

RSA



Guide to RSA Check Test

FOR APPROVED DRIVING
INSTRUCTORS (ADI's)

Údarás Um Shábháilteacht Ar Bhóithre
Road Safety Authority



Approved Driving Instructor

GUIDE TO RSA 'CHECK TEST' FOR APPROVED DRIVING INSTRUCTORS (ADI's)

November 2008

Introduction



The Road Traffic (Approved Driving Instructors) Regulations require driving instructors whose names are contained in the register of Approved Driving Instructors (ADI) to undergo a test of continuing ability to instruct this test is commonly known as a “Check Test”.

The Road Safety Authority (RSA) will write to you giving you a date and time at which you should attend at a test centre of your choice, with your driving school vehicle and a student of yours who holds a Licence/Learner Permit to drive the vehicle that you have brought along to the appointment. You will receive your appointment not less than 28 days in advance to give you enough time to make the necessary arrangements.

If you hold multi-categories on your ‘full’ ADI permit, then you will normally only be required to undergo one check test and the ADI Unit will advise you which category of vehicle your check test is to be carried out in.

There are different types of Check Test. Usually the first type of Check Test you would attend for is an ‘informational’ Check Test. This informational check test differs from the normal test as it will not result in any formal assessment being made of an Instructor’s performance. The ADI examiner will offer feedback to an Instructor which is designed to assist in the continuing improvement in the quality of instruction being given.

All other Check Tests undertaken by an Instructor will be more formal and will result in an assessment of your performance being made and recorded. Where performance is at or above the requirements of continuing membership of the ADI scheme then your full permit will be renewed upon application when it falls due. If, however, performance is assessed as being less than satisfactory a second Check Test will be arranged for approximately four weeks time. During that four week period you should take steps to address the issues highlighted in the first Check Test.

Revisiting the study material and/or attending a refresher course with an approved RSA Training Provider for the ADI scheme will assist you in preparing for the next test. You should also feel free to contact your ADI Examiner if you require any further information on the test.

The Check Test



On the day of your appointment you should attend at the centre (you have chosen) together with your pupil and suitable vehicle in good time. If you are too late or have not fulfilled all of the requirements of the test, your appointment may be cancelled and you will have to attend again usually within ten days at a centre specified by the RSA.

The Student

The student you bring along to the test can be at any standard between complete beginner and someone who is already at 'driving test standard. The student must have either a Learner Permit or a full licence for the category of vehicle being used for the Check Test. In the event that your student is unavailable on the day the RSA Examiner reserves the right to 'stand in' as your student, in such circumstances s/he will set out the scenario to be used for delivery of the lesson.

The Vehicle

The vehicle must be taxed, insured and have any appropriate road worthiness certificate/disc.

It should be reasonably clean and have seating accommodation for the driver, Instructor and up to two RSA staff in the back of the vehicle. Proper Insurance cover must be in force for the driving of the vehicle by the Student/Instructor. An RSA examiner may be accompanied by a more senior official. This practice is quite normal and part of our standard quality assurance measures.

The Lesson

The lesson should be the normal 'planned' lesson for the student. Remember you are in control in this regard, the Examiner will be checking to see if the planned lesson was appropriate for your learner's needs. S/he will also check to see that you have demonstrated all of the 16 'core' competencies and at least five of the non-core competencies.

The Standard

It is important to remember that even though we are looking for evidence of the same competencies as we look for on the Stage 3 Teaching Ability Test, this Check Test is structured differently and therefore you may only have one opportunity to show certain competencies where as the Stage 3 Test allows you two opportunities. Therefore it is more important that you prepare well for this test. Given that this check test will be scheduled some time after your Stage 3 Teaching Ability Test you will have had good opportunity to practice using the competencies and will hopefully be very familiar with them by the time your Check Test appointment comes through.

What will happen?

On the day of the Check Test you should attend at the centre shown on your appointment letter at least 10 minutes prior to the time to give you time find a parking space. You should ask your student to wait in the vehicle and you should take a seat in the waiting area for the test centre. Take the ignition keys with you.

The ADI Examiner will come out and introduce himself and ask you a few background questions about your student. The Examiner will accompany you to your vehicle, ensure it is taxed and displaying an insurance disc and L-Plates if appropriate.

