

High Speed Instructor Competency

Code of Practice

Assessment, training needs analysis, training and final assessment of drivers requires skilled and competent instructors. This Code sets the level necessary for a High Speed Instructor.

Joint Emergency Service
High Speed Driver Training Advisory Group
2008

RIVER

High Speed Driver Training

Overview

High speed driver training is primarily focused on the competencies of a driver to use his or her discretion as to when and where to exceed the speed limit on a road or for a vehicle, wisely, and the skill to do so as safely as is possible given need and circumstances.

It is therefore necessary to provide a complete system which will ensure any training establishment, instructors, training and assessment meets both a level of quality and most importantly drivers who meet the competencies required.

To this end there is a suite of codes setting out the basic and minimum levels necessary to meet a high speed driver competency, accepting that organisations providing emergency response will need to provide more training to meet their duty of care for staff and the public and Health & Safety responsibilities. These standards and competencies are therefore a minimum and not expected to make up the entire competency required.

To provide 'High Speed training' you will need to satisfy yourself that you can meet the Codes of Practice provided in this suite, as follows:

- **Provision of High Speed Driver Training** – setting out training bodies, accreditation and summarising other codes
- **High Speed Instructor Competency** – making sure those assessing competency, setting training needs and providing that training are competent and to a consistent level
- **High Speed Driver Competency and Training** – setting out the competencies necessary to meet high speed driver approval and those areas necessary when training need is identified
- **High Speed Assessor Competency** – not compulsory but available should any training body prefer to train and use experienced emergency response drivers to assess others competencies and identify training needs
- **High Speed Driver Training Quality Assurance** – The outcome of a skilled and competent driver must be achieved and to ensure this the system set out in the codes must be quality assured to this minimum standard.

High Speed Instructor Competency

Code of Practice

Contents

Introduction page 3

Explanation of terms used page 3

Unit HSDT1 Demonstration Driving – High Speed Driver

Elements	HSDT1	Demonstrate basic driving skills
	HSDT2	Prepare and drive vehicles at high speed
	HSDT3	Drive vehicles at high speed on motorways
	HSDT4	Undertake an emergency response using a vehicle
	HSDT5	Avoid skids when driving an emergency vehicle

Unit HSDT2 Lesson Preparation & delivery

Elements:	HSDT2.1	Design Training sessions
	HSDT2.2	Presentation Skills
	HSDT2.3	Managing Activities

Unit HSDT3 Practical Instruction

Elements:	HSDT3.1	Lead Instruction
	HSDT3.2	Coaching
	HSDT3.3	Student Development

Unit HSDT4 Assessment

Elements:	HSDT4.1	Conducting Assessments
	HSDT4.2	Gathering Evidence
	HSDT4.3	Monitoring & Reviewing Development
	HSDT 4.4	Self-Assessment

HSDT1	Demonstration Driving. This unit includes all units for The Emergency Response Driving Course HSDT 1/2/3/4/5.	page 6
HSDT2	Lesson Preparation and Delivery. Design Training sessions for students.	page 24
HSDT3	Lesson Preparation and Delivery. Presentation Skills.	page 25
HSDT4	Lesson Preparation and Delivery. Managing activities and exercises in groups.	page 26
HSDT5	Practical Instruction. Lead Instruction.	page 27
HSDT6	Practical Instruction. Student Driver Development.	page 29
HSDT7	Assessment. Conducting Assessments.	page 30
HSDT8	Assessment. Gathering evidence.	page 31
HSDT9	Assessment. Monitoring and reviewing development.	page 32
HSDT10	Assessment. Self-assessment.	page 33

Introduction

These standards have been developed by a Joint Emergency Service High Speed Driver Training Advisory Group representing the three emergency services, the Serious Organised Crime Agency and other key stakeholders such as DSA, IAM and RoSPA, operating under the auspices of the Department for Transport.

