



# **YOUR GUIDE TO BECOMING AN APPROVED DRIVING INSTRUCTOR**

**ADI 1 (Revised March 2010)**



An Agency within the Department of the

**Environment**

[www.doeni.gov.uk](http://www.doeni.gov.uk)

## CONTENTS

### Introduction

### The Register of Approved Driving

### Instructors

### The Theory Test (Part 1)

### The Test of Driving Ability (Part 2)

### The Test of Ability to Instruct (Part 3)

### Trainee Licence

### ADI Registration

### Annex A – Theory Test - Recommended Reading

### Annex B - Preparation for the Test of Ability to Instruct

### Annex C - Programme of Training for

### Licensed Trainee Driving Instructors

## INTRODUCTION

Driver Vehicle Agency (DVA) has prepared a guide for anyone wishing to become a Department of the Environment registered Approved Driving Instructor (ADI).

The guidance includes the procedures, and examinations which must be passed to become an ADI. It also sets out the reading material which potential ADIs should obtain and study carefully before embarking on the profession.

Most people are convinced they are good drivers and feel it would not be difficult to instruct others to drive. **But a competent driver does not always make a good instructor.**

Many people underestimate what being an Approved Driving Instructor entails, and don't realise the knowledge, skills and professionalism required to be a proficient Driving Instructor.

Skills required are a high standard of driving ability, a sound knowledge of the subjects related to instructing others to drive, how to instruct, how people learn, how to assess the performance of others, communication, interpersonal skills and their application.

Driving Instructors are in a good position to influence (as far as it is possible) the attitudes and behaviours of new drivers. An ADI can therefore make a substantial contribution to road safety.

## REGISTER OF APPROVED DRIVING INSTRUCTORS

The Register was set up in the interests of road safety in order to maintain and improve the standard of driving instruction available to the general public. It means that the general public can expect an acceptable minimum standard of tuition from registered driving instructors. The Register is administered by the Driver Vehicle Agency on behalf of the Department of Environment under the provisions of the Road Traffic (Northern Ireland) Order 1981. Under the rules of this Order it is illegal for anyone to charge (either money or monies worth) for instruction in driving a motor-car unless:

- their name is on the Register of Approved Driving Instructors; or
- they hold a Trainee Licence issued by the Registrar.

The exact legal requirements can be found in the Road Traffic (Northern Ireland) Order 1981, and the regulations made under that Order - the Motor Cars (Driving Instruction) Regulations (Northern Ireland) 2004.

### ***"How do I apply to become an Approved Driving Instructor (ADI)?"***

The process begins by making application to take the ADI theory test which is the first part of the 3 part qualifying examination. Each applicant is subject to a Criminal History Check. These checks are carried out by Access Northern Ireland (ANI). ANI will provide criminal history information about anyone seeking paid or unpaid work in certain defined areas, such as working with children or vulnerable adults.

Under ANI, ADIs & PDIs will be subject to an enhanced check. More comprehensive information will be obtained under this system from police forces across the UK if, for example someone has lived in England, Scotland or Wales. Importantly, the ANI enhanced check will also pick up 'soft intelligence' about individuals. This could be a charge or case pending about a person, which has not yet, or did not result in a conviction but

which the police may feel is relevant to the position of an ADI. ADI section will provide advice if requested to new applicants with concerns about a criminal history. DVA will make decisions on the basis of its 'fit and proper' person policy which can be provided to applicants on request. A criminal record will not necessarily be a bar to registration as an ADI or to being allowed to proceed with the ADI examinations. DVA as a registered body must abide by the ANI Code of Practice. This code can be made available on request.

DVA would strongly advise that anyone with concerns about their criminal history does not commit advance fees for any training packages offered by ADI training providers.

Theory test and ANI Disclosure Certificate application forms are obtainable from the Register of Approved Driving Instructors, Driver Vehicle Agency HQ, Balmoral Road, Belfast BT12 6QL, telephone number 028 9054 7933. Completed forms should be sent, together with proof of identity as indicated on the form and the appropriate fee to the ADI Section at the above address. DVA will then complete the form, countersign it and send it to ANI. Enhanced disclosures must be signed by the Registered Body (DVA), they must not be sent directly to ANI. One copy of the disclosure will be sent to DVA and one to the applicant.

