



APPROVED DRIVER INSTRUCTOR (ADI) TRAINING Guidelines for the approval of ADI Training Centres

Údarás Um Shábháilteacht Ar Bhóithre
Road Safety Authority



Approved Driving Instructor

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1.0 BACKGROUND

The Road Safety Authority (RSA) is the regulatory body for driving instruction in Ireland. Driving Instructors who meet the standard set by the RSA will become Approved Driving Instructors (ADI). Instructors must prove, by passing the three stages of the approved examinations, that they meet the RSA required standards. An ADI Registrar, based in the RSA, heads up the unit responsible for the registration process.

The objective of regulating the industry is to standardise instruction and give the ADI a leading role in developing better drivers. The various aspects of the scheme of regulation have been developed following the publication of the consultation document *The Regulation of Driving Instruction in Ireland*.

Regulations drawn up under the Road Traffic Act 1968 will provide the legal framework for driving instruction. Essentially, any person giving driving instruction for reward must have his/her name entered on the register of Approved Driving Instructors with the RSA.

The aim of this booklet is to provide guidance for those in the Driver/Driving Education sector who are delivering, or intending to deliver, the training to prepare Driving Instructors to pass all three stages of the Official Examination to become an Approved Driving Instructor or to assist Instructors with 'Refresher' training from time to time. Guidance is provided for training providers, including employers who are acting as training providers.

1.1 The Process for Becoming an Approved Driving Instructor

The RSA have prepared a qualification process for persons who want to become Driving Instructors. Passing/gaining exemption from all stages of the qualification process will entitle a person to have his/her name entered on the ADI Register. Each stage of the qualification process must be passed before going to the next stage. Stage one is a theory test, stage two is a test of driving ability and stage three is a test of ability to instruct.

Stage One - Theory Test

The purpose of this test is to examine knowledge of the Rules of the Road as well as general road safety and driving instruction matters. The structure of the test is similar in format to the existing theory test for learner drivers. There will be a varying number of questions depending on the categories of instruction being applied for. The applicant must pass Stage One – Theory Test before they can continue to Stages Two and then Three. The number of attempts permitted for the Theory Test is not restricted. All three parts of the examination process must be completed within two years of successfully completing the Theory Test.

Stage Two - Driving Test

Having successfully completed the theory test, Stage Two will assess driving/riding ability. Driving competence will be assessed through a longer, more comprehensive, driving test than that which applies to a learner driver. The test will last approximately one to one and a half hours depending on the category being applied for and will cover 25-30 kilometers. In order to pass the test the applicant will have to incur fewer than three driving faults under a particular heading e.g. observation, fewer than five driving faults during the entire test, and zero disqualifying faults.

Stage Three - Instruction Ability Test

Stage Three examines the ability of the ADI candidate to deliver tuition/coaching to the novice driver relevant to the level of skill and experience of the driver. This will entail a candidate Approved Driving Instructor (cADI) being examined on their practical instructing skills and abilities to structure each learning experience in the most effective manner possible. The RSA Examiner will act in the role of a learner driver, with different levels of driving ability, and ask the Driving Instructor to conduct a number of simulated lessons on areas chosen by the Examiner.

1.2 How Much Training Is Required By Prospective Approved Driving Instructors?

At this point in time it is not compulsory for any Driving Instructor to participate in formal training. Any person wishing to become an Approved Driving Instructor can apply directly for each stage of the test and does not need to participate in any formal training. However the RSA strongly recommends that all candidate Driving Instructors, or those in the pre approval status, should participate in the RSA approved syllabus offered by training providers who are on the list of RSA approved training providers. The RSA recognise the critical role that Driving Instructors can have in the future safety of our roads, and believe that any person in this role needs to develop all the critical skills required to be effective in their roles. The approved syllabus deals in depth with all of these critical skills, and the RSA is confident that people who participate in the training will be better equipped to facilitate the education of safe drivers than those who do not so participate.

The length of each module differs, due to the nature of the content covered and the learning outcomes that each module is seeking to deliver. A detailed list of content for each module is available on the RSA website www.rsa.ie

1.3 How is Training to be Delivered?

Only training centres that are approved by the RSA can deliver the RSA approved training syllabus. Each Training Center must provide all of the required modules. Each student can sign up for one, two or all three modules. The decision on which option to choose is entirely down to the candidate Driving Instructor, and their assessment of their own learning needs.

2.0 INTRODUCTION TO TRAINING FOR ADIs

Only training centres that have been approved by the RSA can deliver the Approved syllabus for Driving Instructors. This section outlines what the RSA is seeking to accomplish with the introduction of the approval process, and what a provider needs to demonstrate to become an approved Training Centre. The approval is granted for a period of five years, subject to the training centre remaining fully compliant with all the terms and conditions outlined. The approval can be granted to a single person operating as a driving school or an organisation (or part of an organisation) which is set up for the purpose of training Drivers and Driving instructors.

