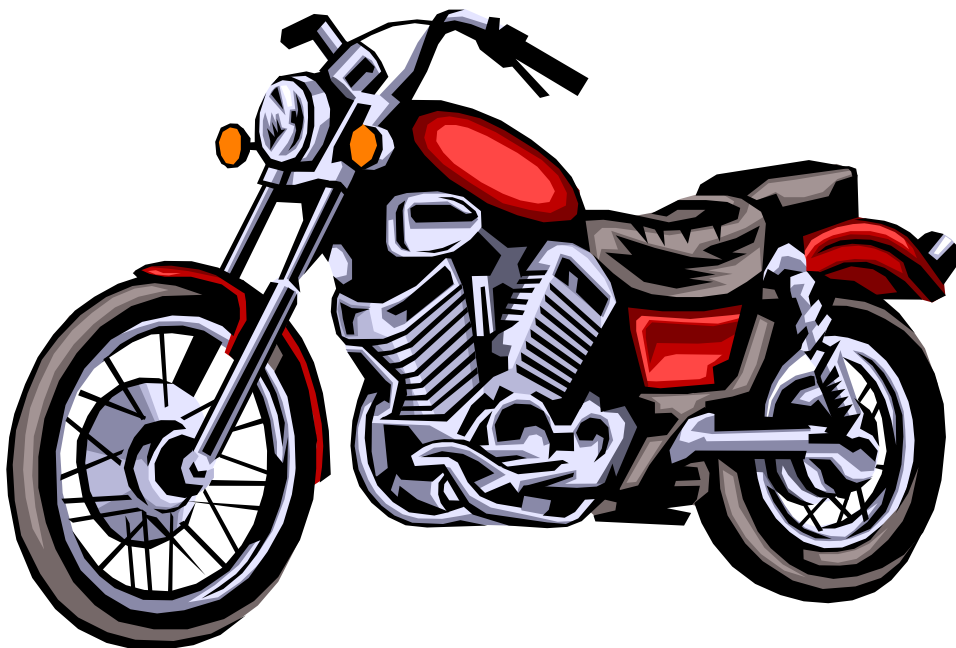




COMPULSORY BASIC TRAINING (CBT) ASSESSMENT FOR MOTORCYCLE INSTRUCTORS



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COMPULSORY BASIC TRAINING ASSESSMENT FOR MOTORCYCLE INSTRUCTORS

PLEASE NOTE THAT THE ASSESSMENT IS NOT DESIGNED TO TRAIN PEOPLE TO BECOME INSTRUCTORS!

Dear Sir/Madam

Thank you for your recent enquiry about the Compulsory Basic Training (**CBT**) assessment held at the Driving Standards Agency (**DSA**) Training & Development Centre, Cardington, Bedfordshire.

I enclose an information pack outlining the content of the assessment and the requirements of the CBT.

All Approved Training Bodies (**ATB's**) must employ at least one instructor who has successfully attended the DSA's assessment.

The assessment lasts for two days, its purpose is to assess whether a person has the instructional ability to be authorised as a DSA certified motorcycle instructor to conduct CBT, and be capable of training and supervising other instructors within their own organisation.

DSA operates 'fit and proper' criteria, which requires an individual applying to be authorised, to give details of any motoring or non-motoring offences not yet spent. Details of offences will be taken into account when assessing their suitability to be authorised as a certified motorcycle instructor. Applicants should therefore note that successful attendance on the 2-day CBT assessment does not provide automatic acceptance of an application to be a certified motorcycle instructor.

If you wish to attend the assessment, please return the completed application form to the above address. Dates will be allocated within 28 days on receipt of the application form and issued along with details of how to get to the centre, and what to do on arrival.