The development of these standards is in response to the Road Safety Act 2006 which introduces significant changes to the Road Traffic Regulations Act 1984. In essence, these changes mean that only drivers who have satisfactorily completed a course of training in driving vehicles at high speed will be exempt from posted speed limits when the vehicle is being used for “fire and rescue authority purposes...or for ambulance or for police or Serious Organised Crime purposes.” It also supports regulations so that only those Driver trainers who have completed the necessary course will be able to deliver driver training at this level.

For the purposes of these draft standards, ‘high speed’ is defined as:

“a driver, from an emergency service, is driving at high speed when he or she legally decides to use the exemption and exceed the speed limit, on any stretch of road, so as to enable them to arrive at an incident or carry out other activities of the service where the higher speed was necessary” such as:

- attending an emergency call
- investigating, preventing or stopping the commission of a crime
- helping a member of the public who is in urgent need of emergency assistance.
- training

“High speed should be construed as any speed which exceeds that of any statutory speed limit in force on the road at that time. It might also be interpreted as a speed which is below the statutory speed limit but in excess of a speed which would be appropriate to the prevailing road conditions at the time.”

The standards are not a training course in themselves. The intention is that they will provide the essential minimum learning outcomes that any training course for Emergency Response Driver Trainer’s must achieve. They will also provide the basis for the practical and theoretical assessment of Emergency Response Drivers and should ensure a degree of uniformity across all the relevant services and agencies.

The bulk of the assessment must be practical. Questioning will only be used to test Knowledge and Understanding or to check that the Driver would be able to drive competently under conditions that rarely occur (see section on Scope below).

This specific CoP is to ensure that the Instructors, who will provide the necessary training to ensure an employee identified as requiring the exemption for speed is at the required High Speed Competency level, are themselves at a level of competency considered suitable for a credible system and able to meet the outcomes this legislation requires.

An Explanation of Terms Used

The national occupational standards consist of the following components:

- Unit - High Speed Instructor
- Elements - the 5 modules which make up the High Speed Driving Unit
- Element Summaries

- Elements consist of:
 - Range Statements
 - Outcomes of Effective Performance
 - Attitudes and Behaviours
 - Knowledge and Understanding

Elements

These are the smallest parts of the standards that can be separately assessed and given credit for. To achieve competency, the High Speed Driver must demonstrate they achieve all the Outcomes of Effective Performance, Attitudes and Behaviours and Knowledge and Understanding components. They must also show that they cover most of the Scope shown for each element

The elements are:

- HSDT1 Demonstration Driving - This element includes all elements for The Emergency Response Driving Course HSDT 1/2/3/4/5.
- HSDT2 Lesson Preparation and Delivery - Design Training sessions for students.
- HSDT3 Lesson Preparation and Delivery - Presentation Skills.
- HSDT4 Lesson Preparation and Delivery - Managing activities and exercises in groups.
- HSDT5 Practical Instruction - Lead Instruction - Coaching
- HSDT6 Practical Instruction - Student Driver Development.
- HSDT7 Assessment - Conducting Assessments.
- HSDT8 Assessment - Gathering evidence.
- HSDT9 Assessment - Monitoring and reviewing development.
- HSDT10 Assessment - Self-assessment.

Element Summaries

These are just an introduction to the unit. They summarise what the unit is about and who it is for.

Outcomes of Effective Performance

These statements show the outcomes the Instructor must achieve to be deemed competent. There must be practical evidence through their driving/instruction that they have done so. Usually this will be done by direct observation carried out by an expert assessor. To achieve each element, the Instructor must show they can meet all of the Outcomes.

Knowledge and Understanding

Usually these will be tested by the expert assessor questioning the Instructor, or through a 'professional discussion'.

HSDT1.Demonstration Driving.

Element Summary

What is the element about?

Demonstration driving is the first level of instruction. The aim of this unit is to ensure the Instructor possesses the knowledge, understanding and skills required to drive vehicles safely and is competent at the required levels set out in HSDT1/2/3/4/5.

Those undertaking this unit will hold a full EU license for the class of vehicle to be instructed on for 3 years, Be able to provide evidence of prior qualification at or beyond the level they will train. Have the necessary theoretical knowledge of Roadcraft, the Highway Code, Road Traffic Act/Health and Safety and associated legislation, together with local instructions applicable to their employing organisation.

