

**Guildford Advanced Motorists
National Observer Training / Re-Assessment**



GAM Guildford Advanced Motorists

Thankyou and welcome to your exciting journey to become a Observer

Are you passionate about encouraging your local community to become better and safer driver? Or maybe you remember how great it felt when you passed your Advanced test?

With your skills and experience you can pass on this feeling and support to others!

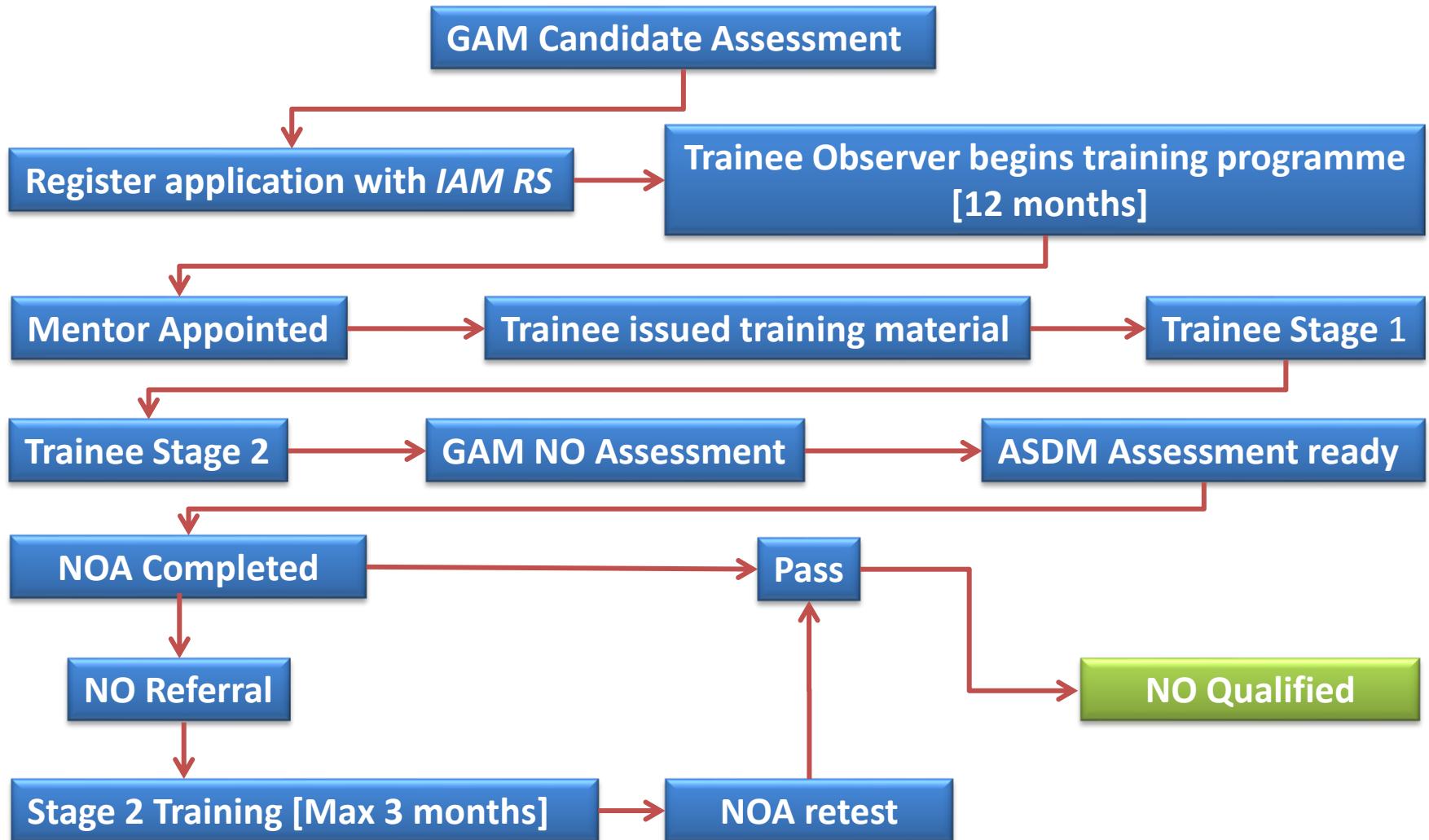
Through this volunteer role, you'll provide the one-to-one observed drives and play a key part in helping Associates pass their Advanced test. It's a great feeling when they pass!

You'll meet a range of people all with a shared interest of better motoring and be able to adapt the sessions around your lifestyle.