COMPULSORY BASIC TRAINING FOR MOTORCYCLISTS, INFORMATION FOR TRAINING BODIES

Compulsory Basic Training (CBT) was introduced on, 1st December 1990, for all new provisional licence holders of both mopeds and motorcycles. **ALL LEARNER RIDERS ARE REQUIRED TO COMPLETE CBT BEFORE RIDING ON THE ROAD** (*With the exception of riders who have passed a full moped test since December 1990*). **Full car licence holders qualifying after 1st February 2001 must also complete a CBT course before riding a moped on the road.** Since 1st February 2001 individuals wishing to ride motorcycle combinations and mopeds with more than two wheels can now take CBT on these types of machines.

HOW DOES IT WORK?

- A provisional licence holder must undergo a course of onsite and on-road basic training (CBT) before being allowed to ride on public roads. On completing the course they will be issued with a 'certificate of completion of an Approved Training Course' (DL196). This will validate the provisional entitlement on their licence and allow them to ride on the road as a learner rider. The rider will need to produce a valid DL196 and where applicable, a Driving Theory Test Certificate, before taking the practical motorcycle test. Provisional motorcycle licences issued since 1st February 2001 will normally be valid until age 70. Motorcycle test candidates are exempt from the Motorcycle Theory Test requirement if they hold either:
 - A full licence for another class included in category A (e.g. light motorcycle sub-category A1) or
 - A full moped (category p) licence held as a result of passing a two part moped test.
- A rider who holds either a full car licence or a full moped licence (gained prior to 1st December 1990) may ride a motorcycle as a learner after first completing CBT as these licences provide provisional motorcycle entitlement. A full car licence issued before 1st February 2001 automatically provides full moped entitlement for which CBT is not required.
- DL196 certificates issued will be valid for a period of 2 years. The flexibility for learner riders to take the CBT, the new Theory Test and the Hazard Perception Test in any order is available. **Riders will have to re-take CBT if they have been returned to provisional status as a result of convictions within 2 years of obtaining their full licence under the New Drivers Act, or if they have received a disqualification.**
- A provisional motorcycle licence **will not permit the carriage of pillion passengers** and will only permit the holder to ride motorcycles up to **125cc. 'L' plates must be displayed.** The holder must take and pass the theory and practical motorcycle tests and obtain a full motorcycle licence within the two-year life of the DL196 certificate. If the DL196 is allowed to expire, the rider will be required to complete another course of CBT before continuing to ride on the road.
- CBT will apply to all learner riders who are residents of mainland Britain and any of the following islands; Wight, the Island comprises Lewis and Harris, the Island which comprises North Uist, Benbecular and South Uist, Mainland Orkney and Mainland Shetland, and any other Island from which motor vehicles not constructed or adapted for special purposes can at some time be conveniently driven to a road in any part of Great Britain, because of the presence of a bridge, tunnel, ford or other way suitable for the passage of such motor vehicles

COMPULSORY BASIC TRAINING

- The CBT syllabus is attached at Annex A. The emphasis of CBT is on continuous assessment of a trainee's ability. Consequently the training will not necessarily be a one day course, nor will it take a set number of hours. Each item of the syllabus must be covered adequately, taking into account the aptitude of the trainee. The length of time taken to complete the course will therefore be entirely dependant on the ability of the trainee rider, who will have to satisfy the instructor that they are sufficiently safe to be allowed to ride on the road under the terms of the provisional licence, without supervision.

APPROVED TRAINING BODY (ATB)

