

# THE OFFICIAL REGISTER OF DRIVING INSTRUCTOR TRAINING (ORDIT)

## TERMS AND CONDITIONS OF ORDIT MEMBERSHIP

### 0. DEFINITIONS

- 0.1 'ADI' is a DSA Approved Driving Instructor.
- 0.2 'Inspector' is a person accredited by the Driving Standards Agency (DSA) to carry out ORDIT testing of Trainers and Organisations in accordance with agreed ORDIT inspection guidelines and standards.
- 0.3 'Organisation' is the individual or corporate body, which must be a recognised legal entity (i.e. sole trader, partnership, limited or public limited company) with a named Principal, to which ORDIT Membership is granted, subject to the terms and conditions herein being satisfied and adhered to.
- 0.4 'Premises' are the places from which training is provided and/or training records are maintained by the Organisation and where correspondence can be addressed to by clients or other interested parties.
- 0.5 'Principal' is the named senior person, authorised by the Organisation, responsible for ensuring that the terms and conditions of ORDIT Membership are adhered to.
- 0.6 'Prospective Trainer' is an individual Trainer lacking experience who is allowed to give instructor training on behalf of an Organisation while awaiting ORDIT inspection subject to stringent regulations herein.
- 0.7 'Register' and 'ORDIT' shall mean the Official Register of Driving Instructor Training.
- 0.8 'Trainee' is a person undergoing ADI training.
- 0.9 'Trainer' is an individual who gives instructor training for one or more parts of the ADI qualifying examination on behalf of the Organisation whether directly or indirectly employed, franchised or contracted.
- 0.10 'Registrar' is the Registrar of Approved Driving Instructors.

### 1. AIMS and OBJECTIVES

- 1.1 The aim of the ORDIT scheme is to maintain, produce and promote the current Register (and work towards a compulsory Register) of driving instructor training organisations and driving instructor trainers that can be relied upon by the public, the driver training industry and the Driving Standards Agency to provide good quality training by qualified trainers, from premises that are ORDIT inspected and meet satisfactory standards and from organisations that have agreed to abide by the terms and conditions of the scheme.
- 1.2 **The main objectives of the ORDIT scheme are to ensure that:**
  - 1.2.1 Satisfactory standards of training are available for members of the public wishing to qualify as Approved Driving Instructors (ADIs);
  - 1.2.2 Satisfactory standards of training are available for ADIs who wish to receive further training or re-training;
  - 1.2.3 All trainers delivering training under the scheme have been tested by the DSA and accepted as being suitable for entry onto the Register;

- 1.2.4 Any person seeking training with an organisation or individual whose details are entered in the Register should be protected from unfair business practices and inferior training;
- 1.2.5 Those organisations, premises and trainers that are successfully ORDIT inspected will be promoted through the ORDIT list contained within the DSA's Starter Pack for potential ADIs (ADI 14);
- 1.2.6 The DSA and the ADI consultative organisations will only promote those organisations, premises and individual trainers entered on the Register;
- 1.2.7 Only those organisations, premises and trainers entered onto the Register are entitled to display ORDIT certificates/badges to help the public recognise them;
- 1.2.8 Any course offered by ORDIT Members shall be genuinely adequate for the purpose of enabling a trainee to pass the ADI qualifying examination.

## **2. CODE OF PRACTICE**

### **Those on the Register must: -**

- 2.1 Clearly inform all prospective Trainees in writing of the services provided, with particular reference to the Trainers qualification, costs, venue, duration and content in relation to the ADI examination structure.
- 2.2 Inform prospective Trainees of the Organisation's terms of business and complaints procedure.
- 2.3 Take all reasonable care, skill and diligence in providing training in all relevant aspects of traffic and driver education needed to pass the ADI qualifying examinations, taking into account individual training needs and safety.
- 2.4 Not disclose to a third party any information given by a Trainee during training or training progress or driving and instructional ability except where under obligation in Law or with the DSA as part of an ORDIT inspection or with a third party who is paying for a Trainee's training but subject to the Trainee's knowledge.
- 2.5 Ensure all vehicles used in training are maintained in a safe and satisfactory condition, properly insured, taxed and where appropriate certified as roadworthy.
- 2.6 Apply an honest, moral and professional approach in all business practice and avoid improper language, suggestion or physical contact with Trainees as well as maintaining proper standards of personal hygiene and dress.
- 2.7 Comply with all current legislation particularly in respect of business premises and practice, staff, vehicles and public liability.

