Driving Instructor Terms & Conditions

By completing the instructor registration form on the website, the instructor confirms that they have read and agree to the One Week Driving Course Instructor Terms and Conditions. Accepting a course confirms the instructor's commitment to that booking and means that the instructor must adhere to these terms and conditions when carrying out the course.

Accepting a course means that you, the instructor, are forming a contract between yourself and the student to carry out the course for the agreed dates. Any dispute over the delivery of lessons is between the student and instructor, although One Week Driving Course will do its best to mediate between the two parties.

Open courses and acceptance deadlines are managed through the instructor portal. Instructors must rely on the current status shown in the portal and must not assume that an open course remains available until it has been accepted and confirmed.

Current Booking Options

- One Week Driving Course currently offers two booking routes: 'Schedule Around Your Practical Test' and 'Book a Dedicated Course Week'. The instructor must check which booking route applies and deliver the course in accordance with the arrangement shown in the portal.
- For a Dedicated Course Week, accepting the booking confirms the instructor's availability and commitment for that specific course week. For a course scheduled around a student's practical test, the tuition schedule must be agreed around the student's existing test arrangements and recorded in writing.

Course Structure & Scheduling

- The instructor must contact the student promptly after the course has been assigned. The full tuition schedule must be agreed and confirmed with the student no later than the Wednesday before the course week begins. Any difficulty contacting the student or agreeing the schedule must be reported to One Week Driving Course immediately.
- The instructor must read all portal information and booking communications carefully. Any change to the agreed course dates, times, pickup arrangements or structure must be agreed with the student, recorded in writing and notified to One Week Driving Course.
- An intensive course must be delivered as an intensive course. The instructor must not spread the course over a number of weeks for their own convenience or move a Dedicated Course Week without the student's written agreement and confirmation from One Week Driving Course. Semi-intensive courses must be delivered over the timescale stated for that booking.

Intensive Courses:

- An intensive course day consists of six hours of tuition delivered in three twohour blocks, with two 30-minute breaks. The breaks are not included within the six tuition hours and must not be cut short or counted as tuition. Exact start and finish times may be agreed between the instructor and student, provided the required structure and booked hours are maintained.
- A 42-hour intensive course is normally delivered over two weeks, with four days in the first week and three days in the second week. A 48-hour intensive course is normally delivered over two weeks, with four days in each week. The instructor must follow the dates and structure confirmed for the individual booking.
- Where a practical test takes place during the booked course hours, the pre-test tuition, travel connected with the test and the practical test itself form part of the student's booked course time.

Semi-Intensive Courses:

- Semi-intensive courses must be delivered over the timescale stated for the individual booking. The schedule must be agreed between the instructor and student and recorded in writing.

If the student and/or instructor reduces the timescale of a semi-intensive course from the timescale outlined on our website or confirmed for the booking, the course will be treated as an intensive course and the intensive course terms will apply.

- Minimum lesson length is 2 hours. Maximum lesson length is 6 hours per day.
- The final day of the course may vary depending on the agreed schedule and practical test arrangements.
- The instructor will pick up and drop off the student at their agreed pickup address unless another arrangement has been agreed in writing.

Students Who Have Not Passed the Theory Test

- When a student books a course, One Week Driving Course will book and organise their theory test if it has not already been passed. If the student has not passed the theory test by the course week, the majority of the practical course should normally proceed and six hours should be retained for use after the student has passed the theory test and arranged a practical test.
- Any retained or unused hours must be recorded accurately and completed within six months of the original course start date, unless One Week Driving Course confirms a different arrangement in writing.

Rescheduling & Cancellations

- A student must give written notice to One Week Driving Course at least 14 days before the course start date if they wish to cancel or change their course without the tuition balance becoming due. The same 14-day notice period and written procedure apply to an instructor who has accepted a course and later wishes to cancel, reschedule or change the agreed course dates. Both the student and instructor must contact One Week Driving Course and must not arrange a cancellation or date change directly with the other party. If the student cancels within 14 days of the course start date, the course balance remains payable to the instructor. Moving or cancelling a practical test does not cancel the course.
- Where either the student or instructor relies on a medical exception, a fit note or other satisfactory medical evidence must cover the relevant course dates. The same evidence requirements and procedures apply to both parties. Selfcertification is not sufficient where formal evidence has been requested.
- Accepting a course is a firm commitment by the instructor. The instructor must notify One Week Driving Course immediately of illness, vehicle problems or any other situation that may affect their ability to deliver the course. The instructor must provide satisfactory evidence where requested and must not contact the student to cancel, postpone or substantially alter the course without first notifying One Week Driving Course.
- If an instructor cancels an accepted course without satisfactory evidence or otherwise breaches their confirmed commitment, One Week Driving Course may seek recovery of the reasonable and evidenced losses caused by that cancellation, particularly where the course cannot be reallocated or rescheduled.

