**DRIVING TUITION AND PRACTICAL TESTS**

1. Each Licence Acquisition Training (LAT) course shall commence on the date specified in the Order To Train (OTT) as per the KPI in Appendix B.
2. Each Training Day shall start when the Trainee is collected from the pick-up pointspecified in the OTT.
3. SP instructors shall not deliver any driving tuition for private customers once the LAT course for a Trainee has commenced until it is completed.
4. The Service Provider (SP) shall provide all training aids that are required as part of the delivery of LAT. This shall include but is not limited to cones; poles; and barriers. All training aids shall be DVSA-compliant, and the SP shall maintain a sufficient inventory of training aids so that there is no shortage at any time.
5. The SP shall provide Trainees with all personal protective equipment (PPE)[[1]](#footnote-1) that is required during their LAT. This shall include, but is not limited to, high visibility vests; hard hats; and gloves. All personal protective equipment shall be clean, serviceable, and shall comply with all relevant Health and Safety Executive guidelines. The SP shall maintain a sufficient inventory of personal protective equipment so that there is no shortage at any time.
6. The SP shall identify appropriate parking / manoeuvring areas that shall be used during LAT in addition to areas provided by the Authority. A list of parking / manoeuvring areas owned by the Authority will be provided during transition, but an example list is at Appendix K.
7. The Authority will make parking / manoeuvring areas available for use during LAT. However, the availability of these areas cannot be guaranteed. Therefore, the SP shall identify a sufficient number of alternative suitable parking / manoeuvring areas for use during the delivery of LAT.
8. In order to be deemed suitable by the Authority, parking / manoeuvring areas identified for use by the SP shall be: DVSA compliant; and Near enough to the pick-up point for the LAT as to not have an adverse impact on the LAT delivered owing to travelling time to the area (all areas shall be within 1 hour travelling time of the pick-up point specified in the OTT).
9. Once a Trainee has commenced LAT they shall not be removed from it until they have:
	1. Passed a practical test;
	2. Failed 3 practical tests;
	3. Been withdrawn from LAT by the Designated Officer (DO).
10. When LAT is being delivered, if more than one trainee is present in the vehicle the SP’s Instructor shall ensure that all non-driving trainees are engaged in learning.
11. SP’s Instructors shall provide tuition to Trainees on the Highway Code, vehicle safety, and daily vehicle servicing, and shall instruct Trainees on the full range of Show Me Tell Me questions.
12. The SP’s Instructor shall notify the Authority as soon as a Trainee is considered to have reached the standard required to take their practical test. The SP’s Instructor shall submit such notification in writing, via email, to the DO located in the relevant Defence Licencing and Testing Authority (DeLTA) office within the Area of Responsibility (AoR) that the LAT is being delivered. The Authority shall have sole discretion when deciding if a Trainee shall take a practical test. If requested, the SP’s Instructor shall provide any information required by the Authority to support this decision-making process.
13. Practical tests will be conducted by an Authority Defence Driving Examiner (DDE). The Authority’s DeLTA staff will be responsible for allocating DDEs to conduct practical tests. The DO will contact the SP’s Instructor / SP to confirm the date, time, and location, of each Trainee’s practical test.
14. It may take the Authority up to 3 working days to arrange a practical test, and practical tests will be conducted on Thursday or Friday of each week. However, DDEs may be available to conduct practical tests on other days. ***(Lots 1 – 5 only)***
15. Practical tests may be conducted within 24 hours of being requested. However, it may take the Authority up to 3 working days to arrange a practical test. ***(Lot 6 and Lot 7 only)***
16. The SP shall direct any questions about the Authority’s LAT and practical test processes to the DO in the first instance.
17. When a Trainee takes a practical test, the SP shall provide the Trainee with the use of the same training vehicle used during the Trainee’s LAT. If the same training vehicle is not available, the SP shall provide a vehicle of the same make and model for the Trainee to use. If this is not possible, the SP shall provide a suitable alternative vehicle (subject to approval by the DO) and shall provide the Trainee with 2 hours Tuition in the alternative vehicle at no cost to the Authority.
18. On the day of a practical test, the SP’s Instructor shall present the Trainee for the practical test at the specified location and, following the practical test, return the Trainee to the set down point specified in the OTT.

