

Test training progress report

TRAINEES NAME:	2ND TRAINEE:
COURSE NUMBER:	NUMBER OF TESTS CONDUCTED:
DATE:	VEHICLE
	DAY NO:
INSTRUCTOR'S NAME:	SIGNATURE:

ITEM	COMMENTS	1	2	3	4	5	6
Core Competencies							
1	Control						
2	Fault identification						
3	Assessment						
4	Completion of DL25 / Test Report						
5	Self Awareness						
6	Attitude to Customer						

7	Waiting room to vehicle						
8	Eyesight procedure						
9	Show me / Tell me						
10	Test wordings						
11	Directions on route						
12	Route knowledge						
13	Normal stops						
14	Hill start						
15	Angle start						
16	Emergency stop						
17	Turn in the road						
18	Reverse						
19	Reverse park (R)						
20	Reverse park (CP)						
21	Completion of DSA 10						
22	Result and Debrief						
23	Conclusion						

AM. Assessment	Satisfactory / Unsatisfactory						
PM. Assessment	Satisfactory / Unsatisfactory						

CRITERIA FOR GRADING	
1/2/3 UNSATISFACTORY	4/5/6 SATISFACTORY
6/ Overall performance to a very high standard with <u>no</u> significant weaknesses	
5/ A <u>good</u> overall standard with <u>some</u> minor weaknesses	
4/ A <u>competent</u> overall performance with <u>some</u> minor deficiencies	
3/ An <u>inadequate</u> overall performance with <u>some</u> minor deficiencies	
2/ A <u>poor</u> overall performance with <u>numerous</u> deficiencies	
1/ Overall performance <u>extremely poor</u> with <u>dangerous</u> deficiencies	

**DECLARATION: I have read BOTH sides of this report.
I have discussed the report with my trainer and I fully understand its content.**

SIGNED _____ (TRAINEE)

General summary of the days training including an assessment of performance (fault identification & analysis) and highlighting the development training given (remedial action)

Course Objectives:

Personal Objectives:

A.M. Session:

1st Session:

2nd Session

P.M. Session:

1st Session

2nd Session

Summary:

Driver's Declaration

Name: _____

Driving Licence number: _____

I hold a current, valid driving licence for the category of vehicle detailed below and I am not under the influence of drink, drugs or medication that could affect my driving ability.

Signature: _____

Date: _____

Driver's eyesight requirements met:

Yes

No

Manual or automatic: _____

Assessment start time: _____

Weather conditions: _____

1. Knowledge and effective use of controls:
2. Move off and stop procedures:
3. Effective use of all mirrors:
4. Correct and effective use of signals:
5. Response to traffic signals/signs/road markings:
6. Road Positioning/normal driving/lane discipline:
7. Negotiating bends:
8. Negotiating junctions/slip roads:
9. Separation distance:
10. Appropriate speed:
11. Awareness, anticipation and planning skills:
12. Manoeuvring exercise:

	A	B	C	D
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Eco-Safe driving: control planning

Independent driving demonstrated:

Comments: _____

Overall Assessment



Assessor name: _____

Assessor signature: _____

NEW ENTRANT COURSE (Updated August 2011)

COURSE MANAGERS RESPONSIBILITIES

- **ENSURE SUNDAY NIGHT WELCOME MEETING IS ARRANGED.**

Form packs (S13, eyesight form, guidance for receiving feedback, medical form, next of kin, H & S form, guide to location of faults, completion of DL25 notes) to be given out.

- **ENSURE THE CLASSROOM IS PREPARED AND READY TO RUN - (Books, wallets, pens, note book, name badge, desk cards, UV lamps, Fluorescent jackets etc)**
Ensure room is tidy and presentable.
- **VEHICLE COMMITMENT SHOULD BE ON DISPLAY (NOTICE BOARD)**
- **H&S PRESENTATION – To be carried out by PSI**
- **STRIVE FOR UNIFORMITY FROM TRAINERS** (refer to notes for guidance)
- **TEAM BRIEFINGS START AT 8-15 (TIME MANAGEMENT IS CRUCIAL)**
(Highlight the requirements of the course daily – listen carefully to the trainer’s description of trainee’s performance – prioritise your supervision. Inform Chief Instructor and Supervising Staff Instructor of any immediate problems)
- **CLASSROOM SESSIONS (BRUSH UP) GENERALLY 4-30pm**
- **PREPARE COURSE MANAGERS FILE –**
Should include list of presentations completed
Supervision reports should be placed on trainer’s personal file with Supervisor informed of any concerns.

