



Driving Instructor Training Information Pack



**A Driving Standards Agency
Ordit Approved Training
Company**



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About B. Safe Driver Training Ltd



B. Safe Driver Training is based at Bishop Auckland in County Durham.

B. Safe covers the North East, with Instructors operating in all the local Test Centres.

We aim to offer **high quality Driving Lessons** to members of the public by our hard working and dedicated team of **highly qualified Instructors**.

As a **Driving School** we can provide you with the opportunity of joining the team through a **Trainee Licence** which will enhance your training and prepare you for your Qualifying Exam.

For many years **B. Safe** has maintained **MOD Contracts**, training members of the Armed Forces to drive. Many of our Instructors enjoy this work as well.



B. Safe is a **Driving Standards Agency Approved Oredit Training School**. This means that B. Safe Instructors have passed strict exams before they teach people like you.

The **B. Safe premises** and **operating procedures** have also been checked out and approved.

We have trained people to become Driving Instructors over the last 10 years **employing the latest up to date methods**.

Our Driver Training Programme offers you the chance to train and learn the skills at the highest standards.

A Career in Driving Instruction

Once you have passed your exams you will have the qualifications to work as a Driving Instructor any where in the country. Most Instructors are self employed working on their own or under a form of contract with a larger School like B. Safe.



B. Safe are always looking for good Instructors to join their team on a Franchise, either as a fully qualified Instructor or on a Trainee Licence. (See FAQ's about Trainee Licences.) On a B. Safe Franchise it means that you the Instructor can concentrate on teaching Learners and leave B. Safe to look after the business side of things using tried and trusted methods that have stood the test of time.

A successful Driving Instructor can enjoy a new or nearly new car, job satisfaction, flexible working hours and a high earning potential. Your working hours are yours to decide, however you must be willing to give lessons that suit your customers, this may mean working at weekends or evenings.

Your earnings will depend on the number of hours you decide to work. At present an Instructor working a 40 hour week @ £18 per hour would earn £720 per week. The main outgoings would be running your car (average £120/ week includes fuel, Insurance etc) and a B. Safe Franchise Fee of £82.75/ week. So total outgoings would be £202.75 leaving an income of £517.25. (Of course you will need to pay your own Income Tax and PAYE at the end of the year!).

You will have great job satisfaction as a Driving Instructor, there are few better feelings than watching someone you have taught finally pass their Driving Test.



Your road to becoming a Driving Instructor

You have taken the first step on the road to an exciting new career.

The Qualifying Examination is split into three parts.

Part 1.

This is a Theory test which contains four sections. Each section must be passed with a mark of at least 80%. An overall pass mark of 85% is required to pass this exam. Also you must pass the Hazard Perception test.

B. Safe provides up to date training by distance learning and classroom sessions. You are provided with all you need to pass Part 1.

Part 2.

The second exam is a Driving Test. You need to drive to a high standard to pass this test.

The course consists of 12 hours with one of our highly experienced Instructors. Training done on **one to one ratio**. Extra hours can be bought if required. Training can be done in your own car or one of ours.

Part 3.

The third exam is a test of your ability to Instruct a pupil.

This is a 40 hour in car course, where one of our highly trained Instructors will instruct you on the most modern up to date methods required to help you pass this exam.

All your training will take place on a one pupil to one Instructor ratio.

You can buy all your lesson plans from B Safe, no need to worry about doing them yourself! Let the experts help you!



About your Training Course

You will need a copy of the ADI 14, B. Safe will provide a FREE copy when you join. This is a starter pack that will give you more information about becoming a Driving Instructor and includes an application form to register with the Driving Standards Agency. You will also need to apply for a CRB check. We can help so don't worry!



Your course can be "Fast Tracked" if you are in a hurry. Typically this can be 8 to 12 weeks, depending on the availability of exam dates (this is out of B.Safe's control). Usually people can take up to a year to qualify if they take out a Trainee Licence.

The Part 1 Test is completed as home study and classroom sessions.

Highway Code
CDRom with the DSA question bank and hazard perception discs.
DSA Theory question bank book.



A classroom session can be arranged in advance at suitable times, and are covered by one of B. Safe's experienced DSA Ordit Approved Trainers.

For Part 2 the Training is all done in car. The course is 12 hours and can be completed in one of our cars or your own car if you prefer (the price is the same). Where possible we will do 2 hour lessons at least, the course can be done as quickly as you want. You will be taught to the high standard required to pass this test.

Part 3 Training is also in car and is for 40 hours (this is the law). You will be taught the latest methods to help you pass this test. You will be required to use role play designed to show that you can teach an Examiner one of the 10 pre set tests. Your Training will include everything you need to know to become a competent Instructor and pass the Part 3 test.

The Part 2 and 3 Training will be arranged at mutually convenient times and will normally be conducted in sessions of at least 2 hours.



Frequently asked Questions



What is a Trainee Licence?

After you have completed the required 40 hours of Part 3 Training you are eligible to take out a Trainee Licence with a Driving School.

This means that you can legally teach members of the public to drive for money. It is a very good way of getting valuable practical experience before taking the Part 3 exam.

Do B. Safe offer Trainee Licences?

Yes B. Safe take on many Trainees each year and have an excellent record of passes. Most people who join B. Safe on a Trainee Licence go on to become fully qualified Instructors and one day start up in business for themselves.

Where will my Training take place?

The Training will be conducted from B. Safe's Head Office at Bishop Auckland.

What is a Franchise?

A B. Safe Franchise gives you the new Instructor the chance to develop your skills as an Instructor under the protection of a well established Driving School. B. Safe takes care of the business side of things using tried and trusted methods, leaving you free to concentrate on teaching. When you have learnt the "job" you will be better equipped to leave B. Safe and start off on your own.

What happens if I fail a Test?

You are allowed as many attempts at Part 1 as you need. Once you pass Part 1 you have 2 years in which to complete your course and tests. You get 3 attempts at the Part 2 and Part 3 Tests.

What about extra Training if I fail a Test?

Extra Training will be arranged and charged at an agreed hourly rate.



Why are some Companies charging different prices from B. Safe?

Some Companies charge more than B. Safe. They may have bigger overheads than B. Safe, or they rely on very expensive National Advertising in the hope to impress people. Some Companies are cheaper than B. Safe but the Courses may not be what they seem.

Frequently asked Questions continued

You need to be sure exactly what is offered. Do they offer Trainee Licences? Do they have a Career Structure in place so that you can join the Company and see how you can advance your Training and skills? Will they offer all the support you need? Monitor your lessons as a Trainee Instructor? Or arrange for you to watch a fully qualified Instructor teaching his pupils? B. Safe doesn't charge any extra for these options. It's all part of our dedicated approach to the Driving instructor Industry.

Can you guarantee me a job?

B. Safe is an expanding Driving School. We train people like you to become Driving Instructors so that we can continue to expand the areas we cover. We are in a position to offer Trainee Licences unlike some other Training establishments, so every person who trains with B. Safe will be assessed for suitability to work for B. Safe and add to B. Safe's growing number of quality Instructors.

What happens if I can't complete the Course?

If you are unable to complete your course due to illness or other factors out of your control then B. Safe will put your Course on hold for up to 12 months, so that you can come back and resume your Course when you are ready. In the unlikely event that you fail all 3 attempts at Part 2 and have to stop your Training then B. Safe will refund your unused Part 3 Fees. Less VAT. **No other refunds will be allowed at all for any reason.**

I work shifts can I still do the Course?

Yes B. Safe are flexible with the Training. You can come for Training on a morning, afternoon or evening. We can also train you on a Saturday morning, at no extra cost!!

Can I train around my current job?

