



APPROVED DRIVER INSTRUCTOR User's Guide for 'Train the Trainer' Programme

Údarás Um Shábháilteacht Ar Bhóithre
Road Safety Authority



A message from RSA Chief Executive Officer



This programme has been carefully developed by RSA staff and other experts working in the training field. The next few pages set out what the program has to offer those attending, whether you are already working as a Driving Instructor or you are new to it and want to become a Road Safety Authority (RSA) Approved Driving Instructor (ADI).

Some topic areas may be new to you, for others, you may simply wish to refresh your skills or knowledge in a particular area - in either case I am certain you will find the program challenging yet enjoyable.

The course is broken down to closely follow the three stage examination process for becoming an ADI but also looks at other areas of best practice in the field of driving instruction.

The Board of the RSA consider Driving Instructors to be 'crucial partners' in our common aim to reduce death and serious injuries on our roads. By attending this course you are showing a level of interest and commitment in helping us in that very important objective. By taking this training at an RSA approved training centre you can be confident that the provider has met all of the quality assurance targets required of an RSA registered training provider and is committed to helping you achieve your own personal objectives from this course.

May I take this opportunity to wish you well with the course and I look forward to your contribution in the ever increasing demand for quality driver training for learner drivers.

Very best wishes

A handwritten signature in black ink that reads "Noel Brett". The signature is written in a cursive style and is positioned above a horizontal line.

Noel Brett
Chief Executive Officer RSA

Overview of the Approved Syllabus for Driving Instructors

Module One - Understanding the theory and its application (2 days)

This module sets out to prepare Driving Instructors for the stage one ADI assessment process. There are two phases to module one.

Phase one consists of pre-reading material that each trainee Driving Instructor will be required to read in advance of the session. (See Appendix A for list of required pre-reading material)

Phase Two is the delivery of the training programme itself. The Driving Instructor attends a two day classroom based programme which looks at all of the theoretical aspects required to be an effective Driving Instructor, and how those theoretical aspects can be brought to life in any session that the Driving Instructor will be delivering to their learners in the future.

For a Driving Instructor to get the most out of the session, it will be imperative that they do all the pre-reading necessary. They will be provided with a list of compulsory reading when they sign up to the programme.

Module Two - Perfecting Driving Skills (3 days)

This module sets out to prepare Driving Instructors for the stage two ADI assessment process. There are three phases to module two.

Phase One – The trainee Driving instructor participates in a pre assessment 45 minute drive on a complex route with a Training Centre Trainer to allow the Trainee Driving Instructor to identify the areas that they need to focus on during the driving skills session. This one on one session should occur at least two to three days in advance of the delivery of the training programme.

The Driving Instructor will receive an assessment report which they can use to assess the progress they have made during the training programme.

Phase Two – Driving Instructor attends the driving skills course (3 days) which seeks to develop ‘expert’ driving skills in all Driving Instructors and also can be used as a basis for the training that the Driving Instructors will be delivering to their own students in the future. 80% of the programme will be spent in a dual controlled car. The remaining 20% will be classroom based.

Phase Three – The Driving Instructor participates in a post assessment 45 minute drive on a complex route with a Training Centre Trainer, acting as examiner, to identify any areas that the Driving Instructor may still need to focus their own practice on.

The Driving Instructor will receive an assessment report, which they can use to assess the progress they have made during the training programme and to focus further practice.

Module Three - Becoming an Excellent Instructor (7 days)

The Driving Instructor attends a seven-day programme. Half of the programme module will be classroom based, with the remaining half spent in the car with the Driving Instructors delivering simulated driving lessons to each other and the Training Centre Trainers. The three and a half day classroom based session can be completed in one week and the practical sessions done in three and a half days of the following week.

The focus of this module is to ensure that each Driving Instructor has the practical skills needed to be an effective Driving Instructor. It will look at all the critical aspects needed by any instructor, with a key focus on communication and coaching skills. This module will deliver benefits for all who attend, both in their personal and professional lives.