Colour copy of supervision reports required for the trainee
Make a copy for trainee’s file.
- **ATTEMPT TO KEEP TRAINER WITH TRAINEES MAXIMUM 2 WEEKS - (Dependant on circumstances – personality clash etc – optional)**
- **TRAINEES TO BE GIVEN HANDOUTS OF THEIR WEEKLY OBJECTIVES ON THE FRIDAY BEFORE**
- **TAKE EVERY OPPORTUNITY TO READ THE TRAINERS REPORTS (HIGH PRIORITY)** Enter date and initial once read
- **THE MAJORITY OF THE COURSE FORMS TO BE FOUND IN ‘TEAM FILES’**
- **COPIES OF ALL FORMS ENCLOSED**

TO DO – DAY 1. -

- 08.15 – 08.30 Allocate trainees to Trainers- Ensure trainers are familiar with their vehicles.
-
- 08.30 – 10.30 Classroom – Paperwork, ADI certificates, ATB Certificates, Collect completed S13, Pay forms, Next of Kin,
- Check Driving Licences and Insurance (business use)
- H&S briefing (+ Tour of building to show position of fire extinguishers and alarm points etc) – Including use of mobile phones during training, Fluorescent jackets for the track
- SE to address trainees

- 10.30 – 10.45 **Tea Break**

- 10.45 – 12.00 Biggleswade Route Eyesight checks, various exercises, E.S, Commentary if some development is needed then offer it. **Both trainees in car.**

- 12.00 – 13.00 **Lunch**

- 13.00 - 14.15 Biggleswade Route Eyesight checks, various exercises, E.S, Commentary if some development is needed then offer it. **Both trainees in car**

- 14.15 – 14.30 **Tea Break**

- 14.30 – 15.45 Lecture Theatre: Planned Driving presentation & Discuss Work Related Road Safety basics

- 16:30 Week 1/1 objectives, reporting system (level of grading and trainees comments)
Guidelines for receiving feedback

- **Course Managers to remind trainers to use most up to date DD forms (No 1 self awareness)**

Trainers to get reports signed and copied.

Swap reports check for errors before issuing to trainees. Copies should be put on course manager's desk to be checked.

Trainees must comment on report.

TO DO – DAY 2.

08.30 T & S Suzanne or Jane. (Flexible)

09.15-10.30 Development Drive to **Wimpole (new route)** – include Demo Drive

10.30 – 10.45 **Tea Break (at Wimpole)**

10.45 – 12.30 Return development drive from **Wimpole** – Rotate Trainees

12.30 - 13.30 **Lunch**

13.30 – 14.45 Development drive to **Silver Ball**

14.45 – 15.00 Tea **Break (at T.stop)**

15.00 – 16.45 Return development drive from **Silver Ball** – rotate trainee's

16.45 – Wash - up

Notes for trainers

- AM/PM to be marked as satisfactory/unsatisfactory
- Any box 1 to 3 markings to be shown as personal objectives
- On the report, we need to show what remedial action has been taken and if it has had an effect
- Personal objectives should be set from the trainee's previous performance – **BE SPECIFIC**
- Planning – Use slower build up, get technique right first, then work on speed
- Consider using local residential areas and town driving.

TO DO – DAY 3.

8.15 – 8.30 Team Briefing

- Scores on doors
- Ensure all manoeuvre , arm signals and E stop are signed off

8.30 – 9.00 Debrief trainees, DI cars with trainees

9.00 – 10.30 Development drive to **Potterspury**

10.30 – 10.45 **Tea Break** at Potterspury

10.45 – 12.30 Development return drive from **Potterspury**

12.30 - 13.30 **Lunch**

13.30 – 14.45 Development drive to **Hatfield**

14.45 -15.00 **Tea Break**

15.00 – 16.30 Return development drive from **Hatfield**
– rotate trainee's

16.45 – Wash-up

Notes for trainers

- AM/PM to be marked as satisfactory/unsatisfactory
- Any box 1 to 3 markings to be shown as personal objectives
- On the report, we need to show what remedial action has been taken and if it has had an effect
Personal objectives should be set from the trainee's previous performance – **BE SPECIFIC**
- Planning – Use slower build up, get technique right first, then work on speed
- Consider using local residential areas and town driving.

TO DO – DAY 4.

8.15 Team Briefing

8.30 Reports – Classroom Discussion

9.00 – 10.30 Development drive to **Westmill**

10.30 – 10.45 **Tea Break**

10.45 – 12.30 Development return drive from **Westmill**

12.30 -13.30 **Lunch**

13.30 – 14.45 Development drive **Ireland Route**

14.45 – 15.00 **Tea Break**

15.00 – 16.30 Development drive Rotate trainee's **Ireland Route**

16.45 Wash –up

Notes for trainers

- AM/PM to be marked as satisfactory/unsatisfactory
 - Any box 1 to 3 markings to be shown as personal objectives
 - On the report, we need to show what remedial action has been taken and if it has had an effect
- Personal objectives should be set from the trainee's previous performance – **BE SPECIFIC**
- Planning – Use slower build up, get technique right first, then work on speed
 - Consider using local residential areas and town driving.