## **3. ADVERTISING AND PROMOTIONAL CODE OF PRACTICE**

- 3.1 All advertising shall fully comply with the best practice, as defined by current Codes of Practice issued by the Advertising Standards Authority (ASA), in the spirit as well as the letter.
- 3.2 All advertising shall be legal, decent, honest truthful and prepared with a sense of responsibility to both trainees and competitors as well as respecting the principles of fair-trading and competition.
- 3.3 Any claim made in advertising shall be able to be substantiated objectively by documentary evidence, which shall be made available for inspection upon request.
- 3.4 The full terms of any guarantee shall be given in writing before any training course agreement is signed.

- 3.5 Members of the Register convicted of any trading standards or fair trading offence, or having an adjudication made against them by the Advertising Standards Authority, shall have their continued membership of ORDIT reviewed by the ADI Registrar, who shall have the power to remove that person or Organisation from the Register.
- 3.6 The ADI Registrar shall retain the right to demand timely changes to the advertising of any Organisation or Trainer following ASA, OFT or Trading Standards rulings with the ultimate sanction of exclusion from the Register.
- 3.7 The ADI Registrar shall retain the right to demand timely changes to the advertising of any Organisation or Trainer in the case of it not being covered by any regulatory body.
- 3.8 The ADI Registrar reserves the right, but not the duty, to make a complaint about a member's advertising (in whatever form) to the appropriate regulatory body if in his opinion such material does not satisfy the above criteria in 3.1 through to 3.4. As an alternative to such a complaint being raised the member may elect to immediately remove the offending material and thus potentially avoid such action being taken.

## 4. CRITERIA

### 4.1 General

- 4.1.1 ORDIT registration and ORDIT Trainer qualifications shall be for a period of two years.
- 4.1.2 Organisations applying to join or remain on the Register must have at least 60% of their Trainers successfully ORDIT qualified for either Part 2 or Part 3 training both overall and at each Premises. All the remaining Trainers must either be ORDIT qualified for Part 1 or be Prospective Trainers (and therefore fully comply with 4.11 below). In the case of a two-man organisation, a ratio of 50% will be acceptable. Once on the Register, should the 60% or 50% rule be breached by resignation or failure at re-inspection, the Organisation has 21 days in which to re-submit for inspection a trainer, so as to meet the criteria, without losing their ORDIT status. Failure to do so will result in the Organisation being removed from the Register.
- 4.1.3 Organisations must abide by these Terms and Conditions of Membership **as stated in this document.**
- 4.1.4 Organisations must apply for re-inspection of each of their Premises and Trainers (who are also jointly responsible) at least three months prior to the expiry of their ORDIT registration periods. An Organisations Trainers names will be recorded beside the Premises at which they mainly work.
- 4.1.5 All training must be properly structured to prepare Trainees for giving driving instruction and include all items on the DSA syllabus.

### 4.2 Organisations and Premises

- 4.2.1 Organisations must have a specified business address where training records are kept and a contact point, which will be made available for anyone with a legitimate complaint. P.O. Boxes are not acceptable for use in the Register but can be used as a trading address on letters etc.
- 4.2.2 Organisations must offer training for all three parts of the ADI qualifying examination.
- 4.2.3 Organisations may operate from more than one Premises and upon successful inspection each Premises will be listed on the Register under the Organisations' name.
- 4.2.4 "Premises only" inspections will be dealt with on merit and on a "case by case" basis. Acceptance of these premises shall be at the discretion of the ADI Registrar. For example, an Organisation may move to new premises.

