

2011

Become a Driving Instructor



INSTRUCTOR TRAINING

With Key Skills Instructor Training

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Amanda Proctor
Key Skills Instructor Training
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Key Skills Instructor Training

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Key Skills Instructor Training

About Us

Key Skills Instructor Training
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Welcome

At Key Skills Instructor Training we have the expertise, resources and experience required to provide you with first class Driver Training.

Key Skills Instructor Training is a member of the Official Register of Driving Instructor Trainers (ORDIT) that was set up by the Driving Standards Agency (DSA) to ensure a high standard of training, therefore you can be assured that your training will be done to the highest of standards by highly skilled trainers.



Key Skills Instructor Training is also an associate partner of Any Driver Ltd. Any Driver's aim is to increase awareness of Continuing Professional Development (CPD) and raise the standards within the driving industry. This includes the NVQ 3 in Driving Instruction.



Key Skills Instructor Training has now set up a sister company designed for Driving Instructors and learner drivers. MSM Driving School (www.msm-driving-school.org).



¹ Qualifications held: Approved Driving Instructor (ADI), Official Register of Driving Instructor Trainers (ORDIT), Driving Standards Agency Fleet Registered trainer, NVQ 3 In Driving Instruction, A1 Assessor for NVQ 3 In Driving Instruction, Preparing to Teach in the Lifelong Learning Sector (PTLLS).

Key Skills Instructor Training

Become a Driving Instructor

- Do you want to be your own boss?
- Choosing the hours that you work?
- Meet new people from all walks of life?
- A job that brings you tremendous job satisfaction?
- And still earn a good living?



For many people, that's the main reasons for becoming a Driving Instructor. You will be completely self employed and free to make your own decisions. You will be able to build your business and your reputation, the only person to decide how much work you'll do, is you. You could stay independent or you could work with an established school.

Why choose Key Skills Instructor Training?

- Do you want to become a driving instructor?
- Do you want all your training fees back, from your trainer?
- Do you want a Pay As You Go option?
- Do you want a franchise with an established Driving School when you qualify?
- Do you want quality training at competitive prices?
- Do you want a car for the exams?
- Do you want a dedicated training throughout?
- Do you want One to One training?
- Do you want all recommended learning material provided?
- Do you want a structured training program?
- Do you want to fit your training around your existing job?
- Do you want to qualify at your own pace?
- Do you want a flexible training programme?
- Do you want full support throughout and after you qualify?



At Key Skills Instructor Training we cover all of the above

Key Skills Instructor Training

CRIMINAL RECORDS CHECK (CRB)

If you wish to apply to start the qualifying process, you will have to have an enhanced level CRB before you can be granted permission to take your theory test.

You should apply for your CRB by ringing the DSA's contractor, Capita Recruitment Vetting Service, on **0870 850 2455** (this is free for you the DSA pay the bill).

They will then send you a disclosure application form and guidance on how to complete it. The form should then be returned to them, a criminal record report, or disclosure, will then be sent to you and a copy will forward to the DSA.

However, you should NOT obtain your disclosure if:

You have any endorsements (including disqualifications or more than 3 fixed penalty points) on your driving license.

Because of a disability you are only permitted to drive vehicles with an automatic transmission.

You have not held a full UK or European Union driving license for four out of the last six years.

If you fall into any of these categories, this may affect the way in which your application is handled. Please complete your application giving full details and submit it to DSA. You will then be advised when you should obtain a Criminal Record disclosure.



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HOW TO QUALIFY

The Approved Driving Instructor (ADI) qualifying examinations are in three parts: Part 1 Theory - Part 2 Driving Ability - Part 3 Instructional Ability. You must pass all three parts of the examination in this order and must complete the whole examination within two years of passing the Part 1 Theory.

Part 1 Theory

Consists of a multiple choice section and a video based hazard perception section. This is a computerised touch screen examination lasting 90 minutes consisting of 100 questions split into four bands:

- 1) Road procedure
- 2) Traffic signs and signals, car control, pedestrians, mechanical knowledge
- 3) Driving test, disabilities, law
- 4) Publications, instructional techniques

After a break of up to three minutes the Hazard Perception section will start. This consists of 14 video clips each lasting about one minute, the test contains 15 score able hazards and the candidate can score up to 5 marks per hazard.