Agenda

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The Journey



Candidate Assessment



Before being accepted as a NO trainee, the candidate will need to be assessed. This will be performed by the GAM Chief Observer or nominated person.

The candidate must be a full member of the IAM RS and of GAM

The candidates driving competency may need to be assessed however If the candidate has passed their Advanced / Fellow or Masters assessments within the prior 3 months, the requirement for this particular assessment may be waived

The Assessor will discuss with the candidate various relevant aspects including motivation and any previous experiences. This is all very relaxed and should not be to onerous

The candidate will be issued with the Trainee Observer Assessment open book questionnaire that will need to be completed before moving to Stage 2

Training and Training Material



National Observers will be trained within the environment of the monthly Sunday runs wherever possible. It is expected that the training is completed within 12 months. A Mentor will be appointed to guide you through the duration of your training

The trainee will be provided with the National Observer Competencies document, Advanced Driver Course Observers handbook and GAM Associate Induction Presentation and asked to familiarise themselves with the content of both prior to attending their first runs. Latest version of the Highway Code is essential

During training it is expected that Trainee Observers will be able to attend consecutive observer runs to allow training momentum to be maintained.

In general, the minimum expected commitment from the trainee is:

- 1 of 2 training days held per year.**
- 1 of the Observer meetings held throughout the year.**
- 8 out of 12 monthly Sunday runs or AOR**

Trainee Stage 1 [TO1]

Trainee Stage 1 - Shadowing phase. The trainee will accompany an existing Observer or their Mentor on a typical Associate Observed drive.

The Associate will be driving their own vehicle with the Observer in the front passenger seat. The Trainee will be seated on a rear passenger seat. The task of the trainee is to observe and learn.

Average Stage 1 shadowing is around three runs however it could be more or less depending. After each run the Observer / Mentor will debrief the trainee.

When both the Trainee and the Trainer feels confident and the Trainee Observer Questionnaire is completed the trainee can then move on to Trainee Stage 2 phase

The Trainee question should be reviewed by their Mentor / the CO or nominated person

Trainee Stage 2 [TO2]

Trainee Stage 2 - Run Leader Phase. The Trainee will assume the responsibility of the Observer and run the Observed run. This will start with a full briefing before moving to the driving phase of the run.

The Trainee will be seated in the front passenger seat and will also lead the drive section of the Observed run. The Observer / Mentor will be seated on a rear passenger seat overseeing the session.

Trainee will finish the session by carryout out a full debrief and complete the Associates Run Sheet.

The Observer / Mentor will then carryout a full debrief with the Trainee with reference to the NOPS competence document.

Average Stage 2 runs as Run Leader is around three runs however it could be more or less depending

GAM NO Assessment



When both the Trainee and the Trainer feel confident and are competent the Trainee will put forward for a mock NO Assessment which would be carried out by the GAM Chief Observer or nominated person.

National Observers must have an in depth knowledge of the Highway Code, the Advanced Drivers Course book and Roadcraft

NOPS competence document will be completed indicating a Competent or Non Competent result.

Note:-

NOPS document is a group reference tool and does not need to be sent to IMI / IAMRS

GAM NO Assessment



If this is successful GAM would contact the ASDM through the DARTS Portal to arrange the IAM RS National Observer Assessment.

If not successful then the trainee will either return to Trainee Stage 2 or direct 1 to 1 training with their Mentor until ready

At this stage GAM CO has the discretion and inline with the DVSA policy to authorise the Trainee to be able to Observe unaccompanied within the GAM Group while waiting for their NOA Assessment however they must be operating under the guidance of a Mentor

