

ADI 21AT (Rev. 01/08)

Instructor Training Declaration



Register of Approved Driving Instructors

To be completed by the Licence Holder (in BLOCK CAPITALS).

Your Declaration

1

Personal Reference Number:

Expiry date of licence:

Name of licence holder:

Home address:

Postcode:

Name and Address of the Training Establishment on Licence:

Postcode:

I hereby declare that since the issue of my Trainee Licence I have received a total of not less than 20 hours additional training in the giving of driving instruction as required. A record of such is set out overleaf.

Signed :

Date:

To be completed by the Approved Driving Instructor responsible for the training (in BLOCK CAPITALS).

Instructor's Certification

2

I hereby certify that since the issue of their Trainee Licence, the above named trainee driving instructor has been given a total of not less than 20 hours additional training in the giving of driving instruction as required.

Name of Instructor:

Business Address:

Postcode:

ADI PRN:

Signed :

Date:

Where to send your form:

Please send this completed declaration to the Registrar so that he receives it not later than 12 weeks from the date of issue of the licence.

The address to which it should be sent is:

**The Register of Approved Driving Instructors,
Driving Standards Agency, The Axis Building,
112 Upper Parliament Street, Nottingham, NG1 6LP.**

Alternatively, if you are taking a Part 3 test within the first three months of your licence, the completed form should be passed to your examiner on the day of your test.

Processing your personal data:

The Driving Standards Agency (DSA) directly manages all personal data it processes as an executive agency of the data controller, the Department for Transport. We use the personal data you give us to help run the Register of ADIs and practical driving test. We also use your details for statistics and analysis to assess equality and improve our customer service. We must ensure the integrity of the driving test. We may use the personal data you supply for the purposes of preventing or detecting crime and catching or prosecuting offenders. This may include hidden monitoring when appropriate.

We do not disclose or share personal data with any third parties other than in line with the Data Protection Act 1998. This may include, but is not restricted to, disclosure to the police, HM Revenue and Customs, local governments and DVLA. In the case of transfers from DVLA, this may include details of endorsements for the purpose of ensuring that registered ADIs continue to be fit to remain on the register. For further information, please see our website www.dsa.gov.uk or look for our notification document in the information commissioner's website: www.ico.gov.uk

Our registration number is: **Z7122992.**

Record of Training

Name and address of establishment from which instructor training was received:

Postcode:

Training objectives	Date training given	No. of hours	Signature of Trainee	Signature of ADI
Explaining the controls of the vehicle, including the use of dual controls	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Moving off	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Making normal stops	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reversing and while doing so entering limited openings to the right or to the left	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Turning to face the opposite direction, using forward and reverse gears	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parking close to the kerb, using forward and reverse gears	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Using mirrors and explaining how to make an emergency stop	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Approaching and turning corners	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Judging speed, and making normal progress	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Road positioning	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dealing with road junctions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dealing with crossroads	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dealing with pedestrian crossings	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Meeting, crossing the path of, overtaking and allowing adequate clearance of other vehicles and other road users	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Giving correct signals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comprehension of traffic signs, including road markings and traffic control signals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Method, clarity, adequacy and correctness of instruction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Observation and correction of driving errors committed by pupils and general manner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Attitude and approach to pupil	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ability to inspire confidence in pupil	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Hours	<input type="text"/>		(Not less than 20 hours)	