



See page (4) regarding the (GDPR) General Data Protection Regulations and how we handle sensitive information.

All training conducted and documents provided are current to the DVSA syllabus and updated in line with the current National Standards for Drivers and Riders, units 6.4.1, pg. 20 and 6.5, pg. 27.

EVIDENCE LOG-BOOK – ISSUE 1

Use this application in conjunction with the Smart-drive guide.

Date:

1. Trainee Profiling

Personal Details	
Full Name	
Home Address	
Post Code	
Email Address	
Mobile/Home Contact	
ADI Number	
Driver Number	

Qualifications	Tick as Appropriate	Inspection Date
A.D.I		
Adult Learning Qualification		
Fleet		
Advanced Diploma / Driving		
ORDIT		

Sign below to state that to the best of your knowledge all details above are correct.

Trainee Email Sign:

Date:

Your ORDIT registered trainer Details.

Sonny Hussein

ORDIT (Official Register of Driving Instructor Training UK



- 1. TRAINEE PROFILE
- 2. GRADING SYSTEM
- 3. SESSION EVIDENCE
- 4. PROCESSING OF DATA

2. Grading System

C = Competence: 0 - No Competence 1 – Demonstrated in few elements 2 – Demonstrated in most elements 3 – Demonstrated in all elements | [0 - 1 = *Not Competent* | 2 - 3 = *Competent*]

Grade – skill set A	0	1	2	3	Trainee Initials	Coach Initials	N	C	Date
Lesson Plans									
Instructors Role – Talk through role as introductory									
Route Directions – (Introduce)									
Lesson Planning									
Watching the trainee									
Talking/Prompting skills									
Using Diagrams/briefings (Introduce)									

Grade – skill set B	0	1	2	3	Trainee Initials	Coach Initials	N	C	Date
Coaching Technique									
Giving feedback / timings									
Q&A technique									
Fault identification									
Remedial action									
Risk management / sharing									
Giving / showing demonstrations									

Grade – skill set C	0	1	2	3	Trainee Initials	Coach Initials	N	C	Date
Qualities of a Coach									
Control of lesson									
Dual controls									
Route Planning									
Remedial action									

Modules	Date	Hours	Competencies	Date	Completed
1			Instructors Role – Talk through roll as introductory		
2			Route Directions – (Introduce)		
3			Lesson Planning		
4			Watching the trainee		
5			Talking/Prompting skills		
6			Using Diagrams/briefings (Introduce)		
7			Giving feedback / timings		
8			Q&A technique		
9			Fault identification		
10			Remedial action		
11			Risk management / sharing		
12			Giving / showing demonstrations		
13			Control of lesson		
14			Dual controls		
15			Route Planning		
16			Remedial Action		

Further Actions:

3. Session Evidence

All evidence of training is to be listed below for trainer and trainee records.

It is recommended that you complete a minimum of 15 hours if you have just started out training to become an ORDIT registered trainer.

This record is to be shown to the examiner on your ORDIT inspection if asked as it is your only evidence of training with an ORDIT registered establishment.

Date	Subject	Hours	Paid	ADI Initials	Trainee Initials

4. Processing of Data

Option2drive.co.uk is GDPR compliant

The (GDPR) General Data Protection Regulation is a major change to how data is processed from 25th of May 2018.

We take data protection very seriously at **Option2drive.co.uk** and understand how important it is when holding such information on individuals with their consent. We will not use your information provided for marketing or any other or similar nature other than the purpose of driver training records only between trainer and trainee, this includes the DVSA when required on inspections.

All information is securely stored only for this purpose, this includes data from our website forms when making any booking as part of our booking obligation system including online trainer progress reports, email addresses, contact numbers and names with paper progress records. For us to keep your records, this includes but not limited to paper records, alternate email addresses, other names or addresses, license numbers or licence(s), details of any kind. This also includes the filming of our dash-cam which is used only for insurance purposes and films externally only*. Please sign below to give consent on holding such records as described above.

If you require access to your information this can be provided at any time by emailing us at info@option2drive.co.uk.

Full Name:

Sign / Email Address: