Approved Driving Instructor Training Course

Learning Agreement

Definitions: In this agreement, the following expressions will have the following meanings.	
"You/Your" means the pupil receiving the driving instructor training	**"Part"** refers to one or any of the three parts included in this course
"Us/we" means the training provider How-2-Drive	**"Module/session"** refers to an in-car training class.
"Trainer" means the person responsible for delivering the training	**"DVSA"** – refers to the Driver & Vehicle Standards Agency
"Course" refers to the entire course. The course consists of 3 Parts	**"ORDIT"** refers to the Official Register of Driving Instructor Trainers

What's included in the course:

Your course includes **40 hrs of in-car training** plus full unlimited access to **all 3 online training courses**.

Payment plan:

Buy Now - £2400

Cancellation period & refunds:

If you need to cancel a pre-booked training session, we require at least 48 hours notice; otherwise, the sessions will be charged for. You MUST notify your trainer directly by text message
If you wish to withdraw from this course, please email us admin@how-2-drive.com. You will, however, be liable for any remaining payments under this agreement.
No refunds will be given once the course has started. If you chose the Monthly Payment Plan you will be charged for all remaining months under this agreement.

Test fee's:
DVSA Test fees are **not** included in the price of this course. You will need to purchase these from the DVSA for each test.

Training structure and hours:

The course consists of 40 hours of in-car training with your trainer split over the 3 parts as follows:

1. Theory skills – 2 hours
2. Driving skills – 8 hours
3. Teaching skills – 30 hours

You'll need to pass each exam before progressing to the next part of your course.

Once you have passed an exam, please inform us so we can enrol you on the next part of the course. You will then gain full access to the next online course, and we will schedule your in-car training sessions.

Once you have passed the Part 1 test you have **2 years** in which to book your Part 3 test, otherwise you will need to repeat the whole process.

You must complete all of your in-car training (the 40 hours) within **one year** of you starting this course.

After this period we are not obliged to deliver any further in-car training.

Additional training:

If you need to take more training over the 40 hours included in this course, you may purchase more once you have completed the 40 hours included.

Additional training will be charged at the current instructor rate of **£60 per hour.**

Trainee Licence (optional):

Once you have passed Part 2 and have completed the 40-hour course to a satisfactory standard, you may apply to the DVSA for a Trainee Licence.

At this point, you will be required to join the school and sign a separate franchise agreement. This agreement does NOT require you to join our school and is for the delivery of training only.

Training records:

After each in-car training session, your trainer will complete a Training Session Report (TSR) form and email it to you.

This report will include the goals you have been working towards and feedback from your trainer with the development plan.

You'll be encouraged to keep an up-to-date Reflective Log to complete after each training session. You will need to keep these records and take them to your Part 2 and Part 3 examinations for the examiner to see.

Complaints:

Should you have a complaint about the service provided, you should raise this as soon as possible to **admin@how-2-drive.com** or **The Director, Floyd Driving Academy Ltd, The Union Building, 51-59 Rose Lane, Norwich. NR1 1BY**

All complaints will be responded to as soon as possible, within 7 days.

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Declaration:

By signing this agreement, you agree to the terms and conditions above:

Signature:

Full Name:

Date:

Email: