

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 No.:

Name:

(Person responsible for application/main contact person) position:

Position:

Date:

Registered Co. Name:

Registered Company Address:

Postal Address:

(If different from reg. co. address)

Telephone No.:

Fax No. (if any):

Email Address (if any):

Web Address (if any):

Other RSA Approvals (ADI, CPC, etc):

Tax Registration No.:

Organisation Type:

Category of Training Approval Sought for (E.g., Motorcycles):

Accreditations/Awards Received for Delivering Training: 1.

2.

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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.

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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 unused IBT Certificates of Satisfactory Completion (certificates must be marked 'CANCELLED') and
 - 3) My IBT Trainer Approval Certificate.

Declaration

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:

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