

# Auto Global Solutions



## Auto Global Solutions Fleet Driver Training For ADI

# ADI Driving Instructor Fleet Driver Training

Auto Global Solution training aim is to raise the standards of knowledge, driving and coaching ability within the driving instruction industry. The training team have years of specialised knowledge and qualifications which we aim to pass on to all our clients. All Driving Instructors will receive the best quality training from a highly motivated and qualified individual Trainer, with a real interest in your success. All our Trainers are advanced driving Instructors and all of which are currently registered with the DVSA (Driver and Vehicle Standards Agency) working with Auto Global Solutions this will help to further your career path and producing a strong return on your investment in your on personal development.

If you are an Approved Driving Instructor who specialises or wish to specialise in providing training to fleet drivers of cars and vans, you can apply to join the Register of Fleet Driver Trainers. The register, which is run by the Driver and Vehicle Standards Agency (DVSA), aims to improve road safety by making sure that fleet driver trainers are appropriately trained to pass their knowledge on to others. This is part of the government's Road Safety Strategy.

The registration scheme also helps to raise the profile of the training on offer. If you are on the DVSA's voluntary Register of Fleet Driver Trainers, it is a useful indication of your ability as an instructor to those seeking training.

## How to register to become an ADI Fleet Driver Trainer

### **Register as a fleet driver trainer**

### How to become a Driver and Vehicle Standards Agency registered fleet driver trainer

To join the Driver and Vehicle Standards Agency's (DVSA's) voluntary Register of Fleet Driver Trainers, you can either complete a three-part DVSA exam or complete one of the DVSA-accredited training courses.

### The examination route

The exam consists of a multiple-choice theory test, a practical test of driving ability and a practical test of coaching ability. You need to take the tests in this order, and complete them within one year from the date you first took the theory test. If you are unable to pass all three join the register. Tests are organised to suit demand and are not carried out on a daily basis.

You can have three attempts at each test. If you do not pass, you must wait until the end of your one-year period before you can apply to restart the qualification process. You should submit a new application form at this point.

Once you have passed the last of the three tests – the ability to instruct test – you have 12 months from that date to register with the DVSA.

## The accredited training course route

Why not jump start your career with Auto Global Solutions accredited 5 days fleet driver training course. The course can be over one week or one day over five weeks.

Auto Global Solutions are approved by Driver and Vehicle Standards Agency to deliver the Fleet Driver Training Course to Approved Driving Instructors all over the UK. The fleet driver training courses can be delivered in your area at no extra cost.

If you are looking to upskill and want to have the potential to make more money all you have to do now is book in for your free consultation with one of our advisers.

If you decide to attend a training course, you need to make sure that the course provider is Driver and Vehicle Standards Agency accredited. When becoming a fleet driver trainer it is important to understand the effects that your training has on your clients. It is therefore essential to receive the appropriate and the correct training required to deliver to your clients. Make sure you have selected the right training provider to deliver the training course that you need, if you do not have the correct training then this could put you in a very vulnerable position and allow the clients to take legal action if they have not received the appropriate training. Auto Global Solutions have 25 years' experience in the Driver and Vehicle Standards Industry and a reputation for quality training. Auto Global Solutions training courses have been designed to help you to instruct others to the same high standard demanded by Driver and Vehicle Standards Agency.

## Fleet driver trainer standard check

While joining the Driver and Vehicle Standards Agency's (DVSA's) Register of Fleet Driver Trainers is voluntary, all fleet driver trainers must be registered Approved Driving Instructors (ADIs). This means that you need to take regular check tests. Trainers on the fleet driver trainer register are required to take a fleet standard check test. The test assesses your ability to instruct a full licence holder who is undergoing driver development.

## Taking standards check

You have to take regular standards check as an approved driving instructor (ADI). This assesses your continuing ability to instruct someone with a provisional or full driving license.

You don't have to take a separate check to stay on the fleet driver trainer register.

