

# Trainee Progress Handbook

*Please bring along your Handbook to every lesson*

**BILL PLANT  
DRIVING SCHOOL**



Bill Plant Driving School Academy is a national ORDIT registered training establishment

# Thank you for choosing Bill Plant Driving School for your Road to Success.



Welcome to the Bill Plant Driving Academy. It is our aim to enable you to succeed in your new career choice as a driving instructor. Your trainer will endeavour to make your lessons an enjoyable experience so you can achieve the high standards required.

Thank you again...

**Peter Brabin**  
Head of Training



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**IMPORTANT:** All information is correct at time of going to print - August 2017

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## Information Sheet:

Instructor name:

Instructor number:

Your PRN number:

Part 1 pass date:

Part 2 pass date:

Part 3 pass date:

## ADI Qualifying Test Fees\*

Approved driving instructor (ADI) test and registration fees are set by the Driver and Vehicle Standards Agency (DVSA)

APPROVED DRIVING INSTRUCTOR TEST TYPE	FEE
ADI PART 1 - THEORY TEST	£81.00
ADI PART 2 - DRIVING ABILITY	£111.00
ADI PART 3 - INSTRUCTIONAL ABILITY	£111.00

You have to pass the qualifying tests before you register as an ADI with the DVSA

ADI REGISTRATION AND LICENCE FEES	FEE
ENTRY TO THE REGISTER	£300.00**

\*The above fees are payable to the Driving Standards Agency and are in addition to the cost of training

\*\*ADI Licences are valid for a period of 4 years

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## Appointment Record:

## **IMPORTANT:**

**48 HOURS NOTICE** is required for the cancellation of a pre-booked lesson.  
Failure to give such notice may result in you forfeiting the pre agreed hours.

**PLEASE CONTACT YOUR INSTRUCTOR TO CANCEL OR CHANGE YOUR APPOINTMENT.**

# Getting Started

## 1 PLEASE COMPLETE AND RETURN YOUR TERMS & CONDITIONS

Once we receive these we will contact you again to book you onto module A ( if you have chosen Fast Track option) or to confirm that an instructor in your area will be in touch (if you have chosen the Local option).

## 2 START PRACTISING FOR YOUR PART 1 (THEORY) TEST

We recommend you read through all the material provided and take a number of practice mock tests.

**Visit [www.dtsanytime.co.uk/register.aspx](http://www.dtsanytime.co.uk/register.aspx)**

You can create an account, register as a learner, and enter your unique activation code - found inside your 'Learn to Drive' pack - Select 'ADI Part 1 GB'.

### 3 DBS (BACKGROUND) CHECK

The DBS check is an enhanced criminal records check. Other than a small processing fee at the Post Office, the check is free of charge. **Register at: [www.gbg.onlinedisclosures.co.uk](http://www.gbg.onlinedisclosures.co.uk)**

Organisation Pin: 105205

**Organisation Name:** DVSA – PDI (PO)

## **Secret Word: axis**

- Complete your personal details
  - Select identity documents for verification
  - Print off the bar coded verifications form
  - Take this form to the Post Office

Once your application has been processed and approved you will be sent a disclosure report and you can apply for your PRN number. Please note you will not be able to book tests until this check is complete.

#### **4 APPLY FOR YOUR POTENTIAL DRIVING INSTRUCTOR NUMBER (PRN)**

Please register with the DVSA online at: [www.gov.uk/apply-to-become-a-driving-instructor](http://www.gov.uk/apply-to-become-a-driving-instructor)

You will be issued with your PRN number and the DVSA will write to you to confirm when your number has been activated.

**YOU CAN NOW BOOK PART 1.**

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# ADI PART 1 THEORY TEST

The Approved Driving Instructor (ADI) part 1 is a theory test. It's the first of 3 tests you have to pass to qualify as an ADI. There is no limit on how many times you can take the test.

**You must have been accepted by the DVSA before you book the ADI part 1 test.**

The test takes around an hour and 45 minutes and includes:

## A MULTIPLE CHOICE QUESTIONS

You'll be asked 100 questions in total. 25 questions are in each of these 4 categories:

- Road procedures
- Traffic signs and signals, car control, pedestrians and mechanical knowledge
- Driving test, disabilities and the law
- Publications and instructional techniques

The question and several possible answers will appear on a computer screen. Some will need more than one answer. You can move between questions and 'flag' questions that you want to come to later. You are allowed up to 90 minutes.

