

KATHLEEN

SCHOOL OF MOTORING

**Kathleen School
of Motoring**

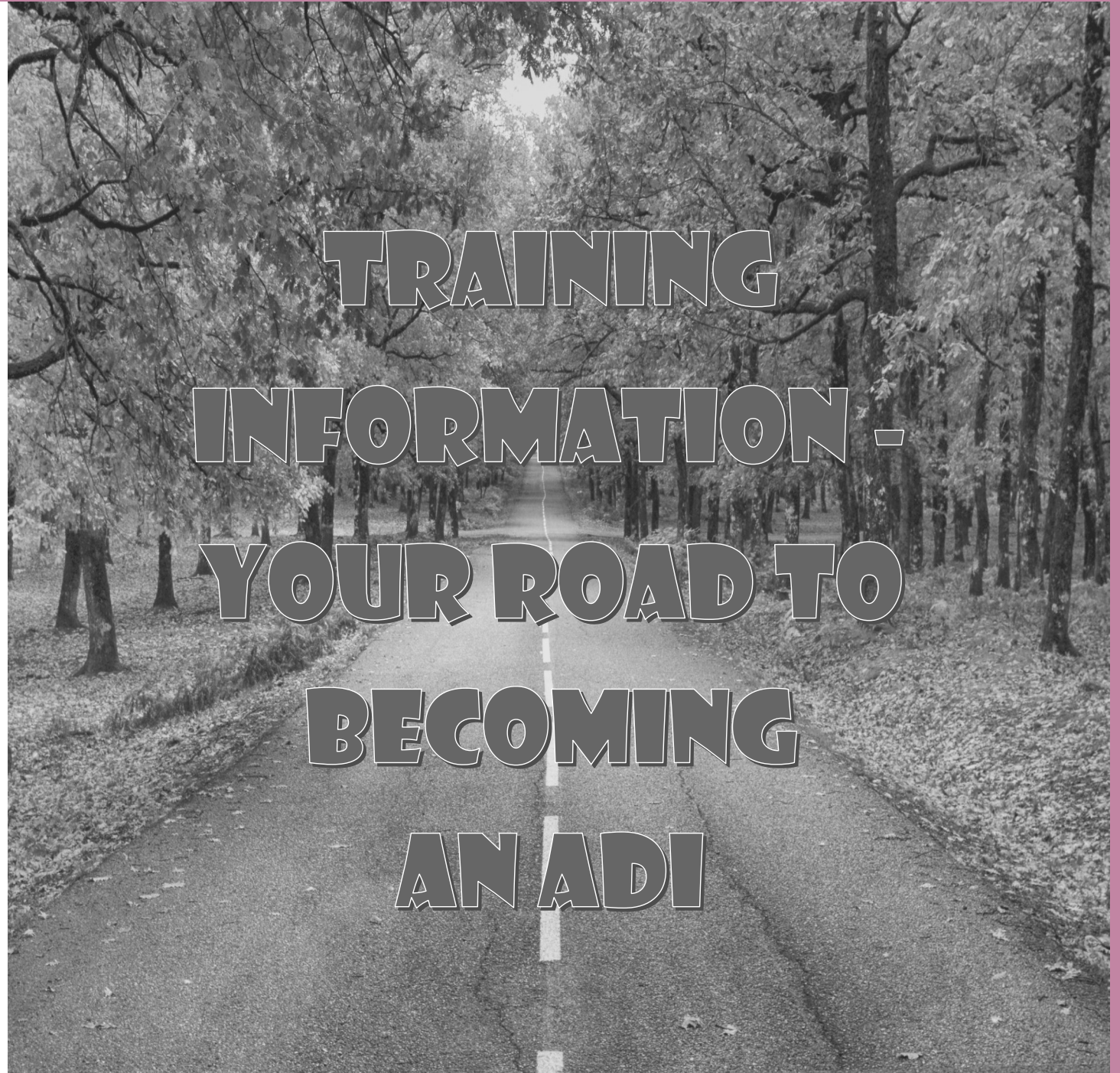
**DVSA ADI
DVSA Fleet Registered**

**Flat 16, Crispins,
199 Thorpe Hall Avenue,
Southend On Sea,
Essex SS1 3BT**

**Website:
www.kathleensom.co.uk**

**Email:
info@kathleensom.co.uk**

**Free Phone:
0800 24 25 26 9**



**TRAINING
INFORMATION -
YOUR ROAD TO
BECOMING
AN ADI**

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ABOUT KATHLEEN

I have been a qualified ADI since July 2000. I have been teaching as an independent instructor for my entire successful ADI career.

I conduct my training in South Essex, Southend-on-Sea. A convenient place to meet will be discussed.

I can travel with prior arrangements and travel costs paid for.

I have extensive knowledge of the ADI tests and standards required to pass.

I have written many publications to assist instructors in training and improving their skills. All are available on Amazon or from me.

I have been training ADIs since 2004.

I also deliver Driver Awareness Courses on behalf of several Police Forces.

I also deliver company driver training to experienced licence holders.

I have many extra qualifications, to keep up my commitment to the DVSA on continuing my professional development.



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ADI CAREER

Teaching people to drive can be a very rewarding task, with great job satisfaction.

Many people enter the training with the idea that because they enjoy driving, they will, therefore, enjoy teaching people to drive. The job really does not involve much driving from you; teaching **'Safe Driving for Life'** is the main criteria of the occupation.

The criteria for being a successful instructor is:

- Having the ability to teach.
- Understanding how people learn.
- The ability to assess the performance of others.
- Having exceptional communication and interpersonal skills.

The occupation is a flexible one, enabling you to arrange your teaching around your own home, family and social life.



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REQUIREMENTS

There are several requirements you must meet before you can apply to be a Trainee Instructor, these are:

- You must ensure that you have had a full UK or EU Licence for the last four years.
- You have not been disqualified from driving.
- You have not had any criminal convictions in the last ten years.
- A clean licence is preferable, but it is not essential, but any more than three points on your licence will cause you problems being accepted onto the ADI register.
- Minor motoring offences are irrelevant in your registration application, i.e. parking fines.

You also need to provide two references from referees who have also given permission for the Agency to approach them. They should be responsible persons, but

Not relatives or partners who have known you well in your private life for at least two years.

Upon joining the register, the DVSA will undertake a Disclosure Bureau Service (DBS) of all applicants.

This and more information can be found on the DVSA website:

www.gov.uk/apply-to-become-a-drivinginstructor



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EXAMINATIONS

The examinations required in order to qualify as an ADI are three individual tests, known as Parts One, Part Two and Part Three.

- Part One is a computer-based theory test.
- Part Two is a practical test of your driving ability.
- Part Three is a practical test of your ability to instruct.

The current pass rates for the ADI tests are:

- Part One theory is a 50% pass rate.
- Part Two driving ability has a pass rate of 52%.
- Part Three instructional ability has a pass rate of 34%.



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PART ONE

The Part One test consists of a theory test, with 100 multiple-choice questions followed by a hazard perception test. You have unlimited attempts at sitting and passing the Part One exam.

The test is conducted at any theory test centre, on a computer, with an instant result and outcome.

To study the Part One test, a suggested list of study materials is provided to study the syllabus competently, enabling you to sit and hopefully pass the Part One test.

The pass mark for the qualification of the Part One test is 85%. The exam is divided into four separate bands of 25 questions covering four different topics.

The topics are:

1. Road procedure.
2. Traffic signs and signals, car control, Pedestrians and mechanical knowledge.
3. Driving test, disabilities and law.
4. Publications and instructional techniques.



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PART TWO

The Part Two driving ability test lasts for one hour. You have three attempts at the Part Two test.

This is an advanced driving test, 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.

Before driving, you are required to pass the eyesight test. For this, you must 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:

- 79 millimetres in height and 50 millimetres wide at a distance of 26.5 metres (new style).

or

- 79 millimetres in height and 57 millimetres wide at a distance of 27.5 metres (old style).

If you do not pass the eyesight test, you will not be allowed to take the driving ability test. The test will be marked as a fail and will count towards one of your three attempts.



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PART TWO

At the beginning of the test, you will be asked two 'show me' questions relating to the mechanics of the car.

Then, whilst on the move, you will be asked three 'tell me' questions, such as 'Can you show me how the cruise control works?'.

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 judgement of distance, speed and timing.
- Consideration for the convenience and safety of other road users.
- Moving away straight ahead and at an angle.
- Overtaking, meeting or crossing the path of other vehicles and taking the appropriate course without undue hesitancy.



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PART TWO

- Stopping the vehicle in an emergency safely and under full control.

Two of the following manoeuvres.

- Parallel parking behind a parked vehicle.
- Reverse parking into a bay and driving out.
- Parking into a bay forward and reversing out.
- Pulling over on the right-hand side of the road, reversing back around two car lengths and re-joining the traffic.

The routes used for the test will include roads which may carry heavy and or fast moving traffic. They will also cover a range of road and traffic conditions, including urban and rural conditions.



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PART TWO

The examiner will ask you to describe how to perform a check on the condition and safety of three components of the vehicle and demonstrate an actual check on the condition of a further two components. These questions are known as 'show me tell me', in which learners sitting their practical test must answer two questions.

The components will be chosen from the following list: tyres, steering, brakes, lights, reflectors, direction indicators, audible warning device and the liquids used in the braking system, steering system, engine or elsewhere in the vehicle as a coolant, lubricant, cleaner or otherwise.

You will be either required to either:

- Follow road signs in a certain direction given to you by the examiner.
- Or follow a series of instructions given to you by the examiner.
- Follow a Sat Nav, pre-programmed by the examiner.



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PART TWO

The car used for the purpose of this exam will be the car you have been training in, i.e. my car, but if you were to use a car of your own, this is acceptable as long as it meets the following criteria:

- It must be a saloon car or hatchback/estate car in good working condition and with seat belts in working order.
- It must be capable of the normal performance of vehicles of its type with a manual transmission.
- Right-hand steering.
- A readily adjustable seat with a head restraint for a forward-facing front passenger.
- An adjustable interior rear-view mirror for use by the examiner.
- The car must not display L plates.

If your vehicle does not meet the above requirements, it will not be possible to carry out the test, and you will be marked as a fail, and this will count towards one of your three attempts.

The Part Two training you will receive from Kathleen School of Motoring will ensure that you are at the correct standard before sitting your Part Two test.



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PART THREE

The Part Three test is 45 minutes long, where an Examiner will sit in the back of your car and watch you give a lesson to a pupil. You have three attempts at the Part Three test.

You will continue to go through this process every four years to remain on the DVSA ADI register. This is known as a 'Standards Check'.

The Pupil that you can take along to your Part Three can either be:

- Beginner
- Party Trained
- Trained
- Full licence holder (New)
- Full licence holder (Experienced)

The lesson themes you can deliver on the Standards Check are:

- Junctions
- Town and City driving
- Interacting with other road users
- Dual Carriageways/Faster moving roads
- Defensive driving
- Effective use of mirrors
- Independent driving
- Rural roads
- Motorways
- Eco safe driving
- Recap a manoeuvre
- Commentary
- Recap an emergency stop
- Other.



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PART THREE

If you fail the Part Three test on all three attempts, you have to wait until your two years have expired from the date of passing Part One in order to restart your training and sit your tests, starting with Part One again.

The Part Three training you will receive from Kathleen School of Motoring will ensure that you are at the correct standard before sitting your Part Three test.

From 23rd December 2017, the Part Three test changed to the Standards Check format to fall in line with the Standards Check. The Standards check an ADI has to sit every four years in order to remain on the ADI register.

The format and process of the Standards Check is the same as the Part Three.

Prior to 23rd December 2017, Part Three was an hour long, where you had to teach an examiner to the driver, who was playing the role of a pupil.

The Standards Check is a more real-life situation and can only be more beneficial to your continued teaching practices.



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TRAINEE LICENCE

Once you have passed the first two parts of the ADI qualification process and you have completed 40 hours of training on the Part Three syllabus, you can apply for a trainee licence to help you gain experience instructing pupils to drive.

A trainee licence allows you to be legally paid for giving driving instruction but should not be regarded as a sole means of making a living or as an alternative to registration as an ADI.

It is issued only for you to gain practical experience in preparation for the Part Three instructional ability test and is useful for those in the final stages of training.

The trainee licence lasts six months, and normally, only one is granted in the two-year qualifying period.

It is not essential to have one, but it is an option that is available to assist in preparing for the Part Three test.



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TRAINEE LICENCE

If you apply for a trainee licence, you must:

- Hold and have held a full UK or European (EU or EEA) car-driving licence for a total of at least four out of the past six years up to the date of application.
- Not have been disqualified from driving at any time in the four years up to the date of application.
- Be a fit and proper person.
- Have passed the theory Part One and practical Part Two of the qualifying examinations.
- Be eligible to take the test of ability to instruct.
- Not have passed the theory test more than two years before the date of your application.

The application form for trainee licences can be obtained from the examiner on passing your Part Two driving ability test, or you can apply for a trainee licence online.



