



APPLICATION FORM FOR APPROVAL AS AN 'IBT' TRAINER

(PLEASE COMPLETE IN BLOCK CAPITALS)

1. ORGANISATION DETAILS

(Information provided may be subject to formal review at any time by RSA)

ADI REGISTRATION NUMBER													
NAME:													
(Person responsible for application/main contact person)													
POSITION:													
DATE:	Day			Month			Year						
REGISTERED COMPANY NAME:													
REGISTERED COMPANY ADDRESS:													
POSTAL ADDRESS: (If different from Registered Company Name)													
TELEPHONE NUMBER:													
FAX NUMBER (if any):													
EMAIL ADDRESS (if any):													
WEB ADDRESS (if any):													
OTHER RSA APPROVALS (ADI/CPC etc):													
TAX REGISTRATION NUMBER:													

continued>>



ORGANISATION TYPE:

CATEGORY OF TRAINING APPROVAL
SOUGHT FOR (e.g., Motorcycles):

ACCREDITATIONS/AWARDS RECEIVED
FOR DELIVERING TRAINING:

1.

2.

3.

4.

5.

DETAILS OF PROGRAMMES
CURRENTLY BEING RUN:

1.

2.

3.

4.

2. CERTIFICATE OF TRAINING EXPERIENCE

TRAINER NAME:

ADI CERTIFICATE NUMBER:

NUMBER OF YEARS WITH THE COMPANY:

MODULES THEY WILL BE FACILITATING

TRAINING/FACILITATION EXPERIENCE:
(List experience in the relevant
subject area)

Group's / One on One



DETAILS OF QUALIFICATIONS / PROGRAMMES COMPLETED
(List any courses/programmes completed in the relevant subject area)

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____

Please complete a Certificate of Experience for EACH trainer who will be facilitating the approved syllabus for IBT.

RESOURCES AVAILABLE TO THE ORGANISATION
(i.e., teaching aids, materials, equipment etc.):

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____

3. COMPANY POLICY AND PROCEDURE DETAILS

(Please indicate the company's policy on the following. Please attach copies).
If you require assistance with this please contact the Driver Education Section for details of requirements.

1. COMPLAINTS, APPEALS AND REFUNDS.
2. DATA PROTECTION POLICY
3. ENVIRONMENT POLICY
4. EQUAL OPORTUNITIES POLICY
5. HEALTH AND SAFETY POLICY
6. IT SYSTEMS
7. PROGRAMME DEVELOPMENT, DELIVERY & AND REVIEW
8. QUALITY ASSURANCE



4. APPENDIX No.1: TERMS & CONDITIONS

Road Safety Authority - approved Trainers for IBT using the approved Syllabus - Terms and Conditions