Once at the vehicle our Examiner will introduce him/herself to the student and sit in the rear of the vehicle.

You will then be expected to carry on with the lesson as normal. Try not to be distracted by the Examiner's presence. S/he will try to be as unobtrusive as possible and will in no way interfere with the conduct of the lesson. When the lesson is complete (back at the centre) you should 'wrap up' the lesson in the normal way and finish by asking the student to go and wait in the waiting area of the Driving Test Centre(DTC) and that you will be with them in 10 -15 minutes.

The Examiner may then ask you some questions on the lesson and give you feedback on your performance as well as a written report on the test. The Examiner may also want to discuss some of your previous driving test applicants with you and also advise you on any important issues relating to the driving instruction industry or ADI scheme. There will also be an opportunity to ask questions of the Examiner.

If I Pass.

If you have displayed all 16 of the 'core' competencies and at least five of the remainders on your Check Test you will pass. As a result you will be invited to renew your registration when it falls due. Whilst you have passed your test you should still listen carefully to any feedback provided by the Examiner as it will assist you in further developing your Driving Instructor skills.

If I do not pass.

If you did not display all of the 16 'core' competencies and at least five others you will be provided with feedback, a written report and will receive a further appointment for Check Test in approximately four weeks time. The new appointment will be recorded as a second Check Test. If you successfully display all of the required competencies that will be considered the end of the matter and you will be invited to renew your registration in the normal way, when it becomes due.

If you do not display the required competencies during the second Check Test you will be invited to a third and final Check Test conducted by a more senior Examiner. If the required competencies are still not evidenced then steps will be taken to remove your name from the register.

Caution

If you cannot attend for any reason you should notify the ADI Unit as soon as possible. Please be aware that failure to attend for a check test appointment may in itself lead to your name being withdrawn from the Register of Approved Driving Instructors.

More information



If you require any further information on the check test, please contact:

ADI Unit

Road safety Authority

Primrose Hill

Ballina

Co. Mayo

Tel: (096)25007

Email: adi@rsa.ie

Appendix 1



Below is a list of the driving instructor competencies being assessed as part of the Check Test.

Setting Learning Climate & Rapport

- Introduces & conducts lesson in a courteous & friendly manner
- Asks student if there are any questions or concerns
- Avoids demoralising language & behaviour
- Emphasises importance of asking questions and being pro-active

Lesson Plan

- States clearly lesson subject & sub skills
- Lesson covered subject sub skills
- Checks with Student to see that all is understood
- Establishes base line for the lesson

Matches Instruction to Learners Ability

- Level of instruction suitable for each stage of learning
- Range of techniques used as required
- Instruction is given in short progressive steps
- Language/attitude is respectful of student's progress

Identifies & Analyses Driving Faults

- Faults demonstrated were identified
- Provides safe analysis of faults at appropriate level
- Provides remedial instruction in a timely manner
- Encourages student to self analyse

Gives Feedback on Performance

- Feedback relates to one piece of changeable behaviour at a time
- Feedback is balanced and appropriate
- Feedback is timely
- Feedback is given in an effective & supportive manner

Imparts Information in a Clear & Concise Manner

- Information is accurate and up-to-date
- Necessary & relevant information provided
- Level & quality of information is suitable for phase
- Language, especially necessary jargon, is clear and checked for understanding

Management of Lesson

- Controls lesson appropriately
- Demonstrates a concern for safety & Customer Care
- Effectiveness
- Attitude & Behaviour of Instructor encourages learning
- Establishes Instruction priorities
- Manages time well
- Student is given adequate time to practice

Overall Impression

- Lesson wrap up, e.g. summary, assessment, next lesson
- Information given is not misleading, incorrect or un-safe
- Confidence inspiring
- Professionalism
- Safety Equipment
- Learning Environment
- Learning supports

Remember

Unlike the Stage 3 Teaching Ability Test, the Check Test may give only one opportunity to display some of the above competencies. Practice these competencies in your everyday work and they will undoubtedly improve your trainer skills, as well as help you during any Check Test.

Appendix 2



For your information here are both sides of the Check Test Report / Marking Sheet that will be used by the Examiner on the day of your Check Test.

