

Information Pack



let's instruct
Quality Driver Instructor Training

Phone : 01327 844875 **Email** : info@letsinstruct.co.uk

Web Site : www.letsinstruct.co.uk

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Introduction

Thank you for downloading the Let's Instruct Information Pack. I hope you find it both useful and informative.

The aim of this pack is to give you an honest view of the advantages of becoming an Approved Driving Instructor, the qualifications required, Let's Instructs training options, along with our competitive price list.

Let's Instruct has been established to give quality driving instructor training. Training is delivered primarily in car and can be on a two trainee to one trainer basis or one to one depending on your preference. There is no large course fee to pay at the start of your training as you pay for each stage as you progress.

One size does not fit all and these simple differences in our training and payment structure allow us to give you a flexible and personalized training course.

We give a personal service where you will be able to build a relationship with your trainer allowing them to bring out the best in you.

Having read this pack, if you have any further questions, or would like to arrange a meeting with one of our trainers to discuss training options, please contact us by phone on 01327 844875 or e-mail us at info@letsinstruct.co.uk.

Training can be started in less than a week and for an initial cost of just £250.00.

Thank you once again for showing an interest in Let's Instruct.

Yours Sincerely,

Matthew Stone

Director

Why Become A Driving Instructor

If you find your job mundane, you are stuck in a rut or feel you need to take control of your career then becoming a driving instructor could be for you.

Instead of fitting your life around work you can fit your work around your life. Work / life balance is of huge importance these days and becoming a driving instructor is the ideal way to make this work for you.

Becoming a driving instructor means :

- Self employed. You are your own boss.
- Flexible working hours.
- Meeting and working with new people.
- Low business set up costs
- Huge sustainable market.
- Lucrative for good instructors.
- Excellent career prospects and further qualifications.
- Job satisfaction.
- Gain huge satisfaction in seeing someone you have taught reaching their goal. Knowing you have made a real difference to their lives having taught them a life skill.

When starting out, lots of driving instructors worry about there being enough work for them. There is a huge market out there which can be very lucrative for good instructors with new customers coming through every year. When qualified you can set up your own business at low cost or if you are still unsure, you will be approached by driving schools both large and small to be franchised with them. This is something we can advise you on throughout your course.

After becoming an Approved Driving Instructor you open many avenues for furthering your career. Fleet training, ADI training, CPD training, disabled training, B+E towing training are just a few of the possible options. There are many changes coming to the industry in the next few years which makes this a very exciting time to join.

Becoming a Driving Instructor

To become a driving instructor you will need to pass three exams.

- IT based Theory Test and video based Hazard Perception Test
- Practical test of your driving ability
- Practical test of your ability to instruct

All tests have to be taken and passed. You must pass the practical tests within two years of passing your theory test or you will need to begin the whole process again.

You are only permitted three attempts at each of the practical tests. If you fail three times then you will have to wait until the end of your two year period before you can begin the process again, starting with the theory test.

Once you have passed the first two parts of your examination and had 40 hours of training you may apply for a Trainee Licence. This allows you to teach people to drive for money and lasts for six months or until you have passed the part 3 exam (whichever is first).

While on the trainee licence you are required to be supervised for 20% of your lessons or take another 20 hours of training within three months of your licence beginning or before you take your first attempt at part 3 whichever is sooner. The trainee licence can only be extended if you are unable to take three tests within the specified six months period.

IT based Theory Test and Video Based Hazard Perception Test (Part 1)

Candidates taking the theory test will answer multiple choice questions by touching the computer screen. The system is designed to be very easy to use. Where do I take the test?

The Theory Test is taken at one of the 158 theory test centres around the country. A list of these can be found in the ADI starter pack.

Appointments for the test can only be made once the application form ADI3 has been processed and letter of acceptance onto the register has been received. The ADI3 is also in the ADI starter pack.

What is the theory test?

Candidates taking the theory test will answer multiple choice questions by touching the computer screen. The system is designed to be very easy to use.

You will have up to fifteen minutes to familiarize yourself with the system before you begin and staff are on hand to help.

One question at a time will appear on the screen and candidates are able to move backwards and forwards through the questions at any time. It is easy to change any answers and the system alerts you to any questions you have missed.

What will I need to know to pass the test?

The theory test calls for a high standard of knowledge. It consists of 100 questions taken from a question bank of 934. For every question there are a choice of four answers, of which one is correct.

You have 90 minutes to complete the test. The questions will be based on the following:

- **Techniques of driving a car correctly, courteously and safely:**
including control of the vehicle, road procedure, recognizing hazards and taking proper action, dealing with pedestrians and other road users and 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 pupil errors, the manner of the instructor, the relationship between instructor and pupil, and simple vehicle adaptations for disabled drivers.
- **The Highway Code.**
- **DSA publications:**
“The official guide to learning to drive”, “Driving The Essential Skills”
- **Interpretations of the reasons for failure given in the DSA form DL25 A/B/C, the “Driving Test Report” and “Your Driving Test Report Examined”**
- **Knowledge of the mechanism and design of a car, in sufficient depth for driving instruction.**

The Test Structure

All the questions from the syllabus have been put into ten subject groups, which in turn have been banded into four main sections; each band being one quarter of your total marks (25%).

Band 1	Road procedure (25 questions)
Band 2	Car control (10 questions) Mechanical knowledge (5 questions) Traffic signs and signals (5 questions) Pedestrians (5 questions)
Band 3	Driving test (10 questions) Disabilities (5 questions) Law (10 questions)
Band 4	Publications (10 questions) Instructional techniques (15 questions)

How to Prepare for the Theory Test

The Let's Instruct home study pack includes everything you need to study and practice for the theory test.

What is the Hazard Perception Test?

After a three minute break following the end of the theory test, the hazard perception test will begin. You will be shown a tutorial video first which uses sample footage and includes a sound track explaining how to complete the test. This may be repeated.

The test consists of 14 one minute clips that feature a variety of developing hazards including vehicles, pedestrians and road conditions. When you see a hazard developing that could cause the driver to change speed or direction, you should click the mouse. The earlier you click the mouse the higher your score, with a maximum of 5 points per hazard. There are 15 hazards contained within the 14 clips, meaning you will need to watch them all from start to finish.

How to prepare for the Hazard Perception Test

The let's instruct home study pack includes everything you need to study and practice for the hazard perception test.

Pass marks for the Theory / Hazard Perception Test

Candidates have to pass both elements of the test at the same time to obtain an overall pass. The overall pass mark for the theory test is 85%. However, you must also reach a minimum mark of 80% in each of the four bands mentioned earlier. This does mean you can achieve a higher mark than 85% overall and still fail.

The pass mark for the hazard perception test is 57 out of 75.

The results of your test will be given to you before you leave along with details about applying for the test of driving ability (part 2).

You will be informed of the bands in which you got any questions incorrect, but you will not be told which specific questions you got wrong.

The ADI Test of Driving Ability (Part 2)

The test of driving ability is held at a number of test centres around the country, a list of which you will find on the application form. Tests are arranged on demand and you may get an earlier date if you put a second choice of test centre on your application form. You will be given a minimum of three weeks notice of your test date.

What does the test consist of?

The practical test of driving ability consists of an eyesight test and a test of driving technique. It will last about one hour and you must pass both parts at the same time.

The Eyesight Test

You must be able to read a car number plate at a distance of 27.5 metres (90 feet), where the letters and numbers are 79.4mm tall (3.5 inches), in good daylight, with the assistance of glasses or contact lenses if worn. If you don't pass this part of the test then you will not be allowed to carry on with the test of driving technique.

The Test of Driving Technique

This is not a slightly harder version of the ordinary driving test. The standard of competence required is very high, and you must demonstrate a thorough knowledge of the principles of good driving and road safety; showing that you can apply them.

You are a professional driver!

You must satisfy the examiner on all the following subjects

1. Expert handling of the controls
2. Use of the correct road procedure
3. Anticipation of the actions of other road users and then taking appropriate action
4. Sound judgement of distance, speed and timing
5. Consideration for the convenience and safety of other road users

The routes used for this test take in a variety of road types :

- Motorways
- Dual carriage ways
- Urban and Rural Roads

Covering all speed limits and traffic conditions.

You are expected to show you can perform during the test

- 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 without undue hesitancy
- Stop the vehicle as in an emergency
- Reverse round a corner to the right and to the left using effective all-round observation
- Reverse park the vehicle into the space behind a parked car, within the space of about two car lengths; close to and parallel with the kerb, using effective all-round observation. Or reverse park into a parking bay, with due regard for other vehicles or pedestrians, whilst using effective all-round observations.

Manner of the drive

You must drive positively in a brisk, business-like manner. You should aim for this to be your normal driving manner, while keeping to the legal speed limits and driving safely at all times.

Common ways to fail

Failing to make progress (particularly on dual carriageways and motorways) when safe to do so

- Failure to avoid or correct skidding during the emergency stop exercise
- Failure to use effective all-round observation during the manoeuvres
- Inconveniencing other road-users
- Thoughtless or misleading use of signals
- Not using effective observations at junctions, including those controlled by traffic lights

Although only a small selection of reasons for failure, these tend to be the most common.

What sort of vehicle do I use for the test?

You must provide a car for the test which is properly tested and insured. It must be a saloon, hatchback or estate in good working order and with fully functioning seat belts. It must be capable of the normal performance of vehicle of its type with a manual transmission, right-hand-drive, a readily adjustable seat with head restraint for a forward-facing front passenger, and an adjustable interior rear-view mirror for use by the examiner. The car must not display 'L' plates.

If your vehicle does not comply with all of the above, the test will not take place.

Who will be present when I take my test?

Sometimes the examiners supervisor may come along on the test. They are not concerned with you but are assessing the performance of your examiner. Their presence will have no bearing on the outcome of your test.

Your trainer may also sit in on your test if you wish. Remember, the car will be heavier with more people so take that into account when pulling away.

When will I receive the result?

The examiner will give you the result of your test at the end. If you have passed you will be given an application form for the Part 3 (Test of Instructional Ability). If you fail you will be given a sheet outlining your mistakes. However, the examiner will not discuss these mistakes in any great detail.

Test Result Appeals

If you feel that your test was incorrectly conducted in accordance with the relevant regulations, you may apply to a magistrate's court, acting for the Petty Sessions area in which you live. You have six months from the date of the test in which to appeal. In Scotland the system is different and you have only 21 days to appeal to the sheriff for your area.

If the court finds the test was not conducted properly it may order a refund and authorize you to undertake a new test. Remember that you are not appealing against the result or the test but the manner in which it was conducted.

The examiner's decision and test result cannot be altered.

The Test of Ability to Instruct (Part 3)

What will I have to do to pass?

This test will assess the quality of your instruction and your ability to pass on your knowledge. The test is in two parts lasting approximately 30 minutes each. You must pass both sections on the same test.

You will be asked to demonstrate your knowledge and ability by giving practical driving instruction to the examiner. For the first half of the test the examiner will take on the role of a pupil at the beginner stage. He will then take on the role of a pupil at nearly test standard, or post-test standard receiving driver development training.

The examiner will give you an outline of the pupil he is portraying e.g. Name, lessons had so far, characteristics etc. For each of the two roles the examiner will choose one of the following exercises as a basis for instruction :

Lesson Topics

- Safety precautions on entering the car and explanation of the controls
- Moving off and making normal stops
- Reversing into limited openings to the left or right
- Turning the vehicle round in the road to face the opposite direction, using forward and reverse gears (Turn in the road)
- 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
- Over-taking, meeting and crossing the path of other road users, allowing adequate clearance.

The Examiner

The examiner will explain what is required for each part of the test. It's essential that you listen very carefully and ask if you are unclear about anything he has said. The examiner will happily repeat his explanation.

You need to tailor your instruction to the time available (30 minutes for each part) and the standard of the pupil being portrayed by the examiner. Ask questions to find out the depth of the pupil's knowledge and ability and listen carefully to the answers, as vital clues may be given. Observe the pupil's performance and act on what you are seeing just as you would under normal teaching circumstances. For example, poor clutch control on the way to a reverse corner may be a clue as to what is coming later-forget that they are an examiner!

Training aids and lesson plans

You are allowed to use lesson plans and training aids (e.g. diagrams). Brief notes and subject headings are acceptable but you should not read at length, word for word from notes or books.

The pupil must be given the chance to demonstrate what has been taught, and any faults must be corrected. Remember, time is limited for each section so time spent stationary for briefing should be kept concise and to the point. The first half of the test is likely to require more stationary work than the second.

Be prepared for the pupil to ask questions and take notice of what is asked and why.

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. There are not necessarily right or wrong answers, it is the relevance of the instruction in relation to the ability of the pupil under the current road conditions that is being tested.

Your training will help you to prepare for this, but you will have to be flexible and adapt your training and technique to meet the situation on the day.

Common ways to fail :

- Briefing too long or muddled
- Expectations of the pupil too high
- Unable to recommence instruction at a different point
- Faults or weaknesses in one or more of the core competencies
- Over-instruction
- Inability to adjust the content and level of the lesson to match the pupil's knowledge
- Demoralization of the pupil

What sort of car do I need for the test?

It must be of the same standard and specification as for the part two test. It should be insured correctly for the purposes of the test and should display two 'L' plates, which must comply with normal regulations.