What is included in your training pack/CD

On the CD provided to you with this document, you will find all the material you will need to successfully run a programme for Driving Instructors, The following is contained on the disk:

Module One

- A Training Manual that is to be given to each participant. This file is called ADI Programme Module 1 Theory of Driving Instruction V1
- A Training outline – which lays out in detail exactly how the module is to be run. This file is called ADI Programme Module 1 Training Outline V1
- A PowerPoint presentation that supports the training manual and training outline. This file is called ADI Programme Module 1 Theory of Driving Instruction PowerPoint V1
- Exercises that can be used/are to be used during the delivery of the module. This folder is called Exercises for Module One

Module Two

- A Training Manual that is to be given to each participant. This file is called ADI Programme Module 2 Driving skills V1
- A Training outline – which lays out in detail exactly how the module is to be run. This file is called ADI Programme Module 2 Training Outline V1
- A PowerPoint presentation that supports the training manual and training outline. This file is called ADI Programme Module 2 Driving skills PowerPoint V1
- Exercises that can be used/are to be used during the delivery of the module. This folder is called Exercises for Module Two

Module Three

- A Training Manual that is to be given to each participant. This file is called ADI Programme Module 3 Being an excellent Instructor V1
- A Training outline – which lays out in detail exactly how the module is to be run. This file is called ADI Programme Module 3 Training outline V1
- A PowerPoint presentation that supports the training manual and training outline. This file is called ADI Programme Module 3 Being an excellent Instructor PowerPoint V1
- Exercises that can be used/are to be used during the delivery of the module. This folder is called Exercises for Module Three

What you need to know about each of the documents in your pack/on your CD.

Document Type 1 – Training manuals for participants

The training manuals for each module are developed to support the training programme that is to be delivered to Driving Instructors. The manual will form an integral part of each training workshop, as throughout the manual there are a number of exercises that participants will be asked to do during the programme. Some of these will be personal reflection exercises, while others are exercises that will require participation with fellow participants on the programme.

The manuals have been designed in such a way that they can act as a resource to the participants during the programme and long after the programme has been completed. There is additional resource material in the manuals that participants can use after the programme has been completed if they are interested in further reading on particular topics. The manual can also serve as a reference document to all Instructors that they can dip into when they are looking for answers to particular issues they may meet over their career as a Driving Instructor. We also believe that the manuals can act as a resource to the Instructor when s/he is planning lessons with their learners, for information and even as visual aid items. It is not expected that trainers will go through each page of each manual with participants and some of the material is included for research and resource purposes only.

While there is additional material in each of the manuals that can be used in the future for the participants, it is important that the people delivering the training to the participants should do further reading on all of the topics that are addressed in the manual/programme, so that they can develop a certain depth of knowledge on each topic. It would not be adequate for trainers to understand just the material in the manuals on the topics. Trainers will be required to have a more in-depth knowledge of each topic, which will help them when dealing with the topics in the workshops.

Document Type 2 – Training Outlines

The purpose of this document is to provide guidance to the trainer on how to run each programme. It is not expected that trainers will slavishly follow everything that is on the training outline, and the exact timings for each activity. The fact that the process itself is focused on adult learners and will-be learner centred, means that the trainer must use judgement in terms of delivery of the programme. The training outline can be used for guidance purposes. What is important is that all of the areas are covered. Individual trainers may have preference for particular types of exercises and the trainer needs to make judgements on what would suit individual groups.

There are six columns in each training outline. The following gives an understanding of what each column means and how it can be used by the trainer.