### ***"Can anyone apply to become an Approved Driving Instructor?"***

If you want to become an Approved Driving Instructor (ADI) you must:

- currently hold a full Northern Ireland, Great Britain or Community (EU) car driving licence;
- have held one of the above licences or a foreign licence for a total of 4 years out of the past 6 years preceding the date of your application;
- not have been disqualified from driving for any part of the 4 years preceding the date of your application;

- be a fit and proper person to have your name entered in the Register. All convictions including motoring offences, still in force (ie not 'spent' under the Rehabilitation of Offenders (Northern Ireland) Order 1978) will be taken into account when the Registrar assesses your suitability to be entered on the Register; and
- pass the 3 part qualifying examination.

***"Can Someone with a Disability apply?"***

Yes. If your licence is marked 'restricted' the details of the restrictions on your licence must be sent with your application. However, you should note that you must pass Part 2 and Part 3 of the qualifying examination in a vehicle with a manual gearbox.

***"What is involved in the Register Qualifying Examination?"***

The qualifying examination is in three parts:

- a theory test;
- a practical test of your driving ability; and
- a practical test of your ability to instruct

You must take and pass all 3 parts of the examination in this order and the whole examination must be completed within 2 years of passing the theory test. If you have not completed the examination within this time you must start again from the beginning and pass each part once again. This period cannot be extended for any reason whatsoever. But you are allowed to take the test of ability to instruct after 2 years has expired if the application has been made before the expiry date. If you pass that test you are deemed to have done so within the 2 years.

You are only allowed 3 attempts at each of the tests. If you have not passed after 3 attempts you must wait until the end of your 2 year period before you can re-sit the qualifying examination, starting with the theory test.

***"What fees will I have to pay?"***

You will have to pay a fee for each attempt at each part of the qualifying examination. Once you have passed all 3 parts you must pay to have your name entered in the register and then every 4 years you will have to pay for the renewal of your registration. The fees for registration or for licences are refundable (in whole or in part) in certain circumstances.

**Fees**

<b>Theory Test</b>	<b>£72.00</b>
<b>Test of Driving Ability</b>	<b>£130.00</b>
<b>Test of ability to Instruct</b>	<b>£138.00</b>
<b>Registration/Renewal</b>	<b>£240.00</b>
<b>Trainee Licence</b>	<b>£120.00</b>

**THE THEORY TEST (PART 1)**

***"When and where is the theory part of the Test held?"***

The theory test is available at six theory test centres throughout Northern Ireland and is available on demand following application to DVA and the necessary character check being carried out. The test is conducted as an IT based test and is carried out in two parts; a multiple-choice section and a hazard perception test.

***"What happens in the multiple choice section?"***

In this part of the test you will be asked 100 questions split into four bands. For every question there will be **four** possible answers. You answer the questions by touching the computer screen to select the answer from the selection shown. To pass the test you must answer at least 85 questions correctly with a minimum of 20 correct answers in each band. This part of the test will last one and a half hours. You will have the option to work through a practice session lasting 15 minutes to help you get used to the system before you start the actual test.

### ***“How does the Hazard Perception part of the test work”***

After an optional break of up to 3 minutes the hazard perception test will begin. To start with you will be shown a tutorial video, showing a sample of test clips and a recorded explanation of how the test works. You may repeat this session once if you wish.

The test consists of 14 video clips, each lasting about 1 minute and containing at least 1 hazard. The clips feature normal driving situations which involve other road users. As soon as you see a hazard developing which may result in you as the ‘driver’ taking action, such as changing speed or direction, you press the mouse button. Each test contains 15 hazards.

You can score up to 5 marks for each developing hazard. The marking for each scoreable hazard depends on how early in the clip you detect the hazard. If you fail to respond within the scoring area of the clip, you will score 0 points. If you continually press the mouse throughout the clips in the hope of getting some points, a warning message will appear advising that you responded to the clip in an unacceptable manner and you will score 0 points. What matters is *when* you click on the mouse. It does not matter *where* on the screen you click. You must score a least 57 out of 75 to pass this part of the test.

Additional facilities will be available for people with special needs.

