE TEST – INSTRUCTIONAL ABILITY COURSE

- 40 hours in car one to one tuition.
- Part Three Instructor workbook including the skills and techniques required to pass part three.

Your part three training will have a systematic approach including –

- Introduction to the lesson.
- Main body (teaching session).
- Trainer assistance with delivery of the explanation and use of visual aids.
- Trainer demonstration of how to talk through subject.
- Practice by you with your trainer's assistance.
- Regular review of progress.
- Summary of the lesson and a look ahead to the next session.

The sessions will be one to three hours over a number of weeks, but can be more intensive if requested.

The exercises

There are two roles which the examiner will play. The two parts of the part three test are called Phase 1 and Phase 2 .Each phase lasts about 30 minutes.

A phase one pupil is either a beginner or a partly – trained pupil.

- Beginner Controls
- Turn in the Road.
- Moving off & Stopping
- Reversing
- Emergency Stop/Mirrors
- Pedestrian Crossings/Signals.
- Approaching Junctions
- T-Junctions Emerging
- Crossroads
- Meet, Cross, Overtake, clearance and anticipation

A phase two pupil is a pupil at trained standard or qualified drivers under-taking driver development .The subjects are –

- Crossroads
- Meet, cross, overtake, clearance and anticipation.
- Approaching junctions turning left or right.
- T-Junctions emerging.
- Progress, hesitancy and normal position.
- Reverse parking.
- Pedestrian Crossing and the use of signals.
- Meet, cross, overtake, clearance and anticipation.
- Pedestrian crossings/Signals.

You will be asked to demonstrate your knowledge and ability by giving practical driving instruction to the examiner, using the skills taught to you .As well as the practice with your trainer you will need to undertake private practice also, this is important as it will enable you to put into practice what you have been taught, your trainer will set the practice for you to make sure it is relevant to the stage you are at. Your success will depend ultimately upon the time, effort and commitment you give preparing for the test.

Insurance

Your insurance must cover the time the examiner is driving, any liability that the examiner may have for all third parties and damage risk and for liability to any passenger. Your insurance should also cover any examiner DSA and not name any specific examiner.

When you pass

You will be given a letter confirming the result, and you may apply for entry on to the Register of Approved Driving Instructors (car) .Complete the application form on the

reverse of the letter and send the current fee (£300). This must be done within 12 months of the date you pass.

If you fail

Use the application form on the reverse of the letter, you may apply for a further test if you are within the two year qualifying period, and it's your first or second attempt. Should you fail at your third attempt and you wish to continue, you will have to wait until the two year period has elapsed before trying for Part 1 test again.

Trainee Licence

The Trainee Licence costs £140 and lasts for six months. Normally, only one is issued per PDI. It must show the name and address of your training establishment and must be displayed in the nearside of the front window screen. Your picture ID must be facing inwards.

A trainee licence allows you to give paid instruction to pupils before you have passed the part three test. It is a means of gaining experience in preparation for the test of instructional ability. You must have completed at least forty hours of instructional training within six months before applying and at least 25% of it must be practical in-car training. You must receive supervision or further training from your school after your licence is issued. It could be supervision from your sponsoring ADI for 20% of your lesson or a minimum of 20 hours additional training in the topics contained in the training programme.

Although you will gain valuable experience whilst instructing real pupils, it is important that you keep yourself up to date with your training. If you are required to take the test for the second or third time, you will need to provide a declaration signed by you and your trainer, to confirm that an additional five hours training has been received. If you fail to produce any of the training declarations your test will be cancelled and you will lose your fee.

You must not advertise yourself as a qualified ADI.





KEY SCHOOL OF MOTORING

ADI TRAINING

PART ONE

Theory pack including all DSA recommended books, Part One Study Guide and 8 hours in car training - **£395**.

PART TWO

Part two workbook – Step by Step Guide to the standard required to pass the part two test and 12 hours one to one in car training - **£400**

PART THREE

Part three instructor work book – Includes the skills and techniques to pass part three. Part three visual training aid and lesson planner included. 40 hours one to one in car training **£1600**.

Any additional training will be charged at £35 per hour. If you only require part two or part three training either in full or in part you will be charged accordingly. You and your trainer will discuss this if required.

Please do not hesitate to contact us for any further information or to book your 2hours assessment where you can really see what it's all about.

You can pay for all three parts before you begin but we advise that you pay for each part as you train.

Why Wait!!! Call Tony on **07810 043541** or email tony@keysom.co.uk to get started on the road to becoming a DSA Approved Driving Instructor. Good Luck!

