



TEACH2DRIVE – PDI TRAINING TERMS & CONDITIONS

1. Agreement to Terms

By enrolling onto a Teach2Drive Instructor Training Course, you agree to the following terms and conditions. Your place on the course is confirmed once payment (full or partial) has been received.

2. Course Structure & Delivery

Your training programme is designed to prepare you for the DVSA ADI qualification process (Part 1, Part 2 and Part 3).

Your course includes:

1:1 in-car training sessions

Ongoing trainer support and guidance

Structured preparation for DVSA qualifying exams

Training is delivered at agreed locations and scheduled in advance.

3. Payments & Access to Training

Where a payment plan is agreed, access to training is linked to your account being up to date.

If payments fall into arrears:

Training may be temporarily paused

We will make reasonable attempts to contact you to resolve the issue

Training will resume once payments are brought up to date.

4. Refund & Cancellation Policy

You have the right to cancel your course within **14 days** of your initial payment and receive a full refund (provided any materials supplied are returned).

After this period:

Once training has commenced, refunds are not normally provided. However, we will consider any requests fairly and reasonably, taking into account training already delivered and costs incurred

If a DBS check result prevents you from becoming a driving instructor (and no false information was provided), a refund will be issued minus a £200 administration fee.

5. DVSA Tests & Candidate Responsibilities

You are responsible for:

Booking and paying for all DVSA tests (Part 1, 2 and 3)

Applying for and completing your DBS check

Preparing for Part 1 using provided guidance and independent study

Teach2Drive provides support but cannot guarantee test outcomes.

6. Training Requirements & Progression

All training must be completed within **24 months** of your initial payment. Any unused training after this time will be forfeited.

7. Lesson Cancellations

A minimum of **48 hours' notice** is required to cancel or reschedule any training session.

Failure to provide sufficient notice may result in the loss of that session from your allocated training hours.

8. Use of Vehicle for Tests

If you require a vehicle for your Part 2 or Part 3 test:

A suitable vehicle can be provided (subject to availability)

A fee of £80 per test applies

Payment must be made in advance

9. Part 3 Test Requirements

You are responsible for providing a suitable pupil for your Part 3 test.

Guidance will be provided where possible, but this remains your responsibility.

10. Trainee Licence Scheme & Sponsorship

Once eligible, you may apply for the Teach2Drive trainee licence scheme, allowing you to gain real teaching experience.

This includes:

Use of the Teach2Drive brand

Use of Driving school roof sign

Website/social media marketing provision

Professional 0800 number

Support with gaining pupils

Admin support

Ongoing mentoring and development

A sponsorship fee of **£120 per calendar month** applies.

You must:

Display Teach2Drive branding and contact details

Operate under DVSA trainee licence rules

Complete required additional training during the licence period

11. Advertising Rules (DVSA Compliance)

While on a trainee licence:

You must:

Advertise under Teach2Drive

Display the company contact number

Clearly state “Trainee Driving Instructor”

Comply with any DVSA issued guidance

You must not:

Present yourself as a fully qualified instructor

Advertise using personal contact details

(See Appendix A for guidance)

12. Self-Employment Status

You operate on a **self-employed basis**.

You are responsible for:

Managing your own clients

Handling payments from pupils

Meeting all tax, legal and insurance obligations

Nothing in this agreement constitutes an employment relationship.

13. Liability

Teach2Drive will not be liable for:

Failure to pass DVSA tests

Test availability or delays

Loss of earnings or business opportunities

We are committed to providing high-quality training and support throughout your course.

14. Complaints Procedure

If you are dissatisfied with any aspect of your training:

Please contact: support@teach2drive.com

We aim to respond within a reasonable timeframe

We will work with you to resolve any issues fairly

15. General Terms

Training is delivered by an ORDIT-registered instructor - Grade A (51/51)

Sessions are limited to a maximum of 40 hours per month

All training is subject to availability

Signed:

Student:

Trainer:

Date:

Appendix A

DVSA advertising guidelines for PDI's



Must state Training provider

Must state Training providers contact details

Must state Trainee driving Instructor

You cannot display personal contact details