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Complete Programme Summary & 16-Week Timeline

Consolidated guide to the curriculum, readiness gates, student support policy and intervention process

ADI TA Edit Advanced Driving Instructor Training Academy Limited

November 2026

Version 1.0

Contents

1.	Document Overview
2.	Curriculum Design & Philosophy
3.	The Six Evidence-Based Learning Mechanisms
4.	Programme Structure — Four Modules + One Spine
5.	16-Week Timeline Chart (Visual Gantt)
6.	Week-by-Week Milestones
7.	Readiness Gates — The "No Unready Test" Policy
8.	Module 4 — Business Skills & Funding
9.	Three Pre-Course Retention Upgrades
10.	Student Support & Intervention Policy
11.	Weekly RAG Tracking System
12.	Three-Tier Intervention Process
13.	Roles, Responsibilities & Documentation
14.	Key Benefits for Trainees

1. Document Overview

This document consolidates the three core academy publications — the **Student Support & Intervention Policy**, the **16-Week Curriculum & Training Programme**, and the **Curriculum Blueprint** — into a single professional reference. It is designed for trainees, instructors, quality assurance reviewers and funding partners.

Document	Purpose	Version	Date
Student Support & Intervention Policy	Defines how struggling trainees are identified and supported	1.1	Nov 2026
16-Week Curriculum & Training Programme	Full programme structure, philosophy, modules and assessment	1.2	Nov 2026
Curriculum Blueprint	Visual explanation of the timeline, learning science and overlaps	—	Nov 2026

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Programme: 16-week ADI qualification plus optional Level 2 Business Start-Up certificate.

2. Curriculum Design & Philosophy

Core principle — overlapping modules. Unlike traditional siloed courses, all four modules run simultaneously from Week 6 onward. This mirrors real driving instruction — where driving, theory and teaching happen together — rather than teaching them in isolation. The result is integrated, job-ready competence at graduation.

A real driving lesson never happens in neat silos. An instructor simultaneously drives to a high standard, identifies and corrects pupil faults, manages risk, and plans the next step — all at the same time. Training that teaches these skills one at a time, in blocks, produces siloed competence that falls apart under the pressure of a real lesson. The overlapping design trains trainees to juggle these skills from Week 4 onward, so that by graduation the competence is automatic.

3. The Six Evidence-Based Learning Mechanisms

Each design choice ties directly to improved retention and first-time pass rates. The six mechanisms are deliberately built into the curriculum structure.

Mechanism	How it is built into the course	Pass-rate benefit
Spaced Repetition	Weekly theory quizzes continue to Week 16; every session opens with a no-notice recap of prior weeks.	Theory never decays; Part 1 knowledge remains sharp for Part 3 lesson planning and pupil Q&A.
Interleaving	From Week 4, no session is single-topic: driving and instruction are practised together.	Skills transfer to real lessons; Part 3 — the hardest exam — is built incrementally, not memorised.
Retrieval Practice	Three hard readiness gates plus regular mock tests act as low-stakes exam rehearsal.	No trainee sits a real test unless genuinely ready; first-time pass rate is protected.
Protégé Effect	Trainees teach from Week 4: micro-teaches, then in-car role-play, then real pupils.	Teaching is the strongest known retention mechanism; Part 3 technique is embedded, not rehearsed.
Cognitive Load Management	One new complexity layer per week; everything else is revision in a new context.	No overwhelm; dropout is reduced, so more trainees reach test day.
Funding & Retention Bonus (Module 4)	Business skills delivered as a portfolio-assessed Level 2 qualification alongside the core programme.	Trainees graduate with two qualifications; funding may offset course cost; completion rates rise.

4. Programme Structure — Four Modules + One Spine

Module	Content	ADI Test	Timeline
M1 — Theory	Highway Code, road signs, hazard perception, disability awareness	Part 1	Weeks 1–6 intensive; weekly quizzes to Week 16
M2 — Driving	Advanced driving, commentary driving, manoeuvres, fault awareness	Part 2	Audit Week 3; intensive Weeks 5–10; test window Week 11
M3 — Instruction	Teaching models, Q&A technique, fault correction, lesson planning	Part 3	Micro-teach Week 4; role-play Week 7; real pupils Week 12; mocks Weeks 14–16
M4 — Business Skills	Self-employment & tax, insurance, marketing, GDPR, diary management	Level 2 Certificate	Weeks 6–16; 1 hr/week + 4 workshops + portfolio
Spine — Risk & Lesson Planning	Risk management and lesson planning, increasing in complexity week by week	Underpins all 3 tests	Weeks 1–16, integrated into every session