Pass Marks - you need to pass both parts of the theory test to obtain an overall pass result. The overall pass mark for the multiple choice part of the test is 85%, however you must reach a minimum mark of 80% in each of the four bands. For the hazard perception test the pass mark is 57 out of a possible 75.

Part 2 Driving Ability

Consists of an eyesight test followed by a practical test of driving technique.

At the start of the test you will be asked questions on basic vehicle safety. The test lasts for about 60 minutes and you must pass both parts of the test. To pass the test you must drive to a high standard of competence, demonstrating the principles of eco-friendly driving, and a well planned positive progressive drive.

Part 3 Instructional Ability

Consists of a practical test to determine your ability to instruct.

The test is in two parts, each of which will last about 30 minutes, you must pass both parts of the same test. You will be asked to demonstrate your knowledge and ability by giving practical driving instruction to the examiner who will take the role of the pupil.

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PASS RATES

The qualifying process is not easy, and the pass rates are low. In 2008-2009, the pass rates for each of the three qualifying tests were:

Test	Pass rate
Theory test - part one	51 per cent
Test of driving ability - part two	50 per cent
Test of instructional ability - part three	30 per cent

At Key Skills Instructor Training you receive one 2 one training, this means that we are 100% concentrating on you. This will also help you to become a good Driving Instructor to teach safe driving for life not just for the test.

Key Skills Instructor Training

COURSE PAYMENT FEE / OPTIONS

At Key Skills Instructor Training we have 4 options for you to choose from. Bronze, Silver, Gold and Platinum. Each option gives you equal training, the only difference is in the paying of exams and licences. You just relax and let us do the work for you.

The course fees in this table are for Hampshire & Wiltshire only

Bronze: £1999.99

Full course Part 1, 2 and 3 training and materials provided.

1 payment	667
2 payment	667
3 payment	667
	£2001

Silver: £2311.99

Full course Part 1, 2 and 3 training and materials provided. Includes first attempt at each exam².

Pay as you go option:

1 payment	771
2 payment	771
3 payment	771
	£2313

Gold: £2451.99

Full course Part 1, 2 and 3 training and materials provided. Includes first attempt at each exam and Trainee Licence³.

Pay as you go option:

1 payment	818
2 payment	818
3 payment	818
	£2454

Platinum: £2751.99

Full course Part 1, 2 and 3 training and materials provided. Includes first attempt at each exam, Trainee Licence and a Full Licence⁴.

Pay as you go option:

1 payment	918
2 payment	918
3 payment	918
	£2754

Pay As You Go

At Key Skills Instructor Training you can also pay as you go.

Pay as you go option:

£150 for a 4 hour morning/afternoon

£200 for a 6 hour day

² DSA exams Part 1 £90. Part 2 £111. Part 3 £111.

³ DSA Trainee Licence £140.

⁴ DSA Full Licence £300.

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HOW TO GET ALL YOUR TRAINING FEES BACK (Wiltshire only)

At Key Skills Instructor Training we offer you all your training fees back if you join our sister company MSM Driving School (www.msm-driving-school.org).

How & When

Join MSM Driving School after your training and within 24 months you will get all your training fees back guaranteed.

This is how it will work:

Join MSM Driving School, **Qualify as an ADI.**

On the 12th month of being an ADI you get 1/2 the money back (guaranteed).

On the 24th month of being an ADI you get the other 1/2 back (guaranteed).

This is not a contract for you to stay with MSM Driving School. You can leave whenever you want. 4 weeks notice is required. However if you want all your training fees back then you would need to be on a franchise with MSM Driving School and remaining with us for 24 months.

You can then decide to move on or stay with MSM Driving School and be part of a company that is focused on giving Driving Instructors what they need. We are here for you all year round.



TRAIN YOU TILL YOU PASS AT NO EXTRA COST

At Key Skills Instructor Training, when you pay for the training course you only pay once. If you are one of the unlucky ones to fail the first time round (this has never happened at Key Skills Instructor Training) we will give you a FREE training course till you Pass.