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CONDITIONS

The conditions under which the trainee licence is granted are:

- You are only authorised to give instruction to the school whose the address is shown on the licence.
- This would involve working within your own area as a PDI for Kathleen School of Motoring.
- You must have already received 40 hours of practical training from a qualified ADI. It is your responsibility to make sure that you receive training in each of the specified subjects.
- You must not advertise yourself as a fully qualified instructor.
-

Usually, only one Trainee Licence (PDI Badge) is issued in order for you to gain experience whilst you are training.



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CONDITIONS

You must abide by one of the following conditions.

1. You must receive supervision for 20 per cent of all lessons you give from your sponsoring ADI.

A record of all lessons given, along with the supervision received, must be kept on the form ADI 21S, which will be issued with the licence. This must be signed by you and your ADI and must be returned to DVSA as soon as the licence expires.

2. You must receive a minimum additional 20 hours of training covering all the specified topics. This extra training must take place within the first three months of the licence or before you take your first attempt at Part Three, whichever is the soonest.

A record of this training must be kept on the form ADI 21AT and must be sent to DVSA before the end of the three-month period or presented to the examiner conducting the Part Three test, whichever is the earliest. At least 25 per cent of the training will have to be practical training (five hours).



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TRAINING

All of the above is managed by Kathleen School of Motoring to ensure that you are compliant with all the necessary conditions of the trainee badge.

The training programme devised by Kathleen School of Motoring is detailed below.

The programme has been designed and priced per exam, so you are able to study all three parts with Kathleen School of Motoring or just one or two parts if required.

All training is conducted on a one-on-one basis. You can, of course, train with others (friends or family) if you wish, but this will be by prior arrangement.



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PART ONE

This consists of a home study with support from me.

There are many resources; books and apps to assist you in studying for the part one test.

Most importantly, you need to read:

- The Highway Code
- The Official Guide to Learning to Drive; The Essential Skills
- Know Your Traffic Signs

All of which can be purchased on Amazon in paperback or Kindle format.



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PART TWO

This consists of eight hours of one-on-one in-car training, assessing and developing your driving ability.

- Coaching and developing your driving skills in order to maintain a satisfactory standard before sitting the Part Two test.
- The training is best divided into 4 x 2 hour sessions.
- The in-car training is best to be set at least a week apart from each other, this enables you to put into practice what you have learnt in your training sessions.
- This can be tailored to suit you if required, as the above training schedule is just a suggestion.
- Your driving needs to reflect the way you are going to teach a learner, so changing habits you may have developed.



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PART THREE

The Training for Part three is around 40 hours.

- 40 hours of Part Three, instructional ability training, covering the entire DVSA syllabus and Instructional skills. (Ten hours need to be one-on-one in-car training. The remainder is self-study).
- This will usually be in blocks of two-hour sessions or whichever is most suitable to you (more or less).
- All materials and study aids enabling you to study the required syllabus set by the DVSA effectively.
- The 40 hours of training can be used towards obtaining a Trainee licence, should that be the required route you wish to take.
- If you do take out a trainee licence, you are required by the DVSA to have an additional 20 hours of training before you sit your part three test and within three months of obtaining your trainee licence. (Five hours need to be one-on-one in-car training. The remainder is self-study).

I will tailor your training as flexibly as I can to suit you and your commitments.

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TRAINING COSTS

Training for Part Two and Part Three is charged on an hourly basis, pay-as-you-go at **£50** per hour or **£450** for ten hours, pre-paid in advance of training.

PART ONE

Self-study and purchase of own materials (which you will use day to day as a driving instructor)

PART TWO

On average, eight hours of driving ability training. (sometimes less, sometimes more) **£400.00**

PART THREE

40 hours of instructional ability training (which ten hours need to be in car one-on-one) **£500.00**

TOTAL 900.00

The more study and practice you can prepare in your own time, the less amount of training will be required.



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ONCE QUALIFIED

Once qualified, you have several options for working as an ADI.

- You may work for Kathleen School of Motoring for a franchise fee of **£79 per week**. Part-time options upon request.
- You may wish to start your driving school and be independent.
- You may have plans to work for another driving school, such as a national school.

All these options will be discussed to ascertain what is best for you and your lifestyle.

I am here to support you through your training and provide as much or as little support as you feel necessary.

All training is flexible and can be arranged to suit your needs and requirements, taking maximum or minimum training schedules, remembering that there are two-year criteria for passing all three exams once you have passed the Part One exam.

If you have any further questions or concerns, don't hesitate to get in touch with me to discuss them.

I am happy to meet up to discuss any questions you may have. There is no obligation or fee for meeting up, just a chance to talk through the opportunity to see if it's right for you. Whichever training establishment you choose to train with, may I wish you the greatest success.

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