



**Project Future Licence Acquisition System (FLATS)**

**Land Warfare Centre (LWC)  
Defence School of Transport (DST)**

**Statement of Requirement (SOR)**

**Dated 11 March 2021**

**OFFICIAL-SENSITIVE COMMERCIAL**

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**Amendment History**

<b>Revision date</b>	<b>Summary of changes</b>	<b>Action taken</b>
12 Dec 19	Initial Draft v1.0	User requirements verified with HQ DST subject matter experts
09 Mar 20	Draft v1.3	User requirements verified with LWC and DST senior stakeholders
06 Apr 20	Draft v2.1	Introductory narrative element inserted
28 Apr 20	Draft v2.2	SOR Annexes developed
13 May 20	Draft v2.2 final review	Endorsed by Comdt DST
11 Mar 21	Minor amendments by SO2 CDT.	Does not require endorsement by Comdt DST
22 Mar 21	Contract number added and Annexes renamed Appendices.	No further action required.

**Approval.** This document requires the following approval:

<b>Name</b>	<b>Signature</b>	<b>Appointment</b>	<b>Date</b>
REDACTED	Electronically signed	Commandant HQ DST (Lead Customer)	15 May 20

**CONTENTS**

SINGLE STATEMENT OF USER NEED (SSUN) .....	4
INTRODUCTION.....	4
BACKGROUND.....	4
REQUIREMENT.....	4
STATEMENT OF REQUIREMENT TABLE .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
APPENDIXES .....	11
DEFINITIONS AND ABBREVIATIONS.....	12

**Project FLATS**

**SINGLE STATEMENT OF USER NEED (SSUN)**

1. The Defence School of Transport requires the provision of Category B / B+E / C / C+E / D / D1 / D1+E Licence Acquisition Training (LAT) courses.

**INTRODUCTION**

2. To meet the statutory and legal obligations set for the Department for Transport (DfT), Service personnel must hold the appropriate Category of licence to operate military vehicles legally on public roads. Trainees will be full or part-time members of the UK Armed Forces and generally be aged between 17 and 55 and may be in or out of uniform when receiving LAT. Trainees at Individual Trade Training (ITT) locations will generally be aged between 17 and 28 and will be within the remit of OFSTED regulations.
3. Trainees will have the appropriate provisional driving licence and will have passed the relevant theory and hazard perception test for the Category of licence they require and will be medically fit to drive in accordance with DfT Regulations.

**BACKGROUND**

4. There is a continual requirement to provide LAT across Defence throughout the UK. This is achieved through a combination of training conducted at DST by Civil Service instructors utilising their own Lease Hire Fleet and at Regional Brigade DeLTAs through calling off LAT Contracts under the direction of DST. Service providers of LAT contracts play a key role in the readiness of the Armed forces; the provision of LAT is the fundamental step to training service personnel to drive their domestic vehicle fleet during peace time and combat vehicle platforms whilst deployed on operations worldwide.

**REQUIREMENT**

5. The Authority requires the Service Provider to deliver a solution to provide all the requirements as set out in the table below. Please ensure your submission considers all the information provided in the referenced supporting Appendices.