"A" Drive - NEW ENTRANT COURSE WEEK 1 -

DAY 1	MODULE CONTENT	MODULE OBJECTIVES	MODULE DELIVERY
08.30	Introduction & Overview		
Times are Approx	<ul style="list-style-type: none"> • Reception • Legal requirements • Health & Safety • Chief Instructor (Course requirements) • O.S.I. Introduction • Collect ADI/ATB certificates 	<ul style="list-style-type: none"> • Achieve initial who's who • Collect information to file/Insurance must be checked and confirmed, cover for business use for route learning purposes. • Explain H&S procedures, fire/bomb drill & muster points, first aid, & smoking policy • Describe the course content • O.S.I. Self Introduction 	<ul style="list-style-type: none"> • PSI to welcome trainees • All paperwork put to file / top office • Present and discuss H&S issues • Individual check delivered by tutor, Chief Instructor to be informed of any problems • Chief Instructor to present and discuss course details
10.30		A.M. BREAK	
10.45 12.00	<ul style="list-style-type: none"> • Demo Drive • Green issues • Modern Vehicles • Eco safe Driving Techniques 	<ul style="list-style-type: none"> • Course manager to explain the criteria required for a planned drive • Clear understanding of planned driving techniques 	<ul style="list-style-type: none"> • Demonstration drive to a high standard including full explanation
12.00		LUNCH	
13.00 15.45	<ul style="list-style-type: none"> • Development Drives 	<ul style="list-style-type: none"> • Wimpole driver development Route (can vary) – to raise the trainees standard of driving • Familiarisation – wordings/DL25/directions 	<ul style="list-style-type: none"> • Observe trainees performance and identify areas requiring development • Instructor to provide pro-active development and involve student not actually driving with integrated training • Trainers to make notes about concerns/pass on to course manager
15.45		P.M. BREAK	
1600	<ul style="list-style-type: none"> • T&S explained 	<ul style="list-style-type: none"> • Understand importance of correct completion of the appropriate claim forms 	<ul style="list-style-type: none"> • Member of staff from general office (Suzanne or Jane)
16.30 17.15	Hand out objectives week 1 Give out route sheets/ maps, Overview of the days development The core competencies of the Driving Examiner and the reporting system Discuss tomorrows activities	<ul style="list-style-type: none"> • Trainees aware of objectives for the week • Awareness of allocated test route • Re-affirm purpose of planned driving • Understanding of grading system and core competencies required. • Discuss individual concerns 	<ul style="list-style-type: none"> • Course manager to discuss • Trainers/work with their trainees • Group discussion • One to one feedback as required

NEW ENTRANT COURSE – WEEK 1 - Driver Training

DAY 2	MODULE DELIVERY		
08.30 10.15	<ul style="list-style-type: none"> Daily reports Completion of DL25 	<ul style="list-style-type: none"> To ensure trainees fully understand strengths and areas for development Familiarise, understand and discuss the importance of completing the DL25 correctly including accurate and legible write up of descriptions and faults. 	<ul style="list-style-type: none"> Trainer to handout reports and help trainees with issues raised on report Lecture theatre presentation given (course manager)
10.15	A.M BREAK		
10.30 12.15	<ul style="list-style-type: none"> Practical driver training to Graffham Water Development of trainees eco driving techniques Integrated training (refer to objectives week one) 	<ul style="list-style-type: none"> Route can vary – to raise the trainees standard of driving Familiarisation – wordings/DL25/ directions/H&S checks as much as possible for test training 	<ul style="list-style-type: none"> Observe trainee performance Instructor to provide pro-active development and involve student not actually driving with integrated training
12.15	LUNCH		
13.15	<ul style="list-style-type: none"> Practical driver training Development of the individuals driving skills Integrated training trainee to give directions around their primary route. 	<ul style="list-style-type: none"> Raise trainees performance driver development Familiarisation of route / DL25 / wordings/ directions (Integrated training in preparation for test training) 	<ul style="list-style-type: none"> Observe trainee performance Instructor to provide pro-active driver development. Offer advice and guidance with regard to the directions, wordings and route familiarisation.
15.00	P.M. BREAK		
15.15	<ul style="list-style-type: none"> Continued as above – Rotate trainees 		
16.30 17.15	<p>Overview of days development</p> <p>Driving test legal requirements</p> <p>Equality and diversity</p>	<ul style="list-style-type: none"> trainees are able to identify own strengths and areas that require development Develop trainee’s knowledge of legal requirements and test procedures. 	<ul style="list-style-type: none"> One to one feedback as required To be delivered by course manager. Classroom presentation Interactive discussion.

