



DipDI

Diploma in Driving Instruction



Introduction

The Diploma in Driving Instruction is awarded jointly by Middlesex University and the Driving Instructors Association. The Driving Instructors Association (DIA) is the largest independent association for professional driving instructors in the UK. The primary aim of the DIA is to raise the standard of driver education in the interests of road safety. In order to fulfil this aim, the DIA believes that it is imperative to develop a professional qualification for driving instruction.

Therefore the DIA, with the technical assistance of the Middlesex University, has developed the Diploma in Driving Instruction to provide a valid professional qualification for driving instructors. The Diploma will be awarded to those who possess and demonstrate their professional skills by achieving the required standard to gain the Diploma. While the overall aim of the introduction of this professional qualification is to improve road safety standards, it is clear that the Diploma will enhance the status and professional standing of driving instruction and will probably form part of the DSA's CPD (Continuing Professional Development) programme.

Possession of the Diploma in Driving Instruction by instructors will enable the public to identify those driving instructors who have proved their professional competence. This will not only benefit those driving instructors in their business activities, but should also improve their future career prospects.

Driving instructors who are successful in gaining the Diploma will be eligible to take advantage of the benefits of the DIA's special professional services for Diploma holders.





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THE STRUCTURE AND FORM OF THE DIPLOMA

The Diploma consists of five separate modules. Each module is complete in itself and examined in a paper of two hours duration.

The five modules are:

1. Legal obligations and regulations
2. Management, practices and procedures
3. Vehicle maintenance and mechanical principles
4. Driving theory, skills and procedures
5. Teaching, practices and procedures

A certificate for each module is awarded to successful candidates. When all five module examinations are passed, candidates are eligible for the award of the Diploma and should apply to the DIA for the Diploma and details of the special professional services for Diploma holders.

The detailed syllabus and Questions and Specimen Answers for the Diploma examination are available through DIA (telephone 0845 354 5151).

ENTERING FOR THE EXAMINATION

Entries will be accepted by the DIA who will arrange examination centres around the country. An examination centre may levy an additional local fee to cover the administration work involved and/or invigilation costs of running the Diploma examinations. The results of the examination will be available in July.

WHERE AND HOW TO STUDY

Study materials designed for independent training have been specially prepared by the DIA and are available from headquarters. Examination question papers from past examinations are available from May 2003 examinations onwards from the DIA.

SYLLABUS IN OUTLINE

MODULE I – LEGAL OBLIGATIONS AND REGULATIONS

Objectives

The examination will test a candidate's abilities to:

1. Outline the legal obligations of a driver, owner and keeper of a motor car pertaining to specified legislation.
2. Summarise the conditions of eligibility to provide legal, professional instruction.
3. Summarise the legal obligations of a driver supervising a provisional licence holder.
4. Summarise the regulations and procedures relating to the driving test and candidates taking the test.

Content in outline

Section 1 – Legal obligations of drivers

Driver licensing
Vehicle documents
Driver and vehicle insurance
Lighting regulations
Parking laws and regulations
Driving law and traffic offences
Accident procedures
Motorway regulations
Speed limits

Section 2 – The professional instructor

Driving Standards Agency ADI Register
Licence to give instruction

Section 3 – The Driving Standards Agency driving test

Driving test legislation and procedures

Specimen questions for Module I

Topic: Legal obligations of drivers

1. Provisions for the test of competency to drive are contained in the 1972 Road Traffic Act.
(a) Describe the minimum standard of competence to drive as defined in the Act. (2 marks)
(b) List the specific requirements for candidates taking the driving test in a Category B motor car. (3 marks)
2. The law lays down minimum standards of physical fitness to drive.
(a) State the minimum standards. (8 marks)
(b) A disabled candidate has satisfied the examiner that he or she is competent to drive the vehicle used on the test. Explain what further judgements the examiner must make before issuing a D10 certificate to drive. (2 marks)

Topic: Driving law

The Construction and Use Regulations help to create a safer road environment.

Under the Regulations:

- (a) What are the main requirements and responsibilities for the fitting and use of seat belts in a private motor car? (5 marks)

SYLLABUS IN OUTLINE

MODULE II – MANAGEMENT, PRACTICES AND PROCEDURES

Objectives

The examination will test a candidate's abilities to:

1. Demonstrate a knowledge of the equipment and services required for the professional operation of a small driving school.
2. Demonstrate a knowledge of the operation of a lesson appointment system suitable for a small driving school.
3. Demonstrate a knowledge of the financial considerations involved in the operation of a small driving school.
4. Demonstrate a knowledge of the professional conduct and legal considerations involved in the operation of a small driving school.