## How the test works

Standards checks are based on the examiner observing a normal lesson which should last for around an hour. After the lesson you should allow at least 15 minutes for the examiner debrief.

You can bring a learner driver or a full license holder who can be:

- a driver you haven't assessed
- a driver you have assessed

## A driver you haven't assessed

You can bring a driver you haven't assessed and:

- give a presentation on occupational risk
- introduce them to the training vehicle, covering safety checks
- do a driver assessment and profile to establish their main risk areas and provide the necessary coaching

## A driver you have assessed

You can bring a driver you've already assessed. You'll need to tell the examiner what main risk areas you intend to provide coaching for during the standards check.

## Your standards check result

You'll get a grade at the end of your standards check. This works the same as a normal ADI standards check.

## Being removed from the register

You'll be removed from both the ADI register and the register of fleet drivers if you:

- fail the standards check
- don't attend your standards check appointment

A fleet standard check can serve as an ADI check test, so if you pass the fleet driver check test, you qualify to remain on the statutory ADI register. If you do not pass the fleet driver check test, or fail to attend one, this could ultimately result in you being removed from the ADI register and the DVSA Register of Fleet Driver Trainers. If you do not satisfy the criteria in three consecutive check tests, you could be removed from the ADI register, and would have to re-qualify before being able to provide any training for a fee.

# Training requirements for ADI Fleet Driver Trainers

Auto Global Solutions aim is to help and support the ADI to acquire the skills, knowledge and understanding that they need to deliver the Fleet Driver Training safely and responsibly throughout their Fleet driving career. This means it is not just about teaching the clients how to become more competent and safer drivers when driving at work. Instead, it is about developing the client's competence and their willingness to continue the learning process on a daily basis. When delivering Fleet Driver Training, the Fleet Instructor brings to the learning process their hard-earned knowledge, understanding and experience. If they rely simply on telling the client what they should do they will probably be able to teach them enough to be safe on the road. However, all the evidence suggests that clients in this sort of relationship do not really change the way they think and quickly forget what they have been taught.

There is a better chance of a long-lasting change in understanding and behaviour if the instructor:

- Presents their knowledge, understanding and experience clearly and effectively
- Listens to the clients reactions and response
- Helps the client to identify any obstacles to understanding and change
- Supports the client to identify strategies for overcoming those obstacles for themselves

Client-centered learning is not about the client taking charge of the learning process and deciding what is going to happen. Instead it is about creating a conversation between the client and the instructor that is based on mutual respect. This approach is based on the idea that people resist taking on new understandings and resist modifying their behaviour if:

- The person who is trying to train them fails to respect and value their idea of who they are
- The person delivering the training is not seen as 'genuine'
- The person delivering the training is not seen as having legitimate authority

It is not about teaching clients to perform driving tasks in particular ways. While it is reasonable to encourage clients to practice particular methods for performing a given task, because there are clearly explainable benefits to that method, the outcome of the learning process should be that the client has developed a safe and responsible method which they can apply consistently and reliably. The Fleet Trainer is creating a relationship with the client, and a context for their learning, that helps them to take ownership of their learning process.

## Performance standards

You must be able to:

- Establish an effective verbal and/or non-verbal communications strategy that:
  1. Is free from discrimination
  2. Does not exploit the client

3. Does not collude with risky behaviour or attitudes
  - Make sure the client fully understands the objectives, structure and formal assessment requirements of the programs
  - Explain how you expect to work with the client and how you expect them to work with you
  - Make sure the client understands what other opportunities, methods and resources are available and how these can be included in their overall learning process
  - Explain how you intend to monitor and review the clients progress during the program
  - Agree the details of the learning plan with the client
    1. Within the constraints of the overall program
    2. With the understanding that you may work with the client to agree changes if required

## Knowledge and understanding requirements

You must know and understand:

- How to ensure and improve good verbal / non-verbal communication, such as by:
  1. Using good eye-contact (where this is culturally acceptable)
  2. Using consistent language
  3. Breaking things into manageable pieces
  4. Using graphics, pictures and other visual aids to reinforce your words
- The evidence indicates that an active and lifelong approach to learning reduces the risk of incidents and the long-term cost of driving
- How to set clear guidelines for acceptable behaviour within the learning environment
- The effect of your own assumptions about particular groups within society on your ability to deliver effective learning
- The role of 'individual learning plans' and similar models for agreeing ways forward within learning programs
- How to identify and deal with possible barriers to learning and achievement, including:
  1. Delivery methods
  2. Times
  3. Location
  4. Lack of support for clients with special needs
  5. Lack of facilities
- How to explain the objectives and structure of a learning program, and your choice of methods, in a way that is appropriate for each client
- How to include accompanying driver in the learning process in a way that reinforces learning outcomes

- The scope for flexibility within the program
- The credibility of the licence acquisition pro key stakeholders such as employers

## Benefits to the ADI Fleet Driver Trainers

The benefits of being on the Driver and Vehicle Standards Agency's (DVSA's) voluntary Register of Fleet Driver Trainers is that you can demonstrate to others that you have reached a certain standard as a fleet driver trainer. Once you are on the register, your name and details will be supplied to those people seeking fleet driver training. Other benefits of being DVSA registered include the opportunity to use the DVSA logo when promoting your services. You may advertise yourself as a 'DVSA-registered fleet driver trainer' and may use the DVSA logo on stationery and general printed literature. You may not use the DVSA logo on advertising or promotional materials. The logo should not be used in a way to suggest that you are part of the DVSA. Also, it should not be printed in such a large size that it would visually dominate your own logo.

### Course Objectives:

- To enable delegates to qualify for entry to the DVSA Register of Fleet Driver Trainers
- To enable delegates to assess the driving standard of a wide range of drivers, and to be able to deliver meaningful, prioritised training in response to any identified areas of risk

### Benefits of attending:

- To enable delegates to improve their own driving skills.
- Understand the reasons behind Corporate Driver assessment and training.
- Understand how to assess and train a range of drivers of varying experience.
- Understand how to deal with clients and how to report back on training delivered.
- Improved driver training skills when working with learner drivers.
- More and varied work opportunities
- Increased earnings potential
- Enhanced professional status
- Significant commitment to Continued Professional Development (CPD)

## ADI Driver Training Courses

This is the ideal course to allow existing D.V.S.A. Approved Driving Instructors (ADIs) to gain entitlement to enter the D.V.S.A. Fleet Instructor Register and to subsequently deliver work-related driver training courses to industry and other sectors. The course is also an ideal way for ADIs to expand their Continual Professional Development (CPD) Portfolio.

**Step by Step Guide to becoming a Fleet Driver Trainer**

Auto Global Solutions will set up an induction day; this will allow us to carry out the legal requirements to enter the DVSA (Driver and Vehicle Standards Agency) Fleet register.

Auto Global Solutions will:

1. Check the ADI and driving licence
2. Conduct the eyesight check.
3. Carry out an assessment drive up to 90mins followed by a theory test of 100 multiple-choice questions which you will be given 90mins to complete.

Once you have passed and completed the necessary requirements we will then complete your registration with the DVSA (Driver and Vehicle Standards Agency). When the registration has been carried out this will allow us to book the tests when required.

## **Training Material for the theory Test Part 1**

Auto Global Solutions will supply all trainees with a home study pack which will contain the theory questions to prepare for the theory test. The ADI will also be supplied with the required books (Road-craft & Highway Code) to assist with the fleet training course. Once the pack has been completed the ADI will then be mock tested before sitting their part 1 exam.

### **Course Outline**

Information will be collated by the trainer regarding the ADI driver's background, previous training, previous accidents and endorsements on licence. This will allow us to create a driver profile prior to the training day.

