

**PLEASE NOTE ANY OPEN COURSES WILL BE REMOVED FROM THE SITE 4 WEEKS BEFORE THE COURSE START DATE, IF NOT ACCEPTED**

**Our courses are advertised on our website as 6hrs per day done in 2hr blocks with 30 minute breaks. Do not deviate from these 2hr blocks. Logging into this section and completing your instructor profile shows you are aware of the information below and agree to run the courses as described.**

**BREAKS ARE NOT INCLUDED IN THE 6HRS**

**The 30 minute breaks are essential for the pupil to recover concentration- do no cut short, even if they request this.**

**Record the course hours, to avoid any disputes - get them to initial sheet.**

**Make sure pupil signs the agreement if the course structure is altered in any way.**

**Provide a receipt for payments received - Receipt books - Tesco, Staples, Asda.**

**Contact pupils at least 7 days in advance.**

**Carry out some research on Google maps if not familiar with test centre etc.**

**We can provide test routes for most test centres.**

Some pupils may agree to alter the course slightly, but please remember they have booked an intensive course and will often not be happy if the instructor then wants to spread the course out over a number of weeks leading up to their course week. During summer holidays this is less of a problem, however once normal term times begin....

Please remember, many have booked a week off work to do the course.

Sometimes we all have to compromise on course dates and tests - please remember the pupil will assume it is One Week Driving Course who didnt provide the course as described, if the instructor alters the plan without us knowing.

**Please Note - we inform all students they need to give at least 6 weeks notice , to be able to reschedule a course week. We also requirie this from instructors. Accepting a course means you are committing to carrying out that course.**

**When a student wishes to reschedule a course due to medical reasons , we ask them for a doctors sick note. We also ask the same of instructors. We do not accept self-certification - please inform your doctor.**

**If an instructor cancels a course at short notice without providing satisfactory evidence, we reserve the right to pursue the instructor , for the deposit payment for that course, less any test fees that would have been deducted. This is providing we have been unable to re-allocate or reschedule the course.**

**Unique Accelerated learning system - we email both the instructor and the student with copies of the forms for this - it is the instructors responsibility to make sure this is filled in at the end of each day. We advise instructors to become familiar with the content on DriverActive.com , so they can recommend to students subjects to study for the following sessions.**

[https://www.oneweekdrivingcourse.co.uk/unique\\_accelerated\\_learning\\_system](https://www.oneweekdrivingcourse.co.uk/unique_accelerated_learning_system)

**Test Booked for the final day of the course - guaranteed !**

**Please follow the link to view full details and how this applies in relation to the instructor.**

**[https://www.oneweekdrivingcourse.co.uk/driving\\_test\\_booked\\_for\\_final\\_day\\_of\\_course\\_guaranteed](https://www.oneweekdrivingcourse.co.uk/driving_test_booked_for_final_day_of_course_guaranteed)**

If a suitable test is refused, we will only alter the test 3 times, after which it will be the responsibility of the instructor/student

Our normal [terms and conditions](#) apply to use of the car for test day. The pupil will be permitted to use the training car for their driving test providing the pupil has reached a safe standard of driving.

Whilst every effort is made to get the pupil to test level, and to take the practical test, if it is considered by the instructor that the pupil could be a danger to themselves, the DVSA examiner or to the general public, then for safety reasons, he/she will not be allowed to use the training car for the test and will be advised accordingly.

Should it be decided, that the student is not going to be ready for a qualifying test and there is sufficient time to reschedule it, we will provide the link and reference numbers for the student/instructor to be able to alter the test.

Please inform us of test results promptly (via email so we can keep together with file and all in office can glance to see result ). When successful, please forward picture or short video for our testimonials section. By sending us this picture or video, you give your consent to its use by oneweekdrivingcourse.co.uk for any promotional materials - ie facebook, youtube etc.

We will process a Google Local Business advert, based on your home address , to attract more bookings to your area. There is no cost to yourself, and the Ad links to our website and phone numbers.

Google will send a postcard with a pin number which you will need to forward to the office asap. If you do not wish to have a GMB advert , please inform us.

Without an ad we cannot allow you to continue your listing on our site, but will keep you in our Group Email Address List.

If you already have a Google Ad in your driving school name , a closeby address is acceptable.

Please read the [instructor terms and conditions](#) for more information on how our courses are run.

### **Payments for Courses**

In general the student will pay the instructor the balance payment for the course on the first day of the course.