What insurance will I need?

Your insurance must cover, for the time during which 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 any official passenger. The insurance cover should not name a specific supervising examiner as the driver because the DSA cannot guarantee that a particular examiner will conduct the test. Your insurance should cover any Driving Standards Agency examiner. The DSA 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 the vehicle itself or the insurance does not meet these requirements, the test will not take place.

If you hold a trainee licence

If you hold a trainee licence and have signed up for the training option, you must produce your ADI 21 AT, at the time of your first attempt at the part 3 test, if taken within the first three months of your licence. If you do not take your first attempt within three months then your ADI 21 AT must be sent to the DSA filled in by both yourself and your trainer. This is to confirm you have had the minimum twenty hours additional training as a requirement of your licence.

Should you require a second or third attempt at the test you will need to provide a declaration, signed by both yourself and your trainer to confirm that a minimum additional five hours training has been received following each test. Failure to produce any of the training declarations will result in the cancellation of your test and loss of the test fee.

Does the examiners supervisor come to the test as well?

Sometimes your examiner may be supervised whilst conducting your test. This is to ensure the test is properly conducted. The senior examiner will not interfere with the test. You may also request that your trainer sits in on your test if you wish.

National Pass Rates

- Theory Test 50%
- Driving Ability (ADI Part 2) 45%
- Instructional Ability (ADI Part 3) 28%

When is the test result be given?

You will receive the result at the end of the test along with a concise verbal debrief from the examiner. You will also receive a copy of the examiners mark sheet. Listen very carefully to the debrief especially if you fail as the advice given is invaluable.

Appeals

The process for appealing against a test decision is described earlier in the notes for the part 2 test.

Driving Instructor Training and Time Scales

Theory Test (Part 1)

This part of your course will consist of mainly home study and a two hour session with your trainer. It is at this session that you will be supplied with all the required reading material and your home study manual. During this session you will be given guidance on how to proceed with the materials provided along with help to complete your DSA registration form.

Throughout your course there will be unlimited phone support available. No problem is too small and any difficulties can be easily resolved. You will be asked to contact your trainer at different stages of your home study for a progress report. This allows us to keep track of your progress and give any guidance necessary.

Test of Driving Ability (Part 2)

This part of your course will take place in-car and may be taken on a one trainer to two trainee basis or one to one, the choice is yours. Everyone is different and some people will require more hour's instruction than others to reach the required standard. Practice in your own time is vital to your success and will go some way to bringing the amount of hour's required with your trainer down. Your trainer will keep you informed of your progress both verbally and in writing throughout your training.

We advise that on average most people will require about six half day sessions of instruction to have the best chance of passing the test. If you are at the required standard sooner then you will be advised and can take your test earlier thus saving yourself money. You only have the training you need.

Test of Instructional Ability (Part 3)

This part of your course will take place in car and may be taken on a one trainer to two trainee basis or one to one, the choice is yours. Again everyone is different and some people will take longer to reach the required standard than others. A part 3 guide is included in the course but it is vital practice and homework set by your trainer is done if you are to reach the required standard. Your trainer will keep you informed both verbally and in writing of your progress throughout your training.

We advise that on average most people will require between fourteen and twenty half day sessions to have a good chance of passing the test. If you are at the required standard sooner then you will be advised and can take your test earlier.

The minimum part 3 training sessions required by the DSA before they will issue a trainee licence is fourteen. A further six sessions must be taken within three months of your licence being issued.

It is important to note that the training you are receiving is in car one to one or two to one. For part 3 training classroom work has limited or in some cases no value. The part 3 test is not easy and has a very poor pass rate nationally. Prospective Driving Instructors presenting themselves for the test under prepared is the biggest cause of this.

As a guide to how long it will take you to complete your qualification it is possible to complete in about three months with most people taking between six and twelve months on average. This will depend on how hard you work and your own work commitments.

Lets Instruct Price List

- Driving Instructor Theory Pack £250.00
- Driving Instructor Theory Pack + Two Hours Tuition £310.00
- In Car Training on a one to one basis per hour £35.00
- In Car Training on a two to one basis per hour £25.00

Please ring or email for any special offers we may have.

The amount of hours required by trainees to reach the required standard can vary, but a good guide would be :

- Part Two : Ten to twenty hours
- Part Three : Forty to sixty hours

Training is paid for on a pay as you go basis at the beginning or end of each session.

Test Fees :

- Part 1 - £50.00
- Part 2 - £82.00
- Part 3 - £82.00

If you have any questions or require any further information please do not hesitate to contact us.