Content in outline

Section 1 – Equipment, services and appointment systems

Equipment

Services

Appointment systems

Section 2 – Financial considerations

Taxation

Costs

Accounts

Financial management

Section 3 – Professional considerations

Legal aspects

Terms of business documents

Codes of conduct

Specimen questions for Module II

Topic: Equipment, services and appointment systems

It is considered necessary to provide clients with a 'Terms of Business' or 'Conditions of Service' document.

Describe briefly:

- (a) The purpose of this document (3 marks)
- (b) The contents of this document (7 marks)

Topic: Financial considerations

A self-employed instructor operating a single-car driving school from home faces different business risks from the proprietor of a six-car school operating through a central office.

State the risks most likely to be associated with operating:

- (a) A single-car school (5 marks)
- (b) A six-car school (5 marks)

SYLLABUS IN OUTLINE

MODULE III – VEHICLE MAINTENANCE AND MECHANICAL PRINCIPLES

Objectives

The examination will test a candidate's abilities to:

1. Demonstrate a knowledge of the layout, function and operating principles of a motor vehicle and associated systems.
2. Demonstrate a knowledge of the legal requirements concerning the minimum operating standards of a motor vehicle and the consequences of inadequate maintenance.
3. Demonstrate a knowledge of routine vehicle checks normally the responsibility of the driver and knowledge of manufacturers' service requirements.
4. Demonstrate a knowledge of simple roadside repairs and other specific tasks.

Content in outline

Section 1 – Mechanical principles

Vehicle sub-systems:

Vehicle design; Body; Engine: power conversion;
Fuel and exhaust system; Ignition circuits;
Cooling system; Transmission; Wheels and tyres;
Steering and suspension; Braking system;
Electrical components.

Section 2 – Preventive maintenance

Vehicle regulations

Routine checks

Repairs and maintenance

Specimen questions for Module III

Topic: Mechanical principles

- (a) Give one important reason why caliper disc brakes are more efficient and less prone to fade than the internal expanding drum brake. (2 marks)
- (b) Explain briefly the purpose of a fuse. (2 marks)
- (c) What precautions should be taken when dealing with car batteries and why? (3 marks)
- (d) Explain how you are advised to use a trickle charger to recharge a 'flat' battery. (3 marks)

Topic: Preventive maintenance

All vehicles should be checked by their drivers regularly and serviced in accordance with the manufacturer's recommendations.

- (a) List five checks which drivers should carry out daily. (5 marks)
- (b) List five additional checks which drivers should carry out weekly. (5 marks)



SYLLABUS IN OUTLINE

MODULE IV – DRIVING THEORY, SKILLS AND PROCEDURES

Objectives

The examination will test a candidate's abilities to:

1. Outline the effects of the forces acting on a vehicle in motion.
2. Show a knowledge of the effects of human limitations on drivers of motor vehicles.
3. Analyse the skill components of the driving task and identify the significance to driving performance.
4. Show a knowledge of the attitude components of the driving task and the effects upon driving performance.
5. Demonstrate a knowledge of high-risk road and traffic situations and identify reasonable possible alternatives by which risks can be reduced.
6. Summarise specified traffic rules, road procedures and control practices.

Content in outline

Section 1 – Vehicle operation and human limitations

Vehicle dynamics

Operational characteristics

Skid causes and avoidance

Human limitations

Section 2 – Skill, knowledge and attitude factors

Visual search skills; Attention levels; Self-control;

Hazard recognition skills; Vehicle control skills;

Driver responsibility and the consideration for passengers, other road users and self; Concentration; Attitude factors;

Accident statistics; Post-accident procedures;

Journey factors; Identification of risk factors;

Avoiding accidents; Control practices; Road procedures

Specimen questions for Module IV

Topic: Avoiding accidents

Skidding results from a lack of adhesion between road surfaces and the tyres.