Unique Accelerated Learning System

- We provide both the instructor and the student with copies of the Unique Accelerated Learning System forms via email. It is the instructor's responsibility to ensure these forms are completed at the end of each day.

Driving Test Booking & Test Day Policy

- One Week Driving Course does not guarantee a practical test for the final day of the course. From 12 May 2026, only the student can book, manage, change or cancel their practical driving test. Neither One Week Driving Course nor the instructor can make a change to the student's practical-test booking. The student must complete any booking or change themselves through the official DVSA process.
- One Week Driving Course and the instructor may provide guidance about suitable dates or test centres and may provide the instructor's ADI number where required. Where the Student Test Swapping Process is used, the student remains responsible for managing and confirming their own practical-test booking.
- A practical-test cancellation, test move or failure to secure a suitable test does not automatically cancel the driving course. The scheduled tuition should proceed unless a different arrangement has been agreed in writing.

Instructor Discretion & Safety Considerations

- Use of the instructor's vehicle for a practical test is conditional on the student reaching a safe and suitable standard. The instructor may refuse use of the vehicle if, acting reasonably and professionally, they believe the student may present a danger to themselves, the examiner or other road users, or the vehicle would otherwise be unsuitable for the test.
- Any concern about test readiness must be raised with the student as early as possible and recorded in writing. The instructor must explain the reasons for refusing use of the vehicle. The instructor cannot cancel or alter the student's practical test, and refusal of the vehicle does not automatically cancel any remaining tuition hours.

Test Results & Promotional Materials

- The instructor must report the student's practical-test result promptly through the current portal or email process. A photograph, video or testimonial must only be taken or shared where the student has given clear permission. Promotional use by One Week Driving Course is subject to the student's separate consent and applicable privacy requirements.

Payments for Courses

- The course deposit is paid to One Week Driving Course and is non-refundable. The tuition balance is normally payable directly to the instructor under the tuition agreement between the instructor and student. The instructor must provide a receipt or other written confirmation for every payment received and must keep an accurate payment record.
- Where One Week Driving Course has collected the full course payment, the instructor must follow the payment information supplied with that booking. The instructor must not direct the student to make an unapproved payment to One Week Driving Course or make promises about refunds on behalf of One Week Driving Course.

Booking Notifications

- The instructor must keep their portal profile accurate and up to date, including the areas covered, manual or automatic transmission, course types accepted, contact details, vehicle details and availability. The instructor must check the complete booking information before accepting a course and must promptly notify One Week Driving Course if any displayed information is incorrect.
- Receiving an open-booking email does not assign the student to an instructor. A course is assigned only after it has been accepted through the instructor portal and confirmed by One Week Driving Course.

Accepting a Booking

- To accept a course, the instructor must use the instructor portal. Accepting a course through the instructor portal confirms the instructor's commitment to deliver the course for the course type, course week, date or dates, location, transmission type and number of hours shown on the booking. By selecting 'Accept', the instructor confirms that they are available for the assigned course dates and must not accept the course if they are unavailable or are only able to offer different dates.
- Selecting 'Offer an Alternative Course Week' does not accept the assigned course week or dates. An alternative arrangement only becomes binding once it has been agreed, recorded on the booking and confirmed by One Week Driving Course. The instructor must not select 'Accept' and then assume that the student can move to another week.

Course Records & Remaining Hours

- The instructor must maintain an accurate written record of each session, including the date, start and finish times, hours completed, hours remaining, subjects covered, the student's progress and any agreed change to the course. The record should be acknowledged by the student wherever reasonably possible and retained in case of a complaint or payment dispute.
- Any hours retained for a theory-test pass, a rescheduled practical test or another agreed reason remain allocated to the student. The instructor must make reasonable arrangements to deliver them within the applicable sixmonth completion period and must not treat them as forfeited without written authority.

Mock Tests & Test-Day Conduct

- Where appropriate to the student's progress and the course booked, the instructor should conduct a realistic mock test and provide clear feedback. Whether the instructor accompanies the student on the practical test is the student's decision and remains subject to current DVSA rules and the

examiner's directions. The instructor must behave professionally and must not suggest that they can influence the examiner or the result.