- If you run an organization that you wish to become authorised to conduct CBT, you will need an off-road site on which to carry out elements B and C of the course. The DSA will need to inspect and approve all sites. The site will need to be reasonably level and with a good quality surface. It will be considered unsuitable if there is the possibility of moving or stationary vehicles or if pedestrians use it. It will need to be a minimum size of 24.38 meters. (80ft) by 9.14 meters. (30ft), 222.83sq meters. (2400sq ft) for a maximum of one instructor and two trainees. If more trainees will be using one site at the same time the dimensions will need to be increased proportionally. Any site will always need to have the minimum dimension(s) of 24.38 meters (80ft) by 9.14 meters (30ft), contained within it, in order to allow for braking exercises.
- Each organisation wishing to provide such training will have to have at least one individual who has successfully completed the assessment at the DSA Training and Development Centre. The assessment will evaluate instruction and assessment techniques for the CBT. The assessment will last for two days and details of its content are attached. ***IT IS NOT DESIGNED TO TEACH THOSE WITH NO PREVIOUS EXPERIENCE TO BECOME AN INSTRUCTOR.***
- Only those who have successfully completed the Agency's assessment at Cardington are permitted to down train up to 10 other instructors within their organisation. All Cardington assessed instructors, and those they have trained must have held a full GB/ NI licence and full motorcycle entitlement for at least 3 years, be 21 years of age, and will be known as certified instructors (CIs). They will be issued with an identity card (CBT 1) to show they are authorised to conduct CBT. Only certified instructors who conduct element 'E' of the training, are able to sign the certificate of completion of training (DL196).
- Those instructors who have successfully completed the assessment at Cardington will be responsible for ensuring uniformity of standards of instruction within their organisation. Additionally, the agency's own driving examiners will visit training sites to monitor training and assessment standards.
- A maximum instructor/ pupil ratio of 1:4 for the onsite elements of the training and 1:2 for the on-road element of the training is required. If CBT is undertaken on a larger bike (over 125cc) as part of the Direct Access Scheme (DAS) the ratio is reduced to 1:2 throughout. It is a DSA recommendation that trainees use dipped headlamps or day time running lights during onsite and on-road training, and during the DSA practical motorcycle test.
- As the licensing authority the DSA has a responsibility to monitor and regulate the standard of instruction given by ATB's and their CI's in delivering CBT courses. Furthermore, the agency needs to satisfy itself that training given, complies with regulations and the conditions of appointment and that the safety of the participating trainees is protected. **Where the DSA has evidence that a particular ATB or CI cannot be relied upon to consistently provide full and proper CBT courses withdrawn.** In all enforcement cases DSA follow the principles of natural justice in providing the parties involved with the opportunity to explain their position and respond. The decision to withdraw the authority of an ATB or CI is taken by the ADI Registrar.

- The DSA recognizes that CBT on its own will not be sufficient to adequately prepare candidates for the full-accompanied motorcycle test. ATB's will therefore be expected to offer trainees the extra tuition necessary to prepare them for the test. From 1st February 2001 a maximum training ratio of 4x 125cc learners to each instructor will be permitted for post-CBT training using learner machines.

THE CARDINGTON ASSESSMENT

- A person who holds a CBT1, at the time of attending the Cardington assessment and subsequently has their authority to conduct CBT withdrawn due to poor performance, will have the option of re-training through their own organisation. In cases where the required standards are not reached in instructional techniques, re-instatement as a 'down trained instructor', will be subject to a fresh application being submitted to the CBT Section and a satisfactory assessment carried out by a DSA examiner locally. If individual's supervisory techniques are unsatisfactory, the authority to conduct CBT as a 'down trained instructor' will not be withdrawn. The option is available to return to Cardington and re-take the full assessment, taking into account that ***ANY INDIVIDUAL FAILING THE ASSESSMENT ON TWO OCCASIONS WILL BE UNABLE TO RE-ATTEND FOR ONE YEAR FROM THE DATE OF THE SECOND ASSESSMENT.*** If a person attends the assessment and does not complete the full two days, this will be counted as an unsuccessful attempt and any authority held to conduct CBT will be withdrawn.
- **CARDINGTON REQUIRE SEVEN DAYS WRITTEN NOTICE FROM THE CANDIDATE THEMSELVES OF NON-ATTENDANCE FOR THE ASSESSMENT; NOTIFICATION CANNOT BE ACCEPTED FROM THE ATB.** Where this notice is given, the application will remain valid and the candidate will be offered an alternative date to attend. **Where an instructor fails to provide seven days notice, the application will no longer be considered valid and will count as an unsuccessful attempt.**

IT IS STRONGLY RECCOMENDED THAT THE DSA'S OFFICIAL PUBLICATIONS ARE STUDIED PRIOR TO YOUR ASSESSMENT AT CARDINGTON.