Driving will cover a variety of road and traffic conditions.

Who is the unit for?

The unit is recommended for Instructors (Driving) who wish to progress to Instruct drivers to under take emergency response driving in vehicles taking advantage of statutory legal exemptions.

Links to other elements

It will be necessary to complete HSDT1/2/3/4/5 and this unit before progressing to the other High Speed Instructor Development Units

Range statement of the element

A typical variety of road and traffic conditions exceeding statutory speed limits.

HSDT1. Demonstrate basic driving skills

Outcomes of effective performance

You must be able to do the following:

1. Complete basic vehicle safety checks, identifying, reporting and documenting obvious defects.
 2. Familiarise yourself with the vehicle's controls before driving.
 3. Recognise, assess and manage hazards through effective observation, anticipation and planning.
 4. Steer the vehicle accurately to maintain a safe and appropriate course.
 5. Control the vehicle safely and accurately through the use of:
 - accelerator,
 - brakes,
 - gears and
 - clutchas appropriate to the circumstances.
 6. Make progress appropriate to the conditions and circumstances.
 7. Approach and negotiate corners safely.
 8. Position the vehicle safely as appropriate to the circumstances.
 9. Use appropriate signals and respond correctly to the signals of other road users.
 10. Select safe and appropriate locations to park and manoeuvre the vehicle.
 11. Call on the assistance of others before completing difficult manoeuvres.
 12. Reverse, manoeuvre and park the vehicle safely.
-

Attitudes and behaviours (demonstrated at all times when driving)

1. Give priority to public safety above the desire to attend the incident.
 2. Demonstrate a calm, considerate and professional manner.
 3. Control the tendency to 'personalise'.
 4. Recognise and respond appropriately to the effects of fatigue, adrenaline, stress and other physical and physiological factors that may impair judgment, performance and decision making.
 5. Concentrate on driving in the face of any other distractions.
-

Knowledge and understanding

You need to know and understand the following:

1. Organisational policy and directives covering driving.
2. Relevant health and safety legislation.
3. Human aspects of emergency service driving.
4. The Highway Code.
5. The Roadcraft Manual.
6. Road Traffic legislation.
7. Manufactures' instructions

HSDT2. Prepare and drive vehicles at high speed

Element Summary

What is the element about?

The focus of this element is on vehicle preparation, the system of vehicle control, driver attitude and health and safety. Much of the element is based on the principles and systems covered by the police Roadcraft Manual, and drivers should have a detailed knowledge of these.

Who is the element for?

The element is recommended for drivers who wish to drive vehicles taking advantage of statutory legal exemptions. Those undertaking this element will hold a full DVLA licence for the class of vehicle to be driven and will have completed element HSDT1 on basic driving skills.

Links to other element

This element links to HSDT1.

Range Statement

This element covers the following:

Speed

- in excess of the statutory speed limit for the road / vehicle
- within statutory speed limit but in excess of traffic flow

Locations

- major roads
- minor roads
- urban settings
- rural settings

Traffic volume

- low
- high

Road surfaces

- good
- poor

Visibility

- good
- poor

Outcomes of effective performance

You must be able to do the following:

Preparing the vehicle

1. Ensure you are authorised to prepare and drive the vehicle.
2. Familiarise yourself with the vehicle and its controls.

3. Carry out required checks to:
 - tyres
 - brakes
 - fluid levels
 - lights
 - sound equipment
 - safety equipment
 - bodywork
 - cleanliness of the vehicle
 - operational equipment
 4. Ensure the vehicle is fit for purpose during and after use.
 5. Identify, report and record any defects or damage prior to and following use and take the correct action in regard to these.
 6. Ensure that any equipment required to be with the vehicle is present and in working order.
 7. Keep accurate and complete documentation relating to your use of the vehicle.
-