1. If a Trainer fails to comply with these terms and conditions, the Road Safety Authority may remove or suspend the approval status with immediate effect.
2. Only those Trainers approved for delivery of the approved training syllabus are entitled to advertise their training provision as approved by the Road Safety Authority for IBT.
3. Trainers must not continue to use the RSA branding in advertising after the approval period has lapsed. The Trainer must apply at least three months prior to the final date of the approval period to ensure that the re-approval process is complete in advance of the termination of the initial approval period.
4. Applications for approval must be made in writing using this application form.
5. The Trainer must have a written procedure for dealing with complaints and refunds and must demonstrate how their clients are informed of both of these issues. They must also supply a copy of the various policies as detailed on -section 3.
6. The Trainer must have a specified business address (P.O. boxes and mailing addresses are not acceptable for use in the list of approved centres) where training records are kept securely and for a period of at least two years.
7. Trainers may operate at more than one site providing each site / premise holds a separate 'approval' from the RSA.
8. Trainers must have systems in place to monitor the progress of each student and a corrective action planning process to address any area where a student's progress is not acceptable.
9. Trainers must issue all trainees, on completion of a course, with a receipt which details the Training received during the course and complete their log book, issue the certificate of completion (as appropriate) as well as maintain a copy of each for two years as required under the regulations.
10. Trainers must not exceed the maximum ratio (as prescribed in the regulations of learners to trainers in any in motorcycle activity (maximum ratio 2:1 for on the road activity) and use a 'radio link' between the learners and instructor. The ratio for on-site training will be determined following 'risk assessment' of the site proposed for use, but must not exceed 4:1. Trainers may seek the advice of the RSA in relation to learners who have difficulties with radio communications.
11. Trainers must not exceed the maximum number of learners to trainers in classroom activity (maximum ratio 12:1).
12. The Road Safety Authority or its representatives reserve the right to visit an approved Trainer at any reasonable time without prior notice. Unreasonable failure to facilitate such inspections may lead to removal from the list of approved Trainers.
13. As part of any audit visit, the Road Safety Authority or its representative shall be entitled to participate in any approved training module.
14. An approved trainer must continuously hold the appropriate insurance cover for their IBT business activity as detailed on the 'Insurance Declaration'. *If insurance cover is provided by D.I.A. in the UK it is necessary to apply to Sport Insure for their Insurance Declaration and forward the completed insurance declaration form to the Driver Education Section.*
15. All vehicles used for training must be taxed and have current NCT's (where appropriate), insurance cover and be maintained and completely roadworthy.
16. Trainers must put in place an auditable process to ensure and confirm the identity and eligibility of the person attending the training course. This requires a visual check of an official form of identification; the licence/permit check will normally suffice. If you have any concerns about this requirement please consult the ADI unit of the RSA. Failure to have such a procedure may lead to removal or suspension of the approved status of the Trainer.
17. Trainers using the premises provided by others (e.g. customers) for training retain responsibility for the training environment including premises, resources, equipment etc. Trainers should ensure, ahead of the training delivery, that all RSA requirements can be met.
18. Trainers must ensure that people participating in practical on-vehicle training hold the appropriate and current Learner permit for the vehicle and are not disqualified from driving.
19. The Trainer must comply with all current legislation particularly in respect of business premises and practice, staff, vehicles and public liability.



20. Approved Trainers must deliver the syllabus exactly as outlined in the programme details.
21. The Road Safety Authority reserves the right to add to or amend these requirements (giving three months notice) as necessary.
22. Each Trainer must ensure that the Centre's approval certificate is on display before commencing any IBT training session, in addition their Trainers approval certificate must be available for inspection at the training site or classroom.
23. Each Trainer must have & use the official RSA stamp (to be purchased from the RSA only).
24. Each trainer must make a weekly return of certificate counterfoils (on the appropriate form available from the RSA) for each course, where a certificate of satisfactory completion has been issued. Failure to do this may result in a learner not being permitted to undergo a driving test and may lead to additional costs for the trainer.
25. Once RSA approval has lapsed or been revoked I agree that within 7 days I will return the following: 1) My IBT Official Stamp, 2) all my un-used IBT Certificates of Satisfactory Completion (certificates must be marked 'CANCELLED') and 3) my IBT Trainer Approval Certificate.

I confirm that I have read and accept the above terms and conditions and that the information supplied in this document is true to the best of my knowledge.

SIGNED:

PRINT NAME:

DATE:

COMPANY STAMP:

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Day			Month			Year				

Please ensure your application is fully completed and that you enclose the following with this application;

- Completed Insurance Declaration form
- Completed health & safety Declaration form
- Completed Liability & Release waiver form
- Completed Training Centre Application form (if you are applying for Training centre approval also)

Completed forms should be sent to:

IBT Applications, Driver Education Section, Road Safety Authority, Moy Valley Business Park, Primrose Hill, Ballina, Co. Mayo, F26 V6E4



Údaras Um Shábháilteacht Ar Bhóithre
Road Safety Authority

Páirc Ghnó Ghleann na Muaidhe, Cnoc
an tSabhaircín, Bóthar Bhaile Átha Cliath,
Béal an Átha, Co. Mhaigh Eo, F26 V6E4.

Moy Valley Business Park, Primrose Hill,
Dublin Road, Ballina, Co. Mayo, F26 V6E4.

(096) 25 000
info@rsa.ie
www.rsa.ie



MyRoadSafety.ie

Your online resource to easily
and safely manage all your
driver information, services,
tests, permits and licences.