

Welcome to the instructor training programme where we will support you through the process of building transferable skills for your future at Learn Driving Skills as we will be your sponsor.

PDI training typically refers to the process of becoming a Potential Driving Instructor (PDI) in the UK. This is the stage of training you complete before you become a fully qualified Approved Driving Instructor (ADI).

PDI vs. ADI: What's the difference?

- **PDI (Potential Driving Instructor):** An instructor-in-training who has passed the first two of the three required tests and holds a trainee license (also known as a "**pink badge**"). They can teach real pupils for a fee under the supervision of a qualified driving school for a limited period.
- **ADI (Approved Driving Instructor):** A fully qualified driving instructor who has passed all three parts of the qualifying exam and holds a "**green badge**" license. ADIs can work independently or with a driving school.

### **The PDI training process**

The PDI stage is the third part of the journey to becoming a qualified instructor, following these steps:

1. Pass the **ADI Part 1** test: A theory and hazard perception test.
2. Pass the **ADI Part 2** test: An advanced driving skills test.
3. Complete PDI training: After passing Parts 1 and 2, you must complete at least 40 hours of training on teaching skills.
4. Get a trainee license: Once you've completed 40 hours of training, you can apply to the DVSA for a **6-month trainee** license.
5. Gain real-world experience: With your trainee license, you can begin teaching real pupils and earn an income. This hands-on experience is crucial for preparing for the final exam and can be done through a driving school franchise.
6. Take the **ADI Part 3** test: This is the final instructional ability test that assesses your teaching skills with a real pupil.
7. Become an ADI: After passing the Part 3 test, you can register as a fully qualified Approved Driving Instructor.

### **Benefits of PDI training**

- **Real-world practice:** You gain valuable experience teaching real students, helping you prepare for your final exam and future career.
- **Earn while you learn:** You can earn a salary during your 6-month trainee license period, which helps fund the rest of your training.
- **Experience the job:** It provides a realistic understanding of the job before you fully commit to the profession.
- **Develop key skills:** PDI training focuses on teaching skills like lesson planning, risk management, and adapting to different learning needs.

### **Key aspects of PDI training:**

**Supervision:** Training is supervised by an experienced ADI trainer who can provide guidance and share their expertise.

**Reflection:** It's important to get feedback from your pupils and reflect on their learning to understand their needs and goals.

**Preparation:** Consistent and competence-focused practice, with reflection and feedback, is essential for the Part 3 test.

### **Costs:**

**Observing Lessons:** This is a discounted rate at **£25** per hour in the back of vehicle

**Supervised Lessons:** The trainer will observe you delivering a lesson and the rate is **£50** per hour. Time should be given for reflection and feedback after the pupil has ended the lesson.

### **Learn Driving Skills will provide:**

**Magnetic Roof Box:** A branded magnetic roof box will be supplied for use during lessons. You are responsible for keeping it clean and in good condition.

A **£100 fee** will be charged in the event of damage.

**Business Cards:** Business cards customised with your name, email address, and mobile number to help you promote your services professionally.

**Log Books:** Log books will be provided for each pupil to record lesson progress, development, and areas for improvement.

### **Support & Supervision**

#### **1. Ongoing Support**

Learn Driving Skills shall provide reasonable ongoing professional support to the Instructor in relation to lesson delivery, pupil management, and general business operations.

#### **2. Supervision and Review**

The Instructor agrees to participate in periodic performance reviews as reasonably required. Learn Driving Skills will provide constructive feedback and guidance to support the maintenance of professional standards.

#### **3. Professional Standards**

The Instructor shall maintain high standards of instruction and professionalism at all times. Learn Driving Skills reserves the right to provide corrective guidance where standards are not met.

#### **4. Operational Assistance**

Reasonable administrative and operational assistance will be provided where applicable. This may include guidance on pupil allocation, record keeping, and business procedures.

#### **5. Compliance**

The Instructor agrees to comply with all policies, procedures, and standards set by Learn Driving Skills, including any updates issued from time to time.

### **Self-Employment Status**

#### **Independent Contractor**

The Instructor shall operate at all times as a self-employed independent contractor. Nothing in this agreement shall render the Instructor an employee, worker, partner, or agent of Learn Driving Skills.

Learn Driving Skills shall bear no responsibility for the Instructor's tax liabilities or statutory contributions.

The Instructor shall be responsible for all personal business expenses arising from their self-employed activities, except where expressly agreed otherwise in writing.

The Instructor shall retain control over the manner in which lessons are delivered, subject to maintaining professional standards and compliance with applicable driving instructor regulations.

As a self-employed contractor, the Instructor shall not be entitled to employment benefits, including but not limited to holiday pay, sick pay, pension contributions, or any other statutory employment rights.

**Learn Driving skills also have:**

- 1. ADI Agreement**
- 2. Instructor Information Pack**