Formulating and implementing driving plans

1. Gather information at an early stage through accurate observations and the use of other senses.
 2. Use this information to correctly anticipate all driving situations.
 3. Use observation links effectively.
 4. Use information and anticipation to formulate flexible driving plans.
 5. Implement driving plans to safely negotiate all driving situations.
-

Outcomes of effective performance

You must be able to do the following:

Making progress whilst showing restraint

1. Accurately judge the speed of your own and other vehicles relative to your proposed actions and the circumstances, taking account of distance.
 2. Make progress whilst maintaining the need for restraint and safety.
-

Controlling the vehicle

1. Control the vehicle safely and smoothly through use of the accelerator.
2. Control the vehicle safely and smoothly by applying the required amount of braking at the correct time.

3. Select the correct gear for the circumstances by smooth and accurate use of gears and clutch.
 4. Steer the vehicle accurately, adapting steering techniques as necessary when manoeuvring.
-

Positioning

1. Position the vehicle correctly when following and overtaking other vehicles.
 2. Position the vehicle correctly when negotiating:
 - corners and
 - a series of corners.
 3. Position the vehicle to obtain the best view with due regard for safety.
 4. Adopt the safest road position at all times in relation to existing road and traffic positions.
-

Cornering

1. Assess corners and bends correctly and accurately.
 2. Negotiate corners and bends taking account of all relevant factors.
-

Making and interpreting signals

1. Make appropriate signals to other road users using:
 - indicators
 - lights
 - audible signals
 - hand signals.
 2. Correctly interpret and act on signals from other road users.
-

Outcomes of effective performance

You must be able to do the following:

Overtaking

3. Identify, plan and execute all overtaking manoeuvres safely when passing stationary and moving objects.
 4. Apply the correct degree of restraint at all times.
-

Attitudes and behaviours (demonstrated at all times when driving)

1. *Give priority to public safety above the desire to attend the incident.*
 2. *Demonstrate a calm, considerate and professional manner.*
 3. *Control the tendency to 'personalise'.*
 4. *Recognise and respond appropriately to the effects of fatigue, adrenaline, stress and other physical and physiological factors that may impair judgment, performance and decision making.*
 5. *Concentrate on driving in the face of any other distractions.*
-

Knowledge and understanding

You need to know and understand the following:

1. Organisational policy and directives covering driving.
2. Relevant health and safety legislation, including dynamic risk assessment.
3. Human aspects of emergency service driving.
4. The Highway Code.
5. The Roadcraft Manual.
6. Road Traffic legislation.
7. Manufacturers' instructions.

HSDT3. Drive vehicles at high speed on motorways and multi-lane carriageways

Element Summary

What is the element about?

The focus of this element is on driving vehicles safely at speed on motorways and multi-lane carriageways. Much of the element is based on the principles and systems covered by the police Roadcraft Manual, and drivers should have a detailed knowledge of these.

Who is the element for?

The element is recommended for drivers who wish to drive emergency vehicles taking advantage of statutory legal exemptions. Those undertaking this element will hold a full DVLA licence for the class of vehicle to be driven and will have completed unit HSDT1 on basic driving skills.

Links to other element

This element links to HSDT1/2.

Range Statements

This element covers the following:

Speed

- in excess of the statutory speed limit for the road/vehicle
- within statutory speed limit but in excess of traffic flow

Locations

- motorways/multi-carriageways
- urban settings
- rural settings

Traffic volume

- low
- high

Road surfaces

- good
- poor (for example, broken, loose, uneven, snow-lined, standing water and ice)

Visibility

- good
- poor

Weather conditions

- good
- poor

Outcomes of effective performance

You must be able to do the following:

1. Follow the correct procedure for joining the motorway/multi-carriageway road.
 2. Adopt the correct lane for existing road and traffic conditions.
 3. Adjust speed appropriately for motorway/multi-carriageway road.
 4. Follow the correct procedure for exiting the motorway/multi-carriageway road.
-

Attitudes and behaviours (demonstrated at all times when driving)