### How multiple choice scores work:

To pass the multiple choice part you must get both:

- An overall score of at least 85 out of 100
- At least 20 out of 25 in each category

**You will fail if you get a high enough overall score but not in each of the four categories.**

## B HAZARD PERCEPTION

You'll be shown a video clip of how the hazard perception part works. You'll then be shown 14 clips that feature everyday road scenes. There'll be:

- 1 Developing hazard in 13 of the clips
- 2 Developing hazards in 1 of the clips

A developing hazard is something that may cause you to take some action, such as changing speed or direction.

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# ADI PART 1 THEORY TEST

## HOW THE HAZARD PERCEPTIONS SCORE WORKS

You can get up to 5 points for each hazard. You need to score at least 57 points out of 75 to pass this part. The earlier you notice a developing hazard and make a response, the higher you score.

### EXAMPLE

When you see a parked car, it isn't doing anything. When you get closer to it, you notice that its right hand indicator starts to flash. The hazard is now developing and a response at this point would score marks.

**You will not score anything for a clip if you click continuously or in pattern.**

## PREPARING FOR THE TEST

Prepare for your test using the resource materials provided by Bill Plant.

When you are consistently passing your mock tests, you are then ready to take your part 1 exam.

## WHAT TO BRING TO YOUR TEST

You must bring your driving licence. If you have an old style paper licence instead of a photocard, you must also bring a valid passport.

**No other form of photo ID will be accepted.**

**YOUR TEST WON'T GO AHEAD AND YOU WILL HAVE TO PAY AGAIN IF YOU DO NOT HAVE THE RIGHT DOCUMENTS.**

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## ADI PART 2 DRIVING ABILITY

The Approved Driving Instructor (ADI) part 2 test is a test of your driving ability. This is the second of 3 tests you have to pass to qualify as an ADI.

**You must pass the ADI part 1 test before you can book the ADI part 2 test.**

The test takes around 1 hour and includes:

- Eyesight test
- Vehicle safety questions
- A test of your driving ability

### The examiner's supervision

The examiner's supervisor may come along as well. They will be watching the examiner's performance and won't have a say in how you are tested or in your final result.

### You must bring these to your approved driving instructor (ADI) part 2 test:

- Your pass certificate letter from the ADI part 1 test
- Your valid Great Britain or Northern Ireland photocard driving licence - or an old style paper one and valid passport
- A suitable car (see [www.gov.uk/adi-part-2-test/rules-for-the-car-you-use](http://www.gov.uk/adi-part-2-test/rules-for-the-car-you-use))

### THE EYESIGHT TEST

You'll have to read a number plate from a distance of:

- 26.5 metres for vehicles with a new-style number plate
- 27.5 metres for vehicles with an old-style number plate

**You must use glasses or contact lenses during the whole test if you need them to read the number plate**

**YOU'LL FAIL THE TEST IF YOU DON'T PASS THE EYESIGHT TEST. THIS WILL COUNT AS ONE OF YOUR THREE ATTEMPTS ALLOWED AT THE ADI PART 2 TEST.**

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## ADI PART 2 DRIVING ABILITY

### VEHICLE SAFETY QUESTIONS

You will be asked 5 vehicle safety questions. These are also known as 'Show me, Tell me' questions. The examiner will ask you:

- 3 'Show me' questions where you'll have to show them how you would carry out the vehicle checks.
- 2 'Tell Me' questions where you'll have to explain how you would carry out the vehicle checks.

**You'll get a driving fault for each incorrect answer that you give**

**You'll get a serious fault and fail the test if you get all 5 questions wrong.**

You will have to show the examiner all of the following:

- Expert handling of the controls
- Use of the correct road procedure
- Anticipation of the actions of road users and taking appropriate actions.
- Sound judgment of distance, speed and timing
- Consideration for the convenience and safety of the other road users
- Driving in an environmentally friendly manner

You'll drive in varying road and traffic conditions, including motorways or dual carriageways where possible.