## 6. FUTURE LICENCE ACQUISITION TRAINING SYSTEM (FLATS) STATEMENT OF REQUIREMENT (SOR) TABLE

Ser No	Headline Requirement	Specific Requirements	Additional Information	Service Standards	Performance Level
(a)	(b)	(c)	(d)	(e)	(f)
<b>1. DELIVERY OF DRIVER TRAINING/INSTRUCTION</b>					
1.1	The provision of practical driver training for Category B, B+E, C, C+E, D, D1 and D1+E licences to Trainees at locations within the UK and Northern Ireland.	<p>The Service Provider (SP) shall:</p> <p>1.1.1 Provide personnel and vehicles to deliver the requirement. The number of personnel and vehicles shall be sufficient to train the number of Trainees specified in the Order to Train (OTT) document issued by the Authority for each training requirement and shall ensure that there is no waiting time for Trainees. OTT process at Appendix J refers.</p> <p>1.1.2 Meet peaks and troughs in training requirements in an effective and timely manner in line with the Contract.</p> <p>1.1.3 Deliver driving tuition in accordance with legislation applicable at the time of delivery.</p> <p>1.1.4 Conform to the Driving &amp; Vehicle Standards Agency (DVSA) Driver Training Code of Practice.</p> <p>1.1.5 Supply all training aides to facilitate training at any location where they are required. These items shall include but not be limited to: cones, poles and barriers when required. All training aids shall be DVSA compliant and shall be maintained by the SP and remain serviceable and safe for use at all times.</p> <p>1.1.6 Supply Personal Protective Equipment for all Trainees whilst under tuition. When applicable, items will include but not be limited to: high visibility vests, hard hats and gloves. All items must be clean and serviceable and comply with Health and Safety Executive (HSE) guidelines. Items will be sufficient in number to deliver the required throughput on multiple OTTs.</p> <p>1.1.7 Ensure continuity of training by using the same instructor and vehicle throughout a Trainee's course. Instructors shall not be changed without consulting the Authority.</p>	<p>Trainees will be in possession of an appropriate provisional licence and will have passed the appropriate Theory and Hazard Perception Test and be medically fit to drive in accordance with Department for Transport Regulations.</p> <p>Trainees will either be full or part time members of the UK Armed Forces and may be in or out of uniform during training.</p> <p>Training is required for all categories at all locations listed. OTT for one or more locations may be demanded.</p> <p>Trainee volumes will be specified by the Designated Officer (DO). The Authority will aim to provide as much notice as possible of peaks in demand, actual numbers will be submitted on the OTT 14 calendar days prior to the training being required. The overall annual number of Trainees is estimated at:</p> <p>4600 Category B 420 Category B+E 3800 Category C 2800 Category C+E 10 Category D 120 Category D1 5 Category D1+E</p> <p>For an indication of the Regional Breakdown (by ITT and STT across Lots) please refer to the example in Appendix A.</p> <p>In exceptional circumstances, if the SP cannot provide the same Instructor and training vehicle for the duration of a Trainee's LAT, the SP shall notify the Authority of this and shall provide an alternate Instructor and / or training vehicle so that there is no pause in the Trainee's LAT.</p>	<p>No failure to provide a Service to the level set in the SPs Business Plan against estimated volume throughput.</p> <p>To meet the thresholds as detailed in the Key Performance Indicators (KPIs) at Appendix B.</p> <p>1.1.4 <a href="https://www.gov.uk/government/publications/driving-instructor-code-of-practice">https://www.gov.uk/government/publications/driving-instructor-code-of-practice</a></p>	1.1 - 100% compliance.
1.2	The SP shall provide tuition/instruction in accordance with each OTT.	<p>1.2.1 An OTT shall be issued by the DO/ITT/RAF ULO giving no less than 14 calendar days' notice of the date training is to start and detailing Trainee availability. All OTTs shall be signed, stamped and returned to the requester at least 5 days prior to the date training is required.</p> <p>1.2.2 Driving instruction may be required on weekends, Bank/public holidays, early mornings and evenings.</p> <p>1.2.3 The SP shall provide sufficient driving Instructors to deliver the training based on the numbers of Trainees detailed on the OTT.</p>	<p>Delivery of driving Instruction shall be required, but not limited to: Monday to Friday 0800-1700.</p> <p>Training shall be conducted over all Bank Holidays with the exception of Christmas and New Year.</p> <p>The DO or his representative shall inform the SP of any changes to the working pattern.</p> <p>There may be a requirement to train Authority personnel on consecutive weekends only.</p>	To meet the thresholds as detailed in the Key Performance Indicators (KPIs) at Appendix B.	1.2.1 - 100% OTTs accepted.

