



Option2drive.co.uk

Helping you GO further...



DIA
MEMBER



edexcel
advancing learning. changing lives

Advanced Driving Instructor

Company Accredited Certified No:0505/368508

(Driving Instructor Training) **ORDIT Official Register of Driving Instructor Training**

Index Below:

01	Applying to be an A.D.I	07	Becoming an approved A.D.I
02	What is ORDIT	08	Illegal - driving instruction
03	What do I need before I can start	09	CRB Criminal record disclosure
04	Training offered & exam-process	10	If it's the right career for you
05	Two options of payments	11	Trainer details
06	Ways to pay	12	Contact details

We are an ORDIT registered driving instructor training provider in the title of (Official Register of Driving Instructor Training) ORDIT which mean's we have been accredited by the DVSA, Driver & Vehicle Standards Agency to offer this type of training under our successful inspection by the (DVSA).

1. HOW DO I APPLY

You can apply online via the online business link between 6am to 11:30pm. You will need:

- Your driving licence number
- Your Criminal Record Disclosure number, and the date it was produced (unless you've been told not to apply for one yet)
- Details of any motoring or non- motoring offences, and disqualifications from driving
- Details of any court cases being brought against you.

2. WHAT IS ORDIT

(Official Register for Driving Instructor Training) ORDIT, means the trainer and it's premises has gone through the specific requirements to become registered with the DVSA to provide driving instructor training and has been approved by the DVSA on recent inspections to hold such qualification, which many driving schools claim they are an ORDIT instructor provider when there is no evidence of this with not providing the ORDIT badge in their windscreen or gone through any of these above requirements meaning either substandard training offered or not keeping to the processes which ORDIT has strict guidelines that must be followed at all times which the driving school MUST adhere too. You can guarantee a piece of mind that you're sure to be in safe hands training with [Option2drive.co.uk](https://www.option2drive.co.uk) and at the right place with the right driving school, you should have no regrets.

Helping you qualify to become an approved driving instructor is what we're here for and what we do best! You'll be satisfied that you chose us as amongst all the other driving school's out there. We're here to get you through right from the start to the qualifying process taking you to a whole new career quickly and efficiently depending on your commitments.

3. WHAT DO I NEED BEFORE I CAN START

The **Driving Instructor Training** can usually take around 3-8 months depending on your commitments and before you can apply, you would have held your UK driving licence for a minimum of 3.5 years and be over the age of 21 and be a fit and proper person in health and have no criminal convictions as you'll be dealing with teenagers to adults in teaching them a skill for life so applying for a CRB is a MUST!

You will be calm and professional at all times. You will also be assessed on your eyesight which you will have to demonstrate that you can read a number plate from 90ft or 27.5m in distance.

APPLY: <https://www.gov.uk/become-a-driving-instructor> Applying for CRB registration >
<https://www.gov.uk/criminal-record-check-become-driving-instructor>

4. TRAINING OFFERED & EXAMINATION PROCESS

We know you'd rather be in the car conducting real life training rather than in front of a white-board or computer for hours on end taking notes and using roll play which is now out of date! However, even now roll play is now a thing of the past iCourse isn't!! If you learn best from sitting at a computer we also provide iCourse for £225.00 which has around 24 hours of A.D.I training modules and up to date video's of what is expected on the part three qualifying process. This can be done

from the comfort of your home if you wish to choose this option but remember, you will still have to complete around 15,20 in-car hours training for the instructional part which is now replaced by a client centred approach which you will have to cover 3 areas of competency, these are lesson planning, risk management and teaching and learning skills which is vital that you demonstrate all 3 areas when taking the part 3 exam. yourORDIT trainer will take you through the step-by-step process from the very start to the finishing process.

For more details on iCourse please visit: <http://www.option2drive.co.uk/about-icourse-1.html>

Visit our website for more information on what's involved on the part 1, 2 and 3 qualifying process. <https://www.option2drive.co.uk/adi-qualifying-process.html>

To learn more about how the exams work we have our very own online portal which gives you more information on how to prepare for all A.D.I/P.D.I qualifying process if your not already registered to our online portal, you can access this by clicking on the link below.