2.1. Aims and Objectives of the Approval Process for Training Centres and Trainers

The aim of the RSA is to produce, maintain and promote the Register of driving instructor training organisations and driving instructor trainers that can be relied upon by the public, the driver training industry and the RSA to provide good quality training by qualified trainers, from premises that meet standards outlined by the RSA and from organisations that have agreed to abide by the terms and conditions of the scheme.

The main objectives of the Training Centre Approval process

The following are the main objectives of the RSA's ADI Team in maintaining a register of approved training centers and trainers to deliver the approved training syllabus to trainee Driving Instructors:

- Ensuring satisfactory standards of training are available for members of the public wishing to qualify as Approved Driving Instructors (ADIs);

- Ensuring satisfactory standards of training are available for ADIs who wish to receive further training or refresher training;
- Promoting those organisations, premises and trainers that are successfully approved by the RSA ADI team through the RSA Register list contained within the Starter Pack for potential ADIs'
- Promoting only those organisations, premises and trainers entered on the Register;
- Ensuring that only those organisations, premises and trainers entered onto the Register are entitled to display RSA approved branding material to help the public recognise them;

2.2. Process of Approving Training Centres

Only a training centre or registered site approved by the RSA ADI Team can deliver the approved syllabus for Driving Instructors. An approved centre is responsible for all registered sites that operate under its approval. If an approved centre or any of the registered sites is found to be operating in breach of the terms and conditions of approval outlined in this document then approval for the centre and/or any of its registered sites may be suspended or revoked pursuant to Section 4 of this document. The approval process will involve all those training centres wishing to deliver the approved syllabus submitting an application document, that will provide evidence of their suitability for delivering quality training to all those who will participate in their training programmes. This application and supporting documentation will be reviewed by the RSA to ascertain if the applicant meets the criteria laid down by the RSA for appropriate training centres. If the Approvals Team deems the evidence to be adequate it will formally notify the training centre and provide a certificate of approval which the training provider can display in their premises. If the Approvals Team is not satisfied, on the basis of the information contained in the application form and the supporting documentation that the applicant has met the required criteria for approved Training Centres

The Approvals Team may look for further information, carry out a physical inspection of the proposed Training Centre or premises, or refuse approval status. The Approvals Team shall have no obligation to seek further information or to carry out a physical inspection in relation to any given application and may refuse to approve any application which fails to meet the criteria specified in these terms and conditions.

Training centre approval will last for a period of five years from the date of approval. During that period, the centre will be subject to inspection from the RSA.

2.3 Becoming an Approved Training Centre

The following are a summary of the requirements for becoming an approved centre/training provider. The following criteria must be met:

Contact Person - The Approved Training Centre/training provider will nominate a contact person for all interactions with The Road Safety Authority (RSA).

Premises - Training providers must have access to premises which meet the requirements as specified RSA ADI Team. A list of the requirements for premises can be found in **Appendix 2**. Training providers who do not have their own training premises may still apply for training centre approval at a premises owned by a third party. Approved training centres which do not use their own premises are responsible for ensuring that all of the specified requirements for premises are met by the third party premises before any courses are delivered on the said premises.

Training Sites - Training Providers must detail the number of proposed sites for delivering training. If Training Providers intend to register sites in addition to the Training Centre, they must have the processes and quality assurances in place to maintain a consistent standard across all satellite sites. The Approved Training Centre is responsible for maintaining these standards and will be required to give details of how this will be achieved.

For quality assurance purposes issues relating to all registered satellite sites are directly linked to the ongoing approval status of the Training Centre.

Resources available – Training Providers must demonstrate that they have the resources required to provide all of the modules of the approved syllabus. This will include appropriately registered vehicles, including at least one which is dual controlled (except category A). The Training Center must ensure all vehicles used in training are maintained in a safe and satisfactory condition, properly insured, taxed and where appropriate certified as roadworthy. Training Centres must also have appropriate training aids, training materials and equipment needed in the training room. It is highly desirable for all Training Centres to have at least one chassis available to be used by participants. If an application is being made for a number of sites, then the Training Centre must provide evidence of the availability of the appropriate resources at each site.

Route Plans – Each Training Centre/site, must have a set of route plans which address the needs of all their learners. They must include nursery, intermediate, and advanced routes, which will appropriately challenge all learner drivers.

Trainers - Training Providers will need to submit a list of the trainers to be used in module delivery. Approved Training Centres will be required to keep evidence that demonstrates that the trainers they use to deliver the approved training syllabus meet the RSA requirements. They must also complete the following record:

- Certificate of Training Experience - Appendix No. 2 when requested by the RSA ADI team. All trainers must demonstrate to the satisfaction of the RSA ADI team that they have been a Driving Instructor for a period of not less than two years.