### ***“What happens then?”***

You must pass both parts of the test at the same time. You will be given your result once you have completed both parts and have returned to the waiting room. DVA will be advised of the result of your test and you may apply either for your Part I again (if you have not been successful) or your Part II (if you have been successful). You will be given the appropriate form when you receive your result at the theory test centre. Only 3 attempts at the Part I are permitted within a two year period from the date of the first test.

### ***“What will I need to know to pass the Test?”***

The theory test calls for a higher standard of knowledge than for a learner driver. The questions are based on all or any of the following:

- principles of road safety generally and their application in particular circumstances;
- techniques of driving a car correctly, courteously and safely including control of the vehicle, road procedure, recognising hazards and taking proper action, dealing properly with pedestrians and other road users, the use of safety equipment;
- the theory and practice of learning, teaching and assessment;
- tuition required to instruct a pupil in driving a car, including the items set out above, the correction of pupils errors, the manner of the instructor, the relationship between instructor and pupil, and simple vehicle adaptations for disabled drivers;
- the TSO booklet "The Highway Code" which you can get from most bookshops;
- the DSA publication "The Official Driving Test";

- interpretation of reasons for failure given in Form DL9A Driving Test Report;
- knowledge, adequate for the needs of driving instruction, of the mechanism and design of a car; and
- the official DSA Publication “Driving the essential skills” published by TSO, which you can get or order from most bookshops.

A recommended reading list is given at Annex B.

## THE TEST OF DRIVING ABILITY (PART 2)

### *"Where is the Test of Driving Ability held?"*

The tests of driving ability and ability to instruct are held in Belfast and Londonderry. Tests are arranged as necessary to meet demand. You will normally be given at least 3 weeks notice of this date. Send your application to the Register of Approved Driving Instructors.

### *"What does the Practical Test of Driving Ability consist of?"*

The practical test of driving ability consists of tests of both eyesight and driving technique. The test lasts for about 1 hour. You must pass both parts of the test at the same time.

- **The test of eyesight**

You must be able to read a be able to read in good daylight with the aid of glasses or contact lenses if worn, a motor vehicle registration mark containing letters and figures—

- (a) 79 millimetres in height and 50 millimetres wide at a distance of 26.5 metres; or
- (b) 79 millimetres in height and 57 millimetres wide at a distance of 27.5 metres.

If you do not pass the eyesight test, you will not be allowed to take the driving ability test.

- **The test of driving ability**

This test is not just a slightly more difficult 'L' test. It is of an advanced nature and a very high standard of competence is required. You must show that you have a thorough knowledge of the principles of good driving and

road safety and that you can apply them in practice. In particular you must satisfy the Examiner on all or any of the following subjects:

- expert handling of the controls;
- use of correct road procedure;
- anticipation of the actions of other road users and the taking of appropriate action;
- sound judgment of distance, speed and timing; and
- consideration for the convenience and safety of other road users.

The routes used for the test will include roads which may carry heavy traffic or fast moving traffic, for example motorways or fast dual carriageways. The routes will be both inside and outside built-up areas.

You will also have to demonstrate your ability to perform on 5 occasions a check on the condition and safety of one component of the vehicle. Checks will be chosen from a list of the components, e.g. tyres, steering, etc. Failure to answer questions correctly will accrue driving faults.

### *"What else must I do in order to pass?"*

You must drive in a brisk business-like way. You should aim to drive as you normally do and not try to put on an act for the Examiner. You must drive safely and within the legal limits. You must show the ability to perform any or all of the following manoeuvres:

- move away straight ahead or at an angle;
- overtake, meet or cross the path of other vehicles and take an appropriate course without undue hesitancy;

- turn left-hand and right-hand corners correctly without undue hesitancy;
- stop the vehicle as in an emergency;
- drive the vehicle in reverse gear and whilst doing so enter a limited opening to the right and to the left;
- turn the vehicle to face in the opposite direction by the use of forward and reverse gears; and
- park close to the kerb, using forward and reverse gears.
- park in a parking bay, using forward and reverse gears.

