

# ASHLEY NEAL

-----INSTRUCTOR TRAINING -----

YOUR GUIDE TO BECOMING A DRIVING INSTRUCTOR



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Congratulations! You have taken your first step towards your new career as a Driving Instructor.

This information booklet explains all that you will need to know about the qualification process to become an ADI (Approved Driving Instructor).

The process to get this qualification usually takes 6-12 months and involves a lot of hard work and commitment, but the benefits of being self-employed with an earning potential of in excess of £500/per week surely make it worthwhile.

We always encourage enquirers to contact other training establishments and compare what they have to offer; to decide which one best suits your needs. We are confident that after doing this you will realise that our courses offer the best value for money and flexibility as well as the personal one-to-one training no one else can match.

The course can fit in around any current job or commitments, with training available at weekends and in the evenings.

Training is available throughout the Merseyside area but we encourage enquiries from further a field as we are based within one hours' drive of Preston, Manchester and North Wales.

Please read on to find out exactly what the course entails.

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### THE 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 also ensures that the public can rely upon an acceptable minimum standard of tuition from registered driving instructors. It is administered by the Driving Standards Agency on behalf of the DETR under the provisions of the Road Traffic Act 1988. Under the rules of this Act it is illegal for anyone to charge (either money or money's worth) for instruction in driving a motor car unless:-

- their name is on the Register of Approved Driving Instructors; or
- they hold a trainee's "Licence to give instruction" issued by the Registrar.

### To be an Approved Driving Instructor (ADI) you must;

- hold a full British or Northern Ireland car driving licence;
- have held it for a total of at least four out of the past six years prior to entering the Register after qualifying, but a foreign driving licence, an automatic car driving licence, or a provisional licence held after passing the driving test, all count towards the four years;
- not have been disqualified from driving at any time in the four years prior to being entered in the Register;
- be a fit and proper person to have your name entered in the Register.

All convictions, including motoring offences, still in force (i.e. not 'spent' under the Rehabilitation of Offenders Act 1974) will be taken into account when your suitability is assessed to be entered in the Register; and pass the Register qualifying exam which is in three parts:-

- |  |        |
|--|--------|
| • a theory test                                | Part 1 |
| • a practical test of your driving ability     | Part 2 |
| • a practical test of your ability to instruct | Part 3 |

You must take and pass all three parts of the exam in this order and must complete the whole exam within two years of passing the written test. If you are unable to complete the exam within this time you must start again from the beginning and pass each part once again.

You are only allowed three attempts at each of the practical tests. If you do not pass in the three attempts you must wait until the end of your two year period before you can requalify, starting with the theory exam.

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### THE THEORY EXAMINATION (Part 1)

The Part 1 test can be taken at any theory test centre in Great Britain. The test calls for a high standard of knowledge. It is a single test of 100 questions to be completed in one and a half hours. For every question a choice of four answers is given. Only one of these answers is correct. The questions are based on all or any of the following:-

- principals 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 the instructor and pupil, and simple vehicle adaptations for disabled drivers;
- "The Highway Code"
- the booklet "The Official Driving Test"
- interpretation of the reasons for failure given in form DL25A the "Statement of Failure" to pass the driving test;
- knowledge of the mechanism and design of a car;
- the official DSA book "Driving - the Essential Skills"

The overall pass mark for the Part 1 is 85%. However you must reach a minimum mark of 80% in each of the four areas the test is split into. In addition, candidates are required to score at least 57 out of 75 at the hazard perception test. Both parts of the exam must be passed together to pass the Part 1 test. The result of the test will be given at the end of the test.

Study for this section may be mixture of the following;

- Home study
- Classroom based study
- In-car training

You can have as many attempts at this part of the exam as you need to pass.

Once Part 1 has been passed you can immediately start the second part of your qualification "the practical test of your driving ability" (Part 2).

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### THE TEST OF DRIVING ABILITY (Part 2)

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

You must be able to read a car number plate at a distance of 27.5m in good daylight, with the help of glasses or contact lenses if worn.

The test of driving technique 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 principals of good driving and road safety and that you can apply them in practice.

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.

No more than six minor errors may be committed on this test, with any serious or dangerous faults committed resulting in an automatic failure of the test.

You must drive in a brisk business-like way, but you must drive safely and within the legal limits.

You must provide a car for the test which is properly taxed and insured. It must be a saloon, hatchback or estate car in proper working condition and with seatbelts in working order. It must be capable of the normal performance of vehicles of its type with manual transmission, right hand steering and a readily adjustable seat for a forward facing front passenger. The car must not be displaying "L" plates. (Vehicles can be hired for the purpose of this test from ourselves)

The examiner will give a decision at the end of the test.

Training for this section will comprise of the following:-

- In car training
- Practice in-between sessions

You are only allowed 3 attempts at this part of the exam. If you fail all three attempts you must wait two years from the date of passing Part 1, until you start to re-qualify from the beginning.

Once Part 2 has been passed you can immediately start the last part of your qualification "the practical test of your ability to instruct" (Part 3).

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### THE TEST OF YOUR ABILITY TO INSTRUCT (Part 3)

The test of instructional ability lasts for about one hour. It consists of two "phases", where the Supervising Examiner who conducts the test, role-plays a pupil at a certain level of competence that the candidate has to teach. You must pass both parts on the same test. 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 when doing so entering limited openings to the left and the right.
- 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.
- Judgement 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.
- Overtaking, meeting, crossing the path of, allowing adequate clearance for other road users and anticipation.

The instruction you should give should be tailored to the time available (30 min's each part) and to the standard of the pupil being role-played by the examiner.

You must provide a car for the test to the same regulations as described in the Part 2 section of this booklet, but in addition you must also display two "L" plates for the test (As with Part 2 such vehicles can be hired from ourselves for the purpose of the test).

The examiner will give the decision at the end of the test.

You are only allowed 3 attempts at this part of the exam. If you fail all three attempts you must wait two years from the date of passing Part 1, until you start to re-qualify from the beginning.

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### TRAINEE LICENCE

If you have passed the driving ability test you can apply for a “trainee licence”. If granted, this will allow you to instruct for payment although you are not registered as an Approved Driving Instructor. Many people pass the Part 3 exam without needing a trainee licence; however the experience gained from the licence is often invaluable in gaining the necessary experience to pass the exam, and is the most popular choice. A licence is only valid for 6 months and apart from very exceptional circumstances you will only be granted one licence.

One of the conditions of the trainee licence is that you receive at least 40 hours practical training from an ADI. You must receive some training in every one of the subjects listed.

This is the training that we provide whether or not you decide to apply for a trainee licence.

The training provided may be in class, in car or most likely a mixture of the both.

If the trainee licence is granted, for the first 3 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 instruction or receive 20 hours of additional training plus a further 5 hours if Part 3 is failed.

Again this training is provided with the courses we offer.

If the trainee licence is the preferred option, we can usually organise this with a local driving school, if not with ourselves (ASHLEYNEAL Driving instruction). However, doing this course does not tie you in to working for any driving school, including our own, which is unlike many other courses available.

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### ADI REGISTRATION

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 the official badge. Whilst you are giving instruction you must display your certificate in the bottom left hand corner of your windscreen of your instruction vehicle. Registration normally lasts for a period of 4 years. Before it expires you can apply for it to be extended for a further 4.

All ADI's will be graded once qualification has been achieved from 1-6. Grades 1-3 are unacceptable and may be given when an instructor completes a test of "continued ability and fitness to give instruction" (check test) and has not reached the required standard. This would result in other check tests until the grades improved, or in extreme situations removal from the register. Grades 4-6 are acceptable 4 being the lowest and 6 being the highest. Throughout your life as an ADI you will be continually reassessed every 2-4 years (depending on your grade) to ensure your "continued ability and fitness to give instruction".

Further training towards your check tests is available through ourselves, to ensure you achieve your highest grade possible.

### YOUR NEXT STEP

To continue your road to becoming a driving instructor, please contact us to arrange an informal meeting where you will be given a driving assessment, and also given a chance to ask any questions you may have, to help you decide on whether or not to pursue a career as an ADI.

ASHLEYNEAL Driving Instruction Limited,  
50 Whitewood Park,  
Fazakerley,  
Liverpool,  
L9 7LG,  
08452 606 602  
0151 523 6177  
07710 414439

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### COSTS

#### **PART 1 (The written exam)**

	£
Part 1 Home Study Pack	149.00
Classroom session/per hour (optional)	30.00
In car hazard perception training/per hour (optional)	35.00

#### **PART 2 (The driving ability test)**

In car training/per hour	35.00
Car hire for the purpose of the Part 2 test	75.00

#### **PART 3 (The instructional ability test)**

In car training/per hour	35.00
Lesson Plans	50.00
Car hire for the purpose of the Part 3 test	75.00

#### **FULL COURSE**

Including Part 1 Home Study Pack, All Part 1 in car/classroom sessions as required, 20 hours Part 2 in car sessions as required, 40 hours training towards Part 3 exam, 5 hours further training after each attempt at Part 3 if failed, Lesson Plans Briefing CD's Car hire for exams (if required)	2250.00
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#### **RETRAINING (Development/ Check Test Help)**

In car sessions/per hour	35.00
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#### **ADI REGISTER (payable direct to the DSA)**

Theory examination (multiple choice & hazard perception)	80.00
Part 2 practical examination	99.00
Part 3 practical examination	99.00
Trainee licence (6 months)	125.00
Initial ADI registration- 4 years	300.00
Renewal of registration- 4 years	300.00

The driving school reserves the right to charge for any training not cancelled at least 48 hours before the date booked. Payment for training must be paid for in advance. Prepayments are refundable at the discretion of the management, on production of an official receipt (usually for medical conditions, and not including any course materials).

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### COMPLAINTS

Any complaints will be treated very seriously and in total confidence. We pride ourselves in the services we provide to be professional and the information we give in any circumstances not to be misleading. If you have any complaint about how any of our staff have acted please contact us by post and we will endeavour to rectify the situation as soon as possible.

Complaints,  
ASHLEYNEAL Driving Instruction Limited,  
50 Whitewood Park,  
Fazakerley,  
Liverpool,  
L9 7LG.

We will reply in writing, within 10 working days of receiving your letter. You can take matters further if you are still dissatisfied by writing to:

The Register of Approved Driving Instructors  
Driving Standards Agency  
Stanley House  
Talbot Street  
Nottingham  
NG1 5GU