- Insurance cover - Training providers must provide proof that they have adequate insurance cover in respect of any risks that might occur from each course they intend to undertake. At a minimum, each provider must have adequate public liability cover and employers' liability cover. Training Centres need to have appropriate insurance cover in place for all vehicles being used in the training process. All applicants are strongly advised to discuss this issue with their Insurer.

Tax Clearance Certificate

All Approved Training Centres will be required to ensure they hold a valid Current Tax Clearance Certificate. The RSA must see evidence of a current Tax Clearance Cert on any inspection.

Any Approved Training Centre, which is registered outside the State, will be required to produce a statement (in lieu of a tax clearance certificate) from the Revenue Commissioners confirming suitability on tax grounds to provide training in the name of the RSA.

Application for either of the above may be made to the Irish Revenue Commissioners by way of a standard form, or through their website **www.revenue.ie**.

Health & Safety

The Approved Training Centre shall comply with all relevant Health and Safety and Employment Protection Legislation. The Approved Training Centre shall also be responsible for the safety of employees and comply particularly with the Safety, Health and Welfare at Work Act 2005 and any amending legislation and all regulations made under such Acts,. Staff of the Approved Training Centre must comply with all legal requirements in relation to Health and Safety and Welfare at work Act.

IT Systems - Training providers must have computer systems that are capable of recording and securing records of training.

Adequate infrastructure - Applicants must have the use of suitable premises, administration, equipment and resources to be able to deliver their approved course.

Licence Checking - Training centres must ensure that people participating in driver/rider training hold an appropriate and current licence for the vehicle and are not disqualified from driving.

Driver evidence of attendance - Training centres will be required to issue a receipt to each participant. This must confirm the date of attendance and the number and title of the module. This is to provide the driver with independent evidence of participation.

Recording and inspection - Approved training centres will be required to maintain a full record of all training delivered so that the RSA ADI Team can verify:

- The names and driving licence numbers of drivers who have attended training courses;
- Number of drivers per course (the maximum number of participants must be stated);
- The date, title and number of the course delivered together with the name(s) of the trainer(s);
- The evaluation of the courses delivered.

Training centres must provide access to this information to the RSA ADI team as and when required.

Annual Report Each Approved Training Centre will be required to provide an annual report to the RSA ADI team, which will outline:

- The number of modules that were run during the year
- The title of each module run and the number of times each one ran
- The number of people who participated in each module
- Summary of the evaluations from the programmes that were run
- Any serious complaints/issues that arose in relation to the training during the 12-month period.
- The pass rate of their students for each stage of the ADI process.
- The trainers that delivered the modules during the year
- New trainers who have joined the organisation in the year since the previous report
- Trainers who have left during the twelve-month period.
- Training development activities that have been undertaken during the year.

2.4. Completing an Application to Become An Approved Training Centre

The RSA ADI team will consider written applications from training providers and employers on the official application form only. The application form for approved status is attached as Appendix No. 2. Each Provider must complete the application form and provide whatever supporting documentation that they feel demonstrates their capacity and suitability for approval as a provider of training to Driving Instructors using the RSA approved syllabus.

The application for approved status is accepted subject to the agreement to the terms and conditions of this document and in particular the detailed terms and conditions attached as Appendix No. 3. Once an application form has been received, the RSA ADI team will acknowledge its receipt in writing.

The Road Safety Authority (RSA) ADI team will then consider the application and providing it is complete and valid, will communicate a decision in writing to the applicant organisation within 30 working days. If all conditions are satisfied, approval will be granted for a period of five years, subject to continued compliance with the terms and conditions.

If further information is required to complete the approval process, the RSA ADI team may contact the applicant organisation with a request for this additional information. On receipt of the requested additional information the RSA ADI team will communicate a decision in writing to the applicant organisation within 30 working days. If approval is refused, the RSA ADI team will state the reasons for refusal, and the applicant organisation or individual can re-apply at any time.

2.5. Cost of Application to Become An Approved Training Centre

The RSA is committed to providing support and advice to each training centre and will continually work with the training centres to ensure that the programme and programme material is monitored and developed and provides leading edge education for all prospective Driving Instructors on an ongoing basis. For that reason and in an effort to encourage this training provision we have decided not to charge a fee for the approval in this first year.

3.0 ROLES IN THE APPROVAL AND TRAINING PROCESS

A number of parties have unique roles in the approval and ongoing training process for ADIs. The following outlines what these roles are:

3.1 The Road Safety Authority (RSA) ADI team is responsible for:

- Approving training centres;
- Reviewing the approved syllabus;
- Issuing a unique number for each training centre;
- Maintenance of accurate and current records;
- Monitoring and evaluating the training delivered;
- Dealing with complaints and disputes;
- Managing the quality assurance process for training centres and the approved syllabus;
- Auditing approved training centres to ensure that standards and approval criteria are upheld.

