



## Road Safety Authority

### Terms and Conditions for approved IBT Training Centre Providers

**Please read the following terms and conditions along with the declaration carefully. If you are satisfied that everything is in order place 'X' in the box below before signing and dating this declaration.**

**Return this fully completed form by post at the address below or attach it and submit by this online [webform](#).**

1. If a training centre fails to comply with these terms and conditions, the Road Safety Authority may remove or suspend the IBT approval status of the training centre with immediate effect.
2. Only those centres approved for delivery of the approved IBT training syllabus are entitled to advertise their training provision as approved by the Road Safety Authority for IBT.
3. Training Centres must not continue to use the RSA branding in advertising after the approval period has lapsed. The Training Centre must apply at least three months prior to the final date of the IBT approval period to ensure that the re-approval process is complete in advance of the termination of the initial approval period.
4. Only those centres approved for IBT are entitled to use the Road Safety Authority's ADI logo to advertise their IBT courses in accordance with the RSA ADI branding guidelines.
5. Training Centres must provide a single named contact responsible for the application. This contact will be the principal point of contact for all matters relating to the application / approval.
6. The Principal of the centre must sign a copy of this document signifying their acceptance of these Terms and Conditions on behalf of the training centre.
7. Applications for IBT approval must be made in writing using the prescribed application form.
8. The Approved Centre must have a written procedure for dealing with complaints and refunds and must demonstrate how their clients are informed of both of these issues. They must have submitted a copy of the various policies.



9. The Approved Centre must have a specified business address (P.O. boxes and mailing addresses are not acceptable for use in the list of approved centres) where training records are kept securely and for a period of at least six years.

10. Approved Centres may operate more than one IBT site and each premise must have a specified address.

11. Where an Approved IBT Centre operates at more than one location, they must ensure that systems are in place to ensure that a consistent high standard is delivered across all locations. They are responsible for maintaining standards across all registered IBT sites. If the Road Safety Authority find any of the sites are operating in breach of the terms and conditions detailed in this document, the Road Safety Authority's reserves the right to remove or suspend the IBT approval status of the training centre and its registered sites in accordance with the procedures outlined in this document.

12. The Road Safety Authority or its representatives reserve the right to visit an IBT approved Training Centre at any reasonable time without prior notice. Unreasonable failure to facilitate such inspections may lead to removal from the list of IBT approved centres.

13. As part of any audit visit, the Road Safety Authority or its representative shall be entitled to participate in any approved training module.

14. The approved centre must hold an up to date list of all trainers engaged in training in that centre, supported by documentary evidence of their appropriateness to deliver the modules of the syllabus (e.g. ADI Registration & IBT Approval).

15. An approved IBT Centre must continuously have the appropriate insurance in place in order for IBT courses to be delivered. This must include Public Liability and Professional Indemnity cover.

16. The Centres will not disclose to a third party, any information given by a trainee during training except where under obligation in law, or to a third party who is paying for a trainee's training but subject to the trainee's knowledge.

17. The Training Centre must comply with all current legislation particularly in respect of business premises and practice, staff, vehicles, and public liability.

18. The Road Safety Authority reserves the right to add to or amend these requirements (giving three months' notice) as necessary.

19. Each Centre must have the Certificate of approval on display at the training centre and available for inspection on request.

20. Where the Principal contact is not the Owner / Lease Holder of the property to be used for the provision of Initial Basic Training the declaration below must be completed by the Owner / Lease Holder before submitting the Application Form.



**Declaration:**

I declare that I will continuously have the appropriate insurance in place in order for IBT courses to be delivered. This will include Public Liability and Professional Indemnity cover.

**By placing 'X' in this box I agree that I have read and understood the declaration above and agree to the Road Safety Authority's terms and conditions for providing my facilities to IBT Trainers.**

Signed by the principal of the IBT Training Centre:

\_\_\_\_\_

Date: \_\_\_\_\_

**Please return this fully completed form to:**

IBT, Driver Education Section, Road Safety Authority, Moy Valley Business Park,  
Primrose Hill, Ballina, Co. Mayo, F26 V6E4

**or** attach it and submit it by this online [webform](#).