Column Number	How to use the content of this column
Column 1 Day	This column indicates the day of the module that an activity is to be run on. This can be modified, if the trainer feels that the sequence of the activity should change as a result of actions/discussions that have occurred within the group.
Column 2 Timing /Duration	This column is used to indicate the duration that the activity should take. However, again depending on the particular needs of a group, a trainer should feel free to spend more or less time on a topic, depending on their professional judgement and taking the overall programme learning outcomes into account
Column 3 Topic to be covered	This column indicates the area that is going to be covered. It is important that the trainer does address all of the items in this column, the method and timing may differ, but the topic should be covered at some point over the course of the module and in adequate detail to ensure that peoples learning needs are met in relation to the topic.
Column 4 Description of how to cover the topic	This section sets out a methodology to deal with a topic. This is the area where a trainer will have some flexibility in how they decide to deal with a topic. So the trainer should see this column as a guidance note rather than it being prescriptive. We would like people to stick to the methodologies as closely as possible, but the professional judgement of the trainer should be paramount in this.
Column 5 Key points to make	This column identifies the critical points that must be made to the participants in relation to the topic in question. These points must be emphasised strongly, regardless of whether the trainer has chosen a different methodology to get to the learning outcome or not. The trainer should be able to reflect on the material in this column and be satisfied that the points have been well made and received by the learner.
Column 6 Exercises/overheads to be used	This column provides guidance to the trainer as to the names of exercises that they should use at each point, the PowerPoint slides that should/could be used and the page number of the manual that addresses the topic.

Document type 3 – PowerPoint presentation

This document has all of the PowerPoint slides that can be used during the programme. It is not essential that each slide is shown. Once again, this decision on which and how many are shown is down to the professional judgement of the trainer. They must consider the nature of the group they have, the nature of discussion occurring and whether the point that is being made on the slide has already been made adequately already over the course of the programme.

Document type 4 – Exercises to be used for the module

This includes all the exercises that a trainer can use during the module. Each exercise is referred to with a unique activity number, followed by the title of the activity itself. Most activities are very straightforward to run, and the instructions in the training outline are adequate. In the event that the activity may be slightly more complex to run a facilitators guide for running the activity will be found in the folder. The facilitators guide will have the same activity number, but the letters FG will follow the title of the activity. This indicates it to be the guide for running the activity in question. Generally a copy of each activity will be needed for each participant, even though sometimes the activity requires people to work together on something, we would still recommend that each person should receive a copy of the sheets.

There are activities that refer to ‘cue card’ exercises. When you see this, this means that the Cue Cards need to be copied and cut up into the appropriate squares. Each cue card exercise has a FG to explain how the exercise is to be run, each training provider will need to copy the sets of cue cards (adequate number of sets for the group size) and they should be cut up into individual cards. CRAMP cards in module three are an example of this type of cue card exercise.

Each day should begin by using some icebreakers with the groups. Training should be fun, so people should begin each day with a bit of fun (in the same way as every driving lesson should begin with a bit of icebreaking). Due to the individual nature of trainers and their preference for using certain types of activities we have not included icebreakers in the exercise folder. We would ask each training provider to use their own icebreakers for each of the modules.

What you need to know as a trainer to successfully run the modules.

The key to running these modules successfully lies in the effective preparation for each module and the trainers having the correct skill/knowledge set required to be able to run the module. It is vital that trainers prepare themselves well to deliver each module. It will not be adequate preparation for the trainer to read the training manual and the outline and feel that this is adequate preparation. It will be important that each trainer develops that depth of knowledge/skills needed to be a successful facilitator for each module.

Module One would require the trainer to be very knowledgeable on all aspects of the following:

- Rules of the Road
- The ADI Exam process
- The driving licensing systems
- The driving test
- The mechanical workings of a vehicle
- Pedagogic model of learning
- Adult learning
- How people learn
- Lesson planning
- Route planning
- Adapting to learners abilities
- Fault assessment
- Hazard perception
- Coaching

The trainer who delivers module one should understand most importantly, the key skills required to be a good facilitator. They need to lead the programme by example. If we accept that the module is aimed at creating thinking drivers, then it should be delivered in a way that creates thinking instructors. The person delivering the training programme should have completed a recognised Train the Trainer programme.