ASDM Assessment Ready



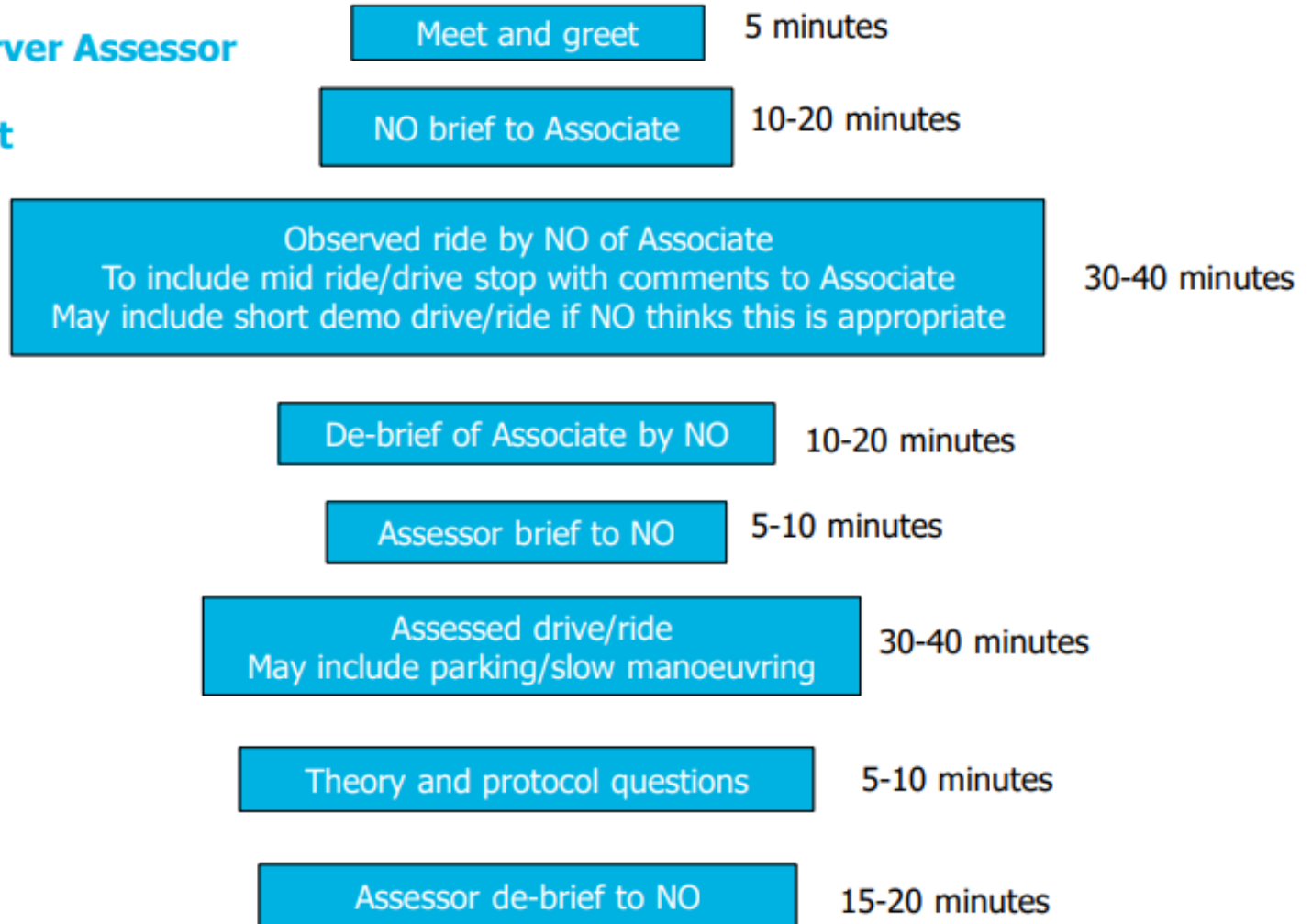
The ASDM [Area Service Delivery Manager] or a NOA [National Observer Assessor] will contact the Trainee directly within 5 working days to arrange a convenient time a place.

The venue and route for the NO Assessment is the choice of the Trainee so the Assessor will be travelling to you.

The Assessor will also send details of the structure requirements for the day and what to expect

NO Initial Assessment Timings

National Observer Assessor Seminar: NO Assessment



National Observer Assessment Pass

The successful candidate may or may not receive a development plan as they are new to the role and are still be improving.

National Observer can now be undertaken without supervision

They will receive a congratulation letter from IAM RS together with their IAM National Observers Programme Certificate in the post.

National Observers will have a Quality Assurance check every 5 years to be able to retain their qualification which will be carried out by the ASDM or NOA

Note:-

Examiners and Masters Mentors will have a 3 year Quality Assurance check with a ASDM

National Observer Assessment Referral

If the candidate is unsuccessful, they will receive a email notification with information on how to arrange a reassessment together with a development plan from the Assessor

The candidates are required to undergo further training and reassessment by GAM before resuming as a observer. If the Trainee decides not to be re-assessed they must cease observing immediately

Candidates have 3 months from the date of their original assessment to successfully complete the reassessment in order to keep observing

They may only have to be re-assessed on unsuccessful competences not the full assessment

GAM will provide guidance and preparation for the reassessment and re-apply to IAM RS on behalf of the Trainee when ready

Terms and Conditions

During the TO1 training process the Trainee should bear in mind that it is the Observer who controls the Associates drive. If invited by the Observer, Trainees may comment on the Associate's performance. In general, such comments would support those already made by the Observer. The Trainee should not comment on the associates “test readiness”, such determinations are made by the Observers.

