

**1) All the information relating to the training of the ADI driving examiners by the DSA in order to prepare them for their role and ongoing training**

**2) Full details of how the ADI driving examiners gain knowledge for the role they play as real learners**

All examiners gain experience in delivering core duties before considering options to gain additional examiner skills. One of these options is to apply to conduct ADI tests. If the examiner chooses this option, they must first pass an initial assessment in order to be considered for ADI training in delivering part 2/3 tests. This assessment includes observing the examiners ability to drive to an enhanced level and also their potential at delivering driving instruction as required within the preset tests currently in use. Not exclusively, but many of the examiners are ex ADI's and have had varying levels of experience in that field prior to joining the agency.

If chosen, the examiner is expected to utilise opportunities for self development and continuous personal development before attending the course and this includes familiarising themselves with relevant information available in all accredited publications e.g. the ADI 1 (available at <http://www.dft.gov.uk/publications/dsa-adi1-standard-operating-procedure>), Driving - The essential skills publication, National standards for driving training publication and The driving instructors handbook (all three of these publications are available for purchase from most good book shops). This information is exempt from release under section 21 (information accessible by other means) and a copy of this exemption in full is attached at Annex B.

They will also be given access to the course programme which sets out the training process they will undergo when attending the 6 week residential course at the agency's training and development centre. A copy of the ADI 2/3 programme is attached at Annex C and a copy of a slide presentation given is attached at Annex D.

Once qualified in delivering ADI part 2/3 tests the examiners are subject to a pre planned development process with senior ADI staff within the agency and this includes regular updates associated with the ADI industry and agency developments. During their career, examiners are subject to a continuous quality assurance regime and monitoring process which includes all the operational test deliveries they are qualified to conduct.

Only after establishing a consistent performance and proven CPD record can staff then apply to be trained to deliver ADI check tests. If selected, this involves a further 3 week residential training course and once qualified, a further period of pre planned development with senior ADI staff and additional quality assurance and monitoring processes.

**3) Were all the ADI driving examiners involved in my ADI part three tests ADIs at the time of my test or ex-ADIs?**

This information is exempt from release under section 40(2) (personal information) as it would be possible to link this information to identifiable individuals. As such it would be classed as personal data and any processing of this information has to be in compliance with the Data Protection Act (DPA). It would not be fair for this information to be released. A copy of this exemption in full is attached at Annex E.

Whilst we have been unable to answer this request, all ADI driving examiners have to complete identical training regardless as to whether they have previously been a registered ADI.

**4) How regularly do the ADI driving examiners teach real learners in order to relate to their roles played on the ADI part three test?**

**5) How many real learners do ADI driving examiners teach a month?**

**6) How many learners do the ADI driving examiners take to their 'L' test each year and what is the pass rate per year for each ADI driving examiners that I have had?**

DSA examiners are not allowed to teach on a commercial basis as there would be a conflict of interests (and under the EU 3rd Directive examiners are explicated not allowed to also be instructors). Examiners are allowed to teach close family members with their line manager approval but we do not keep records of the numbers of examiners who have done this.

All examiners regularly conduct Cat B tests ('L' tests) and are therefore exposed to learner drivers at varying levels of experience and ability.

Within the ADI part 2/3 training course, extensive training is delivered in providing the part 2/3 examiners with the role-play and fault simulation skills needed to perform the role required in delivering the part 3 test. These roles and faults are based on the experience gained from conducting Cat B tests.

Both the part 2/3 course and the check test course require examiners to be able to demonstrate skills in role play and fault simulation.

Role play and fault simulation abilities form part of the quality assurance process that all examiners are subject to in delivering all aspects of ADI tests

**7) The full details of how the DSA investigate a complaint from PDI in respect of the part three tests**

**8) Are the ADI driving examiners interviewed under oath?**

**9) Does the DSA send the statement from its legal department in order to respond to PDIs or ADIs who raise concerns or complain?**

**10) How can the DSA be able to identify the truth if the ADI driving examiners are not cross examined about the particulars of the test under oath in court?**

Attached at Annex F is a copy of our complaint handling procedure. We hold no information about requirements for examiners to be interviewed under oath or referral of complaints from PDIs to our legal department.

**11) What mechanism do the DSA have to protect PDIs?**

Our quality control and quality assurance processes mean that examiners are supervised on a regular basis to ensure the standards are being met.

**12) How many ADI driving examiners have been disciplined or removed from their position as a result of a complaint from a PDI?**

We have identified that there have been 115 cases since January 2011 where there has been a conduct/disciplinary or performance issue with a driving examiner but details as to the incident that resulted in this action is not held in a central record. To compile the information would require a manual check to establish if the action was as a result of a complaint from a PDI about an ADI test. This information is exempt from release under section 12 (1) (cost of compliance exceeds appropriate limit) of the FoIA. A copy of this exemption is attached at Annex G.

The appropriate limit, as prescribed by the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004, is £600 for Central Government and £450 for other public authorities, with staff costs calculated at a rate of £25 per hour. When calculating whether the appropriate limit is exceeded, authorities can take account of the costs of determining whether the information is held, locating and retrieving the information, and extracting the information from other documents. They cannot take account of the costs involved with considering whether information is exempt under the Act.

We have estimated that it would take at least 15 minutes to review the personnel file for each of the 115 cases. This equates to 28 hours and 45 minutes, which would exceed the 24 working hour limit prescribed.

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