- **The Official DSA Guide to Learning to Ride**
- **The Official DSA Guide to Riding – The Essential Skills**
- **The Official Theory Test for Motorcyclists**
- **The Highway Code**
- **Know Your Traffic Signs**
- Please bring a pen with you and any session notes, working sheets or training aids, which you feel will be of any help to you on any section of your assessment.
- There is a restaurant facility available on-site where drinks and food can be purchased.
- Candidates attending the assessment will need to provide their licence, a CBT1 card (if applicable) and a fully taxed and suitable motorcycle. Failure to do so will result in the assessment being terminated.
- If you arrive in Bedford and have difficulty in locating the training centre, please telephone **01234 744000**

**CBT SYLLABUS
ELEMENTS OF AN APPROVED TRAINING COURSE**

(A) INTRODUCTION

1. Trainees must be told and understand:-
 - the aims of the approved training course;
 - the importance of having the right equipment and clothing.
2. Trainee's eyesight must be checked. Trainees must be able to read in good daylight, a vehicle registration mark containing letters and figures 79.4 mm high, at a distance of 20.5 meters, with the aid of glasses or contact lenses, if they are worn.

(B) PRACTICAL ONSITE TRAINING

Trainees must receive practical onsite training at the conclusion of which they must fulfil the following requirements:-

- be familiar with the motorcycle, its controls and how it works;
- be able to carry out basic machine checks to a satisfactory standard, and be able to take the bike off the stand satisfactorily;
- be able to wheel the machine around to the left and right showing proper balance and bring the motorcycle to a controlled halt by braking;
- to be able to start and stop the engine satisfactorily

(C) PRACTICAL ONSITE RIDING

Trainees must undertake practical onsite riding at the conclusion of which they must be able to:-

- ride the machine under control in a straight line and bring the machine to a controlled halt;
- ride the machine round a figure of eight circuit under control;
- ride the machine slowly under control;
- carry out a U-turn manoeuvre satisfactorily;
- bring the machine to a stop under full control as an emergency;
- carry out controlled braking using both brakes
- change gear satisfactorily;
- carry out rear observation correctly;
- carry out simulated left and right hand turns correctly using the observation-signal-manoeuvre (OSM) and position-speed-look (PSL), routines.

(D) PRACTICAL ON-ROAD TRAINING

1. Before undertaking practical on-road riding, trainees must be instructed in the matters set out in paragraphs 2 and 3 below and achieve the objectives mentioned therein.
2. Trainees must understand the following:-
 - the need to be clearly visible to other road users (the use of conspicuity aids);
 - the importance of knowing the legal requirements for riding on the road;
 - why motorcyclists are more vulnerable than most road users;
 - the need to drive at the correct speed according to road and traffic conditions.
 - the importance of knowing the 'Highway code';
 - the need to ride defensively and anticipate the actions of other road users;
 - the need to use rear observation at appropriate times;
 - the need to assume the correct road position when riding;
 - the need to leave sufficient space when following another vehicle;
 - the need to pay due regard to the effect of varying weather conditions when riding.
3. Trainees must be aware of:-
 - the effect on a vehicle of the various types of road surfaces that can be encountered;
 - the danger of drug and alcohol use;
 - the consequences of aggressive attitudes when riding;
 - the importance of hazard perception.

(E) PRACTICE ON-ROAD RIDING

1. Trainees must undertake on-road riding for a period of no less than 2 hours. They must (subject to paragraph 2 below) encounter all the following traffic situations and demonstrate their ability to handle each one competently and safely:-
 - roundabouts
 - junctions
 - pedestrian crossings
 - traffic lights
 - gradients
 - bends
 - obstructions
2. Upon application being made by an Approved Training Body for the purpose, the Secretary of State may excuse them from compliance with a requirement mentioned in paragraph 1 above, in respect of practical on-road instruction conducted from premises where the Training Body provides courses if having regard to the location of those premises, he is satisfied that it is impractical to comply with that requirement.
3. Trainees must also repeat the following exercises in normal road conditions:-
 - carry out a U- turn manoeuvre satisfactorily;
 - bring the machine to a stop under full control as in an emergency.