### MANOEUVRES

You must be able to carry out all of the following manoeuvres:

- Move away straight ahead or at an angle
- Overtake, meet or cross the path of other vehicles
- Turn left-hand and right-hand corners
- Stop the vehicle as if you're in an emergency situation
- Drive in reverse and enter limited openings to the left and to the right
- Reverse park into a bay/into space behind a parked vehicle
- Turn the vehicle in the opposite direction using forward and reverse gears

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# ADI PART 2 DRIVING ABILITY

## INDEPENDENT DRIVING

You will have to drive without turn by turn instruction from your examiner for 10 minutes. You'll have to follow either:

- Traffic signs
- A series of directions given before you set off
- Combination of both

## YOUR TEST RESULT

There are three types of faults that can be marked:

- **A dangerous fault** - involves actual danger to you, the examiner, the public or any property
- **A serious fault** - could potentially be dangerous
- **A driving fault** - not potentially dangerous, but if you make the same fault throughout your test it could become a serious fault.

## PASS MARK

You will pass the test if you make:

- No more than 6 driving faults
- No serious or dangerous faults

**If you pass you can book your approved driving instructor (ADI) part 3 test**

### Failing the first or second attempt

You can take the test again if you fail your first or second attempt.

### Failing the third attempt

You will have to retake and pass the ADI part 1 test again.

**YOU MUST WAIT 2 YEARS FROM WHEN YOU ORIGINALLY PASSED THE ADI PART 1 TEST BEFORE YOU CAN TAKE THE ADI PART 1 TEST AGAIN**

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# Show Me, Tell Me:

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## DVSA SAFETY-CHECK QUESTION BANK FOR CARS

The DVSA Show Me, Tell Me questions test your knowledge on basic car maintenance and safety. At the start of the Part 2 Driving test the Show Me, Tell Me questions will begin. The examiner will ask you 5 questions – a mixture of Show Me and Tell Me questions. You will receive 1 minor fault for each question answered incorrectly.

1 <input type="checkbox"/>	<b>Open the bonnet, identify where you would check the engine coolant level and tell me how you would check the engine has the correct level.</b>	Identify the coolant tank and check the min/max markings. If the coolant is below the min mark then more coolant will need to be added. To do this, unscrew the cap and pour in coolant until the max mark is reached.
2 <input type="checkbox"/>	<b>Open the bonnet, identify where the brake fluid reservoir is and tell me how you would check that you have a safe level of hydraulic brake fluid.</b>	Identify the brake fluid reservoir and check the fluid level against the min/max levels.
3 <input type="checkbox"/>	<b>Show me/explain how you would check that the power assisted steering is working before starting a journey.</b>	If the steering becomes heavy the steering may be faulty. Before starting a journey two simple checks can be made. <b>1)</b> Gentle pressure on the steering wheel, maintained whilst the engine is started, should result in slight but noticeable movement as the system begins to operate. <b>2)</b> Turning the steering wheel after just moving off will give an immediate indication that the power assisted steering is functioning correctly.
4 <input type="checkbox"/>	<b>Open the bonnet, identify where you would check the engine oil level and tell me how you would check that the engine has enough oil.</b>	Identify the dipstick, remove the dipstick & wipe it clean. Fully re-insert the dipstick. Remove the dipstick again & check the oil level against the min/max markings.

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# Show Me, Tell Me:

5 <input type="checkbox"/>	<b>Open the bonnet, identify where the Windscreen Washer reservoir is and tell me how you check the level?</b>	Identify reservoir, lift off cap and make a visual check of level as there are no external markings on reservoir.
6 <input type="checkbox"/>	<b>Show me how you would check that the horn is working (off road only).</b>	Press the horn and listen (turn on ignition if necessary).
7 <input type="checkbox"/>	<b>Show me how you would check that the brake lights are working on this car. (I can assist you, if you need to switch the ignition on, please don't start the engine).</b>	Operate brake pedal, make use of reflections in windows, garage doors, etc, or ask someone to help. (may need to switch ignition on, prompt not to start engine)
8 <input type="checkbox"/>	<b>Tell me how you would check that the brakes are working before starting a journey.</b>	As you move off check the brakes. They should not feel spongy and the car should not pull to one side.
9 <input type="checkbox"/>	<b>Tell me how you would check that the headlights and tail lights are working.</b>	Turn on lights (turn ignition if necessary), walk around car and check that the lights are on.
10 <input type="checkbox"/>	<b>Show me how you would check that the direction indicators are working correctly.</b>	Activate the indicators or hazard warning lights and walk around the car to see if all the indicators are working correctly.
11 <input type="checkbox"/>	<b>Tell me where you would find the information for the recommended tyre pressures for this car and how tyre pressures should be checked.</b>	Information will be found using the car manufacturer's manual. Check the tyre pressures by using a reliable pressure gauge when the tyres are cold. Don't forget the spare and remember to refit the valve caps.
12 <input type="checkbox"/>	<b>Show me how you would check the parking brake for excessive wear.</b>	Apply the parking brake. When it is fully applied it should secure itself, and is not at the end of its working travel.

