



OBJECTIVES

After completing this part, you should have an understanding of:



- 30 How the Course Guide works and is set out
- 30 How to use the guide for study
- 30 How the guide relates to the structure of the course



OVERVIEW

WHAT IS THE PURPOSE OF THE COURSE GUIDE?

This Course Guide, as the name implies, will guide you through your Catz-i.com Approved Driving Instructor Training Course. Together with home study, in-car tuition and practical experience, it will take you step by step from where you are now, an untrained student, to where you want to be, an Approved Driving Instructor (ADI). It will:

- ✓ Prepare you generally for the whole course
- ✓ Explain what to do, and when to do it
- ✓ Guide you through your homework
- ✓ Guide you through your in-car work
- ✓ Aid your learning ability
- ✓ Allow you to assess your own knowledge and understanding
- ✓ Allow you to monitor your progress
- ✓ Help you to decide when to apply for a test
- ✓ Prepare your attitude

HOME STUDY

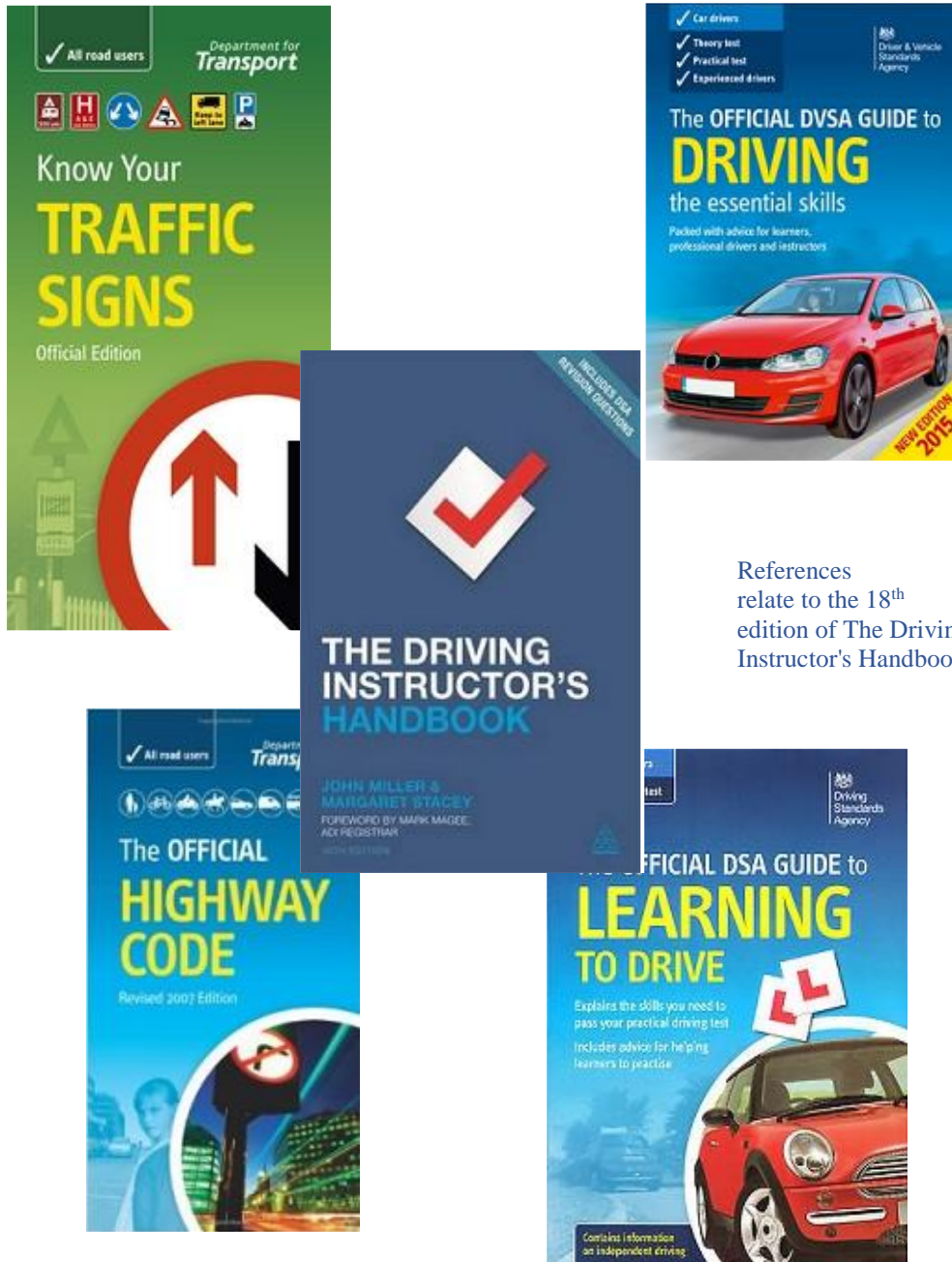
You will have noticed in the Video Guide that you should make a start at home on the appropriate section of your Course Guide at least one week before attending your in-car lessons. This will give you an idea of the subject topics in advance. Sometimes you need to do some preparation and be ready for a particular lesson. This will be explained at the appropriate time.