You will need to create a Username, Password and supply your Email address to login for access to relevant information and what is expected on all three parts of the qualifying process including DVSA videos which are soon to be updated on part 2, practical element, part 3 ability to teach.

<https://www.option2drive.co.uk/adip.html>

The way that 2 of the 3 test people take to qualify as an approved driving instructor (ADI) work will be improved from 23rd December 2017.

ADI Theory test will not be affected by these changes*.

Part 1 training:

Once you are ready to take the official DVSA ADI Theory part 1 exam as the first part process you will be advised that you arrange time with your trainer to monitor your performance if you have already studied for this part prior to training with us, however this is NOT a MUST but optional and can be a good idea however this is charged at the rates on the instructor page via our website.

How the Part 1 test works:

However the ADI theory test consists of 2 parts, 100 questions which you must answer in 90 minutes and you must achieve 85% on the multiple choice part, that's 85 correct out of a 100 of the theory questions and there are 25 questions in each of these categories,

Road procedure and Traffic signs, car control, and mechanical knowledge and pedestrians, driving test, disability and the law and publications and instructional techniques. As for the hazard perception test this is the ability to see how you react to multiple hazards which you will have to respond by clicking the "mouse" before the hazard becomes a potential or dangerous, this part will include 14 clips and that feature every day road scenes that'll be: 1 developing hazards in 13 clips and 2 developing hazards in 1 of the clips.

What we offer:

You have unlimited attempts on how many times you can take this part.

Working from home which you will need access to a computer as you will need to install the ADI Theory Test CD-rom provided by us-

to revise and study each multiple choice questions and answers with other supported materials such as the Highway Code and the NEW revised drivers handbook with an updated edition of the Driving Instructors Handbook. You'll work through this part of the course from home and you'll book your tests once you have completed all modules on the CD rom and evidence of your last previous session score which you can print out if you have access to a printer.

For this part your trainer will support you with 2 hours with knowledge of traffic signs, and signals, driving test and road laws and instructional ability questions before applying.

ADI Part 2 training and information on current exam :

As a member of the Institution of Advanced Drivers and Riders committee, RoSPA - you're sure to be trained to a very high standard which your trainer will be dedicated to bringing your level of driving upto the required standard that the DVSA, Driver and Vehicle Standards Agency expect.

As the standards expected are so high, there is very little room for error as you will be teaching learner driver's how to pass their driving tests and teach them a skill whilst being safe on the roads for life.

The driving element can be done either in your own vehicle or ours but remember, the vehicle you choose to take driver training in should be the one you'll more likely to use on the Part 2 test as we don't recommend changing from vehicle to vehicle to often as this can cause little confusion in differences of car handling and control.

We will cover the **show me tell me questions** as you will be asked 2 or 3 of these on Part 2 by the examiner whos coconducting your test. We will cover the testing routes in which are used by the DVSA examiners for testing your ability to drive, including the independent drive section which was formally 10 minutes but now extended to 20 minutes following the use of a sat-nav which the examiner will supply and set-up at the start of your test. You will have an excellent understanding of the Highway code which you will have to follow a series of road signs, excellent anticipation and planning skills which you will have to demonstrate whilst on your test covering all different type of roads, weather and traffic conditions and the emergency stop excersise and either 2 of 4 possible reversing manoeuvres:

- Parrelle park at the side of the road
- Reverse into a parking bay and drive out
- Drive into a parking bay and reverse out
- Pull-up on the right hand side of the road, reverse back 2 car lengths and rejoin the flow of traffic
- Answering two vehicle safety questions while driving – for example, showing the examiner how you would use cruise control

When it is agreed that you are at the required standard we will give you a mock test to attain the high standards of competence required before suggesting that you take the Part 2 driving element of the 2nd qualifying process. We offer 10 hours of 1:1 advanced driver training covering everything you need to know to increase your chances of passing on your first attempt. We are able to offer less hours or more, depending on your ability and skill, knowledge confidence.