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1.3	All instruction will start and finish at the Unit location stated in the OTT unless otherwise authorised by the DO	Training is to start on the time and date stated in the OTT for weekend training and within 3 days for all other OTTs where back to back courses are being delivered.	As stated in the OTT.  SPs should pick up students on the start date of the OTT to allow maximum time for training.	No failure to comply.  To meet the thresholds as detailed in the Key Performance Indicators (KPIs) at Appendix B.	100% compliance.
1.4	The SP shall provide a continuous daily driving 'tuition' and training.	Each training day shall consist of a minimum of 3.5 hours behind the wheel 'Tuition' and 3.5 hours in the vehicle as a passenger for each Trainee except:  At RNAS Culdrose and DST Locations, where each Training day shall consist of a minimum of 4 hours behind the wheel 'Tuition' and 4 hours in the vehicle as a passenger for each Trainee.  Trainees shall be instructed on the full range of Show Me Tell Me questions.  The SP shall ensure that each Trainee is instructed on the Highway Code, vehicle safety and given practice in daily vehicle maintenance.	Tuition time shall commence at the pickup point. The Driving Instructor should make every effort to keep the Trainee passenger immersed in the training in order to ensure they learn from the instructor while the other Trainee is behind the wheel.  Tuition time is defined as hours behind the wheel.  Training shall be conducted in accordance with the OTT.	All training shall be conducted to DVSA standards.  To meet the thresholds as detailed in the Key Performance Indicators (KPIs) at Appendix B.	100% compliance.
<b>2. MANAGEMENT AND ADMINISTRATION</b>					
2.1	The SP shall manage and administer the Services under the Contract.	2.1.1 The SP shall provide a single point of contact (SPOC) for dealing with the Authority for Contract Management. The SP shall provide the Authority's Designated Officer with a contact telephone number and email address for the SPOC at least one month prior to FOC. The SPOC or an authorised deputy must be contactable during normal working hours 0800 -1700 Mon- Fri.  2.1.2 The SP shall provide a full time on-site management of Licence acquisition delivery staff at locations to include, but not limited to ITC Catterick, DST Leconfield and DST South.  2.1.3 The SP shall maintain records relating to the performance for all driving instructors. Records shall show performance relating to pass rates, failures Assessment Point Withdrawals and 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> time test passes and relate to specific OTTs, date completed and date invoice is paid. Records shall be presented to the Authority when requested. Appendix H for Performance Reporting and Management Information refers.  2.1.4 The SP shall deal with performance concerns raised by the Authority. The SP shall record and rectify all performance concerns received from the Authority. All performance concerns shall be recorded in a register and copies of the Service Provision Report at Appendix B must be held on file. All records of corrective and preventative action shall be maintained by the SP.	The SPOC shall keep the Authority informed on all Contract performance, activity and issues.  <b>At Contract Award:</b> Be available for weekly meetings by telephone and in person. Provide a service delivery plan. Engage with Authority DO to determine initial volumes.  <b>At Service Delivery date:</b> Ensure resources are provided in accordance with the agreed requirement.  2.1.2 Specific locations will be agreed with the Authority during the transition stage. Appendix A provides an example of current locations being used. The Authority will provide office space for SP On-Site Management, but the SP will be responsible for providing the office furniture, telephone line, IT equipment, and internet access. (Lot 6 and Lot 7 only). The On-Site Management shall be responsible for all SP Instructors involved in delivery of LATS.  The performance rectification process shall be documented in the SPs Business Plan and Quality Plan. A list of Management Plans required are specified in Appendix F Deliverable Management Plans.	Nominated SPOC to be available during normal working hours 0800-1700.  To meet the thresholds as detailed in the Key Performance Indicators (KPIs) at Appendix B.  No failure to comply.  All performance concerns shall be resolved to the satisfaction of the DO within 14 calendar days.	2.1.1 - 95% availability.  2.1..2 - 100% compliance  2.1.3 - 100% presented within 3 working days of request. Remainder within 5 working days.  2.1.4 - 100% of performance concerns resolved within 14 calendar days the remainder within 21 calendar days.