DSA TRAINING AND DEVELOPMENT – MOTORCYCLE INSTRUCTOR
ASSESSMENT FOR COMPULSORY BASIC TRAINING

PRIOR TO THE START OF THE ASSESSMENT, ALL CANDIDATES WILL BE REQUIRED TO UNDERTAKE THE STANDARD EYESIGHT TEST. YOU MUST BE ABLE TO READ, IN GOOD DAYLIGHT, A VEHICLE REGISTRATION MARK CONTAINING LETTERS AND FIGURES 79.44 MM HIGH AT A DISTANCE OF 20.5 METRES OR 20 METRES WITH A NARROWER FONT (WITH THE AID OF GLASSES OR CONTACT LENSES IF WORN)

IF YOU FAIL THE EYESIGHT TEST, THE ASSESSMENT WILL NOT PROCEED.

SESSION 1: RECEPTION

A member of the DSA staff will give an introduction to the assessment. The syllabus for the assessment will be discussed in detail. The aims and objectives of the assessment will be clearly identified and the importance of structured training will be emphasised.

SESSION 2: INTRODUCTION

Each candidate on the assessment will deliver a lesson on modules contained within this element (you may use your own notes and training aids). The remaining candidates will observe the instruction given and decide whether this is valid and achieves the objective. The DSA assessor may act as a CBT instructor and the candidates may then be asked to de-brief on the observed lesson.

SESSION 3: MACHINE INTRODUCTION

Each candidate will be introduced to the motorcycle, which will be used onsite. They should familiarise themselves fully with the machine, so that a comprehensive controls lesson, or basic machine check lesson can be conducted. The DSA assessor may act as a CBT instructor and the candidates may be asked to de-brief on the observed lesson.

SESSION 4: PRACTICAL ONSITE TRAINING

The DSA assessor will simulate a novice motorcyclist and act on the instruction given by one candidate. The two remaining candidates will observe the instruction given and decide whether this is a valid lesson, and achieves the objective. The DSA assessor may act as a CBT instructor and the candidates may then be asked to debrief on the observed lesson.

SESSION 5: PRACTICAL ONSITE RIDING

The DSA assessor will play the role of the novice rider, with one candidate giving instruction and the other two candidates giving a valid debrief at the end of each lesson. The roles will be changed several times within this session and each candidate will get the opportunity to demonstrate their abilities as an instructor and as a monitoring supervisor. The DSA assessor may act as a CBT instructor and the candidates may then be asked to debrief on the observed lesson.

SESSION 6: PRACTICAL ON-ROAD TRAINING

Continuation of the previous session, covering the remainder of element C

SESSION 7: PRACTICAL ON-ROAD TRAINING

This session will be similar to session 2 and each candidate in turn will give a lesson on the various headings contained within element D, and as before the two remaining candidates will supervise. The DSA assessor may act as a CBT instructor, and the candidates may then be asked to debrief on the observed lesson.

SESSION 8: PRACTICAL ON-ROAD RIDING

Candidates will be expected to ride a motorcycle and follow the assessor, who will simulate a novice rider. The instructor will be required to give instructions, correct any faults that may occur and direct the 'novice rider' over a route on the public highway using the radio equipment supplied. Candidates will need to use their own machines during this element. The DSA assessor may act as a CBT instructor and the candidates may then be asked to debrief on the observed lesson.

DEBRIEF & RESULT

Candidates will be given the result of their assessment and offered a full debrief by the assessor. A copy of the assessor's marking sheet will also be given and confirmation of their assessment result will be posted within 7-10 days.