1. *Give priority to public safety above the desire to attend the incident.*
 2. *Demonstrate a calm, considerate and professional manner.*
 3. *Control the tendency to 'personalise'.*
 4. *Recognise and respond appropriately to the effects of fatigue, adrenaline, stress and other physical and physiological factors that may impair judgment, performance and decision making.*
 5. *Concentrate on driving in the face of any other distractions.*
-

Knowledge and understanding

You need to know and understand the following:

1. Relevant sections of the Highway Code, including the meaning of all road signs, matrix signals, marker boards and cats eyes.
2. Relevant sections of the Roadcraft Manual.
3. The correct procedures for stopping on, and setting off from, the roadside or hard shoulder

HSDT4. Undertake an emergency response using a vehicle

Element Summary

What is the element about?

The focus of this element is on undertaking an emergency response using an emergency vehicle.

Who is the element for?

The element is recommended for drivers who wish to drive emergency vehicles taking advantage of statutory speed exemptions. Those undertaking this element will hold a full DVLA licence for the class of vehicle to be driven and will have completed element HSDT1 and HSDT2.

Links to other element

This element links to HSDT1/2/3.

Range Statement

This element covers the following:

Speed

- *in excess of the statutory speed limit for the road/ vehicle*
- *within statutory speed limit but in excess of traffic flow*

Locations

- *motorways/multi-carriageways*
- *major roads*
- *minor roads*
- *urban settings*
- *rural settings*

Road surface

- *good*
- *poor*

Traffic volume

- *low*
- *high*

Visibility

- *good*
- *poor*

Outcomes of effective performance

You must be able to do the following:

1. Ensure that an emergency response is justifiable and should be maintained.
2. Ensure that there is justification for taking advantage of speed exemptions.
3. Make effective use of emergency warning equipment, when appropriate.
4. Anticipate and respond to the actions of other road users when emergency warning equipment is used.
5. Make safe and appropriate progress.
6. Maintain a duty of care whilst using legal exemptions.
7. Ensure all actions are consistent with legal requirements and organisational policies.

Attitudes and behaviours (demonstrated at all times when driving)

1. *Give priority to public safety above the desire to respond to the incident.*
2. *Demonstrate a calm, considerate and professional manner.*
3. *Control the tendency to 'personalise'.*
4. *Recognise and respond appropriately to the effects of fatigue, adrenaline, stress and other physical and physiological factors that may impair judgment, performance and decision making.*
5. *Concentrate on driving in the face of any other distractions.*

Knowledge and understanding

You need to know and understand the following:

1. Your organisation's policies and directives concerning emergency response.
2. Relevant health and safety and Human Rights legislation.
3. Human Aspects of Police Driving.
4. The Highway Code.
5. The manufacturers' instructions for the equipment you are using.
6. Roadcraft Manual.
7. Road Traffic Acts.
8. Communication and audible and visual warning procedures.

HSDT5. Avoid and correct skids when driving an emergency vehicle

Element Summary

What is the element about?

The focus of this element is on driving in a way that minimises the risk of skidding and being able to correct a skid when it occurs.

Who is the element for?

The element is recommended for drivers who wish to drive emergency vehicles taking advantage of statutory legal exemptions. Those undertaking this element will hold a full DVLA licence for the class of vehicle to be driven and will have completed element HSDT1 on basic driving skills.

Links to other elements

This element links to HSDT1/2/3/4.

Range Statement

This element covers the following:

Types of skid

- front wheel
- rear wheel
- four wheel

Vehicles

- Without active safety devices
- With active safety devices

Outcomes of effective performance

You must be able to do the following:

1. Identify the causation and types of skid.
2. Drive the vehicle in a manner that minimises the risk of skidding.
3. Apply appropriate corrective action to the type of vehicle being driven.

Attitudes and behaviours (demonstrated at all times when driving)

1. *Give priority to public safety above the desire to attend the incident.*
 2. *Demonstrate a calm, considerate and professional manner.*
 3. *Control the tendency to 'personalise'.*
 4. *Recognise and respond appropriately to the effects of fatigue, adrenaline, stress and other physical and physiological factors that may impair judgement, performance and decision making.*
 5. *Concentrate on driving in the face of any other distractions.*
-

Knowledge and understanding

You need to know and understand the following:

1. Your organisation's policies and directives concerning emergency response.
2. Relevant health and safety legislation.
3. The Highway Code.
4. The manufacturers' instructions for the equipment you are using.
5. Relevant sections of the Roadcraft Manual.

