**E-YARD Group Car Tutor Assessment**

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| Name | Membership No. | Date | Weather |
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| --- | --- | --- |
| Competent | Not Yet | Not Assessed |

**Planning and preparation**:

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| Plan the guidance 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:**

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| 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 log book 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 Riding is delivered in your Group |  |  |  |

**Brief current session**:

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| --- | --- | --- | --- |
| 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-ride checks on the machine |  |  |  |
| 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:**

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| Demonstrate advanced riding techniques & practices to Associates (If necessary) |  |  |  |
| Encourage Associate to become familiar with their motorcycle technology |  |  |  |
| Demonstrate a flexible approach to learning throughout the session |  |  |  |
| Present new learning material in manageable step by step parts |  |  |  |
| Evaluate the Associate’s riding 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 riding |  |  |  |
| Demonstrate effective use of Question and Answer technique |  |  |  |
| Compliment the Associate for effort and not just achievement. |  |  |  |

**Debrief the current session**:

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| 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 riding 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:**

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| 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 |  |  |  |