Introduction

A little about ORDIT.

What does ORDIT stand for?

The Official Register of Driving Instructor Trainers.

Who do ODRIT registered instructors instruct?

Anyone in need of training and support ranging from aspiring trainee driving instructors, qualified ADI's preparing for their Standards Check and even other ORDIT registered instructors who are bright enough to recognise that no one is an island, and we all need help and support from time to time.

So, what is ORDIT?

ORDIT was set up by the Driver and Vehicle Standards Agency (DVSA) to protect individuals wishing to undertake driver instructor training by putting in place a register of driving instructors that have demonstrated themselves to be of the high standard set by the DVSA to offer instructor training. Although it is not necessary to be on the ORDIT register to offer instructor training it is recognised within the industry as a recognition of quality and individual instructor achievement.

To be assessed and join the ORDIT register the candidate must have proved themselves capable and competent as an ADI gaining an A grade on their Standards Check.

ORDIT is managed by the DVSA and members failing to maintain the required standard may be removed from ORDIT. It is therefore necessary to gain the skills necessary and constantly strive toward offering the very best levels of training and support to both prospective driving instructors and experienced driving instructors alike.

Welcome from Jim Maratty, Alert Drivers.

Please allow me this opportunity to welcome you to the Alert Drivers ORDIT Training programme. As you have decided to join this course it shows that you have either demonstrated a high level of commitment already and, have been doing the job right in order to gain an A grade on your standards check. Well done for that.

If you have not as yet gained an A grade in your standards check then you will not be able to join the ORDIT register, but, if you have decided to undertake this training thinking further ahead and recognising that the skills you will develop and learn here will in turn assist you in becoming the best instructor you can be then again, a very big well done. It is very easy to sit back and think, "well, I'm ok I suppose. At least my student's pass their tests". Many instructors are happy with that. But, to be looking ahead and wanting to invest in not only your future but for others that you influence is highly commendable.

This course is tough and may challenge you, it is designed to be that way. There are times when you may question the way you do things, and that is good, this is how we learn and grow, both as instructors and as individuals. There will be a lot of time for self-reflection and supportive interaction with your trainer but only you can get you onto the ORDIT register. I wish you all the best in your studies and I hope you enjoy the course.

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Couse Overview

Module 1: 1. The instructors workplace

2. Route directions

3. Basic talk-throughs

4. Lesson introductions

Module 2: 1. Using teaching aids

2. Watching the learner

3. Watch and speak skills

4. The 'blind fold' exercise

Module 3: 1. Briefings

2. Questions and answers

3. Feedback

Module 4: 1 Common errors

2. Asda

3. Keeping control

Module 5: 1. Demonstrations

2. Mini lessons

3. Dual controls

Module 6: Lesson content - basic

Module 7: Lesson content - Trained

Module 8: Lesson structure

Module 9: Lesson planning

Module 10: Adaptations

Module 11: Overview, the 17 competencies

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Module 1.

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Use this space to write a few lines on why you think it is important to discuss the instructor's workplace with both a trainee instructor and experienced instructor alike. Think about how people perceive the quality of lessons and instructor by what they see. How do you think people's attitude to vehicle cleanliness has adapted and changed and why? How does this have an impact on how you work?

Can you think how the instructor's work place can help or hinder the instructor / pupil relationship. How might it effect the instructors ability to effectively observe the pupil?

Student's signature	Date
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The instructor's workplace. Continued.

3. Basic talk-through

How do you deal with talking a pupil through a situation or manoeuvre? If you were to give a novice driving instructor 3 tips on giving a talk through what would they be?
1.
2.
3.
Write a few lines below outlining a time when you got it very wrong. What made it wrong and how did you feel? How have you adapted your technique?
What external factors can negatively effect a basic talk through? What sorts of things can you do to help manage the effects of external factors?
What test headings may this be relevant to?

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Basic talk-throughs. Continued.

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3. Lesson Introductions

How do you deal with giving a lesson introduction? If you were to give a novice driving instructor 3 tips on giving a lesson introduction what would they be?
1.
2.
3.
Write a few lines below outlining a time when you got it very wrong. What made it wrong and how did you feel? How have you adapted your technique?
What do you feel are the main reasons why a novice or experienced driving instructor might get the lesson introduction so very wrong.
What test headings may this be relevant to?

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Lesson introductions. Continued.

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Module 2.

1. Using Teaching Aids.
What teaching aids do you have available to you?
Do you think teaching aids are essential as a driving instructor?
Can you remember back to when you were starting out as a driving instructor, were teaching aids such as a VTS useful?
Student's signature
Instructors notes
Instructor's signature

Using teaching aids. Training roleplay. #1 – I	
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Lesson introductions. Continued.

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2. Watching the learner.

	Can you think of any memorable times when you simply forgot to do this and the result was negative – possibly dangerous?
	You are talking to a driving instructor who does not think watching the learner is important, can you think of 3 reasons why it benefits both instructor and pupil?
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Lesson introductions. Continued.

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3. Watch and speak.