How the test works:

(ADI) Approved Driving Instructor part 2 test is a test of your driving ability; it's the second of 3 tests you have to qualify as an ADI.

The test take around 1 hour and consist of:

- ❖ An eyesight correction (if not successful on this part , this counts to your 1 unsuccessful attempt)
- ❖ Vehicle safety questions or quations on the move
- ❖ A test of your driving ability
- ❖ Independent driving/sat-nav and a series of road signs
- ❖ 2 out of 4 possible manoeuvres

You are not allowed to exceed more than 5 driving faults, **NO Serious** or **Dangerous** faults are allowed, on this part and you will only be allowed no more than three attempts. If you're unsuccessful on all three occasions you will have used all attempts and you will have to wait 2 years before you can re-apply again.

What we offer for Part 2 training: The Driving Essential Skill's handbook, Roadcraft, the Police Drivers Handbook on vehicle control, the Highway Code of Practices, Knowledge on road signs Handbook, Eco Driving Handbook for part 2 beginners – guide to forward planning and keeping the vehicle moving.

Note: After passing the ADI part 2, if you wish to apply for a trainee license – you **MUST** complete a minimum of 40 hours instructional training before you can apply for the trainee license

*Note: After passing the ADI part 2, if you wish to apply for a trainee license – you **MUST** complete a minimum of 40 hours instructional training before you can apply for the trainee license.*

ADI Part 3 training and information on current exam:

You must pass the ADI part 2 before you can apply for part 3.

It's the last of 3 tests you have to pass to qualify as an ADI.

How the test works:

On this part of the test you will demonstrate that you have the key skills and ability required to teach others how to drive. *This part of the qualifying process was formally broken down into 2 half hour sessions covering phase 1 and 2 played by an examiner simulating a learner driver.* From 23rd of December this has now been replaced by the P.D.I conducting a real life learner in a real life situation which the P.D.I can now use either a full licence holder or a learner driver whichever to suit the trainers needs on the qualifying process. The reason for the change was to make it inline with the Standards Check for a more client centred approach where you will need to demonstrate 3 key areas:

- Lesson planning
- Risk management
- Teaching and learning skills

This test has 17 areas of competence in the 3 categories above .

Scoring system is as follows:

0-30 Fail

Your performance was unsatisfactory and you won't be joining the ADI register

31-42 Grade B

You'll be allowed to join the ADI register

43/51 Grade A

- You'll automatically fail if you score 7 or less in risk management' category
- The examiner stops the lesson because you have put yourself or someone else in danger

If you pass, you can apply for your first ADI badge if you pass the ADI part 3 test.

If you have shown a high standard of instruction, you'll be allowed to join the ADI register

What we offer:

You will have access to our A.D.I training materials and action plans for each and every lesson:

5. 17th edition of the driving instructors handbook by (John Miller), author.
ADI Colour Portfolio with notes to deliver briefings to your pupil
6. Part 3 ADI training manual with practice scripts.
7. Core competence handbook to have a true understanding how effective learning should be delivered in a car
8. An example of the scoring system so you know what needs to be covered
9. Email action plans for your learning sent on each and every lesson with any further actions required and reading study references

iCourse package worth of around 24 hours in-car training for £225.00

5. TWO OPTIONS OF PAYMENT

It is recommended that you take around a minimum ten hourly lessons of advanced driving tuition with your trainer to get you to the required standard that the DVSA expect on your part 2 advanced driving ability test.

Note: All fee's below are for training only and excludes the registration and test fee's.

Option A / pay as you train:

Part 1/Theory £100 – 2HRS study and materials supplied
Part 2/Advanced Driving Ability £270 – 10HRS driving sessions (£27) per hour
Part 3/Instructional Ability £1,200 – 40HRS instructional training (£30) per hour
Total: £1570.00*

Vehicle when hired for all parts of the qualifying process will cost £100.00 subject to FREE on first attempt if paying in full for the entire course.