Visit [www.billplant.co.uk/video\\_lessons.php](http://www.billplant.co.uk/video_lessons.php) for more examples

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# Show Me, Tell Me:

13 <input type="checkbox"/>	<b>Tell me how you make sure your head restraint is correctly adjusted so it provides the best protection in the event of a crash.</b>	The head restraint should be adjusted so the rigid part of the head restraint is at least as high as the eye or top of the ears, and as close to the back of the head as is comfortable. N.B. Some restraints might not be adjustable.
14 <input type="checkbox"/>	<b>Tell me how you would check the tyres to show that they have sufficient tread depth and that their general condition is safe to use on the road.</b>	A safe tyre will have no cuts or bulges. The tread depth should be at least 1.6mm across the central 3/4s of the breadth of the tyre and around the entire outer circumference.
15 <input type="checkbox"/>	<b>Show me how you would clean the windscreen using the windscreen washer and wipers.</b>	Operate control to wash and wipe windscreen (turn ignition on if necessary).
16 <input type="checkbox"/>	<b>Show me how you would set the demister controls to clear all the windows effectively, this should include both front and rear screens</b>	Set all relevant controls including; fan, temperature, air direction / source and heated screen to clear windscreen and windows. Engine does not have to be started for this demonstration.
17 <input type="checkbox"/>	<b>Tell me how you would know if there was a problem with your anti lock braking system.</b>	Warning light should illuminate if there is a fault with the anti lock braking system.
18 <input type="checkbox"/>	<b>Show me how you switch your headlight from dipped to main beam and explain how you would know the main beam is on whilst inside the car.</b>	Operate switch (with ignition or engine on if necessary), check with main beam warning light
19 <input type="checkbox"/>	<b>Show me how you would switch on the rear fog light(s) and explain when you would use it/them. (No need to exit vehicle).</b>	Operate switch (turn on dipped headlights and ignition if necessary). Check warning light is on. Explain use.

 [www.youtube.com/user/bpshine/videos](https://www.youtube.com/user/bpshine/videos)