Module Two would require the trainer to be very knowledgeable and skillful on all aspects of the following:

- Driving in all conditions, being the perfect driver
- Fault assessment and correction
- Rules of the Road
- The mechanical workings of a vehicle

As this module is focused mainly on driving skills, but also has some classroom content, it is possible that two people could deliver the programme. The person who would deliver the classroom content would need to have completed a recognised train the trainer, however

this would not really be essential for the trainers who will accompany the trainee driving instructors out on their practical driving sessions. What they need to be is excellent drivers themselves, and have excellent observation ability to ensure effective fault assessment. The trainers who accompany the trainee driving instructors on their practical sessions should themselves be ADIs. It is important that the trainers who will accompany the trainee instructors in the car will sit in on the classroom based sections of the programme. In this way, they can hear the concerns of the trainees and look for ways to address them in the practical sessions with them.

Module Three would require the trainer to be very knowledgeable and skilful on all aspects of the following:

- Driving in all conditions, being the perfect driver
- Rules of the Road
- The mechanical workings of a vehicle
- Facilitation skills
- Coaching skills
- How people learn
- Adult learning
- Lesson planning
- Route planning
- Adapting to learners abilities
- Fault assessment
- Hazard perception

As this module is focused mainly on the ability of instructors to instruct, it is critical that the trainer delivering the classroom-based training is a very skilled trainer and has a recognised Train the Trainer programme. As half of this module takes place in the car, it is possible/probable that different people will do the in car training. The trainers who accompany the trainees in the car training need to be excellent drivers themselves, and have excellent observation ability to ensure effective fault assessment. The trainers who accompany the trainee driving instructors on their practical sessions should themselves be ADIs. As in module two, we would also say that it is important that the trainers who will accompany the Instructors in the car will sit in on the classroom based sections of the programme. In this way, they can hear the concerns of the trainees and look for ways to address them in the practical sessions with them.

In summary

This programme is one of the keys to ensuring that the profession of Driving Instructors remains as one of the main steps to making our roads safer. We believe that the programme that you are going to deliver to Driving Instructors is one that can really make a difference, to the Instructors themselves and to all of those learners who the Instructors will meet over the lifetime of their career.

We would be happy to provide any support that we can in helping you deliver a world class programme to your students. Please contact us at **096-25007** if we can be of any assistance to you.

Recommended Pre Programme Reading List

The following publications or documents will help you prepare most effectively for both Module one and the remaining two modules of the ADI training programme and ensure that you are able to gain the maximum benefit from attending the programme. The content of a number of these documents will be used during the programme, and you may find yourself at a disadvantage if you have not read the documents in advance of the programme.

ADI Information Booklet

Source RSA Website or can be ordered from the RSA

Rules of the Road 2007 High Resolution Version

Source RSA Website or can be ordered from the RSA

Introduction to Learner Permits and changes to Driving Licensing system

Source RSA Website or can be ordered from the RSA

Helping learners to drive safely

Source RSA Website or can be ordered from the RSA

RSA Standard Procedures for the Driving Test

Source RSA Website or can be ordered from the RSA

Marking Guidelines for the Driving Test

Source RSA Website or can be ordered from the RSA

Preparing for your driving test

Source RSA Website or can be ordered from the RSA

Official Driving Theory Test Book, 3rd Addition (RSA)

Source RSA Website or can be ordered from the RSA

Ricability Book on Vehicle controls for Adapted Vehicles

Source RSA website or can ordered from the RSA

The Driving Instructors Handbook – (Margaret Stacey & John Miller)

Source Can be ordered from most bookshops

The Official DSA Guide to: Select appropriate publication for your area(s)

- Riding – (**Motorcycles**)
- Driving – The Essential skills (Cars)
- Driving Buses And Coaches
- Driving Goods Vehicles

Source Can be ordered from most good bookshops

If you are having any difficulty sourcing any of the above publications please ring the ADI Unit on (096) 25007 who will be pleased to advise you on possible sources.

Working To Save Lives

Údarás Um Shábháilteacht Ar Bhóithre Road Safety Authority

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