ABBREVIATIONS

The following is a list of abbreviations used in the Course Guide.

DfT	Department for Transport (Previously Department of Transport)
DVSA	Driver and Vehicle Standards Agency
ADI	Approved Driving Instructor
ADiT	Approved Driving Instructor Training
e.g.	For example
i.e.	That is; in other words; that is to say
ORDIT	Official Register of Approved Driving Instructor Training
CAR	Checked your results with the answers Analysed the results Revise on any weaknesses

Books included in this Course are:



References relate to the 18th edition of The Driving Instructor's Handbook

These will be included in your **Catz-i.com** complete Course Guide.

Course Guide Content

This Course Guide has nine sections. They are: Preliminary and Sections One to Eight. Below is a brief explanation of the reason for each section and the topics covered.

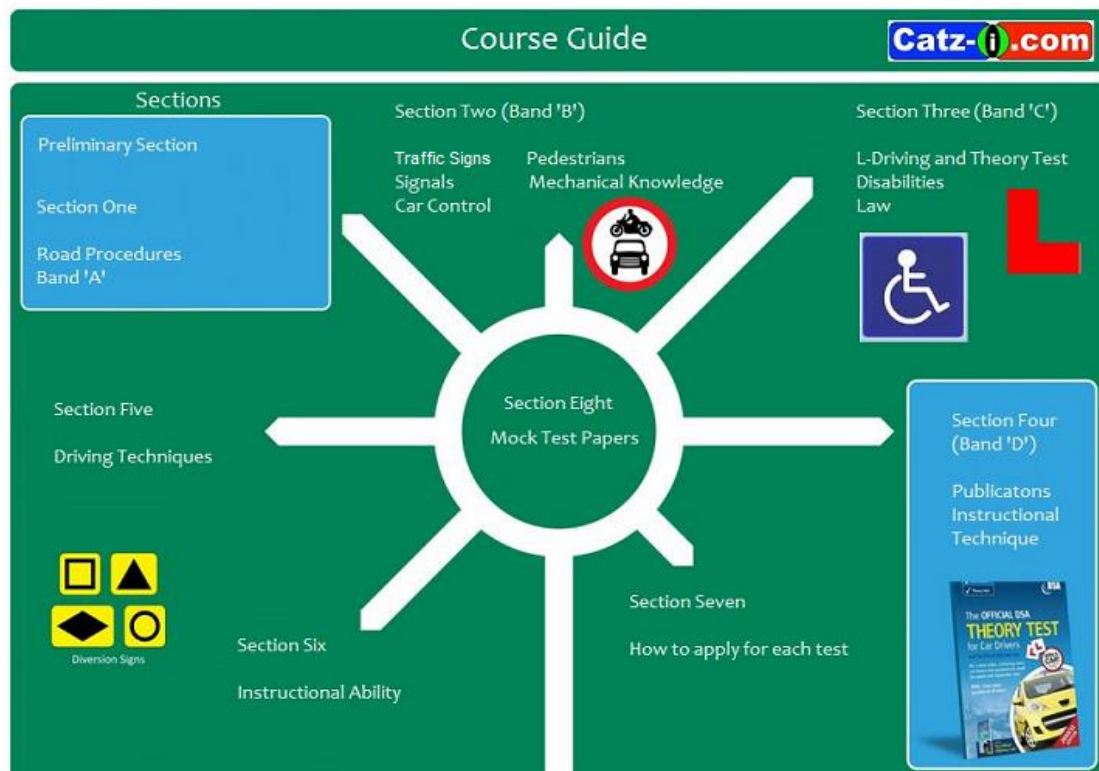
Preliminary Section	Designed to help you learn what you need to know about the course and Course Guide to ensure you maximise every learning opportunity.
Section 1	This section deals with Road Procedures , which is the same topic you will be tested on in Band ‘A’ of your Part 1 written examination.
Section 2	In this section we deal with Traffic Signs, Signals, Car Control, Pedestrians and Mechanical Knowledge , which are all relevant to Band ‘B’ of your Part 1 written examination.
Section 3	This section covers the L-Driving and Theory Test, Disabilities and the Law , which is the category tested in Band ‘C’ of your Part 1 written examination.
Section 4	Deals with Publications and also Instructional Technique , which as you will probably have guessed is relevant to Band ‘D’ of your Part 1 written examination.
Section 5	This section deals with Driving Techniques that you will require to adopt in preparation for your Part 2 Test of Driving Ability.
Section 6	Deals with all aspects relating to the preparation and training required for the Part 3 Test of Instructional Ability .
Section 7	This is where you will find information on “ <i>how to apply for each test</i> ”. There is also other useful information, which you will need towards the end of your training.
Section 8	This is where you will find Mock Test Papers for each of the four bands of the Part 1 Test and a full mock test paper covering all four bands. (Note; this will be given to you when you have completed the manual). This section has now been replaced by the DVSA Theory Test Q&A document.