***"What sort of things might I fail on?"***

Some common causes for failure include:

- lack of progress (particularly on dual-carriageways and motorways);
- failure to avoid or correct skidding in the emergency stop exercise;
- failure to use observation correctly or to get the timing right in the turn round or reversing exercise;
- inconveniencing other road users;
- using signals which are excessive, unnecessary or misleading; and
- lack of effective observation at junctions, including those controlled by traffic lights.
- lack of observation during manoeuvres.

This is only a small selection of faults. There are many more reasons for failing the test but these are the most common.

***"What sort of car must I use for the Test?"***

You must provide a car for the test and prove that it is properly taxed, insured and MOT'd if necessary. It must be a saloon or estate car in proper working condition. It must be capable of the normal performance of vehicles of its type with manual transmission, right hand steering and a readily adjustable driving seat and seat for a forward-facing front passenger. The car should be free from advertisements and signs which could cause other road users to give it special consideration. If the vehicle does not meet these requirements the test will not proceed. The car may be going onto a motorway or fast dual carriageway, so make sure that any roof signs are removed. Cars must be fitted with an appropriate head restraint for the front passenger seat, a seat belt for the front and rear passenger seats in working order, and, a rear view mirror, for use by the Examiner from the front passenger seat.

***"Will anyone else come on the Test?"***

Occasionally the Examiner's Supervisor may wish to come along as well. Don't worry – they will not be concerned with your performance but with the examiner's and will take no part in the conduct of the test.

***"What is the pass mark and when will I find out the result?"***

All driving faults relating to a particular marking item will be recorded. More than 6 driving faults recorded during a test will cause the candidate to fail the test. One or more serious or dangerous faults will also result in a failed test.

The Examiner will give his decision and provide written confirmation at the end of the test.

## THE TEST OF ABILITY TO INSTRUCT (PART 3)

### *"What will I have to do to pass the Test?"*

The object of the test is to assess the value of the instruction you give and your ability to pass your knowledge on to pupils. The test is in 2 parts, each of which lasts about half an hour. You must pass both parts on the same test. You will be asked to show your knowledge and ability by giving practical driving instruction to the Examiner who will first take on the role of a pupil who is a beginner, or a learner driver with limited knowledge, and then a pupil who is at about test standard. The Examiner will explain everything to you in full at the time. For each of the two roles the Examiner will choose one of the exercises given below as the basis of the instruction:

- safety precautions on entering the car and explanation of the controls;
- moving off and making normal stops;
- reversing and while doing so entering limited openings to the right or left;
- turning the vehicle round in the road to face the opposite direction, using forward and reverse gears;
- parking close to the kerb, using forward and reverse gears;
- explaining how to make an emergency stop and practical instruction in the use of mirrors;
- approaching and turning corners;
- judgment of speed, making progress and general road positioning;
- dealing with road junctions;
- dealing with crossroads;

- dealing with pedestrian crossings; and giving correct signals in a clear and unmistakable manner; and
- overtaking, meeting, crossing the path of and allowing adequate clearance for other road users.

It is essential that you understand what is required in this test (see Annex B). You should listen very carefully when the Examiner explains what is required for each part. If you don't understand, say so and the Examiner will repeat his explanation. Remember during the exercises the Examiner is role-playing the part of a pupil. You need to forget that he is really an experienced driver. Once the test starts the examiner will remain in character in order to maintain, as far as possible, an air of reality. This is to help you forget he is an examiner. However, there may be times that s/he has to come out of role to clarify instructions or for road safety reason.

The instruction you give should be tailored to the time available. (ie about 30 minutes for each part) and to the standard of the pupil being role-played by the Examiner. You will probably find it helpful to establish the depth of the pupil's knowledge in each phase, by asking questions and observing the pupil's performance as you would with a real pupil you had not taught before. You should remember that asking how many lessons a pupil has had previously does not establish their ability.

You are allowed to use lesson plans and training aids and you may refer to brief notes or subject headings. You should not read at length, word for word from notes or books. The 'pupil' must be given a chance to demonstrate what has been taught, and any faults must be corrected. You should note that because there is only a short time for each part you should limit the amount of stationary instruction and pre-briefing. You should also be prepared for the 'pupil' to ask questions.