OFFICIAL-SENSITIVE COMMERCIAL

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		<p>2.1.5 The SP will attend monthly performance meetings with the Authority as required, which the Authority may request to be face-to-face or via audio-conference.</p> <p>2.1.6 The SP shall ensure that, at all times, employees are all suitably qualified and experienced, and are of a grade relevant and proportionate to the role being undertaken.</p> <p>2.1.7 The SP shall ensure that all employees have a clear understanding of the Authority's requirements.</p> <p>2.1.8 The SP shall provide the Management Plans listed at Appendix F.</p>	<p>Meetings will be arranged by the DO or his nominated representative and may take place at the Authority's or SP premises.</p> <p>Meetings will be arranged providing a minimum of 10 working days notice.</p> <p>Records of decisions made will be taken by the Authority and distributed to all attendees.</p>		<p>2.1.5 - 100% attendance at all meetings.</p> <p>2.1.6 - 100% compliance</p>
<b>3. PROVISION OF VEHICLES</b>					
3.1	The SP shall provide vehicles and trailers required to deliver the Licence Acquisition Training, including availability of the vehicle for practical driving test purposes.	<p>3.1.1 The vehicle and trailer fleet shall be sufficient in numbers to meet the estimated number of Trainees to ensure there is no waiting time.</p> <p>3.1.2 Category B and B+E vehicles shall have sufficient leg room in the rear of the vehicle to carry a second Trainee safely and comfortably.</p> <p>3.1.3 Category C/C+E vehicles shall have 3 point seatbelts fitted and shall be worn by both Trainees. All additional seating shall be manufactured and fitted in accordance with current Construction and Use Regulations.</p> <p>3.1.4 All vehicles and trailers shall meet the Minimum Test Vehicle (MTV) standard.</p> <p>3.1.5 All vehicles shall be right hand drive.</p> <p>3.1.6 Category B instruction training vehicles shall be dual control. There is no requirement to fit Vocational vehicles with dual controls; however, Trainees may be limited in experience and only passed their Category B Practical test the previous week, therefore it is recommended.</p> <p>3.1.7 Trailers provided shall be compliant across all Categories requested.</p> <p>3.1.8 Category B/B+E vehicles shall be no more than 5 years old.</p> <p>3.1.9 Category C/C+E/D1 and D1+E vehicles shall be no more than 10 years old.</p> <p>3.1.10 Category D vehicles have no prescribed age limit; however, vehicles shall be serviceable clean and presentable.</p> <p>3.1.11 All vehicles and trailers shall be maintained in accordance with the original equipment manufacturer's servicing and</p>	<p>There are no guaranteed weekly volumes.</p> <p>Currently Regional Lots (1-5) require delivery over 46 weeks. These serve the Subsequent Trade Training (STT) locations.</p> <p>ITT training establishments shall have 2 – 3 stand down periods of between 1 – 2 weeks a year. Exact timings for these stand down periods will be communicated to the Contractor in January or February of each Contract Year. (Lot 6 and Lot 7 only).</p> <p>Currently National Lots (6-7) require delivery over 50 weeks. These serve the Initial trade Training Locations (ITT).</p> <p>See Appendix A for a breakdown of ITT/STT locations.</p> <p>The Authority shall retain the right to inspect all vehicles and trailers for roadworthiness at any time during the Contract period and to reject the use of any training vehicle that it deems to be unsuitable for training.</p> <p>The DO shall inspect the vehicle for serviceability/suitability to deliver training.</p>	<p>In accordance with the SPs Business Plan.</p> <p>Process to be followed in accordance with SPs Business Plan.</p> <p>To meet the thresholds as detailed in the Key Performance Indicators (KPIs) at Appendix B.</p> <p>3.1.4 <a href="https://www.gov.uk/driving-test/using-your-own-car">https://www.gov.uk/driving-test/using-your-own-car</a></p> <p><a href="https://www.gov.uk/guidance/rules-for-lorries-used-for-driving-tests">https://www.gov.uk/guidance/rules-for-lorries-used-for-driving-tests</a></p> <p><a href="https://www.gov.uk/guidance/rules-for-buses-and-coaches-used-for-driving-tests">https://www.gov.uk/guidance/rules-for-buses-and-coaches-used-for-driving-tests</a></p> <p>3.1.11 The interior of the vehicle shall be free from debris and obstruction and maintained to a hygienic standard.</p>	<p>3.1.1 - 95% availability per month.</p> <p>3.1.2 - 100% compliance.</p> <p>3.1.3 - 100% compliance.</p> <p>3.1.4 - 100% compliance.</p> <p>3.1.5 - 100% compliance.</p>