TRANSFERABLE KNOWLEDGE

The term ‘Transferable Knowledge’ means knowledge required in one subject, being useful when learning another subject. Each of the sections of the Course Guide referred to on the previous page are aimed at learning a specific subject or targeted towards a specific test. However, all the information is useful for all three tests. For example, sections One to Four are the main sections you should cover for Part I, the written examination. While you are doing this you are also learning in theory what you require to put into practice for your Part 2 test of Driving Ability. This then builds a solid foundation course for your Part 3 test of Instructional Ability, which in my opinion is the easiest; simply **teach it, as you would drive it!**

YOUR Catz-i.com ADiT COURSE GUIDE WORKS LIKE THIS

As you have already seen, the whole Course Guide contains nine sections. Each section is there for a different reason. Each section is split up into parts and each part contains guidance and help on a specific topic.



IN WHAT ORDER DO I FOLLOW THE COURSE GUIDE?

You should first follow the Preliminary Section, that's the one you are reading now. A logical explanation would be to go to section one next – **do not assume this to be correct.**

The section you will go to next *could* be one or three, this will depend on when you started your course. **If you are unsure, ask your Trainer.**








SECTIONS

Each section of your Course Guide will be made up in a similar way as shown previously. They will have an introduction, which will explain what topics are included, introduce the subject to you, and suggest a timetable for you to try and keep to. Most sections allow you at least **two weeks** to complete the work. The timetable is there to help you pace your home study properly.

These sections are laid out as follows:

- ✔ Objectives
- ✔ Overview
- ✔ References
- ✔ Test
 - ↑ test
 - ↑ self-assessment
 - ↑ project
 - ↑ assignment

BREAKDOWN

	<p>The OBJECTIVES state clearly what it is that you should know or be able to do (i.e. Theory or Practical) after completing that section.</p>
	<p>The OVERVIEW gives you more information about the topic and can explain items that are not explained elsewhere.</p>
	<p>The REFERENCES tell you which of your other publications in your training kit you need to use. You need only study the portion highlighted.</p>
   	<p><u>TEST</u></p> <p>This will ask you questions, the answers can be found on a given page or on the links provided.</p> <p><u>SELF ASSESSMENT</u> – This will ask you questions but will require you to decide how correct the answer is, either by self-analysis or by re-reading your references.</p> <p><u>PROJECT</u> – Will usually require you to prepare something before attending one of your lessons.</p> <p><u>ASSIGNMENT</u> – You will be asked to do something to aid you in your course.</p>

This is your Course Guide so please do not hesitate to write in it. The Course Guide is designed for you to do this when asked.

ANSWERS

If you have been given a test during a part, you will find the **answers** on the **links** provided or a reference to a particular page on the Course Guide. **Do not refer to the answers** until you have completed all the parts to all the questions and arrived at the end of the section. The only person you will be cheating is yourself out of a DVSA test fee.

USING THE C.A.R METHOD

At the end of each section, use the links and reference pages to check your answers to all the questions you have been asked in all the parts of that section.

Analyse the results and carry out *revision* where weaknesses arise.

Make sure that you correct any of your answers that have proved to be wrong. It is very important to have a record of the correct answers.

FINALLY

Check your personal course plan and decide which section best suits your needs.



ACHIEVEMENT & PROGRESS - RECORD



REFERENCES

KNOWLEDGE

IS

POWER



Go to Part 2