Instructor Responsibilities

- The instructor must maintain a valid ADI registration and a legal, roadworthy and properly maintained tuition vehicle with appropriate insurance for paid driving tuition and practical driving tests. The vehicle must have any equipment required for the tuition being provided, including suitable dual controls where required.
- The instructor must notify One Week Driving Course immediately of any change to their ADI status, driving licence, insurance, vehicle, health or other circumstance that may affect their ability to provide the accepted course lawfully and safely.
- Instructors remain responsible for researching unfamiliar areas and test centres using current, lawful and reliable information.

Free Practical Test Offer & Other Promotions

- Any One Week Driving Course promotion, including the Free Practical Test Offer available on eligible courses of 30 hours or more, is governed by its separate published terms. The instructor must not promise a test date, test booking, tuition refund or promotional payment on behalf of One Week Driving Course. The offer does not reduce or replace the tuition balance payable to the instructor unless One Week Driving Course confirms otherwise in writing.

Communication, Complaints & Data Protection

- The instructor must notify One Week Driving Course promptly about contact problems, schedule disputes, payment disputes, student cancellations, vehicle problems, complaints, safeguarding concerns or any other issue that may affect delivery of the booking. The instructor must cooperate reasonably with any complaint review and provide relevant course and payment records when requested.
- Student information supplied through the portal or by One Week Driving Course may only be used to arrange and deliver the student's course. It must be kept secure and must not be shared with another person or used for unrelated marketing without a lawful basis and the student's appropriate consent.

Continuing Agreement

- By accepting a course through the instructor portal, the instructor confirms that they have read and agree to the current Instructor Terms and Conditions and the booking information for that course. Material changes to these terms will be communicated by One Week Driving Course. Continued acceptance of new courses after notification of an update confirms agreement to the updated terms.

Instructor Portal: Use, Accuracy and Responsibility

1. Student and Course Information

The Instructor Portal contains information about accepted students and their courses. Student details are taken from the information provided on the student booking form and subsequently supplied to One Week Driving Course. Instructors must check the information when accepting a booking and promptly report missing, incorrect or conflicting details to the office.

2. Practical Driving Test Details

Practical test details displayed in the Instructor Portal are entered and updated by the student through their Student Portal. Instructors cannot edit these details. They are provided for reference only and must be cross-checked against the student's official DVSA booking confirmation, which takes precedence if there is any discrepancy. Where details are missing or appear incorrect, the instructor must request that the student update them and notify One Week Driving Course where necessary.

3. Course Schedules and Student Portal Information

Instructors are responsible for agreeing and maintaining accurate lesson schedules for their accepted courses. Course schedules displayed to students are based on the scheduling information supplied by the instructor. The instructor must ensure that course dates, lesson times, tuition hours, pickup arrangements and changes are correct, agreed with the student and communicated in writing. Changes affecting the agreed booking must also be reported to One Week Driving Course in accordance with the existing terms.

4. Instructor Registration Details

Information displayed about the instructor is based on the instructor registration form and any subsequent updates the instructor provides. Instructors must keep their contact details, coverage areas, transmission and course types, vehicle information and availability accurate. Where a detail cannot be amended directly in the portal, the instructor must request the change from One Week Driving Course.

5. Practical Test Changes and Availability

A student's update to their practical test details does not confirm that the instructor is available for the revised appointment. Instructors must check any new date, time and test centre against their availability and existing course arrangements, and promptly advise the student and One Week Driving Course if the revised arrangements cannot be accommodated. The student alone is responsible for making changes to their DVSA booking.

6. Portal Checks and Technical Issues

Instructors must check their portal regularly for booking information, updates and actions requiring attention, and take reasonable steps to keep their login credentials secure. Any problems accessing the portal or discrepancies in its information must be reported to One Week Driving Course promptly. If the portal is unavailable, important scheduling or test information must still be communicated directly to the relevant parties by an appropriate alternative method.

7. Responsibility for Incorrect Information

Information supplied by an instructor about lesson schedules or their registration details may be displayed to the student. Instructors are responsible for the accuracy of the information they provide and for communicating agreed changes promptly. Incorrect or outdated information may cause disruption, missed lessons or missed practical tests. Responsibility for any resulting loss will depend on the circumstances, including the source of the error and reasonable steps taken to avoid or correct it. Nothing in this section excludes or limits any rights, duties or liabilities that cannot lawfully be excluded or restricted.