



New DVSA Part 3/Standards Check, Standard Operating Procedures

**Guidance Notes for Trainers,
Instructors and Trainees**



Due to the COVID 19 pandemic, the DVSA have changed their Standard Operating Procedures (SOP) for the Part 3 test and the Standards Check (SC). The aim of these changes is to reduce the risk of transmission of the virus.

These guidance notes have been compiled to aid trainees taking the Part 3 test, Instructors taking the SC and trainers providing training for both.

Arriving at the test centre. You should arrive a few minutes before the appointed time. Your examiner will now meet you at your vehicle, as test centre waiting room facilities are currently not accessible. (If you need to use the toilet facilities, the examiner can escort you through the premises)

The pre-test brief will now be done outside (Social Distancing to be observed). This is the point where the examiner asks you about your pupil's experience and your plan for the lesson. Your identity will also be checked outside of the car. You may also be asked to show your training records to the examiner. You may have to do this from the appropriate distance and explain to the examiner what you are showing them.

We strongly recommend that you keep an umbrella in your car in case of adverse weather.

Personal Protective Equipment (PPE) and cleaning. As it is not possible to observe social distancing guidelines within a vehicle, all parties are required to wear a face covering. We recommend that you have spare face coverings in case there are any problems.

Your car should be cleaned with anti-viral spray or wipes just prior to the test, the examiner will check this.

Your pupil and your lesson theme. Because it is necessary to keep your vehicle ventilated and maintain airflow, it is no longer acceptable for your pupil to be a beginner or for you to give a mostly static lesson. The examiner will ask you about your plan for the lesson and if it is not deemed to be a suitably "Wheels Moving" plan, your test will not go ahead and you will lose your fee.

The "Beginner" option has been removed and, as always, manoeuvres should be avoided. Your pupil will now have to be one of the following;

- Partly trained
- Trained
- Full licence holder

We advise that you take a pupil who can communicate well on the move.

Lesson duration. To reduce the length of time spent in close proximity, your lesson must be planned to last **45 minutes**, instead of the usual 60. A minimum of 40 minutes of the 45 need to be “Wheels Moving”. This means that any recap or discussion at the beginning of the lesson needs to be completed in 2-3 minutes, the same applies for reflection at the end of the session.

Because of the reduced time, you need to carefully consider your practice areas and not stray too far away from your starting point.

On road training. Before you arrive at the test centre, take time to discuss the lesson theme, the pupil’s goals for the lesson and agree how the responsibility will be shared. There will be no time for an in depth discussion once the assessment has started. At the start of your test, these should then be recapped and confirmed, briefly, for the benefit of the examiner before getting the car moving. The simplest way to view this is to assume the examiner is joining you part way through a normal lesson.

We recommend that you avoid teaching a new subject on the day, but if this is not possible, then the briefing should be completed before arriving at the test centre.

During the lesson it is likely that you will have to deal with driving errors. If these can be safely dealt with on the move, this will be preferable, however, if an error is high risk/potentially safety critical, it is perfectly acceptable to pull over in the normal way to discuss this with your pupil.

You would also pull over if there is an obvious lack of understanding or if the lesson plan needs to be adapted.

If you have pulled over to discuss a problem, don’t be tempted to rush the discussion and potentially miss important parts of the process, but once understanding is achieved, don’t waffle on, get back on the move and fix the problem.

Trainers providing Part 3 or Standards Check training should help their PDI/ADI with this by making sure that their Q&A technique is efficient. The instructor will need to use appropriate questions to effectively analyse any issue. They will also need to help the pupil understand the risk and potential consequences, again using effective and efficient questions. Finally, they will need to agree a solution with the pupil and how the responsibility will be shared until the issue is resolved. This has always been an important part of training but now it will be essential that this is done as efficiently as possible to get the car moving again quickly.

Using a simple, easy to remember system would be beneficial. For example, you could use the **4 R's**;

- **Reason** (analysis). Why do you think that happened?
- **Risk** (consequences). What do you think the risks are?
- **Remedy** (solution). How do you think we can fix this?
- **Responsibility** (remedial help). What help would you like from me?

There are many systems similar to this one that can be used to help you through the process, but try to keep it simple.

At the end of the lesson. It is necessary to help the pupil reflect on their performance at the end of the session. This should take 2-3 minutes once you are back at the test centre.

Again keep your questions simple and to the point.

- How do you think the lesson went?
- What went well?
- Where do you think you can improve?
- How can I help you with that?

Then conclude the lesson. Save discussions about times and dates for the next lesson until later.

The examiner will then leave the vehicle to go and complete your assessment. This should take around 10 minutes. During this time you should exit the vehicle and observe social distance with your pupil.

Your examiner will debrief you outside, somewhere where the discussion can't be easily overheard. This is the only point during the process that you can have your trainer present, but social distancing must be observed at all times.

To summarise;

1. Identity checks, briefs and debriefs by the examiner will now be done outside.
2. Everyone is required to wear a face covering and your car must be cleaned.
3. You can no longer take a beginner or give a mostly static lesson.
4. The duration of the lesson will now be 45 minutes not 60.
5. 40 minutes must be "Wheels Moving", except when pulling over is needed.
6. 2-3 minutes at the start for recap, 2-3 minutes at the end for reflection.

If you need any further help or advice regarding these changes, please contact the training team.