NEW ENTRANT COURSE – WEEK 1 - Driver Training / Test Control

DAY 3	MODULE CONTENT	MODULE OBJECTIVES	MODULE DELIVERY
08.30 10.15	<ul style="list-style-type: none"> Daily reports In car H&S & Test control 	<ul style="list-style-type: none"> To ensure trainees fully understand strengths and areas for development Familiarise, understand and discuss the importance of In car Health and Safety and test control 	<ul style="list-style-type: none"> Trainer to handout reports and help trainees with issues raised on report. Lecture theatre presentation given (course manager) Give hand-outs
10.15		A.M BREAK	
10.30 12.15	<ul style="list-style-type: none"> Practical driver training Bag set up Demonstration test (waiting room to full pass conclusion) 	<ul style="list-style-type: none"> Further driver practice to enhance eco safe driving techniques. Observe, understand and gain knowledge of test control, procedures and legal requirements 	<ul style="list-style-type: none"> Assess trainee's driving performance. Instructor to provide pro-active development giving demonstration and full talk through of test procedures. Students to be involved in the interactive discussions.
12.15		LUNCH	
13.15	<ul style="list-style-type: none"> Practical driver/ test training – <u>use of automatic's</u> 2nd trainee to practice test control (direct colleague around full test route) 	<ul style="list-style-type: none"> Raise trainees performance Familiarisation of route / DL25 / wordings/ directions 	<ul style="list-style-type: none"> Observe trainee performance Instructor to provide pro-active driver development. Offer advice and guidance with regard to the directions, wordings and route familiarisation.
15.00		P.M. BREAK	
15.15	<ul style="list-style-type: none"> Continued as above – Rotate trainees 		
16.30 17.15	<p>Overview of days development Discuss tomorrows activities</p> <p>Guidance on Independent driving including diagrams</p>	<ul style="list-style-type: none"> Trainees are able to identify own strengths and areas for development 	<ul style="list-style-type: none"> One to one feedback as required Group discussion Interactive classroom wash-up

NEW ENTRANT COURSE – WEEK 1 - Driver Training/Test Control

DAY 4	MODULE CONTENT	MODULE OBJECTIVES	MODULE DELIVERY
08.30 10.15	<ul style="list-style-type: none"> Daily reports Demonstration of Fail Conclusion Test Training (Control) (waiting room to full conclusion) 	<ul style="list-style-type: none"> To ensure trainees fully understand strengths and areas for development Practice giving directions, observe and implement the legal requirements on trainee's primary route. One trainee to drive to the best of their ability and one trainee to practice test control. 	<ul style="list-style-type: none"> Trainer to handout reports and help trainees with issues raised on report Trainer to give guidance on test control from the back of the vehicle NO L Plates Use automatic vehicles (driven and tested)
10.15		A.M BREAK	
10.30 12.15	<ul style="list-style-type: none"> Test training (Control) (waiting room to full conclusion) 	<ul style="list-style-type: none"> Rotate trainees – As above. 	<ul style="list-style-type: none"> Observe trainee performance Instructor to provide pro-active development on test training
12.15		LUNCH	
13.15	<ul style="list-style-type: none"> Practical driver training Continuation of test training (Control only – include calling out several faults) 	<ul style="list-style-type: none"> Raise trainees performance on control include identification and use of comfort zones to download faults called. Familiarisation of route / DL25 / wordings/ directions One trainee to drive to the best of their ability and one trainee to practice test control. 	<ul style="list-style-type: none"> Observe trainee performance Instructor to provide pro-active development of test training Offer advice and guidance with regard to the directions, wordings and route familiarisation.
15.00		P.M. BREAK	
15.15	<ul style="list-style-type: none"> Continued as above – Rotate trainees 		
16.30 17.15	<ul style="list-style-type: none"> The correct assessment of driving faults. <p>Overview of days development and discuss tomorrow's activities</p>	<ul style="list-style-type: none"> To demonstrate DSA's assessment criteria Explain assessment should be reliable /consistent Explore the reasons why assessment is not 'black & white' Explore is the fault worth recording / if so / what is the value? Explain 'L' test is <u>safety</u> with less emphasis placed on finesse Explain working as a team Raise trainees awareness of the correct location of driving fault 	<ul style="list-style-type: none"> Lecture theatre presentation given (Course Manager) Interactive discussion – Hand outs given One to one feedback as required