Where the student has paid in full, the instructor should text / email the office to confirm course has started and we will transfer the balance on the first day.

The instructor receives the balance part of the payment for all courses - ie Full payment - Deposit.

(this varies depending on postcode area / manual or automatic etc.)

When new pupils book a course on the website, you will be notified via email. In order to receive these notifications, you need to ensure that your 'Areas I Cover' list along with the 'My Courses' section are fully up-to-date and accurate. You will only receive email notifications for bookings that match your chosen options. Instructors with **fully liveried cars** will receive notification emails 4 hours prior to other instructors, for all courses and will also benefit from super priority on 1 postcode area, whereby they will receive the new booking email 2hrs before anyone else.

To qualify for priority status your car can only have the OneWeekDrivingCourse.co.uk livery on it.

For details of car livery, please [contact us](#).

**To accept a booking**, please take a look at the [Open Bookings](#) page and accept any courses that you would like to run. Alternatively, click 'accept' in the body of the email notification.

Please read the [instructor terms and conditions](#) for more information on how our courses are run.

## **Instructor Terms and Conditions**

The purpose of this area is to provide information necessary to be able to carry out these courses and keep each other up to date.

Independent Driving is to be introduced from October 2010

**From 6th April 2010 Examiners will ask the Pupil if they would like their instructor to come along.**

Carrying out intensive courses is different to general hourly lessons, but is just as rewarding and frees up your spare time.

Also please remember it can be well worth travelling an hour to get to a pupil and an hour home in the evening, if you compare it to the 15mins, 30mins and 1 hour gaps between ordinary lessons travelling time. Bear this in mind when telling us which postcodes you might like to cover. (Hints on dealing with unfamiliar areas and test routes further on)

### Booking Process

When the pupil makes a booking, we schedule their theory test (if not already passed) and their practical course dates.

Ring the pupil at least 7 days before the course begins to confirm any final arrangements.

Make sure you read any emails carefully, they sometimes contain extra instructions for you and the pupil. Reply to us, just to say you have received the email and everything is in order.

If the pupil were to fail their theory test, which is close to the practical course dates we usually go ahead with most of the practical course saving 1 or 2 days for when they have retaken and passed the theory.

### Usual Course Schedule

08:00 - 10:00    10:30 - 12:30    13:00 - 15:00    = 6 Hours

### **BREAKS ARE NOT INCLUDED IN THE 6HRS OF DRIVING TIME**

**The course hours are to be carried out strictly in 2 hour blocks with 30 minute breaks. This avoids any confusion over number of hours taken and allows the pupil to regain their concentration levels.**

However hours can be arranged to suit both yourself and the pupil, as long as we remember that the pupil has booked an intensive course, so will probably not want to spread the hours out over weeks.

The practical test is usually arranged for pm of the last day of the course at the most local test centre possible. This does occasionally mean travelling further afield, but in the course of a 6hr day can be easily achieved. We can usually provide some example test routes for the area if required, Try to practice around the test centre area.

Most of our tests are booked for Fridays, but again can sometimes be varied to Saturday and even Thursdays, with the course dates shuffling forwards or backwards. The practical test is included in the course time. Very occasionally a pupil will question how many hours they are getting on their test day, ie. if test at 1pm, but when reminded that if they are picked up at 8am, by the end of an hour for the test, that will make up to their 6hr day, they are generally fine with this.

#### Payments

As a rule of thumb, the pupil will usually pay the deposit direct to us and most commonly the balance payment in cash on the first day of the course.

They also have the option of making a card payment 4 days before the course begins and then we will transfer the money to you on the first day of the course. The transfer usually shows in your bank account on the same day.

If the pupil were to get in your car on the first day of the course and want to make a card payment to you, its possible to ring us here (07983653798) and we can process the card payment, however we would then wait 4 working days before transferring the money on, to make sure of no charge-backs.

#### Keeping Records

It is **very important** to keep a record of subjects covered with the pupil and to fill in a progress sheet, ideally with the pupils agreement - show them what you are doing. At the end of each session it's a good idea to recap on whats just been done, what needs improving and what you will cover next session. This need only take 2 minutes. This gives pupils a sense of involvement and also a feeling that the training is being structured to their needs. On our site it states they can expect a mock test, please make sure they get one.

Please email us if you would like an example progress sheet.

#### **Driving Test Centres and Routes**

We all prefer to be in our comfort zone, including teaching in areas we are totally familiar with.