Three deliberate overlaps — intentional design features, not accidents:

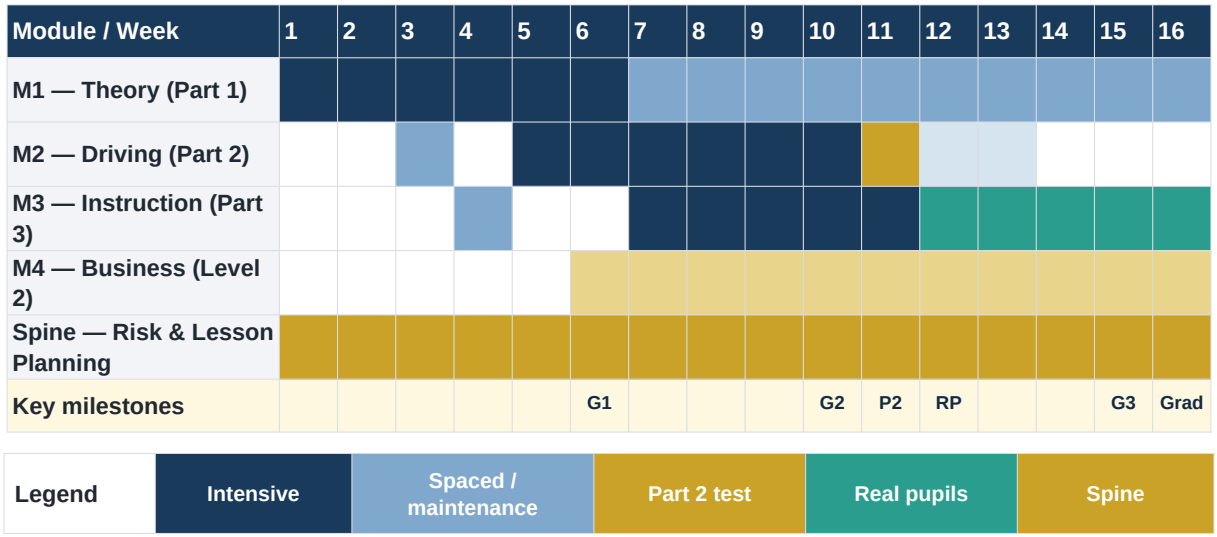
• **Commentary Driving (Weeks 3–16):** verbal observation practice that serves all three exams at once.

• **Fault Identification Ladder (Weeks 4–12+):** own driving → peer's driving → real pupil's driving — a gradual increase in difficulty.

• **Constant Spine:** risk management and lesson planning integrated into every session, never taught in isolation.

5. 16-Week Timeline Chart (Visual Gantt)

The chart below shows how the four modules overlap across the 16 weeks. Darker shading = intensive phase; lighter shading = maintenance / spaced revision phase.



Milestone codes: G1 / G2 / G3 = Readiness Gates · P2 = Part 2 test window opens · RP = Real pupils begin · Grad = Graduation

6. Week-by-Week Milestones

Week	Focus	Key event
1–2	Foundations	Road craft, learning styles, baseline assessment
3	Driving audit	Commentary driving begins
4	Instruction starts	First micro-teach
6	Readiness Gate 1	Part 1 mock test readiness
7–9	In-car role-play	Peer-as-pupil practice
10	Readiness Gate 2	Part 2 mock drive readiness
11	Part 2 test window	Post-test debriefs
12	Real pupils begin	First observed pupil session
14–15	Readiness Gate 3	Part 3 full mock exams; final readiness sign-off
16	Graduation	Level 2 certificate awarded

7. Readiness Gates — The "No Unready Test" Policy

Three mandatory checkpoints. **No real test is booked unless the corresponding gate is passed.** Booking a test without passing a gate requires Academy Director sign-off — it is an exception, not standard practice.

Gate	Week	Assessment	Pass standard	If failed
Gate 1	6	Part 1 mock test	Within 5% of real pass mark; hazard perception complete	Tier 2 booster; Part 1 test not booked
Gate 2	10	Part 2 mock drive	No serious/dangerous faults; ≤ 6 driver faults	Targeted booster; Part 2 test not booked
Gate 3	15	Part 3 full mock exam	Grade B or above on both phases	Weak-area clinic + re-mock; Part 3 test held until pass

8. Module 4 — Business Skills & Funding

Option A (Funded): one hour per week plus four workshops and a portfolio of home study, leading to the NCFE/Cache Level 2 Certificate in Creating a Business Start-Up. Eligible for Adult Education Budget (AEB) funding — free for adults aged 19+, resident in England, delivered via an FE college partnership. *Funding applies only to Module 4, not to the core ADI training.*

Option B (Unfunded): the same business content delivered in shorter chunks, with no certificate and no funding. Trainees can upgrade to Option A at any time.

