



E-YARD Group Car Tutor Assessment

Name	Membership No.	Date	Weather

Competent	Not Yet	Not Assessed
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Planning and preparation:

Plan the session to suit the Associate's needs			
Devise a route that matches the time available and lesson objectives			
Meet in a safe public place with access to facilities			

Meet and greet the Associate:

Operate a 'customer centred approach' and welcome the Associate			
Ensure Associate's 'personal space' is respected			
Dress appropriately as a representative of E-YARD			
Check new Associate's background goals and concerns.			
Ensure the E-YARD logbook is signed			
Check new Associate's knowledge of IPSGA			
Check to see if the Associate meets the legal eyesight requirement			
Explain the structure and operation of E-YARD to the Associate			
Explain how RoADAR Advanced driving is delivered in your Group			

Brief current session:

State the 'Aim' of the session			
Discuss the session Competency Sheet and the learning material			
Discuss the route, method of signals and separation procedure			
State the estimated time for the guidance session			
Ask the Associate if they have any questions & answer appropriately			
Assist the Associate to carry out daily pre-drive checks			
Discuss the 'Moving Brake Test'. Carry out if necessary. Give the relevant guidance to achieve the 'Aim' of the session			

Give the relevant guidance to achieve the 'Aim' of the session:

Demonstrate advanced driving techniques & practices to Associates (if necessary)			
Encourage Associate to become familiar with their vehicle technology			
Demonstrate a flexible approach to learning throughout the session			
Present new learning material in manageable step by step parts			
Evaluate the Associate's driving and offer guidance as required			
Provide suitably timed, clear route directions to the Associate			
Deliver the session in accordance with E-YARD standards			
'Identify' 'Analyse' & 'Rectify' any issues with the Associate's driving			
Demonstrate effective use of Question and Answer technique			
Compliment the Associate for effort and not just achievement.			

Debrief the current session:

Give an effective debriefing on completion of the session			
Demonstrate a 'customer centred' approach when debriefing Associate			
Demonstrate your ability to involve the Associate as an equal.			
Encourage the Associate to analyse their own driving			
Ask the Associate how they think the session has gone. Listen carefully to what the Associate has to say. Address any Associate concerns in a positive and constructive way. Deliver your comments using an 'information sandwich' approach			
Start your own summary of the drive on a 'positive note'. Concentrate on the main issues and avoid overloading the Associate. Recall Identification; Analysis and Rectification of driving issues			
Use positive feedback and constructive criticism, to reflect on the Associate's performance			
Involve the Associate and make effective use of Question & Answer			
Involve the associate in the analysis of their performance. Summarise 'Strengths & Development areas' in the Associate's drive.			
Make use of the 'Question and Answer technique.'			
Complete the relevant Logbook Competency Sheet			
Finish the session positively, ensuring the Associate is clear on how it has gone. Ask the Associate if they have any questions and answer accordingly. Encourage the Associate to practice their driving skills between sessions. State the 'Aim' of the next session. Discuss a mutually agreeable date and time for the next session. Close the session pleasantly, politely and thank Associate for their time			



Generic Competencies not specific to any particular Associate session:

Demonstrate an exemplary attitude to road safety at all times			
Demonstrate understanding of Associate & Tutor Training Material; Highway Code and Roadcraft throughout the session			
Drive at a standard higher than that of a RoADAR Associate.			
Demonstrate that you can carry out low speed manoeuvres.			
Demonstrate an understanding of how a car responds to various driver inputs			
Demonstrate an understanding of the different cars likely to be encountered when giving guidance to Associates			
Self-evaluate your own performance			
Reflect on training session and consider if the learning material could have been presented differently.			
Demonstrate a working knowledge of car technology and driver aids			

	Name	Signed
Assessor		
Tutor		

Supporting Notes