### **Introductions**

The Instructor will use this time to re-iterate the course agenda. The basic philosophy of Defensive Driving will be discussed and participants will have the opportunity to bring the Instructor's attention to any queries they may have and any special points they would like to cover during the course.

### **Vehicle Safety Checks**

Participants will be asked to perform a Vehicle Safety Check under the guidance of the Instructor. Ensuring that they know how to check all the fluid levels, that tyres are inflated correctly and have a satisfactory (legal) amount of tread depth. They will also ensure that the spare wheel is in a serviceable condition and that they know where the jack is and how to use it.

### **Driver Assessment**

Each participant will be asked to drive covering a variety of different road types in order to assess current standards. When this is completed there will be a break in order to de-brief the assessments and discuss driver theory in relation to the correction of current practices.

## Instructor Demonstration Drive

After the de-brief session, the Instructor will perform a demonstration drive including the use of commentary. This is designed to show participants the benefit of systematic driving (System of Car Control), demonstrating how the use of planning coupled with greater levels of all round observation is an aid to dealing with hazards more effectively.

## Trainee Practical Training

Training will be based around the 'System of Car Control' as outlined in 'Road-craft', the police drivers manual and will cover the following areas:

- Attitude / concentration / psychology
- Increased hazard awareness and perception of risk
- Overcoming hazards more safely through better planning and observation
- Judgement and use of speed
- Effective use of vehicle controls (steering, gears, throttle etc.)
- Correction and effective use of ancillaries (mirrors, signals. Lights etc.)
- The need to maintain space around your vehicle
- Bend assessment and positioning
- Overtaking
- Motorway driving
- Seasonal driving problems i.e. winter driving etc.

All participants should be actively involved in the learning experience whether driving or not. They will be encouraged to assess each other and also themselves on an ongoing basis. The Instructor will carry out further demonstration drives as appropriate. All aspects of the course will be using latest learning techniques and principles (e.g. system or car control) in an effort to create space, increase observation and therefore raise driver standard and safety.

## The ability to Instruct

The Trainer will play the role of a company vehicle driver with various driving strengths and weaknesses. They will play only 1 of the following roles:

- Experienced car driver
- Inexperienced car driver
- Experienced van driver
- Inexperienced van driver

## Identification of Faults.

- You must demonstrate that you have the ability to Recognise and identify all faults displayed by your clients, regardless of whether their faults have been in Car Control or in Road Procedure.

- Whether faults occur within or out with the car they must all be identified, otherwise you will be unable to analyse them properly, or provide an Effective Remedy for them.

## Fault Analysis.

- Every single fault which has been observed and correctly identified, then requires to be analysed by you. This may often mean the involvement of your client, by means of the Question and Answer Technique, which should be used by you to establish exactly why? Or What? Had influenced them, in reaching the decision which led them to take that particular course of action.
- Whether the individual fault can be analysed on the move or not, is Initially Dependant on the Type of Fault displayed and on the Consequences, or Effect which this may have had on other road users.

## Remedial Action

- Possible remedies should always be Discussed and Agreed with your client, before any attempt is made to provide them with an Effective Remedy by giving them Positive Remedial Instruction.
- The actual amount of Remedial Instruction required and the Level at which that should be applied, should be varied in accordance with Individual Nature of the fault and the Degree to which the Client has displayed the fault in the first place.

## Identification of Faults

This covers the ability of the instructor to clearly identify all faults committed by the client that will / may require correction as part of an effective instructional process. This ability is expected to cover all aspects of control of the car and procedure on the road at all times. The faults should be recognised and conveyed to the client at the appropriate time. Serious or dangerous faults should be identified at the time they happen and should be discussed as soon as a convenient place can be found to stop.

## Fault Analysis

Having identified the fault the instructor should analyse the cause and offer an analysis as appropriate to the fault. The analysis should be accurate, complete and should not be omitted.