Unit HSDT1. Demonstration Driving

Unit Summary

What is the unit about?

The focus of this unit is to ensure trainee instructors can provide an instructional demonstration drive to cover all elements of the Emergency Response Drivers course.

Who is the unit for?

The unit is required for trainee Instructors who wish to demonstrate and instruct the driving of emergency vehicles taking advantage of statutory speed exemptions. Those undertaking this unit will hold a full DVLA licence for the class of vehicle to be driven and will have completed Unit HSDT 1 - 5 on high speed driving.

Links to other elements

This unit links to HSDT1/2/3/4/5.

Range Statement

This unit covers the following:

The range statements will be as per those contained within the Driver Development Programme.

Outcomes of effective performance:-

1. Demonstrate that safety is paramount during the demonstration.
2. Provide a progressive, systematic drive.
3. Demonstrate observation and planning throughout.
4. Use an Instructional commentary, which is audible and relevant.
5. Smoothness, balance and passenger sympathy is evident.
6. Provide a demonstration drive to a level necessary to assist the individual student.

Unit HSDT2. Lesson Preparation and Delivery

Element HSDT2.1 Design training sessions for students

Element Summary

What is the element about?

The focus of this element is on enabling the student to design training sessions

Who is the element for?

The element is recommended for Instructors who train Elements EDR1/2/3/4/5.

Links to other elements

This element links to HSDT1/2/3/4/5.

Range Statement

1. Small/large groups
2. Individuals
3. Varied subject matter
4. Short/long

Resources (visual aids/handouts/OHP/computer aids/vehicles/suitable routes locations)

Underpinning Knowledge

Highway Code

Roadcraft/Motorcycle Roadcraft

Human Aspects of Driving

Road Traffic Legislation

Organisational Policy and Protocols

Diversity policy and occupational standards as available

Outcomes of effective performance

1. Aims & objectives of the session are clearly specified.
2. Individual needs of the students are identified
3. Resources required to successfully deliver the session are identified.
4. Training sessions effectively recognise equality of opportunity
5. Sessions use a range of safe techniques and activities

The below focused on delivery rather than design...

Element HSDT 2.2 Presentation Skills

Element Summary

What is the element about?

The focus of this element is on enabling the trainee instructor to deliver presentations to small and medium groups

Who is the element for?

The element is recommended for Instructors who train Units HSDT 1/2/3/4/5.

Links to other units

This unit links to HSDT1/2/3/4/5.

Scope of the Unit

Range Statement

1. Small/large groups
2. individuals
3. Varied subject matter
4. Short/long

Resources (visual aids/handouts/OHP/computer aids/vehicles/suitable routes locations)

Underpinning Knowledge

Highway code

Roadcraft/Motorcycle Roadcraft

Human Aspects of Driving

Road Traffic Legislation

Organisational Policy and Protocols

Diversity policy and occupational standards as available

Outcomes of effective performance

1. Clearly state the outcome of the session & confirm they have been achieved
2. Deliver presentations taking into account the size and composition of the group
3. Give clear and accurate information
4. Deliver the presentation in a style, manner tone appropriate to student capabilities and needs
5. Present accurate, legible visual aids which are relevant to the session
6. Encourage students to feel comfortable to ask questions and make comments at appropriate stages
7. Minimise distractions and interruptions whenever possible
8. Deliver and manage presentations in a manner which has due regard for Diversity issues

Element ERTD2.3 Managing activities and exercises in groups

Element Summary

What is the element about?

The focus of this element is on enabling the trainee instructor to manage group activities

Who is the element for?

The unit is recommended for Instructors who train Units HSDT 1/2/3/4/5.