Carrying out intensive courses can mean going to different areas and test centres.

Test routes for any test centre can no longer be looked up and downloaded at the DSA site however if you contact us we can usually provide you with test routes for most test centres by email

View [Northern DSA Test Centres by One Week Driving Course](#) in a larger map

View [Southern DSA Practical Driving Test Centres by One Week Driving Course](#) in a larger map

### **Tom Tom Navigation**

Using a Tom Tom map or indeed browsing [Google maps](#) means you can look up the pupils address and look for a nearby nursery estate to use. Likewise if you add a road on that estate as a "Favourite", you will always be able to work your way back to it. ([For complete Tom Tom how to manual click here](#))

As mentioned previously, the test routes can be printed off for any test centre. If you have purchased a Tom Tom with Itinerary planning, (according to TomTom only the TomTom Go and XXL models support itinerary planning), these can then be programmed into the Tom Tom, which will then direct you around test routes. By following a couple of test routes, you usually become aware of which estates test centres tend to use.

By programming 4 or 5 test routes in for any test centre I would estimate you will cover 80-90% of all roads used for tests, hopefully including any difficult or strange junctions for your pupils.

If anyone is looking to buy a Tom Tom, the models which support itinerary planning are the XXL models and the GO models.

A good site is [TotalPDA](#)

### **Mock Tests**

Always put the pupil through a full mock test ( it does say that this will be carried out on our site), including show me tell me etc. Behave exactly like the examiner, so that when they experience the real thing, it feels almost familiar. Only step in on the mock test at the point an examiner would. This also can highlight last minute items that need to be worked on.

Need a DL25 form - again email us and we'll send you a blank copy

### **The Driving Test**

I strongly suggest to all instructors to sit in on the test. As from 6th April 2010 the examiner will ask the pupil, if they would like you the instructor to come along. I have always found that if there are any 50/50 decisions, they generally go the pupils way. In addition to this you get to genuinely see how the pupil drives on test. You can always tell the pupil you will make sure the examiner marks the test correctly. ( if the examiner has a supervisor sitting in, it might be better to stay at the test centre to avoid overloading the car ! ).

If the pupil passes, well done ! Get a photo for the website (use it for yours as well) and tell the pupil to expect an email from us asking them to fill out a customer review on the website mentioning your name. Better still with our new site, get a short video clip ( iphones please turn landscape to fill screen)

## Accommodation

A good site for looking for cheapish

B&B <http://www.activehotels.com/> or <http://www.thebandbdirectory.co.uk/>

If a course is paying £600 for a 5 day 30hr course, 4 nights B&B at £25/night, plus £100 fuel, still leaves £400 wages after expenses.

## Terms and Conditions

Accepting a course means you the instructor are forming a contract between yourself and the student to carry out the course for the agreed dates. We require a minimum of 6 weeks from a student to change a course date. This also applies to instructors who accept a course and then later wish to change. Where a student wishes to reschedule due to medical reasons, we request a sick note, this also applies to instructors. All efforts will be made to try to accommodate instructors requests, but the responsibility once the course has been accepted lies with the instructor.

If an instructor cancels a course at short notice, without providing satisfactory evidence, we reserve the right to pursue the instructor for the deposit payment of the course, less any test fees.

It is the instructor's responsibility to ensure that his/her vehicle is properly insured for the purposes of tuition and for the carrying out of any practical driving test

Any dispute over delivery of lessons is between client and instructor, although One Week will do its best to mediate between the two parties

An instructor has the right to refuse the use of his/her vehicle for the use of a practical driving test if they believe that the client is far from test standard or if they may be a danger to themselves, the examiner or other road users during the test. If a pupil is making slower progress than expected, the earlier this can be brought to their attention the better. Remember however, that 2 days of driving can be equal to 6 weeks of 2hrs per week lessons.

Record the pupils progress / subjects you have covered and the hours given.

(Sometimes a quick glance at a progress sheet can prompt you to discuss a subject not encountered. ie. bus lanes, turning right at end of one way streets etc etc. which will improve the pupils knowledge and likewise pass rates) [see example of progress sheet - add your own sections.](#)

It is the duty of any instructor to inform One Week Driving Course immediately of any situation which might affect their ability to instruct.

A condition of remaining listed on our site is your agreement to having a Google Local Advert, placed at your address for One Week Driving Course. This improves listings and your chances of work in your area.

By accepting a course from One Week the instructor indicates agreement with these terms and to keep up to date with any new terms which may be added.