OFFICIAL-SENSITIVE COMMERCIAL

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		<p>maintenance schedules, by a qualified person, have fully functional ancillary controls and shall at all times be roadworthy, fully taxed and meet Department for Transport (DfT) MOT Test standard. Vehicles shall be clean both inside and out.</p> <p>3.1.12 Only vehicles and trailers and loads recommended by the DVSA shall be used.</p> <p>3.1.13 The SP shall ensure that the vehicle load is secured to the vehicle correctly. The SP's instructor shall assume legal responsibility for the security of the vehicle load.</p> <p>3.1.14 Vehicle recovery in the event of a breakdown or accident shall be the responsibility of the SP. In the event of a vehicle breakdown and or accident the SP shall return the Trainee to the pick-up point. Please refer to Appendix I for RTI/C and Breakdown Procedures.</p> <p>3.1.15 A broken down vehicle or vehicle that is regarded as unsuitable by the Authority shall be repaired or replaced by no later than the start of the next training day.</p>			
3.2	The SP may be required to operate Authority vehicles.	<p>3.2.1. This will include but not be limited to:</p> <p>3.2.1.1 Cars for the purpose of the coordination of driving tests.</p> <p>3.2.1.2 Other Authority vehicles when requested.</p> <p>3.2.1.3 Contractor personnel operating Authority vehicles must do so in strict compliance with JSP 800 Vol 5, Leaflet 15.</p> <p>Other Authority vehicles as and when requested. Appendix D Authority Dependencies refers.</p>	The use of Authority vehicles will be limited to DST Leconfield; if the Authority has specific requirement, and sufficient assets permit, the Authority may request this service in other locations.	SP personnel operating Authority vehicles must do so in strict compliance with JSP 800 Vol 5, Leaflet 15.	3.2.1.3 - 100% Compliance
<b>4. PROVISION OF DRIVING INSTRUCTORS</b>					
4.1	The SP shall provide qualified Driving Instructors.	<p>4.1.1 All Driving Instructors shall hold a full driving licence relevant to the licence category.</p> <p>4.1.2 Driving Instructors for Category B training shall be fully qualified by the Driver &amp; Vehicle Standards Agency (DVSA) and/or Approved Driving Instructors (ADI's) who have achieved a minimum Grade B qualification</p> <p>4.1.3 Driving Instructors for Category C, C+E and D training shall be fully qualified and registered on the National Register of Instructors (NRI) or the National Vocational Driving Instructor Register (NVDIR) and hold a full licence relevant to the licence category.</p> <p>4.1.4 Driving Instructors for Category B+E, D1 and D1+E training shall be either fully qualified ADI's who have achieved a minimum Grade B qualification or be fully qualified and registered on the NRI or NVDIR. All Driving Instructors shall hold a full driving licence relevant to the licence category.</p>	<p>All Category B driving instructors shall be fully qualified ADIs from the start of the contract and the SP shall ensure that instructors for all categories remain SQEP:</p> <p>All driving instructors for B+E, C, C+E, D1, D1+E and D shall meet the minimum legal requirement prior to delivering training. In addition, they shall have completed the initial registration with the NRI or the NVDIR.</p> <p>All driving instructors shall complete Module 1 -Theory Test (of the Standard Vocational Instructor Qualification) within 1 month from the commencement of the contract and/or initial registration with the Authority.</p> <p>All driving instructors shall complete Module 2 -Driving Assessment (of the Standard Vocational Instructor Qualification) within 6 months of commencement of the contract and/or initial registration with the Authority.</p> <p>All driving instructors shall complete Module 3 -Instructional Assessment (of the Standard Vocational Instructor Qualification) within 12 months of commencement of the contract and/or initial registration with the Authority.</p>	No failure to comply.	4.1.1 - 100% compliance.