- (a) What actions by the driver cause skidding? (3 marks)
- (b) (i) State the consequences of a four-wheel skid. (1 mark)
(ii) Suggest methods of correcting it. (2 marks)
- (c) State the cause and effect of aquaplaning. (4 marks)
- (d) What action is required from a driver of a moving vehicle in the event of a blow-out to:
(i) a front tyre? (1 mark)
(ii) a rear tyre? (1 mark)
- (e) What is the main advantage of an anti-lock braking system (ABS)? (1 mark)
- (f) The Highway Code advises that under icy or slippery conditions it will take longer to stop than in dry or wet conditions. How much longer is this? (1 mark)

Topic: Road procedures

Driving test candidates are expected to discriminate between signals which are necessary and those which are not.

- (a) State when signals should be given. (1 mark)
- (b) Explain briefly what factors must be taken into account when deciding where and when to use or not to use signals. (5 marks)

SYLLABUS IN OUTLINE

MODULE V – TEACHING, PRACTICES AND PROCEDURES

Objectives

The examination will test a candidate's abilities to:

1. Outline aspects of the organisation and structure of individual lessons and a course of lessons in preparation for the Department for Transport driving tests.
2. Show a knowledge of the physical and emotional needs of drivers under instruction, indicating ways in which these can be met.
3. Demonstrate a knowledge of the processes involved in producing simple learning aids.
4. Show a knowledge of assessment methods and be able to record the progress of drivers under instruction.

Content in outline

Section 1 – Lesson organisation and planning

Identifying the learning task

Development of skills; Teaching strategies

Section 2 – The learning conditions

The learning situation

Student/teacher communications

Dealing with individual differences

The effect upon the student of the instructor's manner

Methods and purpose of intervention

Section 3 – Learning aids

The importance of learning aids

Use of texts and reference books

Other published material

Use and manufacture of self-made learning aids

Section 4 – Methods of assessment

Assessment; Record keeping; Questioning

Specimen questions for Module V

Topic: Dealing with individual differences

How may an instructor adapt a tuition vehicle for the learner driver who has no right arm?

(3 marks)

Topic: Teaching strategies

Give two reasons why it may be valuable to ask a learner driver to stop at the roadside before giving detailed instructions. (2 marks)

Topic: Assessment

Driving examiners record faults as they occur during the driving test.

(a) Describe the differences between a driving fault and a serious fault. (2 marks)

(b) How many faults would result in a failure? (1 mark)

Topic: Learning aids

(a) Describe four learning aids and how you would use them in a classroom theory lesson. (8 marks)

(b) State four sections in the structure of a classroom theory lesson. (4 marks)

Specially written study material

1. The Driving Instructor's Manual [0121] (DIA Publishing)

This is a totally updated reference manual in a silver ring binder and runs to over 685 pages, covering the entire spectrum of driver training. It also encompasses all the topic areas which are set out in **Modules I-V** of the **Diploma in Driving Instruction**.

2. DIA Manual Update Service [0140] (DIA Publishing)

An amendment service is now available for the Driving Instructor's Manual; for a modest annual fee updated pages are sent direct to purchasers on a regular basis.

3. The Diploma in Driving Instruction Home Study Pack [0105] (DIA Publishing)

This pack enables students to prepare for the Diploma examinations when undertaking private study, either singly or in groups. The pack consists of a structured set of six books: the *Guide to Examination Techniques* and five workbooks, which relate to the five modules of the Diploma. Workbooks are sold individually or as a study pack available from the DIA.

Additional resource material that may be helpful

All resource material can be purchased from the DIA mail order service by quoting the stock number in brackets. Current prices are published in *Driving Instructor* or *Driving magazine*. To order any of the publications on this page, please call during our office hours or leave a message on our 24 hour hotline: 020 8665 5253