3.2 The Approved Training Centre is responsible for:

- Delivering the Approved syllabus;
- Maintenance of accurate and current records;
- Monitoring and evaluating the training delivered;
- Dealing with complaints and disputes;
- Using approved and competent trainers ensuring trainers have appropriate knowledge of the subject they intend to deliver and have experience of delivering training;
- Monitoring the quality of the training delivered across all sites;
- Encouraging trainer professional development;
- Updating the driver database with the results of training.

3.3 The Approved Trainer is responsible:

- Delivering the Approved syllabus;
- Maintenance of accurate and current records;
- Dealing with complaints;
- Giving feedback to the RSA Training Centre Approvals Team on the Approved syllabus;
- Evaluating the training delivered;
- Undertaking Continuous professional development;
- Maintaining their expertise in both training delivery and the subject matter knowledge.

3.4 The cADI is responsible for:

- Completing all elements of the training attended;
- Maintenance of accurate and current records of their own training;
- Evaluating the training delivered;
- Giving feedback to the training centre on the training, the trainer and the training centre/ site facilities. This will be monitored through feedback forms collected by the training centre at the end of each course. It will also take into account any specific issues raised directly by the driver with the RSA as the approving authority.

3.5. Quality Assurance

The approval for training centres will be for a period of five years. Training centres will receive an inspection visit within six months of their initial approval date. At any time during the five year approval period the RSA may ask to inspect any records, visit the training centre's premises and attend any approved course at any time. The record of a given Training Provider or Centre, as determined by the RSA through these inspections, will be considered on any application for the renewal of approval as part of the approval criteria.

3.6 Training Evaluation

It is important that the quality and relevance of training is continually monitored. As a result, all approved training centres will be required to collect for each module approved evaluation / feedback. Each candidate Driving Instructor should complete an evaluation / feedback form at the end of each module. This feedback will demonstrate the effectiveness of the course and the centre's commitment to maintaining and improving quality. These evaluation records must be kept for inspection by RSA ADI team.

4.0 WITHDRAWAL OF APPROVED STATUS

The RSA will have the power to withdraw centre approval at any time if the Training Provider or Centre or the servants or agents of the Training Provider or Centre breach the terms and conditions of approval detailed herein. In ascertaining whether the said terms and conditions have been complied with the RSA reserves the right to investigate fully any complaints and/or apparent breaches and if necessary to ask the Training Centre to attend a hearing.

4.1 Suspension of an Approved Centre

The RSA ADI team reserves the right to suspend a Centre's approval at any time should the audit report for that the Centre and/or an Institute qualification indicate that the Centre is not maintaining quality standards, especially where a serious problem or weakness in the quality assurance is identified. It is the RSA ADI Team's policy to work closely with Centres to advise on areas of concern, and reasonable efforts will be made by the RSA to provide Centres with an opportunity to address perceived shortcomings and to avoid the need for suspension. However, if the Centre either cannot, or chooses not to, implement the advice and recommendations of the RSA ADI team as to the operation of the centre (s), then suspension will be enforced.

Stage 1 - The RSA ADI team will notify the Centre, with corrective actions to be met and the timescale in which they must be met for approval to continue.

Stage 2 - If all the requirements of the corrective actions are not met by the given timescale, the RSA ADI team will report to the Registrar of the RSA, recommending the suspension of approval.

Stage 3 - At this stage the suspension of approval can be recommended by the Registrar of the RSA.

Stage 4 - If the Centre either cannot, or chooses not to, meet the requirements set, suspension will be enforced. The Registrar of the RSA will notify the Centre, in writing, that approval has been suspended and the terms of the suspension.

Stage 5 - Failure to fully meet the requirements by the stated timescale will result in the withdrawal of approval.

Extension of time limits - Please note that in certain cases, at the RSA's discretion, the timescale for the appeal decision may be extended.

4.2 Approved Centre appeal against suspension of approval

A Centre may appeal against the suspension of Centre approval. The following outlines the process that is involved in the appeal process:

Stage 1 - An appeal must be made in writing to the Registrar of the RSA who will consider the appeal.

Stage 2 - Notification of the outcome of the appeal will be given, in writing, to the Centre within 28 working days of receipt of the written appeal.

Stage 3 - The Registrar of the RSA will act as the ultimate arbiter in the case of an appeal against suspension of approval.

4.3 Withdrawal of Centre approval

Failure to meet requirements

The Road Safety Authority (RSA) reserves the right to withdraw approval from an Approved Centre for all approved training should the Centre fail to meet the requirements imposed following a suspension of approval within the specified time frame

Malpractice

In the case of inappropriate behavior such as fraud ,or a criminal conviction of a trainer / Principle etc approval may be revoked.