Can you think of any memorable times when you simply forgot to do this by becoming a passenger in the instructor's seat? Can you think why this puts you as a disadvantage as a driving instructor.	
You are talking to a driving instructor who does not think watching the learner is important, can you think of 3 reasons why it benefits both instructor and pupil?	
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4. The blind fold exercise.				
Write a few words below giving your views on the blind fold exercise, do you feel it might be of benefit to how you think about communication with your pupils and trainee instructors in the future?				
Student's signature Date				
Instructors notes				
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37 Page				

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Module 3.
1. Briefings
Why are briefings so important?
What are the dangers of skipping or cutting short briefings because the pupil wants to 'get on with it' and drive the car?
What test headings may this be relevant to?
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Briefings.	Continued.
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Use this page for any other information or additions to your original thoughts, as time goes by you might develop new practices or there may be new influencing factors.

2. Questions and answers.
What are the benefits of Q and A for the instructor?
What are the benefits of Q and A for the pupil?
What test headings may this be relevant to?
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Questions and answers. Training roleplay.		
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3. Feedback.
Why is feedback essential for a learner driver's confidence and development?
How can feedback benefit the instructor to plan ahead?
What test headings may this be relevant to?
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Module 4

 Common errors. List some common errors associated with the following:
Right turn into a junction
Stopping at a stop line
Left turn put of a junction
What test headings may this be relevant to?
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Common errors. Continued.

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2. A.S.D.A.
What is A.S.D.A?
How much does A.S.D.A have to d with job sharing?
How important do you think it is to get the pupil or trainee instructor to be part of the A.S.D.A routine?
7.C.D.7 (Toddino.
If an instructor told you they find it easier to just tell the pupil where they are going
wrong because, "they know what they are doing and the pupil doesn't!" what would your response be?
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3. Keeping Control of the lesson

	Have you ever had a student where you felt you were not fully in control?
	How much did you address this issue?
	How could good lesson planning and route planning help you to control a lesson?
	How could assuming the level of support a student feels they need at a certain task quickly turn into a control issue?
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Module 5

1. Demonstrations
Do you currently use demonstrations during your normal working practice?
If yes, how do you feel they benefit you? If no, is there any reason why you feel they are not necessary?
Outside of driving instruction have you ever used demonstration to help someone to learn a new task?
What test headings may this be relevant to?
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2. Mini lessons.	
When might you use mini lessons?	
How do you feel a learner driver and trainee driving instructor alike can benefit by	
learning in "bite size" chunks?	
What test headings may this be relevant to?	
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Feedback. Continued.

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3. Dual Controls
List how many different ways in which you can use dual controls during your lesson.
Have you ever used dual controls and thought, there is probably a better way I could have handled that situation? Does it reflect back to the keeping control section?
What test headings may this be relevant to?
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Module 6 & 7

Lesson Content. Basic and Trained.
During this section we use the term trained as someone who is test ready. Why do we make the distinction between them?
What could be the dangers pertaining to safety and development of the pupil if your
lesson is pitched at the wrong level?
How could ill pitched lesson levels have a negative effect on instructor / student communication and relationship?
What test headings may this be relevant to?
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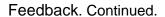
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Module 8

Lesson Structure.
Be honest with yourself, have you ever had lessons without structure. The student seems to be doing fine and getting on with it and the lesson turns into a "let's just drive and see what happens"?
Have you ever had a lesson where you have started 'clock watching' or had some 2 hour sessions that just seem to go on forever?
How important is it to have a planned structure for every lesson that you do?
What role does route planning play in lesson structure?
What test headings may this be relevant to?
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Module 9.

Lesson	nı	an	nın	1
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 Present a lesson plan, this must include routes, mini lesson options in preparation of lesson adaptation – both remedial and upscale. 		
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	Your learner driver will be of astandard.	
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2. Present a lesson plan, this must include routes, mini lesson options in preparation of lesson adaptation – both remedial and upscale.

To be decided by your instructor: The lesson subject will be		
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3. Present a lesson plan, this must include routes, mini lesson options in preparation of lesson adaptation – both remedial and upscale.

To be decided by your instructor: The lesson subject will be	
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4. Present a lesson plan, this must include routes, mini lesson options in preparation of lesson adaptation – both remedial and upscale.

To be decided by your instructor: The lesson subject will be	
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5. Present a lesson plan, this must include routes, mini lesson options in preparation of lesson adaptation – both remedial and upscale.

To be decided by your instructor: The lesson subject will be	
Your learner driver will be of a	standard.
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Use this page for any other information or additions to your original thoughts, as time goes by you might develop new practices or there may be new influencing factors.	

Module 10.

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Instructors notes
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lessons?
What is the benefit to the learner driver or student instructor for adaptation of
How can you adapt a lesson?
Give 4 examples of why you might need to adapt a lesson.
Lesson adaptations.

Use this page for any other information or additions to your original thoughts, as time goes by you might develop new practices or there may be new influencing factors.	

Module 11.

Part 3 tests and Standards Checks. The 17 competencies.

List the 17 competencies and what they mean to you, where they come into play and how, if any, they have an effect on each other.

1.

2.

3.

	Alert Drivers	Training	and Devel	opment Ltd.
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5.

6.

7.

Alert Drivers Training and Development L
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9.

10.

11.

	Alert Drivers Training and Development Ltd.	
13.		
14.		
15.		

17.
There are 3 grades that you can receive during the Part 3 test or standards check. What are they?
What are the score bands for each?
If an over all score of 37 was achieved but 6 points scores in the middle section (Risk Management) what would the test result be?
Why is this the case?
How many levels of competence are there on the test sheet?
Student's signature Date
Instructors notes
Instructor's signature
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