### **4.3 Course programme and Trainee instructor records**

- 4.3.1 The Organisation must be able to demonstrate that the course and training provided for each part of the ADI qualifying examination are adequate. In particular, all the principles of good structured training should be adhered to and evident from the training records maintained (see 4.5.6, 4.6.3 and 4.7.2 for more details). Information to support this may be required before the inspection of any of the Premises of the Organisation or its Trainers.
- 4.3.2 On an inspection initial interview records, assessment, training and progress records may be inspected.

### **4.4 Minimum Trainer qualifications**

- 4.4.1 The minimum qualification required by a Trainer applying for an ORDIT inspection is to have been an ADI for a minimum period of twelve months.

### **4.5 Criteria for the ADI theory training**

- 4.5.1 Organisations will be asked to specify on their ORDIT application how ADI theory training is carried out and to nominate which Trainers conduct it.
- 4.5.2 Trainers only ORDIT inspected for ADI theory classroom training must not undertake any Part 2 or Part 3 training (unless this is done as part of any Prospective Trainer scheme as defined later under item 4.11).
- 4.5.3 Each Trainer who passes an ORDIT inspection for ADI theory classroom training will be listed in the Register as qualified to deliver Part 1 classroom training (i.e. P1C). The Trainers' name will appear in the Register under the name of the Organisation and the Premises that they primarily work from.
- 4.5.4 If only distance learning is provided the name of the Trainer or Trainers responsible for controlling and monitoring ADI theory training will be listed in the Register to deliver Part 1 training (i.e. P1D) under the name of the Organisation and the Premises that they primarily work from. Such nominees must already be ORDIT qualified to give either Part 2 or Part 3 training.
- 4.5.5 Training in preparation for the theory test is acceptable in either classroom or distance learning format or a combination of both. However, when distance learning is used the Organisation must have a system for monitoring Trainee instructors' progress and providing feedback. Just providing Trainees with a copy of the DSA databank or other similar mock exam questions and the standard reference books will not be considered adequate.
- 4.5.6 The training for the ADI theory test should be properly structured with clearly defined aims and objectives. The training programme should cover a suitable syllabus for the ADI theory test. The progress of each Trainee instructor should be carefully monitored and formally recorded for the benefit of the Trainee instructor and the Trainer alike. Each Trainee ADI theory test exam result should also be recorded whether they are a pass or fail.
- 4.5.7 The DSA Inspector may require to see the ADI theory distance learning materials (if any) and/or details of the ADI theory training course, including any progress monitoring system, in advance of the formal inspection of the individual Premises or the Organisation depending upon how the ADI theory training is delivered.
- 4.5.8 The DSA Inspector may at an ORDIT inspection require to see one of the Trainers carrying out theory classroom training or alternatively review the distance learning material with the Trainer responsible for ADI theory training within that Premises or Organisation.

### **4.6 Criteria for Part 2 (Driving Ability) training**

- 4.6.1 Trainers ORDIT inspected for Part 2 only training must not undertake any Part 3 training (unless this is done as part of any Prospective Trainer scheme as defined below under section 4.11).

- 4.6.2 Each Trainer who passes a Part 2 ORDIT inspection will be listed in the Register as qualified to deliver Part 2 training. The Trainers' name will appear in the Register under the name of the Organisation and/or the Premises that they primarily work from.
- 4.6.3 The training for the second part of the ADI qualifying examination should be properly structured with clearly defined aims and objectives. The training programme should be designed to identify and eliminate any driving faults of the Trainee instructor. The progress of each Trainee instructor should be carefully monitored and formally recorded for the benefit of the Trainee and the Trainer alike. Each Trainee instructor's Part 2 exam results should also be recorded whether they are a pass or fail.
- 4.6.4 The DSA Inspector may require to see the Part 2 distance learning materials (if any) and/or details of the Part 2 course, including any progress monitoring system, in advance of the formal inspection of the individual Premises or the Organisation depending upon how the Part 2 training is delivered. In this way the Inspector can view each individual Part 2 Trainers performance in the context of the training programme as a whole.