In such cases

- Approval will be withdrawn for all qualifications.

A Centre may appeal against the withdrawal of Centre Approval. The appeals process in relation to withdrawals shall follow the stages outlined above in relation to suspensions.

Extension of time limits - Please note that in certain cases, at the Road Safety Authority (RSA)'s discretion, the timescale for the appeal decision may be extended.

4.4 Complaints/Grievance Procedure for Approved Centers

The RSA is committed to offering a quality and customer orientated service, and feedback from Centers on any issue will be most welcome. An Approved Centre may appeal to the RSA against decisions on the following grounds:

- a) Discrimination of any sort
- b) Dissatisfaction with the external audit

In all cases an appeal must be submitted in writing to the RSA who will provide a copy of the appeal to the Registrar of the RSA. A written acknowledgement of the appeal, stating when the appeal will be heard, will be issued within 21 working days. The Approved Centre will be contacted by the RSA ADI team within 14 working days of receipt of the written appeal. The appeal decision will be given to the Centre, in writing, within 28 working days of receipt of the written appeal.

Extension of time limits - Please note that in certain cases, at the RSA ADI team's discretion, the timescale for the appeal decision may be extended.

Appendix No.1

Stages of The Process To Become An Approved Driving Instructor. RSA Qualification Process

The RSA have prepared a qualification process for persons who want to become driving instructors. Passing/gaining exemption from all stages of the qualification process will entitle a person to have his/her name entered on the ADI Register. Each stage of the qualification process must be passed before going to the next stage. Stage one is a theory test, stage two is a test of driving ability and stage three is a test of ability to instruct.

Stage One - Theory Test

The purpose of this test is to examine knowledge of the Rules of the Road as well as general road safety and driving instruction matters. The structure of the test is similar in format to the existing theory test for Learner Drivers. There will be varying number of questions depending on the categories of instruction being applied for. The RSA is working with a service provider for the theory test

The applicant must pass Stage one — Theory Test before they can continue to Stage two and three.

The number of attempts permitted for the Theory Test is not restricted. ALL three parts of the examination process must be completed within two years of successfully completing the Theory Test.

Theoretical Test - Subject Matters

- Road Safety precepts and practice
- Rules of the Road
- RSA ADI Scheme
- Driving techniques and handling the vehicle and controls
- Use of correct road procedure
- Vulnerable road users
- Pedagogical techniques and assessment of pupils
- Dealing with pupils who have learning or language difficulties

- Dealing with pupils who have physical disabilities and familiarization with common vehicle adaptations
- Interpersonal skills
- Correction of pupils driving faults
- Knowledge of basic mechanics of vehicle and maintenance
- Driving for life, beyond the practical driving test
- Scene of accidents
- Driver Testing Procedures and Documentation including the Driving Test Report form
- Other matters as considered appropriate from time to time by the RSA

Stage Two – Driving Test

Having successfully completed the theory test, stage two will assess driving/riding ability. Driving competence will be assessed through a longer more comprehensive driving test than that which applies to a learner driver. The test will last approximately one to one and a half hours depending on the category being applied for and will cover 25-30 kilometers. In order to pass the test the applicant will have to incur fewer than three driving faults under a particular heading e.g. observation, fewer than five driving faults during the entire test, and zero disqualifying faults.

On the day of the test the applicant must –

- Attend in good time
- Declare that they are properly insured for the test
- Produce a valid full licence
- Drive a roadworthy vehicle fitted with seatbelts (except Cat A)
- Display on the vehicle a valid insurance disc, tax disc and an NCT disc if appropriate

Stage Three – Instructors Ability Test

Stage three examines the ability of the ADI candidate to deliver tuition/coaching to the novice driver relevant to the level of skill and experience of the driver.

The RSA examiner will take the applicant through the administrative procedures before accompanying them to the vehicle. S/he will then explain the format of the test and explain that s/he will be adopting the 'role' of a Learner driver under instruction. Once in 'role' the examiner will stay in 'role' until that phase of the test is over (the examiner will state when the phase is complete and s/he is coming out of 'role'). If an emergency arises during the test the examiner will immediately come out of role.

