

INFORMATION			
Trainer Name	<input type="text"/>	Location	<input type="text"/>
PRN	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Valid Certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>	Dual Controls	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Reg No.	<input type="text"/>
		Accompanied?	QA <input type="checkbox"/> Trainer <input type="checkbox"/> Other <input type="checkbox"/>
		Outcome	<input type="text"/>

ASSESSMENT		Competence			
		0	1	2	3
Pupil:	Beginner <input type="checkbox"/> Partly Trained <input type="checkbox"/> Trained <input type="checkbox"/> FLH New <input type="checkbox"/> FLH Experienced <input type="checkbox"/>	No evidence	Demonstrated in a few elements	Demonstrated in most elements	Demonstrated in all elements
Lesson theme:	Junctions <input type="checkbox"/> Town & city driving <input type="checkbox"/> Interacting with other road users <input type="checkbox"/>				
	Dual carriageway / faster moving roads <input type="checkbox"/> Defensive driving <input type="checkbox"/> Effective use of mirrors <input type="checkbox"/>				
	Independent driving <input type="checkbox"/> Rural roads <input type="checkbox"/> Motorways <input type="checkbox"/> Eco-safe driving <input type="checkbox"/>				
	Recap a manoeuvre <input type="checkbox"/> Commentary <input type="checkbox"/> Recap emergency stop <input type="checkbox"/> Other <input type="text"/>				
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 pupil work towards their learning goals?					
Score for lesson planning		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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?					
Score for risk management		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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?					
Score for teaching and learning strategies		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overall score		<input type="text"/>			

REVIEW		YES	NO
Did the trainer score 7 or less on Risk Management? (A 'Yes' response to this question will result in an automatic Fail)		<input type="checkbox"/>	<input type="checkbox"/>
At any point in the lesson, did the trainer behave in a way which put you, the pupil or any third party in immediate danger, so that you had to stop the lesson? (A 'Yes' response to this question will result in an automatic Fail)		<input type="checkbox"/>	<input type="checkbox"/>
Was advice given to seek further development?		<input type="checkbox"/>	<input type="checkbox"/>
Feedback offered to trainer	<input type="text"/>		
Examiner Name	<input type="text"/>	Signature	<input type="text"/>

The Road Traffic Act 1988 (as amended) states that continued registration as an ADI is subject to the condition that they will undergo a test of “continued ability and fitness to give instruction”, known as a standards check (or check test), as and when required by the Registrar. The standards check allows one of the Agency’s examiners to check that your instruction is up to the required standard, by accompanying you while you conduct a normal lesson.

Assessment Notes

This form is designed to identify the strengths in your instructional ability and to highlight any areas which you may need to develop. The form is provided in conjunction with verbal feedback with the aim of helping you improve your instructional ability.

Criteria for Scoring

Assessment is against three broad areas of competence:

- Lesson planning
- Risk management
- Teaching and learning strategies

A full description regarding the assessment can be found in the “National standard for driver and rider training” available on WWW.GOV.UK (Teaching people to drive)

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 behaviour is placing you, the pupil or any third party in immediate danger they may stop the lesson and record an immediate Fail.

Appeals

You cannot appeal against the examiner’s decision. You may appeal to a Magistrate’s Court or, in Scotland, the Sheriff’s office, if you consider that your test was not conducted properly.

Before you consider making any appeal you may wish to seek legal advice.