#### **4.7 Criteria for Part 3 (Instructional Ability) training**

- 4.7.1 All Trainers wishing to deliver Part 3 training must be ORDIT qualified to deliver Part 3 training (unless they are a Part 3 Prospective Trainer as defined below under section 4.11). Trainers successfully ORDIT inspected for Part 3 will automatically be qualified to deliver Part 2 training. On each alternate inspection the Trainer may elect to be inspected for Part 2 rather than for Part 3 if they so wish. Each Trainer who passes a Part 3 ORDIT inspection will be listed in the Register as qualified for delivering training for Part 3 and Part 2. The Trainers' name will appear in the Register under the name of the Organisation and the Premises that they primarily work from.
- 4.7.2 The training for Part 3 should be properly structured with clearly defined aims and objectives. The training programme should be designed to help the Trainee instructor develop each of the skills and cover each of the topics necessary to pass the third part of the ADI qualifying examination. A dual-controlled training car must be available to the Trainee so that use of dual controls can be covered. The progress of each Trainee instructor should be carefully monitored and formally recorded for the benefit of the Trainee and the Trainer alike. Each Trainee's Part 3 exam results should also be recorded whether they are a pass or fail.
- 4.7.3 The DSA Inspector may require to see the Part 3 distance learning materials (if any) and/or details of the Part 3 course, including any progress monitoring system, in advance of the formal inspection of the individual Premises or the Organisation depending upon how the Part 3 training is delivered. In this way the Inspector can view each individual Part 3 Trainers performance in the context of the training programme as a whole.

#### **4.8 In-Car Training Ratios**

- 4.8.1 During a training session for Part 2 or Part 3 no more than two Trainees and/or one Prospective Trainer to one Trainer is permitted in the car.

#### **4.9 First inspection and entry onto the Register**

Before an Organisation, its Premises and its Trainers can be placed on the Register the following must be satisfied:-

- 4.9.1 Organisations must demonstrate to the DSA that the course training programme, assessment system and general training records are sufficient to professionally train someone to pass all parts of the ADI qualifying examination as part of any Premises inspection. .
- 4.9.2 Each Premises used for training purposes, that the Organisation requires to be listed on the Register, must be properly equipped with training resources and classroom facilities, toilet facilities and meet appropriate Health and Safety regulations.
- 4.9.3 Organisations applying to join the Register must have Premises available from which to offer training and at least 60% of Trainers must be ORDIT qualified for either Part 2 or Part 3 training, both overall

and at each Premises. All the remaining Trainers must either be ORDIT qualified for Part 1 or be a Prospective Trainer (and therefore fully comply with 4.11 below).

4.9.4 If an Organisation fails in its attempt to join the Register it may reapply as soon as it considers the reasons for the failure have been rectified. Successfully inspected Trainers would not need to be re-inspected within two years from the date of their inspection.

4.9.5 The Principal of the Organisation must sign a copy of this document signifying their acceptance of these terms and conditions on behalf of the Organisation.

#### **4.10 Re-inspection and retention of ORDIT Membership**

To maintain ORDIT membership the Organisation must:-

4.10.1 Pass a full Premises inspection every two years at each of its Premises, which must be applied for at least three months before the expiration of the previous two-year period. If a successful inspection occurs before the expiration of the previous period, the new two-year period will commence on its expiration. If an Organisation fails its first Premises inspection it must rectify the reasons for its failure and re-apply for a second inspection within 28 days of being notified of its previous failure. If it fails a second Premises inspection the ADI Registrar will review its Membership and may suspend or remove the Organisation and its Premises from the Register.

4.10.2 Premises inspections shall include inspection of classroom facilities (if available), training and trainee facilities, teaching materials (books videos), training course programme and Trainee assessment system (also see 4.9.2).

4.10.3 Ensure its Trainers are re-inspected every two years in accordance with the appropriate training criteria 4.5, 4.6 and 4.7.

