

**1) What information is captured on the Pass Plus form that approved driving instructors (ADIs) complete for their pupils that have completed Pass Plus?**

The following information is captured on the Pass Plus training report form:

- pupil's name
- instructor's name
- instructor's personal reference number (PRN)
- pupil's address
- pupil's driving licence number
- additional instructor details (if necessary), for example if the candidate took the Pass Plus course with two ADIs; the other ADI's name and PRN will be recorded in this box on the form
- instructor's declaration that the pupil has completed no less than six hours of instruction in positive driving in accordance with the Pass Plus syllabus and has achieved, or exceeded, the required standard
- pupil's declaration that they have received a total of no less than six hours of positive training
- record of training of each of the six modules and the core competencies
- the record of training gives the date the pupil did each of the core competencies, both the pupil's and instructor's initials and whether the pupil achieved, or exceeded, each core competence for each module and total duration of each module

**2) When the completed and signed Pass Plus form is returned to DSA what information is kept by DSA?**

Once the completed and signed Pass Plus form is returned to us, we keep the pupil's name and address and the number of hours completed. Also, occasionally, at the ADI's or pupil's request, the date the course was completed will also be kept. This information is inputted on to our integrated register of driver trainers (IRDT).

**3) What is the procedure for processing a completed Pass Plus form?**

At Annex B, you can find the standard operating procedure for processing a completed Pass Plus form.

**4) How long is the Pass Plus form kept for?**

Pass Plus certificates are kept until their details have been inputted onto our IRDT database and are then destroyed.

The information supplied to you continues to be protected by copyright. You are free to use it for your own purposes, including for private study and non-commercial research, and for any other purpose authorised by an exception in current copyright law. Documents (except photographs) can be also used in the UK without requiring permission for the purposes of news reporting. Any other re-use, for example commercial publication, would require the permission of the copyright holder.

Most documents supplied by the Driving Standards Agency will be protected by Crown Copyright. Most Crown copyright information can be re-used under the Open Government Licence (<http://www.nationalarchives.gov.uk/doc/open-government-licence/>). For information about the OGL and about re-using Crown Copyright information please see The National Archives website - <http://www.nationalarchives.gov.uk/information-management/uk-gov-licensing-framework.htm> .

Copyright in other documents may rest with a third party. For information about obtaining permission from a third party see the Intellectual Property Office's website at [www.ipo.gov.uk](http://www.ipo.gov.uk).