## Remedial Action

The instructor should offer constructive advice to resolve problems previously identified through sound explanations, demonstrations and practice. He should consolidate as, and where necessary and seek opportunities to put the client into a similar situation where problems had previously been encountered.

## **Level of Instruction**

The level of instruction should be appropriately gauged to the ability and understanding of the client and matched precisely to his / her overall and specific level of competence, experience and knowledge. The instructor should display sensitive, thoughtful adjustment of instruction to specific strengths, weakness and general needs of the client.

This covers the planned and actual sequence of instruction / activity together with the appropriateness and effectiveness of teaching methods used, taking due account of the difficulty /complexity of the content covered and progress of the client. There should be a methodically planned sequence of instruction and this should be presented in a clear and logical manner with regard to the subject.

## **Control of Lesson**

The instructor should demonstrate the ability to anticipate and take appropriate action on any potential errors or dangers and maintain a firm degree of control of the client. He / She should ensure the distribution of the available time between theory and practice is appropriate to the subject matter and ability of the client.

The instructor should use language which is concise and to which the client is able to relate. There should be good two-way communication making use of simple terminology. All information and directions should be effectively conveyed with no ambiguity or misunderstanding. The instructor should be aware to make adjustments to the mode of communication when misunderstandings occur.

## **Question / Answer Techniques.**

Questions should always be relevant, correctly timed, testing and thought provoking. The questions should always be relevant to the ability of the client and that they are used effectively to prompt and establish knowledge, recap previous knowledge or encourage client participation. The client should always be comfortable with the process which clearly aids the acquisition of skill and or knowledge.

## **Feedback / Encouragement.**

The instructor should recognise uncertainties in the client through body language, eye contact or the spoken word and respond with the appropriate advice and guidance. Make use of all opportunities to give praise and encouragement to develop confidence. Give client credit for any perceived improvement in the awareness and anticipation of faults by other road users. Promote questions from the client in order that feedback can be given. Obtain information from the client of their perception of level of performance in order to adjust the level of instruction.

## **Attitude and Approach to Client.**

The instructor should endeavour to put the client at ease, instil confidence and establish a rapport conducive to good instructor/client relationship. Appear welcoming, business-like and friendly, with an appropriate balance of formality and friendliness.

## Additional Information

This course can be conducted in delegates' own vehicle or one of the training vehicles.

This course normally runs on a 1:1, 2:1 or 3:1 delegate to trainer ratio to suit individual course requirements. Courses will be arranged to run either over one week or spread over a five week period

## Course Fees

All courses are individually priced and fees will depend upon course location, course duration, number of delegates and type(s) of vehicles used.

## ADI Fleet Trainers Recruitment Registration

Interested in joining Auto Global Solutions Fleet Driver Training Team? We would be interested to hear from fully qualified fleet driver trainers in all areas across the UK and Northern Ireland. We recruit trainers of the right calibre to operate within this professional training environment and this requires a thorough interview, induction and initial training approach to allow you to hit the ground running.

We also take great care to communicate with, support and monitor our training staff to ensure they deliver above expectation training through carefully researched and designed training courses. Trainers are monitored for the quality and accuracy of their training delivery and report generation along with course evaluation results from the individual participants, this approach maintains the high standards we require from our training team.

We aim to deliver the requirement to provide our clients with high standard training courses and confident and competent qualified trainers to deliver them.

If you think you could contribute to and enjoy the benefits of working within our market leading training team please email [jobs@autoglobalsolutions.co.uk](mailto:jobs@autoglobalsolutions.co.uk) with your CV.

## Local & Government funding while you work

The Driver Industry is changing-don't get left behind. If you want to diversify your business and have more earning potential from different sources, we'd like to invite you to join Auto Global Solutions Fleet Driver Training Team.

We're looking for QUALITY ADI's who'd like to get involved in delivering Company Fleet Driver Training. We will access Government Funding to assist with Training Courses for self-employed ADI'S to gain the qualification to deliver company fleet training.