There are two phases to the instruction ability test;

Phase 1 will examine ability to instruct at an appropriate level for a beginner in one of the following subjects

- Explanation of the cockpit drill and starting the vehicle
- Explanation of the controls of the vehicle
- Anticipating the actions of others, and taking appropriate preventative/ corrective action, where necessary
- Moving off and stopping/road position
- Turnabout in the road by using the forward and reverse gears
- Reverse to the right and to the left
- Dealing with pedestrian crossings
- Approaching junctions to turn left or right
- Dealing with and emerging at road junctions and roundabouts
- Dealing with crossroads
- Reverse parking
- Use of the mirrors and giving signals, mechanical or otherwise
- Meeting / overtaking and clearance to all other road users
- Judgment of speed, stopping distances and anticipating the actions of other road users

- The emergency stop
- Carrying out various motorcycles manoeuvres i.e. figure of 8, slalom, U-turn, slow ride etc. (category A only)
- Driving on country roads
- Use of “running commentary” as appropriate
- Other matters considered appropriate from time to time by the RSA
- Couple/un-couple a trailer (membership category EC only)

Phase two will also examine the aspects above, however the expected Level of delivery will be at the Level of learner driver. (Driving test standard)

The examiner will give the applicant a few moments between phases to gather their thoughts and prepare a lesson plan for the second phase. The examiner may be taking notes during these brief moments and this is part of his/her administrative procedures.

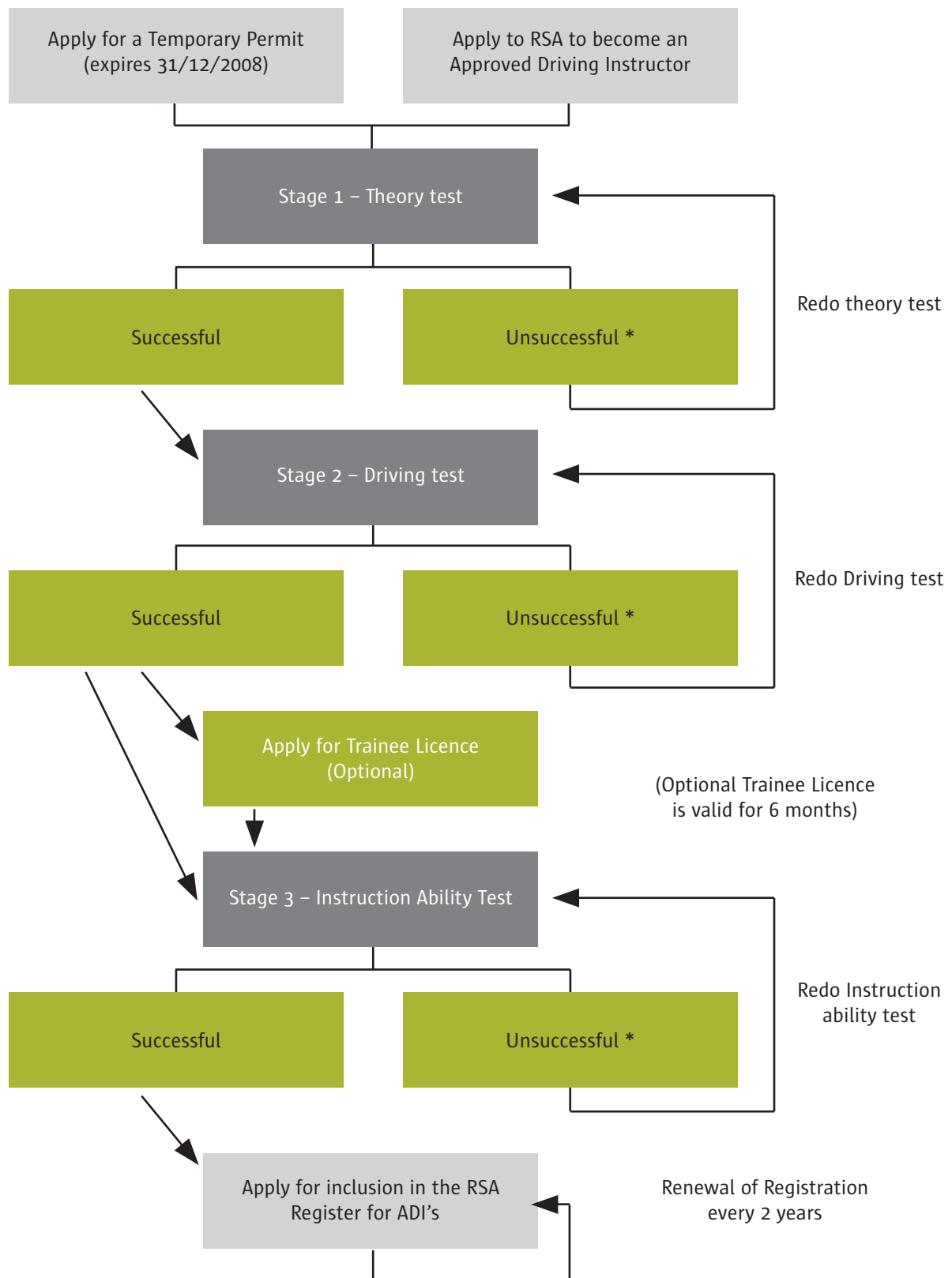
During the instruction ability test the examiner will look for the ability of an ADI applicant to:

- Recap on previous Lesson and link it to the current lesson
- Explain clearly the Lessons objectives
- Have a clear Lesson plan in place and deliver this
- Impart information in a clear concise manner
- Have a friendly and relaxed manner
- Offer encouragement
- Match instruction to the learners ability
- Encourage questions
- Give feedback on performance
- Develop a Learner driver’s self-confidence during the lesson, Change approach when current approach obviously isn’t working

- Identify, analyze and assess faults as appropriate

During all of stage three a candidate will be expected to give clear directions in good time and these instructions must be related to the prevailing road and traffic conditions. Language used must not be over technical and jargon should be avoided; the learner must clearly understand any necessary technical terms used. A driving instructor should use simply worded questions to clarify with the student that the message has been understood.

Process to become an RSA Approved Driving Instructor



*All three stages of the qualification process must be completed within 2 years

Appendix No.2

Application form for approved status

Application form

The application for Approved Centre Status is to be developed from the information required from providers/employers seeking to become an approved training centre. The following information will be required:

Stage One - Theory Test

- The registered name and address of the organisation – this should include the name of the person responsible for the application. If the application is from a sole trader, then this should be noted in this section
- Status in relation to tax clearance
- The type of organisation – e.g. an operator with in-house training, training provider, FE College, other
- A list of approvals/accreditations (e.g. from awarding bodies) already held and courses already being delivered

The infrastructure

- Details of the premises and training areas to be used (rooms & capacity)
- Details of any vehicles to be used
- Administrative details – Staff procedures and IT systems
- Resources – Teaching aids, materials, equipment (Laptop / OHP / Slides etc.)
- Policies for:
 - Quality Assurance
 - Equal Opportunities
 - Health and Safety
 - Staff Development
 - Data Protection
- Procedures for dealing with Complaints and Refunds

Other Sites

If you have more than one site please include “the infrastructure” on a separate page a full list with addresses. If you intend to register more than one site, you must have the processes and quality assurance in place to maintain a consistent standard across all sites.

Appropriate trainers

A list of the trainers to be used in delivery of the approved syllabus must be maintained and must record whether each trainer will be used to deliver all modules or will be limited to deliver only one or two of the modules. Approved training centres will be required to keep evidence that demonstrates that the trainers they use to deliver approved training courses meet the requirements laid down by the RSA. They must also make records available which show which trainer/instructor has been used to deliver a specific module when requested by the RSA ADI team.

Trainers qualifications and/or experience

Each trainer must be suitably qualified in the subject area(s) they are proposing to deliver. An Approved Centre can decide to use their trainers to deliver all or some of the modules of the approved syllabus. If a Training Centre is using the Trainer for delivering all of the modules, then the Centre must be able to prove that the trainer in question has successfully participated in a Train the Trainer programme from a recognised training provider/institute. The Train the Trainer programme must have a significant element that addresses Adult learning, learning style and the facilitation skills needed to be an effective trainer.

If the Training Centre proposes to use a trainer for only delivering Module Two, then the Trainer will need to provide evidence of their experience of providing instruction successfully to learner drivers and instructors previously. Accordingly, Trainers for Module Two must be on the RSA register of Approved Driving Instructors.

Trainers will be expected to present evidence of knowledge in the relevant subject area and also evidence of expertise in training/training techniques. Evidence will take the form of:

Training

- An appropriate training qualification OR
- A certificate of training experience from an employer that can evidence expertise in delivering training

Knowledge

- An appropriate qualification in the relevant subject OR
- A certificate of knowledge from an employer or customer that can evidence expertise in the subject being delivered
- Have passes at all stages of the ADI exam.

Please note that the RSA ADI team encourages continuous professional development for all trainers as this will benefit the drivers, their employers and the trainers themselves.

Appendix No.3

Road Safety Authority – Approved Training Centers for Driving Instructor Training using the approved Syllabus - Terms and Conditions

1. If a training centre fails to comply with these terms and conditions, the RSA may remove or suspend the approval status of the training centre with immediate effect.
2. Only those centres approved for delivery of the approved training syllabus are entitled to advertise their training provision as approved by the RSA for Driving Instructors.
3. Approved Training Centres must provide the training for all three parts of the ADI qualifying examination.
4. Training Centres must not continue to use the RSA branding in adverting after the approval period has lapsed. The Training Centre 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
5. Only those centres approved for ADI Training are entitled to use the RSA's ADI logo to advertise their courses in accordance with the RSA ADI branding guidelines.
6. Training centres must provide a single named contact responsible for the application. This must be the Principal of the establishment seeking approval.
7. The Principal of the centre must sign a copy of this document signifying their acceptance of these Terms and Conditions on behalf of the training centre.
8. Applications for approval must be made in writing using the application form.
9. The Approved Centre must have a written procedure for dealing with complaints and refunds and must demonstrate how their clients are informed of both of these issues.
10. The Approved Centre 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 six years.