9. Three Pre-Course Retention Upgrades

These are preventative — designed to stop trainees falling behind before any intervention is ever needed.

1. **Pre-course starter pack** (issued two weeks before Day 1): Highway Code app, hazard-perception practice and a baseline quiz. The "priming" effect reduces Week 1 dropout.

2. **Permanent buddy pairs + weekly self-assessment:** peer support from Day 1; self-rated confidence compared with instructor RAG catches issues up to one week earlier.

3. **Growth-mindset onboarding for Module 2:** Weeks 3–10 are explicitly framed as "we will deconstruct and rebuild your driving" — normalising the fault-identification phase and reducing emotional dropout.

10. Student Support & Intervention Policy

Core principle:

> *"No trainee ever fails silently. Struggle is identified within one week, not at the end of a module. Intervention is supportive, not punitive — and every step is documented."*

11. Weekly RAG Tracking System

Every week the lead instructor records a Red / Amber / Green status per trainee, per module, based on quiz scores, in-car competency, micro-teach and role-play grades, and the trainee's own self-assessment.

Status	Meaning	Action
Green	On track; meeting standards	None — continue on the normal programme
Amber	Minor gaps; at risk of slipping	Noted; addressed in the next session's recap — no formal intervention
Red	Below standard / missed session / failed gate	Triggers Tier 1 intervention within 24 hours

Intervention triggers: two consecutive Reds, or one Red plus a missed session, or a failed readiness gate. A single Red alone triggers in-session monitoring only.

12. Three-Tier Intervention Process

Tier	Trigger	Action	Timeline	Exit condition
Tier 1 — Light Touch	First Red, or Amber trending down for two weeks	10-minute check-in at next session; written targeted home-study plan. Owner: lead instructor.	Check-in within 24 hrs; plan reviewed at the following session	Two consecutive Greens, or one Green plus confirmed improvement
Tier 2 — Booster	Two consecutive Reds; Tier 1 unresolved after two weeks; failed readiness gate	One free booster session (in-car or classroom); paired with a strong peer buddy; three weekly progress reviews. Owner: lead instructor, confirmed in writing.	Booster within one week; reviews follow	Two consecutive Greens post-booster, or a pass at the re-taken gate. Escalate to Tier 3 if unresolved after three weeks.
Tier 3 — Formal Review	Tier 2 unresolved after three weeks; trainee requests a pause or withdrawal	Formal meeting with the Academy Director. Options discussed: extended timeline; paused course with a restart date; exit with partial refund (per terms of business). Lead instructor attends.	Meeting within one week of escalation; decision in writing within 48 hours	Full written record kept; refund processed per policy; lessons-learned review completed by the Director

13. Roles, Responsibilities & Documentation

Roles & responsibilities

Role	Key responsibilities
Lead Instructor	Weekly RAG assessments; delivery of Tier 1 and Tier 2 support; accurate tracker logging
Academy Director	Tier 3 reviews; refund and pause decisions; policy ownership; quality review
Trainee	Attend sessions; complete agreed study; engage with support; raise concerns early
Peer Buddy	Mutual support and practice; report concerns to the instructor

Documentation & audit trail

• The central RAG tracker is the single source of truth, updated weekly and backed up.

• Every Tier 1, 2 and 3 action is recorded with date, owner, action and outcome.

• Written agreements are shared with the trainee.

• Records are retained for a minimum of three years post-exit (longer if a funding partner requires it), and are available to college quality teams on request.

• The policy is reviewed after every cohort and at least annually; it is version-controlled (v1.0 issued November 2026; v1.1 current).

14. Key Benefits for Trainees

Benefit	What it means
Never overwhelmed	One new skill layer per week; everything else is revision.
Knowledge retained	Spaced practice keeps theory fresh to graduation and beyond.
Caught early	Weekly tracking means no trainee falls behind silently.
Test-ready, not exam-ready	Trainees learn by teaching real pupils.
Protected investment	Readiness gates prevent tests being booked too early.
Dual qualification	Graduate with ADI qualification plus Level 2 Business Start-Up certificate.
Business-ready	Graduate with a complete driving-school business plan.
Potentially lower cost	AEB funding may cover Module 4.