**FAILING A PRACTICAL TEST, CANCELLATION, AND ASSESSMENT POINT WITHDRAWAL**

1. The DO will decide how many times a Trainee will be permitted to take a practical test. The maximum number of practical tests each Trainee is permitted to take is 3. However, the Authority may, by exception and at its sole discretion, authorise a Trainee to take additional practical tests.
2. Trainees will not be permitted to re-take a practical test for a period of 24 hours after a fail. The SP shall provide 3.5 hours Tuition to the Trainee prior to their next practical test being taken. ***(Lots 1 – 5 only)***
3. At RNAS Culdrose, Trainees will not be permitted to re-take a practical test for a period of 24 hours after a fail. The SP shall provide 4 hours Tuition to the Trainee prior to their next practical test being taken. ***(Lot 4 only)***
4. Trainees will not be permitted to re-take a practical test for a period of 24 hours after a fail. The SP shall provide 4 hours Tuition to the Trainee prior to their next practical test being taken. ***(Lot 6 and Lot 7 only)***
5. If the Authority is unable to arrange a re-take of a practical test within 3 working days, the SP’s Instructor shall provide the Trainee with a further 2 hours Tuition for every further 3 working day period that the Trainee is waiting to take a practical test. The Authority will pay the SP for this additional Tuition if the total Tuition that has been provided by the SP’s Instructor exceeds 30 hours.
6. If a Trainee fails 2 practical tests, the Trainee will not be permitted to re-take the practical test until the SP’s Instructor has provided 30 hours Tuition to the Trainee.
7. The DO shall give the SP a minimum of 3 working days’ notice of the postponement or cancellation of all, or part of, a Trainee’s LAT course.
8. In the event of adverse weather or un-safe driving conditions, either the DO or the SP’s Instructor shall be permitted, with the agreement of the other party (which shall not be unreasonably withheld), to cancel all or part of a Training Day because of the un-safe conditions.
9. The SP’s Instructor shall identify any Trainee who, after 15 hours Tuition, is not expected to reach the standard required to pass a practical test during their LAT course. For each Trainee identified, the SP’s Instructor shall submit a driving assessment report, in the form set out set out below in Table 1, to the DO / RAF ULO to recommend that the Trainee’s performance is deemed to necessitate an Assessment Point Withdrawal from their LAT course. ***(Lots 1 – 5 only)***
10. The SP’s Instructor shall identify any Trainee who, after 16 – 20 hours Tuition, is not expected to reach the standard required to pass a practical test during their LAT course. For each Trainee identified, the SP’s Instructor shall submit a driving assessment report, set out below in Table 1 to the ITT SO to recommend that the Trainee’s performance is deemed to necessitate an Assessment Point Withdrawal from their LAT course ***(Lot 6 and Lot 7only)***
11. The driving assessment report submitted by the SP’s Instructor shall provide a clear, detailed justification for the recommendation to action an Assessment Point Withdrawal for the Trainee in question.
12. The DO shall have sole responsibility for deciding if the Trainee should be withdrawn as part of the Assessment Point Withdrawal process. If the DO considers it necessary, they (or a suitably qualified member of the Authority’s staff) will carry out a driving assessment of the Trainee to determine if the Trainee should be withdrawn from LAT. The template the Authority shall use to record the driving assessment is set out below in Table 1.
13. If the DO decides to withdraw a Trainee as an Assessment Point Withdrawal, this will count as a fail for the purpose of calculating the SP’s overall Trainee pass-rate.

**MONITORING TUITION**

1. The SP’s Instructor shall ensure that each Trainee is in possession of a Record Card, in the form set out at Table 2, at the start of the LAT course. The SP’s Instructor shall record the Trainee’s daily progress on the Record Card and shall ensure the Trainee countersigns the Record Card at the end of each Training Day.
2. Each Record Card shall be retained by the SP’s Instructor for the duration of the LAT course and shall be presented to the DO upon request.
3. The SP shall retain a copy of each completed Record Card when the LAT course is complete for its records and shall email a copy of the Record Card to the DO
4. **Table 1 - DRIVING ASSESSMENT SHEET**

This form is to be completed prior to the authority **agreeing** to the student continuing training or withdrawn from training.

|  |  |  |
| --- | --- | --- |
| NO: | RANK: | NAME: |
| LICENCE CATEGORY  |  B B+E C C+E D1 D1+E D (Circle as appropriate) |
| ASSESSMENT TYPE: |  hrs | DATE OF INITIAL ASSESSMENT: |
| NEXT ASSESSMENT: |  hrs | DATE: |
| PROVISIONAL TEST DATE: |  | REMARKS: |

