ADI 21S (Rev. 01/08)

Licenced Trainee Supervision Record

Record required by Regulation 15(2) of the Motor cars (Driving Instruction) Regulations 2005

DSA DRIVING STANDARDS AGENCY SAFE DRIVING FOR LIFE

Register of Approved Driving Instructors

Register of Approved Driving Instructors

Stay in touch - visit us at: www.transportoffice.gov.uk

The transportoffice website contains all the latest news and information essential for driver trainers and road users.

Please read the *Notes for guidance* before completing this form.

Your Details (complete in BLOCK CAPITALS) 1

Serial Number on Licence:

Your Personal Reference Number (PRN):

Name of Licence Holder:

Home address:

Postcode:

Telephone number (with area code):

Name of the Training Establishment on Licence:

Business Address:

Postcode:

Telephone number (with area code):

ADI Details - Who have signed overleaf 2

ADI's Name:

ADI Certificate Number:

Signed:

ADI's Name:

ADI Certificate Number:

Signed:

ADI's Name:

ADI Certificate Number:

Signed:

ADI's Name:

ADI Certificate Number:

Signed:

Week 1

Date:	Hours Instruction:	Hours Supervised:	Signature of Trainee:	Signature of ADI:

Week 2

Week 3

Week 4

Week 5

Week 6

Date:	Hours Instruction:	Hours Supervised:	Signature of Trainee:	Signature of ADI:

Week 7

Week 8

Week 9

Have you spoken to your supervisor ADI about your progress?
Have you applied for a Part 3 test?

Week 10

Week 11

Date:	Hours Instruction:	Hours Supervised:	Signature of Trainee:	Signature of ADI:

Week 12

Week 13

Week 14

Have you spoken to your supervisor ADI about your progress?
Have you applied for a Part 3 test?

Week 15

Week 16

Date:	Hours Instruction:	Hours Supervised:	Signature of Trainee:	Signature of ADI:

Week 17

Week 18

Week 19

Have you spoken to your supervisor ADI about your progress?
Have you applied for a Part 3 test?

Week 20

Week 21

Date:	Hours Instruction:	Hours Supervised:	Signature of Trainee:	Signature of ADI:

Week 22

Week 23

Week 24

Week 25

Week 26

Date:	Hours Instruction:	Hours Supervised:	Signature of Trainee:	Signature of ADI:

Week 27

Week 28

ADI 21S - Notes For Guidance

For the duration of your trainee licence, you must keep a record of the number of hours you spend giving driving instruction and the number of hours you are directly supervised by an Approved Driving Instructor. You must be supervised for at least one fifth of the time you give instruction during this period (See the booklet ADI14 for further details. It is enclosed in the ADI Starter Pack).

This record must be clearly set out, legible and unambiguous.

Remember: It is an offence to make a false declaration. If you did not receive this supervision you should not sign this form.

At the end of the 6 months please send this completed record promptly to:

The Register of Approved Driving Instructors,
Driving Standards Agency, The Axis Building,
112 Upper Parliament Street, Nottingham, NG1 6LP

This form must be available to any DSA official upon demand.

Please be aware that waiting times for Part 3 tests may vary between test centres. It is advisable to take into account the local availability of tests when planning to apply for your test.

Processing your personal data:

The Driving Standards Agency (DSA) directly manages all personal data it processes as an executive agency of the data controller, the Department for Transport.

We use the personal data you give us to help run the Register of ADIs and practical driving test. We also use your details for statistics and analysis to assess equality and improve our customer service.

We must ensure the integrity of the driving test. We may use the personal data you supply for the purposes of preventing or detecting crime and catching or prosecuting offenders. This may include hidden monitoring when appropriate.

We do not disclose or share personal data with any third parties other than in line with the Data Protection Act 1998. This may include, but is not restricted to, disclosure to the police, HM Revenue and Customs, local governments and DVLA. In the case of transfers from DVLA, this may include details of endorsements for the purpose of ensuring that registered ADIs continue to be fit to remain on the register.

For further information, please see our website **www.dsa.gov.uk** or look for our notification document in the information commissioner's website: **www.ico.gov.uk**

Our registration number is: **Z7122992**.