### *"How will I be Assessed?"*

In assessing your performance, the Examiner will take into account:

- the method, clarity, adequacy and correctness of instruction given;
- the observation, analysis and correction of faults committed by the 'pupil';
- your general manner.

You will be expected to maintain control of the lesson, be patient and tactful and give encouragement to the 'pupil' at all times.

### *"What sort of things might I fail on?"*

Among the many reasons for failure, the most common are:

- too long a briefing or one which is muddled or repetitive;
- expecting too high a standard from the 'pupil' in the beginner or part-trained stage;
- not instructing at a level appropriate to your pupils needs (over or under instructing)
- inability to recommence instruction at a different point or to go back and explain again;
- failure to detect faults;
- treating a 'pupil' as a novice in the trained stage;
- inability to adjust the content level of the lesson to match the 'pupils' knowledge;
- demoralizing the 'pupil', eg, "The Examiner will fail you if you do that on a test".

### *"What sort of car should I have for the Test?"*

You must provide a car and proof that it is properly taxed, MOT'd, (if necessary) and insured including any liability of the Examiner as a driver or person in charge of the vehicle (see below). It must be a saloon or estate car in proper condition. It should have a manual transmission, right hand drive, a readily adjustable driving seat and a seat for a forward facing front passenger. Cars must be fitted with an appropriate head restraint for the front driver's seat, and seat belts for front and rear seats in working order. You must also provide 'L' plates visible to the front and to the rear of the vehicle from a reasonable distance, which must comply with Schedule 3 of the Motor Vehicle (Driving Licences) Regulations (Northern Ireland) 1996.

### *"What sort of insurance should I have?"*

Your insurance must cover, for the time the Examiner is driving, any liability which the Examiner may have for all third party and damage risks, and for liability to any passenger, including an official passenger. You will not be able to obtain the name of your Supervising Examiner because we cannot guarantee that a particular Examiner will conduct the test. You can however advise your insurers that all examiners are over 21 years and that they are trained to a very high standard.

DVA is aware that insurance companies may request certain details of examiners. It is the Agency's policy for data protection and security reasons **not** to disclose personal information about examiners. The examiner will provide you with his name on the morning of the test, but he will not provide details of age, address etc. **Candidates who agree to attend tests with the expectation that extra information will be obtained on the day will be disappointed and will lose their test fee if the test cannot proceed.** We cannot accept responsibility for risks not covered by insurance, including the loss of any no-claims bonus or the cost of repairing any minor damage. If either the car itself or the insurance does not meet with these requirements, the test will not be allowed to continue.

***"Does the Examiner's Supervisor come on the test as well?"***

Yes, sometimes.

***"What else do I need to bring with me on the day of the test?"***

You will need to bring your appointment letter and driving licence and photo identification if your licence does not have a photograph.

***"When will I know the result of the test?"***

You will be sent a letter, telling you your result within 5 days of the test.

## **TRAINEE LICENCE**

***"Is it possible for me to get practical experience before taking the Register Qualifying Examination?"***

Yes. You may instruct friends or relatives so long as no payment is involved.

You can also apply for a trainee licence, and, if granted, this will allow you to instruct for payment although you are not registered as an Approved Driving Instructor. Many people pass the qualifying examination without needing a trainee licence. Application forms may be obtained from the Register of Approved Driving Instructors, Balmoral Road, Belfast BT12 6QL.

***"How long are trainee licences valid for?"***

Six months, and apart from very exceptional circumstances you will only be granted two licences, as we do not intend you to be granted licences for as long as it takes you to pass. It is not vital that you hold a trainee licence

before you become registered and the licence is not an alternative to registration.

***"Can anyone apply for a trainee licence?"***

If you apply for a trainee licence you must:

- currently hold a full Northern Ireland, Great Britain or Community car driving licence;
- have held one of the above or a foreign licence for a total of 4 years out of the past 6 years preceding the date of your application;
- not have been under disqualification from driving for more than 12 months for any part of the four years preceding the date of your application;
- be a fit and proper person (See page 4);
- have passed Parts I and II of the Register Qualifying Examination and not failed Part III on three occasions.

***"Are there any conditions under which a licence is granted?"***

Yes. The conditions under which a licence is granted are:

You are only authorised to give instruction from the address shown on the licence. If you change your supervising ADI you must apply to have your licence re-issued.