11. Approved Centres may operate more than one site and each premises must have a specified address.
12. Where an Approved Centre operates at more than one location, Approved Training Centres must ensure that systems are in place to ensure that a consistent high standard is delivered across all locations. the Approved Centres are responsible for maintaining standards across all registered sites. If the Road Safety Authority find any of the registered sites to be operating in breach of the terms and conditions detailed in this document, the Road Safety Authority's reserves the right to remove or suspend the approval status of the training centre and its registered sites in accordance with the procedures outlined in this document.
13. Centres must have systems in place to monitor the progress of each student and corrective action planning process to address any area where student process is not acceptable.
14. Centres must issue all drivers, on completion of a course, with a receipt which details the Training received during the course.
15. Centres will not exceed the maximum ratio of learners to trainers in any in car activity (maximum ratio 2:1).
16. Centres will not exceed the maximum number of learners to trainers in classroom activity (maximum ratio 12:1).
17. The Road Safety Authority or its representatives reserve the right to visit an approved training centre at any reasonable time without prior notice. Unreasonable failure to facilitate such inspections may lead to removal from the list of approved centres.
18. As part of any audit visit, the Road Safety Authority or its representative shall be entitled to participate in any approved training module.
19. The Approved Centre must hold an up to date list of all trainers engaged in training in that centre, supported by documentary evidence of their appropriateness to deliver some or all of the modules of the syllabus, whichever is appropriate. Records for the modules, at each centre, that the trainer can deliver must be specified.
20. The Approved Centre must continuously hold the appropriate insurance cover for their business.

21. All vehicles used for training must have current NCTs and insurance and be covered by an appropriate maintenance schedule. The training centre must have at least one dual controlled vehicle (except Cat A).
22. Training centres must put in place an auditable process to ensure and confirm within reason, the identity of the person attending the training course. This requires a visual check of an official form of identification. Failure to have such a procedure may lead to removal or suspension of the approved status of the Centre.
23. All appropriate policies as identified in application process must be in place. This should include policies on: Quality Assurance; Equal Opportunities; Health and Safety; Staff Development; Data Protection.
24. Training centres 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.
25. Training centres must ensure that people participating in practical in-vehicle training hold the appropriate and current licence for the vehicle and are not disqualified from driving.
26. The Centres will not disclose to a third party, any information given by a trainee during training or training progress or driving and instruction ability, except where under obligation in law, or to a third party who is paying for a trainee's training but subject to the trainees knowledge.
27. The training Centre must comply with all current legislation particularly in respect of business premises and practice, staff, vehicles and public liability.
28. Approved centres must deliver the syllabus exactly as outlined in the programme details.
29. Approved centres must submit any suggestions for modification or development of the programme in writing to the RSA ADI team.
30. The training centre must ensure that all those personnel engaged in the training of Driving Instructors are 'fit and proper persons' who have a current vetting from the Garda Síochána as to their suitability to be involved in training others to drive.

The Road Safety Authority reserves the right to revise these Terms and Conditions at any time with a minimum of three months notice given.

Appendix No.4

Requirements for approval

Training Centres must have access to the following facilities

Premises

- At least one classroom of adequate size. (Adequate size should be a minimum of 15 to 17 sq. ft. per person, with a minimum size that will facilitate 12 people.)
 - Classroom that has natural light in the room
 - Distance between the screen and the front row seat/table should be at least twice the width of the screen that is being used.
 - Table space per student should be at least 30 linear inches, with a depth of 18 to 24 inches per learner.
- Adequate tables and chairs for each learner

Resources available

- Lap top
- LCD Projector
- TV and VCR
- Video camera
- Dual controlled car (at least one, but if training more than two people at the time, then it would need more cars).
- Chassis for stage one and three modules
- Sets of Route Maps that cater for all the training that Driving Instructors will need to deliver (level of expertise of the learner, and the nature of lessons that are to be delivered)
- IT systems

Application Checklist

When you have completed the application form you should return it to the ADI Unit together with:

- The completed Waiver/Release form
- Two references, one of which should be financial, the other should be a character reference

When evaluating your application we may seek further information from you and will write to the named 'contact person' for dealing with your application. All communications will be sent to the postal address given (not a PO box or a forwarding address).

The Road Safety Authority (RSA) reserves the right to refuse to grant approval or withdraw approval where any of the criteria has not been met. In particular, once approval is granted, the RSA may review its decision to grant approval where an issue of continuing suitability as an RSA provider has come to the attention of the authority

Working To Save Lives

Údarás Um Shábháilteacht Ar Bhóithre Road Safety Authority

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