REFUND POLICY

If the Trainee cannot continue his/her training due to serious medical grounds confirmed in writing by a doctor the refund policy is:

Part 1: If they have not started the course 85% of total course fees

Part 2: If they have not started the course 75% of total course fees

Part 3: If they have not started the course 50% of total course fees

Trainee failing 3 attempts at the part 2 examinations there will be NO refund.

Trainee being refused their application for register by the DSA for deliberately withholding or providing false information, there will be NO refund.

The above refund policy only applies if fees are paid in full not under pay as you go option.

Key Skills Instructor Training

THE ORDIT CODE OF PRACTICE

Those on the Register must: Clearly inform all prospective customers in writing of the services provided, with particular reference to trainers' qualifications, costs, venue, duration and content in relation to the ADI examination structure. Make adequate provisions to acquaint clients with the establishment's terms of business and have a complaints procedure.

Take all reasonable care, skill and diligence in training clients in all relevant aspects of traffic and driver education, taking account of individual training needs and ensuring the safety of students. Not discuss information disclosed by a client during training with any other party, except where under obligation in law. Not discuss the client's progress or driving or instructional standard with any other party, except for normal consultation within the establishment. Where the lessons are being paid for by another person or company, the third party shall have the right to this information, providing this is given with the client's knowledge.

Ensure all vehicles used in training are maintained in a safe and satisfactory condition, and are properly insured, taxed and where appropriate certified as roadworthy. Apply an honest, moral and professional approach in all business practice and avoid improper language, suggestion or physical contact with the clients whilst maintaining proper standards of personal hygiene and dress. Ensure that professional ADI training complies with the current legislation particularly in respect of business premises and practice, staff, vehicles and public liability. Abide by ORDIT's Advertising Code and other requirements for the provision of a professional service.

Full records of each person trained will be properly maintained; the ORDIT code of practice strictly adhered to and displayed at the establishment's premises and a copy will be given to all course participants. Any vehicles used will be suitable for the purpose and conform to all relevant statutory requirements. The needs of each trainee will be individually assessed. All approved training given by the establishment will be structured so as to ensure that all the topics covered by the requirements of ADI registration are taught. Complaints by clients should be made in the first instance to:

Key Skills Instructor Training
Amanda Proctor
106 Elm Hill
Warminster
Wiltshire
BA12 0AZ

Tel: 01985 219899
Mob: 07825 705632
E-mail: mandy@keyskillsinstructortraining.co.uk

Failing agreement or settlement of a dispute, reference may be made to the DSA's Registrar of Approved Driving Instructors who will consider the matter and advise accordingly. Should the Registrar not be able to settle the dispute he or she may set up a panel, with representatives from the ADI industry, to consider the matter further or advise that the matter should be referred to the courts or other statutory body to be determined. For further information or advice write to:

The ADI Registrar
Driving Standards Agency
Stanley House
56 Talbot Street
Nottingham
NG1 5GU
Telephone: 0115 901 2500

Key Skills Instructor Training

HOW MUCH CAN I EARN AS A DRIVING INSTRUCTOR

Your income will depend on how many hours you work a week and how much you charge for a lesson. Most Driving Instructor's try to work 35 to 40 hrs a week with 4 wks holiday a year.

This table is based on a weekly income at £22.50 an hour:

25 hrs per wk £562

30 hrs per wk £675

35 hrs per wk 787

40 hrs a wk £900

Expenses: Car £72, Petrol about £1 an hour, Franchise £60, Car insurance £10 and Mob £8.75.

Less expenses:

25 hrs per week - Income £386.75

30 hrs per week - Income £494.25

35 hrs per week - Income £601.75

40 hrs per week - Income £709.25

This is an estimate on potential earnings. You could pay more for a franchise, use up more petrol, advertising costs etc...

Also a Driving Instructor is self employed and needs to pay for his/her own Tax & NI.

EARN BEFORE YOU QUALIFY WITH A TRAINEE LICENCE

ADI Trainee Licence

Once you have passed the first two parts of the Approved Driving Instructors (ADI) qualification process, you can apply for a trainee licence to help you gain experience instructing pupils to drive. A trainee licence allows you to be legally paid for giving driving instruction. The trainee licence lasts six months and normally only one is granted. It is not essential to have a licence in order to prepare for the part three examination, but it is an option that is available to assist in preparing for the examination.