- It is important that you appreciate that a Trainee Licence does not allow you to set up in business on your own behalf. You should not advertise yourself, your telephone number or any 'brand' which is unique to you, which might infer that you are an ADI.

- For the 6 months that your licence is in force, you must be under the direct personal supervision of an ADI for at least 20% of the time for which you give paid instruction; "direct personal supervision" means that the ADI must accompany you during the lessons you give in order to monitor closely the quality of your instruction.
- You must keep a daily record of the time you spend giving instruction and the supervision you get during the first 6 months. This must be signed both by you and the supervising ADI. The record must be produced, on demand, to an authorised officer of the Department, and at the expiry of the licence it must be sent to us. Remember it is vital that you get the training and supervision mentioned above from your driving school or supervisor. It is your responsibility to ensure that records are completed correctly. Records should not be signed by the supervisor in advance. It could be the difference between you passing or failing the Register Qualifying Examination or having your licence revoked.
- The use of the licence is your own responsibility. No refunds will be given for any period when the licence is not used, or for any period after you have passed the Register Qualifying Examination.
- DVA recommends that anyone taking training to pass the qualifying examinations, should make appropriate checks regarding the competence of the trainer or training school which they have chosen - particularly *before* handing over advance fees for tuition. ADI trainers are not regulated and the Agency cannot recommend any (although a list of known trainers can be obtained from the Agency's website or DVTA ADI section). It is therefore in your interests to make sure that you know what to expect for your tuition fees in advance and it might be worth your while to 'shop around'. Ideally, training should cover the items listed in Annex C.

***"Can my licence be taken away?"***

Yes. The Registrar can revoke your licence if:

- any of the conditions under which the licence was granted are not kept; or
- the licence was issued by mistake or gained by fraud.

***"What do I do if my trainee licence is lost or stolen?"***

Report it to the Police and to DVA ADI section .

***" Do I have to display my trainee licence?"***

No – but it would be a good idea for you to do so to indicate to learners and to the enforcement agencies that you are permitted to instruct for reward.

**ADI REGISTRATION**

***"What happens once I qualify?"***

Your name will be entered in the Register once you have qualified and paid the fee. You will then be sent an official Certificate of Registration which will have your name, photograph and official title. The Certificate is suitable for display in the car that you use for tuition. The Police and authorised officers of the Department of the Environment may also ask you to produce your Certificate. You must not give instruction for money before you have received your ADI Certificate, unless you are a holder of a valid trainee licence.

REMEMBER - If you wish to have your name entered in the Register you must apply for registration within 12 months of passing the Register Qualifying Examination.

***"Do I have an official title?"***

Yes. The official title of registered instructors is "Department of the Environment Approved Driving Instructor" (DOE ADI) and you are allowed to use this title for as long as your name is on the Register. It is illegal for anyone to use this description unless they are entitled to.

### ***"Will I have to take more tests?"***

Yes. When required to do so by the Registrar you must take a test of 'continued ability and fitness to give instruction' (check test). The Examiner will be present whilst you are giving a driving lesson to a pupil. You will be assessed much as before on:

- method, clarity, adequacy and correctness of instruction;
- the observation and proper correction of the pupil's errors; and
- manner, patience, tact and ability to inspire confidence.

The tests are conducted Mondays to Fridays during normal working hours. If you do not have a pupil at the time, you may give instruction to a full licence holder, but the level of instruction should be equal to their ability.

You must not use a current ADI as a pupil. As before, the Examiner's supervisor may wish to come along.

### ***"What happens if I fail to attend my check test?"***

If you cannot attend your check test you should notify DVA ADI section as soon as possible and they will cancel your appointment and issue you with another. If you do not attend and fail to notify DVA or continue to fail to attend this could result in your name being removed from the register.

### ***"How long does registration last?"***

Registration lasts for a period of 4 years. Before it expires you can apply to extend it for a further 4. As a courtesy we try to send out a renewal notice to your last known address about a month before your registration runs out. But it is your responsibility to note the expiry date and to apply to the Registrar for renewal, whether or not a renewal notice is sent. You must still satisfy the conditions to be an ADI and you must, not have refused to undergo a check test nor have failed it. If your registration is allowed to lapse for a year or more from the expiry date, you must re-sit the three parts of the qualifying examination before you can be re-entered in the Register.