OFFICIAL-SENSITIVE COMMERCIAL

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		<p>4.1.5 During periods of tuition, Driving Instructors' DVSA/NRI/NVDIR registration card shall be displayed in the vehicle at all times.</p> <p>4.1.6 The SP shall ensure that Driving Instructors maintain currency with any changes to industry best practice and legislative amendments and be fully compliant with DVSA licensing legislation throughout the term of the Contract.</p> <p>4.1.7 All Driving Instructors shall be Enhanced Disclosure Barring Service (DBS) checked, and or regional equivalent.</p> <p>4.1.8 Additional Mandatory training requirements can be found at Appendix E</p>	<p>SPs shall ensure that they have conducted their own assessment on potential driving instructors, the assessment shall include:</p> <ol style="list-style-type: none"> <li>1. Theory Test.</li> <li>2. Driving assessment.</li> <li>3. Instructional ability.</li> </ol> <p>A record of the assessment shall be retained and presented to the Authority on request within 24 hours.</p> <p>If required by the Authority, an Instructor shall be assessed by an Authority Driving Instructor Trainer, against the DVSA national standard, to ensure they possess the appropriate capability and competence to deliver the LAT.</p> <p>The assessment shall include, but shall not be limited to, an assessment of: Driving ability; Instructional ability, including teaching, manoeuvring, and trailer coupling/ uncoupling and the ability to identify and rectify Candidate driving errors.</p> <p>If the Authority notifies the SP that an Instructor has not demonstrated the required capability and competence during the assessment, the Instructor shall not be permitted to continue to deliver LAT until they have undertaken additional training provided by the SP and have been re-assessed by the Authority and found to be competent to deliver LAT.</p> <p>All SP employees shall hold, for the duration of the Contract, a current, valid Enhanced Disclosure and Barring Service (EDBS) certificate that is no more than 3 years old. The SP shall ensure that any EDBS certificate that becomes older than 3 years old during the duration of the Contract is renewed. The SP shall provide the Authority with the EDBS certificate numbers, issue and run out dates for all SP employees, including all new Personnel that are appointed during the duration of the Contract.</p> <p>Instructors and staff must comply with the national requirement for disclosure in the country that they are employed.</p>	<p><a href="#">Disclosure Baring Service</a></p> <p><a href="#">Disclosure Scotland</a></p> <p><a href="#">Access NI</a></p>	4.1.7 100% compliance
4.2	The SP shall provide sufficient ratios of qualified driving Instructors to students.	<p>4.2.1 For planning purposes, a ratio of 1 driving Instructor to 2 students (1:2) shall be used.</p> <p>4.2.2 Trainee ratios for Categories D, D1 and D1+E shall be conducted at a ratio of 1 driving Instructor to 3 Students (1:3).</p>	<p>It may be necessary on occasions for the Authority to present Trainees individually. However, this will be kept to a minimum. If Trainees are presented on an individual basis, they may exceed the minimum duration of Tuition required to constitute a Training Day if they are fit and able, and it is safe for them to do so.</p> <p>Permission must be requested through the Authority before ratios are exceeded.</p>	No failure to comply.	95% compliance.