Inclusive Total: £1,670

Option B advanced payment/In full

Paying for the complete course in advance over the "Pay As You Train" rate will save you £100.00.

Part 1/Theory £125.00 – 2HRS study and materials supplied
Part 2/Advanced Driving Ability – £270 10HRS driving sessions (£27.00) per hour
Part 3/Instructional Ability £1,120 – 40HRS instructional training (£28) per hour
Total: £1,515.00*

- Due to waiting times unless otherwise such as a test cancellations inc. the CRB/TMG application to arrive we have no power or control over these waiting times.

*If paid in full

We are very confident that you'll pass part 3 however if you unsuccessful on part 2 on all attempts we will refund you any training costs if you plan to apply for a trainee license of £1,245.00, this excludes car hire fee's.

We believe you'll pass part 3 on you're first attempt, however if for whatever reason you don't pass on part 3 on your first 2 attempts, the good news is - We'll offer you 5 hour's FREE of charge - remedial training for the instructional ability test for FREE to prepare you for your very final attempt. Please Note if you require further training after these remedial sessions have been completed there will be a charge at the normal hourly rate of "Option A".

If you use your own vehicle for hire for part 3 this is fine, however if you use our driving school vehicle you will not pay for the hire on your first attempt.

6. HOW TO PAY

- ❖ Online transfer (request details from instructor).
- ❖ We accept payments online (Website)
- ❖ Cash on training

If you pay in full you will save over the pay as you train rate. Our great value instructor training program provide everything you need to know to become a successful driving instructor, not just for the exams; But for long term teaching! After all, as a GRADE "A" driving Instructor and registered instructor trainer under the ORDIT scheme you can be guaranteed to receive a high standard of training with a friendly and professional approach to training as well as the modern style way of training.

You are required to pass the qualifying tests before you can register as an (ADI) Approved Driving Instructor with the DVSA and hold the title of an Approved Driving Instructor or advertise such information.

ADI qualifying registration fee's:

You are required to pay registration fee's to obtain your Approved Driving Instructor (ADI) licence which will be valid for every three year duration and must be renewed to remain on the register.

10. ADI registration and licence fees

- ✓ First ADI certificate £300.00
- ✓ Trainee driving instructor Licence £140.00
- ✓ Renewal or re-registration £300.00
- ✓ Lost licence replacement £3.00

11. DVSA Driver & Vehicle Standards Agency test fee's

- ❖ Part 1 test fee (theory) £90.00
- ❖ Part 2 test fee (Driving ability) £111.00
- ❖ Part 3 test fee (Instructional ability) £111.00

7. BECOME AN APPROVED DRIVING INSTRUCTOR

To become an approved driving instructor, (ADI). You need to apply to the Driver & Vehicle Standards Agency (DVSA).

You'll have to pass three qualifying tests to become an ADI. For more information on what's involved in each qualifying process visit our [instructor training page](#) and clicking on the links available on that page or visit <https://www.gov.uk/become-a-driving-instructor> to see more information about the qualifying process.

What is an ADI?

ADI involves more than teaching someone how to drive. You are responsible for delivering a high standard of driving behaviour amongst new drivers. Most will be young and inexperienced.

As an Approved Driving Instructor (ADI) you'll have to show a:

- ❖ High regard to all aspects of road safety
- ❖ High standard of driving and instructional ability
- ❖ Professional approach to your customers
- ❖ Responsible attitude to your pupils and profession

8. ILLEGALL DRIVING INSTRUCTION

- ❖ It's illegal to give driving instruction for a fee if you aren't qualified and registered with the DVSA.
- ❖ DVSA investigates every case of suspected illegal driving tuition
- ❖ Works closely with the police to take possible offenders to court
- ❖ Who can be an (ADI)

DVSA The Driver & Vehicle Standards Agency keeps a register of all A.D.I's, you'll be allowed on to the register if you:

- ✓ Hold a full UK, European Union or European Economic Area unrestricted car driving licence
- ✓ Have held the your driving licence for at least 3.5 out of the past 6 years before you join the register when you qualify.
- ✓ Have not been disqualified from driving at any time in the four years before you join the register
- ✓ Are a "fit and proper" person to have your name entered on the register, taking in to account any motoring convictions and any other criminal record.