Driving – The Essential Skills	[0119]	The Stationery Office
The Highway Code (English)	[0124]	The Stationery Office
Adults Learning (Open University)	[0112]	Open University Press
Law for the Small Business (2004)	[0114]	Kogan Page
DipDI Syllabus	[0103]	DIA Publishing
Questions and Specimen Answers	[0104]	DIA Publishing
DipDI Self Study Workbook 1	[0106]	DIA Publishing
DipDI Self Study Workbook 2	[0107]	DIA Publishing
DipDI Self Study Workbook 3	[0108]	DIA Publishing
DipDI Self Study Workbook 4	[0109]	DIA Publishing
DipDI Self Study Workbook 5	[0110]	DIA Publishing
Guide to Examination Techniques	[0111]	DIA Publishing
DipDI Self Study Pack (all 6)	[0105]	DIA Publishing
DipDI Sample Exam Paper 1	[0157]	DIA Publishing
DipDI Sample Exam Paper 2	[0158]	DIA Publishing
DipDI Sample Exam Paper 3	[0159]	DIA Publishing
DipDI Sample Exam Paper 4	[0160]	DIA Publishing
DipDI Sample Exam Paper 5	[0161]	DIA Publishing
DipDI Sample Exam Papers (all 5)	[0162]	DIA Publishing

DIPLOMA IN DRIVING INSTRUCTION

A PROFESSIONAL QUALIFICATION FOR DRIVING INSTRUCTORS

The Diploma in Driving Instruction examinations consist of five modules:

Module I	Legal obligations and regulations
Module II	Management, practices and procedures
Module III	Vehicle maintenance and mechanical principles
Module IV	Driving theory, skills and procedures
Module V	Teaching, practices and procedures

The primary aim is to raise the standard of driver education in the interests of road safety.

EXAMINATION DATES

The examinations are held annually and the next examination will be held in May 2010, on the following dates:

Module I	Tuesday	4 May	am
Module II	Tuesday	4 May	pm
Module III	Wednesday	5 May	am
Module IV	Wednesday	5 May	pm
Module V	Thursday	6 May	am

Candidates may enter one or more modules. Each examination lasts two hours.

Candidates may take examinations at Croydon and centres in England, Wales, Scotland and North & Southern Ireland. Completed application forms must reach the DIA no later than **19 February 2010**.

Candidates are advised to make an early approach to the DIA in order to register their entries.

EXAMINATION FEES

The 2010 entry fee is £45 for each module. This fee is payable to the DIA on registering the entry. Each examination centre, including Safety House, will levy a local fee of £80.00 to cover the administrative work involved and/or invigilation costs of running the Diploma examinations. The results of the examinations will be despatched from the DIA on Friday 2nd July 2010.

CHANGES TO EXAMINATIONS FROM JUNE 2010

We are currently working with Middlesex University to provide modern and more convenient ways to study. From June 2010 the content and structure of the qualification will be modified. The aim is to bring it in line with the requirements for work based learning. Some modules will also be available on-line. Candidates who have passed one or more of the existing Dip DI modules will still be able to work towards the qualification after this date without retaking any examinations. More information will be available later this year.

BUILDING YOUR QUALIFICATIONS USING ACADEMIC CREDIT

THE ROLE OF THE DIPLOMA IN DRIVING INSTRUCTION

Since 1995 the Diploma Examinations have been accepted as a valid Introduction to Distance Learning courses with Middlesex University leading on to Bachelor of Arts or Bachelor of Science Degrees and beyond. All the Middlesex University courses are modular based and can be taken over any period of time. The programme is entirely available through distance learning, although some modules are also available on campus if needed.

Instructors who have passed all five modules of the DIA Diploma examinations can apply to The Centre for Work Based Learning Partnerships at Middlesex University for the award of a University Certificate.

Under the Middlesex accreditation scheme, credit points are awarded for previous work-based learning. The Diploma in Driving Instruction is worth 60 credit points. In order to reach the first level of university certification, candidates who hold the Diploma are required to write an additional researched essay of 5,000 words worth another 60 points to reach the 120 points needed to be awarded a Middlesex University certificate.

Certificates and Diplomas in Higher Education can be achieved by gaining 120 and 240 credit points respectively. Ordinary degrees of Bachelor of Arts or Bachelor of Science are awarded at 300 points; and Honours Degrees at 360 points. Successful graduates are encouraged to carry on to take Masters Degrees and Doctorates. All relevant work-based learning is considered when credit points are awarded.

Candidates already holding teaching certificates, degrees in other subjects, or any other work-based qualifications, have these taken into account when credit points are assessed. Additional credit points are gained through research-based or work-based studies. All candidates negotiate their own individual learning programmes for completion of their courses and can choose their own personal projects from the various options available.

Further details can be obtained from

University Accreditation Officer
National Centre for Work-Based Learning Partnerships
Middlesex University
White Hart Lane
London N17 8HR
Telephone 0208 362 5000