4.10.4 Ensure that any Trainer who fails their first inspection attempt applies for a second inspection within 21 days of being notified by the DSA of the first inspection result.

4.10.5 Ensure that any Trainer who fails their second inspection attempt applies for a third and final inspection within 21 days of being notified by the DSA of the second inspection result.

4.10.6 Cease to use the services of any Trainer who fails their third inspection attempt immediately on being notified of the inspection result by the DSA. Any Trainer who fails a third attempt at any particular part will no longer be ORDIT qualified to give training for that part and will have their name removed from the Register in regards to that part only.

4.10.7 Any Trainer who fails a third inspection attempt cannot become a Prospective Trainer or apply for another inspection for one year from the date when the third inspection was undertaken.

4.10.8 Ensure at all times that at least 60% of Trainers are fully ORDIT qualified for either Part 2 or Part 3 training, both overall and at each Premises. All the remaining Trainers must either be ORDIT qualified for Part 1 or be a Prospective Trainer (and therefore fully comply with 4.11 below).

#### **4.11 Temporary Prospective Trainers Scheme**

***This scheme is only a temporary measure and may be changed or removed in the near future once sufficient numbers of ORDIT qualified Trainers exist.***

##### **4.11.1 General**

Up to a maximum of 40% of an Organisations Trainers (50% for single person organisation) at any one time may be Prospective Trainers who are trainers able to give unsupervised driving instructor training for specified parts of the ADI qualifying examination as defined below within ORDIT rules prior to passing their ORDIT inspection. Unsupervised training is that given by a Prospective Trainer when not under the direct supervision of an appropriately ORDIT qualified Trainer. In the event of the Organisation using any Prospective Trainer there must be a minimum of one qualified Trainer for each part that any Prospective Trainer gives training for.

#### **4.11.2 Prospective Part 1 Trainers**

All Trainers giving Part 1 training must be nominated as such by the Organisation and any Trainer giving Part 1 classroom training before being inspected and passing an ORDIT inspection for Part 1 classroom training must be a Part 2 or Part 3 ORDIT qualified Trainer and be certified as able to give the training by the Organisation and have applied to the DSA for a Part 1 inspection by recorded delivery post.

#### **4.11.3 Prospective Part 2 Trainers**

4.11.3.1 A Prospective Part 2 Trainer able to give Part 2 training before being inspected and passing an ORDIT inspection for this must have been an ADI for one year, be certified as suitable to give Part 2 training by the Organisation and to have applied for an ORDIT inspection for Part 2 by guaranteed postal delivery of which proof of posting may be required by the DSA.

4.11.3.2 If the Prospective Part 2 Trainer fails a first or second Part 2 inspection the Organisation must either cease to use the Prospective Trainer for Part 2 training or ensure they have applied for a further inspection within 21 days of being notified by the DSA of the inspection result.

4.11.3.3 If the Prospective Part 2 Trainer fails a third Part 2 inspection the Organisation must cease to use the Trainer and the Trainer may not apply to be a Prospective Trainer for one year from the date of the failed inspection but the Trainer may retake the Part 2 inspection providing no further unsupervised training is given.

#### **4.11.4 Prospective Part 3 Trainers**

4.11.4.1 A Prospective Part 3 Trainer able to give Part 3 training before being inspected and passing an ORDIT inspection for this must be an ORDIT qualified Part 2 Trainer, be certified as suitable to give Part 3 training by the Organisation and to have applied for an ORDIT inspection for Part 3 by guaranteed postal delivery of which proof of posting may be required by the DSA.

4.11.4.2 If the Prospective Trainer fails a first attempt at Part 3 the Organisation must immediately cease to use the Prospective Trainer for Part 3 training, for reward or alternatively unsupervised, until he or she has passed a Part 3 inspection. However, they may continue to give Part 2 training and apply for further Part 3 inspections.

#### **4.12 Trainers moving between ORDIT registered organisations**

4.12.1 ORDIT qualified Trainers may move between ORDIT registered organisations, providing the registration of both is current.