Links to other units

This unit links to HSDT1/2/3/4/5.

Range Statement

1. Small/large groups
2. Individuals
3. varied subject matter
4. Short/long

Resources (visual aids/handouts/OHP/computer aids/vehicles/suitable routes locations)

Underpinning Knowledge

Teaching & Learning Theory

Highway Code

Roadcraft/Motorcycle Roadcraft

Human Aspects of Driving

Road Traffic Legislation

Organisational Policy and Protocols

Diversity policy and occupational standards as available

Outcomes of effective performance

1. Clearly state the outcomes of the activity
2. Recognise student needs and characteristics when managing activities and exercises
3. Give clear information about rule and safe ways of working within the group
4. Deliver the session so that the manner, level and pace of communication are appropriate
5. Encourage students to feel comfortable in order to participate effectively
6. Give timely feedback in a positive and encouraging manner
7. Deliver and manage presentations in a manner which has due regard for Diversity issues

Unit HSDT3. Practical Instruction

Element HSDTT 3.1 Lead Instruction

Element Summary

What is the element about?

The focus of this element is on enabling the trainee instructor to deliver safe and effective in-vehicle instruction

Who is the element for?

The unit is recommended for Instructors who train Units HSTD 1/2/3/4/5.

Links to other units

This unit links to HSDT 1/2/3/4/5.

Range Statement

1. All locations (urban/town/city/rural)
2. all road conditions (heavy/light traffic/motorway/built-up areas/two lane roads)

A single task/one with competing priorities

Underpinning Knowledge

Highway code

Roadcraft/Motorcycle Roadcraft

Human Aspects of Driving

Road Traffic Legislation

Organisational Policy and Protocols

Diversity policy and occupational standards as available

Outcomes of effective performance

1. Give instruction based on accurate identification of student needs
2. Give instruction according to agreed learning outcomes
3. Check student understanding regularly and modify instruction accordingly
4. Deliver feedback under instruction in a timely, positive and encouraging manner
5. Identify factors inhibiting learning and instruction
6. Provide clear and accurate supplementary information to assist learning
7. Maintain safety at all times by conducting dynamic risk assessments

Element HSDT3.2 Coaching

Element Summary

What is the element about?

The focus of this element is on enabling the trainee instructor to deliver effective in-vehicle coaching

Who is the element for?

The unit is recommended for Instructors who train Units HSDT 1/2/3/4/5.

Links to other units

This unit links to HSDT1/2/3/4/5.

Range Statement

1. All locations (urban/town/city/rural)
 2. All road conditions (heavy/light traffic/motorway/built-up areas/two lane roads)
 3. A single task/one with competing priorities
-

Underpinning Knowledge

Coaching theory

Highway Code

Roadcraft/Motorcycle Roadcraft

Human Aspects of Driving

Road Traffic Legislation

Organisational Policy and Protocols

Diversity policy and occupational standards as available

Outcomes of effective performance

1. Identify individual needs and address them by coaching
2. Ensure coaching is based on accurate identification of learning objectives
3. Provide coaching at a pace and manner appropriate to student needs
4. Modifies coaching according to changing needs
5. Give timely feedback in a positive and encouraging manner
6. Accurately identify and deal with factors inhibiting learning
7. Maintain safety at all times by conducting dynamic risk assessments

Element HSDT3.3 Student Driver development

Element Summary

What is the element about?

The focus of this element is on enabling the trainee instructor to recognise and identify the student's development needs

Who is the element for?

The element is recommended for Instructors who train Units HSDT 1/2/3/4/5.

Links to other units

This unit links to HSDT1/2/3/4/5.