OFFICIAL-SENSITIVE COMMERCIAL

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<b>5. VEHICLE DOCUMENTATION</b>					
5.1	The SP shall provide and maintain vehicle documentation.	5.1.1 The SP shall set up and maintain a system to record and monitor vehicle documentation including V5Cs, insurance, tax, MOT and servicing for each vehicle used, and ensure that these are always in date. A documentation set shall be held for each vehicle.	The Authority must have access to this information during normal office hours.  Copies of certificates or lease hire agreements shall be presented to the Authority when requested.	All certification and servicing to be in date.	85% supplied within 1 hour of request.  Remainder within 1 day of request.
<b>6. INSURANCE</b>					
6.1	The SP shall provide vehicle insurance for all vehicles and trailers used to deliver the Contract.	6.1.1 All insurance shall cover the provision of driving tuition, assessments and testing.  6.1.2 Insurance shall cover the provision of training of Service Personnel both in and out of uniform.  6.1.3 Insurance shall cover Defence Driving Examiners (DDE's) whilst they are driving and/or in control of the SPs vehicles.  6.1.4 Insurance shall cover DDEs and Driving Licence Acquisition Instructors (DLAI) whilst conducting assessments as part of the Assessment Point Withdrawal process.	The Authority must have access to this information during normal office hours.  Copies of certificates shall be presented to the Authority when requested. Proof of insurance will be required to gain entry into MoD establishments.	All documentation to be in date.	100% Compliance.
<b>7. DRIVING TESTS</b>					
7.1	The SP shall assess the suitability of Trainees for the Practical Driving Test and shall request the test from the Authority.	7.1.1 The SP shall identify Trainees that are at risk of not meeting the test standard. The SP shall submit an Assessment Point Withdrawal Report (APWR) to the DO between 16 and 20 hours instruction where the Trainee's performance is deemed to necessitate withdrawal from training.  7.1.2 The SP shall request a Practical Driving Test, giving written notification via e-mail to the DO when a Trainee is considered to have reached the required test standard. Trainees shall be submitted for a driving test at the earliest opportunity once they are deemed ready to be tested. The SP shall present the Trainee for a driving test and return them to the set down point specified on the OTT.	The APW reports shall provide full justification for the driving Instructors recommendation. The DO shall retain the final decision on all Assessment Point Withdrawals (APW). All APWs shall count towards the 85% pass rate.  After receipt of the written report the DO (or a suitable qualified nominated representative) shall carry out a practical assessment if deemed necessary using the form in Appendix G Tuition and Testing Process.  The DO shall book the driving test and advise the SP by email of the date and time.  If the DO is unable to provide a driving test within 3 working days (working days shall constitute Monday to Friday) of the Trainee becoming ready for test the SP shall provide a further 2 hours training for every further 3 working day period of waiting for that Trainee, prior to the test.	8.1.1 No failure to comply.  8.1.2 No failure to comply.	8.1.1 100% compliance.  8.1.2 85% pass rate for each OTT.
<b>8. FACILITIES</b>					
8.1	The SP shall identify alternative manoeuvring areas and parking.	8.1.1 All manoeuvring areas shall comply with DVSA policy (in relation to size, design and markings) and shall be within 1 hour travelling time of the OTT pick up point. Examples can be found at Appendix K Pick up Points.	The Authority currently has access to its own manoeuvring areas in a variety of locations across the UK which will be provided to SPs in the first instance. <b>However, The use of MoD facilities is not guaranteed,</b> therefore the SP shall be required to identify alternative parking and manoeuvring areas which could be used in the event of non-availability to ensure no break in training. These will be agreed between the SP and	All areas must be DVSA compliant.	100% coverage of alternative locations.  95% availability of those sites when called upon to use.

OFFICIAL-SENSITIVE COMMERCIAL

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			<p>Authority on a case by case basis as required.</p> <p>Training may be conducted in other locations that may not have a manoeuvring area and travel to and from these locations shall not interfere with training.</p> <p>Alternative areas are those deemed in addition to those provided by the Authority.</p>		
<b>9. LEGISLATIVE REQUIREMENTS.</b>					
9.1	The SP shall comply with all legislation relating to delivering LAT	<p>9.1.1 The SP including all of its staff, shall comply with all current legislation that is relevant to delivering Licence Acquisition, including any legislative changes that are implemented during the duration of the Contract.</p> <p>This legislation includes, but is not limited to:  The Road Traffic Act 1988 (as amended)  The Motor Cars (Driving Instruction) Regulations 2005 (as amended)  Driving Instruction (Suspension and Exemption Powers) Act 2009  The Driving Instruction (Compensation Scheme) Regulations 2012  The Motor Vehicles (Driving Licences) Regulations 1999</p>	<p>The SP is to keep up to date with changes in legislation relating to the delivery of LAT.</p> <p>The SP is to look at innovative methods of delivering new requirements in the delivery of LATS as a result of legislative changes.</p>	9.1.1 No failure to comply	9.1.1 100% Compliance

**7. APPENDICES TO THIS DOCUMENT**

- a. Appendix A – Example of Regional Breakdown Lots
- b. Appendix B - Key Performance Indicators
- c. Appendix C – Service Provision Report
- d. Appendix D – Authority Dependencies
- e. Appendix E – Mandatory Training Requirements
- f. Appendix F – Deliverable Management Plans
- g. Appendix G – Tuition and Testing
- h. Appendix H – Performance Reporting and Management Information
- i. Appendix I – Road Traffic Incidents/Collision and Breakdown Procedures
- j. Appendix J – Order to Train Process
- k. Appendix K – Pick up points
- l. Appendix L – TUPE Data