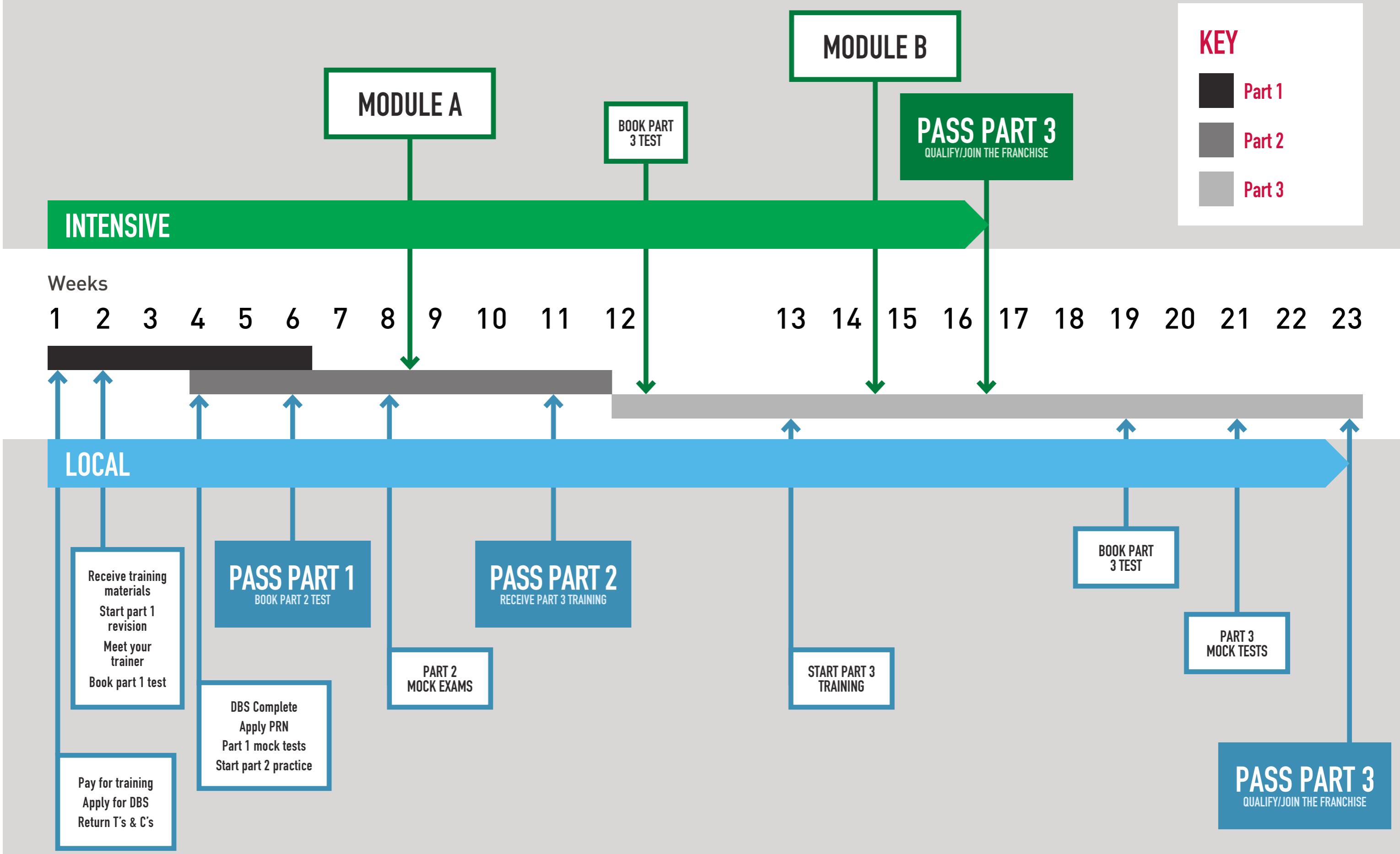
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## Part 2 Training Record

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	Assessed	Trained	Mock Test	Test Ready
<b>Eyesight</b>				
<b>Vehicle Safety Check</b>				
<b>Urban Drive</b>				
<b>Rural Drive</b>				
<b>Motorway D/C way</b>				
<b>Left Reverse</b>				
<b>Right Reverse</b>				
<b>Bay Park</b>				
<b>Parallel Park</b>				
<b>Turn In The Road</b>				
<b>Controlled Stop</b>				

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## ADI PART 3 INSTRUCTIONAL ABILITY

The Approved Driving Instructor (ADI) part 3 test is a test of your ability to instruct pupils. Its the last of the 3 tests you have to pass to qualify.

**You must pass the ADI part 2 test before you can book the ADI part 3 test.**

The test takes around 1 hour and includes an assessment of:

- Core Competencies
- Lesson Planning
- Risk Management
- Teaching & Learning Strategies

The examiner will observe you whilst you teach a pupil (learner or full licence holder). You can apply for your first ADI badge and join the register upon passing.

### WHAT TO BRING TO YOUR TEST

You must bring:

- A valid Great Britain or Northern Ireland photocard driving licence - or an old style paper one with a valid passport
- A suitable car (see [www.gov.uk/adi-part-3-test/rules-for-the-car-you-use](http://www.gov.uk/adi-part-3-test/rules-for-the-car-you-use))

### HOW THE TEST WORKS

You will be conducting a 1 hour lesson with a pupil on a topic of your choice. The examiner will sit in the back of the car and will mark you on the 3 major categories of:

- Lesson Planning
- Risk Management
- Teaching & Learning Strategies

These are further broken down into 17 sub-categories. You chose the route and your pupil can be anyone except a PDI or an ADI.

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# ADI PART 3 INSTRUCTIONAL ABILITY

## HOW THE TEST WILL BE MARKED

Marks will be awarded for the 17 categories as follows:

- 0 - No evidence of competence
- 1 - A few elements of competence demonstrated
- 2 - Competence demonstrated in most areas
- 3 - Competence demonstrated in all areas

## ADI Grades

Assessing the lower competencies will represent a 'profile' of Instructional Competence.