### ***"What happens if my certificate is lost or stolen?"***

If you can satisfy us that the original has been lost, stolen, damaged or destroyed, then a new certificate will be issued to you. This new certificate will make the previous one invalid, so if the original is found, it must be returned to us to be cancelled. The fraudulent use of such a certificate is a serious offence.

### ***"What happens if I change my address or details?"***

You must tell us promptly if you change your home or working address, or if you change your name following marriage or divorce. If you don't, you may not receive your notification of a check test or renewal notices or a member of the public may be told that you are not an ADI (if we don't know your new name).

### ***"What should I do if I am convicted of an offence?"***

You must notify us immediately whether the offence is motoring or non-motoring. DVA will become aware of the conviction when we run a character check on renewal. Failure to disclose the information could effect the Registrar's decision to renew your registration.

### ***"Can my registration be taken away?"***

Yes. Your name can be removed from the register at any time if the Registrar is not satisfied that you still meet the qualifications for registration or if you have failed, or refused to take a check test.

***"Is it possible for me to appeal against any of the Registrar's decisions?"***

Yes, if you are aggrieved by the Registrar's refusal of your application or removal of your name from the Register, or if your existing licence is revoked, you have the right of appeal to the Department of the Environment.

The Registrar will notify you of his intention and you are entitled to make representation to him with a view to reversing his decision. If the Registrar stands by his decision you then have a right of appeal to the Department. The same rights of appeal apply to a person who is refused a trainee licence.

***"What happens then?"***

On receiving the appeal, the Department may appoint a board to hold an enquiry into the matter and the Department will make their decision after considering the recommendations of the board.

***"What sort of responsibilities do I have as an ADI?"***

You have a professional responsibility to ensure that all your pupils are ready for the driving test when they take it. This means that they have been trained to a level of competence which will enable them to drive safely without the help of their instructor. You should be teaching your pupils to drive as a life long skill and not just to pass the driving test. The test is just a step in the learning process. You also have a responsibility to treat your pupils in a courteous, respectful manner appropriate to a teacher/pupil relationship.

***"Do I need to take more training?"***

It is not a requirement to stay on the register to take more training. However, it would certainly be in your and your pupil's interests to keep your skills and competencies up to date - be it by with formal training or simply subscribing to relevant publications and so on. Driving conditions and the regulations concerning licencing have changed so much in recent years and will continue to change. Keeping up to date might make the difference between you passing your check test or not when the time comes.

## ANNEX A

### THEORY TEST

#### RECOMMENDED READING

- DL8, 'Certificate of Passing a Test of Competence to Drive'
- 'Driving – the Essential skills', The Official Driving Standards Agency Book
- The Highway Code
- The Official Driving Test (ISBN 0-11-552254 - 9)
- DL9a, 'Driving Test Report' including the fault explanatory note
- The Motor Vehicles (Driving Licences) Regulations (Northern Ireland) 1996
- The Driving Instructor's Handbook (A Reference and Training Manual)
- Instructional Techniques and Practice
- DL3, 'Practical Driving Test Appointment Application'
- Practical Driving Test Appointment Letter
- Guide for Driving Instructor DSA Handbook
- Know your Traffic Signs – The Stationery Office

## ANNEX B

### PREPARATION FOR THE TEST OF ABILITY TO INSTRUCT

You must prepare yourself thoroughly before taking this test. As the number of attempts is limited it is in your interests to ensure you are well prepared.

There are three main areas which you should know about:

- Instructor Characteristics
- Instructional Techniques; and
- Fault Assessment.

These three subjects cover the range of skills needed by you if you are to be successful in the Part 3 examination and as an Approved Driving Instructor.

#### *Instructor Characteristics*

A good instructor must be:

- **Articulate**

You must pass on information in an easily understood manner that is not needlessly repetitive.

- **Enthusiastic**

Enthusiasm is demonstrated where you never miss an opportunity to give additional guidance, but not to the point of over-controlling the pupil. It is also shown when you show a keen interest in all that takes place during the lesson.