If the Trainee feels that during an Associate's drive, they have witnessed poor performance or have criticism of the Observer, then in the first instance, this should be discussed with the Observer. This initial discussion must take place after the drive is concluded and the Associate has left. If the Trainee feels uncomfortable with initiating this discussion, then approach either the Training Manager or Chief Observer

Terms and Conditions

At any point a Trainee may withdraw from the course. Notification must be in writing or via email addressed to either the Training Manager or the Chief Observer. No reason need be given, but GAM will always appreciate feedback.

Withdrawal or removal from Observer training in no way affects membership of the group or IAM RoadSmart.

NO Quality Assurance Checks and 5 Year Re-Assessment

All Observers should expect to have their skills checked periodically throughout their observing career – either formally via IAM RoadSmart reassessment or internally via the group standardisation process by the CO or nominated person

Newly qualified Observers should expect a standardisation check between six and 12 months after qualification.

In general, the minimum expected commitment from a Observer is:-

- 1 of 2 training days held per year.**
- 1 of the Observer meetings held throughout the year.**
- 8 out of 12 monthly Sunday runs or AOR**

NO Quality Assurance Checks and 5 Year Re-Assessment

The GAM Group checks can be carried out as part of a normal Observed run. It is important that the Observer is aware of the NOPS competency document as this will be the standard to be referenced

5 Year re-assessment:-

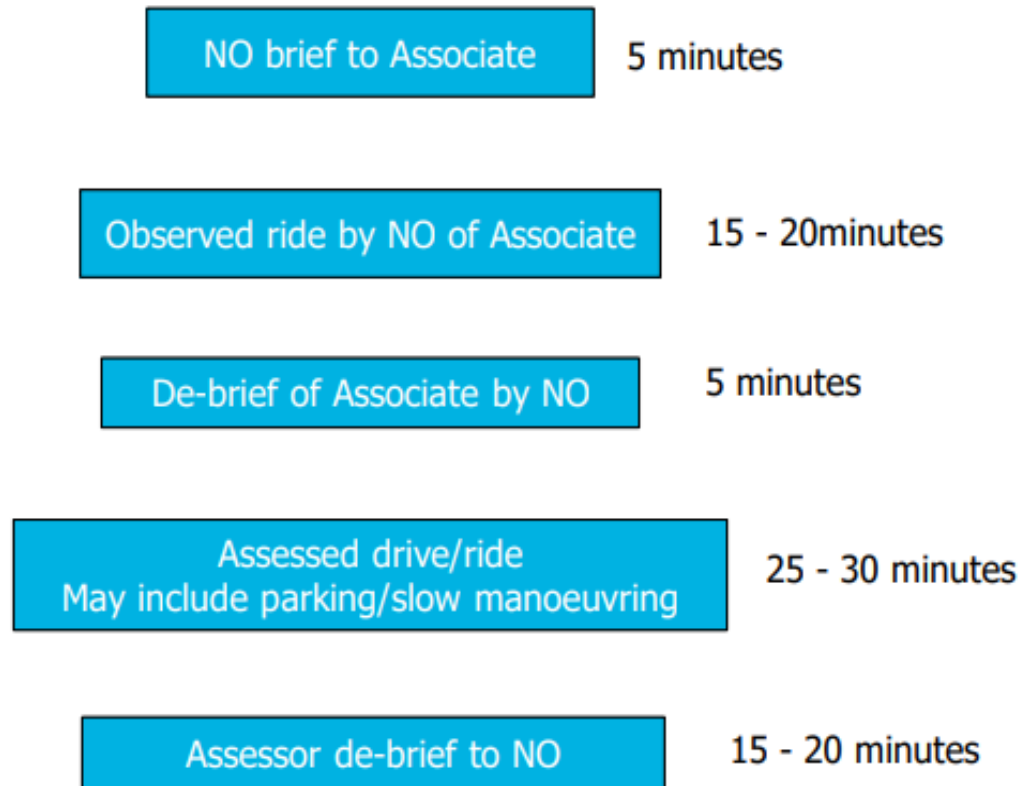
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The Assessor will also send details of the structure requirements for the day and what to expect

5 Year Quality Assurance Re-Assessment Structure

National Observer Assessor Seminar: NO 5 year Re-assessment



Your questions?

IAM RoadSmart

Thank you