|  |
| --- |
| **Progress Key** |
| **1 = Introduced 2 = Under full Instruction 3 = Prompted 4 = Seldom Prompted 5 = Independent** |
| Ser | Description | Score | Ser | Description | Score |
| 1 | Safety Questions |  | 21 | Reversing Exercise |  |
| 2 | Entering & Exiting Safely |  | 22 | One-Way Systems |  |
| 3 | Precautions before starting engine |  | 23 | Roundabouts |  |
| 4 | Moving Off Safely/Control |  | 24 | Pedestrian Crossings |  |
| 5 | Steer Accurate Course |  | 25 | Keeping Space Following Traffic |  |
| 6 | Stopping Normally |  | 26 | Keeping Space Either Side |  |
| 7 | Changing Gear |  | 27 | Keeping Pace with Traffic |  |
| 8 | Clutch Control |  | 28 | Passing Stationary Vehicles |  |
| 9 | Turn Left |  | 29 | Meeting Traffic |  |
| 10 | Emerge Left |  | 30 | Lane Discipline & Position |  |
| 11 | Turn Right |  | 31 | Dual Carriageway/Motorways |  |
| 12 | Emerge Right |  | 32 | Hazard Awareness |  |
| 13 | MSPSGL Routine |  | 33 | Anticipation & Planning |  |
| 14 | Moving Off at an Angle |  | 34 | Eco-Safe Driving |  |
| 15 | Move Off Uphill |  | 35 | Left/Right Reverse (Car) |  |
| 16 | Move Off Downhill |  | 36 | Turn in the Road (Car) |  |
| 17 | Controlled Stop |  | 37 | Parallel Park (Car) |  |
| 18 | Approach Crossroads |  | 38 | Reverse Bay Park (Car) |  |
| 19 | Use Mirrors Effectively |  | 39 | Independent Drive |  |
| 20 | Give Signals Correct/Timed/Necessary |  | 40 |  |  |
| ASSESSORS REMARKS:Signature…………………………. |

 DELTA USE:

|  |  |  |
| --- | --- | --- |
| WITHDRAWN | RETAINED (PPL) | RETAINED (PPH) |
| DELTA Supervisor Remarks:Signature:…………………………………… | DELTA STAMP |

 Notes:

1. The SP is to complete and submit this form to the DeLTA for initial screening.
2. This form is to be completed by an assessor appointed by the Authority and compared with the assessment made by the SP.
3. The Authority and the SP must agree on the decision to withdraw or retain.
4. **Table 2 - DRIVER TRAINING RECORD CARD**

**Part 1 CONTRACT DETAILS**

|  |  |  |
| --- | --- | --- |
| Order to Train No: | Contractor: | \*CATEGORY: A / B / B+E / D1 / D1+E / C / C+E / D(\*Delete as applicable) |
| Instructors Name: | ADI/DVSA Number: | Location: |

**CANDIDATE DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number: | Rank: | Name & Initials: | Unit/Station: | UIN: |
| Cap Badge/Trade: | Regular/Reserve | Previous Driving Experience: | 1. Hours Received: 2. Date Passed Last Test: | Signature: |

**Part 2 TRAINING RECORD**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Time of Pickup** | **Hours of Tuition**  | **Rest Time** | **Hours Lost** | **Comments/Progress** | **Candidate Signature** | **Instructor Signature** | **Return Time** |
| **MoD** | **SP** |
|  |  |  |  |  |  |  |  |  |  |
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Note:

1. To be signed by the candidate and SP Instructor on completion of daily training.

2. In accordance with the contract Terms & Conditions, progress reports are to be completed by the SP Instructor between the 6 and 10 hour points.

**TEST DETAILS**

|  |  |
| --- | --- |
| DATE | RESULT |
|  |  |
|  |  |
|  |  |

**WITHDRAWAL** *(If candidate is withdrawn state reasons)*

|  |
| --- |
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|  |
|  |

**Part 3**

**UNIT/STATION COMMENTS** *(If applicable)*:

|  |
| --- |
|  |
|  |
|  |
|  |

|  |  |
| --- | --- |
| Total number of hours used by candidate for tuition |  |
| Total number of hours for payment |  |

This is to certify that this Record Card is a true and accurate record of the training undertaken.

**UNIT/STATION STAMP**

Signed: ……………………………………. Signed: ……………………………………….

 (Candidate) Unit Supervising/Licencing Officer)

Note:

1. One copy is to be retained by or given to the contractor immediately on completion of training.
2. This original form is to be returned to the formation DeLTA/RAF Station within 3 days of completion of training by the contractor.
3. The contractor is to retain one copy on file and must submit a copy of this form to the DO prior to CP&F action being completed.
1. This excludes PPE in relation to COVID-19, Trainee’s will be responsible for providing their own COVID-19 PEE (i.e. face mask) in line with Government guidelines at the time. [↑](#footnote-ref-1)