

## Register of Approved Driving Instructors (Cars)

Mr XXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXX

ADI Standards Check Booking Team  
Driver & Vehicle Standards Agency  
Eastgate House  
Kings Manor Business Park  
Newcastle Upon Tyne  
NE1 6PB

Tel: 0300 200 1122

Email: [Standardscheck@dsa.gsi.gov.uk](mailto:Standardscheck@dsa.gsi.gov.uk)

Date: 19/12/2013

User ID - xxxxxxxx

PRN - 1245 test

Dear Mr XXXXXXXX

Your ADI standards check has been booked for 10:30 am on 30/01/2014 at Hendon Driving Test centre.

### Confirm your attendance

You must email [Standardscheck@dsa.gsi.gov.uk](mailto:Standardscheck@dsa.gsi.gov.uk) within 10 days to confirm your attendance.

You must provide evidence to support cancellation of the appointment. The ADI Registrar can consider removing your name from the register if you don't provide this proof, or fail to attend without telling us in advance.

### Background

The Road Traffic Act 1988 (as amended) requires ADIs to periodically show that they continue to maintain the minimum standards of instructional ability to remain on the register. From Monday 7 April 2014, DSA will use the 'standards check' to assess how well an ADI meets the standard. The timing of the check is determined by the Registrar.

### What to take to your standards check

On the day you'll need to bring:

- your ADI registration certificate, even if you aren't taking money for the lesson
- a pupil
- a motor car that is -
  - fitted with rear seat belts (Note If the car has rear head restraints these should be fitted)
  - roadworthy, safe and reliable (Note Soft top convertibles are not acceptable)
  - L plates (or D plates in Wales) if appropriate

Your standards check will not go ahead if you don't bring these with you.

It's your responsibility to know the area around the test centre where the standards check is taking place and we strongly advise that you take some time to familiarise yourself with it.

### **What happens during the standards check**

The standards check will be conducted by an examiner observing you delivering a normal 1 hour driving lesson.

Your examiner will ask you for some background information about your pupil, like how many lessons they've had and what you've been working on recently.

You must demonstrate clearly to the examiner that the needs that you identify have been discussed and agreed with the pupil. The examiner will then tell you to deliver a lesson in exactly the same way as you would normally do.

You'll be assessed against **all** of the competences set out on the standards check form.

### **When the standards check has ended**

At the end of the standards check the examiner will give you:

- feedback about your performance
- a copy of the standards check assessment form

This will help you to understand your strengths or where you might look to develop your competence. You won't get any extra written reports or follow-up letters.

You can find out more by visiting [www.gov.uk/adi-standards-check](http://www.gov.uk/adi-standards-check) <<http://www.gov.uk/adi-standards-check>>.

Yours sincerely,



*The Registrar*