- **Encouraging**

Encouraging the pupil is part of the stock in trade of all teachers. Pupils need to know when they have done something well.

- **Friendly**

You should have an easy relaxed manner, outgoing but not over familiar; a good rapport with the pupil.

- **Patient**

You should be patient and be prepared to repeat a sequence of instructions over and over again without criticising the pupil's inability to master a particular skill. You should also be prepared to try an alternative approach if it is clear the pupil is having difficulty learning.

- **Confident**

You should be self confident, and capable of passing on confidence to the pupil.

### ***Instructional Techniques***

This is the way in which you should structure a lesson to ensure there is an opportunity for learning to take place:

- **Objectives**

You must have well defined and obvious points for the lesson and explain these to the pupil.

- **Level of Instruction**

The teaching you give must be matched to the ability and experience of the pupil or it may go above their heads and be wasted or be too simple.

If the pupil is one you have not instructed before you need to find out the level of their ability at the start of the lesson.

- **Summary at the Start**

At the beginning of the lesson you should go over the main points covered in the previous lesson to establish a base line. ("Aims for this lesson"). This should be a two-way discussion, taking account of the pupils comments before setting the aims and objectives of the lesson.

- **Directions and Instructions**

You must give clear directions. The pupil must be in no doubt where they are to go. Directions must be given at the correct time, neither too early nor too late. Instructions should be given in good time for the pupil to respond to the situation at hand. All instructions must be related to the prevailing road and traffic conditions.

- **Language**

The language you use must be clear and easily understood, avoiding the use of technical terms and jargon where possible. If technical terms are necessary you must make sure that the pupil understands them.

- **Question and Answer Techniques**

At appropriate points during the lesson you should ask questions that contribute to meeting the objectives of the lesson. Ideally the questions should be simply worded, well defined, reasonable, relevant and well timed. There is a need for questions that are thought provoking and challenging as well as ones that simply test a pupil's memory. You should encourage a pupil to ask questions at appropriate times.

- **Feedback**

- This refers to your response to a pupil's questions, answers and performance in order to inform them of their progress. Having asked a

question you must listen carefully to the pupil's answer and correct any misunderstandings. You should answer a pupil's questions at the appropriate time, clearly and give all necessary information. Feedback is also necessary for you to judge how well the pupil is doing.

- **Summary at the End**

At the end of the lesson you should summarise the main points covered during the lesson. You should assess the achievement level of the pupil (including their faults) and discuss this with them.

#### *Fault Assessment*

You need to be able to identify, analyse and assess a pupil's faults, if a remedy is to be found which will help the pupil to improve his/her performance:

- **Faults Identified.** You must tell the pupil that a fault has occurred. In the early stages when the pupil makes lots of mistakes you will probably have to be selective and mention only the important ones.
- **Faults Analysis – Offered.** You must explain why the fault has occurred (cause and effect).
- **Faults Analysis – Correct.** You must be sure that the fault analysis is correct.
- **Faults Assessment - At the Correct Time.** The fault assessment need not be immediate if this would be dangerous, but you should give it at the first opportunity.
- **Use of Dual Controls.** Dual Controls should only be used when necessary and the pupil should be told when they are used. You must not be controlling the pupil all or most of the time. However, dual controls can also be used as an effective teaching aid as part of a demonstration.

## ANNEX C

### **Programme of Training for Licensed Trainee Driving Instructors**

1. Explaining the controls of the vehicle, including the use of dual controls
2. Moving off
3. Making normal stops
4. Reversing, and while doing so entering limited openings to the right or to the left
5. Turning to face the opposite direction, using forward and reverse gears
6. Parking close to the kerb, using forward and reverse gears
7. Using mirrors and explaining how to make an emergency stop
8. Approaching and turning corners
9. Judging speed, and making normal progress
10. Road positioning
11. Dealing with road junctions
12. Dealing with cross roads
13. Dealing with pedestrian crossings
14. Meeting, crossing the path of, overtaking and allowing adequate clearance for, other vehicles and other road users
15. Giving correct signals
16. Comprehensive knowledge of traffic signs, including road markings and traffic control signals
17. Method, clarity, adequacy and correctness of instruction
18. General manner