Conditions of a trainee licence

The conditions under which a licence is granted are: You are only authorised to give instruction for the school whose address is shown on the licence. You must not advertise yourself as a fully qualified instructor. You must receive 40 hours practical training from a qualified ADI before you apply for your licence. It is your responsibility to make sure that you receive training in each of the specified subjects. You must submit a completed Instructor Training Declaration ADI 21T with your application. You must also abide by one of the following conditions:

Condition 1 -

You must receive supervision for 20 per cent of all lessons you give from your sponsoring ADI.

A record of all lessons given, along with the supervision received must be kept on the form ADI 21S which will be issued with the licence, this must be signed by you and your ADI and must be returned to the Driving Standards Agency (DSA) as soon as the licence expires.

Condition 2 -

You must receive a minimum additional 20 hours training covering all the specified topics - This extra training must take place within the first three months of the licence or before you take your first attempt at part three, whichever is the soonest.

- A record of this training must be kept on the form ADI 21AT and must be sent to DSA before the end of the three month period, or presented to the examiner conducting the part three test, whichever is the earliest - At least 25 per cent of the training will have to be practical training

Displaying the trainee licence

When instruction is being given the licence must be displayed in the bottom left hand corner of the front windscreen. The use of the licence is your own responsibility. No refunds will be given for any period when the licence is not used. If you cannot make full use of your licence and you have to stop giving tuition, return it to the issuing office immediately. If your trainee licence is lost or stolen you should report it to the police and to DSA straight away.

Key Skills Instructor Training

FRANCHISE WITH MSM DRIVING SCHOOL

Do you want to start of your new carrier with NO big Franchise agreement?

Key Skills Instructor Training have a sister company MSM Driving School which was made up for ADI's and PDI's who would like FREE support and training throughout the year, with no hidden costs.



When you have qualified you can decide to stay or move on, 4 weeks' notice would be required.

PDI Franchise

We charge a weekly fee of just £60 ;

For this you receive ;

- . Sponsorship for a 6 month Trainee Licence
- . A supply of Learners - minimum of 2 per Month -
- . 4 weeks franchise free a year
- . Training car advice - with exceptional deals available(car not included)
- . A Professional MSM roof box
- . Free training with an ORDIT Instructor to help you pass your final exam
- . Telephone support - all leads answered by our own professional MSM Office - your leads converted
- . Use of website and e-mail for your learners
- . Call back service from MSM Driving School for you and your learners - proactive support for your business
- . Pupil Records for your pupils - to record your learners progress
- . Instructor records for you to enter learners progress
- . Appointment cards for your learners
- . Career Path with MSM Driving School
- . Free Inclusive and individual Marketing Support for you and Your Business

Special Offer - First 2 weeks is Franchise Free!

(Contract Term 6 months)

At MSM Driving School we work with you "**Every Step of The Way**"

Call Mandy today on 07825 705632 - and make that Fresh Start, NOW!

Key Skills Instructor Training

ADI Franchise

We charge a weekly fee of just £50 ;

For this you receive ;

- . A supply of Learners - minimum of 2 per Month -
- . 4 weeks franchise free a year
- . Training car advice - with exceptional deals available(car not included)
- . A Professional MSM roof box
- . CPD Training with an ORDIT instructor where required - Including Check Test Preparation
- . Telephone support - all leads answered by our own professional MSM Office - your leads converted
- . Use of website and e-mail for your learners
- . Call back service from MSM Driving School for you and your learners - proactive support for your business
- . Pupil Records for your pupils - to record your learners progress
- . Instructor records for you to enter learners progress
- . Appointment cards for your learners
- . Career Path with MSM Driving School
- . Free Inclusive and individual Marketing Support for you and Your Business

Special Offer - First 2 weeks is Franchise Free!

(Contract Term 6 months)

At MSM Driving School we work with you "**Every Step of The Way**"

Call Mandy today on 07825 705632 - and make that Fresh Start, NOW!

Call Us Today

0800 112 0063

07825 705632

For an ADI/PDI Franchise with MSM Driving School in Wiltshire/Oxfordshire

Request a Call Back: Text your name + ADI/PDI and MSM Driving School will call you