Range Statement

1. All locations (urban/town/city/rural)
 2. All road conditions (heavy/light traffic/motorway/built-up areas/two lane roads)
 3. A single task/one with competing priorities
-

Underpinning Knowledge

Teaching & learning theory

Highway Code

Roadcraft/Motorcycle Roadcraft

Human Aspects of Driving

Road Traffic Legislation

Organisational Policy and Protocols

Diversity policy and occupational standards as available

Outcomes of effective performance

1. Analyse students performance and provide appropriate development
2. Prioritise the needs of the student driver under supervision
3. Correctly identify the need for leading, coaching or other interventions
4. Recognise the situations when experiential learning is appropriate
5. Give timely feedback in a positive and encouraging manner
6. Accurately identify and deal with factors inhibiting learning
7. Maintain safety at all times by conducting dynamic risk assessments

Unit HSDT4. Assessment

Element HSDT4.1 Conducting assessments

Element Summary

What is the element about?

The focus of this unit is to introduce the trainee instructor to the methods of conducting assessments

Who is the element for?

The unit is recommended for Instructors who train Units HSDT 1/2/3/4/5.

Links to other units

This unit links to HSDT1/2/3/4/5.

Scope of the Unit

Range Statement

1. All locations (classroom/on road)
-

Underpinning Knowledge

Debrief and Feedback policy

Learning theory

Highway Code

Roadcraft/Motorcycle Roadcraft

Human Aspects of Driving

Road Traffic Legislation

Organisational Policy and Protocols

Diversity policy and occupational standards as available

Outcomes of effective performance

1. Give students clear and accurate information regarding the assessment criteria
2. Conduct assessments which are current, valid and reliable
3. Encourage students to feel comfortable during the assessment exercise

Element HSDT 4.2 Gathering evidence

Element Summary

What is the element about?

The focus of this element is to enable the trainee instructor to gather evidence in a systematic and objective way

Who is the unit for?

The unit is recommended for Instructors who train Units HSDT 1/2/3/4/5.

Links to other units

This unit links to HSDT1/2/3/4/5.

Scope of the Unit

Range Statement

1. All locations (classroom/on road)
-

Underpinning Knowledge

Debrief and Feedback policy

Learning theory

Highway Code

Roadcraft/Motorcycle Roadcraft

Human Aspects of Driving

Road Traffic Legislation

Organisational Policy and Protocols

Diversity policy and occupational standards as available

Outcomes of effective performance

1. Observe and record relevant information on students progress
2. Interpret information objectively
3. Record information and pass it on to appropriate colleagues

Element HSDT 4.3 Monitoring and reviewing development

Element Summary

What is the element about?

The focus of this element is to enable the student to gather evidence in a systematic and objective way

Who is the element for?

The unit is recommended for trainee instructors who train Units HSDT 1/2/3/4/5.

Links to other units

This unit links to HSDT1/2/3/4/5.

Scope of the Unit

Range Statement

1. All locations (classroom/on road)
-

Underpinning Knowledge

Debrief and Feedback policy

Learning theory

Highway Code

Roadcraft/Motorcycle Roadcraft

Human Aspects of Driving

Road Traffic Legislation

Organisational Policy and Protocols

Diversity policy and occupational standards as available

Outcomes of effective performance

1. Debrief and provide feedback in a constructive manner
2. Complete assessment records correctly
3. Ensure the student has access to assessment records
4. Prepares action plans in conjunction with the students on a regular basis if necessary.

Element HSDT 4.4 Self-assessment

Element Summary

What is the element about?

The focus of this element is to ensure the student is able to recognise strengths and weaknesses in their own performance

Who is the unit for?

The unit is recommended for trainee instructors who train Units HSDT 1/2/3/4/5.

Links to other units

This unit links to HSDT1/2/3/4/5.

Scope of the Unit

Range Statement

1. All locations (classroom/on road)
-

Underpinning Knowledge

Debrief and Feedback policy

Learning theory

Highway Code

Roadcraft/Motorcycle Roadcraft

Human Aspects of Driving

Road Traffic Legislation

Organisational Policy and Protocols

Diversity policy and occupational standards as available

Outcomes of effective performance

1. Evaluate own performance against assessment criteria
2. Use a range of valid and reliable evidence to assess own performance
3. Accept feedback in a positive manner
4. Evaluate own performance for continued self-development
5. Uses evidence of performance to reflect on own practice and professional issues
6. Challenge existing practices and new ideas if appropriate