4.12.2 Responsibility lies with both the Organisation and the Trainer leaving to inform the ORDIT Secretariat of such circumstances within 21 days of the event.

4.12.3 If a fully ORDIT qualified Trainer at the Part 3 level wishes to leave an ORDIT organisation to set up their own organisation, then they must follow the procedures laid down in 4.9 except that they would not necessarily need to be individually inspected as a trainer provided their inspection expiry date had not been exceeded.

#### **4.13 No Part 3 ORDIT qualified Trainers**

4.13.1 If the Organisation has no qualified ORDIT Trainers registered at the Part 3 level the Organisation will be suspended from membership of ORDIT until they have an ORDIT qualified Part 3 Trainer registered.

#### **4.14 Failure to comply with scheme:**

4.14.1 If an Organisation or Trainer fails to comply with these Terms and Conditions of Membership, Codes of Practice or Criteria, the Registrar, after considering representations as appropriate, may remove or suspend an Organisation, its Premises or a Trainer from the Register.

4.14.2 Appeals against a decision of the Registrar to take action against an establishment will need to be made within 14 days of the written confirmation of the decision being issued. Such appeals should be addressed to DSA's Chief Driving Examiner who will deal with such appeals by means of written

correspondence only. The Chief Driving Examiner will have the power to either overturn or accept the decision of the Registrar or to alter any time limits that have been imposed.

## 5. BUSINESS CODE OF PRACTICE

### An organisation shall:

- 5.1 Provide a full copy of their training course contract or agreement and any other associated terms and conditions and give an opportunity for any prospective Trainee to study them away from the Premises and seek independent advice, if so desired, before they are required to sign any document or make any payment.
- 5.2 Have a refund policy in circumstances where a Trainee cannot continue with the course at the time or at any reasonable time in the future on serious medical grounds confirmed in writing by a doctor that prevents them from being able to drive or instruct and such refund shall be limited to the savings that an Organisation would make by not having to deliver the remainder of the training course in accordance with the Guidance on refunds provided by the Office of Fair Trading.
- 5.3 Have a refund policy in the event of the Trainee failing three attempts at Part Two of the ADI examination providing that each exam was taken in good faith by the Trainee and provided any free remedial training offered by the Organisation prior to the failed attempts is taken and such refund shall be limited to the savings that an Organisation would make by not having to deliver the remainder of the training course in accordance with the Guidance on refunds provided by the Office of Fair Trading.
- 5.4 Have a refund policy in the event of the Trainee being refused their application for registration by the DSA provided the Trainee had not deliberately withheld or falsely stated any relevant information as part of their application to attend the course and provided it was not as the result of any event or incident following commencement of the training course and such refund shall be limited to the savings that an Organisation would make by not having to deliver the remainder of the training course in accordance with the Guidance on refunds provided by the Office of Fair Trading.
- 5.5 The refund policy must provide for an automatic and prompt refund to the Trainee for any ADI examination, trainee license or registration fees paid to the Organisation whether identified separately or inclusive in the overall training course fee. The Trainee's entitlement to this money, at anytime upon their written request, should be clearly stated in the course contract or agreement. If the fees are paid on behalf of the Trainee by the Organisation it will be deemed that these fees have been collected as part of the fee for the training and subject to the terms of this clause.

I, as an authorised signatory for the Organisation, confirm that we will abide by the above Terms and Conditions of ORDIT Membership and any notified changes to those Terms and Conditions provided such changes are only made after proper consultation with the members of ORDIT and provided sufficient time to implement such changes is allowed. The Organisation appreciates that if the Organisation or one of its Trainers fails to comply with these Terms and Conditions of Membership, the Organisation, its Premises or its Trainers may be removed or suspended from the Register following a full and proper investigation by the Registrar having given the Organisation an opportunity to put its own view in writing and to attend any such hearing.

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

for and on behalf of  
the Organisation: \_\_\_\_\_

Named Principal: \_\_\_\_\_