## 8. DEFINITIONS AND ABBREVIATIONS

<b>ADI</b>	Approved Driving Instructor
<b>AoR</b>	Area of Responsibility
<b>Administrative Withdrawal</b>	The withdrawal of a trainee from LAT due to sickness, compassionate or operational reasons
<b>Assessment Point Withdrawal</b>	The withdrawal of a trainee from LAT because they are not expected to reach the desired test standard
<b>Candidate</b>	Student or Trainee that is ready for testing
<b>Category</b>	Types of licence. The categories of licence are: B – Car B+E – Car and Trailer C – Truck C+E – Truck and Trailer D – Coach D1 – Minibus D1+E – Minibus and Trailer
<b>CDT</b>	Contract Driver Training
<b>CDT Branch, HQ DST</b>	Contract Driver Training Branch, Headquarters, Defence School of Transport
<b>CDT Record Card</b>	Contract Driver Training Record Card
<b>Consolidated Results Sheet</b>	A sheet containing the consolidated results of an Individual Trainee
<b>DA</b>	Designated Authority (could be either DO, RAF ULO, ITT SO)
<b>DDE</b>	Defence Driving Examiner
<b>DeLTA</b>	Defence Licence and Testing Authority
<b>DLAI</b>	Defence Licence Acquisition Instructor
<b>DO</b>	Designated Officer
<b>DST</b>	Defence School of Transport
<b>DVSA</b>	Driver and Vehicle Standards Agency
<b>EDBS</b>	Enhanced Disclosure Barring Service
<b>FOC</b>	Full Operating Capability
<b>Fully Qualified</b>	In possession of the qualifications which are applicable. e.g. An Instructor who has passed the theory test, driving assessment, and instructional ability assessment requirements in order to be listed on the LGV voluntary register

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<b>Instructor</b>	A person who teaches something
<b>Instructor Trainer</b>	A person (provided by the Authority) who will assess the capability of the SP's Instructors when required
<b>ITC</b>	Infantry Training Centre
<b>LAT</b>	Licence Acquisition Training
<b>MI</b>	Management Information
<b>Minimum Test Vehicle Standards</b>	The Minimum specifications, set by the DVSA, which a vehicle is required to meet in order to be suitable for use in training and practical tests.
<b>Nominal Roll</b>	List of Trainees provided by the Authority
<b>OFSTED</b>	Office for Standards in Education, Children's Services and Skills
<b>OTT</b>	Order to Train
<b>PREVENT</b>	'Prevent' is part of the government's overall counter-terrorism strategy <a href="https://www.elearning.prevent.homeoffice.gov.uk/">https://www.elearning.prevent.homeoffice.gov.uk/</a>
<b>ITT</b>	Initial Trade Training (previously known as basic training)
<b>RAF</b>	Royal Air Force
<b>RNAS</b>	Royal Naval
<b>Service Provider</b>	A company delivering a Service
<b>Service Provider Personnel</b>	Any employee of the Service provider
<b>SO</b>	Supervising Officer
<b>Show Me Tell Me</b>	Vehicle safety questions that DDEs may ask Candidates as part of a practical test
<b>Training Day</b>	<p>Minimum timescales for delivering Driving Instruction.</p> <p>1 day of LAT comprises of 3.5 hours behind-the-wheel Tuition and 3.5 hours observing as a passenger in the training vehicle; (<b>Lots 1 – 5 only, excepting RNAS Culdrose</b>)</p> <p>at RNAS Culdrose 1 day of LAT comprises of 4 hours behind-the-wheel Tuition and 4 hours observing as a passenger in the training vehicle; (<b>Lot 4 only</b>)</p> <p>1 day of LAT comprises of 4 hours behind-the-wheel Tuition, and 4 hours observing as a passenger in the training vehicle; (<b>Lot 6 and Lot 7 only</b>)</p>
<b>Tuition</b>	Teaching or Instruction
<b>ULO</b>	Unit Licensing Officer
<b>Unit</b>	MoD formation / company
<b>USO</b>	Unit Supervising Officer
<b>ZAP Number</b>	A numerical identifier used for trainees at HQ Hereford Garrison ( <b>Lot 3 only</b> )