SCORE	DESCRIPTION	GRADE
0-30	Unsatisfactory performance	FAIL
31-42	Sufficient competence demonstrated to permit or retain entry on the Register of Approved Driving instructors	GRADE B
43-51	A high overall standard of instruction demonstrated	GRADE A

**NOTE:** If you score 7 or less in the Risk Management section the standards check will be deemed substandard and a Fail. Also, if the examiner believes your behavior is placing you, the pupil or any third party in immediate danger they may stop the lesson and record an immediate Fail.

## LESSON THEMES ARE AS FOLLOWS

- Junctions
- Rural roads
- Town & City driving
- Motorways
- Interacting with other road users
- Eco-safe driving
- Dual carriageway/faster moving roads
- Recap a manoeuvre
- Defensive driving
- Commentary driving
- Effective use of mirrors
- Recap emergency stop
- Independent driving
- Other

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# ADI PART 3 INSTRUCTIONAL ABILITY

## CORE COMPETENCIES

The examiner will assess how well you:

- Identify and prioritise faults
- Analyse and explain faults
- Give instruction to correct faults

## INSTRUCTIONAL TECHNIQUES

The examiner will assess the following:

### LESSON PLANNING

- Did the trainer identify the pupil's learning goals and needs?
- Was the agreed lesson structure appropriate for the pupil's experience and ability?
- Were the practice areas suitable?
- Was the lesson plan adapted, when appropriate, to help the learner work towards their

### RISK MANAGEMENT

- Did the trainer ensure that the pupil fully understood how the responsibility for risk would be shared?
- Were directions and instructions given to the pupil clear and given in good time?
- Was the trainer aware of the surroundings and the pupil's actions?
- Was any verbal or physical intervention by the trainer timely and appropriate?
- Was sufficient feedback given to help the pupil understand any potential safety critical incidents?

### TEACHING & LEARNING STRATEGIES

- Was the teaching style suited to the pupil's learning style and current ability?
- Was the pupil encouraged to analyse problems and take responsibility for their learning?
- Were opportunities and examples used to clarify learning outcomes?
- Was the technical information given comprehensive, appropriate and accurate?
- Was the pupil given appropriate and timely feedback during the session?
- Were the pupil's queries followed up and answered?
- Did the trainer maintain an appropriate non-discriminatory manner throughout the session?
- At the end of the session – was the pupil encouraged to reflect on their own performance?

THESE ARE THE 17 CATEGORIES THAT WILL BE USED TO MARK YOU PART 3 TEST.

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## Part 3 Training Record

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	Date	Trainee Signed	Instructor Signed
Introduction to Part 3			
Explaining Part 3 Test			
The Core Competencies			
Lesson Planning			
Risk Management			
Teaching & Learning Strategies			
Guided Instructions			
Prompted Instruction			
Independent Instruction			
Q&A Technique			
Identify Faults			
Analyse Faults			
Correct Faults			
Giving Feedback			
Attitude and Approach			
Inspiring Confidence			
Use of Dual Controls			

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# **BILL PLANT DRIVING SCHOOL**

## **ONCE YOU HAVE QUALIFIED... TAKE A LOOK AT OUR GREAT FRANCHISE BENEFITS**

- ✓ No charge for pupils
- ✓ Dedicated instructor support team
- ✓ Maintenance & optional vehicle insurance
- ✓ Replacement BMW (approximately every 6-12 months)
- ✓ Unlimited pupil supply
- ✓ Fixed weekly franchise fee
- ✓ Premium lesson price
- ✓ Control your own diary
- ✓ Personalised marketing material
- ✓ Website and Online booking
- ✓ Full office support
- ✓ Pupils pay you, not us
- ✓ Progression route
- ✓ Pupil credit card payment system
- ✓ Free complimentary theory app
- ✓ Free business induction course
- ✓ Free standards check training
- ✓ Trainee PDI "Pink" Licence Franchise also now available



### **M SPORT**

Lesson Price £26.95  
Fuel Consumption 70.6mpg



### **X1 SPORT**

Lesson Price £28.50  
Fuel Consumption 68.9mpg



### **116d ED Plus**

Lesson Price £26.95  
Fuel Consumption 83.1mpg

*All with Sat Nav/DAB Radio/Bluetooth*

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