GUIDANCE NOTES ON YOUR CHECK TEST



Details of today's Check Test are given overleaf, the Pass/Fail box inside the competencies section indicates how you have got on today.

If you were successful:

Congratulations your ADI permit will be renewed (when due). In the meantime please take the time to reflect on the report overleaf and develop those areas which have not been ticked today. The 'Stage 3 Guide' available from our website indicates how competencies may be displayed.

If you were unsuccessful:

The ADI Unit will be in touch shortly with a further date for a subsequent Check Test. To help you prepare for a further Check Test you should read through the 'Stage 3 Guide' (available from our web site www.rsa.ie or by ringing the ADI Unit on 096-25007) as it explains how the competencies can typically be displayed. In addition, further advice and assistance will be available from an RSA Approved Training Provider who offers practical 'train the trainer' type courses for driving instructors.

Other useful information resources for Driving Instructors are :

Driving Instructors Handbook

Margaret Stacey & John Miller

Driving The Essential Skills

Driving Standards Agency (plus the DSA publication relating to differing categories of Vehicle if appropriate)

Driver Theory test book

Prometric

The Rules of The Road

Road Safety Authority

Ricability book on vehicle adaptations

Road Safety Authority

Standard Procedures for Driving Tests

Road Safety Authority

Driving Test Marking Guidelines

Road Safety Authority

Preparing for your Driving Test

Road Safety Authority

ADI/CT/2

Serial Number 001

APPROVED DRIVING INSTRUCTOR (ADI) CHECK TEST REPORT FORM



ADI NAME

ADI REFERENCE NUMBER

STUDENT NAME

NUMBER OF LESSONS

STUDENT CENTRE

TYPE OF CHECK TEST

STATED OBJECTIVE OF THIS LESSON

EXAMINER

ROLE PLAY

VEHICLE CATEGORY

VEHICLE REGISTRATION

Competencies			
Section A / 1 Setting Learning Climate & Rapport		2 Lesson Plan	
a	Introduces & conducts lesson in a courteous & friendly manner	a	States clearly lesson subject & sub-skills
b	Asks Student if there are any questions or concerns	b	Lesson covered subject sub-skills
c	Avoids demoralising language & behaviour	c	Checks with Student to see that all is understood
d	Emphasises the importance of asking questions and being proactive	d	Establishes base line for lesson
Section B / 3 Matches instruction to Learners ability		4 Identifies & analyses Driving Faults	
a	Level of instruction suitable for each stage of learning	a	Faults demonstrated were identified
b	Range of techniques used as required	b	Provide safe analysis of faults at appropriate level
c	Instruction is given in short progressive steps	c	Provide remedial instruction in a timely manner
d	Language/attitude is respectful of Student's progress	d	Encourages Student to self analyse
5 Gives Feedback on performance		6 Imparts information in a clear & concise manner	
a	Feedback relates to one piece of changeable behaviour at a time	a	Information is accurate & up-to date
b	Feedback is balanced & appropriate	b	Necessary & relevant information is provided
c	Feedback is timely	c	Level & quality of information is suitable for the phase
d	Feedback is given in an effective & supportive manner	d	Language (especially necessary jargon) is clear and checked for understanding
Section C / 7 Management of Lesson		Section D / 8 Overall Impression	
a	Controls lesson appropriately	a	Lesson wrap up, eg summary assessment, next lesson
b	Demonstrates a concern for safety & customer care	b	Information given was not misleading, incorrect or unsafe
c	Effectiveness	c	Confidence inspiring
d	Attitude & behaviour of Instructor encourages learning	d	Professionalism
e	Establishes instruction priorities	e	Safety equipment
f	Manages time well	f	Learning environment
g	Student is given adequate time to practice	g	Learning supports

Note In order to pass a check test all 'core' boxes (Pink Boxes) plus at least five (5) other boxes must be ticked

PASS FAIL

SIGNATURE / ADI EXAMINER

DATE

Working To Save Lives

Údarás Um Shábháilteacht Ar Bhóithre Road Safety Authority

Aonad ADI, Páirc Ghnó Ghleann na Muaidhe, Cnoc an tSabhaircín,
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ADI-CT/1