9. CRIMINAL RECORD CHECK CRB

You will need to obtain a (CRB) Criminal Record Check against you when applying to become a driving instructor before you can start the qualifying process. From every 3 year's of registration you will need to renew your registration. The DVSA, Driver & Vehicle Standards Agency will take all offences in to account when assessing your suitability to continue or to remain on the ADI registrar.

This includes fixed penalties such as speeding offences as well as convictions, cautions to those that are pending.

To apply for a CRB from TMG/GBG | OnlineDisclosure

(www.onlinecrb.tmgcrb.co.uk/register.aspx)

Once you're on the website, it will ask you for the following;

- ❖ The organisation PIN of '105205'
- ❖ The "secret word" which is "axis"
- ❖ The organisation name of 'DSA – PDI (PO)'

10. DECIDING IF THIS IS THE RIGHT CAREER FOR YOU

A career as an (ADI) Approved Driving Instructor is very demanding but can also be very rewarding. However when starting out you will have to expect a few slow periods during the heavy snow/winter or Christmas season and the costs of keeping your vehicle on the road, e.g. road tax, fuel and possibly the vehicle costs of leasing. You will also have to prepare for those really busy and long day's out teaching on the road during the summer as these days' normally makeup for the slow times during xmas and January months when everyone has run-out of money after the xmas period but overall becoming an A.D.I has many great benefits. As the managing director and main principle for Option2drive.co.uk I offer a **FREE** consultation to anyone who is serious about becoming an Approved Driving Instructor which can be at an arranged meeting place that is convenient for both.

These are just a few reasons why many people choose to change their current jobs for a career as an ADI Approved Driving Instructor:

- ✓ Work your own hour's
- ✓ Enjoy moving around
- ✓ Being their own boss
- ✓ Helping others achieve a skill for life and passionate about road safety
- ✓ Potential earnings from around £350 to £600 per week
- ✓ Working with the community

An ADI needs Patience:

- Understanding
- An ability to teach
- The ability to get on with others
- A thorough knowledge of the theory and practical of driving
- The ability to provide a professional service to people from different backgrounds
- Business sense and strategy
- You're responsible for safety of others

You'll be responsible for the safety of:

- Yourself
- Your pupils
- Other road users
- The Instructors vehicle
- The examiner who conducts the test
- Road rules and the law

The qualifying process may take between 3 to 8 months to complete depending on your availability.

You have to take and pass three tests to become an ADI. They are:

- Theory (Part 1)
- Driving (Part 2)
- Test of instructional ability (Part 3)

You have to pass both parts, 2 and 3 within (2 years) of passing part 1 or you'll have to start all over again..

Apply Now:

To apply online, visit: www.gov.uk/apply-to-become-a-driving-instructor

11. TRAINER DETAILS

Name: (Sonny) Hussein

ORDIT Registered: To provide instructor training and accredited under the Code of Practices of the Approved Driving Instructors National Drivers and Riders scheme,

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/377667/national-standard-for-driver-and-rider-training.pdf

Administered by the Driving Vehicle Standards Agency

DVSA ORDIT certified/No: 0505ADI No: 368508

Company of Registration: [Option2drive.co.uk](https://www.option2drive.co.uk)

12. CONTACT DETAILS

www.option2drive.co.uk

info@option2drive.co.uk

t: **07950743233**

t: **07961000149**

Business: Option2drive.co.uk

Registered with the DVSA:

<http://www.dft.gov.uk/fyn/ordit.php>

Registered Location:

Waltham Abbey EN9 3AP

Contact me between 9am and 9pm for support and advice Sunday to Friday, excluding Saturdays.

Managing Option2drive.co.uk

S. H Hussein