Yes as we said B. Safe are flexible with the Training Courses, we will try to arrange lessons at times to suit you. The pace of the Course is up to you, fast track or more leisurely.

What is your pass rate?

Percentages can be misleading. Figures can be made to say anything. All we at B. Safe will say is that if you choose a substantial Training Course, and have the desire and dedication required to achieve, matched with the enthusiasm and experience of B. Safe's Instructors and staff, then how can you fail?

If you have any questions that are not mentioned here, then please give B. Safe a call!

Fees and Paying for your Course

There are two different ways to pay for your Training Fees.

The standard Course fee is £ 1,500.00. This can be paid in full when you join B. Safe, we accept all Cards, cheques or cash. Or take advantage of our pay as you go option as detailed below. Payments to be made before training commences.

Part 1 Payment £500

Part 2 Payments £500

Part 3 Payment £500



The Course fee includes VAT at 15%.

B Safe will book your Part 1,2 and 3 tests for you on receipt of the appropriate fees.

This course price does not include extra training for Trainee Licence requirements or for extra training if you fail an exam.



I want to join, what do I do next?

If you can answer yes to the following questions then come and join B. Safe.

Have you been driving for 4 years?

Have you a clean licence, or no more than 3 points?

Can you read a number plate from 27.5 meters (90 Ft) with or without glasses?

Are you prepared to abide by our terms and conditions?

If so then the next step is to contact the B. Safe Office on 0800 027 2422 (the call is FREE!) and speak to one of the Staff and arrange an appointment to come and see us and enrol on a Course. Fill out the enclosed enrolment form and bring it with you when you attend your appointment.

We look forward to seeing you soon!!



Instructor Training Enrolment Form

Instructor Training Enrolment Form					
Name					
Address					
Telephone					
Date of Birth					
Licence number					
Year of Driving Test Pass					
Payment in Full	Yes	No	Cheque	Card	Cash
Pay as you go option				Yes	No
Please enrol me on the first available Training Course				Yes	No
Have you undertaken a Driving Instructor's Course before?				Yes	No
Signed					
Date					
<p>By signing this form you agree to be bound by the Terms and Conditions of B. Safe Driver Training Ltd. Please ask in the Office if you require more information.</p>					
<p>Please bring or post this form to the B. Safe Office.</p>					

Testimonials

Just a note to express my gratitude for helping me to become a Driving Instructor.

The Training I received prepared me well for my Part 2 but especially for Part 3.

It was a big step resigning from my full time job but it was the best decision I ever made. As well as the Training I was given the support from everyone in the Office made it all easier. A. B.

My experience of Part 3 commenced under the Instruction of another National Company. I can only say that this Training left me in “haze”. After my first lesson with B. Safe the “haze” started to clear. The Instruction was to the highest level, I became more confident and progressed well and passed my Part 3. I would recommend B. Safe to everyone. K.W.

Thank you for all your helpful advice and hard work which enabled me to pass my Part 3. I had experience of a National Training School and other local schools but none came near B. Safe. I would not hesitate to recommend B. Safe to anyone. R.P.

Terms of Business

- All money due for Training must be paid on request.
- We reserve the right to cancel Training if payments have not been received.
- A minimum of 24 hours notice should be given if a lesson needs to be cancelled, otherwise the lesson fee may be charged.
- If B. Safe need to cancel your lesson then another lesson will be rebooked as soon as possible.
- If you are unable to complete your course then the Training can be moved to a later date.
- If you fail all your Part 2 exams then your Part 3 Fees will be refunded less the VAT. No other refunds will be allowed at all for any reason.
- Extra hours Training required after a fail of one of the exams will be charged at the normal rate plus VAT.
- Any complaints regarding the Training or Service you receive from B. Safe should be put in writing to Mr. Kell.
- B. Safe makes every effort to follow the Code of Practice set in place by the Driving Standards Agency Oudit Committee.
- The prices quoted are correct at the time of printing but are subject to change at the discretion of the Company.



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