Driver & Vehicle Standards Agency — Information

Trainer's name		Location		**Outcome**	
Trainer's PRN		New trainer ( ) Re-inspection ( ) Re-registration ( )			
Establishment / Training organisation		Dual Controls Yes ( ) No ( )	Date	/ /	
		Reg No.		Trainee's PRN	
Valid Certificate	Yes ( ) No ( )	Accompanied	QA ( ) Trainer ( ) Other ( )		

Assessment

	Competence			
	0 No evidence	**1** Demonstrated in a few elements	**2** Demonstrated in most elements	**3** Demonstrated in all elements
Trainer role play: Beginner ( ) Partly trained ( ) Trained ( ) FLH New ( ) FLH Experienced ( )				
Training theme: Prepare to train learner drivers ( ) Design learning programmes ( ) Enable safe and responsible driving ( ) Deliver driver training programmes ( ) Manage risk to instructor, learner and third parties ( ) Evaluate and develop knowledge, understanding and skills in the driver training industry ( ) Other ( )				

Trainer's Lesson Planning

	0	1	2	3
Did the trainer identify the trainee instructor's learning goals and needs?				
Was the session structure suited for the trainee instructor's level of ability?				
Did the trainer choose suitable practice areas and did the trainee instructor develop those skills?				
Was the training plan adapted to help the trainee instructor work towards their learning goals?				
Score for lesson planning				

Trainer's Management of Risk

	0	1	2	3
Did the trainer discuss the responsibility for risk and develop the trainee instructor in sharing this?				
Did the trainer ensure safe practices whilst in role, managing the balance of risk and fault simulation?				
Was the trainer aware of the surroundings and the trainee instructor's actions?				
Did the trainer encourage the trainee instructor to use verbal or physical intervention appropriately?				
Was accurate feedback used to help the trainee instructor develop safe practices?				
Score for management of risk				

Trainer's Teaching and Learning Strategies

	0	1	2	3
Was the training style suited to the learning style of the trainee instructor and their current ability?				
Was the trainee instructor encouraged to analyse problems and take responsibility for their learning?				
Were opportunities used to develop the trainee instructor's skills in clarifying learning outcomes?				
Was the technical information given comprehensive, appropriate and accurate?				
Was the trainee instructor given timely and appropriate feedback and developed to deliver feedback?				
Was the trainee instructor encouraged to ask questions and were 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 trainee instructor encouraged to reflect on their own performance?				
Score for teaching and learning strategies				
Overall score				

Review

	Yes	No
Did the trainer score 7 or less on management of risk? (A 'Yes' response to this question will result in an automatic fail)		
At any point did the trainer behave in a way which put the examiner, the trainee instructor or any third party in immediate danger, so that the examiner had to stop the session? (A 'Yes' response to this question will result in an automatic fail)		
Were the PDI training records satisfactory? (A 'No' response to this question will result in an automatic fail)		
Was advice given to seek further development?		

Feedback offered to Trainer	
Examiner Name	**Examiner Signature**

Assessment Notes

This form is designed to identify the strengths in your training 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 understand your training skills.

The examiner has assessed your overall performance based on the markings shown against the lower competencies.

Criteria for Scoring

Assessment is against three broad areas of competence:
- Trainer's lesson planning
- Trainer's management of risk
- Trainer's 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).

Further information may also be obtained from the relevant publication from the series of OFFICIAL driving books and other media products from DVSA.

If you are unsuccessful or if you require further development you should discuss the outcome of your inspection with your Trainer or contact a DVSA accredited ORDIT trainer to assist you. A list of ORDIT trainers can be found at : https://www.gov.uk/find-driving-instructor-training

ADI / ORDIT Grades

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

Score	Description	Grade
0 - 42	Unsatisfactory performance demonstrated to permit entry or retain entry on the Official Register of Driving Instructor Trainers.	FAIL
43 - 51	A high overall standard of instruction demonstrated to permit entry or retain entry on the Official Register of Driving Instructor Trainers	GRADE A

Note: If you score 7 or less in the management of risk section, the instructional ability will be deemed substandard and a fail. Also, if the examiner believes your behaviour is placing you, the trainee instructor or any third party in immediate danger they may stop the inspection and record an automatic fail.

Appeals

You cannot appeal against the examiner's decision. You may appeal to the ADI Registrar, if you consider that your ORDIT inspection was not conducted properly.